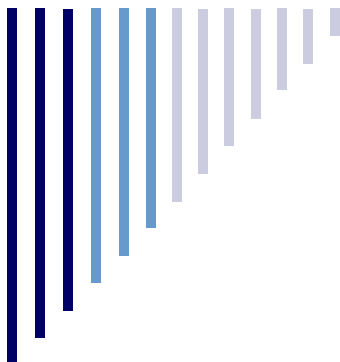


North Central  
Pennsylvania Regional  
Planning and Development  
Commission



Quarterly Report  
January—March 2018



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## **COMMUNITY DEVELOPMENT/REGIONAL PLANNING**

### ***NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING AND DEVELOPMENT COMMISSION***

#### ***QUARTERLY REPORT***

**January - March 2018**

#### **MISSION/PROGRAM CHARGE**

*The Department has been charged with developing integrated strategies and policies for community development and regional planning activities that are consistent with the organizations Regional Action Strategy and Strategic Plan.*

#### **ORGANIZATIONAL/DEPARTMENT GOALS**

- Promote cooperative efforts among community (county, city and municipal governments) and economic development agencies that advance individual and common interests in targeting commercial, industrial and infrastructure development that is data driven and supported
- Promote quality of life initiatives while safeguarding the region's assets
- Assess and inventory regional infrastructure needs, including water, sewer, transportation, energy, utilities, recreation, education, healthcare, housing and site remediation
- Expand community outreach and engagement in a range of regional planning and development topics
- Establish and implement a communication plan to update stakeholders and the general public, share success stories, and promote community and regional planning
- Collect, compile, organize, analyze and disseminate data and data procedures needed for regional policy-setting and decision-making using the evolving capabilities of GIS
- Provide a desirable work environment and promote employee excellence

#### **PROGRAMS/ACTIVITIES**

- Appalachia Regional Commission/Economic Development Administration (ARC/EDA) - Provides assistance and support to public infrastructure such as water and wastewater system improvements, industrial parks, industrial multi-tenant buildings, access roads to industrial areas, and other similar projects that promote community/economic development and job creation.
- Energy Program - Provides assistance to business, local government agencies and communities to help reduce pollution and save energy.

- Municipal Technical Assistance Program (MTAP) – Assists local governmental agencies with information technology, software and related training services.
- Local Technical Assistance Program (LTAP) – Promotes transportation technology through training, technical assistance and other customer services to elected municipal officials and their staff.
- Transportation Planning – Provides a forum where federal, state, regional and local decision makers identify issues/opportunities, conduct studies and make informed recommendations regarding the programming and implementation of transportation projects.
- Geographic Information System (GIS) – Collaborates with governmental agencies, community and business leaders as well as internal North Central departments to provide access to high quality geographic information.
- Community Development/Regional Planning – Encourages the exchange of meaningful strategies on how communities can soundly manage growth and development to efficiently and effectively link land use, transportation, and economic development decision making at a regional level (Greenway Planning, PA Wilds, etc.).

### **KEY ACTIVITIES/OUTCOMES FOR THIS PERIOD**

The Community Development Department remains extremely active and during the quarter, staff continued to promote cooperative efforts between community and economic development agencies throughout the region. As the progress report will indicate, outreach and engagement in a range of regional planning, tourism, and municipal assistance took precedence, including the continued monitoring and participation in activities related to the Community Development, Municipal Assistance and infrastructure impacts.

Below you will find additional core program activities for this period:

#### **A. Appalachian Regional Commission**

During the January – March 2018 reporting period staff were involved with preparing three new funding application that were submitted to the Appalachian Regional Commission for fiscal year 2018 funding consideration. Staff was also involved with four previously approved (but not yet built) industrial access roads funded by the Appalachian Regional Commission and administered by the Pennsylvania Department of Transportation (PennDOT). The new funding applications submitted were:

- Bradford Regional Airport Industrial Park Business Plan and Recruitment Strategy (McKean County). The purpose of this project is to develop a specialized and targeted business and recruitment strategy for a newly prepared thirteen acre site at the airport. (ARC funding request: \$29,500, local share \$29,500. Total projects cost \$59,000)

- The Lutheran Home at Kane Electronic Health Record Project (McKean County) - The purpose of the project is to become compliant with federal regulations regarding the implementation of electronic health records for residents at the Lutheran Home at Kane. (ARC funding request: \$50,000, local share \$50,000. Total project cost \$100,000.)
- Rixford Waterworks Association Tank Replacement Project (McKean County) - The purpose of the project is to replace two existing water storage tanks, which are beyond repair, with a new 43,000 gallon glass fused steel tank. (ARC funding request: \$125,000, USDA loan of \$125,000. Total project cost \$250,000.)

Four approved access road projects are currently in various phases of work and are being coordinated with the supervision of PennDOT and not yet built. They are listed below:

- Bradford Regional Airport Industrial Park Access Road (McKean County) - This project was approved on September 29, 2015. It is a 1,800 foot long new access road opening up the thirteen acres at the Bradford Regional Airport Industrial Park. ARC provided \$571,500 or 100% of the estimated cost. It is hoped that the project will be built in the fall of 2018
- Sandy Township Industrial Drive Access Road (Clearfield County) - This project was approved in July 2016 and is a brand new road. A wetlands report will be sent to PennDOT soon on this proposed 2,580 foot long road. ARC approved \$880,000 in grant funds and is matched by \$220,000 in Sandy Township funds for a total cost of \$1,100,000. It is hoped the road will be built in mid-2019
- Lewis Run Borough Main Street Project (McKean County) - This project is a 1,800 foot long reconstruction of an existing industrial road. ARC approved \$500,000 for the project and is matched by \$190,023 in Lewis Run Borough funds for a total project cost of \$690,023. It is hoped the project will be built in the spring of 2019
- St. Marys Airport Industrial Park Access Road Improvement Project (Elk County) - This project is the reconstruction of an existing 1,565 foot roadway at the 53 acre St. Marys Airport Industrial Park. ARC approved \$585,576 for the project with \$66,000 in local matching funds for a total project cost of \$651,576. The project was approved on September 7, 2017 and construction is targeted for late 2019

#### **Other Technical Assistance**

Assistance was provided to several communities inquiring about possible ARC grant funding for infrastructure projects in the region. Information about funding requirements, matching funds, project eligibility, and implementation timetables was provided to these inquiries.

## **B. Economic Development Administration**

During the January – March 2018 reporting period one CEDS Five Year Plan sub-committee meeting was held on January 18, 2018. The focus of this meeting was a look ahead at possible new projects and to try to assimilate the work of the prior three sub-committee meetings toward the end product, a new CEDS Five Year Plan. The work in the quarter attempted to put a rough draft together as a result of the prior four meetings. It is hope a rough draft can be completed prior to the scheduled May 16, 2018, CEDS meeting for comment and any revisions that may be necessary by the committee. Work is ongoing in putting this material together.

One possible new EDA project was identified during the quarter and that was the renovation and re-use of the Pantal Hotel, a historic structure in downtown Punxsutawney, Pennsylvania. Investigative work for a funding structure that might work was being put together and input was sought from the Philadelphia Regional Office. At this point it is uncertain if the project would be eligible for EDA funds or other public funding based on the organizational structure identified in the re-use feasibility study. Work will be ongoing to see if a public partnership can or would work in this instance and this will be investigated in the upcoming quarter.

### **Other Technical Assistance**

Additional technical assistance was provided to various inquiries for state and federal funding programs for municipal economic development projects. Updated U.S. Census information and other pertinent regional data were provided to individuals, government institutions, non-profit organizations, and businesses during the period.

## **C. Energy**

During the January – March 2018 reporting period, North Central continued to offer energy-related services to public and private sector companies, within the scope of program guidelines and programmatic capabilities North Central continues to follow-up and work with previous energy clients, both public and private sector, as well as to work to identify possible new projects to get involved with.

- North Central continues to follow-up and work with previous energy clients, both public and private sector, as well as to work to identify possible new projects to get involved with.
  - o Bigler Township/Clearfield County. This was one of the first years' projects under the Energy Program as offered through the LDDAP project involving all of the Local Development Districts in Pennsylvania. Meeting with the only supervisor who is still present to discuss any work to date shows that although they have had some benefits, due to budget limitations, they have not been able to implement the full array of recommendations made initially. One of the major expenses undertaken was the new roof that was necessary for the entire facility and there for have not been able to implement the full array of

recommendations made initially. One of the major expenses undertaken was the new roof that was necessary for the entire facility and there for have not been able to enclose some of the open areas where heat loss is occurring. The current board of supervisors' review a plan each budget year, update as the budget allows and are working towards achieving a higher degree of energy efficiency in the facility

- o Decatur, Bradford and Woodward townships regarding how previous projects through DEP grants have progressed since awards through ARRA funding of geothermal systems, lighting, roofing, insulation, solar, etc. have occurred
- o Big Run Volunteer Fire Department/Jefferson County. Contacted and sent information regarding USDA, PA DEP and EPA funding opportunities and contact information
- o Brockway Borough/Jefferson County regarding setting up possible meeting to review current facility and make recommendations from that point based on initial walk-thru
- o Coalport Borough/Clearfield County looking at possible solutions to make borough facility more energy efficient
- o Clearfield County Secretary's Roundtable on March 21 and reviewed programs available for energy including facilities review, street lighting (LED conversion) and signal head upgrades through green light go and Act 129 funding.

#### **D. MTAP/LTAP**

During the January – March 2018 reporting period, various MTAP and LTAP training and technical assistance activities took place:

##### MTAP:

- North Central continues to offer reimbursement of limited funds to help offset municipal technology upgrades through this program
- Follow-up with multiple municipalities/organizations to insure receipt of funds previously requested/processed
  - o Keating Township, McKean County
  - o Bradford City Water Authority, McKean County
  - o Curwensville Municipal Authority, Clearfield County
  - o Curwensville Borough (Police Department), Clearfield County
  - o Beccaria Township, Clearfield County
  - o Norwich Township, McKean County - did not pursue
  - o Hector Township, Potter County - Received funding from private gas company for purchase seeking camera for road bonding purposes
  - o Wallaceton Borough, Clearfield County - awaiting additional information
  - o Clearfield County (Sheriffs Department) Clearfield County - in discussion



- o Emporium Borough, Cameron County – awaiting request
- o Goshen Township, Clearfield County – documentation received, proceeding with processing
- o Polk Township, Jefferson County – awaiting additional discussion/request
- o Coalport Borough, Clearfield County – awaiting request
- o Greenwood Township, Clearfield County – awaiting documentation

**LTAP:**

Provides local government officials and employee’s technology transfer and technical assistance opportunities regarding safety and maintenance issues for their local road programs. Activities this past quarter included:

- North Central continues to partner with the Pennsylvania Department of Transportation, Federal Highways and others for this program to bring local municipal officials and employees the opportunity to attend training and technology training opportunities in our region. In addition to the classroom training aspect offered by LTAP, one-on-one and small group technical assistance is also available for safety and maintenance related issues. Trainings included:
  - o 3/8/18 - Huston Township, Clearfield County, for Equipment and Worker Safety
  - o 4/24/18 – Goshen Township, Clearfield County – Curves on Local Roads: Issues and Safety Tools
  - o 7/7/18 – Emporium Pennsylvania, Cameron County – Curves on Local Roads: Issues and Safety Tools
  - o 8/23/18 – Hamlin Township, McKean County – Project Overview/Monitoring Quality
- Tech Assists:
  - o Goshen Township, Clearfield County
  - o Knox Township, Clearfield County
  - o Ridgway Township, Elk County
  - o Keating Township, McKean County
  - o Roulette Township, Potter County
  - o Shippen Township, Cameron County
  - o Jones Township, Elk County
  - o Corydon Township, McKean County

**E. Transportation**

During the January – March 2018 reporting period, primary activities for the Transportation Program involved working with PennDOT and the Rural Planning Organization’s Transportation Committee regarding the FY 2017 and 19 Transportation Improvement Program and Long Range Transportation Plan.

- Participated on numerous PennDOT Work Group activities
- Reviewed seven 35 E-permitting requests during the past 6 months
- Attended ATA Public Transit Board Meetings
- Coordination with District 2, Spring Creek and Ridgway Townships on FLAP project, coordinating schedules for next multimodal round
- Set up and attended with District 2 and 10 County Planning Meetings on the Draft FY 19 TIP
- Environmental Justice discussions for FY 19 TIP Projects
- Participate in regional TSMO meetings
- Continued research into ride hailing services and possible funding opportunities to begin to address gaps in transportation access identified in Human Service Coordination Plan and LRTP (Lyft, Uber, Liberty, others).
- Attended APTA and Transit State of Good Repair Conferences
- Coordination of Supplemental Planning Studies:
  - Veterans Access to Transportation
  - Benezette Transportation Study
  - City of St Marys Multimodal Transportation Plan
  - Joint Comprehensive Plan for Cameron, McKean and Potter Counties
- Participated in numerous PennDOT Connects, TIS and E&E Project Scoping field views throughout the region
  - Bradford Township, McKean County on January 8
  - City of Bradford, McKean County on January 8
  - Foster Township, McKean County on January 8
  - Otto Township, McKean County on January 8
  - Westover Township, Clearfield County on January 12
  - Chest Township, Clearfield County on January 12
  - Irvona Township, Clearfield County on January 12
  - Glen Hope Borough, Clearfield County on January 12
  - Bigler Township, Clearfield County on January 12
  - Clearfield Borough, Clearfield County on January 22
  - Houtzdale Borough, Clearfield County on January 23
  - Decatur Township, Clearfield County on January 23
  - Cooper Township, Clearfield County on January 23
  - Roulette Township, Potter County on January 25
  - Hebron Township, Potter County on January 25
  - Bingham Township, Potter County on January 25
  - Oswayo Township, Potter County on January 25
  - West Branch Township, Potter County on January 25
  - Galetton Borough, Potter County on January 25
  - Smethport Borough, McKean County on February 23
  - Gaskill Township, Jefferson County on February 23
  - Eldred Township, Jefferson County on February 23
  - Rose Township, Jefferson County on February 23
  - Troutville Borough, Clearfield County on March 29

## **F. GIS**

During the January – March 2018 reporting period, various work activities that took place for the GIS program involved the following:

- Continued GIS support for McKean and Cameron County (Asset Management)
- Continued Tax Parcel Platbook Updates and Integration in Cameron and McKean Counties
- Local Asset Data Coordination for Foster Township, Port Allegany Borough and Bradford Township in McKean County
- Met w/McKean County, Mt Jewett Borough, Bradford Township, Kane Borough, Port Allegany Borough and Foster Township to continue standardized online zoning and land use mapping
- Reviewed Ridgway Township, Elk County Municipal Property Mapping w/Tax Parcel lines for internal land utilization planning
- ARG and McKean County emergency service zone response area mapping
- Continued coordination with 9-1-1, PEMA and NG9-1-1 GIS Strategic Plan
- Continued working with Bradford Water Authority and Bradford Sanitary Authority for local asset integration
- Participated and coordinated School Evacuation & Crisis Management activities for Cameron County School District
- Continued coordination in Pennsylvania County Pro's for Statewide GIS development and standardization
- Attended PA GeoDevelopment Summit and GIS Managers training

## **G. Community Development/Regional Planning**

During the January – March 2018 reporting period, various activities took place in regard to community outreach and engagement in a range of regional planning, tourism and municipal assistance:

- Community Development Project Tracking Database development
- Attended meetings and held discussions with various stakeholders regarding potential Greenway projects, to include project closeout field views
- Coordination with McKean County, Headwaters RC&D, DCNR, PennDOT, FHWA, local municipalities, and the Northwest RPO regarding Knox Kane corridor development. Regional forum being planned for June, 2018
- Participated in Route 6 Tourism Infrastructure Committee. Strategy and implementation of signage placement for mile markers in three communities in McKean and Potter Counties.
- Pennsylvania Wilds Planning Team meetings for Transportation and Community Development Committees. Planning for upcoming Transportation Summit
- Continued North Central Flood Resiliency pilot program designed to provide a selected municipality with a self-assessment flood resiliency toolset. Coordination with SEDA-COG

- Identified nine potential pilot Flood Resiliency communities. Reviewed Flood Insurance Study Reports, Census/ACS Data, USGS Gauge Records, LOMC/LOMR, and Historic Flood Data reviewed prior to selections of 1-2 potential pilot communities.
- Reviewed County hazard mitigation plans, identified and mapped “at-risk” structures located in the 100 year floodplain

## **ENTERPRISE DEVELOPMENT**

### **NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING AND DEVELOPMENT COMMISSION**

#### **QUARTERLY REPORT**

**January - March 2018**

#### **MISSION/PROGRAM CHARGE**

*The mission of the North Central Enterprise Development Program is to foster economic vitality of the six-county area through a comprehensive regional economic development strategy – a strategy that focuses upon needs and potential opportunities that will result in improving the existing economic base and creating opportunities for new growth to enhance the overall quality of life in the region.*

*To achieve this mission, a private sector-oriented program was developed to provide the opportunities for growth by way of direct assistance in increasing market share, low-interest loans, access to space, and access to technologies.*

#### **ORGANIZATIONAL/DEPARTMENT GOALS**

- Promote the resources and assistance available to encourage and sustain economic growth
- Meet and exceed specific program compliance goals as identified in the various program contracts
- Collaborate and coordinate program activities with local and regional economic development entities
- Identify and pursue opportunities that will expand and/or enhance current programs to benefit growth
- Respond to private sector needs that encourage the creation or retention of family-sustaining jobs
- Disseminate information, provide training/education information and promote seminars to keep industry sectors current on relative data
- Provide a desirable work environment and promote employee excellence to address the goals and objectives of the Regional Action Strategy and Strategic Plan

## **PROGRAMS/ACTIVITIES**

**Loan Assistance Program** – Provide access to low-interest loans and packaging loan assistance to address capitalization requirements.

**Export Program** – Provide assistance to companies that are new to exporting and new to export markets and access to overseas markets to expand customer base of existing businesses within the region.

**Procurement Program** – Provide assistance to companies to capitalize on opportunities to sell goods and services to the Department of Defense, Federal and State governments.

## **KEY ACTIVITIES/OUTCOMES FOR THIS PERIOD**

**Loan/Finance Assistance** - Supports economic growth by providing low-interest financing to small businesses in the six-county region that will result in the creation or retention of jobs. As an economic development lender, our loan programs are not intended to compete with banks or replace conventional financing, but are designed to leverage private financing and fill the gap when bank financing and equity are not able to completely finance a business project.

- Loan portfolio includes 176 active loans representing \$20,401,355.58 in financing from all loan funds as of March 31
  - 7 loans satisfied
- Loan Application Approvals:
  - Penn Pallet, Inc., Woodland, Clearfield County - \$120,000 ARC/EDA
  - Audio Video Appliance Center, LLC, Clearfield, Clearfield County - \$50,000 USDA Microloan
- 13 pre-application interviews and site visits conducted
- Legal Actions:
  - Continue to monitor foreclosure action on a defaulted loan in Potter County
  - Complaint in foreclosure filed on defaulted loan in Elk County. Sheriff Sale scheduled for April 19, 2018
- Strategic Planning:
  - Presentation on the Loan Program to Loan Review Committee at March 2018 meeting which included an overview of loan funds, operations of the program and the opportunity available to update and enhance the operating plan through initiation of strategic planning that will optimize the use of revolving loan funds for availability of capital to support the start-up and expansion of small businesses and diversification of industries in the six-county region. A sub-committee has been appointed to begin the process with one meeting held in March and future meetings scheduled in April and May.
  - The transfer of the Glendale Industrial Development Authority RBEG of \$99,000 to North Central was approved by USDA Rural Development. The funds will be used to expand micro-lending in the six-county region.

**Pending Loan Commitments at March 31, 2018**

Borrower/Location	North Central Financing	Fund	Private Funds Leveraged	Public Funds Leveraged	Jobs Created	Jobs Retained
Cathedral Pines, Inc. d/b/a Gateway Lodge, Cooksburg, Jefferson County	\$ 100,000	ARC	\$ 1,067,000	\$ -	4	34
	\$ 32,000	EDA				
	\$ 318,000	PIDA				
Penn Pallet, Inc., Woodland, Clearfield County	\$ 100,000	ARC	\$ 30,000	\$ 120,000	3	24
	\$ 20,000	EDA				
Audio Video Appliance Center, LLC, Clearfield, Clearfield County	\$ 50,000	Microloan	\$ -		0	3
<b>Total</b>	<b>\$ 620,000</b>		<b>\$ 1,097,000</b>	<b>\$ 120,000</b>	<b>7</b>	<b>61</b>

**Export Marketing Program** – Provides value-added assistance to North Central clients who are interested or engaged in international trade. Reflective of the strategic goals established by North Central, the major objective of the Export Marketing Assistance Program is to assist in job and business creation through an economic development defined program that promotes diversification and advancement in regional growth at the international level.

- Active export companies for this reporting period is 80 of which ten are new to the program
- Work Orders for this reporting period totaled 22. Work Orders capture the counseling assistance that includes the services of the 15 Overseas Offices located in: Australia, Canada, Czech Republic, Germany, India, Indonesia, Israel, Mexico, Netherlands, Saudi Arabia, Singapore, South Korea, Taiwan, United Arab Emirates, and the United Kingdom, Each request to an overseas office is tracked separately so a company may have multiple work orders
- Export Actions were tracked at 46. Export Actions are defined as counseling successes: traveling to market, participation in overseas trade shows or missions, meeting with prospective customers overseas and signing an agent or distributor. Export Actions for this reporting included: Trade Show participation (16), trade mission (1), company meeting with a PA Overseas Office Representative in-county (4), signing of a distributor agreement (1), a company meeting with potential partners (20) and the approval of grant funding under the Global Access Program – GAP (4)
- Conducted 107 counseling sessions including new client outreach regarding export assistance services, Export Compliance and Audit Procedures, export documentation, Incoterms for shipping, export finance, follow-up of work orders/market research reports, trade show participation, research regarding pending tariffs on steel and aluminum, international travel assistance and application for funds under the GAP

- Export staff participated in the NASBITE annual conference that was held in Baltimore, Maryland, March 21-23, 2018. Participation afforded the opportunity for recertification under the Certificated Global Business Professional (CGBP) credential
- North Central, Southern Alleghenies and Norther Tier Commissions are coordinating with the US Commercial Service for a Hardwood Inbound Mission in conjunction with the IWA Hardwood Show scheduled for August 2018 in Atlanta, Georgia
- North Central will serve as the regional coordinator for funds under the Global Access Program (GAP). Funds are available to Pennsylvania companies meeting SBA small business guidelines. GAP provides up to \$5,000.00 per award period to qualifying PA companies reimbursing 75% of eligible expenses associated with specific export promotion activities. Funding is limited and subject to availability and approval
- **Qualifying activities include:**
  - Overseas Trade Mission and Trade Show Participation
  - Domestic Trade Shows as found on approved International Trade Administration
  - 2017-18 list
  - Foreign Market Sales Trip
  - Subscription to US Department of Commerce services
- ***Qualifying activities must take place between 10/1/2017 and 12/31/2018.*** Eligible expenses include: lodging, ground transportation, parking fees, translation/interpreter fees, website internationalization, shipping of trade show samples, compliance testing for market entry, trade mission/trade show fees and US Commerce subscription services. The GAP program is funded in part through a grant with the U.S. Small Business Administration and administered by the Office of International Business (OIBD)

**Procurement Technical Assistance Program** – The Procurement Technical Assistance Center’s mission is to maximize the number of capable companies participating in the government marketplace by determining contracting readiness and assisting business become contract ready. Services offered by the PTAC include: one-on-one counseling, free bid-match services, assistance with registrations and socio-economic certifications, solicitation/proposal and documentation reviews; provision of military specifications and standards, and the offering of training/workshops.

Procurement Program operates on calendar year—January through December. Below is our first quarter report (January through March 2018).

- Professional development training:
  - Donna attended 46.117 hours of professional development training including:
    - March 5-8 2018 Spring APTAC Conference
      - ◆ *Big Changes for Small Contractors*
      - ◆ *Export Controls and Cybersecurity*
      - ◆ *False Claims Act*
      - ◆ *Accounting System Compliance*
      - ◆ *Analyzing Your Government Contract/Cybersecurity*



- ◆ *Drafting JV, Teaming and Mentor Protégé Agreements*
  - ◆ *Understanding the Mechanics of FPIF Contracts*
  - ◆ *Counselor Roundtable*
  - ◆ *Understanding Native American PTACs*
- March 14 - *HUBZONE Protests and Appeals* webinar
- March 14 - *Becoming a Woman Owned Government Contractor* webinar
- March 19 - *Zero Guesswork for the Federal Win* Webinar
- March 21 - *The Buy American Act and Trade Agreements Act* webinar
- March 23 - *Understanding the Davis Bacon Act and Prevailing Wage Law* webinar
- February 23 - *How to Use the Uniform Contract format to make informed bid “go/no go” decisions and improve your company’s contract win rate* webinar
- February 8 - *Prospecting for Government Market Opportunities* webinar
- February 8 - *Is a GSA Schedule Right for Your Company?* webinar
- February 7 - *Understanding the VIPR Electronic Bidding System* webinar
- February 7 - *Introduction to GSA & Multi-Year Contract Vehicles* webinar
- February 7 - *Indirect Rates for Cost Plus Contracting* webinar
- February 6 - *Using Firm Fixed Price Contracts* webinar
- February 5 - *Subcontractor Expectations in Federal Contracting* webinar
- February 5 - *15 Reasons Simplified Acquisitions Should be in Small Business Pipeline*
- February 5 - *Past Performance Management – A Critical Factor for Success in the Government Marketplace* webinar
- 15 new clients added:
  - 7 clients – January
  - 5 clients – February
  - 3 clients – March
- Provided 94.297 hours of counseling services to 161 businesses / 488 sessions
  - Counseling Highlights
    - ◆ Market Research
    - ◆ Construction Data Leads
    - ◆ Capabilities Statements
    - ◆ Bid Match Profiles
    - ◆ SAM
- Sponsored 4 training events
  - January 9 – *Interested in Federal Contracting: SBAs Got Your Number (NAICS Codes)* webinar
  - February 13 – *SAM eChat*
  - February 21 – *Let SBA Help You With That Proposal* webinar
  - March 13- *SAM Webinar*

- Upcoming Events
  - *Capabilities Statements* – eChat April 10, 2018 at 11am, Gloria Larkin
  - *C3 – Creating Opportunities; Connecting Resources; Contracting Diversity* – networking event, Pittsburgh – May 3
  - *Capabilities Statements* – webinar May 8, 2018 at 11am, Gloria Larkin
  - *Showcase for Commerce (Johnstown)* – Networking Event, May 30, 31 and June 1
  - *Federal Procurement Database System* – eChat June 12, 2018 at 11am, George Murray
  - *Federal Procurement Database System* – webinar July 10, 2018 at 11am, George Murray
  - *Cybersecurity Threats* – eChat – TBD
  - *Cybersecurity Threats* – webinar – TBD
  - *Selling Yourself to the Gov't* – eChat – August 14, 2018 at 11am, Sherri Plonski and Beth Cheberenchik
  - *DYNET North (Erie)* – Networking Event; August 23, 2018
  - *Selling Yourself to the Gov't* – webinar – September 11, 2018 at 11am, Sherri Plonski and Beth Cheberenchik
  - *Partnering With A Large Business* – eChat October 9, 2018 at 11am, Justin Hough
  - *Partnering With A Large Business* – webinar November 13, 2018 at 11am, Justin Hough
  - *SBA Bonding* – TBD

Note: North Central PTAC has a host of on-demand webinars available, please call for assistance.

## **HUMAN RESOURCE DEPARTMENT**

### **NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING AND DEVELOPMENT COMMISSION**

#### **QUARTERLY REPORT**

**January - March 2018**

#### **MISSION/PROGRAM CHARGE**

*To provide quality services, and support in employment, training, employee relations, benefits, compensation and safety. Create and maintain a foundation which will enable North Central to promote the development, the involvement, and the retention of its employees to ensure customer satisfaction.*

#### **ORGANIZATIONAL/DEPARTMENT GOAL**

- Make quality a part of the way we work
- Improve efficiency and effectiveness and employ technology and methods which enhance service, communications and productivity
- Help make North Central a great place to work - professionally and personally

#### **KEY ACTIVITIES/OUTCOMES FOR THIS QUARTER**

- We hired Megan Chase as a 'Business Services Representative' in the Workforce Development Department based in Clearfield County, located in DuBois. Megan started her employment with us on January 2, 2018
- We received the resignation of Justine Paget effective January 3, 2018. Justine worked in the Workforce Development Department as an Employability Counselor for 18 years
- MassMutual requested a Census File and Plan Sponsor Questionnaire to be completed for our 403B compliance testing by February 16, 2018. This is the first step in the 5500 Audit for our 403B Retirement Plan
- ACA form 1095-C was prepared and mailed to all employees on February 1, 2018. Forms 1094 and 1095 were filed with the IRS on January 31, 2018
- We sent a census report to Anderson and Kime for our medical coverage which will be coming up for renewal on July 1, 2018
- After going out for quotes for our vision insurance we have decided to stay with EyeMed Vision Care for the new fiscal year beginning July 1, 2018. EyeMed came in with a 9% rate reduction and a 48-month rate guarantee

## **INFORMATION TECHNOLOGY**

### ***NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING AND DEVELOPMENT COMMISSION***

#### ***QUARTERLY REPORT***

**January - March 2018**

#### **MISSION/PROGRAM CHARGE**

*The Information Systems Department serves three major functions at North Central; Internet Service Provider, Information Technology (IT) development, and IT support. Each function is essential in enabling North Central to provide services to our six county region. Our goal is to maintain and enhance our current technology infrastructure, equipment, and software while continuing to develop improved processes for North Central staff and clients.*

#### **ORGANIZATIONAL/DEPARTMENT GOALS**

- Provide Help Desk, networking, and training support for North Central staff
- Maintain and support Internet service
- Develop and maintain North Central software and data files
- Maintain and enhance Wireless Wide Area Network
- Provide Telecommunication and Media support
- Provide technology and telecommunication infrastructure support to outside entities
- Provide videoconferencing capacity for all North Central departments

#### **PROGRAMS/ACTIVITIES**

- Security and Disaster backups; continue to add new files and monitor daily for successful completion
- Upgraded NCP internal network links
- Upgraded Internet equipment to migrate to new DNS methodology for increased security
- Added PC for GIS staff
- I.T. staff participated in a major rural broadband event in Mansfield
- Purchased and installed new scanners for all workforce staff
- Attended Abila workshop and webinars

#### **KEY ACTIVITIES/OUTCOMES FOR THIS PERIOD**

- Pennsylvania General Energy has requested an increase in bandwidth at one of their locations

- Met with new regional director of PA Game Commission. We currently set up their Elk camera link for them each year
- Met with Northwest Commission to discuss their options after their broadband study has been completed
- Assisted accounting department in the preparation of W-2s
- Added new WAN customer at DuBois Airport area, Cactus Wellhead
- Assisted one of our WAN clients, Mersen, in troubleshooting their network problems
- Began our scheduled physical inventory for all workforce locations
- Removed all unused email accounts on Ability server to conserve disk space

**WORKFORCE OPERATIONS**

**NORTH CENTRAL PENNSYLVANIA REGIONAL  
PLANNING AND DEVELOPMENT COMMISSION**

**QUARTERLY REPORT**

**January - March 2018**

**MISSION/PROGRAM CHARGE**

*The Workforce Operations department is focused on four areas of quality service: 1) All customers will receive a needs assessment to determine the appropriate mix of services, 2) Job seekers and Employers will be provided with workshop opportunities to address training or information needs, 3) Job seekers will be provided financial aid to address technical training needs driven by employer demands and market needs, 4) All customers will have access to job placement services.*

**NORTH CENTRAL WORKFORCE OPERATIONS EXPENDITURES and  
OBLIGATIONS  
3<sup>RD</sup> QUARTER UPDATE**

Individual Training Awards

<b>FUNDING SOURCE</b>	<b>Plan</b>	<b>Expended</b>	<b>Obligated</b>	<b>% to Plan</b>
WIOA Dislocated Worker	\$90,000.00	\$32,634.00	\$0.00	36.3
WIOA Adult	\$89,556.00	\$72,818.50	\$16,737.00	100.0
R.R. Carryover	\$19,200.00	\$14,700.00	\$4,500.00	100.0
Rapid Response	\$24,600.00	\$9,000.00	\$4,500.00	55

Short Term Training Awards

<b>FUNDING SOURCE</b>	<b>Plan</b>	<b>Expended</b>	<b>Obligated</b>	<b>% to Plan</b>
WIOA Dislocated Worker	\$5,000.00	\$995.00	\$0.00	19.9
WIOA Adult	\$11,999.00	\$11,974.00	0.00	99.8
R.R. Carryover	\$6,483.80	\$6,458.80	0.00	99.6
Rapid Response	\$5,000.00	\$1,963.20	\$0.00	39.3
EARN	\$6,000.00	\$2,550.00	\$0.00	42.5

ON THE JOB TRAINING and Subsidized Employment Training Contracts

<b>FUNDING SOURCE</b>	<b>Plan</b>	<b>Expended</b>	<b>Obligated</b>	<b>% to Plan</b>
WIOA Dislocated Worker	\$115,000.00	\$37,352.37	\$29,058.95	58
WIOA Adult	\$37,765.20	\$26,492.53	\$7,450.67	90
R.R. Carryover	\$12,825.20	\$5,898.70	\$6,926.50	100
Rapid Response	\$44,636.00	\$5,976.00	\$19,477.00	57
EARN	\$36,000.00	\$3,136.00	\$1,431.00	13
Out Of School Youth	\$15,000.00	\$10,892.00	\$3,562.50	96

WORK EXPERIENCE 2017-2018

<b>FUNDING SOURCE</b>	<b>Plan</b>	<b>Expended</b>	<b>Obligated</b>	<b>% to Plan</b>
WIOA Adult	\$15,658.00	\$12,306.11	\$1759.59	90
Rapid Response	\$7,000.00	\$5,455.17	\$507.15	85
WIOA Out-of-School Youth	\$100,009.00	\$53,323.52	\$23,593.50	77
WIOA In-School Youth	\$35,000.00	\$23,313.47	\$10,332.63	96
TANF Year Round	\$75,000.00	\$47,870.55	\$20,257.34	91
TANF Summer	\$94,010.00	\$31,930.61	\$32,686.92	69
EARN	\$26,000.00	\$8,908.20	\$1,199.52	39

**NORTH CENTRAL WORKFORCE OPERATIONS ENROLLMENTS**  
**3<sup>RD</sup> QUARTER UPDATE**

<b>FUNDING SOURCE</b>	<b>GOAL</b>	<b>Carry-over</b>	<b>Enroll-ment</b>	<b>Balance</b>	<b>% to goal</b>
WIOA Adult	165	0	204	-39	124%
WIOA Dislocated Worker	244	0	176	68	72%
WIOA Out-of-School Youth	126	7	115	11	91%
WIOA In-School Youth	41	6	42	-1	102%
TANF Youth	95	0	105	-10	111%
EARN	204	36	100	104	49%

<b>WIOA Basic Career Services</b>			<b>Hard to Serve Population</b>	
	WIOA Adult	WIOA Dislocated Workers	Adult Eligible	Dislocated Worker Eligible
	225	245	161	55
<b>GOAL</b>	165	244	28	42
<b>On-the-Job Training</b>			<b>Individual Training Awards</b>	
	WIOA Adult	WIOA Dislocated Workers	WIOA Adult	WIOA Dislocated Workers
	15	26	22	18
<b>GOAL</b>	15	26	14	20
<b>SHORT TERM Training Awards</b>				
<b>Adult Training</b>			<b>Dislocated Worker Training</b>	
	7		7	
<b>GOAL</b>	10		13	



## **WIC PROGRAM**

### ***NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING AND DEVELOPMENT COMMISSION***

#### ***QUARTERLY REPORT***

**January - March 2018**

#### **MISSION/PROGRAM CHARGE**

*The Pennsylvania WIC Program is committed to improving the health of eligible pregnant women, new mothers, and children by providing nutrition education, breastfeeding support, healthy foods, and referrals to health and social programs during the critical stages of fetal and early childhood development.*

#### **ORGANIZATIONAL/DEPARTMENT GOAL**

- Increase participant breastfeeding incidence rates and breastfeeding duration rates
- Advance WIC's mission as the premier maternal and child nutrition education program within our communities
- Increase staff expertise in the fields of maternal/child feeding, breastfeeding and human relations
- Increase WIC enrollment by providing outreach services to those target areas where potential clients reside/frequent

#### **PROGRAMS/ACTIVITIES**

Breastfeeding Promotion and Support is an essential component of our Nutrition Education Service Model. WIC Program Competent Professional Authorities (dietitians, registered nurses, nutritionists, and other staff approved by the State WIC Agency to serve in this role) and nutrition aides are qualified to provide breastfeeding promotion and support to pregnant and breastfeeding women. North Central currently provides breastfeeding promotion and support to 496 pregnant and breastfeeding participants.

The Breastfeeding Peer Counselor Program provides additional breastfeeding support to help breastfeeding mothers succeed and meet personal breastfeeding goals. North Central employs two part-time breastfeeding peer counselors. The peer counselors accept client phone calls/text messages/e-mails outside of the regularly scheduled work day. During this quarter, the peer counselors provided breastfeeding promotion and support on 500 occasions. Contacts consist of face to face conversations occurring in the clinic setting, e-mail contacts, phone discussions, and text messaging.

- WIC Program staff participated in the following **Outreach events** this reporting period:
  - 1/17/18 - Staff attended the Cameron County Collaborative Board meeting held in Emporium, PA
  - 1/25/18 - Mary DeLucia attended the Potter County Human Services meeting in Roulette, PA
  - 1/25/18 - Julie Kasmierski attended the Family Resource Network Collaborative Board meeting in Ridgway, PA
  - 3/13/18 - North Central WIC held our annual all staff outreach day. Staff visited an excess of 85 organizations throughout our region to improve collaboration and referrals to the WIC Program. This is a great opportunity for individual staff members to network with local organizations who share a similar target population
  - 3/20/18 - Christina Dilts attended a local interagency coordinating council meeting in Clearfield, PA. WIC is new to this committee meeting and has already established a positive rapport with key individuals in the region
- North Central WIC Staff participated in the following **trainings**:
  - 1/4/18 - Staff participated in a webinar related to “Social Media and WIC” facilitated by the National WIC Association
  - 1/9/18 - The WIC Director participated in a National WIC Association webinar related to advocacy of the WIC Program
  - 3/6/18 - The WIC Director participated in a voter registration training facilitated by the State WIC Agency. All staff will be trained in the requirements of voter registration requirements in the WIC clinic setting in April 2018
- WIC Program staff participated in the following **State WIC Agency meetings/conferences**
  - 1/5/18 - WIC Program staff participated in a State WIC Agency conference call with the PA State Breastfeeding Coordinator (Sheena Abraham). A discussion related to breastfeeding peer counselor program policies and procedures was held
  - 2/5/18 - Julie Kasmierski participated in a Pennsylvania WIC Association conference call. The conference call intent was to discuss upcoming changes to current PA WIC Program policies and procedures and their impact on local agencies
  - 2/8/18 - Bonnie Kelly, Retail Store Coordinator, participated in a conference call to receive updates on policy changes to the Retail Store section of WIC
  - 2/28/18 - Program staff participated in a KPI (Key Points Indicator) committee meeting via webinar. Attendees have the opportunity to structure the type of data/maps/information available to local agencies
  - 3/2/18 - Julie Kasmierski participated in a Breastfeeding Peer Counselor Supervisor conference call facilitated by the State Breastfeeding Coordinator
  - Julie Kasmierski participated in MIS/EBT webinars on 1/19/18, 2/16/18, 3/2/18 and 3/16/18

## **KEY ACTIVITIES/OUTCOMES FOR THIS PERIOD**

- The PA State WIC Agency continues to have monthly MIS/EBT webinars related to the implementation of our new MIS/EBT system. The new MIS system is called PENN and is currently active in other State WIC Programs. Julie Kasmierski, Rebecca Brickley, and Mary DeLucia will be working (in varying roles) with the PA State WIC Agency during the testing, training and implementation of the new system. The current timeline is to begin User Authorized Training in September 2018. The training will be followed by three months of User Authorized Testing. The state is divided into six regions and each region will “go live” at varying times. The Pilot Project will be implemented in February 2019 throughout Blair, Centre, Clinton, and Lycoming counties. North Central PA Regional Planning & Development Commission WIC is scheduled to go live with the new system on August 5, 2019.
- An average of 3,326 clients received WIC Program benefits each month this quarter.