



ACOG BOARD OF DIRECTORS

Chair

Steven J. Gentling
Guthrie Mayor

Vice-Chair

David Bennett
The Village Mayor

Secretary/Treasurer

Josh Moore
Edmond Councilmember

Executive Director

Mark W. Sweeney, AICP

[association of central oklahoma governments](#)

4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | [acogok.org](#)

ACOG BOD AGENDA:

THURSDAY, APRIL 29, 2021, 1:45 P.M.

**IF UNABLE TO ATTEND IN-PERSON,
PLEASE ACCESS THE CALL-IN
INSTRUCTIONS:**

DIAL-IN NUMBER: 1-877-885-3221

PARTICIPANT PASSCODE: 9543977



acog

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS BOARD OF DIRECTORS WILL HOLD A COMBINATION **IN-PERSON AND CALL-IN** REGULAR MEETING ON THURSDAY, APRIL 29, IN THE OKLAHOMA COUNTY BALLROOM (BEHIND THE ACOG BOARD ROOM), 4205 N. LINCOLN BLVD., OKLAHOMA CITY, OKLAHOMA.

The Ballroom ([download a short video of the Ballroom here](#)) is setup to follow social distancing guidelines. Masks are required during the meeting. For your convenience, masks and sanitizer will be available.

PLEASE NOTIFY ACOG AT 405-234-2264 (TDD/TTY CALL 7-1-1 STATEWIDE) BY 5 P.M. MONDAY, APRIL 26, IF YOU REQUIRE ACCOMMODATIONS PURSUANT TO THE AMERICANS WITH DISABILITIES ACT OR SECTION 504 OF THE REHABILITATION ACT.

AGENDA

1. CALL TO ORDER ([ATTACHMENT 1](#))
2. APPROVAL OF THE MARCH 25, 2021 MINUTES ([ATTACHMENT 2](#))
3. COMMUNICATIONS:
 - A. CHAIRPERSON'S REPORT
 1. Nomination Committee Appointments
 2. Budget Committee Appointments
 3. Recognition of Outgoing Board Officers
 - B. EXECUTIVE DIRECTOR'S REPORT
4. PUBLIC COMMENTS FROM CITIZENS OR DELEGATIONS

BEGINNING OF CONSENT DOCKET

5. APPROVAL OF THE CONSENT DOCKET:

INFORMATION: Requires a motion to approve, with a second, that all items under the Consent Docket be considered in one vote.

CONSENT DOCKET ITEMS:

- A. Finance Report – March 2021 Claims - Deborah Cook, Director of Finance ([ATTACHMENT 5-A](#)) Action requested.
- B. Regional Clearinghouse Review and Comment Report – John Harrington, Director of Water Resources ([ATTACHMENT 5-B](#)) Action requested.
- C. Intermodal Transportation Policy Committee (ITPC) Report – John Sharp, Deputy Director ([ATTACHMENT 5-C](#)) Action requested.

END OF CONSENT DOCKET

6. REGULAR AGENDA ITEMS THAT MAY REQUIRE ACOG BOD ACTION

- A. Population Estimates for Use in Preparation for FY 2022 ACOG and Transportation Budgets – John Sharp, Deputy Director ([ATTACHMENT 6-A](#)) Action requested.
- B. Interlocal Agreement with the Institute for Quality Communities, University of Oklahoma – CERl Program Consultant Services – Mark W. Sweeney, AICP, Executive Director ([ATTACHMENT 6-B](#)) Action requested.
- C. ACOG Grant Writing Services – Mark W. Sweeney, AICP, Executive Director ([ATTACHMENT 6-C](#)) For information only.
- D. 2021 ACOG Legislative Report Update– Rachel Meinke, Public Information Director For information only.

7. NEW BUSINESS

8. ADJOURN

NEXT MEETING:

Thursday, May 27, 2021 at 1:45 p.m.

ATTACHMENT 1

ACOG BOARD OF DIRECTORS

CITY/ORGANIZATION	MEMBERS	ALTERNATES
BETHANY (8)	Hon. Chris Powell Councilmember	Hon. Kathy Larsen Councilmember
		Hon. Nikki Lloyd Mayor
CALUMET (1)	Hon. Robert B. Wallace Trustee	Hon. Steve Snow Trustee
CEDAR VALLEY (1)	Hon. Stan Wieczorek Mayor	Hon. Jerry Cole Trustee
CHOCTAW (6)	Hon. Mike Birdsong Councilmember	Hon. Roger Malone Vice-Mayor
CRESCENT (1)	No Designee	Vacant
DEL CITY (9)	Hon. Floyd Eason Mayor	Hon. Pam Finch Councilmember
		Hon. Michael Dean Councilmember
EDMOND (33)	Hon. Josh Moore Councilmember	Hon. Daniel P. O'Neil Mayor
EL RENO (8)	Hon. Matt White Mayor	Hon. Tim Robinson Councilmember
FOREST PARK (1)	No Designee	Vacant
GEARY (1)	No Designee	Hon. Tabbitha Kiener Councilmember
		Hon. Bobby Allen Mayor
GOLDSBY	Hon. Glenn Berglan Mayor	Hon. Russ McReynolds Trustee
		Hon. Susan Boehrer Trustee
GUTHRIE (5)	Hon. Steven J. Gentling Mayor	Hon. Jeff Taylor Councilmember
HARRAH (3)	No Designee	Hon. Tom Barron Councilmember
JONES CITY (2)	Hon. Ray Poland Mayor	Vacant
LAKE ALUMA (1)	Hon. John Kenney Mayor	Vacant
LANGSTON CITY (1)	Hon. Sheila Stevenson Mayor	Hon. Magnus Scott Trustee
		Hon. Linda Williams Trustee

ACOG BOARD OF DIRECTORS (Cont.)

CITY/ORGANIZATION	MEMBERS	ALTERNATES
LEXINGTON (1)	Hon. Mike Donovan Councilmember	Hon. Max Punneo Vice-Mayor
LUTHER (1)	Hon. Jenni White Mayor	Hon. Brian Hall Trustee
		Hon. Terry Arps Trustee
MERIDIAN (1)	Hon. Ronald Dumas Mayor	Hon. Joyce Swanson Vice Mayor
MIDWEST CITY (23)	Hon. Matt Dukes Mayor	Hon. Pat Byrne Councilmember
		----- Hon. Christine Allen Councilmember
MOORE (25)	Hon. Mark Hamm Councilmember	Hon. Glenn Lewis Mayor
		----- Any Moore Councilmember
MUSTANG (9)	Hon. Brian Grider Vice Mayor	Hon. Michael Ray Councilmember
NICHOLS HILLS (2)	Hon. Peter Hoffman Vice Mayor	Vacant
NICOMA PARK (1)	Hon. Brian Foughty Mayor	Hon. Mike Czerczyk Vice Mayor
NOBLE (3)	Hon. Phil Freeman Mayor	Hon. Ezra Roesler Vice-Mayor
		----- Hon. Gary Hicks Councilmember
NORMAN (37)	Hon. Breea Clark Mayor	Hon. Stephen T. Holman Councilmember
OKARCHE (1)	Hon. Joe Frisby Trustee	Hon. Jeff Sadler Trustee
OKLAHOMA CITY (112)	Hon. Todd Stone Councilmember	Any Oklahoma City Councilmember
PIEDMONT (4)	Hon. Kevan Blasdel Councilmember	Hon. Melissa Ashford Councilmember
		----- Hon. Austin Redus Councilmember
SLAUGHTERVILLE (2)	Hon. Valerie Stockton Trustee	Hon. Steve Easom Mayor

ACOG BOARD OF DIRECTORS (Cont.)

CITY/ORGANIZATION	MEMBERS	ALTERNATES
SPENCER (2)	Hon. Frank Calvin Mayor	Hon. Jim Scanlan Vice Mayor ----- Hon. Kerry Andrews Councilmember
THE VILLAGE (4)	Hon. David Bennett Mayor	Hon. Sonny Wilkinson Councilmember ----- Hon. Cathy Cummings Councilmember
TUTTLE (3)	Hon. Mary Smith Vice Mayor	Hon. Austin Hughes Councilmember
UNION CITY (1)	Hon. Charlie Ross Vice Mayor/Trustee	Hon. Bob McGregor Trustee
VALLEY BROOK (1)	No Designee	Vacant
WARR ACRES (5)	Hon. Jim Mickley Mayor	Hon. Roger Godwin Councilmember ----- Hon. John Knipp Councilmember
YUKON (11)	Hon. Shelli Selby Mayor	Hon. Rick Cacini Councilmember
CANADIAN COUNTY (2)	Hon. Marc Hader Commissioner	Hon. Jack Stewart Commissioner ----- Hon. David Anderson Commissioner
CLEVELAND COUNTY (2)	Hon. Rod Cleveland Commissioner	Hon. Darry Stacy Commissioner ----- Hon. Harold Haralson Commissioner
LOGAN COUNTY (2)	Hon. Kody Ellis Commissioner	Hon. Marven Goodman Commissioner ----- Hon. Monty Piercy Commissioner
OKLAHOMA COUNTY (2)	Hon. Carrie Blumert Commissioner	Hon. Brian Maughan Commissioner ----- Hon. Kevin Calvey Commissioner
TINKER AIR FORCE BASE (Associate Member)	No Designee	Vacant

ATTACHMENT 2

SUBJECT:

MINUTES OF THE ACOG BOARD OF DIRECTORS MEETING

DATE:

MARCH 25, 2021

An In-Person with a Call-In Option regular meeting of the Association of Central Oklahoma Governments Board of Directors was convened at 2:03 p.m., March 25, 2021 at the Association of Central Oklahoma Governments, in the Oklahoma County Ballroom, at 4205 N. Lincoln Blvd., Oklahoma City, Oklahoma. The meeting was held, as indicated, by advance notice filed with the Oklahoma County Clerk and by notice posted on the ACOG website at least 24 hours prior to the meeting.

PRESIDING

Hon. Steven J. Gentling, Mayor, Guthrie

BOARD MEMBERS PRESENT (IN-PERSON)

Hon. Chris Powell, Councilmember, Bethany
Hon. Stan Wieczorek, Mayor, Cedar Valley
Hon. Josh Moore, Councilmember, Edmond
Hon. Glenn Berglan, Mayor, Goldsby
Hon. Kim Bishop, Vice-Mayor, Harrah
Hon. Ray Poland, Mayor, Jones City
Hon. John Kenney, Mayor, Lake Aluma
Hon. Sheila Stevenson, Mayor, Langston City
Hon. Joyce Swanson, Vice-Mayor, Meridian
Hon. Matt Dukes, Mayor, Midwest City
Hon. Mark Hamm, Councilmember, Moore
Hon. Todd Stone, Councilmember, City of Oklahoma City
Hon. Kevan Blasdel, Councilmember, Piedmont
Hon. David Bennett, Mayor, The Village
Hon. Shelli Selby, Mayor, Yukon
Hon. Marc Hader, Commissioner, Canadian County
Hon. Rod Cleveland, Commissioner, Cleveland County
Hon. Kody Ellis, Commissioner, Logan County
Hon. Carrie Blumert, Commissioner, Oklahoma County

ASSOCIATE MEMBER PRESENT

None

CALL-IN MEMBER:

Hon. Peter Hoffman, Vice-Mayor, Nichols Hills

BOARD MEMBERS ABSENT

Hon. Robert B. Wallace, Trustee, Calumet
Hon. Roger Malone, Vice-Mayor, Choctaw
No Designee, Crescent

BOARD MEMBERS ABSENT (continued)

Hon. Floyd Eason, Mayor, Del City
Hon. Matt White, Mayor, El Reno
Hon. Warren G. Carter, Councilmember, Geary
Hon. Max Punneo, Vice-Mayor, Lexington
Hon. Jenni White, Mayor, Luther
Hon. Brian Grider, Vice-Mayor, Mustang
Hon. Michael Ray, Councilmember, Mustang
Hon. Peter Hoffman, Vice-Mayor, Nichols Hills
Hon. Brian Foughty, Mayor, Nicoma Park
Hon. Marjorie Hill, Councilmember, Noble
Hon. Stephen T. Holman, Councilmember, Norman
Hon. Joe Frisby, Trustee, Okarche
Hon. Ronnie Fulks, Trustee, Slaughterville
Hon. Frank Calvin, Mayor, Spencer
Hon. Mary Smith, Vice-Mayor, Tuttle
Hon. Charlie Ross, Vice-Mayor/Trustee, Union City
No Designee, Valley Brook
Hon. John Knipp, Councilmember, Warr Acres
Hon. Carrie Blumert, Commissioner, Oklahoma County

ASSOCIATE MEMBER ABSENT

No Designee, Tinker Air Force Base

GUESTS PRESENT

Adam Vossen, Town Administrator, Goldsby
Pete White, ACOG Legal Counsel

STAFF

Mark W. Sweeney, Executive Director
John M. Sharp, Deputy Director
Beverly Garner, Executive Assistant
Anita Kroth, Administrative Assistant
Debbie Cook, CPA, Director of Finance (Call-In)
Patricia Buckley, Chief Accountant
Rachel Meinke, Director of Public Information
John M. Harrington, Water Resources Director
Brent L. Hawkinson, 9-1-1 & Public Safety, Director
Matthew S. Weaver, CPDM, Community and Economic Development Manager
Roxana Cazan, Regional Disaster Economic Recovery Coordinator
Jennifer Sebesta, TPS Manager
Laura Wood, Associate Planner – Performance, TPS
Eric Pollard, Air Quality & Clean Cities Coordinator
Angela Hankins, Special Projects Planner
James Smith, IT Operations Specialist

1. CALL TO ORDER - INTRODUCTION OF GUESTS

The meeting was called to order at 2:03 p.m. A quorum was present.

2. APPROVAL OF MINUTES - FEBRUARY 25, 2021 MINUTES

Director Stan Wieczorek, Cedar Valley, made a motion to approve the minutes of the ACOG Board of Directors meeting on February 25, 2021. Director Kody Ellis, Logan County, seconded the motion. The motion passed unanimously.

3. COMMUNICATIONS

A. CHAIRPERSON'S REPORT

Chair Steven J. Gentling said in 2017 President Trump signed the Viet Nam War Veterans Recognition Act wherein he identified March 29 as the day of National Observance honoring men and women who served in Viet Nam and throughout the world during that time in the Viet Nam era. Mayor Gentling reported that the City of Guthrie has created a proclamation identifying that day as "Welcome Home Viet Nam Veterans Day". Mayor Gentling suggested that other mayors might want to consider doing something similar.

B. EXECUTIVE DIRECTOR'S REPORT

COVID-19 Anniversary Date: Cancellation of March 2020 Board and Committee Meetings

Executive Director Mark W. Sweeney reminded the Board that ACOG was not able to hold the March 2020 Board Meeting due to it being cancelled because of the COVID-19 situation. We were able to put together a meeting in April, and we went through what all of the ACOG members did with their councils and commissions trying to adjust to the changes due to COVID-19.

Mr. Sweeney said it has been a learning curve for all of us. He said it has changed his perspective of a lot of things. In some ways, we are better prepared for something like this if it happens again. We hope that we do not have to experience this again. After March, we did not cancel any more meetings and we worked around the technical challenges. We have been able to ensure greater attendance by having the ballroom space to use for the meetings.

EPA National DERA Grant Application

On Tuesday, March 16, ACOG submitted an Environmental Protection Agency (EPA) National Diesel Emissions Reduction Act (DERA) grant application involving the replacement of thirteen older diesel class 8 trucks with new all-electric class 8 trucks. ACOG applied as a pass-through entity for grant funding to defray the cost of Anheuser-Busch of Oklahoma vehicle replacements at locations in Oklahoma City and Tulsa.

The project would result in an annual emissions reduction of 1.3 tons of NO_x and a particulate matter (PM_{2.5}) which translates to an estimated \$550,000 in annual dollar value of health benefits resulting from reduced exposure to PM_{2.5}.

Vehicles to be replaced are located in areas facing several environmental justice concerns and health disparities. ACOG staff believes this is a highly competitive application and we will be notified in April/May if we are selected.

One of the benefits of doing this, is not only in helping in our efforts in Clean Cities to reduce emissions and to be able to improve air quality, but the other side of this is, if we are awarded this grant, it provides funding for some of my staff and supports some of

their operations. Mr. Sweeney said he would keep the Board up to date if ACOG gets selected in April/May. ACOG is competing with other organizations in Texas and other states around us, he said.

My Government Online (MGO) Meetings

Mark W. Sweeney said he and Ethan Mazzio, who works in the Community and Economic Development Department, have had two analysis/exploratory meetings – one with City staff at the City of Choctaw on March 3, 2021 and one with City staff at the City of Blanchard on March 10, 2021. Mr. Sweeney said it is very important to note that the effectiveness of these meetings is greatly enhanced when the city manager or city administrator is present, along with city engineer and public works people, IT, finance, planning and zoning staff members – the people who actually do the work in the cities. An exploratory meeting is the only way to figure out what the concerns and issues are, what kind of systems they are using now, or if they are not currently using any type of software package. Then a pathway will be developed to try to help find a solution through My Government Online (MGO).

ACOG staff is preparing a summary report of the needs and questions from each city and will submit those findings to our SCPDC contact in Louisiana (Ryan Hutchison) for his review and response. Staff will then schedule a follow-up meeting with each city, possibly in April/May, which will entail Mr. Hutchison's participation, virtually. At that meeting, questions and issues will be addressed specifically to each city's particular needs and concerns. After the second follow-up meeting, if both communities express an interest to pursue MGO, then the next step will be the development of a contract for services to be approved by their respective city councils.

Mr. Sweeney said there will be additional exploratory meetings scheduled with other municipalities that have shown an interest in MGO, to include Tuttle and Jones City. He said he will keep the Board up to date on the progress as to whether or not contracts are actually signed in the near future, and continue marketing MGO across the region.

New Area Code

Mr. Sweeney announced that our region is getting a new area code added to the Oklahoma City Metropolitan area, which is called 572, for those living in Edmond and some areas of Northwest Oklahoma City and other communities will be using 572 and no longer using 405. A local call within the 405 area will require a ten-digit number on April 24. If you are calling someone, you will need to use all ten-digits rather than only the phone number. The new 572 area code will be added to Oklahoma City area on May 24 of this year.

Director David Bennett, The Village, inquired as to where people could learn what those area code boundaries are. Mr. Sweeney directed him to contact the Oklahoma Corporation Commission for specific boundary information.

4. PUBLIC COMMENTS FROM CITIZENS OR DELEGATIONS

There was no comment.

5. CONSENT DOCKET

INFORMATION: Requires a motion to approve, with a second, that all items under the Consent Docket be considered in one vote. When there are amended claims or any other amended consent docket item(s), the motion to approve should include, “with the amendment(s).”

- A. Finance Report – February 2021 Claims – Deborah Cook, Director of Finance
- B. Intermodal Transportation Policy Committee (ITPC) Report – John M. Sharp, Deputy Director
- C. Renewal Agreement with Arledge & Associates, P.C., Certified Public Accountants, for Professional Auditing Services – Deborah Cook, Director of Finance

In accordance with the Revised Claims Process approved by the Board at the January 28, 2021 meeting, February claims were paid biweekly during the month. A copy of the claims list for payments made during February were included as a consent item for the Board’s ratification. The February cash status report was also included for information.

Director Ray Poland, Jones City, made a motion to approve that all items under the Consent Docket be considered in one vote. Director David Bennett, The Village, seconded the motion. The motion carried unanimously.

6. REGULAR AGENDA ITEMS THAT MAY REQUIRE ACOG BOD ACTION

- A. Community Economic Resiliency Initiative (CERI) Planning Demonstration Sites Selection

Executive Director Mark W. Sweeney informed the ACOG Board of Directors that in July 2020, the Association of Central Oklahoma Governments (ACOG) received a supplemental CARES Act Recovery Assistance grant from the Economic Development Administration (EDA) – Austin Regional Office to respond to, and recover from, the impacts of the coronavirus (COVID-19) pandemic.

A portion of this grant is being used by ACOG to fund the Community Economic Resiliency Initiative (CERI), a new program that offers municipal governments the opportunity to develop planning demonstration (demo) sites projects that will model strategic community and economic investment with a focus on sustainable economic recovery and long-term resiliency.

In developing the CERI Program, ACOG has partnered with the Oklahoma Main Street Center and the University of Oklahoma Institute for Quality Communities (IQC) to provide a toolkit of services to successful applicants that serve as the foundation for effective economic revitalization and resiliency.

Please note that the CERI Program does not offer grant funding but does offer planning consultant services with a strategic emphasis on community identity and placemaking.

Mr. Sweeney said that on December 29, 2020, a Call for Applications was released and ACOG conducted a virtual forum on Tuesday, January 5, 2021, to guide people through the application process. He said the deadline originally was February 24 but was extended out to March 12, 2021 because of the snows and the deep freeze had blocked off most everyone’s ability to do much.

ACOG did receive three (3) qualified applications from the Cities of El Reno, Harrah, and Guthrie on or before the required submittal deadline. These applications were reviewed and evaluated by the ACOG-appointed CERI Review Committee on Monday, March 22. The Committee consisted of the following individuals:

Jane Jenkins, Pres. & CEO, Downtown Oklahoma City Partnership
Christy Elkins, SR. Manager for Community Development, OG&E
Buffy Hughes, Director, Oklahoma Main Street Center, ODOC
Mark W. Sweeney, Executive Director, ACOG
Matthew Weaver, Manager of Community and Economic Department, ACOG

Mr. Sweeney proceeded to address each application as follows:

City of Harrah - Downtown Sweeney Switch, a town center redevelopment project. Mr. Sweeney gave a brief summary and a few quotes from the description of their plan and asked Kim Bishop, Vice-Mayor of Harrah, present at today's Board meeting, to add a statement as to the importance of this project.

Director Kim Bishop said it is a project that is in the birthing period and a vision that one of the councilmembers has had for quite a while and that Harrah is now in a financial position to afford to make some of these changes. She said Harrah needed to attract some new businesses. The central focus point of the downtown area is going to be dining and entertainment. She said they hope to have that whole area to be a pedestrian type of entertainment, and hope this development will be good for Harrah. She added that this will not encroach on the local neighborhoods since this area is in the business district.

City of Guthrie - Noble Park Cultural & Recreational Area project. Mr. Sweeney briefly described the location of this project. He said it is sometimes referred to as "The Elbow," south of Highway 33. He said the Noble Park Cultural & Recreational Area, commonly known as the Noble Park, has historical and cultural importance within the African-American community in the City of Guthrie and the State of Oklahoma. Located in the heart of Guthrie, this neighborhood was abandoned after flooding of Cottonwood Creek a century ago. The project would aggregate various plans that have been brought forth over the years for educational and recreational opportunities for the land in addition to creating a connective hub for pedestrians and bicycle users for the west side, east side, and downtown of the city.

Chair Steven J. Gentling, Mayor of Guthrie, stated that as identified, this area of discussion was a significant arena in Guthrie for the African-American community, churches, and residents. He said Cottonwood Creek has been a challenge for this whole region in terms of ramping up the banks and in straightening up the creek itself. It is still considered a flood area. At this time, we are past the time of flooding every spring. That problem caused the African-American community to move out. We would like to bring that back with the history that is so tremendous in that area and create the recreational areas, e.g., primarily walking trails, bike trails, etc. With particular areas we can highlight the historical significance of some of the buildings and structures that are still there. It will serve as a great connector in the community and be a good example of what other places can do.

City of El Reno - Route 66 Sunset Drive Corridor, Corridor Study Proposal
Mr. Sweeney reviewed the location of the project on a map and showed the corridor project that runs from the downtown area out to the west. The proposed planning demonstration site will be the corridor study of the Route 66 Sunset Drive as it travels

west from the historic downtown El Reno to South Country Club Road. This mile section of Route 66 contains several existing buildings, signs, and sign frames which were iconic at the high point of the Route 66 craze and several under-developed sites which, when developed, will add to the authenticity and practicality of Route 66 cultural heritage tourism in El Reno, Oklahoma.

Mr. Sweeney referred to an article written called “The Sunset Strip Here, America’s Mother Road Fosters Tourism and Economy” and in their comprehensive plan they listed out nine components that were recommendations of things that should be done to Route 66/Sunset Drive. This is something they have been addressing over the last several years, which is the reason they applied for this demonstration site consulting services.

The CERI Review Committee met on March 22 at ACOG to review and evaluate the three submitted applications. The committee unanimously recommended the three applicants to the ACOG Board of Directors for their consideration at today’s meeting.

Mr. Sweeney said planning and consulting services to be provided by the University of Oklahoma Institute for Quality Communities (IQC) at a funding level up to \$26,700 per demonstration site. IQC will be given the flexibility to redirect funding between demonstration sites to address specific project needs. Assistance and support services from the Oklahoma Main Street Center, where applicable, will be made available to the selected applicants.

Mr. Sweeney asked if there were any questions from the Board of Directors. Chairman Steven J. Gentling reiterated the question to the Board.

Director Sheila Stevenson, Langston City, asked if the CERI Program is a one-time program or will it be done annually. Mr. Sweeney said it depends on what funding streams are provided. ACOG is still waiting to see if the Economic Development District will get additional funding out of the next round of COVID-19 related funding. He said he will leave that door open as a possibility. He said this is a learning process to see how these things work and how to make it work even better, if given another chance.

After selection approval by the ACOG BOD, the University of Oklahoma Institute for Quality Communities (IQC) will be procured through an Interlocal Agreement with ACOG to provide the planning consultant services to each of the selected applicant cities for the demo sites. The IQC contract, the Interlocal Agreement, will be provided at the April 29 ACOG BOD meeting for their approval. A Memorandum of Understanding (MOU) will also be distributed to the selected applicant cities for their approval after the IQC Agreement is executed.

Director Ray Poland, Jones City, made a motion to approve the CERI Review Committee recommendations on the selection of planning demonstration sites. Director Marc Hader, Canadian County, seconded the motion. The motion passed unanimously.

Director Ray Poland clarified that IQC will go to each site, complete their assessment, provide a plan, and from that point each entity will then go out and seek funding for those projects. Mr. Sweeney said that is the intention; ACOG’s grant writer in-house will help the cities in trying to find ways to fund those projects. ACOG will do research for the individual cities and suggest opportunities for them to consider, and each city will have to make its own decision. ACOG wants to be able to see the components of their plans actually put into action. It might take several years; depending on the phasing of these projects. The desire is to be proactive and go beyond the life of the CARES Act

money. Even though the money stops on June 30, 2022, ACOG will continue its efforts to help find new funding sources.

Mr. Sweeney added a comment that all three projects submitted are excellent projects. This quality of project proposals is definitely on target for exactly what ACOG is looking for. He complimented Harrah, Guthrie, and El Reno for doing a good job. ACOG will publish the applications online. He congratulated all three cities.

B. American Rescue Plan Summary

Executive Director Mark W. Sweeney informed the Board that on March 11 the American Rescue Plan was signed into law by the President. The Plan represents \$1.9 Trillion in funding that will provide a broad range of support and is the fourth effort to respond to the COVID-19 pandemic.

The American Rescue Plan builds upon previously enacted aid measures in 2020.

- The year-end spending and aid package.
- The Coronavirus Aid, Relief, and Economic Securities (CARES) Act
- The Families First Coronavirus Response Act (FFCRA)

The bill provides a total of \$130.2 billion, to remain available through December 31, 2024 for metropolitan cities, municipalities, and counties. Of this amount, \$45.57 billion is set aside for payments to metropolitan cities using the formula or Community Development Block Grants (cities over 50,000), \$65.1 billion for counties with population of 200,000 or more, and \$19.53 billion for cities and counties with populations under 50,000. The language stipulates that amounts provided to a locality cannot exceed 75 percent of the local government's budget as of January 27, 2020.

These funds for state governments, metropolitan cities, municipalities, and counties may be used to cover costs incurred to:

- Respond to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses and non-profits, or aid to impacted industries such as tourism, travel, and hospitality.
- Respond to workers performing essential work during the public health emergency by providing premium pay to eligible workers or grants to eligible employers.
- Provide government services to the extent of the reduction in revenue of states, territories, or tribal governments due to the public health emergency.
- Make investments in water, sewer, or broadband infrastructure.

Two restrictions on the use of funds are outlined in the language. States and territories are barred from using funds either directly or indirectly to offset a reduction in their net tax revenue resulting from a change in law, regulation, or administrative interpretation during the covered period that reduces or delays any tax or tax increase. Further, states, territories, metropolitan cities, municipalities, and counties are also prohibited from using funds for deposit into any pension fund.

Mr. Sweeney said the restriction on the reduction in their net tax revenue is being challenged in court, several states have joined the lawsuit and are attempting to overturn that component. A list of the American Rescue Plan Funding amounts to our cities and counties was provided in the agenda today.

Director Cleveland said he has written a proposal on how to spend the money and firmly believes the money needs to go back to the taxpayers as soon as possible since it is their money, homestead property, and farm property included. Mr. Sweeney commented that we do have a copy of that proposal.

Director Cleveland said the way he understands it, the 3,069 counties as a national association, did a good job at lobbying to make sure the counties got a direct allocation. He said that 60 days after the passage it is still being clarified whether or not the entity gets the money and report back how they received them or do they have to submit something first before getting the money. The money will be there for you, but you will need to report back how it is being used. Director Cleveland said they pass the legislation with the intent and then they give it to the bureaucracy, and they formulate and get buy-in from everybody and then they have to sift through all that buy-in to try to make sure that everybody is taken care of.

Mr. Sweeney said in about 12 months from now ACOG may be sending out a survey to our cities and counties asking about the status of this, how you did it, and what your biggest complaint was. He said he would like to get a perspective on how well it worked.

Chairman Steven J. Gentling suggested having a clearing house of cities that ran into problems and how they solved them in terms of filling out applications, dealing with questions, and so forth, rather than waiting a year to share that information. He said perhaps the city managers group is working on that. He said this possibly could help with preventing someone from getting held up over a technical glitch when maybe another entity had already solved that same type of glitch.

Director Josh Moore, Edmond, said his ward experiences an Internet hazard which is highspeed. He said there is a Block Grant program model out of Virginia that has been successful, and he is currently talking to Cox and AT&T about it. He asked what if Edmond were to create a model for that and someone else with a similar need could work with Cox and AT&T and then share that information. Director Moore asked if it is accurate to say this money will be good until 2024 to use. Director Cleveland said you must have something committed and not wait until 2024.

Deputy Director John Sharp recommended that the cities might consider aiming at using monies on water, sewer, and utilities in case of unexpected emergency needs and repairs in the way of utilities in their city, especially like in the time of the recent ice storms, freezes, and snows that our state encountered.

Mr. Sweeney said it would be good to bring this up to the City Managers Association group - talk to them about how there could be a coordinated effort to have a way to pool this information about what each city is going to do and how they are going to do it.

Chairman Steven Gentling pointed out that this cannot be a competition but a cooperation. Mr. Sweeney said doing something tangible and that will have long term benefits, like infrastructure improvements, would be a smart thing to do.

B. 2021 ACOG Legislative Report Update

Rachel Meinke, Public Information Director, gave an update on the 2021 ACOG Legislative Report for the months of February and March. Her presentation can be viewed here:

<http://www.acogok.org/wp-content/uploads/2021/02/FEBRUARY-2021.pdf>

7. NEW BUSINESS

Chairman Steven J. Gentling asked if there was any new business to present. No new business was presented.

8. ADJOURN

There being no further business, Chairman Steven J. Gentling adjourned the meeting at 3:21 p.m.

ADOPTED THIS 29TH DAY OF APRIL 2021.

CHAIRMAN

SECRETARY-TREASURER

CONSENT DOCKET

ATTACHMENT 5-A

SUBJECT:

FINANCE REPORT – MARCH 2021 CLAIMS

DATE:

APRIL 29, 2021

FROM:

DEBORAH C. COOK, CPA
Director of Finance

INFORMATION:

In accordance with the revised ACOG claims list process, March claims were paid biweekly during the month. A copy of the [claims list](#) for payments made during March is included for ratification. The March cash status report is also included for information.

ACTION REQUESTED:

Motion to ratify payment of the March 2021 claims checks dated March 12 and March 26, 2021.

**In accordance with the revised ACOG claims process, this list of claims
paid during March 2021 is offered for the Board of Directors to ratify.**

Aspen <i>(Cleaning)</i>	230.00
Bill Warren Office Products <i>(Supplies)</i>	1,508.97
Chase Card Services <i>(Supplies, Development, Public Notices)</i>	8,618.11
Cimarron City, Town of <i>(REAP Grant ED5-2020-11)</i>	26,500.00
Connex International <i>(Telephone - 9-1-1 \$21.68)</i>	87.69
CriticalComm <i>(Telephone - 9-1-1)</i>	11.00
Dell Marketing LP <i>(Equipment)</i>	3,302.42
Ecointeractive, Inc. <i>(Software)</i>	4,890.42
Electradigital <i>(Internet)</i>	1,499.00
First Choice Coffee Service <i>(Supplies)</i>	376.75
FP Mailing Solutions <i>(Equipment Rental)</i>	297.00

March Claims (Cont.)

Heritage <i>(Printing)</i>	200.00
Management and Enterprise Services <i>(Internet)</i>	294.00
Oklahoma City Chamber <i>(Membership Dues)</i>	3,475.00
Oklahoma City, City of <i>(UPWP)</i>	2,830.67
Oklahoma County Public Building Authority <i>(Office Rent)</i>	19,160.00
Oklahoma Flood Management Association <i>(Professional Development)</i>	50.00
Orlando, Town of <i>(REAP Grang ED3-2020-04)</i>	42,264.11
Peak Uptime <i>(Repairs & Maintenance)</i>	2,597.46
Peter S White, P.C. <i>(Legal - 9-1-1 \$1,062.50)</i>	5,625.00
Public Safety Group <i>(Institute Training - 9-1-1)</i>	3,200.00
R.K. Black <i>(Shredding)</i>	75.00

March Claims (Cont.)

Rackspace <i>(Hosting Fee - 9-1-1)</i>	28.90
ROK Global Applications Group, LLC <i>(Hosting - 9-1-1 \$1,398.26)</i>	3,920.00
SCAUG <i>(Development)</i>	625.00
Scout Benefits Group LLC <i>(FSA Benefits Administration)</i>	75.00
Standley Systems <i>(Maintenance)</i>	869.00
Thomas P Miller & Associates, LLC <i>(Consulting Services)</i>	10,000.00
Total Compliance Connection, LLC <i>(HR Consultant)</i>	850.00
Verizon Wireless <i>(Telephone, Internet)</i>	172.18
 TOTAL MARCH CLAIMS	 <u>\$ 143,632.68</u>

ATTEST

CHAIRMAN

SECRETARY/TREASURER

**ACOG CASH STATUS REPORT
FOR THE MONTH ENDED MARCH 31, 2021**

	<u>CHASE OPERATING</u>	<u>CHASE SAVINGS</u>	<u>TOTAL</u>
Beginning Balance			
<i>March 1, 2021</i>			
Cash	\$ 1,586,277.70	\$ 617,558.37	\$ 2,203,836.07
Petty Cash	500.00		500.00
Total Beginning Balance	<u>\$ 1,586,777.70</u>	<u>\$ 617,558.37</u>	<u>\$ 2,204,336.07</u>
Cash Receipts			
Grants & Contracts	\$ 181,208.64		\$ 181,208.64
Memberships	-		-
Transfers of Funds		-	-
Interest/Dividend Earned		27.72	27.72
Miscellaneous	199.00	-	199.00
Total Cash Receipts	<u>\$ 181,407.64</u>	<u>\$ 27.72</u>	<u>\$ 181,435.36</u>
Cash Disbursements			
Personnel Cost	\$ 234,690.15		\$ 234,690.15
<i>(detail next page)</i>			-
Bank Service Charges	-		-
Investment Sweep Fee	-		-
Transfer of Funds	-		-
Claims Expenditures:	143,632.68		143,632.68
<i>(detail next page)</i>			-
Miscellaneous - Refund Check	99.00 *		99.00
Total Cash Disbursements	<u>\$ 378,421.83</u>	<u>\$ -</u>	<u>\$ 378,421.83</u>
<i>March 31, 2021</i>			-
Cash	\$ 1,389,263.51	\$ 617,586.09	\$ 2,006,849.60
Petty Cash	500.00	-	500.00
Total Ending Balance	<u>\$ 1,389,763.51</u>	<u>\$ 617,586.09</u>	<u>\$ 2,007,349.60</u>

Note: Love County paid for 911 Training in February but were unable to attend the class. The training fee was returned by check to them in March.

SCHEDULE OF GENERAL OPERATING EXPENSES FOR THE MONTH ENDED MARCH 31, 2021

Personnel Cost:

Salaries	131,773.42
Payroll Taxes	61,904.77
Payroll Processing Fees	811.92
Group Health & Life Insurance	18,600.54
Pension Contribution & Expense	17,867.16
EBC Flex Plan Contributions	2,554.26
Garnishments	972.08
United Way Contributions	206.00

Total Operating Personnel Expenditures	<u>\$ 234,690.15</u>
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Claims Expenditures:

Accounting and Auditing	-
Contract Personnel	-
Copiers	869.00
Credit Card	8,618.11
Development and Recruitment	675.00
Equipment & Furniture	3,264.46
Equipment Rental	297.00
Insurance	-
Internet Service	5,861.93
Legal	5,625.00
Maintenance & Repair - Equipment	4,027.42
Maintenance & Repair - Software	-
Mileage	-
Miscellaneous	-
Office Cleaning	230.00
Office Rent	19,160.00
Office Leasehold Improvements	-
Printing	200.00
Professional Dues	3,475.00
Projects-UPWP	-
Projects-CMAQ	-
Projects -Clean Cities	-
Projects -911	3,200.00
Projects - REAP	68,764.11
Public Education - NTW	-
Public Notice/Advertising	-
Publications & Subscriptions	-
Sect 125 Plan Administration	75.00
Subcontracts/Consultants	13,680.67
Supplies	568.72
Supplies - Software	4,890.42
Telephone	150.84
Temporary Labor	-
Travel	-
Vehicle Expense	-

Total Claims Expenditures:	<u>\$ 143,632.68</u>
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ATTACHMENT 5-B

SUBJECT:

REGIONAL CLEARINGHOUSE REVIEW AND COMMENT REPORT

DATE:

APRIL 29, 2021

FROM:

JOHN HARRINGTON

Director of Water Resources

INFORMATION:

The following projects have been reviewed through the Clearinghouse review process by staff during the past month. Final comment letters have been submitted to the applicants and are attached.

ID# C242101

Agency Applicant: Oklahoma Corporation Commission
Oil and Gas Conservation Division
Project Location: Oklahoma City
Date Reviewed: March 24, 2021
Project Review Request: Annual request for an inter-governmental review/support letter or email for our UIC grant application.

ID# C262101

Agency Applicant: Oklahoma Department of Environmental Quality
Project Locations: Tar Creek Superfund Site, Ottawa County, OK
Date Reviewed: March 26, 2021
Project Review Request: Remedial Action Work Plan Review

ID# C302101

Agency Applicant: Oklahoma Department of Environmental Quality
Project Locations: Tar Creek Superfund Site, Ottawa County, OK
Date Reviewed: March 30, 2021
Project Review Request: State-Lead Remedial Cooperative Agreement Work Plan

ID# D142101

Agency Applicant: Oklahoma Water Resources Board
Financial Assistance Division
Project Locations: State of Oklahoma
Date Reviewed: April 14, 2021
Project Review Request: Clean Water State Revolving Fund Review

ID# D142102

Agency Applicant: Oklahoma Department of Environmental Quality
Project Locations: State of Oklahoma
Date Reviewed: April 14, 2021
Project Review Request: Drinking Water State Revolving Fund Review

ACTION REQUESTED:

Motion to concur with staff assessment of submitted projects.



Wednesday, March 24, 2021

Mr. Jeff Myers | Regulatory Program Manager
Oil and Gas Conservation Division | Pollution Abatement Department
Oklahoma Corporation Commission
PO Box 52000
Oklahoma City, OK 73152-2000

RE: ID#C242101 FY-2022 Underground Injection Control Program Workplan Task

The Association of Central Oklahoma Governments has completed its Regional Clearinghouse Review of the above referenced proposal recently submitted by your office. The proposed project is consistent with ACOG area-wide goals and objectives.

Please notify this office of any subsequent modifications, supplements, or amendments to this proposal if such occurs. At that point we will conduct an additional regional review of the modified proposal as necessary.

You are also requested to notify this office of the official action taken on this proposal by the agency from which you are requesting assistance.

Please be advised that this letter only intends to assist you in the process of your application. No commitment of funds for your proposal from any funding source is intended or implied.

Please include the ID number listed above for any future communication regarding this proposal. We appreciate this opportunity for review and comment on your proposal. Sincerely,

Mark W. Sweeney

Mark W. Sweeney, AICP
Executive Director

Chair
Steven J. Gentling
Guthrie Mayor

Vice-Chair
David Bennett
The Village Mayor

Secretary/Treasurer
Josh Moore
Edmond Councilmember

Executive Director
Mark W. Sweeney, AICP

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Friday, March 26, 2021

Ms. Tiffany Schwimmer
Financial Manager/Comptroller
Oklahoma Department of Environmental Quality
707 N. Robinson, P.O. Box 1677
Oklahoma City, Oklahoma 73101-1677

RE: ID#C262101 - Remedial Action Work Plan - Tar Creek Superfund Site

Dear Ms. Schwimmer:

The Association of Central Oklahoma Governments has completed its Regional Clearinghouse Review of the above referenced proposal recently submitted by your office. The proposed project is consistent with ACOG area-wide goals and objectives.

Please notify this office of any subsequent modifications, supplements, or amendments to this proposal if such occurs. At that point we will conduct an additional regional review of the modified proposal as necessary.

You are also requested to notify this office of the official action taken on this proposal by the agency from which you are requesting assistance.

Please be advised that this letter only intends to assist you in the process of your application. No commitment of funds for your proposal from any funding source is intended or implied.

Please include the ID number listed above for any future communication regarding this proposal. We appreciate this opportunity for review and comment on your proposal.
Sincerely,

Mark W. Sweeney

Mark W. Sweeney, AICP
Executive Director

Chair

Steven J. Gentling
Guthrie Mayor

Vice-Chair

David Bennett
The Village Mayor

Secretary/Treasurer

Josh Moore
Edmond Councilmember

Executive Director

Mark W. Sweeney, AICP

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Tuesday, March 30, 2021

Ms. Tiffany Schwimmer
Financial Manager/Comptroller
Oklahoma Department of Environmental Quality
707 N. Robinson, P.O. Box 1677
Oklahoma City, Oklahoma 73101-1677

RE: ID#C302101 - Henryetta Iron & Metal RIFS

Dear Ms. Schwimmer:

The Association of Central Oklahoma Governments has completed its Regional Clearinghouse Review of the above referenced proposal recently submitted by your office. The proposed project is consistent with ACOG area-wide goals and objectives.

Please notify this office of any subsequent modifications, supplements, or amendments to this proposal if such occurs. At that point we will conduct an additional regional review of the modified proposal as necessary.

You are also requested to notify this office of the official action taken on this proposal by the agency from which you are requesting assistance.

Please be advised that this letter only intends to assist you in the process of your application. No commitment of funds for your proposal from any funding source is intended or implied.

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Wednesday, April 14, 2021

Ms. Lori Johnson | Assistant Chief
Financial Assistance Division
Oklahoma Water Resources Board
3800 N Classen Blvd, Oklahoma City, OK 73118

RE: ID#D142101 - Clean Water State Revolving Fund

Dear Ms. Johnson:

The Association of Central Oklahoma Governments has completed its Regional Clearinghouse Review of the above referenced proposal recently submitted by your office. The proposed project is consistent with ACOG area-wide goals and objectives.

Please notify this office of any subsequent modifications, supplements, or amendments to this proposal if such occurs. At that point we will conduct an additional regional review of the modified proposal as necessary.

You are also requested to notify this office of the official action taken on this proposal by the agency from which you are requesting assistance.

Please be advised that this letter only intends to assist you in the process of your application. No commitment of funds for your proposal from any funding source is intended or implied.

Please include the ID number listed above for any future communication regarding this proposal. We appreciate this opportunity for review and comment on your proposal.
Sincerely,

Mark W. Sweeney

Mark W. Sweeney, AICP
Executive Director

Chair

Steven J. Gentling
Guthrie Mayor

Vice-Chair

David Bennett
The Village Mayor

Secretary/Treasurer

Josh Moore
Edmond Councilmember

Executive Director

Mark W. Sweeney, AICP

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Wednesday, April 14, 2021

Ms. Tiffany Schwimmer
Financial Manager/Comptroller
Oklahoma Department of Environmental Quality
707 N. Robinson, P.O. Box 1677
Oklahoma City, Oklahoma 73101-1677

RE: ID#D142102 - FY22 DWSRF

Dear Ms. Schwimmer:

The Association of Central Oklahoma Governments has completed its Regional Clearinghouse Review of the above referenced proposal recently submitted by your office. The proposed project is consistent with ACOG area-wide goals and objectives.

Please notify this office of any subsequent modifications, supplements, or amendments to this proposal if such occurs. At that point we will conduct an additional regional review of the modified proposal as necessary.

You are also requested to notify this office of the official action taken on this proposal by the agency from which you are requesting assistance.

Please be advised that this letter only intends to assist you in the process of your application. No commitment of funds for your proposal from any funding source is intended or implied.

Please include the ID number listed above for any future communication regarding this proposal. We appreciate this opportunity for review and comment on your proposal.
Sincerely,

Mark W. Sweeney

Mark W. Sweeney, AICP
Executive Director

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ATTACHMENT 5-C

SUBJECT:

INTERMODAL TRANSPORTATION POLICY COMMITTEE (ITPC) REPORT

DATE:

APRIL 29, 2021

FROM:

JOHN SHARP

Deputy Director

INFORMATION:

The following regular agenda action items are included in the [ITPC Agenda](#) as Items D-1 through D-5. Requesting approval of the following ITPC action items:

1. Request for Amendment to the Federal Functional Classification System in the City of Blanchard - Lauren Wood, TPS Associate Planner - Performance Action requested.
2. Encompass 2045 Goal Statements and Objectives - Hannah Nolen, TPS Projects Coordinator II Action requested.
3. Oklahoma City Area Regional Transportation Study Regional Active Transportation Plan Update - Jordan Evans, TPS Associate Planner - Multimodal Action requested.
4. Preliminary FY 2022 Unified Planning Work Program (UPWP) for the Oklahoma City Area Regional Transportation Study (OCARTS) Area - Jennifer Sebesta, TPS Manager Action requested.
5. Final Report of the Quadrennial Joint Certification Review of the Metropolitan Planning Organization - Jennifer Sebesta - TPS Manager Action requested.

ACTION REQUESTED:

Motion to approve ITPC action items D-1 through D-5, which are included in the April 29, 2021 ITPC agenda and anticipated to be approved by the ITPC.

REGULAR AGENDA ITEMS THAT MAY REQUIRE ACOG BOD ACTION

ATTACHMENT 6-A

SUBJECT:

POPULATION ESTIMATES FOR USE IN PREPARATION FOR FY 2022 ACOG AND TRANSPORTATION BUDGETS

DATE:

APRIL 29, 2021

FROM:

JOHN M. SHARP

Deputy Director

INFORMATION:

Under Section IV of the Agreement creating the Association of Central Oklahoma Governments, as amended March 31, 1983, ACOG staff is required to submit to the ACOG Board of Directors (BOD) for its adoption "An estimate of population of Substate Planning Region 8 and the members of ACOG therein, which shall serve, when adopted, as the determination of population for representation and assessment purposes."

The Agreement further specifies that the larger numerical population reflected by either the Oklahoma Employment Security Commission's (OESC) most recent final population projection (estimate), or the Bureau of the Census Special Count population statistics for each ACOG member shall be used by the ACOG staff in submitting population estimates for adoption. The authority to develop the annual population estimates was transferred from OESC to the State Data Center at the Oklahoma Department of Commerce in 1990. The Oklahoma Department of Commerce now uses the U.S. Census Bureau for its estimates.

The Agreement is interpreted to require that the most recent final population estimates be used for fiscal year (FY) 2022 determinations. ACOG received 2019 Annual Population Estimates from the U.S. Census Bureau. These are the most recent estimates available, and staff recommends that these figures be used to determine the weighted votes to be used for FY 2022.

On the ACOG Board table (see page 6-A-2), Edmond, Mustang, Norman, Oklahoma City and Tuttle all gained an additional weighted vote due to population growth. The City of Purcell is not included in the table, as they left the ACOG BOD in 2020. Goldsby has recently joined the ACOG BOD, so they are included in the table for the first time.

A second table with the membership list and population totals for use in the transportation budget is also included.

ACTION REQUESTED:

Motion to adopt the 2019 Annual Population Estimates from the U.S. Census Bureau for use as the basis of weighted votes and dues assessment for the FY 2022 ACOG and transportation budgets.

ACOG Board
2019 Census Population Estimates

Name	Population Estimates 2019	Weighted Votes
Balance of Canadian County	6,893	2
Balance of Cleveland County	13,344	2
Balance of Logan County	31,035	2
Balance of Oklahoma County	22,043	2
Bethany city	19,221	8
Calumet town	604	1
Choctaw city	12,674	6
Crescent city	1,561	1
Del City city	21,712	9
Edmond city	94,054	34 **
El Reno city	19,965	8
Forest Park town	1,069	1
Geary city (pt.)	244	1
Goldsby	2,454	1
Guthrie city	11,661	5
Harrah city	6,499	3
Jones town	3,169	2
Langston town	1,860	1
Lexington city	2,185	1
Luther town	1,759	1
Midwest City city	57,407	23
Moore city	62,055	25
Mustang city	22,959	10 **
Nichols Hills city	3,938	2
Nicoma Park city	2,467	1
Noble city	7,053	3
Norman city	124,880	38 **
Okarche town (pt.)	382	1
Oklahoma City city (pt.)	654,987	113 **
Piedmont city (pt.)	8,543	4
Slaughterville town	4,296	2
Spencer city	3,968	2
The Village city	9,564	4
Tuttle	7,593	4 **
Union City town	2,157	1
Valley Brook town	771	1
Warr Acres city	10,118	5
Yukon city	28,084	12

New in 2021

Total 1,285,228 342

Tinker AFB - 31,030 employees (18,440 civilian + 12,590 military - 2017)

** Change from 2018

Transportation
2019 Census Population Estimates

Name	Population Estimates 2019
Balance of Canadian County	1,034
Balance of Cleveland County	13,344
Balance of Grady County	8,978
Balance of Logan County	24,204
Balance of McClain County	6,616
Balance of Oklahoma County	22,043
Bethany city	19,221
Blanchard city (pt.)	6,722
Bridge Creek	336
Cedar Valley city	330
Choctaw city	12,674
Cole town	599
Del City city	21,712
Dibble town	861
Edmond city	94,054
Forest Park town	1,069
Goldsby	2,454
Guthrie city	11,661
Harrah city	6,499
Jones town	3,169
Lexington city	2,185
Luther town	1,759
Midwest City city	57,407
Moore city	62,055
Mustang city	22,959
Nichols Hills city	3,938
Nicoma Park city	2,467
Noble city	7,053
Norman city	124,880
Oklahoma City city (pt.)	654,987
Piedmont city (pt.)	8,543
Purcell city (pt.)	6,420
Slaughterville town	4,296
Spencer city	3,968
The Village city	9,564
Tuttle	7,593
Valley Brook town	771
Warr Acres city	10,118
Yukon city	28,084

Total	1,276,627
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Tinker AFB - 31,030 employees (18,440 civilian + 12,590 military - 2017)

ATTACHMENT 6-B

SUBJECT:

INTERLOCAL AGREEMENT WITH THE INSTITUTE FOR QUALITY COMMUNITIES, UNIVERSITY OF OKLAHOMA - CERI PROGRAM CONSULTANT SERVICES

DATE:

APRIL 29, 2021

FROM:

MARK W. SWEENEY, AICP
Executive Director

INFORMATION:

ACOG is requesting to enter an interlocal agreement (ILA) with the Institute for Quality Communities (IQC), University of Oklahoma for the purposes of providing planning demonstration site consulting services to the three (3) communities selected through the CERI Program application process: El Reno; Harrah; and Guthrie. These services will provide each municipality with the opportunity to develop plans that model strategic investment, sustainable economic recovery, and long-term resiliency.

The IQC staff is led by Shane Hampton, Director, in conjunction with Vanessa Morrison, Associate Director, and Ron Frantz, Director of Small Town Studios. For each community project, the IQC staff will select one Community Engagement Fellow as a project manager. Fellows will be competitively selected members of the Christopher C. Gibbs College of Architecture faculty, chosen for demonstrated suitability and subject-matter knowledge to carry out the work for the specific projects. The IQC team will also include an interdisciplinary cohort of graduate assistants selected from fields like Regional & City Planning, Landscape Architecture, or Architecture.

The IQC team is responsible for leading the planning projects to complete tasks outlined in this Project Statement, and for providing progress and milestones reports to the ACOG team.

The amount of funding allocated to this ILA is \$80,100, which will cover three (3) planning demonstration projects and will be administered over a 12- month period starting June 1, 2021 through June 1, 2022, as laid out in the contract's timeline for consulting services. A copy of the ILA, which has been assessed for legal compliance by both ACOG and OU legal counsels, is attached for your review.

Please note that ACOG will also establish a separate Memorandum of Understanding (MOU) with each city to outline and coordinate the responsibilities of each party throughout the duration of the consulting services contract with IQC. A copy of the MOU template, which will be customized for each municipality, is attached for your information.

ACTION REQUESTED:

Motion to authorize the Executive Director to negotiate and execute an interlocal agreement with the University of Oklahoma IQC in an amount not to exceed \$80,100 for providing consulting services for three (3) planning demonstration sites located in the selected cities of El Reno, Harrah and Guthrie.

**CONSULTING SERVICES AGREEMENT
BETWEEN THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
(ACOG) AND THE BOARD OF REGENTS OF THE UNIVERSITY OF
OKLAHOMA ON BEHALF OF THE INSTITUTE FOR QUALITY COMMUNITIES
(IQC)**

This Consulting Services Agreement (“Agreement”) is by and among Association of Central Oklahoma Governments (“ACOG”) and the Board of Regents of the University of Oklahoma on behalf of the Institute for Quality Communities (“IQC”) (also referred to as the “Parties” or a “Party”). Each Party’s monetary obligations, if any, are for the performance of governmental functions or services and are payable only from the current revenues appropriated and available for the performance of those functions or services.

PURPOSE

ACOG has created the “Community Economic Resiliency Initiative” (CERI) to offer municipalities the opportunity to develop plans that model strategic investment, sustainable economic recovery, and long-term resiliency. ACOG seeks to engage IQC to provide city planning consulting services to the three Central Oklahoma communities that submitted successful applications to the CERI Program: El Reno, Guthrie, and Harrah.

SCOPE OF WORK

IQC will provide consulting services, as set forth in more detail in Exhibit A, to the three central Oklahoma communities participating in the CERI Program. The consulting services IQC provides to each community will constitute a separate project for which ACOG will compensate IQC separately in accordance with ACOG’s payment obligations set forth below and in Exhibit B. In no event shall IQC perform any services without compensation.

The scope of work to be performed by IQC shall conform to the Project Statement, attached hereto as Exhibit A, and made a part of this Agreement by reference. Any changes, additions, or subtractions to the scope of work shall be approved in writing by both ACOG and IQC, and appended to this Agreement.

IQC will provide a monthly status report per city in addition to the project milestone reports on the services provided, tasks completed and the balance of funds available under this Agreement.

ACOG understands and agrees that work done on its behalf by IQC will be undertaken by a multidisciplinary team of students and graduate assistants as part of their educational experience, and that this component of the Agreement is contemplated in the amount agreed to be paid for services under this Agreement, and that this educational component is the primary purpose of IQC. ACOG understands and agrees that IQC must at all times comply with all applicable University policies and procedures.

ACOG understands and agrees that any work created is conceptual in nature and is not represented as conforming to any industry-specific standards. Concepts and designs delivered as part of the project must be prepared for construction by licensed architecture and engineering professionals. Such preparation by licensed architecture and engineering professionals represent a cost not included in this Agreement.

Ownership of work and/or Deliverable(s), as defined below, produced pursuant to this Agreement shall be retained by IQC. IQC grants ACOG a non-exclusive, royalty-free license to use and/or reproduce the work and/or deliverable(s) solely for ACOG's non-commercial, research, educational, and/or public services purposes.

PAYMENT

As set forth in more detail in Exhibit B, the total basic and supplemental fees for the work contemplated by this Agreement shall be \$74,880. Additionally, subject to ACOG's pre-authorization, IQC shall have the option of utilizing \$5,220 in discretionary funds, where strategically needed. The total basic and supplemental fees plus any optional discretionary funds shall not exceed \$80,100, in accordance with Exhibit B.

For each community to which IQC provides advice, ACOG shall compensate IQC in four installments. For the first three installments, IQC will submit to ACOG an invoice upon the completion and submittal of each of the three (3) project milestone reports detailed in Exhibit A. Payment on such invoices will be due from ACOG within thirty days from the date of the invoice. A fourth and final cumulative payment of \$12,015, or 15% of the total contract fee, shall be due from ACOG within thirty days following completion and submittal of the final report and presentation.

AGREEMENT TERM

This Agreement shall be effective beginning on the last date of signature and shall continue through June 01, 2022.

TERMINATION

Either Party may terminate this Agreement without cause by giving thirty days written notice to the other Party. If either Party fails to comply with any aspect of this Agreement, whether material or technical, written notice shall be given to the other Party, and the other Party shall be provided thirty days to remedy the alleged breach or default. No action shall be taken by the Party alleging non-compliance until after the expiration of the remedy period. If the issue identified by the notice is remedied on or before the expiration of the remedy period, no action shall be taken. If the issue identified by the notice is not remedied upon expiration of the remedy period, the Party alleging breach or default may terminate this Agreement immediately.

LIMITATION OF LIABILITY AND GOVERNMENTAL IMMUNITY

Nothing in this Agreement shall be construed to (i) create a joint venture, partnership, or employment relationship between the Parties or (ii) make either Party the legal representative or agent of the other Party. Neither Party has the right or authority to assume, create, or incur any liability or any obligation of any kind, either express or implied, in the name of or on behalf of the other Party.

Each party is solely responsible for the actions and/or omissions of its employees, officers, and agents in accordance with Oklahoma law. This provision is solely for the benefit of the Parties to this Agreement and not for the benefit of any person or entity not a Party to this Agreement. No provision in this Agreement shall be deemed a waiver of any available defenses, including, but not limited to, any available defense of governmental or sovereign immunity.

NOTICE

All notices sent pursuant to this Agreement shall be in writing and may be transmitted electronically by email, hand-delivered, or sent by registered or certified mail, postage prepaid, return receipt requested.

When notices sent are hand delivered or transmitted electronically by email, notice shall be deemed effective upon delivery. When notices are mailed by registered or certified mail, notice shall be deemed effective three days after deposit in a U.S. mailbox or at a U.S. post office.

Either Party may change its address for notice under this Agreement by providing a notice of the change in compliance with this paragraph to the other Party.

Notice will be provided to the following persons or their successors:

ACOG: Mark W. Sweeney, AICP
Executive Director
4205 N. Lincoln Boulevard
Oklahoma City, OK 73105
msweeney@acogok.org

IQC: All legal notices, including notice of service of process:

The Executive Secretary of the Board of Regents of the University of Oklahoma
660 Parrington Oval, Room 119
Norman, OK 73019

All other notices:

Shane Hampton
Director, IQC
830 Van Vleet Oval
Suite 165
University of Oklahoma
Norman, OK 73019
shanehampton@ou.edu

DESIGNATED PROJECT REPRESENTATIVES

The following individuals are authorized by their respective organization to submit and approve deliverables, authorize changes to deliverables or deliverable due dates upon mutual agreement.

For IQC: Shane Hampton (shanehampton@ou.edu)

For ACOG: Matthew Weaver (mweaver@acogok.org)

MISCELLANEOUS

Each individual signing this Agreement on behalf of a Party warrants that he or she is legally authorized to do so and that the Party is legally authorized to perform the obligations undertaken.

This Agreement states the entire agreement of the Parties and may not be modified or amended except in writing signed by both Parties.

This Agreement may be executed in counterparts, each of which shall be considered as an original and all such counterparts shall be but one agreement.

INCORPORATION BY REFERENCE

The Scope of Work is set forth as:

- a) Exhibit A - Project Statement

The Budget is set forth as:

- b) Exhibit B - Project Budget Estimates

Accepted and Approved: for the



Association of Central Oklahoma Governments

Reviewed as to form and legality.

Pete White, ACOG General Counsel

Date

Client Signature

Date

Mark W. Sweeney, AICP
Executive Director

4205 N. Lincoln Blvd.
Oklahoma City, OK 73105

Accepted and Approved: for the Board of Regents of the University of Oklahoma

Signature

Date

**Office of the Senior Vice President and Provost
The University of Oklahoma**

Acknowledged by:



Consultant Signature

Date

**Shane Hampton
The University of Oklahoma
*Director, Institute for Quality Communities***

830 Van Vleet Oval, Suite 165
Norman, OK 73019

Exhibit A. Project Statement | CERI Planning Services

Background

The Association of Central Oklahoma Governments (ACOG) has created the “Community Economic Resiliency Initiative” (CERI) to offer municipalities the opportunity to develop plans that model strategic investment, sustainable economic recovery, and long-term resiliency. ACOG seeks to engage the University of Oklahoma Institute for Quality Communities (IQC) to provide city planning services to the three (3) Central Oklahoma communities that submitted successful applications to the CERI Program: El Reno, Guthrie, and Harrah.

IQC Team

University of Oklahoma Institute for Quality Communities (IQC) Team:

The IQC staff is led by Shane Hampton, Executive Director, in conjunction with Vanessa Morrison, Associate Director, and Ron Frantz, Director of Small Town Studios. For each community project, the IQC staff will select one Community Engagement Fellow as a project manager. Fellows will be competitively selected members of the Christopher C. Gibbs College of Architecture faculty, selected for demonstrated suitability and subject-matter knowledge to carry out the work for the specific project. The IQC team will also include an interdisciplinary cohort of graduate assistants selected from fields like Regional & City Planning, Landscape Architecture, or Architecture.

The IQC team is responsible for leading the planning projects to complete tasks outlined in this Project Statement, and for reporting progress and milestones to the ACOG team.

Association of Central Oklahoma Governments (ACOG) Team:

The ACOG team is led by Mark W. Sweeney, Executive Director, and Matthew Weaver, Community & Economic Development Manager; and includes additional supporting staff as needed.

The ACOG team is responsible for connecting the IQC team with each Local Team, and reviewing or supporting development of some deliverables. The ACOG team may also provide relevant background materials (such as previous plan documents).

Local Teams:

Local Teams are present in each community (El Reno, Guthrie, and Harrah). Each Local Team is essential throughout the project, especially through providing relevant background materials, supporting logistical needs and local communications, reviewing draft findings and results, etc. Anticipated background materials requested from Local Teams include any data (such as GIS or AutoCAD files) or documentation on previous planning efforts (like comprehensive plans or other relevant public initiatives).

Anticipated Tasks and Timeline

The following list itemizes anticipated tasks, milestones, and deliverables along the project timeline which are the responsibility of the IQC Team in coordination with ACOG and Local Teams.

1.0 Establishing the Project (June - July 2021)

- 1.1 Form IQC Team
 - 1.1.1 Select Community Engagement Fellows.
 - 1.1.2 Select Graduate Assistants.
 - 1.1.3 Hold preliminary IQC team meeting.
- 1.2 Connect with Local Team
 - 1.2.1 Hold preliminary Local Team meeting (refine project details and timeline).
 - 1.2.2 Obtain and compile background documents and data.
- 1.3 Prepare Milestone Report (Est. 5% Project Completion)
 - 1.3.1 Submit a memo updating ACOG on the status of all projects.

2.0 Community Research and Ongoing Engagement (August - October 2021)

- 2.1 Facilitate a Community of Practice
 - 2.1.1 Facilitate Community Engagement Fellow meeting to discuss methods of research and engagement.
- 2.2 Conduct Community Research for Each Project
 - 2.2.1 Conduct research as needed to support each project, which may include research in the areas of history, demographics, asset-mapping, urban form analysis, field work, precedent studies, related trends and best practices, or other areas of relevance to the specific project.
 - 2.2.2 Summarize findings of research in a narrative report supported by maps, images, and graphics as needed.
 - 2.2.3 Hold meeting to discuss findings with Local Team.
- 2.3 Conduct Community Engagement for Each Project
 - 2.3.1 Coordinate with Local Team to implement a community engagement strategy that allows stakeholders and residents to participate in shaping project outcomes. For example, through workshops, charrettes, surveys, interviews, or other activities.
 - 2.3.2 Summarize findings of community engagement in a narrative report supported by maps, images, and graphics as needed.
 - 2.3.3 Hold meeting to discuss findings with Local Team.
- 2.4 Prepare Milestone Report (Est. 35% Project Completion)
 - 2.4.1 Submit a memo updating ACOG on the status of all projects.
 - 2.4.2 Submit draft narrative reports on community research and engagement for review by ACOG and Local Teams.

3.0 Recommendations Development (October 2021 - January 2022)

- 3.1 Facilitate a Community of Practice
 - 3.1.1 Facilitate Community Engagement Fellow meeting to review and discuss updates on projects.
- 3.2 Draft Recommendations for Each Project
 - 3.2.1 Draft design and/or planning recommendations with strong connections to findings from research, engagement, and best practices.
 - 3.2.2 Hold meeting to refine proposed recommendations with Local Team.
- 3.3 Develop Final Recommendations for Each Project
 - 3.3.1 Refine and finalize design and/or planning recommendations.
 - 3.3.2 Include short-term and long-range action items representing steps toward implementation, funding opportunities, etc.

- 3.3.3 Summarize findings in a narrative report supported by maps, images, or graphics as needed to communicate concepts.
 - 3.3.4 Hold meeting to discuss findings with Local Team.
- 3.4 Prepare Milestone Report (Est. 80% Project Completion)
 - 3.4.1 Submit a memo updating ACOG on the status of all projects.
 - 3.4.2 Submit draft plan documents for review by ACOG and Local Teams.

4.0 Prepare Final Reports and Presentations (February – April 2022)

- 4.1 Facilitate a Community of Practice
 - 4.1.1 Facilitate Community Engagement Fellow meeting to review results of projects and develop reflections on the process.
- 4.2 Compile Final Report
 - 4.2.1 Complete plan documents and incorporate Local Team & ACOG feedback into final report for each community project.
 - 4.2.2 Prepare a presentation of the plan.
 - 4.2.3 Work with Local Team to host a final presentation of the plan.

5.0 Final Submission and Presentations (April – June 2022)

- 5.1 Deliver 15 Printed Copies of Each Plan Document
- 5.2 Submit Electronic Versions of Plan Documents
- 5.3 Submit Final Report and Invoices (100% Project Completion)
- 5.4 Presentation to the ACOG Board of Directors at their May 2022 Meeting
- 5.5 Presentations to the Communities

Exhibit B. Project Budget Estimates | CERI Planning Services

Basic Services Per Project

Staff	
IQC Staff Time	-
Stipend for Community Engagement Fellow	\$4,000
Salary for Graduate Asst. (2 semesters at ½ time)	\$11,700
Production Expenses	
Supplies, Printing, Travel, Honoraria, etc.	\$2,500
University Facilities Overhead (5%)	\$910

Sub-Total Per Project	\$19,110
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Supplemental Services Per Project

Enhanced Graduate Assistant Support	\$5,850 per project
Enhanced Production Expenses Budget	Discuss Options i.e., guest expertise, additional charrette supplies, etc.

Sub-Total Per Project	\$24,960
Total for 3 Communities	\$74,880

Discretionary Services (Allocation per IQC Decision/ACOG Approval)

Additional strategic components and/or funding of project implementation initiatives	\$5,220
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Total Maximum Fees	\$80,100
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MEMORANDUM OF UNDERSTANDING
between
THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS
and
THE CITY OF _____

I. Mission

The purpose of this Memorandum of Understanding (MOU) is to outline the responsibilities of the Association of Central Oklahoma Governments (ACOG) and the City of _____ (CITY) pursuant to participation in the Community Economic Resiliency Initiative (CERI) Program.

II. Background

The Association of Central Oklahoma Governments (ACOG), a collaborative, regional organization of municipal and county governments, has received a supplemental CARES Act Recovery Assistance grant from the Economic Development Administration (EDA) - Austin Regional Office, a bureau within the U.S. Department of Commerce, to respond to, and recover from, the impacts of the coronavirus (COVID-19) pandemic. A portion of this grant shall be used by ACOG to fund the Community Economic Resiliency Initiative (CERI), a program that offers municipal governments the opportunity to develop planning demonstration (demo) projects that will model strategic community and economic investment with a focus on sustainable economic recovery and long-term resiliency.

III. Duties

A. ACOG shall:

1. Contract with the University of Oklahoma Institute for Quality Communities (IQC) for consulting services on behalf of the CITY, including community research/mapping, coordination of public engagement meetings, develop design and/or planning recommendations and provide best practices training, *at a funding level of up to \$26,700.*
2. Engage the Oklahoma Main Street Center, where applicable, to provide additional assistance and support during the project. The CITY will be enrolled, if eligible, in the Oklahoma Main Street Center's two-year Associate Program through guided implementation.
3. Monitor all planning demonstration site activities and provide assistance to IQC and the CITY throughout the duration of the project timeframe.

B. The CITY shall:

1. Commit to the established project timeframe as determined by IQC.
2. Engage the designated CITY staff throughout the duration of the project.
3. Fulfill local commitment, capacity, and resources as described in your application towards the successful completion of the CERI project.
4. Actively engage and promote a comprehensive public involvement process.
5. Consider the adoption of the recommended plan by CITY Council.
6. Provide ongoing community support beyond the planning demo site timeframe to pursue future implementation of recommendations and management of the project.

IV. Terms and Conditions

- A. The term of this MOU shall commence upon execution by all parties. IQC collaboration shall begin on June 01, 2021 and conclude on or before May 1, 2022. Collaboration with the Oklahoma Main Street Center (OMSC), if applicable, shall begin on May 20, 2021 and conclude on or before July 1, 2021. If the CITY chooses to join the OMSC Program, additional services will be provided beyond this date.
- B. ACOG and CITY shall each be responsible for the defense of any acts of each of their officers, agents or employees for any liabilities of any kind that arise from any willfully negligent or wrongful acts or omissions of said officers, agents or employees.
- C. No alteration or variation of the terms of this MOU shall be valid unless made in writing and signed by both parties hereto.
- D. Either party hereto may terminate this MOU without cause upon thirty (30) days' written notice served upon the other party. Ownership of all materials purchased in furtherance of this MOU shall be shared between ACOG and CITY.
- E. Contract Manager for this MOU is Matthew Weaver for ACOG, and _____ for CITY. It shall be the responsibility of the Contract Managers to: 1) verify compliance with the terms and conditions of the MOU; and 2) determine that the work set forth in the MOU has been completed.

IN WITNESS WHEREOF, this Memorandum of Understanding was executed and APPROVED by the Association of Central Oklahoma Governments this _____ day of _____, 2021.

Reviewed as to form and legality.

Pete White, ACOG General Counsel

Mark W. Sweeney, AICP, Executive Director

IN WITNESS WHEREOF, this Memorandum of Understanding was executed and APPROVED by Mayor and Council of the City of _____ this _____ day of _____, 2021.

ATTEST:

MAYOR

CITY CLERK

Reviewed as to form and legality.

Municipal Legal Counsel

ATTACHMENT 6-C

SUBJECT:

ACOG GRANT WRITING SERVICES

DATE:

APRIL 29, 2021

FROM:

MARK W. SWEENEY, AICP

Executive Director

INFORMATION:

Over the 55-year history of ACOG as a regional planning organization, we have provided limited assistance to our local governments on grant applications. ACOG has successfully applied for various federal and state grants to fund new programs and initiatives that have benefited both the organization and our member governments. Please note that there are basically four main types of grant funding – competitive, formula, continuation, and pass-through grants. For the purpose of this memo, the emphasis will be on the more commonly pursued competitive grant funding.

With the addition of the Regional Disaster and Economic Recovery Coordinator (RDERC) position, ACOG is expanding its expertise in grant writing services. ACOG will continue to assist and support our local entities with grant funding questions and provide advice as a benefit of being a dues-paying member. If, however, ACOG staff prepares an entire grant application and/or administers an awarded grant on behalf of a local government or organization, this represents a higher level of service beyond the scope of our normal member assistance. Therefore, to address this important need, ACOG has developed a new business model for grant writing services as outlined below.

Grant Application Preparation

ACOG will offer this service through a contractual agreement with a local government or organization. ACOG will perform the following tasks:

- Prepare grant applications and supporting documents to ensure compliance with funding requirements.
- Develop timelines and strategy to ensure timely submission of application.
- Structure workflow and execute plan for grant application.
- Locate, collect, research, identify and analyze data as set forth in the grant application guidelines.
- Provide research, if needed.
- Develop language for grant narrative and data.
- Prepare supplemental documents required for grant application submission.
- Coordinate a review of the grant application with Applicant and respond to proposed changes. (limited to one preliminary draft review and one final draft review)
- Produce complete grant application to ensure timely submission.

The fees that will be charged for preparation of a competitive grant application will be as follows:

- State and Federal Agencies: 6% of total grant monies requested, with the following exceptions:
 - US Economic Development Administration (EDA): \$250
 - Federal Emergency Management Agency (FEMA): \$1,500
- Non-Profits/Foundations: \$75/hour

The new fees will be incorporated into the ACOG Fees for Service Schedule that is approved as part of each annual budget.

Grant Administration

ACOG will offer this service through a contractual agreement with the grantee (awarded recipient - local government or organization). ACOG will perform administration services as specified in "Attachment A - Scope of Services (SOS)," which will be included in the agreement. The SOS will be customized per grantee in accordance with the administrative and schedule requirements of the grant awarding agency or organization (grantor).

The fees charged for competitive grant administration will be based on the total grant funds awarded to the grantee. Percentage charged will range between 3% to 8% as determined by the size of the grant award and by required agency grant administration fee caps. ACOG's service fee will be included in the award recipient's approved grant administration budget.

The new fees will be incorporated into the ACOG Fees for Service Schedule that is approved as part of each annual budget.

ACOG will be reimbursed by the grantee on a periodic basis subject to billing as follows:

1. 30% due upon initial release of funds to grantee
2. 30% at mid-point of scheduled grant administration timeframe
3. 30% at completion of project
4. 10% due after final preparation and submission of close-out documents

This business model will enable ACOG, for the first time, to offer comprehensive grant writing services to our member governments, especially for the smaller rural communities, and will generate additional revenues for the organization that will supplement and support our existing programs and member services.

For inquiries, please contact Roxana Cazan, PhD, MBA, ACOG's Regional Disaster and Economic Recovery Coordinator, at rcazan@acogok.org.

ACTION REQUESTED:

For information only.