

June 30, 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	570-561-6961	jackie6741@gmail.com
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	stevebarrouk@gmail.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
Theodore Wampole	888-905-2872	theodore.wampole@luzernecounty.org
Vacant		

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	570-460-4772	read4fun@ptd.net

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	jmckerrell@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	570-490-8369	adz095@ptd.net
Bud Quandel	570-544-4775	bquandel@quandel.com

WAYNE COUNTY

Joseph Adams (County Commissioner)	570-253-5970	jwadams@waynecountypa.gov
David Hoff	570-253-8274	hoff@wmh.org
Craig Rickard	570-253-5970	crickard@waynecountypa.gov
Mary Beth Wood (Executive Committee-1st Vice-Board Chairperson)	570-253-2537	mbw@wedcorp.org
Vacant		

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
Ernest Preate	570-558-5970	epreate@comcast.net

**BOARD OF DIRECTORS REPORT
JUNE 30, 2021**



AGENDA

- I. **Call to Order** – *Joe Sebelin, Board Chairperson*
- II. **Pledge of Allegiance** - *Joe Sebelin, Board Chairperson*
- III. **Board Discussion & Action Items**
- * March 3, 2021 Meeting Minutes - *Joe Sebelin, Board Chairperson* 1-5
 - * Treasurer's Report - *Wendi Holena, VP & CFO* 6-7
 - * Fiscal Year 2021-2022 NEPA Budget Adoption - *Bill Kerstetter, Jeffrey Box / Wendi Holena* 8
 - * Fiscal Year 2021-2022 NEPA Work Plan Adoption - *Jeffrey Box/SRMGT Staff* 9-18
 - * Resolution 2021-06 - Approving the Appalachian Regional Commission Project Priority List for 2021-2022 – *Jack McNulty, Jeffrey Box & Kurt Bauman* 19-21
 - * Resolution 2021-07 – Supporting the Senate and House bipartisan bills to protect the current status of designated Metropolitan Statistical Areas (MSA) – *Jeffrey Box / Alan Baranski* 22-23
 - * Fiscal Year 2021-2022 Committee Memberships - *Joe Sebelin* 24-26
 - * Fiscal Year 2021-2022 Board Meeting Schedule - *Joe Sebelin* 27
 - * Affiliate/Committee/Division Reports 28-43
 - Appalachian Regional Commission (ARC) Project Update - *Kurt Bauman*
 - Community & Economic Development Services - *Kurt Bauman*
 - Business Development Services - *Steve Ursich*
 - Communications & Membership - *Alex Stark/Donna Hritz*
 - Transportation Services - *Alan Baranski*
- IV. **President & CEO Report** – *Jeffrey Box*
- V. **Presentation** – County Reports on Broadband Activities - *Jeffrey Box/ Kurt Bauman*
- VI. **Open Discussion** - *Joe Sebelin, Board Chairperson*

**Board of Directors Report
Minutes of
Wednesday, March 3, 2021
Conference Call/Zoom Meeting**

OFFICERS

Joseph Sebelin, Board Chairperson
Stephen Barrouk, 2nd Vice-Board Chairperson
Comm. George Halcovage, Treasurer
Mary Frances Postupack, Assistant Treasurer
Alex Stark, Assistant Secretary
Philip Condron, Past Board Chairperson

CARBON

Maryln Kissner
Comm. Wayne Nothstein

LACKAWANNA

Tom Donohue
Jack McNulty
Brenda Sacco

LUZERNE

Michelle Mikitish

MONROE

Chuck Leonard
Marynell Strunk

PIKE

Cynthia DeFebo
Juliette McKerrrell
Peter Wulforth

SCHUYLKILL

Bob Carl
Micah Gursky

WAYNE

Comm. Joe Adams
Dave Hoff
Craig Rickard
Mary Beth Wood

AT-LARGE

Carl Beardsley
Ricky Durst
Vince Galko
Larry Malski
Alana Roberts

EX-OFFICIO

Jeffrey Box
Maria Montoro Edwards

STAFF

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

GUEST

Phil Keaney

**Board of Directors Report
Minutes of
Wednesday, March 3, 2021
Conference Call/Zoom Meeting**

The NEPA Alliance held a Board of Directors Meeting on Wednesday, March 3, 2021, via Conference Call/Zoom Meeting. Board Chairperson Joe Sebelin called the meeting to order at 1:00pm.

Board Chairperson Joe Sebelin welcomed 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.

Board Chairperson Joe Sebelin asked the Board of Directors and staff to join him in a moment of silence for Mark Graziadio & Paul Maher, Board Members who recently passed away.

ACTION ITEMS

Minutes - A motion was made by Marynell Strunk and seconded by Commissioner Wayne Nothstein to accept the minutes from the Board of Directors Meeting of January 6, 2021. **Motion carried**

Review of the 2019 Audit – Phil Keaney, CPA, J.H. Williams & Co. reported that the financial statements and schedules for the year ending June 30, 2020, 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.

A motion was made by Phil Condron and seconded Michelle Mikitish by to accept the 2020 Audit Report as presented. **Motion carried**

Treasurers Report – Wendi reported that on the Statement of Activities as of January 31, 2021, NEPA has total revenues and total expenses of approximately \$1.9 million. She noted that there is a small increase in net assets of \$993. Wendi stated that NEPA is seven months through the fiscal year. She noted that NEPA's revenues and expenses are at 55% and she anticipates ending the fiscal year on target. Wendi stated that NEPA's Statement of Financial Position shows a cash balance of approximately \$1 million with \$959,689 of unrestricted cash. She noted that NEPA has a healthy balance of \$533,000 in the accounts receivable. Wendi noted that NEPA will begin working on the 2022 Budget that will be presented at the May Board meeting.

A motion was made by Commissioner George Halcovage and seconded by Marynell Strunk to accept the Treasurer Report as presented. **Motion carried**

Resolution 2021-1 - Adopting the Comprehensive Economic Development Strategy (CEDS) Annual Performance Report for the Years 2019-2020 – Jeff reported that NEPA prepares the Comprehensive Economic Development Strategy (CEDS) as required by the Economic Development Administration (EDA), which is one of NEPA's key funding agencies. He noted that between the five year plan, NEPA is required to prepare an update.

A motion was made by Chuck Leonard and seconded by Commissioner Joe Adams to accept the Comprehensive Economic Development Strategy (CEDS) Annual Performance Report as presented. **Motion carried.**

Board of Directors Report Minutes of Wednesday, March 3, 2021 Conference Call/Zoom Meeting

Resolution 2021-2 – NEPA’s Hotel Fauchere RACP Application – Kurt reported the resolution is confirming the actual amount of the RACP award. He noted that Hotel Fauchere received a \$500,000 allocation of state funds for their expansion project. Kurt stated that this resolution will allow them to submit a postaward application and business plan so the project can get under contract and move forward, assuming it meets the state requirements. He stated that the Board approved a resolution in August approving the pre-award amount. Kurt stated that now that Hotel Fauchere knows the exact funding amount a post award resolution will be submitted with the postaward application. Kurt noted that NEPA is serving as the fiscal sponsor.

A motion was made by Cynthia Defebo and seconded by Michelle Mikitish to accept Resolution 2021-2 NEPA’s Hotel Fauchere RACP Application as presented. **Motion carried.**

Resolution 2021-3 – NEPA’s Little Leaf Farms RACP Application – Kurt reported that the Little Leaf Farms RACP pre-award will result in a \$2 million project. He noted that they are headquartered in and Massachusetts produces lettuce. He further reported that they are constructing a new greenhouse in the McAdoo Industrial Park. Kurt reported that the total investment is over \$100 million for the new facility and the state has provided them a \$2 million RACP Award. He noted that NEPA also served as the fiscal sponsor.

A motion was made by Commissioner George Halcovage and seconded by Tom Donohue to accept Resolution 2021-3 NEPA’s Little Leaf Farms RACP Application as presented. **Motion carried.**

Resolution 2021-4 – NEPA’s Downtown Shenandoah Inc. RACP Application - Kurt reported that the project is for the Downtown Shenandoah Center for Business, Education & Arts, which will be an incubator, education and community center. He stated that Downtown Shenandoah Inc.’s RACP award was for \$1.5 million. Kurt noted that NEPA was the applicant and the grantwriter. He noted that they also hired NEPA to apply for New Market Tax Credits for the project.

A motion was made by Bob Carl and seconded by Commissioner George Halocavage to accept Resolution 2021-4 NEPA’s Downton Shenandoah Inc. RACP Application as presented. **Motion carried.**

Appoint Chuck Leonard to the MPO Technical Planning Committee as the NEPA Board designee representing Monroe County – Jeff reported that Chuck Leonard volunteered to serve on the MPO Technical Planning Committee representing Monroe County. He stated that the committee is structured, to rotate every two years between Carbon, Pike, Monroe and Schuylkill counties.

A motion was made by Steve Barrouk and seconded by Marynell Strunk to appoint Chuck Leonard to the MPO Technical Planning Committee representing Monroe County. **Motion carried.**

Appoint Alana Roberts and Marynell Strunk as NEPA Board representatives to the NCAC Board of Directors - Jeff reported that NEPA has been working over the past few months to restructure the NCAC Board of Directors. He noted that NCAC is a 501(3) affiliate and NEPA’s landlord. He noted that the nonprofit assistance programming is through NCAC. Jeff reported that several longtime Board Members have recently resigned from the NCAC Board. He stated that in the Operating Agreement between NEPA and NCAC there are three NEPA Board Members who also serve as NCAC Board Members.

**Board of Directors Report
Minutes of
Wednesday, March 3, 2021
Conference Call/Zoom Meeting**

A motion was made by Ricky Durst and seconded by Phil Condron to appoint Alana Roberts and Marynell Strunk to the NCAC Board of Directors. **Motion carried.**

Committee/Affiliate Reports

Business Development Services - Steve Ursich reported that the Commonwealth of Pennsylvania launched a COVID Hospitality Industry Recovery Program (CHIRP) where the counties receive funding to assist the hospitality industries (ie. hotels/restaurants). He reported that the counties will decide how to distribute the funds and will also decide what Certified Economic Development Organization (CEDO) or Community Development Financial Institutions (CDFI) will distribute the funds. Steve stated that NEPA has contracted with Pike and Schuylkill counties. Steve noted that the application period will be opening up very shortly. Jeff thanked Commissioner George Halcovage for partnering with NEPA. Commissioner George Halcovage noted that NEPA has done an outstanding job getting the program up and running. Steve reported that NEPA received \$1.98 million for the EDA COVID loan program. He noted the funds opened on September 1, 2020, however, to date NEPA has uncommitted funds of only \$10,000. Steve further reported that NEPA's first report was accepted by EDA. He noted that NEPA will be funding two loans through the SBA504 Loan Program for just over \$2 million next week, which will bring NEPA's portfolio total to 22 loans at \$20,771,000 effective next week.

Steve reported the PTAC Government Showcase has been cancelled this year due to COVID and because the federal agencies have travel restrictions. He also reported that the Bring the World to PA event will be virtual sometime in September.

Communications & Membership – Alex reported as of February 28, 2021, NEPA has 91 members for a total of \$178,375. He noted that last year at this time we had 167 members for a total of \$197,275 so NEPA is behind 76 members and \$18,900. Alex reported that Jeff is currently revising the membership letter so the invoices will be sent a little later than usual. He noted to date NEPA only received municipality and county memberships. Alex further noted that NEPA should be back on target in the next couple months.

Donna reported that NEPA has the capability to accept electronic payments for membership on the NEPA website. She noted that staff is also reviewing options to combine the membership and the database into a more efficient and user-friendly process. Donna reported that NEPA is currently preparing a membership spotlight to feature members in the NEPA Newslines and on the NEPA website. She noted that a membership questionnaire will be sent to Board in the next few days. Donna noted that the internal website committee continues to meet to revise the scope of work for the website RFQ, which will be going out shortly. Donna reported that the NEPA Nominating Committee met on February 25th to review the upcoming Board slate for the new fiscal year beginning July 1st, which will be presented at the May meeting. Jeff noted that NEPA will be scheduling a Membership/Communications Committee meeting in the near future to demonstrating the Membership HUB on the NEPA website.

Community & Economic Development Services – Kurt reported that NEPA continues to seek it's own allocation for New Markets Tax Credit. He noted that there are currently four clients under contract to help find allocations. Kurt stated that the clients are Da Vinci Science Center, Allentown; Hyatt Place, Wilkes-Barre; Pocono YMCA, Stroudsburg and Downtown Shenandoah, Inc., Shenandoah. He noted that

**Board of Directors Report
Minutes of
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he continues to work with Steve Ursich on the Angel Fund launch, which is up to \$300,000. Kurt reported that a Grantmakers Forum is scheduled for March 23rd to discuss the new initiatives in the region as well as some of the challenges nonprofits are experiencing. He reported that the state is looking for additional ARC projects.

Transportation Services – Alan reported PennDOT is currently facing an imminent project funding shortfall. He noted that reductions in road traffic due to the COVID-19 pandemic have significantly reduced gasoline tax revenue this year. Alan stated that PennDOT's received \$407 million in federal COVID relief funds. He noted that these funds will allow the state to fund transportation projects for the remainder of the fiscal year. Alan noted that the development of a regional freight study has been identified as a task in the current UPWP. He noted that given the regional nature of freight movements, particularly due to the warehousing and distribution growth in the adjoining Lehigh Valley and Scranton/Wilkes-Barre MPOs, staff has been in discussions with neighboring planning partners about developing a collaborative regional freight plan. Alan noted that the Transportation will be going through a full review by the federal and state agencies, which will be going on throughout the Spring. He reported that staff held a virtual meeting with state and federal delegation, Schuylkill County Commissioners and MPO representatives to discuss projects and issues in Schuylkill County.

President & CEO Report – Jeff reported that the staff will continue working remotely until March 31st. He noted that he will revisit the issue based on federal and state guidelines. Jeff noted that he anticipates the staff returning to work two days a week beginning in April. He thanked the staff for all programs running smoothly while working remotely. Jeff also thanked the Board of Directors for their guidance and support.

Presentation – Kurt and Steve Zaricki presented a power point on the NEPA 2019-2020 Comprehensive Economic Development Strategy (CEDS) Annual Performance Report. They highlighted on the following: Why Prepare a Comprehensive Economic Development Strategy (CEDS); Regional Topics Addressed in the CEDS; Population for the United States, Pennsylvania, and Northeastern Pennsylvania Counties 2010 and 2019 from the U.S. Census Bureau, Population Division; Manufacturing Industry Employment for the United States, Pennsylvania, and Northeastern Pennsylvania Counties, 2008 and 2013 from U.S. Census Bureau, "2008 and 2013 County Business Patterns and Manufacturing Industry Employment for the United States, Pennsylvania and Northeastern Pennsylvania Counties 2013 and 2018 from U.S. Census Bureau, 2013 and 2018 County Business Patterns. A copy of the power point is available upon request. Mary Frances Postupack suggested expanding on the diversity section.

There being no further business Board Chairman Joe Sebelin adjourned the meeting at 2:08pm.

Respectfully submitted:
Donna Hritz, Communications & Operations Manager
March 22, 2021

Statement of Activities

May 31, 2021

	Prior YTD	Current YTD	Budget	Percentage of Budget
Revenues:				
Grants/Projects	\$ 2,653,364	\$ 4,266,373	\$ 3,177,212	134%
Membership Fees	208,076	206,250	225,000	92%
Rental Income	22,301	27,215	28,921	94%
RLF Admin. Fees	33,110	33,605	15,000	224%
Match from Other Sources	101,216	21,798	6,000	363%
Other Receipts	32,898	7,259	14,300	51%
Contributed Services	30,362	12,606	29,000	43%
Total Revenues	3,081,327	4,575,106	3,495,433	131%
Expenses:				
Personnel	1,461,115	1,526,816	1,690,639	90%
Benefits	583,323	634,875	710,068	89%
Contractual	542,279	2,006,383	447,071	449%
Professional Fees	25,488	38,432	29,000	133%
Travel and Per Diem	34,888	698	32,681	2%
Meetings and Seminars	60,038	8,329	51,145	16%
Postage	4,433	1,482	4,950	30%
Supplies	39,767	25,231	81,537	31%
Publications and Memberships	40,478	43,831	57,586	76%
Printing	3,686	2,463	4,300	57%
Advertising	18,753	6,723	17,000	40%
Occupancy	41,704	38,612	67,200	57%
Equipment Rental & Maintenance	12,285	5,459	14,464	38%
Depreciation	63,869	60,351	66,903	90%
Telephone/Internet	18,984	20,716	23,420	88%
Insurance	31,712	23,249	32,236	72%
Interest	36,990	39,213	41,027	96%
Other Costs	29,779	76,377	92,172	83%
Contributed Services	30,362	12,606	29,000	43%
Total Expenses	3,079,933	4,571,846	3,492,399	131%
		-		
Increase (Decrease) in Net Assets	\$ 1,394	\$ 3,260	\$ 3,034	

Net Assets	
Beginning Balance	\$ 1,389,535
Increase (Decrease)	3,260
Current Balance	<u>\$ 1,392,795</u>

Statement of Financial Position

May 31, 2021

Assets	Prior Year	Current Year	Liabilities	Prior Year	Current Year
Unrestricted Cash Invested	\$ 396,372	\$ 899,446	Accounts Payable	\$ 246,690	112,880
Restricted Funds Invested	95,509	110,087	Deferred Project Funds	25,509	110,087
Membership Fees Receivable	20,400	52,850	Employee Benefits Payable	137,940	161,999
Advances/Deposits/Prepays	32,987	47,782	Payroll Withholdings	3,706	4,622
Accounts Receivable-Projects	1,211,775	691,291	Deferred Membership Fees	110,288	132,545
Loan Receivable - NEPABFC	-	-	Capital Lease Payable	596,931	574,775
Depreciable Assets (Net)	753,986	688,247	Total Liabilities	1,121,064	1,096,908
			Net Assets *	1,389,965	1,392,795
Total Assets	\$ 2,511,029	\$ 2,489,703	Total Liabilities & Net Assets	\$ 2,511,029	\$ 2,489,703

*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, 2022

Prepared 6-21-21

Revenue	FYE 20 Budget	FYE 21 Budget	FYE 22 Budget
Grants/Contracts	3,117,764	3,177,212	3,557,394
Match From Other Sources	39,667	6,000	60,000
Membership Fees	227,000	225,000	223,855
Rent and Related Receipts	28,921	28,921	30,329
RLF Admin Fees	20,000	15,000	15,000
Other Receipts	10,200	14,300	13,900
Contributed Services	38,000	29,000	16,000
Total Revenues	3,481,552	3,495,433	3,916,478
Expenses			
Personnel	1,601,078	1,690,639	1,803,906
Benefits	672,453	710,068	811,758
Contractual	663,498	447,071	731,955
Professional Fees	19,500	29,000	32,000
Travel & Per Diem	32,531	32,681	25,632
Meetings & Conferences	65,412	51,145	70,879
Postage	5,750	4,950	5,200
Supplies	47,171	81,537	61,419
Publications & Memberships	39,225	57,586	57,810
Printing & Publishing	6,800	4,300	5,100
Advertising	18,500	17,000	22,000
Utilities & Building Maintenance	66,340	67,200	67,300
Equipment - Rental & Maintenance	18,282	14,464	9,364
Depreciation	64,507	66,903	65,617
Telephone	21,320	23,420	26,280
Insurance	26,500	32,236	24,600
Interest	44,275	41,027	41,027
Other	27,797	92,172	36,016
Contributed Services	38,000	29,000	16,000
Total Expenses	3,478,939	3,492,399	3,913,863
Increase (Decrease) in net assets	2,613	3,034	2,615

**NEPA ALLIANCE
WORK PLAN FOR FISCAL YEAR 2021-2022
JUNE 30, 2021**

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/Risk Management
- NEPA Membership Campaign
- NEPA Vehicle Management

2. BUSINESS DEVELOPMENT SERVICES DIVISION

- Bring the World to PA Annual Event
- 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
- Performance Measurement System/Executive Pulse System Management
- 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 Organization Support
- IT and website maintenance for NEPA Operations
- LDD Website Maintenance and Re-Building
- NEPA Alliance Annual Dinner
- NEPA Alliance Regional Leadership Award
- NEPA Membership
- NEPA Newslines Email Newsletter
- Nominating Committee Organization Support

4. COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

- Angel Investment Fund
- ARC/EDA Project Development and ARC Regional Project Review Committee
- Blue Ribbon Task Force (BRTF) and PA Military Community Enhancement Commission
- Comprehensive Economic Development Strategy (CEDs)
- DCED PREP COVID-19 Economic Recovery Grant – Get Connected
- Economic Impact Modeling Services
- EDA CARES Act Economic Adjustment Assistance
- Engage- Business Retention & Expansion Program
- ESU Economic Summit Support

- Lackawanna County - Regional Economic and Community Recovery Task Force-Workforce
- LDD Broadband Program
- NEPA RACP Support
- NEPA Research & Information Center
- New Market Tax Credit Program
- Nonprofit & Community Assistance Center (NCAC) NEPA Grantmakers Forum, NEPA Gives, Program Administration and Community Foundation Initiative

5. TRANSPORTATION PLANNING SERVICES DIVISION

- Annual Highway Performance Monitoring System (HPMS) Data Collection
- Coordinated Transit-Human Services Transportation Plan Implementation
- County Roads Task Groups (4 MPO counties)
- Functional Classification Update (4 MPO counties)
- Geographic Information System (GIS)
- Long Range Transportation Plan (4 MPO counties)
- Milford Borough Traffic Circulation, Parking Analysis and Complete Streets Evaluation
- NEPA *Interchanges* Transportation Program Newsletter
- NEPA MPO 2023-2026 Transportation Improvement Plan Update (4 MPO counties)
- NEPA MPO Regional Bicycle/Pedestrian Plan
- PennDOT Assessment and Inventory of Local Transportation Assets (4 MPO counties)
- PennDOT Local Roads Technical Assistance Program (LTAP) (7 counties)
- PennDOT NEPA Metropolitan Planning Organization (MPO) (4 MPO counties)
- Public Involvement Plan, Title VI Plan and Limited English Proficiency Plan Updates
- Regional Freight Inventories and Corridors Plan – Multi- MPO
- Roadway Safety Audits/Reviews
- Unified Planning Work Program (2022-2024)
- Wetland Mitigation Planning

**NEPA ALLIANCE
WORK PLAN FOR FISCAL YEAR 2021-2022
JUNE 30, 2021**

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 the annual Form 990. NEPA performs accounting services for Northeastern Pennsylvania Nonprofit and Community Assistance Center Penn’s NE, the Blue Ribbon Task Force, the NEPA Business Finance Corporation, the NEPA Community Impact Group and the new LLC Angel Fund.

Contract Management

NEPA administers approximately 20 federal, state and local contracts and eleven (11) 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 24 employees plus interns. 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/Risk Management

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. Administrative services prepares invoices and handles payments to track NEPA membership.

NEPA Vehicle Management

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

2. BUSINESS DEVELOPMENT SERVICES DIVISION

Bringing the World to Pennsylvania Annual Event

This event brings the Pennsylvania's Foreign Trade Representatives to our region for meetings with local companies. Due to continued COVID-19 health risks, the Commonwealth has already notified participants that this event will once again be held virtually in September 2021. NEPA Alliance stands ready to assist in the marketing and promotion of this event once additional details are available.

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. In Fiscal Year 2022, NEPA will continue to evaluate opportunities to add additional revolving loan funds to our portfolio to support regional business projects.

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. We anticipate COVID-19 health concerns may lessen by May 2022 and we expect to once again be able to hold this event.

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 11 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.

Performance Measurement System and Executive Pulse System Management

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, in 2022 if the event is held.

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 Organization 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.

IT and Website maintenance for NEPA Operations

NEPA has a full-time IT Manager 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.

LDD Website Maintenance and Re-Building

NEPA staff members will monitor the LDD website on a daily basis for accuracy and we will be redesigning all of our websites in 2021-2022.

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 3,420 active contacts.

Nominating Committee Organization 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 develop an Angel Investment Fund to assist start-up and early stage businesses gain the mentorship and capital necessary to further develop their business model, ultimately creating jobs and economic growth.

ARC/EDA Project Development and ARC/EDA Regional Project Review Committee

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

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 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.

DCED PREP COVID-19 Economic Recovery Funding – Get Connected

NEPA received funding through DCED CPREP to support our Get Connected e-commerce initiative. Get Connected provides \$3,500 vouchers to assist small businesses with the development of websites and/or e-commerce platforms to reach more and new clients.

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 Support

NEPA will update and further develop the annual economic indicator report for Monroe County and present the data at the annual event. This event has been virtual during COVID.

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.

Local Development District Broadband Program

NEPA, in collaboration with our LDD partners, received funding to conduct a vertical assets inventory to support broadband deployment in the region.

NEPA RCAP Grant Support

NEPA serves as a consultant and fiscal sponsor for RACP grants.

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 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) 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 facilitates 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 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.

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 MPO 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.

Functional Classification Update (4 MPO counties)

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 (4 MPO counties)

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. During the upcoming program year, staff will initiate the LRTP Update process.

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 complete 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.

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 2023-2026 Transportation Improvement Program Update (4 MPO counties)

In collaboration with PennDOT, NEPA transportation program staff will coordinate the 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 will be 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 MPO 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 and crosswalk 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 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.

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

Public Involvement Plan (PIP), Title VI Plan and Limited English Proficiency (LEP) Plan Updates

Program staff will review and evaluate the effectiveness of the procedures and strategies contained in the current PIP, Title VI and LEP plans and update them to ensure that all stakeholders and citizens can become involved in the region's transportation planning and programming processes.

Regional Freight Inventories and Corridors

In coordination with surrounding MPOs, NEPA Alliance will be initiating the development of a regional freight inventories and freight corridors planning study. This effort will be coordinated with the Lackawanna-Luzerne MPO, the Lehigh Valley MPO, Reading MPO and Lebanon County 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.

Unified Planning Work Program (2022-2024)

Initiate UPWP development process beginning with NEPA staff participation in the PennDOT UPWP Workgroup and engagement of the NEPA MPO UPWP Subcommittee. Review of current UPWP activities status and identification of regional planning needs. Preparation of draft UPWP for State and Federal agency review and approvals by Winter 2022.

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.

**NORTHEASTERN PENNSYLVANIA ALLIANCE
RESOLUTION 2021-06**

**RESOLUTION OF THE
NORTHEASTERN PENNSYLVANIA ALLIANCE BOARD OF DIRECTORS
ADOPTING THE FISCAL YEAR 2021-2022
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 8, 2021, and reviewed and ranked these ARC projects; and,

WHEREAS, NEPA staff will continue to identify, vet and provide technical assistance to project applicants throughout the year in collaboration with PA DCED and ARC staff.

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The project listing set forth represents the Northeastern Pennsylvania Local Development District Fiscal Year 2021-2022 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 30th DAY OF JUNE, 2021

ATTEST:

Jeffrey K. Box, President & CEO

Phil P. Condon, Board Chairperson

ARC Project Proposal Summaries Regional Project Review Committee Ranked 2021-2022

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 – \$140,000

Tools of the Trade: Supporting Tools for Workforce Training

Johnson College will add a second mobile laboratory and upgrade major instructional equipment and capabilities to deliver hands-on training to fill essential in-demand jobs throughout the Appalachian region.

3. Greater Wilkes Barre - \$154,000

Connect Inclusive

The Greater Wilkes-Barre Chamber of Business & Industry (CBI), in partnership with The Institute for Public Policy and Economic Development (The Institute) and the Wilkes University Small Business Development Center (SBDC), is requesting \$154,000 to fund the Connect Inclusive program, which will address systemic and historical barriers to entrepreneurship and business growth that individuals from minority communities experience by providing accessible and inclusive resources for minority owned businesses that provides them with all stages of business education and technical resources, to start-up or continue to grow their business.

4. WEDCO - \$63,000

Wayne Tomorrow! Housing Strategy and Community Hubs Project

ARC Area Development funds are sought to develop two identified needs within the Wayne Tomorrow! strategic planning initiative: a Housing Stock Assessment and a Comprehensive Housing Strategy and expansion of our Community Hubs. Both were identified through Wayne Tomorrow! task force activity as being key components of building the regional entrepreneurial ecosystem and will support a series of public and private investments in Agriculture, Workforce Development, and Community Health and Wellness.

5. Misericordia University – \$83,506.93

Simulation in Nursing Education

To purchase state-of-the art nursing simulation lab equipment that will best prepare students in the nursing program in completing their clinical requirements with relation to clinical skills, competence, and knowledge enhancement for their future careers in nursing.

6. City of Scranton - \$50,000

City of Scranton Traffic Signal LED Replacement & Safety Improvement Project

The City of Scranton seeks ARC funding to upgrade traffic signals with more energy efficient LED lights and provide traffic signal preemption systems at high traffic intersection to allow emergency vehicles to respond to calls quickly and efficiently.

7. Scranton Lackawanna Human Development Agency (SLHDA) – \$117,210

Scranton Pre-K Center and Workforce Counseling Headquarters

Our purpose is two-fold: 1. To respond to the need for early learning programs in the City of Scranton brought about by the Scranton School District's decision to eliminate all Pre-K programs, and, 2, To enhance workforce development and wrap-around counseling programs for individuals who are at or below federal poverty guidelines – many of whom are family members of children from our early learning programs.

8. Downtown Shenandoah Inc.– \$127,321.84

Shenandoah Innovation Center

Downtown Shenandoah Inc. (DSI) seeks ARC funding to provide equipment for the Shenandoah Innovation Center, a 19,810 square foot facility that includes a maker space, classrooms, shared full serve culinary kitchen and business, training and workforces development tenants all designed to develop and support an entrepreneurial ecosystem for Schuylkill County.

9. Mid Valley School District – \$168,000

(STEM) Education Advancement- Biomedical Science

The purpose of Mid Valley School District's (MVSD) application is to expand our secondary STEM program to establish a Project Lead the Way (PLTW) biomedical science learning pathway to initially include the following courses: Gateway Program: Medical Detectives, Principles of Biomedical Science, and Human Body Systems and to establish a wide range of industry-based internships, mentorship, and job shadowing opportunities for our students. Our goal is to build stronger relationships with employers, corporate entities, and institutions of technical and higher education in order to bridge the gap between secondary education and the career skills required for success in high-demand occupations.

Local Access Roads

1. West Hazleton- \$1,000,000

Rotary Drive Roadway and Culvert Reconstruction & with Public Transit Enhancements

Enhancements of a local access road, drainage with traffic calming design, and creation of a public transit bus shelter for Bradley Caldwell and surrounding businesses will maintain access for existing industries, employers, employees, customers; retain jobs in West Hazleton; and better promote commerce for future job-creating development in Valmont Industrial Park.

2. Smithfield Township – \$1,000,000

Smithfield Gateway (Loop Road, Phase II)

The completion of this next phase of the Loop Road through the project will provide the critical transportation to serve not only the existing community and its expected growth but also this diverse retail, professional, medical, and service industry mixed use project spurring employment as well as residential opportunities within the project boundary.

3. Oregon Township - \$750,000

Beardsley Road Widening and Safety Improvements

Construction and widening of Beardsley Road with the inclusion of pull off areas for passing traffic, reconstruction of critical culvert for water drainage and to provide access to new hospitality development that will create 85+ jobs in Central Wayne County and will leverage \$6MM-\$8MM in private investment.

R E S O L U T I O N No. 2021-07

OF THE NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) BOARD OF DIRECTORS IN SUPPORT OF THE BIPARTISAN U.S. SENATE AND HOUSE BILLS PROTECTING THE CURRENT DESIGNATION OF METROPOLITAN STATISTICAL AREAS (MSAs)

WHEREAS, until March 2013, NEPA was designated as a Rural Planning Organization (RPO) and served as the coordinating agency for transportation planning and programming for Carbon, Monroe, Pike, Schuylkill and Wayne counties, and

WHEREAS, as a result of the 2010 U.S. Census, the East Stroudsburg Metropolitan Statistical Area (MSA) was designated in Monroe County along with a corresponding Urbanized Area (UZA) that resulted with four (Carbon, Monroe, Pike and Schuylkill) of the five RPO counties and the UZA municipalities to collaborate in regional transportation programming as the NEPA Metropolitan Planning Organization (MPO), and

WHEREAS, on January 19, 2021, the United States Office of Management and Budget (OMB) published in the Federal Register a proposed recommendation to increase the designation threshold for Metropolitan Statistical Areas (MSAs) from 50,000 to 100,000 to be implemented with the release of the 2020 U.S. Census Bureau data, and

WHEREAS, said OMB recommendation carries a potential for significant adverse impacts upon nine MSAs within Pennsylvania with populations under 100,000 including the East Stroudsburg MSA, and

WHEREAS, although the OMB recommendation states that the proposed changes to the MSA threshold is not intended for use in program funding decisions, it would likely have that impact as many federal programs use MSA designations for that purpose, and

WHEREAS, said OMB recommendations could negatively impact the NEPA MPO and MPO counterparts, causing the loss of MPO designation and associated resources including less federal funding to meet the same challenges of larger urban areas, such as aging infrastructure, congestion, and the provision of adequate public transit services, unless protective language safeguarding existing MPOs or other assurances were incorporated, and

WHEREAS, bipartisan legislation under the short title of *The Metropolitan Statistical Area Preservation Act* has been introduced in the United States Senate by U.S. Sens. John Thune (R-SD) and Mark Kelly (D-AZ) and in the United States House of Representatives by Members Dusty Johnson (R-SD) and Tom O'Halleran (D-AZ) which will establish that the current minimum population threshold for the designation of MSAs remain at 50,000 people.

NOW THEREFORE, BE IT RESOLVED, that:

- (1) The NEPA Board of Directors endorses the intent of *The Metropolitan Statistical Area Preservation Act* .
- (2) The NEPA Board of Directors encourages Senators Robert Casey and Patrick Toomey, and House of Representatives Members Matt Cartwright, Dan Meuser and Susan Wild to support the passage of said bill in their respective chambers.
- (3) The President/CEO of NEPA is authorized to transmit copies of this resolution to the NEPA region's federal delegation, County Commissioners and appropriate counterparts.

ADOPTED THIS 30th DAY OF June, 2021

Joseph Sebelin
Board Chairperson
NEPA Alliance Board of Directors

Jeffrey K. Box
President & CEO
NEPA Alliance

**CHAIRMAN'S APPOINTMENT
FY 2020-2021
WEDNESDAY, JUNE 30, 2021**



**CHAIRMAN'S APPOINTMENTS TO STANDING COMMITTEES
2021-2022**

Executive Committee (8)

Joe Sebelin (Board Chair) - Carbon
Mary Beth Wood (1st 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)

Bill Kerstetter, (Chair)
Michelle Mikitish, (Vice Chair)
Bob Carl
Dr. Katie Leonard
Mike Rollison
Mary Malone
Garry Wentz
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
Matt Connell
Robert Durkin
Allison Fitzpatrick
Chuck Leonard
Jack McNulty
Jill Murray
Garry Wentz
Joe Sebelin, NEPA Board Chair
Mary Beth Wood
VACANT
Peter Witmer (DCED PA Military CPC)
Nancy Lescavage (DCED PA Military CPC)
April Niver (Non voting)
Aimee Wechsler (Non voting)
Anthony Ferreira (Non voting)
Marti Verbontiz (Non voting)
Kristyn Smith (Non voting)
Frank Zardecki (Non voting)

By-Laws Committee (11)

Jack McNulty, (Chair)
Mary Frances Postupack
Micah Gursky
Kathy Henderson
James Hockenbury
Chuck Leonard
Dr. Katie Leonard
Joe Lettiere
Larry Malski
Peter Wulfhorst
Chuck Leonard
Joe Sebelin, Board Chair

Communications & Membership Committee (12)

Alex Stark, (Chair)
Chris Barrett
Chris Doherty
Cynthia DeFabo
Tom Donohue
Ricky Durst
James Hockenbury
Micah Gursky
Kathy Henderson
Michelle Mikitish
Joe Sebelin, Board Chair

**CHAIRMAN'S APPOINTMENT
FY 2020-2021
WEDNESDAY, JUNE 30, 2021**



NEPA MPO Policy Board (Appointments are made by the NEPA Board of Directors for a 2-year term ending 6/30/22)

Matt Connell, (Chair) Dean of Northampton Community College, Monroe County Campus*
David Alas, 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*
Bud Quandel, President, The Quandel Group, Inc. (Alternate)*
Joseph Sebelin, (Retired), Executive Director, Pocono Counties WIA (Alternate)*
Kristin Mulkerin, PennDOT Central Office

NEPA MPO Technical Planning Committee (Appointments are made by County Commissioners except for PennDOT, Transit and NEPA Board Appointees for a 2-year term ending June 30, 2022)

David Bodnar, (Chair) Carbon County Planning & Development
Susan Smith, (Vice-Chair) Schuylkill County Planning
David Alas, PennDOT Central Office
David Bekisz, Schuylkill County Transit
Marie Bishop, PennDOT District 4-0
Greg Christine, Monroe County (Alternate)
John Christy, Monroe County Commissioner
Roger Christman, Ross Township (Alternate)
Brendan Cotter, CCCT/LANTA
Carl "Chuck" Gould, Chestnuthill Township Board of Supervisors
Bob Gress, Monroe County Transportation Authority (Transit Alternate)
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)
Chuck Leonard, Pocono Mountain Economic Development Corporation
Lisa Mahall, Schuylkill County (Alternate)
John Malinchok, Schuylkill County Planning Commission
Gary Martinaitis, Schuylkill County Transit (Transit Alternate)
Christine Meinhart-Fritz, Monroe County Planning Commission
Michael Mrozinski, Pike County Community Planning
Matthew Osterberg, Pike County
Harold Pudliner, Weatherly Borough (Alternate)
Jason Skrimcovsky, Carbon County Planning & Development (Alternate)
Matt Smoker, FHWA (Non-Voting Member)
Brian Snyder, Pike County Community Planning (Alternate)
Tiana Williams, CCCT/LANTA (Transit Alternate)
Tom Yashinsky, ARRO Group (Alternate)

NEPA Representatives to the NCAC Board (3)

Maria Montoro Edwards
Jack McNulty
Alana Roberts

**CHAIRMAN'S APPOINTMENT
FY 2020-2021
WEDNESDAY, JUNE 30, 2021**



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)

Bill 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
John Strellish, FNCB Bank
VACANT

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
Phil Condron
Matt Connell
Ricky Durst
Vince Galko
Micah Gursky
Katie Leonard
Mary Frances Postupack
Alana Roberts
Mike Rollison
Garry Wentz
Mary Beth Wood
Joe Sebelin, Board Chair

BOARD of DIRECTORS REPORT
June 30, 2021



NEPA ALLIANCE
FISCAL YEAR 2021-2022
MEETING SCHEDULE

Listed below is the Fiscal Year 2021-2022 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 16, 2021	4:00PM	Networking Reception (Kalahari Resorts & Convs.)
November 3, 2021	1:00PM	NEPA Alliance Office/Video
January 5, 2022	1:00PM	NEPA Alliance Office/Video
March 2, 2022	1:00PM	NEPA Alliance Office/Video
May 4, 2022	1:00PM	NEPA Alliance Office/Video

Board of Directors Report

June 30, 2021



Dear Board Members,

I often say this, but we are very busy at NEPA. Numerous new programs and the enhancement of other existing programs are keeping us busy.

Please review the Board Packet for all the details of our numerous activities.

ARC Projects for 2021-2021 – Enclosed is the priority list for the ARC projects for the upcoming federal fiscal year. Thanks to Jack McNulty for chairing the virtual meeting and to the Project Review Committee for their time in ranking the projects. We have a good list of projects again this year and thanks to Kurt and Athena for their excellent work with the applications.

Office Reopening/Event Attendance – We are currently back in the office three days per week, alternating to two days per week. I will be looking at other scheduling options for July and August, but I have decided we will return to the office four days per week. Staff will still work one day remotely for July and August.

Evening events are starting up and people are getting out and back to normal. We have had staff attend the CANDO and Hazleton Chamber events with more events being scheduled. We will be out networking!

Annual Dinner Event -The Annual Dinner event this year will be a networking/NEPA Year in Review reception format. We will have cocktails and hors d'oeuvres and then a presentation on our work over the past year. More details will follow. Thank you to Alex Stark and the Communications & Membership Committee for their work on this year's event!

NEPA Budget/Staffing/Workplan – The NEPA budget and workplan will be presented at the upcoming meeting. The programs we are administering are growing due to COVID related recovery for businesses. We have included two new positions in the budget, with one being a replacement accountant and the other to work on business and community development programs targeting at COVID Recovery. I believe there will be additional funds, but as present this budget we are being conservative with our revenue estimates.

Website RFP – We issued a revised RFP for firms to do our website refreshing. We have numerous sites for all of our programs and they all need a fresh look. The responses are in and are under review.

This is a small sample of all our programs. Please review the Board Packet for more information and please call me if there are any questions.

I'm looking forward to seeing you at the Board Meeting.

Respectfully,
Jeff



**NORTHEASTERN PENNSYLVANIA ALLIANCE
OFFICERS & BOARD OF DIRECTORS
FOR THE FISCAL YEAR JULY 1, 2021 – JUNE 30, 2022**

OFFICERS

Joseph Sebelin, Board Chairperson
Mary Beth Wood, 1st Vice-Board Chairperson
Stephen Barrouk, 2nd Vice-Board Chairperson
Commissioner George Halcovage, Treasurer

William Kerstetter, Secretary
Mary Frances Postupack, Assistant Treasurer
Alex Stark, Assistant Secretary
Philip Condron, Past Board Chairperson

CARBON COUNTY

Kathy Henderson (2022)
Commissioner Wayne Nothstein
Harold Pudliner (2022)
Joseph Sebelin (2023)**
Garry Wentz (2023)

LACKAWANNA COUNTY

Philip Condron (2022)**
Thomas Donohue (2023)
Katie Leonard (2023)
John McNulty (2022)
Commissioner Jerry Notarianni (*Brenda Sacco alt.*)
Alex Stark (2022)**

LUZERNE COUNTY

Stephen Barrouk (2023)**
Joseph Lettiere (2022)
Mary Malone (2023)
County Council Tim McGinley
Michelle Mikitish (2022)
Theodore Wampole (2023)

MONROE COUNTY

Christopher Barrett (2022)
Charles Leonard (2023)
Commissioner John Christy
Mary Frances Postupack (2023)**
Marynell Strunk (2022)

PIKE COUNTY

Cynthia DeFebo (2023)
William Kerstetter (2022)**
Juliette McKerrell (2023)
Commissioner Matthew Osterberg
Peter Wulforth (2022)

SCHUYLKILL COUNTY

Robert Carl (2022)
Micah Gursky (2023)
Commissioner George Halcovage**
Michael McCord (2022)
Bud Quandel (2023)

WAYNE COUNTY

Commissioner Joseph Adams
James Hockenbury (2023)**
Craig Rickard (2022)
Mike Rollison (2023)
Mary Beth Wood (2022)**

AT-LARGE

Carl Beardsley***
Matt Connell***
Chris Doherty***
Ricky Durst ***
Vincent Galko***
Larry Malski ***
Alana Roberts ***
VACANT***

EX-OFFICIO

Jeffrey Box, NEPA President & CEO
Andy Reilly, PNE (*John Augustine alt.*)
Maria Montoro Edwards, NCAC Board Chair

EMERITUS

David Donlin
Paul Maher
Ernest Preate

**Officer

*** Chairman's Appointments

() terms expire June 30th

7/1/2021

Board of Directors Report

June 30, 2021



International Business Development Program

The International Business Development staff recorded fifty-eight (58) Export Actions and generated twenty-four (24) International Projects to Pennsylvania's Authorized Trade Representatives from April 1 through June 7, 2021. Staff processed ten (10) Global Access Program (GAP) applications and three (3) GAP reimbursement during this timeframe. GAP is an export promotion grant administered by the Pennsylvania Office of International Business Development (OIBD) under a State Trade Expansion Program (STEP) award from the U.S. Small Business Administration.

Staff hosted two webinars since the last report:

- Freight Management – March 24, 2021 (thirty-one participants)
- Understanding Landed Cost – April 28, 2021 (nineteen participants)

In addition, the International Business Development Program partnered with the Schuylkill Chamber of Commerce and Pennsylvania OIBD to host a webinar on the GAP on March 18, 2021. Fourteen (14) individuals registered for the webinar.

PA Office of International Business Development Performance Measurements		
Performance Measurement	Goal	YTD Totals
Active Clients	50	65
Export Actions	105	141
Exporting Companies	13	17
Export Sales	\$22,609,296.90	\$57,213,791.61
Projects	101	69
ATR Attributed Sales	\$9,269,811.73	\$13,675,391.05
New Clients	7	17
Total (weighted and capped measure)		114.58%

Procurement Technical Assistance Center

Counseling Activity (02-01-2021 to 05-31-2021)	
New Active Clients for the Period	30
Active Clients for the Period	211
Initial Introductory Counseling Sessions for the Period	23
Follow-up Counseling Sessions for the Period	982

Board of Directors Report June 30, 2021



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 (02-01-2021 to 05-31-2021)			
Award Type	Number of Awards	Number of Clients	Total Value
Federal Prime	437	16	\$10,983,862
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.

Business Finance

The Business Finance Center has been able to close two (2) loans totaling \$200,000. Through these loan closings, the small businesses are expected to create 17 jobs in the next 3 years within the 7 county region that NEPA Alliance serves. Loans closed since that last meeting include the following business sectors:

- Laundromats
- Rehab Facilities

NEPA BFC continues to work with their internal loan clients on current deferments for borrowers as the COVID-19 pandemic. For the SBA 504 loan portfolio, there continues to be ongoing servicing actions to restructure debts on the hardest hit industries within the portfolio. Continued aid and relief efforts are being routinely announced at the state and federal level to allow NEPA BFC to assist existing clients and new clients looking for assistance.

The City of Pottsville has received an allocation of Community Development Block Grant (CDBG) funds related to the CARES Act for addressing the Covid Pandemic. CDBG program principally targets funds towards activities and programs that serve lower-income residents of a community, meeting the “Benefiting Low- and Moderate-Income Persons” national objective. NEPA Alliance will serve as the LSP for the program, working with the county on processing and evaluating applications for the program.

Board of Directors Report

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SBA 504		
	Number	Balance
Approved Loans	17	\$ 5,561,000.00
Closed Since Last Meeting	0	\$ 0.00
Outstanding Loans	23	\$ 21,036,220.36
Total	39	\$ 26,597,220.36
PIDA		
	Number	Balance
Approved Loans	5	\$ 4,432,500.00
Closed Since Last Meeting	0	\$ 0.00
Outstanding Loans	84	\$ 8,388,231.89
Total	89	\$ 12,820,731.89
Internal Funds		
	Number	Balance
Approved Loans	4	\$ 265,000.00
Closed Since Last Meeting	2	\$ 200,000.00
Outstanding Loans	131	\$ 6,773,450.00
Total	137	\$ 7,238,450.00

LDD CUSTOMER SATISFACTION SURVEY FORMS

As of 6/15/21, ten (10) out of twenty-eight (28) 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 3rd quarter of 2020-2021 which represented an 36% response rate. Ten (10) 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 to date for the 3rd quarter of 2020-2021.**

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	1	5	5
Procurement	1	5	5
International	1	5	5

“ NEPA Alliance has been a beneficial partner in our export business. Senior International Business Manager Debbie Langan has been awesome assisting us with paperwork to approve a grant for virtual advertising. Debbie's outreach and assistance with obtaining GAP funding has helped up to reach new advertising markets which have resulted in new customers and sales this year. We recently sold a piece of capital equipment to a construction company in Reunion Island located off the cost of Madagascar. Building this equipment is employing craftsmen and machinists in our region”... Acker Drill Co. Inc. - International Business Client

Board of Directors Report

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“We are very satisfied with all three areas in our loan financing: Timelessness of Assistance, Quality of Assistance and Value of Assistance”... AMPP Café, LLC -Business Finance Client

“Frank and his team are outstanding and provide great support. They assist me during my RFP Responses, review for completeness and provide great feedback. They always are willing to assist when research is needed and provide outstanding advice to ensure I am in compliance with the RFP requirements. They help me keep my risk low. I truly appreciate their constant support, if they don’t have an answer, they research and follow up in a timely manner with the correct answers.”... DiamondOne Energy Services, LLC - PTAC Client

“NEPA has been extremely helpful in guiding and educating us in the process of procuring work in our field. Without their help we would not have been able to advance our business”... Morgans Cleaning Service Inc - PTAC Client

“I’ve had an excellent experience whenever I have worked with Nepa” ... Wilkes-Barre Scranton International Airport - PTC A and International Business Client

“NEPA has been a great resource for us. The projects have allowed up to venture into international areas that we have considered but have not set as priorities due to the expense and lack of knowledge of what the return might be. Having assistance in funding these efforts help push up our timetable and will no doubt pay dividends in the future. The staff at NEPA has been not only of great assistance but a pleasure to work with”... A. Rifkins Co. – International Business Client

“Working with the program is a pleasure—they are often more on top of things than I am, which makes my life much easier. We always feel like a valued member of NEPA”...Grouse Hunt Farms, Inc. – International Business Client

“Debbie Langan, our contact with NEPA Alliance, come to meet us in person at our office in Honesdale (pre-Covid) and although, at the time, there were no immediate opportunities for YI, she gave us a thorough review of the services available, helped us register, and stayed in touch. Earlier this year, while renewing our registration, we discussed the website internationalization program and found that we had a fit. Debbie was incredibly helpful in explaining everything that went into the program, guided me in filling out the application, and have been in communication at every step of the way thereafter. We’re thrilled to be working with NEPA Alliance, as the grant is helping our YI Spanish-website team share our services with an international audience and hope to continue our partnership into the future. In short, we’re extremely satisfied”...Yoga International – International Business Client

Board of Directors Report

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COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

EDA

NEPA has assisted SEDCO with EDA grant full application for a \$35,000 technical assistance for the water line expansion feasibility study for the Hegins exit off I-81. NEPA is also assisting, Downtown Shenandoah Inc. (\$3,000,000), the City of Hazleton, Wyoming Valley Chamber of Commerce, and Pike County with EDA requests.

Appalachian Regional Commission

As the designated Local Development District (LDD) for the Appalachian Regional Commission (ARC) and the Pennsylvania Department of Community & Economic Development (DCED), NEPA provides technical assistance to those organizations seeking ARC grant assistance.

2021 Full Application List Update

Organization	Project	CO	ARC Grant Request Amount	Funding Leveraged	Status
City of Scranton	OECD Strategic Plan	LA	\$50,000	\$50,000	Approved
Orwigsburg Borough	Orwigsburg Industrial Park – (Industrial Drive and Long Avenue)	SC	\$891,441	\$167,240	Approved
Johnson College	Mobile Training Laboratory	LA	\$75,000	\$75,000	Approved
East Stroudsburg University	Entrepreneurial Launchpad: Developing a Regional Ecosystem of Student Entrepreneurs	MO	\$70,000	\$70,000	Under review at DCED
Northampton Community College	Expanding the Regional Sustainable Energy Workforce	MO	\$87,700	\$93,664	Under review at ARC
tecBRIDGE	Launch NEPA	RE	\$300,000	\$300,000	Approved
Schuylkill County	Feasibility Study for Schuylkill County Water Service Extension	SC	\$35,000	\$65,000	Under review at DCED
City of Carbondale	Torch Property Revitalization Project Study	LA	\$25,000	\$25,000	Pending
Earth Conservancy	Solar Feasibility Study for Earth Conservancy Lands	LU	\$21,000	\$21,000	Approved
Carbon County		CA	\$50,000	\$50,000	Under review at NEPA

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

Board of Directors Report June 30, 2021



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. An application for \$180,900 for FY 21-22 was submitted to DCED on June 8, 2021.

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 22 businesses receiving assistance from the program. NEPA has also coordinated 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. There are 25 firms receiving assistance from this program.

On May 10, 2021, Kurt Bauman was interviewed by WNEP TV about the “Get Connected” initiative. As a result of that interview, 14 firms have submitted applications for consideration. Among these firms are 7 companies from Lackawanna County, 2 companies each from Carbon and Luzerne counties, and 1 company each from Monroe, Schuylkill, and Wayne counties.

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 (NMTC) 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 need NMTC subsidies to make the project viable.

StartUp NEPA

NEPA has raised \$500,000 in support of our Angel Fund initiative. We continue to meet with potential investors and expect to be at \$600,000 by July 2021.

Capital Financing Services 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 for the clients in the table below.

Client	Location	NMTC Request	RACP Request	Status
2022 (Application March 13, 2021)				
Mid Valley School District*	Throop, PA	NA	\$2,400,000	Under State Review

Board of Directors Report June 30, 2021



Jim Thorpe Area School District*	Jim Thorpe, PA	NA	\$1,000,000	Under State Review
Keystone Human Services	TBD, Luzerne County	NA	\$2,700,000	Under State Review
2021 (Application August 13, 2020)				
Downtown Shenandoah, Inc.*	Shenandoah, PA	\$8,000,000	\$3,000,000	Awarded \$1.5M RACP
Keystone Human Services	TBD, Luzerne County	NA	\$2,700,000	Unfunded – resubmitted in 2022
Da Vinci Science Center	Allentown, PA	\$30,000,000	NA	Awaiting final \$4-\$6M is capital funding
Hotel Fauchere – Milford*	Milford, PA	NA	\$2,000,000	Awarded \$500k RACP
Hyatt Place - Wilkes-Barre	Wilkes-Barre, PA	\$7,000,000	NA	Awaiting Financing
Little Leaf Farms, LLC*	McAdoo, PA	NA	\$3,000,000	Awarded \$2M RACP
2020				
Ball Manufacturing*	Jenkins Township, PA	NA	\$4,000,000	Awarded \$2M RACP

*NEPA is serving as the applicant.

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 held a Grantmakers Forum on March 23rd in which 45 Foundation representatives participated. The three presenters for the forum were WVIA, Keystone Human Services and Scranton Area Community Foundation/NEPA Gives 21.

NEPA Gives 2021: NCAC, along with 6 other regional foundations were the conveners behind the NEPA Gives initiative that occurred on Friday, June 4, 2021. In 24 hours, 218 local nonprofit organizations collectively raise a total of \$1,253,380.50, surpassing the \$1 million dollar goal. NCAC continuously referred organizations to become a part of NEPA Gives and assisted in raising \$15,000 in sponsorship opportunities to the pool.

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 applied for grant funding from the Pennsylvania Military Community Enhancement Commission in support of its Keep the Best Campaign.

NEPA annually prepares an Economic Impact Analysis of the Depot. In the last update, which is for FY 2019, it was established that the total impact of the Depot is an estimated \$2.9 billion in economic

Board of Directors Report

June 30, 2021



activity, an estimated 10,172 jobs, and an estimated \$727.3 million in labor income within an eleven (11) county region in Northeast Pennsylvania. The report for FY 2020 is in progress.

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, some of which were used in New Markets Tax Credit applications. The table below provides a summary of these reports during this fiscal year.

#	Client	Contact	Project	County	Month - Year	Studies
1	Production Systems Automation, LLC	Michael McHale	G-PSA	LA	Jan-21	O
2	Downtown Shenandoah, Inc.	Karen Kenderdine		SC	Jun-20	O/C/V
3	Keystone Human Services	Charles Hooker		LU	Aug-20	O/C/V
4	Pocono YMCA	Scot Peckins		MO	Dec-20	O/C/V
5	Allied Health Services	Jim Brogna		LU	Dec-20	O/C/V
6	Da Vinci Center			LE	Nov-20	O/C/V
7	Hyatt Place			LU	Nov-20	O/C
8	Lackawanna College		200 Adams Avenue	LA	Nov-20	O/C
9	Irem Temple			LU	Nov-20	V
10	Northern Tier RP&DC		Regional Export Network - Annually			
11	Northern Tier RP&DC		Quarterly			
12	North Central RP&DC		Regional Export Network - Annually			
13	North Central RP&DC		Quarterly			
14	Northwest RP&PC		Regional Export Network - Annually			
15	Northwest RP&PC		Quarterly			
16	Susquehanna Data, LLC	Julie D. LaBella		LU	May-21	O/C/V
17	Wayne Co. Manufacturing Facility	Mary Beth Wood		WA	May-21	O/C
18	Tobyhanna Army Depot		Economic Impact Analysis for FY 2019	MO	Oct-20	O/C/V
19	Tobyhanna Army Depot		Economic Impact Analysis for FY	MO	Jun-21	O/C/V

Board of Directors Report

June 30, 2021



#	Client	Contact	Project	County	Month - Year	Studies
			2020			

Note: In the Studies Column, O is for Operations, C is for Construction and V is for Visitation

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.

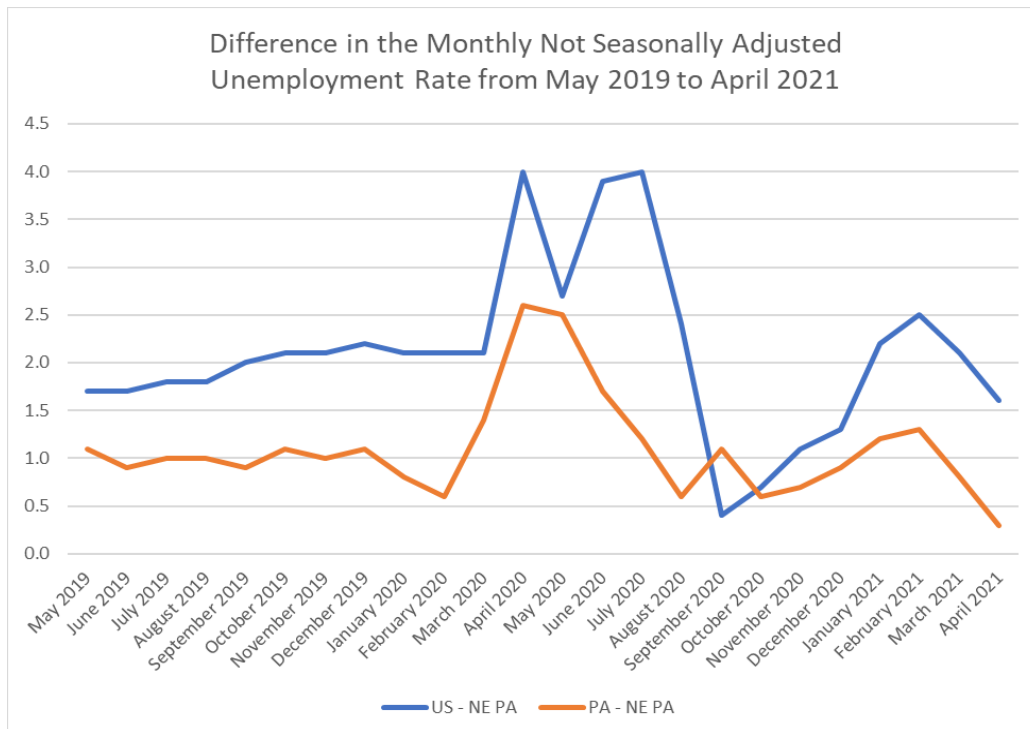
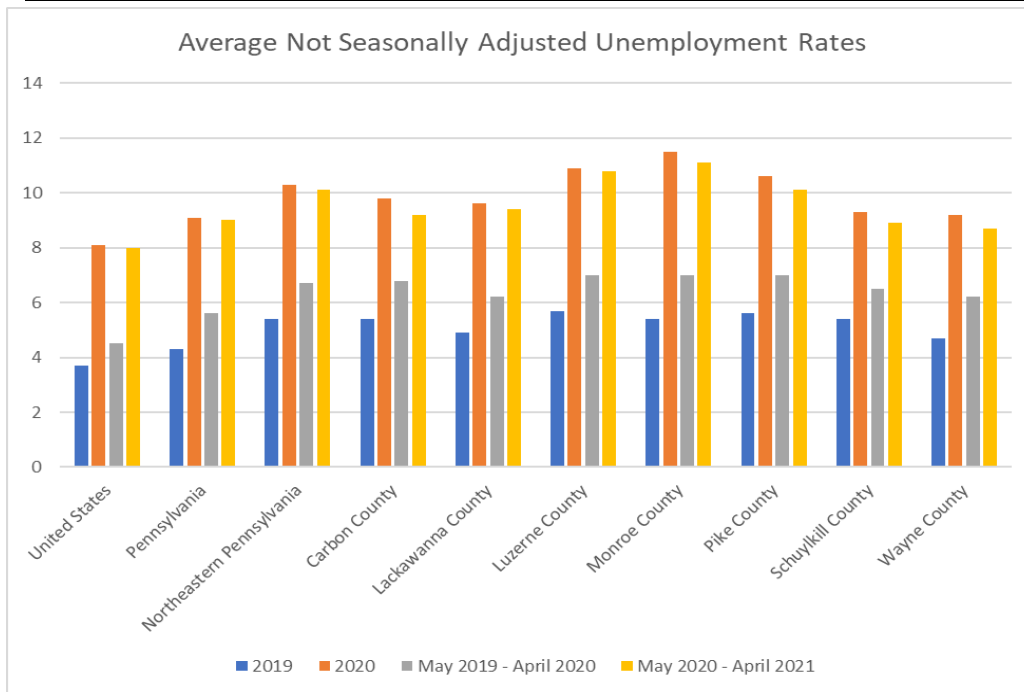
Not Seasonally Adjusted Unemployment Rates

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 6.7 percent from May 2019 to April 2020 and 10.1 percent from May 2020 to April 2021. The average national unemployment rate from May 2019 to April 2020 was 4.5 percent and it increased to 8.0 percent from May 2020 to April 2021. The average state unemployment rate from May 2020 to April 2021 was 5.6 percent and it increased to 9.0 percent from May 2020 to April 2021.

According to the second chart, the difference in the monthly not seasonally adjusted unemployment rates between the region and nation was 1.7 percentage points in May and June 2019 before fluctuating to its maximum of 4.0 percentage points in April and July 2020. It then decreased to its minimum of 0.4 percentage points in September 2020 before increasing to 2.5 percentage points in February 2021 and then decreasing to 1.6 percentage points in April 2021. During the 24-month period, the average not seasonally adjusted unemployment rate was 8.0 percent in the nation and 10.1 percent in the region.

In November 2018, the difference in the monthly not seasonally adjusted unemployment rates between the region and state was 1.1 percentage points before fluctuating to its maximum of 2.6 percentage points in April 2020 and then fluctuating to its minimum of 0.3 percentage points in April 2021. During the 24-month period, the average not seasonally adjusted unemployment rate in Pennsylvania was 9.0 percent.

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TRANSPORTATION PLANNING SERVICES DIVISION

OMB Potential Revisions to Metropolitan Statistical Areas

- On January 19, 2021, the U.S. Office of Management and Budget published a Federal Register Notice seeking public comment on recommendations for updating the Metropolitan and Micropolitan Statistical Areas program. The proposed changes would increase the minimum urban area population to qualify as a Metropolitan Statistical Area from 50,000 to 100,000.
- In Pennsylvania, there are 9 areas that are currently designated as Metropolitan Statistical Areas but are under the 100,000 population threshold. The East Stroudsburg Metropolitan Statistical Area in Monroe County is one of these areas. If the threshold for the designation of Metropolitan Statistical Areas is increased to 100,000 and current MSAs are not grandfathered in, these areas could lose eligibility for federal programs and funding.
- The Federal Highway Administration uses the designation of Metropolitan Statistical Areas to establish Metropolitan Planning Organizations (MPOs) for transportation planning purposes. While the proposed change does not automatically mean that MPOs with less than 100,000 in population will be eliminated, we have serious concerns that this is the first step in that process and our designation as the NEPA MPO could be impacted.
- At the direction of the NEPA MPO, staff developed and submitted formal comments in response to the Federal Register Notice on March 19th.
- The Metropolitan Statistical Area Protection Act has been introduced in both the Senate and House of Representatives to address the matter. Senators John Thune (R-SD) and Mark Kelly (D-AZ) have introduced S.2057 and Rep. Dusty Johnson (R-SD) and Rep. Tom O'Halloran (D-AZ) introduced H.R. 3999. Both bills would prevent the Office of Management and Budget (OMB) from increasing the minimum population that is currently required to be considered an MSA.
- A resolution urging our federal delegation to support both bills has been provided for NEPA Board of Directors consideration.

State Transportation Funding Issues

- PennDOT is currently facing an imminent project funding shortfall. Reductions in road traffic due to the COVID-19 pandemic have significantly reduced gasoline tax revenue this year. Fortunately, PennDOT's received \$407 million in federal COVID relief funds. These funds will allow the state to fund transportation projects for the remainder of the fiscal year.
- PennDOT is currently developing its Pathways Program, an extensive initiative to examine possible near- and long-term funding solutions – and how they could potentially work in Pennsylvania. To learn more, visit www.penndot.gov/funding.
- Governor Wolf has established the Transportation Revenue Options Commission (TROC) to develop funding recommendations for replacing the state gas tax. Two representatives from MPO/RPO agencies are on the commission. Recommendations from the TROC are expected by August.

Board of Directors Report

June 30, 2021



Federal Transportation Funding

- On the federal level, the House and Senate committees are drafting transportation reauthorization legislation to extend transportation programs and funding for the next 5 years. The House and Senate are expected to consider the legislation this summer.
- The House and Senate bills will include funding for member-designated projects (formerly called earmarks). NEPA staff submitted funding requests for several projects in the NEPA MPO region. Funding for four of the requested projects has been included in the House version of the legislation. The Senate legislation is still being drafted.

County	Project Title	Project Description	Request Amount	Construction Estimate	Congressional Office	Status
Carbon	Jim Thorpe Preventative Maintenance	This is the rehabilitation of a masonry retaining wall supporting US Route 209 (Mauch Chunk Street) in Jim Thorpe Borough and Mahoning Township, Carbon County.	\$2,400,000.00	\$3,000,000.00	Rep. Meuser	Not submitted
Monroe	SR 115 Corridor Impr - Effort	This project involves safety improvements along State Route 115 in the vicinity of Astolat Road to Sugar Hollow Road including widening shoulders, adding left turn lanes, and improving sight distance in Chestnuthill Township, Monroe County.	\$4,000,000.00	\$5,448,891.00	Rep. Cartwright	Included in H.R. 3684, INVEST Act
Monroe	SR 209 & 33 NB over Appenzell Creek	This project involves the replacement of the bridge carrying US Route 209 and 33 North Bound over Appenzell Creek in Hamilton Township, Monroe County.	\$2,000,000.00	\$7,440,000.00	Rep. Wild	Included in H.R. 3684, INVEST Act
Pike	SR 590 Paving	Resurfacing on State Route 590 from the Wayne County Line to Towpath Road in Lackawaxen Township, Pike County.	\$2,400,000.00	\$3,000,000.00	Rep. Cartwright	Included in H.R. 3684, INVEST Act
Schuylkill	St. Clair to Frackville Reconstruction	This project involves highway reconstruction of PA 61 starting in St. Clair Borough at the intersection of PA 61 and Terry Rich Boulevard and continuing through New Castle, Blythe, Ryan, and West Mahanoy Townships before ending at the intersection of PA 61 and East Spruce Street in Frackville Borough, Schuylkill Co.	\$15,200,000.00	\$60,000,000.00	Rep. Meuser	Included in H.R. 3684, INVEST Act

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County	Project Title	Project Description	Request Amount	Construction Estimate	Congressional Office	Status
Schuylkill	Columbia Street Arch Bridge	This project involves a replacement of the bridge carrying Columbia Street (PA 443) over the Schuylkill River in Schuylkill Haven Borough, Schuylkill County.	\$3,200,000.00	\$4,000,000.00	Rep. Meuser	Submitted to THUD Appropriations Subcommittee

- The transportation reauthorization legislation is separate from the larger infrastructure package that has been pushed by President Biden.

2023 Transportation Improvement Program (TIP) Development

- The 2023 Transportation Improvement Program (TIP) development has begun. The State Transportation Commission held a public comment period on transportation issues as part of the development of the Statewide Twelve Year Program. In addition, the Financial Guidance and General and Procedural Guidance Work Groups are developing the guidance for the development of the TIP by each Planning Partner. A statewide Planning Partners call is planned for June 29th to reveal both documents to the Planning Partners.

Eastern PA Regional Freight Study

- The development of a regional freight study has been identified as a task in the current UPWP. Given the regional nature of freight movements, particularly due to the warehousing and distribution growth in the adjoining Lehigh Valley and Scranton/Wilkes-Barre MPOs, staff has been in discussions with neighboring Planning Partners about developing a collaborative regional freight plan.
- Five MPOs have agreed to conduct a joint freight plan as the Eastern Pennsylvania Freight Alliance– NEPA MPO, Lehigh Valley MPO, Lackawanna-Luzerne MPO, Reading MPO and Lebanon MPO. The group has developed a framework and submitted an application to Central Office for supplemental planning funds for the initiative.
- The project was awarded \$280,000 in supplemental planning funds to be leveraged by a \$70,000 match provided by the participating MPOs. The freight alliance will solicit proposals from qualified freight plan consultants in the coming weeks.

Functional Classification Review

- The functional classification review is complete and was submitted to Central Office in early February. The submission package included 84 changes, with the required mapping and spreadsheets. Concurrence letters from the PennDOT districts and neighboring planning partners were also submitted to Central Office. Central Office has reviewed the proposed changes and has requested additional information on several changes. Staff is working with the counties to provide the additional information and will resubmit the package to Central Office in the coming weeks.

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Milford Borough Traffic Study

- Milford Borough Traffic Study was kicked off in January 2020. The steering committee requested that the study be delayed due to COVID-19 travel restrictions and its profound impact upon normal travel patterns. The steering committee has recently indicated that they would like to move ahead with the study this year. Staff has re-engaged Michael Baker International, the consultant on the study, to begin the traffic data collection over the July 4th weekend.

Rt. 61 Reconstruction Project INFRA Grant Application

- PennDOT is seeking funding for the Rt. 61 Reconstruction Project through the U.S. DOT's Infrastructure For Rebuilding America (INFRA) program. PennDOT submitted an application in 2020, but it was not awarded funding. A revised application was submitted in March of this year. An announcement about INFRA grants awards is anticipated in the coming weeks.

PennDOT Trail Crossing Inventory Pilot Project

- PennDOT has initiated an inventory of locations where trails cross state roads and the attributes for both the trail and the roadway so they can be identified for future improvements. The project is being piloted in PennDOT District 4 which includes Pike County. NEPA staff is assisting with testing the inventory application and field verifying the data. Once the pilot project is complete, it will be deployed to the rest of the state.

Geographic Information Systems (GIS)

- GIS staff is continuing to complete mapping activities for the transportation program. Staff has created a HUB site for transportation programs-
<https://nepa-gis-nepa-alliance.hub.arcgis.com/pages/transportation>
- 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>
- Staff developed a NEPA Membership Hub with statistics about NEPA Members and the benefits of membership. <https://arcg.is/1vHW5z>

Regional Meetings

Staff attended the following regional meetings-

- Pike County Road Task Force- March 18th, June 17th
- Schuylkill County Chamber Transportation Committee- March 11th, April 8th, May 13th, June 10th
- Lackawanna-Luzerne MPO Meeting- April 21st
- PennDOT Planning Partners Call- March 17th, May 19th

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 will resume in-person classes in August. LTAP will also continue to hold courses in an online format.

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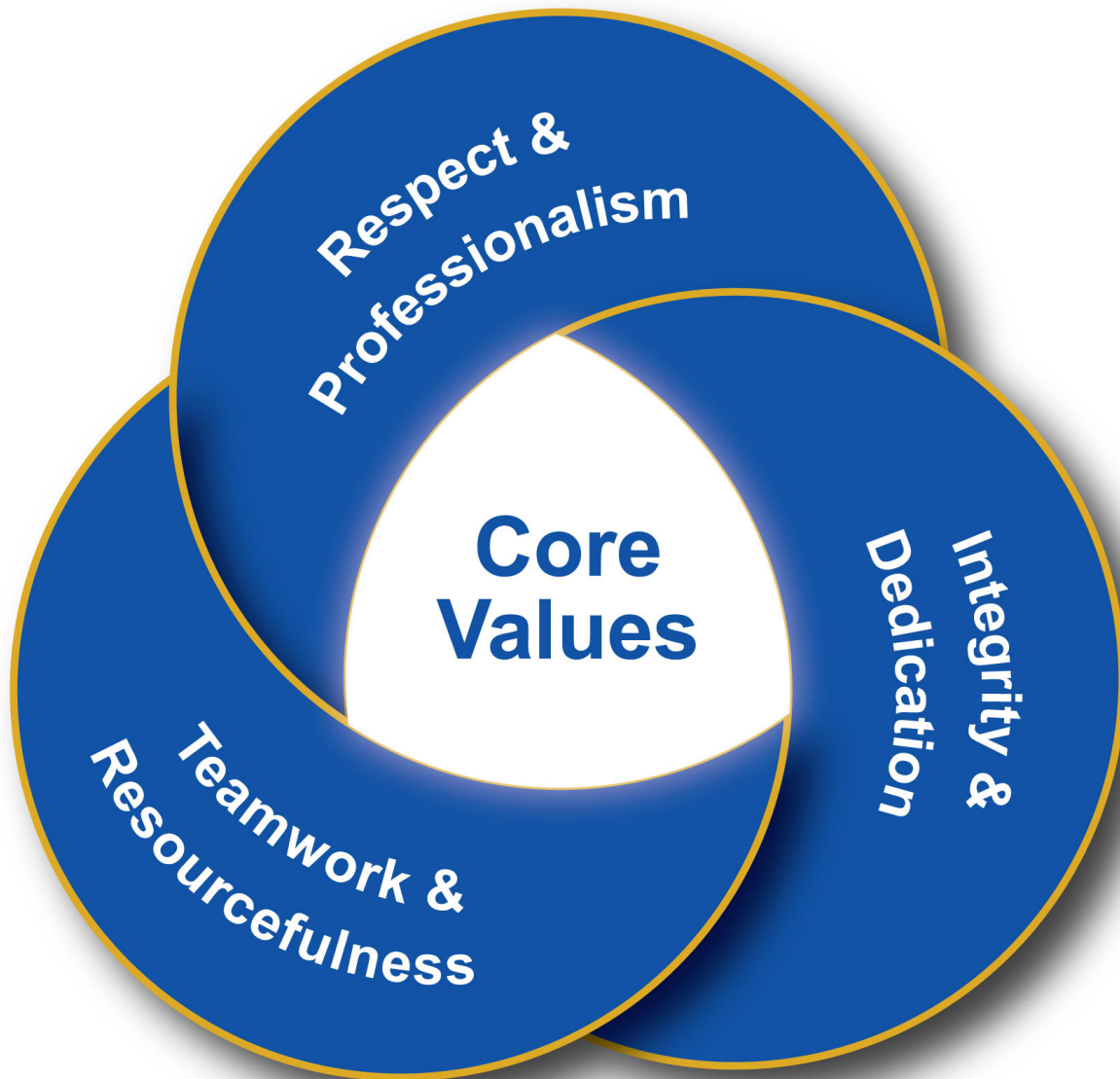
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NEPA's Mission

The Northeastern Pennsylvania Alliance (NEPA) is a regional, multi-county, community and economic development agency providing leadership, planning, and services to businesses, communities, entrepreneurs and institutions lacking adequate access to capital and financial resources that enhance and revitalize distressed communities within the region.



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