



6100 Southport Road
Portage, Indiana 46368
(219) 763-6060
www.nirpc.org

LEADERSHIP COMMITTEE

Meeting Agenda

Tuesday, November 19, 2024 – 8:30 a.m. / Dune Room – NIRPC Office

1. Call to Order & Pledge of Allegiance
2. Meeting Minutes of October 15, 2024 Pages 1 - 2
ACTION REQUESTED: Approval
3. Review of Financial Status – September 2024 Budget vs Actual Pages 3 - 15
 - 3.1. Bank Statement Reconciliations *(pg. 3-10)*
 - 3.2. General Fund Expenses YTD September 2024 *(pg. 11-12)*
 - 3.3. General Fund Revenue YTD September 2024 *(pg. 13)*
 - 3.4. CARES Expenses YTD September 2024 *(pg. 14)*
 - 3.5. CARES Revenue YTD September 2024 *(pg. 15)*
4. Approval of General Fund Claims Register – September 2024 Pages 16 – 18
ACTION REQUESTED: Approval
5. Approval of CARES Fund Claims Register – September 2024 Pages 19
ACTION REQUESTED: Approval
6. Drive Clean Indiana Contract Pages 20 - 35
ACTION REQUESTED: Recommendation for Approval
7. NIRPC Resolution 24-14: FY 2025 Budget Pages 36 - 46
ACTION REQUESTED: Recommendation for Approval
8. Executive Director Contract
ACTION REQUESTED: Discussion
9. Personnel update
10. Other Business
11. Adjournment

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
October 15, 2024 / NIRPC Dune Room – 8:30 a.m.

Members present

Edward Morales, Wendy Mis, David Phelps

Staff and others present

George Topoll, Talaya Jones, Lisa Todd, Meredith Stilwell, Darin Sherman

Call to Order and Pledge of Allegiance

Wendy Mis called the meeting to order at 8:32 a.m.

Approval of Minutes

The minutes of the August 15, 2024, Finance & Personnel Committee meeting was presented. On a motion by David Phelps, seconded by Edward Morales, and with no opposition, the minutes were approved.

Review of Financial Status – July 2024 Budget vs Actual

The July 2024 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, the La Porte Revolving Loan Fund Account, and the Marquette Greenway account were made available for review prior to the meeting and included in the meeting packet.

Talaya presented the general fund financial reports, year to date, July 2024. Total general fund expenditures for the period ending July 31, 2024, were \$1,925,798 of the \$4,333,880 budgeted.

Total general fund revenue for the period was \$1,342,281 of the \$4,333,880 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date, July 2024. Total NIRPC CARES fund expenditures for the period ending July 31, 2024, was \$49,185 of the \$644,000 budgeted. There is a sunset for the funds, but an extension was granted until March 2025. Talaya noted there is some subrecipient money still in the grant and a further extension will be requested. Total CARES revenue collected for the period was \$53,106 of the \$78,000 budgeted.

Approval of Claims Registers – July 2024

Talaya presented the July 2024 General Fund claims totaling \$918,796.77 to the Committee. She pointed out that the last entry in the registry should not have been on the register and asked the Committee to table the report due to error. Upon discussion the committee members agreed to move forward with approval of the general claims less the \$34,399.25 incorrect entry. On a motion by Edward Morales, seconded by David Phelps, and with no opposition, the General Fund register of claims for \$884,397.52 was approved. Talaya explained to the new committee members that the claims are already expended before they are brought to the Committee. A brief discussion was held regarding NIRPC's involvement with Partners For Clean Air in doing their books and serving as a passthrough for their funds.

Talaya presented the July 2024 CARES claims totaling \$34,399.25 to the Committee for approval. The payment to Bluum of Texas was for new NIRPC laptops and equipment. On a motion by David Phelps, second by Edward Morales, and no opposition, the General Fund register of claims for \$34,399.25 was approved.

Talaya presented the July 2024 Marquette Greenway claims register totaling \$69,750.00 to the Committee for approval. On a motion by David Phelps, second by Edward Morales, and no opposition, the General Fund register of claims for \$69,750.00 was approved.

Review of Financial Status – August 2024 Budget vs Actual

The August 2024 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, the La Porte Revolving Loan Fund Account, and the Marquette Greenway account were made available for review prior to the meeting and included in the meeting packet.

Talaya presented the general fund financial reports, year to date, August 2024. Total general fund expenditures for the period ending August 31, 2024, were \$2,133,893 of the \$4,333,880 budgeted.

Total general fund revenue for the period was \$2,334,155 of the \$4,333,880 budgeted. Discussion was held regarding the fact that collections are quarterly, with some funds backended.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date, August 2024. Total NIRPC CARES fund expenditures for the period ending August 31, 2024, was \$59,145 of the \$644,000 budgeted. Total CARES revenue collected for the period was \$63,205 of the \$78,000 budgeted.

Approval of Claims Registers – August 2024

Talaya presented the August 2024 General Fund claims totaling \$729,582.08 to the Committee. On a motion by David Phelps, seconded by Edward Morales, and with no opposition, the General Fund register of claims for \$729,582.08 was approved.

Talaya presented the August 2024 CARES claims totaling \$44,344.25 to the Committee for approval. Talaya pointed out that the entry to Bluum of Texas was a duplicate of the July entry due to the fact that the check was lost in and NIRPC paid by ACH. On a motion by Edward Morales, seconded by David Phelps, and no opposition, the General Fund register of claims for \$44,344.25 was approved.

EcolInteractive, Inc. Contract

Lisa Todd presented the EcolInteractive contract. EcolInteractive is the vendor for the electronic version of NIRPC's Transportation Improvement Program. The first contract was awarded to them from a 2017 Request for Proposals. This would be the second contract and is a 3-year contract not to exceed \$169,147.00 with optional extensions for years 4 and 5. Since it was cost prohibitive to change vendors and reenter all information, NIRPC was given approval from INDOT to do this contract award as a single source procurement. Attorney Hollenbeck reviewed the contract and given his approval. On a motion by Edward Morales, seconded by David Phelps, and no opposition, the contract was favorably recommended to the NIRPC Executive Board for approval.

FY 2024 Budget Amendment #1

Talaya presented budget amendment #1, which consists of a \$10,000 transfer within the maintenance category. The transfer of funds is from the copier leasing line item to the computer service line item to cover the requirement of Cyber Crime insurance. On a motion by David Phelps, second by Edward Morales, and no opposition, budget amendment #1 was approved.

FY 2025 Preliminary Budget

Talaya gave a bit of background on how NIRPC operates for a budget to new committee members explaining that the draft budget is typically presented in October and 95% of NIRPC's funding is through grants, with 95% of that using local share. She also noted that NIRPC has seven reimbursable transit subrecipients. NIRPC owns the vehicles and leases them to the subrecipients. Talaya presented the draft total budget of \$18,926,476 with the disclaimer that some final numbers are still unknown. Discussion was held regarding some of the changes from the 2024 to 2025 budget. There will be a November meeting to go over changes, and final figures explained at that meeting.

Personnel updates

Meredith Stilwell reported that the new planner position has not yet been posted.

Other Business

Bob Carnahan asked the Committee to keep Mitch in their prayers.

Adjournment

There being no further business, the meeting was adjourned at 9:31.

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

Run: 10/08/2024 @ 1:07 PM

Reconciliation - General

Page: 1

Closing Balance from Previous Statement.....	8/31/2024	1,437,419.89
9 Deposits and Other Additions Totaling.....		214,695.90
106 Checks and Other Withdrawals Totaling.....		549,607.42
0 Adjustments Totaling.....		0.00
2 Voids Totaling.....		648.38
Service Charge.....		0.00
Interest Earned.....	9/30/2024	4,203.67
Closing Balance for this Statement.....	9/30/2024	1,107,360.42
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	9/30/2024	1,105,910.42
Open Activity from Bank Register.....		(1,450.00)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		1,107,360.42

Date	Reference	Deposit Description	Amount
✓ 9/10/2024	8273293	2024 Laporte County Local Share Distribution	78,691.90
✓ 9/11/2024	8273294	NT PM October - December 2023 IN-2024-004	1,414.00
✓ 9/11/2024	8273295	NT PM January - March 2024 IN-2024-004	10,333.00
✓ 9/11/2024	8273296	LCCS PM January - March 2024 IN-2024-004	23,661.00
✓ 9/11/2024	8273297	LCCS PM April - June 2024 IN-2024-004	16,875.00
✓ 9/11/2024	8273298	ECT PARA January - March 2024 IN-2024-004	35,347.00
✓ 9/11/2024	8273299	ECT PARA April - June 2024 IN-2024-004	45,772.00
✓ 9/20/2024	8273300	NIRPC FF&E - Amazon - Live Stream Equipment	1,374.00
✓ 9/20/2024	8273301	October 2024 Routematch Subscription	1,228.00
Total Unmarked Deposits:		0.00	Total Deposits: 214,695.90

Date	Check	To	Check Description	Amount
9/18/2024	0003464	BRYCO SERVICES	Office Cleaning-SEP	1,450.00
Total Unmarked Checks:		1,450.00	Total Checks:	1,450.00

DKS 10-8-2024
Saljan 10-9-24

Run: 10/08/2024 at 8:38 AM

Trial Balance - Cash
NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION
For 9/30/2024

	All	Balance
1.1.001.0000.1010.0 General Cash		<u>1,105,910.42</u>
Total		1,105,910.42

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

Run: 10/02/2024 @ 11:41 AM

Reconciliation - Revolving Loan Fund

Page: 1

Closing Balance from Previous Statement.....	8/31/2024	255,891.55
4 Deposits and Other Additions Totaling.....		3,648.12
0 Checks and Other Withdrawals Totaling.....		0.00
0 Adjustments Totaling.....		0.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	9/30/2024	419.55
Closing Balance for this Statement.....	9/30/2024	259,959.22
Difference.....		0.00

Cash Balance from General Ledger.....	9/30/2024	259,959.22
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		259,959.22

Date	Reference	Deposit Description	Amount
✓ 9/10/2024	8273063	Gwenivere LLC September 2024 Laporte RLF Payment	800.00
✓ 9/10/2024	8273064	Downtown Delights September 2024 Laporte RLF Payment	705.07
✓ 9/17/2024	8273065	Metalized Coatings August 2024 Laporte RLF Payment	1,381.24
✓ 9/17/2024	8273066	Metalized Coatings September 2024 Laporte RLF Payment	761.81
Total Unmarked Deposits:		0.00	Total Deposits: 3,648.12

DKS 10-2-2024

*Shagan
10-9-24*

Trial Balance - Cash
NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION
For 9/30/2024

	All	Balance
2.3.050.0000.1010.0	LaPorte Cash	<u>259,959.22</u>
Total		259,959.22

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

Run: 10/02/2024 @ 11:43 AM

Reconciliation - CARES RLF Bank Account

Page: 1

Closing Balance from Previous Statement.....	8/31/2024	37,966.44
1 Deposits and Other Additions Totaling.....		506.23
0 Checks and Other Withdrawals Totaling.....		0.00
0 Adjustments Totaling.....		0.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	9/30/2024	11.95
Closing Balance for this Statement.....	9/30/2024	38,484.62
Difference.....		0.00

Cash Balance from General Ledger.....	9/30/2024	38,484.62
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		38,484.62

Date	Reference	Deposit Description	Amount
✓ 9/10/2024	8273034	Divine Strategy LLC September 2024 CARES RLF Payment	506.23
Total Unmarked Deposits:		0.00	Total Deposits: 506.23

DKS 10-2-2024

*AMJ
10-9-24*

Trial Balance - Cash
NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION
For 9/30/2024

	All	Balance
4.3.050.0000.1010.0 CARES RLF Cash		<u>38,484.62</u>
Total		38,484.62

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

Run: 10/02/2024 @ 11:45 AM

Reconciliation - Marquette Greenway

Page: 1

Closing Balance from Previous Statement.....	8/31/2024	1,412,426.64
0 Deposits and Other Additions Totaling.....		0.00
0 Checks and Other Withdrawals Totaling.....		0.00
0 Adjustments Totaling.....		0.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	9/30/2024	69.65
Closing Balance for this Statement.....	9/30/2024	1,412,496.29
Difference.....		0.00

Cash Balance from General Ledger.....	9/30/2024	1,344,496.29
Open Activity from Bank Register.....		(68,000.00)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		1,412,496.29

Date	Check	To	Check Description	Amount
9/18/2024	0001003	Butler, Fairman & Seufert, Inc	Professional Services for Jun 1-Jun 30, 2024	68,000.00
	Total Unmarked Checks:	68,000.00	Total Checks:	68,000.00

DKS 10-2-2024

*10-9-24
Chapman*

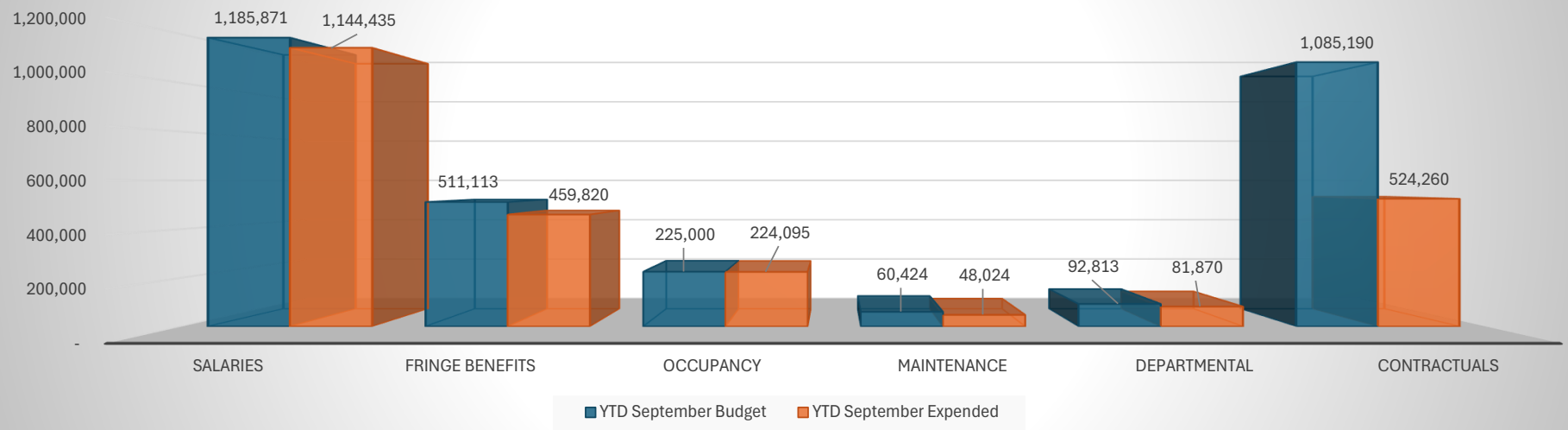
Trial Balance - Cash
NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION
For 9/30/2024

	All	Balance
9.1.177.0000.1010.0 Marquette Greenway Bank Account		1,344,496.29
Total		<u>1,344,496.29</u>

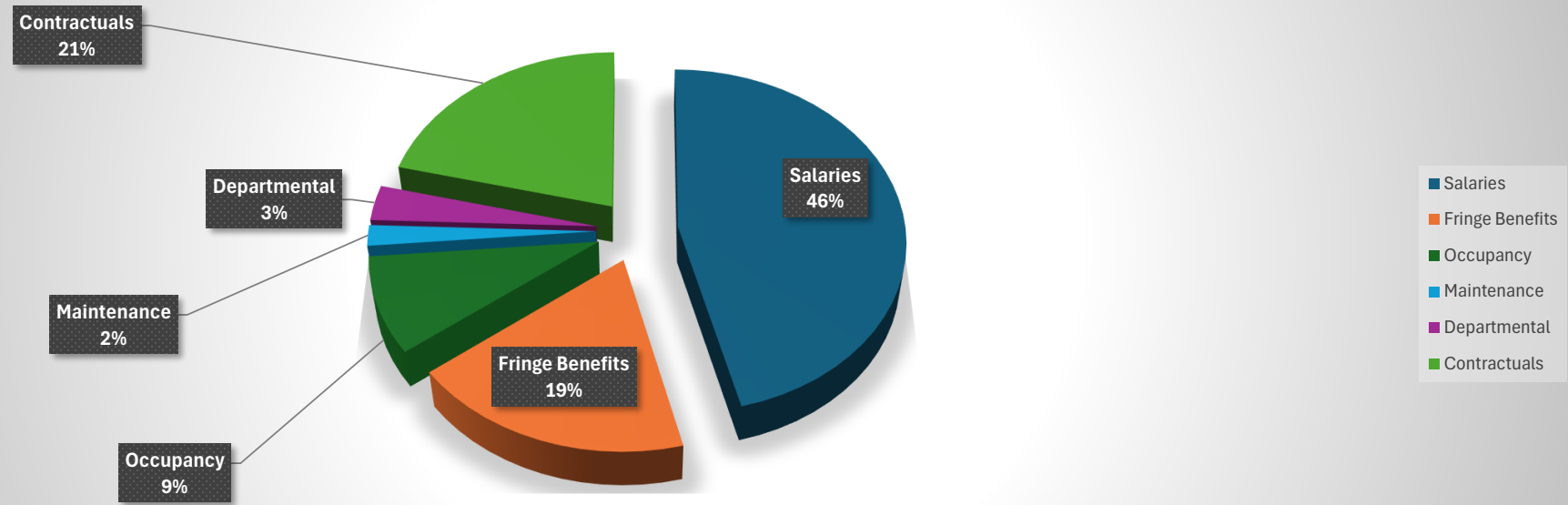
**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION
BUDGET TO ACTUAL EXPENDITURES REPORT JANUARY 1 THROUGH SEPTEMBER 30, 2024**

Line Items	FY 2024 Budget	YTD September Expended	FY 24 Budget % balance
Salaries			
5020-1 Total Salaries	1,581,161	1,144,435	28%
<i>Salaries Sub-Total</i>	<u>1,581,161</u>	<u>1,144,435</u>	<u>28%</u>
Fringe Benefits			
5121-9 FICA Contributions	120,959	83,352	31%
5122-9 Workers Compensation	5,000	6,809	-36%
5123-9 Unemployment Compensation	4,000	950	76%
5141-9 PERF Contributions	198,531	141,220	29%
5142-9 Health Insurance	283,000	187,721	34%
5143-9 Life & Disability Insurance	26,000	13,635	48%
5145-9 ICMA	25,994	19,581	25%
5146-9 Staff Development	18,000	6,551	64%
<i>Fringe Benefits Sub-Total</i>	<u>681,484</u>	<u>459,820</u>	<u>33%</u>
Occupancy			
5221-9 Office Lease	235,000	175,196	25%
5222-9 Property Insurance	14,000	5,111	63%
5223-9 Building Maintenance	18,000	14,097	22%
5224-9 Utilities	33,000	29,690	10%
<i>Occupancy Sub-Total</i>	<u>300,000</u>	<u>224,095</u>	<u>25%</u>
Maintenance			
5241-9 Copier Leasing/Maintenance	17,656	4,856	72%
5243-9 Computer Service/Maintenance	45,689	34,738	24%
5244-9 Telephone Service/Maintenance	14,720	7,960	46%
Combined Copier/IT/Phone Service/Maintenance	78,065	47,554	39%
5249-9 Other Equipment Maintenance	2,500	470	81%
<i>Maintenance Sub-Total</i>	<u>80,565</u>	<u>48,024</u>	<u>40%</u>
Departmental			
5410-1 Communications: Commission/Ex. Dir.	28,000	18,708	33%
5410-2 Communications: Transportation	43,775	28,770	34%
5410-3 Economic Development District	225	0	100%
5410-4 Communications: Subgrantee Management	6,000	1,453	76%
5410-5 Communications: Environmental Programs	4,000	2,000	50%
5410-8 Communications: Partner Agency	1,000	0	100%
5410-9 Communications: Allocated Functions	20,000	20,465	-2%
5420-5 Promotional Expenses: Environmental Programs	17,000	9,009	47%
5430-9 General Use Supplies Expense	3,750	1,465	61%
<i>Departmental Sub-Total</i>	<u>123,750</u>	<u>81,870</u>	<u>34%</u>
Contractual			
5602-9 Legal Services	27,000	16,200	40%
5603-9 Audit and Accounting	30,000	72	100%
5604-9 LaPorte RLF Services	2,000	19	99%
5610-4 Transit Oversight	15,000	0	100%
5610-5 Environmental Projects	530,000	184,200	65%
5610-2 Planning	773,670	283,922	63%
5619-9 Organizational Dev.	2,000	0	100%
5610-0 Board Development	2,000	0	100%
5610-2 E-Tip	65,250	39,848	39%
<i>Contractual Sub-Total</i>	<u>1,446,920</u>	<u>524,260</u>	<u>64%</u>
Capital Outlays			
5910-0 Furniture and Equipment	120,000	2,585	98%
<i>Capital Outlays Sub-Total</i>	<u>120,000</u>	<u>2,585</u>	<u>98%</u>
TOTAL GENERAL FUND EXPENDITURES	<u>4,333,880</u>	<u>2,485,088</u>	<u>43%</u>
LaPorte Revolving Loan Fund	272,000	77,007	
Transit Capital Fund	4,495,525	641,922	
Transit Operating Fund	8,673,149	2,953,525	
TOTAL EXPENDITURES	<u>17,774,554</u>	<u>6,157,542</u>	

YTD September 2024 Expenses Budget vs Actual

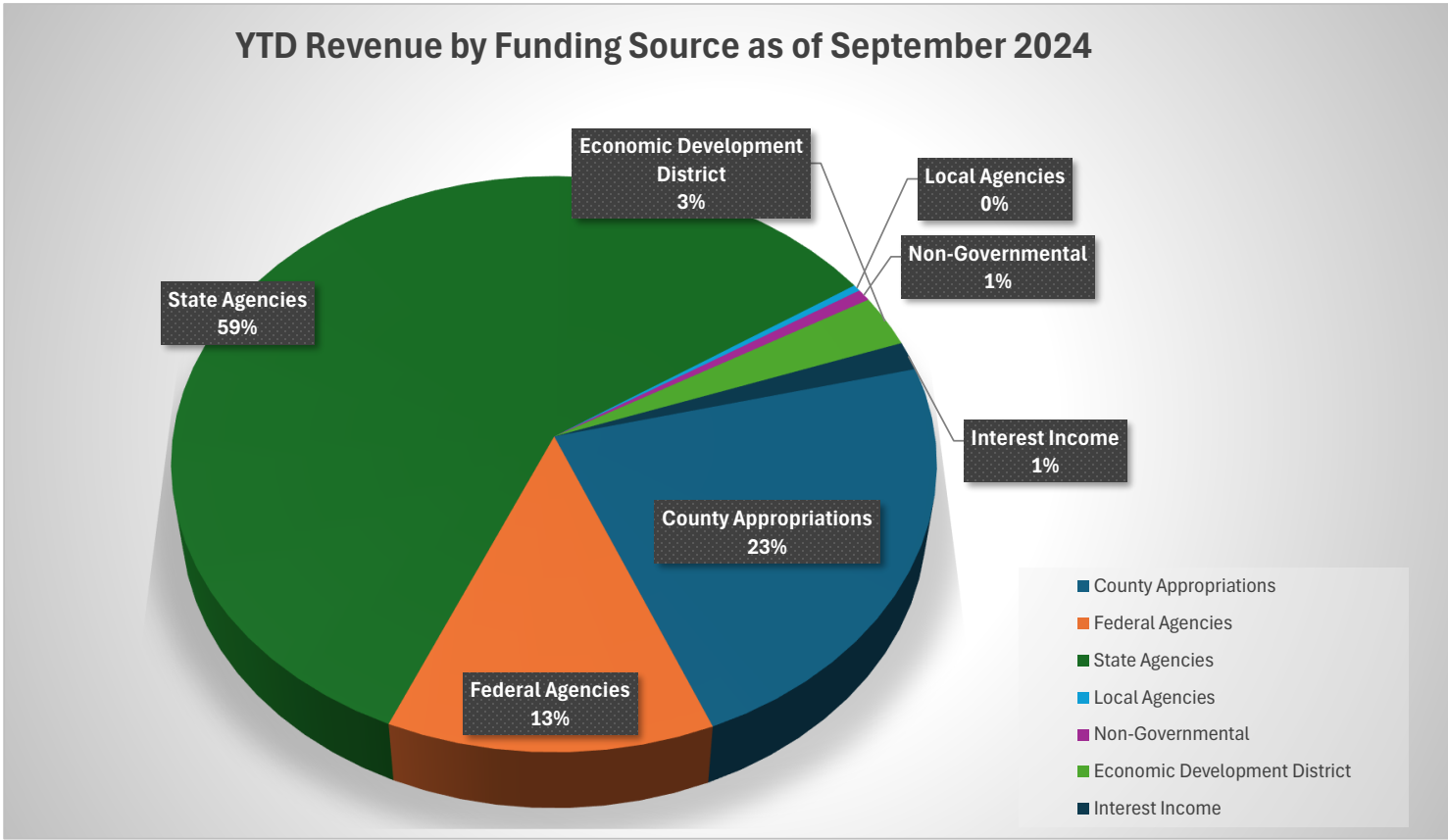


YTD September 2024 Expended by Category



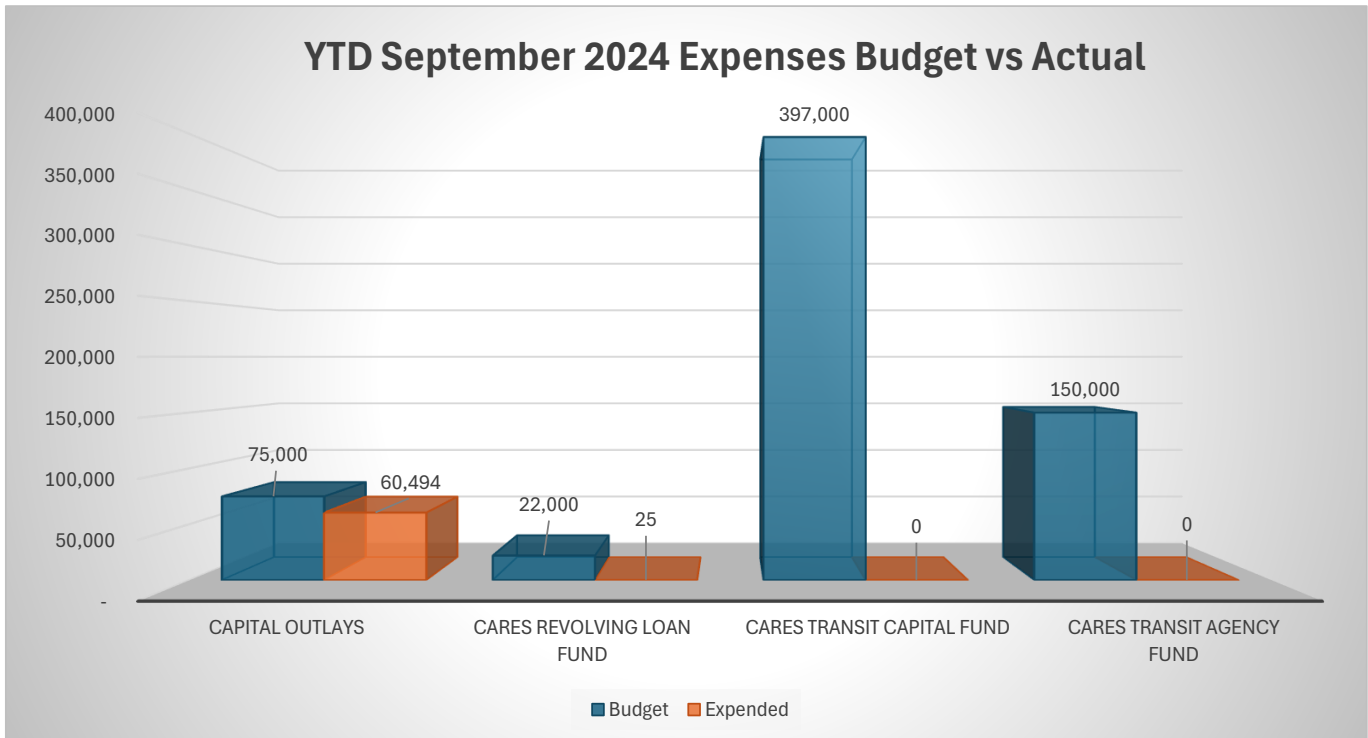
**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION
BUDGET TO ACTUAL REVENUE REPORT JANUARY 1 THROUGH SEPTEMBER 30, 2024**

Line Items	FY 2024 Budget	YTD September Collected	YTD Variance (Under)/Over	FY 24 Budget % balance
GENERAL FUND REVENUE				
1.1.4110 County Appropriations	549,033	549,032	1	0%
1.1.4210 Federal Agencies	1,075,000	306,225	768,775	72%
1.1.4310 State Agencies	2,517,097	1,429,444	1,087,653	43%
1.1.4410 Local Agencies	65,000	8,895	56,105	86%
1.1.4610 Non-Governmental	0	16,089	-16,089	0%
1.3.4260 Economic Development District	70,000	70,000	0	0%
1.1.4800 Interest Income	57,750	38,595	19,155	33%
Revenue Total	4,333,880	2,418,280	1,915,600	44%



**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION
BUDGET TO ACTUAL EXPENDITURES REPORT JANUARY 1 THROUGH SEPTEMBER 30, 2024**

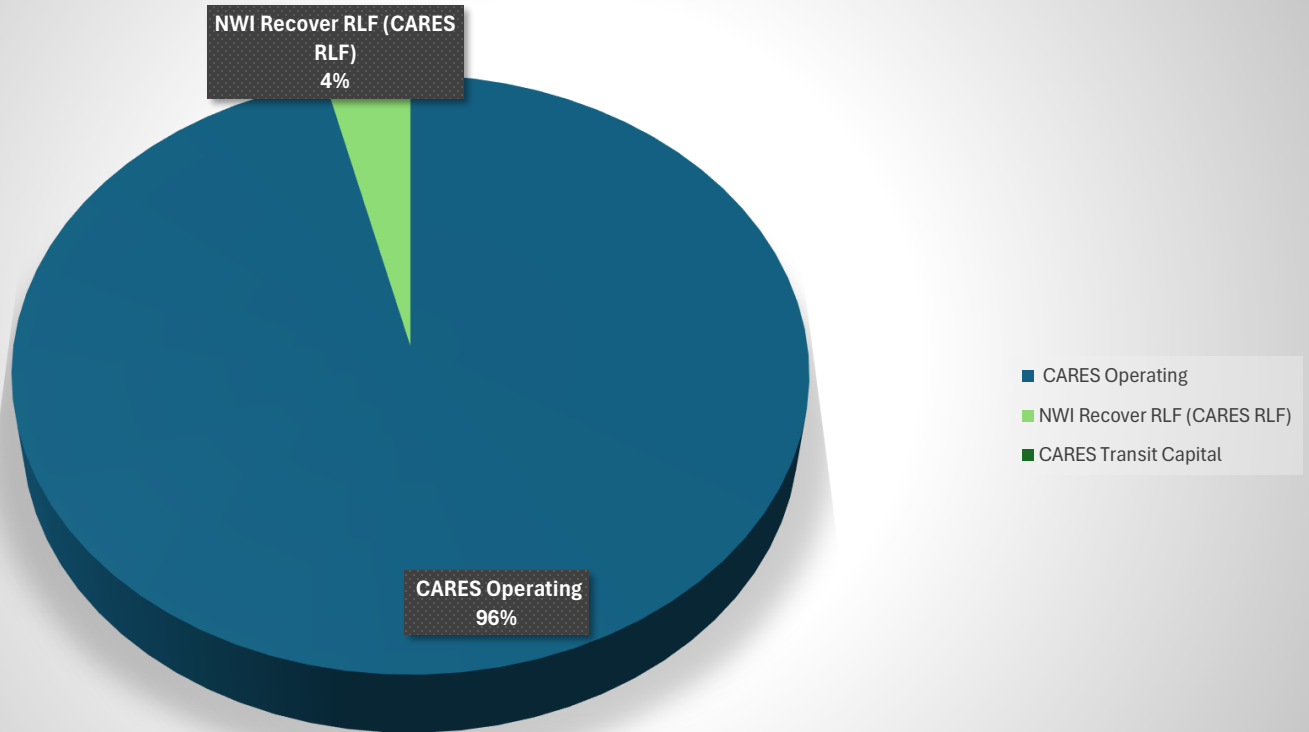
Line Items	FY 2024 Budget	YTD September Expended	FY 24 Budget % balance
NIRPC CARES EXPENDITURES			
Furniture and Equipment	75,000	60,494	19%
<i>Capital Outlays Sub-Total</i>	<u>75,000</u>	<u>60,494</u>	<u>19%</u>
Capital Outlays			
TOTAL NIRPC CARES FUND EXPENDITURES	<u>75,000</u>	<u>60,494</u>	<u>19%</u>
CARES Revolving Loan Fund	22,000	25	
CARES Transit Capital Fund	397,000	0	
CARES Transit Agency Fund	150,000	0	
TOTAL EXPENDITURES	<u>644,000</u>	<u>60,519</u>	



**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION
BUDGET TO ACTUAL REVENUE REPORT JANUARY 1 THROUGH SEPTEMBER 30, 2024**

		FY 2024 Budget	YTD September Collected	FY 24 Budget % balance
Line Items				
CARES ACT OPERATING				
	Operating Revenue- Fixed Assets	75,000	62,287	17%
		75,000	62,287	17%
CARES ACT RLF	Loan Interest	2,000	2,441	-22%
CARES ACT RLF	Loan Application Fees	1,000	0	100%
Revenue Total		78,000	64,728	17%

YTD Revenue by Funding Source as of September 2024



**NORTHWESTERN INDIANA REGIONAL
PLANNING COMMISSION
6100 Southport Road
Portage, IN 46368
(219) 763-6060**

General Register of Claims

This form approved by the State Board of Accounts for use by
the Northwestern Indiana Regional Planning Commission (1985)

Date Filed	Claim Number	Name of Claimant	Fund	Fund Amount	Amount of Claim	Check #	Notes
9/03/2024	B-9052	Federal & FICA	General Funds 2140.0	\$ 5,195.16	\$ 5,195.16	C9052	Pay period ending 8/25/2024, FWT, empfica, empficamed, fica, ficamed-Federal Tax Withholdings Payable
9/03/2024	B-9052	Federal & FICA	General Funds 2142.0	\$ 3,225.27	\$ 3,225.27	C9052	Pay period ending 8/25/2024, FWT, empfica, empficamed, fica, ficamed-ER FICA Tax Withholdings Payable
9/03/2024	B-9052	Federal & FICA	General Funds 2157.0	\$ 3,225.27	\$ 3,225.27	C9052	Pay period ending 8/25/2024, FWT, empfica, empficamed, fica, ficamed-EE FICA Tax Withholdings Payable
9/03/2024	B-9052	Federal & FICA	General Funds 2158.0	\$ 754.29	\$ 754.29	C9052	Pay period ending 8/25/2024, FWT, empfica, empficamed, fica, ficamed-ER FICA Med
9/03/2024	B-9052	Federal & FICA	General Funds 2159.0	\$ 754.29	\$ 754.29	C9052	Pay period ending 8/25/2024, FWT, empfica, empficamed, fica, ficamed-EE FICA Med
9/03/2024	B-9057	HSA Employee Contributions	General Funds	\$ 923.46	\$ 923.46	C9057	Pay period ending 8/25/2024-HSA
9/03/2024	6436	Lake County Community Services, INC.	General Funds 5760.0	\$ 41,980.00	\$ 41,980.00	C6436	April-June 2024 PMTF Reimbursement
9/03/2024	B-9055	MissionSquare Retirement	General Funds 2146.0	\$ 410.00	\$ 410.00	C9055	Pay period ending 8/25/2024, ICMA
9/3/2024	B-9055	MissionSquare Retirement	General Funds 2156.0	\$ 999.77	\$ 999.77	C9055	Pay period ending 8/25/2024, ICMA, Emp457, Plan Exec Dir [NIRPC]
9/03/2024		Payroll		\$ 40,160.06	\$ 40,160.06		
9/04/2024	6486	Anthem Life	General Funds 2155.0	\$ 101.50	\$ 101.50	C6486	EE paid for Life Insurance-SEP
9/4/2024	6486	Anthem Life	General Funds 5143.9	\$ 563.91	\$ 563.91	C6486	ER paid for Life Insurance-SEP
9/04/2024	6477	INPRS	General Funds 5141.9	\$ 0.04	\$ 0.04	C6477	ER paid rounding adj 9/3/2024
9/04/2024	B-9054	INPRS	General Funds 2149.0	\$ 6,782.63	\$ 6,782.63	C9054	Pay period ending 8/25/2024, EmpPerf [NIRPC]
9/05/2024	6468	Schilling IT LLC	General Funds 5243.9	\$ 2,746.00	\$ 2,746.00	C6468	IT-Agreement SmartCare Managed Services-AUG
9/05/2024	6469	Schilling IT LLC	General Funds 5243.9	\$ 575.00	\$ 575.00	C6469	IT Backup Agreement Business Continuity
9/05/2024	6470	Schilling IT LLC	General Funds 5910.1	\$ 517.00	\$ 517.00	C6470	Microsoft 365 w/backup -AUG
9/05/2024	6478	United HealthCare Svcs, Inc.	General Funds 2152.0	\$ 2,859.97	\$ 2,859.97	C6478	EE paid for Health Insurance-SEP
9/5/2024	6478	United HealthCare Svcs, Inc.	General Funds 5481.0	\$ 589.52	\$ 589.52	C6478	Weber/S-EE portion
9/5/2024	6478	United HealthCare Svcs, Inc.	General Funds 5142.9	\$ 16,206.58	\$ 16,206.58	C6478	ER paid for Health Insurance-SEP
9/06/2024	6476	Colonial Life & Accidental Insurance Company	General Funds 2155.0	\$ 194.30	\$ 194.30	C6476	Accidental/ Life Insurance-Voluntary-AUG
9/06/2024	6433	North Township	General Funds 5760.0	\$ 21,667.00	\$ 21,667.00	C6433	April-June 2024 PMTF Reimbursement
9/06/2024	6434	Opportunity Enterprises	General Funds 5760.0	\$ 45,000.00	\$ 45,000.00	C6434	April-June 2024 PMTF Reimbursement
9/06/2024	6435	Porter County Aging and Community Services	General Funds 5760.0	\$ 23,022.00	\$ 23,022.00	C6435	April-June 2024 PMTF Reimbursement
9/10/2024	6461	Amazon	General Funds 5430.9	\$ 258.29	\$ 258.29	C6461	Office Supplies
9/10/2024	6483	Assoc of Pedestrian & Bicycle Professionals	General Funds 5146.9	\$ 130.00	\$ 130.00	3455	Membership-Professional Membership (through Aug 21, 2025)

9/10/2024	6482	Blachly, Tabor, Bozik & Hartman, LLC	General Funds 5602.9	\$ 1,800.00	\$ 1,800.00	3456	Legal-SEP
9/10/2024	6481	City of Portage, The	General Funds 5221.9	\$ 19,466.23	\$ 19,466.23	3457	Lease-SEP
9/10/2024	6481	City of Portage, The	General Funds 5224.9	\$ 2,680.25	\$ 2,680.25	3457	Utilities-SEP
9/10/2024	6487	Drive Clean Indiana, Inc	General Funds 5610.5	\$ 83,719.00	\$ 83,719.00	3458	CMAQ Air Quality Public Ed Quarterly-Apr-MAY 2024
9/10/2024	6408	Haworth Inc.	General Funds 5410.9	\$ 85.00	\$ 85.00	CC6408	Office Chair arm caps
9/10/2024	6488	ICLEI	General Funds 5410.2	\$ 5,500.00	\$ 5,500.00	3459	Local Gov. for Sustainability-Membership 9/01/24-8/31/2025
9/10/2024	6479	Kansas City Life Insurance Co.	General Funds 5143.9	\$ 935.40	\$ 935.40	3460	S/T-L/T-Disability Insurance-Sep
9/10/2024	6480	Paramount Dental	General Funds 2153.0	\$ 904.18	\$ 904.18	3461	Dental- Insurance-SEP
9/10/2024	6485	Stamps.com	General Funds 5249.9	\$ 29.99	\$ 29.99	CC6485	Stamps
9/10/2024	B-9056	United Way of Northwest Indiana	General Funds 2147.0	\$ 33.85	\$ 33.85	3462	Pay period ending 8/25/2024-United Way
9/10/2024	6489	Vonage Business INC.	General Funds 5244.9	\$ 390.12	\$ 390.12	CC6489	Telephone Service-AUG
9/10/2024	6490	Walmart	General Funds 5420.5	\$ 1,184.00	\$ 1,184.00	CC6490	Partners for Clean Air Day-Railcats Game-Ozark 24" and Huffy Bikes
9/11/2024	6497	Ecointeractive, Inc.	General Funds 5610.2	\$ 4,427.50	\$ 4,427.50	C6497	TIP SAAS monthly service fee-SEP
9/11/2024	6500	Fidelity EyeMed Vision Ins	General Funds 2154.0	\$ 122.04	\$ 122.04	C6500	Vision Insurance-SEP
9/11/2024	B-8946	IN Dept of Revenue	General Funds 2143.0	\$ 2,123.27	\$ 2,123.27	C8946	Pay period ending 7/28/2024-LwtIN, SwtIN
9/11/2024	B-9008	IN Dept of Revenue	General Funds 2144.0	\$ 74.56	\$ 74.56	C9008	Pay period ending 8/11/2024-LwtIN, SwtIN
9/11/2024	B-9011	IN Dept of Revenue	General Funds 2143.0	\$ 126.83	\$ 126.83	C9011	Pay period ending 8/11/2024-LwtIN, SwtIN
9/11/2024	B-9013	IN Dept of Revenue	General Funds 2144.0	\$ 2,091.44	\$ 2,091.44	C9013	Pay period ending 8/11/2024-LwtIN, SwtIN
9/11/2024	6484	Warner, Tyson	General Funds 5244.9	\$ 150.00	\$ 150.00	C6484	Communication Exp.-SEP
9/12/2024	6499	Comcast	General Funds 5244.9	\$ 239.51	\$ 239.51	C6499	Business Internet-SEP
9/13/2024	6495	East Chicago Transit	General Funds 5760.0	\$ 35,347.00	\$ 35,347.00	C6495	ECT PARA January-March 2024
9/13/2024	6496	East Chicago Transit	General Funds 5760.0	\$ 45,772.00	\$ 45,772.00	C6496	ECT PARA April-June 2024
9/13/2024	6493	Lake County Community Services, INC.	General Funds 5760.0	\$ 23,661.00	\$ 23,661.00	C6493	LCCS PM JAN-MAR 2024
9/13/2024	6494	Lake County Community Services, INC.	General Funds 5760.0	\$ 16,875.00	\$ 16,875.00	C6494	LCCS PM APR-JUN 2024
9/13/2024	6491	North Township	General Funds 5760.0	\$ 1,414.00	\$ 1,414.00	C6491	NT PM OCT-DEC 2023
9/13/2024	6492	North Township	General Funds 5760.0	\$ 10,333.00	\$ 10,333.00	C6492	NT PM JAN_MAR 2024
9/16/2024	6501	Birchfield, Jennifer L	General Funds 5410.2	\$ 40.18	\$ 40.18	C6501	Mileage-Variou
9/17/2024	B-9069	Federal & FICA	General Funds 2140.0	\$ 5,195.16	\$ 5,195.16	C9069	Pay period ending 09/08/2024, FWT, empfica, empficamed, fica, ficamed-Federal Tax Withholdings Payable
9/17/2024	B-9069	Federal & FICA	General Funds 2142.0	\$ 3,225.27	\$ 3,225.27	C9069	Pay period ending 09/08/2024, FWT, empfica, empficamed, fica, ficamed-ER FICA Tax Withholdings Payable
9/17/2024	B-9069	Federal & FICA	General Funds 2157.0	\$ 3,225.27	\$ 3,225.27	C9069	Pay period ending 09/08/2024, FWT, empfica, empficamed, fica, ficamed-EE FICA Tax Withholdings Payable
9/17/2024	B-9069	Federal & FICA	General Funds 2158.0	\$ 754.29	\$ 754.29	C9069	Pay period ending 09/08/2024, FWT, empfica, empficamed, fica, ficamed-ER FICA Med
9/17/2024	B-9069	Federal & FICA	General Funds 2159.0	\$ 754.29	\$ 754.29	C9069	Pay period ending 09/08/2024, FWT, empfica, empficamed, fica, ficamed-EE FICA Med

9/17/2024	B-9074	HSA Employee Contributions	General Funds 2150.0	\$ 923.46	\$ 923.46	C9074	Pay period ending 09/08/2024-HSA
9/17/2024	B-9072	MissionSquare Retirement	General Funds 2146.0	\$ 410.00	\$ 410.00	C9072	Pay period ending 9/08/2024, ICMA, Emp457,Plan Exec Dir [NIRPC]
9/17/2024	B-9072	MissionSquare Retirement	General Funds 2156.0	\$ 999.77	\$ 999.77	C9072	Pay period ending 9/08/2024, ICMA, Emp457,Plan Exec Dir [NIRPC]
9/17/2024		Payroll		\$ 40,160.07	\$ 40,160.07		
9/17/2024	6498	Total Disposal	General Funds 5223.9	\$ 89.75	\$ 89.75	C6498	Garbage/Recycle-SEP
9/18/2024	6511	BRYCO SERVICES	General Funds 5223.9	\$ 1,450.00	\$ 1,450.00	3464	Office Cleaning-SEP
9/18/2024	6508	INPRS	General Funds 5141.9	\$ 0.04	\$ 0.04	C6508	ER paid rounding adj 9/17/2024
9/18/2024	B-9071	INPRS	General Funds 2149.0	\$ 6,782.63	\$ 6,782.63	C9071	Pay period ending 9/8/2024, EmpPerf [NIRPC]
9/18/2024	B-9073	United Way of Northwest Indiana	General Funds 2147.0	\$ 33.85	\$ 33.85	3465	Pay period ending 9/8/2024-United Way
9/19/2024	6503	Benninger, Grace R	General Funds 5410.2	\$ 128.38	\$ 128.38	C6503	Mileage-VariouS
9/19/2024	6504	Benninger, Grace R	General Funds 5410.2	\$ 20.00	\$ 20.00	C6504	Per Diem for ITAG Conf.- INDI
9/19/2024	6502	Kane, Denarie A	General Funds 5410.1	\$ 30.38	\$ 30.38	C6502	Mileage-VariouS
9/19/2024	6517	Kane, Denarie A	General Funds 5410.1	\$ 16.66	\$ 16.66	C6517	Mileage-VariouS
9/19/2024	6505	Luther, Katherine	General Funds 5410.1	\$ 27.44	\$ 27.44	C6505	Travel- NICTD Commuter Rail Tickets /Divy Bike Rental
9/19/2024	6512	Luther, Katherine	General Funds 5481.0	\$ 343.96	\$ 343.96	C6512	Airfare-2024 IEDC Conf.-Denver, CO
9/19/2024	6518	Printer Pros	General Funds 5241.9	\$ 247.50	\$ 247.50	C6518	Monthly Service agreement-Copier/Printer-SEP
9/19/2024	6513	Warner, Tyson	General Funds 5410.1	\$ 444.88	\$ 444.88	C6513	Mileage-VariouS
9/19/2024	6514	Warner, Tyson	General Funds 5410.1	\$ 261.38	\$ 261.38	C6514	Travel-South Shore Line/Tolls/Parking/Personnel Meeting/Hotel INDI-ARC
9/24/2024	6510	RouteMatch Software, LLC	General Funds 5960.0	\$ 1,534.00	\$ 1,534.00	C6510	OCT-2024 LCCS & NT Routematch

Total: \$ 545,425.09

Allowance of Claims

We have examined the claims listed on the foregoing Register of Claims, and except for claims not allowed as shown on the register such claims are hereby allowed in the total amount of \$ 545,425.09

Dated this 19 day of November, 2024.

Chairman

Treasurer

**NORTHWESTERN INDIANA REGIONAL
PLANNING COMMISSION
6100 Southport Road
Portage, IN 46368
(219) 763-6060**

CARES Register of Claims

This form approved by the State Board of Accounts for use by the Northwestern Indiana Regional Planning Commission (1985)

Date Filed	Claim Number	Name of Claimant	Fund	Fund Amount	Amount of Claim	Check #	Notes
9/10/2024	6411	Amazon	CARES Funds 5910.0	\$ 1,174.98	\$ 1,174.98	CC6411	EMEET Bluetooth conference speaker/Mevo 3 pack wireless streaming cameras
9/10/2024	6456	Amazon	CARES Funds 5910.0	\$ 198.97	\$ 198.97	CC6456	Logitech for Creators /mevo Floor Stand/Shipping and Handling
			CARES Funds		\$ -		
			CARES Funds		\$ -		
			CARES Funds		\$ -		
			CARES Funds		\$ -		
			CARES Funds		\$ -		
			CARES Funds		\$ -		
			CARES Funds		\$ -		

Total: \$ 1,373.95

Allowance of Claims

We have examined the claims listed on the foregoing CARES Register of Claims, and except for claims not allowed as shown on the register such claims are hereby allowed in the total amount of \$ 1,373.95

Dated this 19 day of November, 2024.

Chairman

Treasurer

AGREEMENT BETWEEN THE NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION AND DRIVE CLEAN INDIANA, INC., FOR THE PROVISION OF PROFESSIONAL EDUCATION AND TRAINING SERVICES SERVICES JULY 1, 2024 – DECEMBER 31, 2025

WHEREAS, the Commission submitted a request to fund a Congestion Mitigation and Air Quality air quality education program targeting the general public and fleet operators; and

WHEREAS, the request specifically included Drive Clean Indiana as the sub-grantee to conduct education, outreach, and training to vehicle fleet operators within Lake, Porter, and LaPorte Counties; and

WHEREAS, the project was found eligible by the CMAQ Eligibility Committee; and

WHEREAS, the Commission has determined that public education in the form of training about the project and its air quality benefits would be highly beneficial; and

WHEREAS, Contractor has represented that it possesses the capability and expertise to provide these services in a timely manner; and

WHEREAS, the total dollars allocated for this Public Private Partnership activity within the 2025 Unified Planning Work Program Air Quality Public Education Work Plan are **\$450,000** of which \$ 360,000 is federal funding to be allocated as follows: NIRPC **\$ 10,000** and DCI **\$ 440,000**. Drive Clean Indiana will be reimbursed no more than 80% of their allocated total, not to exceed **\$ 352,000**;

WHEREAS, the entire Air Quality Public Education project has been included in and approved by the Commission in the current Transportation Improvement Program;

NOW, THEREFORE, IT IS HEREBY AGREED AND UNDERSTOOD that the parties to this Agreement do mutually agree as follows:

1. **Scope of Work:** Drive Clean Indiana shall perform the services and provide the products to the satisfaction of the Commission as described in the scope of work (Attachment A to this Agreement), which is hereby made a part of this Agreement. The Commission requires prior approval of the procurement and use of any Sub-Contractors for this agreement, and a copy of the executed agreement between the Contractor and Sub-Contractor.
2. **Schedule:** All work described in Attachment A shall be conducted within the time frame beginning July 1, 2024, and shall be completed in total no later than December 31, 2025.
3. **Compensation:** The maximum total amount, which may be paid to the Contractor for services performed in conjunction with this Agreement, is not to exceed **\$ 352,000** with contractor to document payment of an additional \$ 88,800, by itself or other non-federal parties, toward activities in Attachment A. Total of **\$ 440,000 in** documented services must be performed to receive the full reimbursement of **\$ 352,000**.
4. **Payment Provisions:** The Commission shall reimburse the Contractor for services rendered in Attachment A upon submission and review by the Commission of claim

vouchers for work accomplished during designated period on a quarterly basis in accordance with the following procedures:

- (A) The Contractor shall submit invoices with progress reports to the Commission no less than quarterly and no more than monthly.
 - (B) The Contractor shall attach supporting documentation of time charges and copies of receipts for all other types of charges to its invoice. The Contractor shall attach copies of invoices with similar supporting documentation from pre-approved Subcontractors utilized in conjunction with this Agreement.
 - (C) NIRPC shall reimburse the Contractor 80% of total eligible documented expenses supporting the agreed upon scope of work. The remaining 20% shall remain the responsibility of Drive Clean Indiana as non-federal reimbursable match of the federal grant.
5. The Invoice shall be accompanied by a documentation of activities included in the Activity Report Summary portion of the invoice for which reimbursement is being claimed. Quarterly/Monthly Invoices are due on the dates specified in Attachment A. Failure to resolve questions or concerns may result in delay of payment processing. The Contractor may be required to provide documentation of Non-Federally reimbursed expenses included as match similar to reimbursed expense.
- (A) Following its approval of the invoice and related materials submitted by the Contractor, the Commission shall invoice the Indiana Department of Transportation for payment. Payment to the contractor will be made within 10 days of receipt of federal funds from the state.
 - (B) All invoices with supporting documentation shall be mailed or emailed to:

Marisol Manley, (mmanley@nirpc.org)
Accounts Payable
Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage, IN 46368
6. Modifications: This agreement shall not be modified except in writing, signed by both parties to this agreement. The parties agree that the Commission may modify ATTACHMENT A – SCOPE OF SERVICES by adding, deleting, or modifying tasks, subtasks, and schedules, or the content or quantity of products to be produced by the Contractor to the extent that such modifications have no upward or downward adjustment in the total cost of this agreement. Any adjustment in total cost for the services described in this agreement shall be negotiated between the Commission and the Contractor, shall be in writing, signed by both parties, and appended to this agreement.
7. Independent Contractor: Nothing in this agreement shall be construed as creating an employer/employee relationship between the Commission and the Contractor. The Contractor understands and agrees that any and all tax liability that might be assessed on fees paid by the Commission to the Contractor is its sole responsibility.

8. Insurance: The Contractor agrees to maintain comprehensive insurance including, but not limited to, Federal, State, or Local employers' liability, workers' compensation, social security unemployment compensation, comprehensive general liability insurance, and automobile liability insurance with respect to its own employees in amounts customarily maintained in its industry and agrees that any liability arising out of the services rendered hereunder shall not be limited to the Contractor insurance coverage.
9. Indemnity: The Contractor shall defend, indemnify, protect and hold harmless the Commission, its officers, directors, employees, and independent contractors from any and all liability occasioned wholly or in part by any negligent act, failure to exercise the care customary in the profession, or errors or omission of the Contractor; including liability resulting from willful or intentional violation by the Contractor of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, quotation, reproduction, delivery, use, performance, or disposition of data furnished by the Contractor, its independent contractors, agents or employees; including any and all expenses, legal or otherwise, incurred by the Commission in defense of any claim or suit arising out of services provided under this agreement.
10. Delays: The Contractor shall perform its services with due diligence upon receipt of a written notice to proceed from the Commission. Neither party shall be responsible for delays nor failure in performance due to causes beyond the reasonable control of either party. The Contractor will notify the Commission immediately of any event that will delay deliverables and provide the Commission with a written notice thereof specifying the reasons for the delay and actions planned to compensate for the delay in performance. The Commission will not unreasonably withhold an extension to the term of this agreement.
11. Termination: This agreement may be terminated, in whole, or in part, if the Commission shall determine that such termination is in its best interests. Upon receipt of written notice of termination from the Commission, thirty (30) days thereafter, the Contractor shall discontinue performance and refrain from incurring further costs unless otherwise directed; and within thirty (30) days deliver to the Commission all data, graphics, summaries, reports, and other information and materials the Contractor has accumulated in the performance of services under the agreement, whether completed or in process.

If termination is for convenience, the Contractor shall be compensated for all services performed and reasonable costs incurred up to the effective date of termination, subject to the elements of *Compensation* and *Terms of Payment* reference in other sections of this agreement.

12. Access to records: The Contractor hereby agrees to submit to the Commission, such annual or special financial and operating reports as the Commission may reasonably request. The Contractor also agrees to make available for the inspection, by any duly authorized agent of the Commission, any records, documents, leases, operation and use agreements and other instruments which affect the Operator and are pertinent to the project funded, in part, through this Agreement.

The Contractor also agrees to permit the Commission, the Indiana State Board of Accounts, U.S. Secretary of Transportation, and the Comptroller General of the United States, or their authorized representatives, to inspect all work, materials, payrolls, and other data, and to audit

the books, records, and accounts of the Contractor pertaining to the project funded, in part, through this Agreement.

13. **Covenant Against Contingent Fees:** The Contractor warrants that it has not:
 - Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person to solicit or secure this agreement, other than a bona fide employee of the firm;
 - Agreed, as an expressed or implied condition for obtaining this agreement, to employ or retain the services of any firm or person in connection with carrying out the agreement; or
 - Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee of the firm) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the agreement.
14. **Successors and Assigns:** This agreement shall be binding upon the Contractor and the Commission, their successors, and assigns. The Contractor shall not assign, subcontract, transfer, or otherwise dispose of any interest in this agreement without the prior written approval of the Commission.
15. **Confidentiality and Data Rights:** The Contractor agrees to treat as confidential all proprietary or confidential information provided by the Commission and not divulge such information to their parties, or the Contractor's employees except on a "need to know" basis.
16. **Severability:** Should any provision of this agreement at any time, be in conflict with any statute, administrative ruling or regulation, or be unenforceable for any reason, then the provision shall continue in effect only to the extent that it remains valid. If any provision of this agreement becomes unenforceable, the remaining provisions of this agreement shall nevertheless remain in full force and effect.
17. **Waiver and Interpretation:** The failure of the Commission or the Contractor to insist upon strict adherence to any term of this agreement at any time shall not be considered a waiver. Any waiver of any term of this agreement must be in writing and signed by both parties. The Commission's determination as to the true meaning and intent of any ambiguities in the agreement shall be final and conclusive.
18. **Civil Rights:** The Contractor agrees that it will not discriminate against any employee or applicant for employment on the basis of race, color, creed, sex, disability, age, or national origin. The Contractor agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, creed, sex, disability, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship.
19. **No Federal Obligations to Third Parties:** Absent the federal government's express written consent, the federal government shall not be subject to any obligations or liabilities to any sub-recipient, third party contractor, or any other person not a party to the grant agreement in connection with the performance of activities for the project.

Notwithstanding, any concurrence provided by the federal government in or approval of any solicitation, sub-agreement, or third-party contract, the federal government continues to have no obligation or liabilities to any party, including the sub-recipient and third party contractor.

- 20. Applicability of federal requirements: The Contractor agrees that it will abide by and fulfill all requirements of the federal government that are applicable to this agreement.
- 21. Authorized Representatives: The Commission’s authorized, administrative representative for these services is Ms. Talaya Jones, Chief Financial Officer. The authorized technical project manager is Ms. Katherine Luther, Chief of Staff and Environmental Director.

All notices required or permitted under this agreement shall be in writing and shall be deemed sufficiently served by first class mail addressed:

TO:

Northwestern Indiana Regional
Planning Commission
6100 Southport Road
Portage, Indiana 46368
(219) 763-6060
accountspayable@nirpc.org

TO:

Drive Clean Indiana, Inc.
10115 Ravenwood, Dr. Suite B
St. John, IN 46373
(219)-644-3690
clisek@drivecleanindiana.org

- 22. Applicable Law: This agreement shall be governed by and construed in accordance with the laws of the State of Indiana.
- 23. Entire Agreement: This agreement and all attachments hereto, together with any documents incorporated by reference, constitute the entire agreement between the parties. The Contractor hereby certifies that it shall comply with all provisions of this agreement. This agreement supersedes all other written or verbal agreements between the Commission and the Contractor with respect to the matters covered herein.

IN WITNESS WHEREOF, the duly authorized officers of the respective parties hereto have executed the Agreement as of this _____ day of _____, 2024.

Drive Clean Indiana, Inc.

**NORTHWESTERN INDIANA REGIONAL
PLANNING COMMISSION**

BY: _____
Carl Lisek, Executive Director

BY: _____
Tyson Warner, Executive Director

ATTEST:

Talaya Jones, Chief Financial Officer

ATTACHMENT A – SCOPE OF WORK
July 1, 2024 –December 31, 2025
Drive Clean Indiana Air Quality Public Education and Outreach Program

The Northwestern Indiana Regional Planning Commission (NIRPC) is contracting with Drive Clean Indiana, Inc. (Contractor) to implement aspects of the Northwest Indiana Air Quality Public Education and Outreach program focusing on on-road/off-road equipment and fleets.

The NIRPC and DCI relationship represents a public-private partnership project, which is an eligible activity under CMAQ. NIRPC has included the fleet education, outreach, and training activities performed by DCI in the 2025-2026 UPWP. The Contractor has an established relationship with many private and public sector vehicle fleet operators in Northwest Indiana. They have successfully participated in a competitive CMAQ grant application process, and this activity of the partnership has been found eligible and approved by state and federal agencies responsible for these funds.

Contractual Responsibilities:

The Region brand and education and outreach campaign is focused specifically on coordination/leverage of area resources and efforts to raise awareness of the importance of air quality forecasts, provide education on the effects of pollutants including ozone and particulate matter, and encourage voluntary actions to reduce air pollution from transportation sources and promote moving toward cleaner air.

Task 1: NWI Air Quality Public Education, Outreach, Partnerships, and Media
\$ 173,500 (\$138,800 Federal, \$34,700 Local)

- Media and marketing campaigns: “It All Adds Up to Cleaner Air, “Region Man” (Examples may include: print, billboards, radio, etc., paid advertising) and social media campaigns, and management of regional air quality website
- Partner with Federal/State/Local Communities to continue to promote Clean Air Initiatives/ events and collaboration (Earth Day, Partners for Clean Air, Ozone Action etc.).
- Partners for Clean Air Support:
 1. Be liaison between NIRPC and NWI Partners for Clean Air, attend steering committee meetings,
 2. Manage Partners for Clean Air Facebook page and social media.
 3. Assist Partners for Clean Air with event planning, marketing, and communications.

Task 2: NWI Green Fleets Program

\$205,000 (Federal: 164,000, Local: 41,000)

- Training, one-on-one technical support, and grant readiness, for up to 2 fleets which may include but are not limited to local governments, federal and state agencies with NWI facilities, schools, transit operators, non-profit organizations, private businesses in Lake, Porter, and La Porte Counties of Indiana. Support work with NIRPC and Transit Subrecipients to incorporate emission reduction strategies into NIRPC’s Transit Asset Management Plan.
- Plan and execute peer learning events, webinars, and recognition programs for fleet operators, including annual conference and expo.
- Continue EV Readiness and EV infrastructure planning, technical support, coordination and outreach in Lake, Porter, and LaPorte Counties. This will include but not be limited to: Workplace Charging, grow overall support of electric vehicles, work with state entities in implementation of projects and opportunities
- Provide NIRPC with access to Fuel Price Reports, Annual Clean Cities Survey results, policy recommendations and best practices analysis as it pertains to alternative fuels, alternative fuel vehicles, alternative fueling infrastructure and emission reduction strategies related to same.
- Provide technical support for LPAs and Transit Operators submitting projects in NIRPCs Fall 2024 CMAQ and De-Carbonization Notice of Funding Opportunities Process.

Task 3: Air Quality Public Education and Green Fleets Reimbursable Program

Expenses

Total: \$ 17,500 (Federal: \$ 14,000,00 Local: \$ 3,500.00)

Travel expenses, training, postage, copying and printing, and other that support Task 1 and 2.

Total Project Expenditures	Federal	Local Share Match
\$ 396,000	\$ 316,800	\$ 79,200
Subtotal Indirect (10%)		
\$ 44,000	\$ 35,200	\$ 8,800
Total \$ 440,000	\$ 352,000	\$88,000

Contract Deliverables:

- Increase knowledge and perception change of air quality among Northwest Indiana residents, leaders, decision makers and businesses;
- Provide technical support as needed;
- Provide grant writing/grant project management services;
- Assist with CMAQ and NOFO's,
- Represent NWI on the Climate Action Plan with the Transportation Working Group of CMAP;
- Assist NWI schools with implementation of clean fuels, grants and project implementation;
- Assist NWI with ride-n-drives and transportation related training (Inclusive of first responder training); Goal of 2 -4;
- Assist in creation of new partnerships including activities with Environmental Justice Organizations across the region;
- NWI Clean Air Website;
- Presence at a minimum of (5) regional events;
- Presentation at a minimum of (5) NIRPC committee meetings;
- Increased social media metrics;
- Annual fuel usage reports

SFY 2025 Data Reporting and Deliverables Plan

Key Deliverables	Due Date	Description
<i>Provide data from U.S. Department of Energy Annual Survey</i>	<i>March 2025/Data approved by DOE 5/25</i>	<i>Solicit input from Lake, Porter, and LaPorte Stakeholders on vehicle counts and Petroleum reduction efforts for DCI Annual Survey. This information will be shared with NIRPC</i>
<i>Update AQ Website</i>	<i>Monthly - 12 times (Minimum)</i>	<i>New events, new grants, etc.</i>
<i>Newsletter</i>	<i>Monthly - 12 times</i>	<i>Updates on emission reduction & regional projects</i>
<i>Alt Fuel Price Report</i>	<i>4 times annually</i>	<i>Provide price updates on All alternative fuels in NWI</i>
<i>Operators Roundtable</i>	<i>1 time - Minimum</i>	<i>Recommendations for emission reduction in the NIRPC Transit Asset Management Plan.</i>
<i>Annual NWI Clean Air Presentation to TPC and/or EMPC</i>	<i>November 2025</i>	<i>Final report and final invoice will be submitted for period ending 6/30/25.</i>

Contractual Period: July 1, 2024 through Dec 31, 2025

ATTACHMENT B

NON-COLLUSION AFFIDAVIT

The undersigned Proposer, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person from Proposing not to induce anyone to refrain from Proposing, and that this Proposal is made without reference to any other Proposal and without any agreement, understanding or combination with any other person in reference to such Proposing. He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Clean Drive Indiana, Inc. _____
Proposer

By: Carl Lisek, Executive Director

Date

**ATTACHMENT C
CERTIFICATION REGARDING LOBBYING**

49 CFR Part 20 - Appendix A

Certification For Contracts, Grants, Loans, And Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Contractor's Authorized Official

Carl Lisek, Executive Director, Clean Drive Indiana, Inc.

Name and Title of Contractor's Authorized Official

Date

ATTACHMENT D

CERTIFICATION OF COMPLIANCE WITH GOVERNMENT-WIDE DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION PROVISIONS – LOWER TIER COVERED TRANSACTIONS

In regard to 49 CFR Part 29 and Executive Order 12549

By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below in accordance with the following instructions:

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, NIRPC may pursue available remedies, including suspension and/or debarment.
2. The prospective lower tier participant shall provide immediate written notice to NIRPC if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "persons," "lower tier covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 [49 CFR Part 29]. You may contact NIRPC for assistance in obtaining a copy of those regulations.
4. The prospective lower tier participant agrees by submitting this proposal that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by NIRPC.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List issued by U.S. General Service Administration.
7. Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, NIRPC may pursue available remedies including suspension and/or debarment.

Pursuant to the above instructions:

- (1) The prospective lower tier participant certifies, by submission of this bid or proposal, that neither it nor its "principals" [as defined at 49 C.F.R. § 29.105(p)] is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) When the prospective lower tier participant is unable to certify to the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature of Contractor's Authorized Official

Carl Lisek, Executive Director, Clean Drive Indiana, Inc.
Name and Title of Contractor's Authorized Official

Date

ATTACHMENT E
EMPLOYMENT ELIGIBILITY VERIFICATION

Clean Drive Indiana, Inc. affirms under the penalties of perjury that it does not knowingly employ an unauthorized alien.

Clean Drive Indiana, Inc. shall enroll in and verify the work eligibility status of all its newly hired employees through the Federal E-Verify program as defined in IC 22-5-1.7-3. Clean Drive Indiana, Inc. is not required to participate should the Federal E-Verify program cease to exist. Clean Drive Indiana, Inc. shall not knowingly employ or contract with an unauthorized alien. Clean Drive Indiana, Inc. shall not retain an employee or contract with a person that Clean Drive Indiana, Inc. subsequently learns is an unauthorized alien.

Clean Drive Indiana, Inc. shall require its subcontractors, who perform work under this contract, to certify to NIRPC that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the Federal E-Verify program. Clean Drive Indiana, Inc. agrees to maintain this certification throughout the duration of the term of this agreement with the NIRPC and during the term of any subsequent contract with a subcontractor performing work under this agreement.

The NIRPC may terminate for default if Clean Drive Indiana, Inc. fails to cure a breach of this provision no later than thirty (30) days after being notified by the NIRPC.

Clean Drive Indiana, Inc.

Signed: _____

Printed Name: Carl Lisek _____

Title: Executive Director _____

Date: _____

ATTACHMENT F

CERTIFICATION IN NO INVESTMENT IN IRAN

As required by IC 5-22- 16.5, Clean Drive Indiana, Inc. certified that it is not engaged in investment activities in Iran. Providing false certification may result in the consequences listed in IC 5-22-16.5-14, including termination of this Contract and denial of future state contracts, as well as imposition of a civil penalty.

Clean Drive Indiana, Inc.

Signed: _____

Printed Name: Carl Lisek_____

Title: Executive Director_____

Date: _____



6100 Southport Road
Portage, Indiana 46368
(219) 763-6060
www.nirpc.org

RESOLUTION 24-14

A RESOLUTION OF THE NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION ADOPTING THE YEAR 2025 APPROPRIATION BUDGETS FOR THE COMMISSION'S GOVERNMENTAL FUNDS

WHEREAS, a budget is required for governmental funds; and

WHEREAS, it is anticipated that sufficient revenues and other financing sources will be available to support the budgets herein proposed; and

WHEREAS, it is the responsibility of the Commission, as a whole, to approve the appropriations budget of the Commission;

NOW THEREFORE BE IT RESOLVED, that the Commission adopt as its Year 2025 budget for the General Fund for the budget identified in Attachment A to this resolution; and

BE IT FURTHER RESOLVED, that the Commission adopt as its Year 2025 budget for the Transit Capital Projects Funds the budget identified in Attachment B to this resolution; and

BE IT FURTHER RESOLVED, that the Commission adopt as its Year 2025 budget for the Transit Operating Projects Funds the budget identified in Attachment C to this resolution; and

BE IT FURTHER RESOLVED, that the Commission adopt as its Year 2025 budget for the Revolving Loan Funds the budget identified in Attachment D to this resolution; and

BE IT FURTHER RESOLVED, that the Finance and Personnel Committee of the Commission be designated to oversee the administration of these budgets within the framework of more detailed budget guidelines it might establish.

Duly adopted by the Northwestern Indiana Regional Planning Commission this 5th day of December 2024.

Chairperson

ATTEST:

Secretary

2025 BUDGET

12/5/2024

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

2025 GENERAL FUND APPROPRIATIONS BUDGET	
PERSONNEL - SALARIES	1,600,938
PERSONNEL - FRINGE BENEFITS	697,599
OCCUPANCY	309,000
EQUIPMENT SERVICE/MAINTENANCE	83,500
DEPARTMENTAL	145,941
CONTRACTUAL	2,765,753
CAPITAL OUTLAYS - Equipment & Furniture	30,000
TOTAL FUND BUDGET	5,632,732

ATTACHMENT B

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

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2025 TRANSIT CAPITAL PROJECTS FUND APPROPRIATIONS BUDGET	
CAPITAL OUTLAYS - TRANSIT EQUIPMENT	5,912,840
CARES ACT 2020 CAPITAL OUTLAYS - TRANSIT EQUIPMENT	252,569
TOTAL FUND BUDGET	6,165,409

ATTACHMENT C

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

2025 TRANSIT OPERATING PROJECTS FUND APPROPRIATIONS BUDGET	
OTHER SERVICES AND CHARGES	8,673,149
TOTAL FUND BUDGET	8,673,149

ATTACHMENT D

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

2025 REVOLVING LOAN FUND APPROPRIATIONS BUDGET	
OTHER SERVICES AND CHARGES- CARES	20,000
TOTAL FUND BUDGET	20,000
TOTAL BUDGET OF	20,491,290

NIRPC FY 2025 Budget

	<u>FY 2024 Budget</u>	<u>FY 2025 Budget</u>	<u>Change %</u>
REVENUES			
COUNTY APPROPRIATIONS	549,033	674,527	
FEDERAL AGENCIES	1,145,000	2,150,000	
STATE AGENCIES	2,517,097	2,584,603	
LOCAL AGENCIES	65,000	178,851	
INTEREST INCOME	57,750	44,750	
TOTAL REVENUES	4,333,880	5,632,731	23%
EXPENDITURES			
SALARY	1,581,161	1,600,938	1%
FRINGE BENEFITS			
FICA CONTRIBUTIONS	120,959	122,472	
WORKERS COMPENSATION	5,000	5,000	
UNEMPLOYMENT COMPENSATION	4,000	4,000	
PERF CONTRIBUTIONS	198,531	200,300	
HEALTH INSURANCE	283,000	294,794	
LIFE & DISABILITY INSURANCE	26,000	26,000	
ICMA CONTRIBUTIONS	25,994	27,034	
STAFF DEVELOPMENT	18,000	18,000	
	681,484	697,599	2%
OCCUPANCY			
OFFICE LEASE	235,000	240,000	
PROPERTY INSURANCE	14,000	15,000	
BUILDING MAINTENANCE	18,000	20,000	
UTILITIES	33,000	34,000	
	300,000	309,000	3%
EQUIPMENT SERVICE/MAINTENANCE			
COPIER LEASING/MAINTENANCE	17,656	5,000	
COMPUTER SERVICE	45,689	49,000	
TELEPHONE & INTERNET SERVICE / MAIN.	14,720	17,000	
CYBER INSURANCE	-	10,000	
OTHER EQUIPMENT MAINTENANCE	2,500	2,500	
	80,565	83,500	4%
DEPARTMENTAL			
COMMISSION/EXECUTIVE DIRECTOR	28,000	32,000	
PLANNING	43,775	49,126	
SUBGRANTEE MANAGEMENT	6,000	4,000	
ENVIRONMENTAL PROGRAMS	4,000	11,315	
PARTNER AGENCIES	1,000	-	
ALLOCATED FUNCTIONS	20,000	32,000	
ENVIRONMENTAL PROMOTIONS	17,000	13,750	
GENERAL USE SUPPLIES	3,750	3,750	
	123,750	145,941	15%
CONTRACTUAL			
LEGAL SERVICES	27,000	27,000	
AUDIT & ACCOUNTING	30,000	30,000	
LA PORTE RLF SERVICES	2,000	-	
TRANSIT OVERSIGHT	15,000	13,000	
ENVIRONMENTAL CONTRACTS	530,000	515,000	
PLANNING	773,670	971,753	
PLANNING- Marquette Greenway Project	-	1,150,000	
BOARD DEVELOPMENT	2,000	2,000	
ORGANIZATIONAL DEVELOPMENT	2,000	2,000	
E-TIP	65,250	55,000	
	1,446,920	2,765,753	48%
FURNITURE & EQUIPMENT	120,000	30,000	-300%
TOTAL EXPENSES	4,333,880	5,632,732	23%
FUND BALANCE - ENDING	(1)	(0)	

NIRPC FY 2025 Revenue Detail
COUNTY APPROPRIATIONS

LAKE COUNTY	428,882
PORTER COUNTY	148,966
LA PORTE COUNTY	96,679
TOTAL	674,527

FEDERAL AGENCIES

FTA OVERSIGHT	392,000
CARES FEDERAL TRANSIT ADMINIS- FIXED ASSET	30,000
USDA FOREST SVC	135,000
EPA ENVIRONMENTAL JUSTICE	25,000
US DEPARTMENT OF TRANSPORTATION	200,000
READI	450,000
RAISE (FHWA)	800,000
CLIMATE POLLUTION REDUCTION GRANT	24,000
EDA PARTNERSHIP GRANT- Salaries	70,000
TOTAL	2,150,000

STATE AGENCIES

INDOT- TRAFFIC AREA COUNTING	25,000
INDOT PL 2024	1,414,843
INDOT PL 2025	607,260
STBG	55,000
HSIP	77,500
CMAQ 2025	380,000
TOTAL	2,584,603

LOCAL AGENCIES

LOCAL AGENCIES	167,851
PARTNERS for CLEAN AIR	11,000
TOTAL	178,851

NON-GOVERNMENTAL
INTEREST INCOME

BANK INTEREST INCOME	32,000
RLF INTEREST INCOME	12,750
TOTAL FY 2025 REVENUE	5,632,731

NIRPC FY 2025 Budget

	Grant	Federal	Req. Match	Total
Support Vehicle	2016-033	28,000	7,000	35,000
Support Vehicles	2017-027	87,054	12,076	99,130
Rehab/Renovate - Admin Facility	2017-028	19,200	4,800	24,000
Replace 3 Revenue Vehicles	2018-026	276,000	69,000	345,000
Replace 2 Revenue Vehicles	2018-026	176,000	44,000	220,000
Replace Vehicles	2018-026	30,633	8,372	39,005
Replace Staff Computers	2019-029	80,000	20,000	100,000
Replace Commuter Vehicles	2019-029	59,857	19,952	79,809
Associated Transit Improv	2019-029	220,000	55,000	275,000
Tablets and Vehicle Devices	2019-029	3,600	900	4,500
Office Computer Equipment	2019-029	2,800	700	3,500
Office Computer Equipment	2019-029	5,200	1,300	6,500
2 Vehicle Replacement- Propone	2019-029	140,800	35,200	176,000
Replacement Vehicle	2019-029	149,500	37,375	186,875
Replace 1 Vehicle	2019-030	48,000	12,000	60,000
Replace Bus Stop Signs	2019-030	45,747	11,436	57,183
Transit Improvements	2019-030	81,539	20,385	101,924
Vehicle Replacement	2020-039	118,400	29,600	148,000
Buy Replacement	2021-054	65,600	16,400	82,000
Buy Replacement	2021-054	112,000	28,000	140,000
Buy Replacement	2021-054	104,000	26,000	130,000
7 Vehicle Replacement	2022-023	423,360	105,840	529,200
Vehicle Replacement	2022-020	548,179	137,045	685,224
3 Vehicle Replacement	2022-023	308,160	77,040	385,200
2 Vehicle Replacement	2022-019	163,485	40,871	204,356
2 Vehicle Replacement	2024-004	64,176	16,044	80,220
	TOTAL	3,361,290	836,336	4,197,626
				-
	TOTAL BUDGET			4,197,626

CY 2025 TRANSIT CAPITAL PROJECTS FUND

Subrecipient	Grant	Project		Total	Non-Federal Funds	Federal Funds
Opportunity Enterprise	IN 2024-009	3 Vehicle Replacements		\$ 284,456	\$ 56,891	\$ 227,565
Porter County Aging & Community Services	IN 2024-009	5 Vehicle Replacements		\$ 383,029	\$ 76,606	\$ 306,423
Lake County Community Services	IN 2024-009	Vehicle Replacement		\$ 187,790	\$ 37,558	\$ 150,232
Lake County Community Services	IN 2024-014	5 Vehicle Replacements (shortfall)		\$ 740,265	\$ 148,053	\$ 592,212
La Porte- TransPorte	IN 2024-014	2 Vehicle Replacements (shortfall)		\$ 29,058	\$ 5,812	\$ 23,246
Support Equipment	IN-2024-014	Dispatching Software		\$ 90,616	\$ 18,123	\$ 72,493

TOTAL BUDGET **\$ 1,715,214** **\$ 1,372,171**

CY 2025 CARES ACT 2020 TRANSIT CAPITAL PROJECTS FUND				
	Grant	Project	Total	Federal Funds
ECT	CARES Act 2020-014	Support Vehicle (2)	\$ 50,561	\$ 50,561
OE	CARES Act 2020-014	Vehicle Replacements	\$ 202,008	\$ 202,008
TOTAL BUDGET			<u>\$ 252,569</u>	<u>\$ 252,569</u>

CY 2025 TRANSIT OPERATING PROJECTS FUND

	Federal	Req. Match	Total
City of East Chicago 2024			
Preventative Maintenance	375,511	93,878	469,389
Complementary Paratransit	285,164	71,291	356,455
Operating Assistance	493,652		493,652
Existing Grants	1,055,860	374,493	1,430,353
City of LaPorte 2024			
Operating Assistance	132,513		132,513
Existing Grants	123,940	103,120	227,060
City of Valparaiso 2024			
Capital Cost of Contracting	1,025,081	256,271	1,281,352
Dash Expansion	269,600	67,400	337,000
Shuttle Connect Expansion	165,514	41,378	206,892
Existing Grants	779,597	247,803	1,027,400
North Township 2024			
Preventative Maintenance	28,415	7,104	35,519
Operating Assistance	479,132		479,132
Existing Grants	255,954	255,954	511,908
Opportunity Enterprises 2024			
Operating Assistance	132,513		132,513
Preventative Maintenance	184,458	46,114	230,572
Existing Grants	21,524	5,214	26,738
Porter County Community Services 2024			
Operating Assistance (Enhanced Mobility)	343,600		343,600
Existing Grants	234,286	159,369	393,655
Southlake Community Services 2024			
Preventative Maintenance	101,102	25,276	126,378
Operating Assistance	881,492		881,492
Enhanced Mobility	376,701	213,683	590,384
Existing Grants	385,857	335,939	721,796
PMTF Funds (NT,SLCS,PCCS, OE & CV)			
Public Mass Transportation Fund	541,683		541,683
TOTAL	8,673,149	2,304,287	10,977,436

CY 2025 LAPORTE COUNTY REVOLVING LOAN FUND

	2024 Budget	2025 Budget
New Loans	22,000	20,000
TOTAL	<u><u>22,000</u></u>	<u><u>20,000</u></u>
TOTAL BUDGET		<u><u>20,000</u></u>

CARES ACT RLF 2025 Administration Budget

Per RLF Management Plan 50% of interest can be used for Administrative Cost

REVENUES	
RLF INTEREST INCOME	2,000
CLOSING CHARGES	1,000
TOTAL REVENUES	<u>3,000</u>
EXPENDITURES	
SALARY	
FRINGE BENEFITS ALLOC	-
INDIRECT COST ALLOC	-
	<u>-</u>
DEPARTMENTAL	
COMMUNICATION	
GENERAL USE SUPPLIES- AF Loan	
CONTRACTUAL	
CARES RLF SERVICES	3,000
	<u>3,000</u>
TOTAL EXPENSES	3,000
FUND BALANCE - ENDING	<u><u>-</u></u>