

**PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD**  
**Wednesday, June 16, 2021, 2:00 p.m.**  
**Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building**  
**301 Centennial Mall South, Lincoln, Nebraska**  
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**AGENDA**

- A. Opening 2:00 p.m.**
- B. Notice of Meeting (Adopt Agenda)**
- C. Chair’s State of the Board Report**
- D. Director’s Comments**
- E. General Public Comments**
- F. Review of 2019-20 Strategic Planning Goals and Objectives .....1**
- G. Compliance .....1-4**
  - 1. Review of Enforcement/Investigations .....1-4
  - 2. Enforcement of Real Property Appraiser Act
  - 3. Enforcement of Appraisal Management Company Registration Act
  - 4. Investigative Processes and Procedures (Title 298 – Ch. 8)
  - 5. Forms
    - a. Grievance Against Appraiser  
([https://appraiser.ne.gov/Enforcement/pdf/Appraiser\\_Grievance\\_Form.pdf](https://appraiser.ne.gov/Enforcement/pdf/Appraiser_Grievance_Form.pdf))
    - b. Grievance Against AMC  
([https://appraiser.ne.gov/Enforcement/pdf/AMC\\_Grievance\\_form.pdf](https://appraiser.ne.gov/Enforcement/pdf/AMC_Grievance_form.pdf))
  - 6. Short- and Long-Term Goals and Objectives
    - a. Continue monitoring the effectiveness and efficiency of the Compliance Program (long-term)
- H. Credentialing and Registration .....1-7**
  - 1. Review of Current Credential Holders/AMC Registrations .....1-7
  - 2. Review of Credential Holder Renewals .....8
  - 3. 2018-24 Credential Holder/AMC Registration Projections .....9-11
  - 4. Real Property Appraiser Credentials
    - a. General Discussion
      - i. Reporting of Previous Disciplinary Action on Applications
    - b. Real Property Appraiser Qualifications
    - c. Real Property Appraiser Credential Renewal
    - d. Supervisory Real Property Appraiser
    - e. Processes and Procedures
      - i. Credentialing through Education, Experience, and Examination (Title 298 – Ch. 2)
      - ii. Credentialing through Reciprocity (Title 298 – Ch. 3)
      - iii. Renewal of Active Credential (Title 298 – Ch. 4)
      - iv. Inactive Status (Title 298 – Ch. 5)

- f. Forms
  - i. Application for Nebraska Certified General Real Property Appraiser ([https://appraiser.ne.gov/residential\\_forms/pdf/Resident\\_CG\\_Application.pdf](https://appraiser.ne.gov/residential_forms/pdf/Resident_CG_Application.pdf))
  - ii. Application for Nebraska Certified Residential Real Property Appraiser ([https://appraiser.ne.gov/residential\\_forms/pdf/Resident\\_CR\\_Application.pdf](https://appraiser.ne.gov/residential_forms/pdf/Resident_CR_Application.pdf))
  - iii. Application for Nebraska Licensed Residential Real Property Appraiser ([https://appraiser.ne.gov/residential\\_forms/pdf/Resident\\_LR\\_Application.pdf](https://appraiser.ne.gov/residential_forms/pdf/Resident_LR_Application.pdf))
  - iv. Application for Nebraska Real Property Appraiser Credential by Reciprocity ([https://appraiser.ne.gov/reciprocity/docs/Reciprocity\\_Application.pdf](https://appraiser.ne.gov/reciprocity/docs/Reciprocity_Application.pdf))
  - v. Application for Trainee Real Property Appraiser Credential ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Trainee\\_Application.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Trainee_Application.pdf))
  - vi. Application for Registration as Supervisory Real Property Appraiser ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Supervisory\\_Appraiser\\_Application.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Supervisory_Appraiser_Application.pdf))
  - vii. Real Property Appraisal Practice Experience Log ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/NRPAB\\_Experience\\_Log\\_Page\\_PDF\\_for\\_m.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/NRPAB_Experience_Log_Page_PDF_for_m.pdf))
  - viii. Application for Inactive Status of Nebraska Real Property Appraiser Credential ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Inactive\\_Status\\_Application.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Inactive_Status_Application.pdf))
- g. Short- and Long-Term Goals and Objectives
  - i. Explore Opportunities to Increase Number of Nebraska Resident Appraisers
- 5. Temporary Credential
  - a. Processes and Procedures (Title 298 – Ch. 2)
  - b. Forms
    - i. Application for Nebraska Real Property Appraiser Temporary Credential ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Temporary\\_Application.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Temporary_Application.pdf))
    - ii. Application for Renewal of Nebraska Real Property Appraiser Temporary Credential ([https://appraiser.ne.gov/Appraiser\\_Credentialing/pdf/Temporary\\_Renewal\\_Application.pdf](https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Temporary_Renewal_Application.pdf))
  - c. Short- and Long-Term Goals and Objectives
- 6. Appraisal Management Company Registration
  - a. Processes and Procedures (Title 298 – Ch. 2)
    - i. Initial Registration
    - ii. Renewal of Registration
  - b. Forms
    - i. Application for Nebraska Appraisal Management Company Registration ([https://appraiser.ne.gov/AMC/AMC\\_Registration\\_Application.pdf](https://appraiser.ne.gov/AMC/AMC_Registration_Application.pdf))
    - ii. Application for Renewal of Nebraska AMC Registration ([https://appraiser.ne.gov/AMC/AMC\\_Renewal\\_Application.pdf](https://appraiser.ne.gov/AMC/AMC_Renewal_Application.pdf))
    - iii. Federally Regulated AMC Nebraska Reporting Form ([https://appraiser.ne.gov/AMC/Federally\\_Regulated\\_AMC\\_Annual\\_Reporting\\_Form.pdf](https://appraiser.ne.gov/AMC/Federally_Regulated_AMC_Annual_Reporting_Form.pdf))
  - c. Short- and Long-Term Goals and Objectives

## **I. Education**

1. General
  - a. Short- and Long-Term Goals
2. Qualifying Education
  - a. Processes and Procedures (Title 298 – Ch. 6)
  - b. Application for Qualifying Education  
([https://appraiser.ne.gov/Education/Applications/QE\\_Activity\\_Application.pdf](https://appraiser.ne.gov/Education/Applications/QE_Activity_Application.pdf))
  - c. Short- and Long-Term Goals and Objectives
3. Continuing Education
  - a. Processes and Procedures (Title 298 – Ch. 6)
  - b. Forms
    - i. Application for Continuing Education  
([https://appraiser.ne.gov/Education/Applications/CE\\_Activity\\_Application.pdf](https://appraiser.ne.gov/Education/Applications/CE_Activity_Application.pdf))
    - ii. Application for Continuing Education Renewal  
([https://appraiser.ne.gov/Education/Applications/CE\\_Activity\\_Renewal\\_Application.pdf](https://appraiser.ne.gov/Education/Applications/CE_Activity_Renewal_Application.pdf))
  - c. Short- and Long-Term Goals and Objectives
4. Supervisory Real Property Appraiser and Trainee Course
  - a. Processes and Procedures (Title 298 – Ch. 6)
  - b. Application for Supervisory Real Property Appraiser and Trainee Course  
([https://appraiser.ne.gov/Education/Applications/Supervisor\\_Trainee\\_Activity\\_Application.pdf](https://appraiser.ne.gov/Education/Applications/Supervisor_Trainee_Activity_Application.pdf))
  - c. Short- and Long-Term Goals and Objectives
5. Instructors
  - a. Processes and Procedures (Title 298 – Ch. 6)
  - b. Application for Instructor Approval  
([https://appraiser.ne.gov/Education/Applications/Instructor\\_Application.pdf](https://appraiser.ne.gov/Education/Applications/Instructor_Application.pdf))
  - c. Short- and Long-Term Goals and Objectives
6. Post-Secondary Education
  - a. Short- and Long-Term Goals and Objectives
7. Board Representation/Offerings
  - a. Short- and Long-Term Goals and Objectives

## **J. Personnel**

1. Staff Positions ..... 1-7
  - a. Contract Employee Performance Recognition Program  
(Performance Management System Score)
2. Policies and Procedures .....
  - a. Employee Handbook ..... 8-44
  - b. State of Nebraska Expense Reimbursement Policies ..... 45-50
  - c. NRPAB Personal Vehicle Use Authorization (Effective September 19, 2019) ..... 51
  - d. Board Member Orientation Packet ..... 52-94
3. Conferences/Training
  - a. Fall/Spring AARO Conference
4. Board Structure
5. Renewal Season Interns
6. Short- and Long-Term Goals and Objectives
  - a. Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/ASFCME contract changes, and to address general work environment needs and/or changes (long-term)
  - b. Continue utilization of two renewal season interns (long-term)
  - c. Explore Contract Employee Performance Recognition Program internal procedure (short-term)

## **K. Public Information**

1. General
  - a. Short- and Long-Term Goals
    - i. Encourage development of Memos from the Board and Facebook posts that contain facts the appraiser community may be interested in (long-term)
    - ii. Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser, and Memos from the Board to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, and other information that affects the industry (long-term)
    - iii. Explore the development and implementation of an updated NRPAB logo
2. NRPAB Website
  - a. Processes and Procedures
  - b. Short- and Long-Term Goals and Objectives
    - i. Continue to monitor the effectiveness of current NRPAB website, and repair bugs and make improvements and add enhancements needed to address functionality or use (long-term)
3. Memos from the Board
  - a. Processes and Procedures
  - b. Short- and Long-Term Goals and Objectives
    - i. Continue utilization of Memos from the Board to disseminate important information in a timely manner that should not be held for the next release of The Nebraska Appraiser (long-term)
4. The Nebraska Appraiser Newsletter
  - a. Processes and Procedures
  - b. Short- and Long-Term Goals and Objectives
    - i. Continue releasing new issues of The Nebraska Appraiser on a quarterly basis to disseminate important information to the appraisal business community and the general public in an effective and efficient manner
5. NRPAB Facebook Page
  - a. Processes and Procedures
  - b. Short- and Long-Term Goals and Objectives
    - i. Continue utilization of the NRPAB Facebook page to disseminate important information in a timely manner that that appraiser community and general public would otherwise not be aware of, such as documents posted to the NRPAB website, meeting information, and NRPAB policy and business information (long-term)

## **L. Administration**

1. Policies and Procedures (not already on agenda)
  - a. NRPAB Meetings
    - i. LB83 - Change public meeting provisions and provide for virtual conferencing under the Open Meetings Act ..... 1-3
    - ii. Agenda Structure
  - b. Request Forms
    - i. Confidentiality Waiver  
([https://appraiser.ne.gov/request\\_forms/docs/confidentiality\\_waiver.pdf](https://appraiser.ne.gov/request_forms/docs/confidentiality_waiver.pdf))
    - ii. Real Property Appraiser Document Request Form  
([https://appraiser.ne.gov/request\\_forms/docs/request\\_form.pdf](https://appraiser.ne.gov/request_forms/docs/request_form.pdf))
    - iii. Real Property Appraiser Information Change Form  
([https://appraiser.ne.gov/request\\_forms/docs/Appraiser\\_Information\\_Change.pdf](https://appraiser.ne.gov/request_forms/docs/Appraiser_Information_Change.pdf))
    - iv. Request for Criminal History Record Information Form  
([https://appraiser.ne.gov/request\\_forms/docs/CHRI\\_Release\\_Form.pdf](https://appraiser.ne.gov/request_forms/docs/CHRI_Release_Form.pdf))
    - v. Application for Preliminary Criminal History Review  
([https://appraiser.ne.gov/request\\_forms/docs/Preliminary\\_Criminal\\_History\\_Review\\_Application.pdf](https://appraiser.ne.gov/request_forms/docs/Preliminary_Criminal_History_Review_Application.pdf))
    - vi. AMC Document of Good Standing Request Form  
([https://appraiser.ne.gov/AMC/AMC\\_Good\\_Standing\\_Document\\_Request\\_Form.pdf](https://appraiser.ne.gov/AMC/AMC_Good_Standing_Document_Request_Form.pdf))
    - vii. AMC Information Change Form  
([https://appraiser.ne.gov/AMC/AMC\\_Information\\_Change\\_Form.pdf](https://appraiser.ne.gov/AMC/AMC_Information_Change_Form.pdf))
  - c. Short- and Long-Term Goals and Objectives
    - i. Continue to monitor the effectiveness of current processes and procedures, and update processes and procedures as needed to maintain effectiveness and efficiency of the administration of the Board's programs (long-term)
    - ii. Purchase and install video equipment and software needed to hold NRPAB meetings by virtual conferencing under the Open Meetings Act (short-term)
2. NRPAB Records Management
  - a. Retention Schedule 71 ..... 4-9
  - b. Short- and Long-Term Goals and Objectives
    - i. Continue to transfer remaining paper files to electronic file format (long-term)
3. NRPAB Database
  - a. AMC Online Renewal Application and Interface ..... 10-14
  - b. Short- and Long-Term Goals and Objectives
    - i. Continue to monitor the effectiveness of current NRPAB database, repair bugs, and make improvements and add enhancements needed to address program or use changes (long-term)
    - ii. Explore online real property appraiser initial applications, AMC initial applications, education activity applications, and other services that require payment of a fee (long-term)
    - iii. Explore use of Federal grant money to pursue development of a translator system between the NRPAB Database and the ASC Federal Registry system (short-term)
    - iv. Explore online AMC renewal application and AMC Interface upgrade (short-term)
4. Appraisal Review Services Contractor Program
  - a. Nebraska Vendor Performance Program ..... 15-21
  - b. Contractor Agreements
    - i. Applicant Appraisal Review Services Agreement ..... 22-28
    - ii. Subject Matter Expert Services Agreement ..... 29-35
    - iii. Hearing Officer Services Agreement ..... 36-39

c.	Appraisal Services Contractor USPAP Compliance Review Report Summary Documents	
i.	NRPAB Subject Matter Expert Services Contractor USPAP Compliance Review Report Summary	40
ii.	NRPAB Applicant Review Services Contractor USPAP Compliance Review Report Summary	41

## **M. Appraisal Subcommittee**

## **N. Appraisal Foundation**

## **O. AARO**

## **P. Laws, Rules and Guidance Documents**

1.	Laws	
a.	Real Property Appraiser Act ( <a href="https://appraiser.ne.gov/docs/pdf/Real_Property_Appraiser_Act_Effective_8_16_2020.pdf">https://appraiser.ne.gov/docs/pdf/Real_Property_Appraiser_Act_Effective_8_16_2020.pdf</a> )	
i.	Practical Applications of Real Estate Appraisal	1-14
ii.	AQB Approved Degree Program Curriculum Use as Continuing Education	15
iii.	Exemption for Real Property Appraisers to Represent Themselves as Homeowners Concerning Property Tax Appeal Matters	16
b.	Appraisal Management Company Registration Act ( <a href="https://appraiser.ne.gov/docs/pdf/Appraisal_Management_Company_Registration_Act_Effective_8_16_2020.pdf">https://appraiser.ne.gov/docs/pdf/Appraisal_Management_Company_Registration_Act_Effective_8_16_2020.pdf</a> )	
c.	Processes and Procedures	
d.	Short- and Long-Term Goals and Objectives	
i.	Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required (long-term)	
ii.	Work with the Banking Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill to be introduced addressing the changes needed in the Real Property Appraiser Act (short-term)	
2.	Rules	
a.	Title 297 ( <a href="https://appraiser.ne.gov/docs/pdf/Title_297_Effective_05-20-2012.pdf">https://appraiser.ne.gov/docs/pdf/Title_297_Effective_05-20-2012.pdf</a> )	
b.	Title 298 ( <a href="https://appraiser.ne.gov/docs/pdf/Title_298.pdf">https://appraiser.ne.gov/docs/pdf/Title_298.pdf</a> )	
i.	Summary of Proposed Changes to Title 298 of the NAC_May 18, 2021	17-23
ii.	Two-Year 7-Hour USPAP Update Course Requirement	
c.	Processes and Procedures	

- d. Short- and Long-Term Goals and Objectives
  - i. Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed (long-term)
  - ii. Continue to monitor the effectiveness of regulations to reduce unnecessary regulatory burden, remove barriers to entry into the real property appraiser profession, maintain an effective education program, and provide for better clarification and administration (long-term)
  - iii. Adopt changes to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession, provide for better clarification and administration, and harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act through LB808 in 2020 and LB23 in 2021 (short-term)
- 3. Guidance Documents  
[https://appraiser.ne.gov/guidance\\_documents.html](https://appraiser.ne.gov/guidance_documents.html)
  - a. Processes and Procedures
  - b. Short- and Long-Term Goals and Objectives
    - i. Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules (long-term)
    - ii. Retire Guidance Documents that are no longer relevant (long-term)
- 4. Internal Procedural Documents ..... 24-36
  - a. Processes and Procedures
  - b. Short- and Long-Term Goals and Objectives
    - i. Continue to adopt internal procedures as needed to assist with the Board's administration of its programs (long-term)
    - ii. Retire internal procedures that are no longer relevant (long-term)

## **Q. Financial**

- 1. Review of Current Fiscal Year ..... 1-6
- 2. 2021-24 Projections ..... 7-10
- 3. FY 2021-22 Budget ..... 11-15
  - a. Policies and Procedures
    - i. AMC Fund/Appraiser Fund Split ..... 16-21
  - b. Goals and Objectives
- 4. Fees ..... 22
  - a. Real Property Appraiser Program Fees
  - b. Appraisal Management Company Registration Program Fees

## **R. SWOT Analysis**

## **S. Adjourn**

**2019-20 Nebraska Real Property Appraiser Board Goals and Objectives**  
**June 20, 2019 Strategic Planning Meeting**

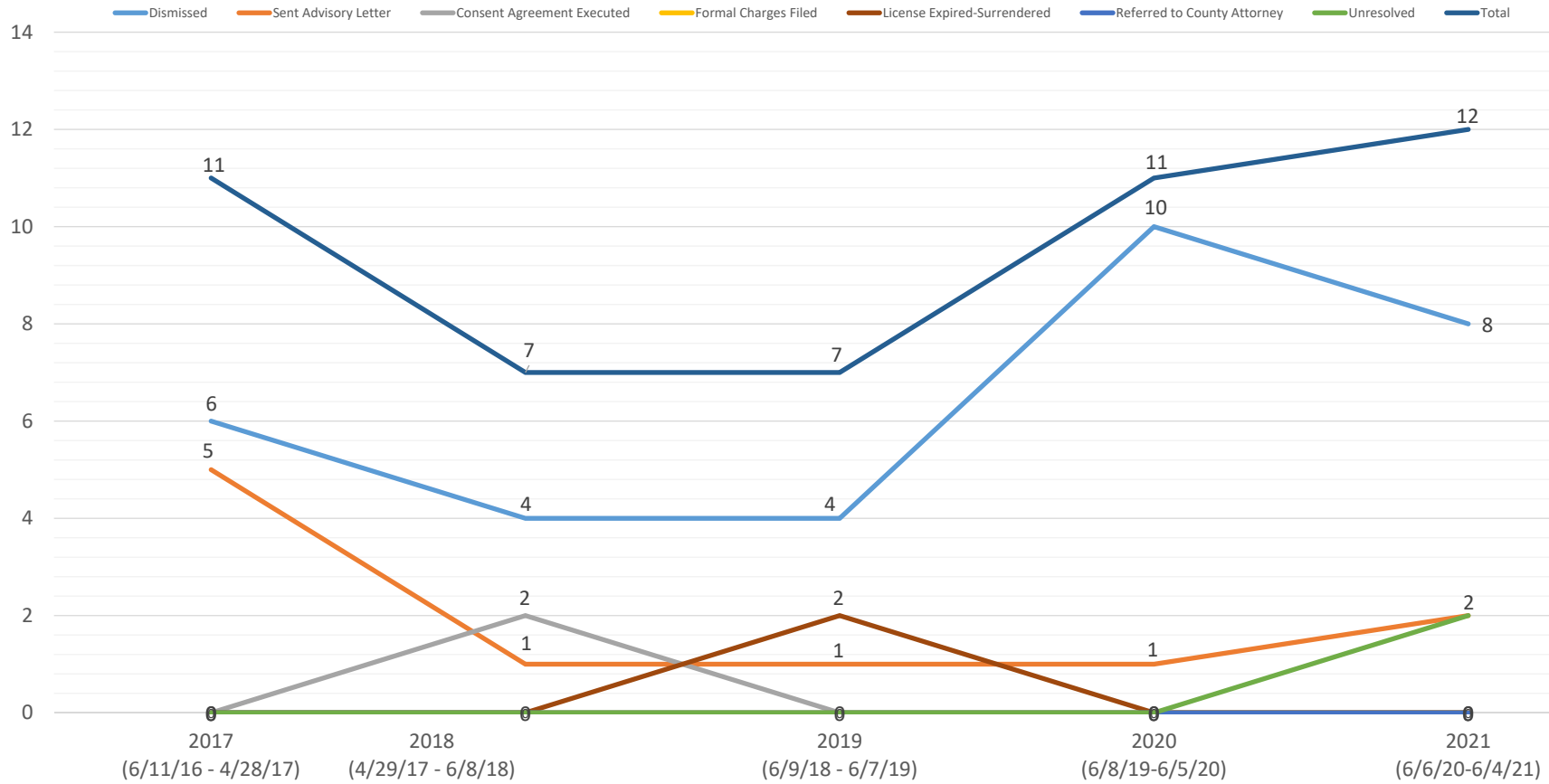
	SHORT TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	STATUS/GOAL MET	LONG TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	STATUS/GOAL MET
LAWS, RULES, AND GUIDANCE DOCUMENTS	Work with the Banking Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill to be introduced addressing the changes needed in the Real Property Appraiser Act for implementation of the 2020-21 Edition of USPAP, and if applicable, changes to background requirements language.	12/31/2019		Continue to address federal requirements and guidelines as they become known.	None	
	Complete draft of Title 298 and include changes related to LB77, clarification of supervisory appraiser/trainee course completion requirements for supervisory appraiser applicants, and clarification of online education activities completed in other jurisdictions.	6/30/2020				
COMPLIANCE	None			Continue monitoring the effectiveness and efficiency of the Compliance Program.	Ongoing	
CREDENTIALING AND REGISTRATION	Clarify requirements for supervisory appraiser/trainee course for supervisory appraiser applicants.	8/31/2019		Explore opportunities to increase the number of Nebraska resident appraisers.	Ongoing	
	Explore reduction in background requirements for real property appraisers.	8/31/2019				
	Implement new real property appraiser qualifications criteria when LB77 becomes law.	9/30/2019				
EDUCATION	Clarify acceptance of online education activities completed in another jurisdiction.	9/30/2019				
	Complete integration of the Education Submission Portal into the appraiser credential renewal process.	6/30/2020				
PERSONNEL	None					
PUBLIC INFORMATION	None			Continue current practices and procedures for the website, Facebook page, memos from the board, and quarterly newsletter.	None	
ADMINISTRATION	Continue work on NRPAB database projects. Complete Online Appraiser Renewal Application Submission Portal with Electronic Payment, Enforcement Interface, and LB17 AMC Interface update.	6/30/2020		Explore online real property appraiser initial applications, and AMC initial and renewal applications.	None	
	Continue updating processes and procedures required to carry out the Board's business in an efficient manner.	6/30/2020				
FINANCIALS	None					

2019-20 NRPAB SWOT Analysis			
<b>STRENGTHS:</b> - Customer service - Organization - Staff depth - Staff knowledge - Adaptability - Professional Diversity of Board	<b>WEAKNESSES:</b> - Inability to grow the industry - Efficiency loss due to database - Size of agency - Regulatory and statutory regulations	<b>OPPORTUNITIES:</b> - Growth in appraiser field - Continually evaluate how the Board and Agency operate	<b>THREATS:</b> - Agency turnover - Federal agency oversight - State economic climate - Aging appraiser population

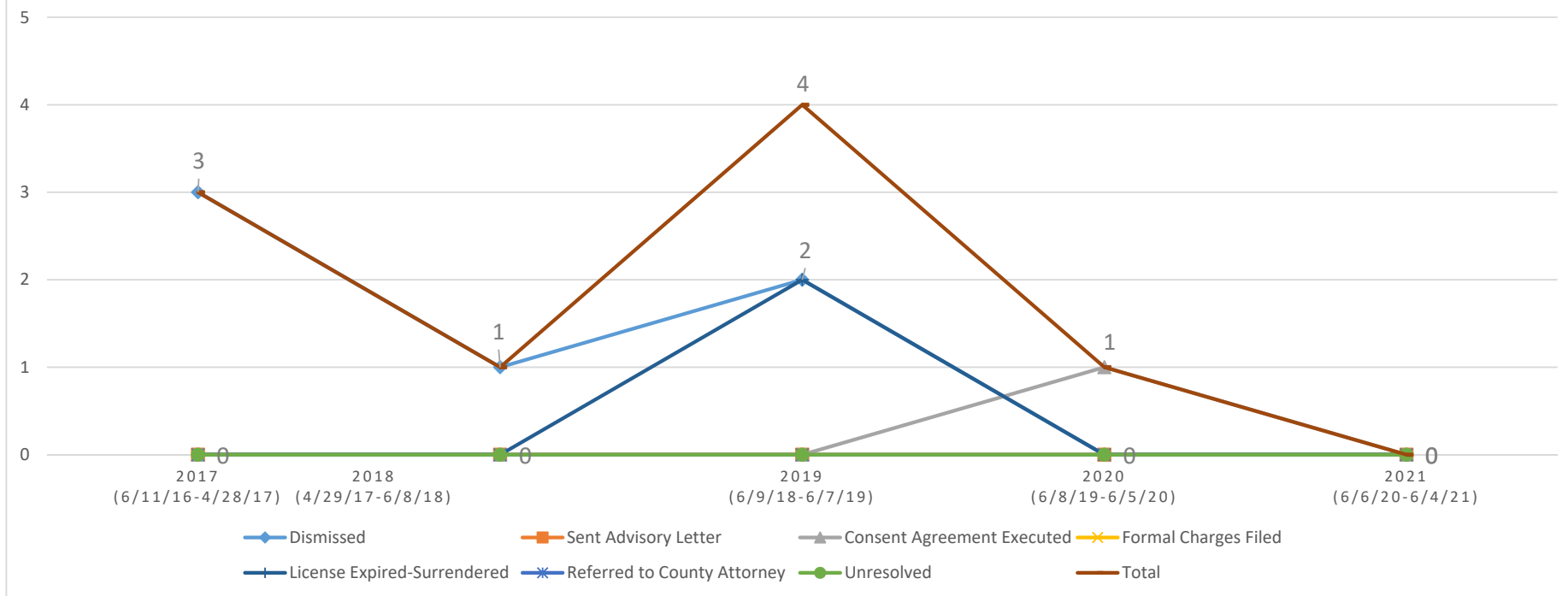
**Resolution of Grievances**

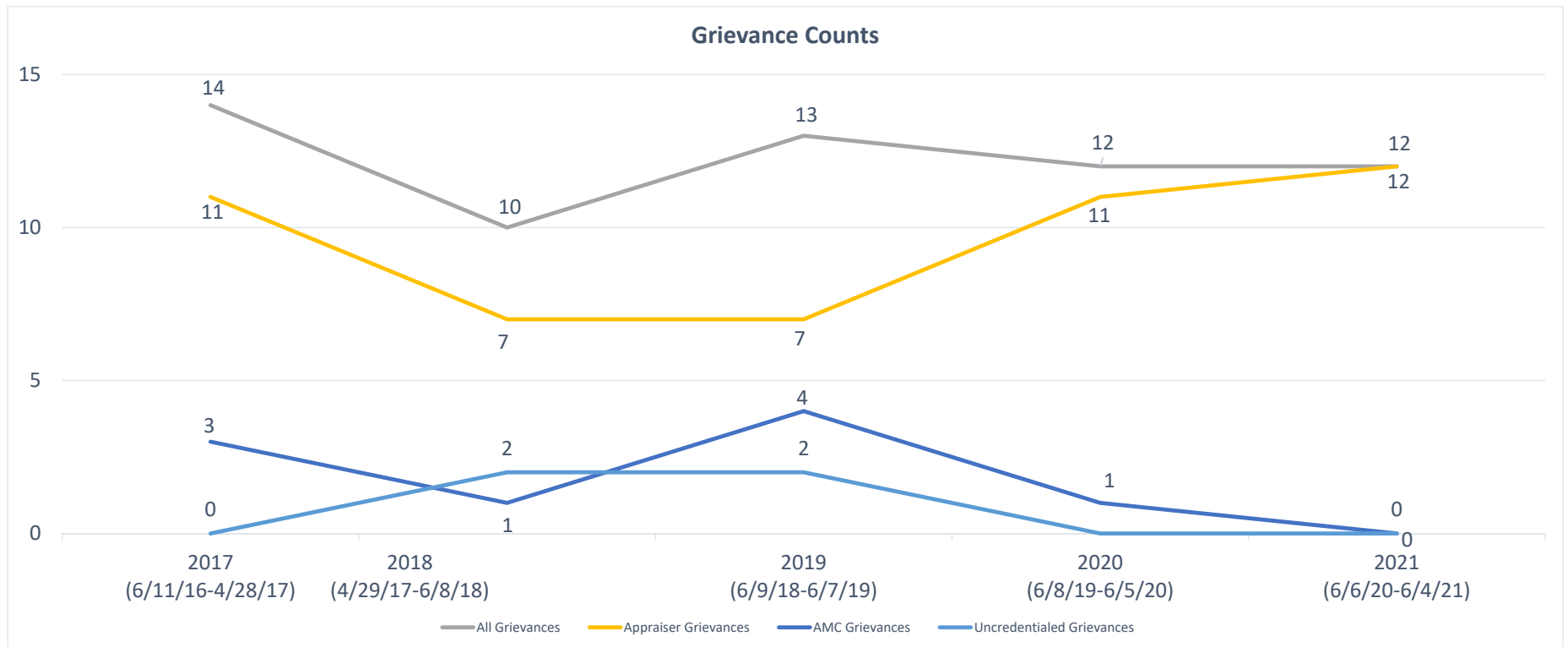
<b>June 2017</b>	Dismissed	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Total
Appraiser	6	5						11
AMC	3							3
Uncredentialed								0
Total	9	5						14
<b>June 2018</b>	Dismissed	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Total
Appraiser	4	1	2					7
AMC	1							1
Uncredentialed		2						2
Total	5	3	2					10
<b>June 2019</b>	Dismissed	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Total
Appraiser	4	1			2			7
AMC	2				2			4
Uncredentialed	1			1				2
Total	7	1		1	4			13
<b>June 2020</b>	Dismissed	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Total
Appraiser	10	1						11
AMC			1					1
Uncredentialed								0
Total	10	1	1					12
<b>June 2021</b>	Dismissed	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Total
Appraiser	8	2					2	12
AMC								
Uncredentialed								
Total	8	2					2	12

## Disposition of Grievances - Appraisers



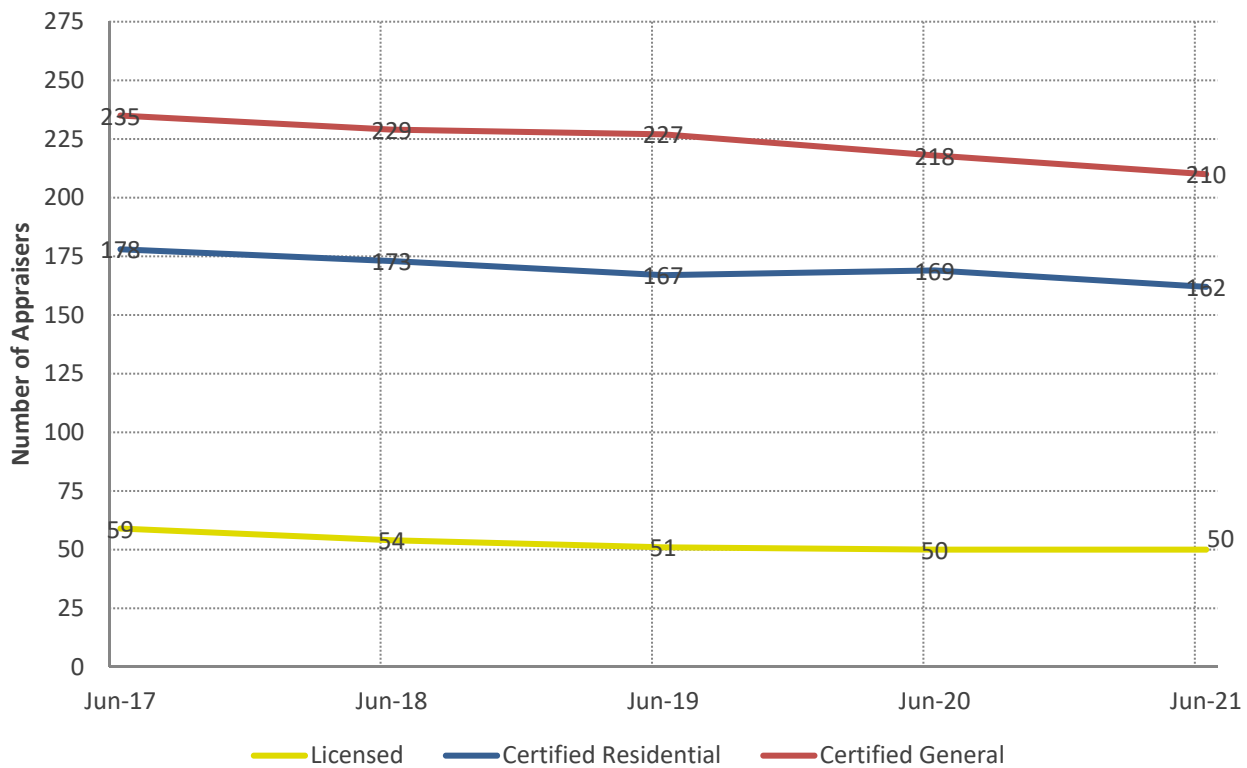
## DISPOSITION OF GRIEVANCES - AMC



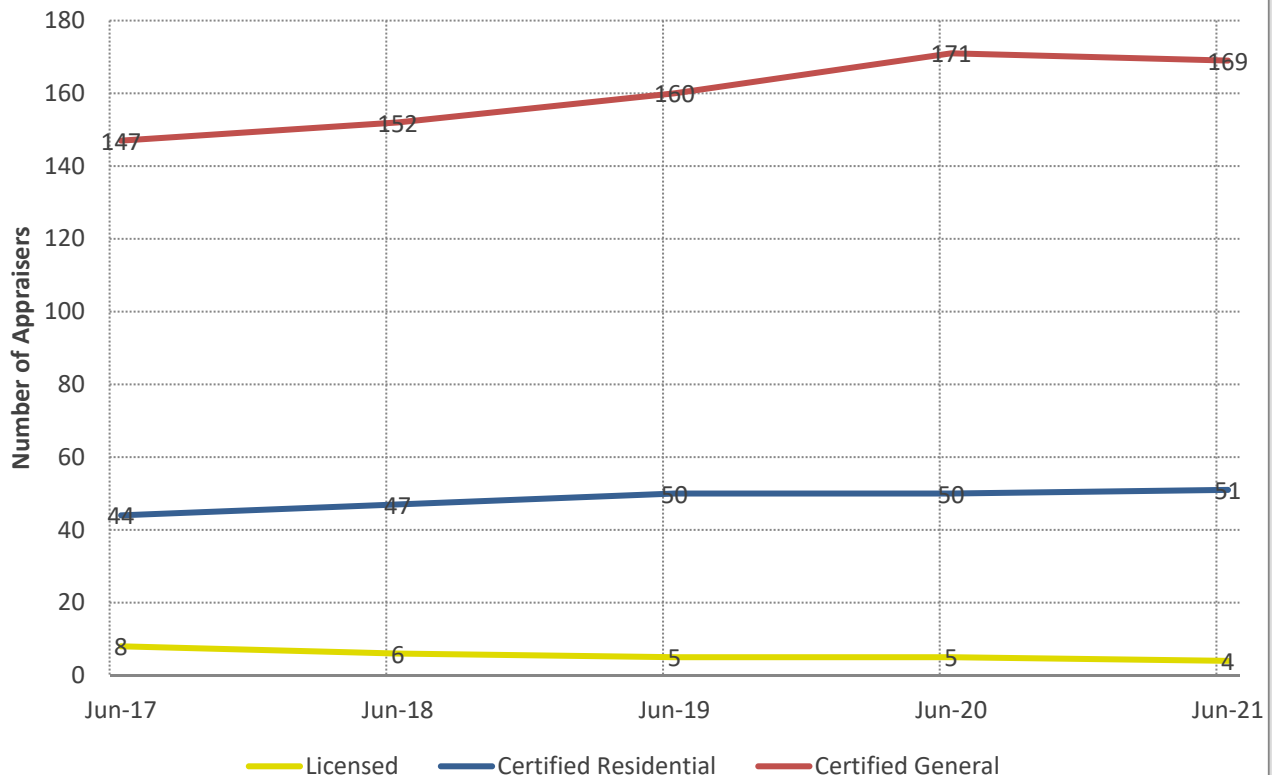


## Appraiser Counts as of June 17, 2021 - 5 Year Trend

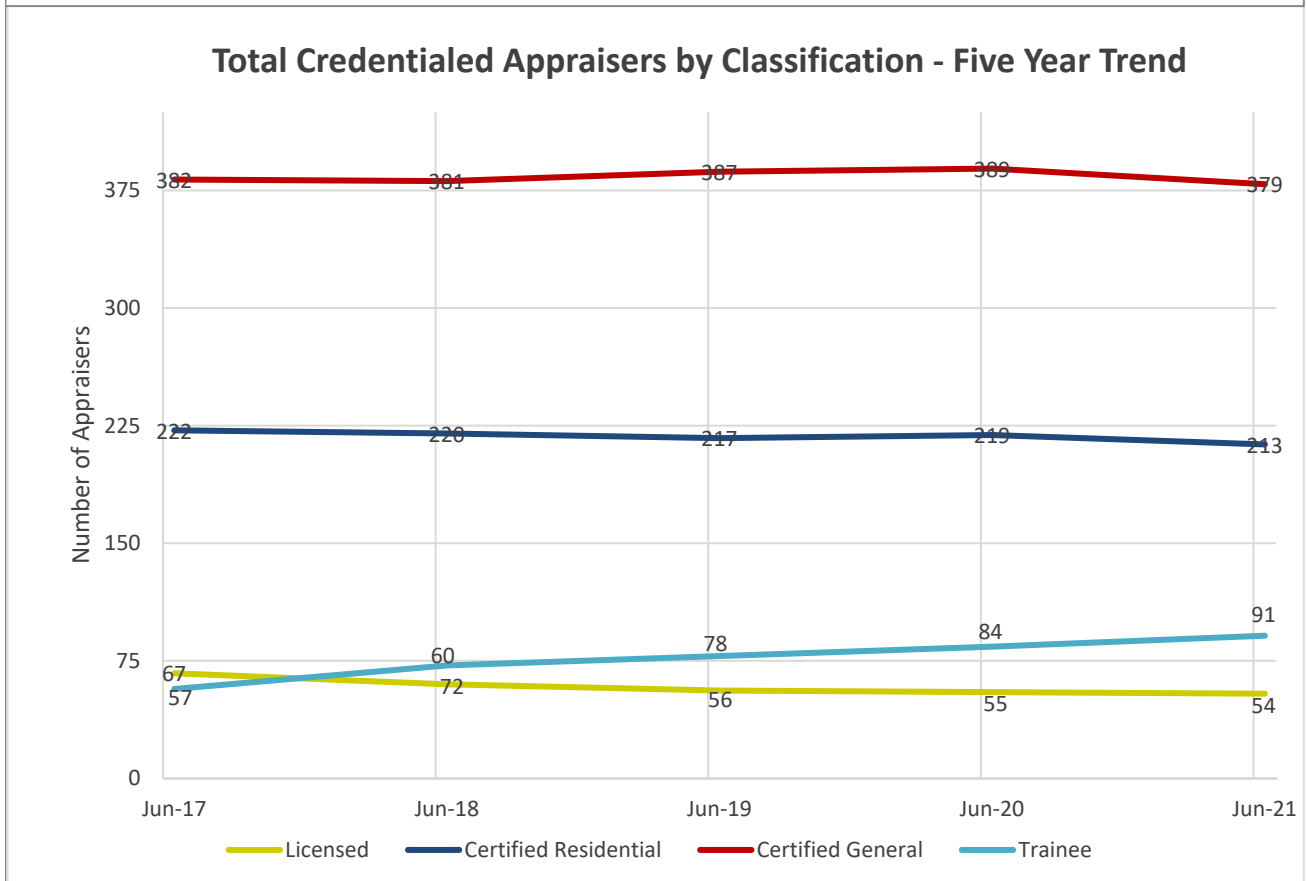
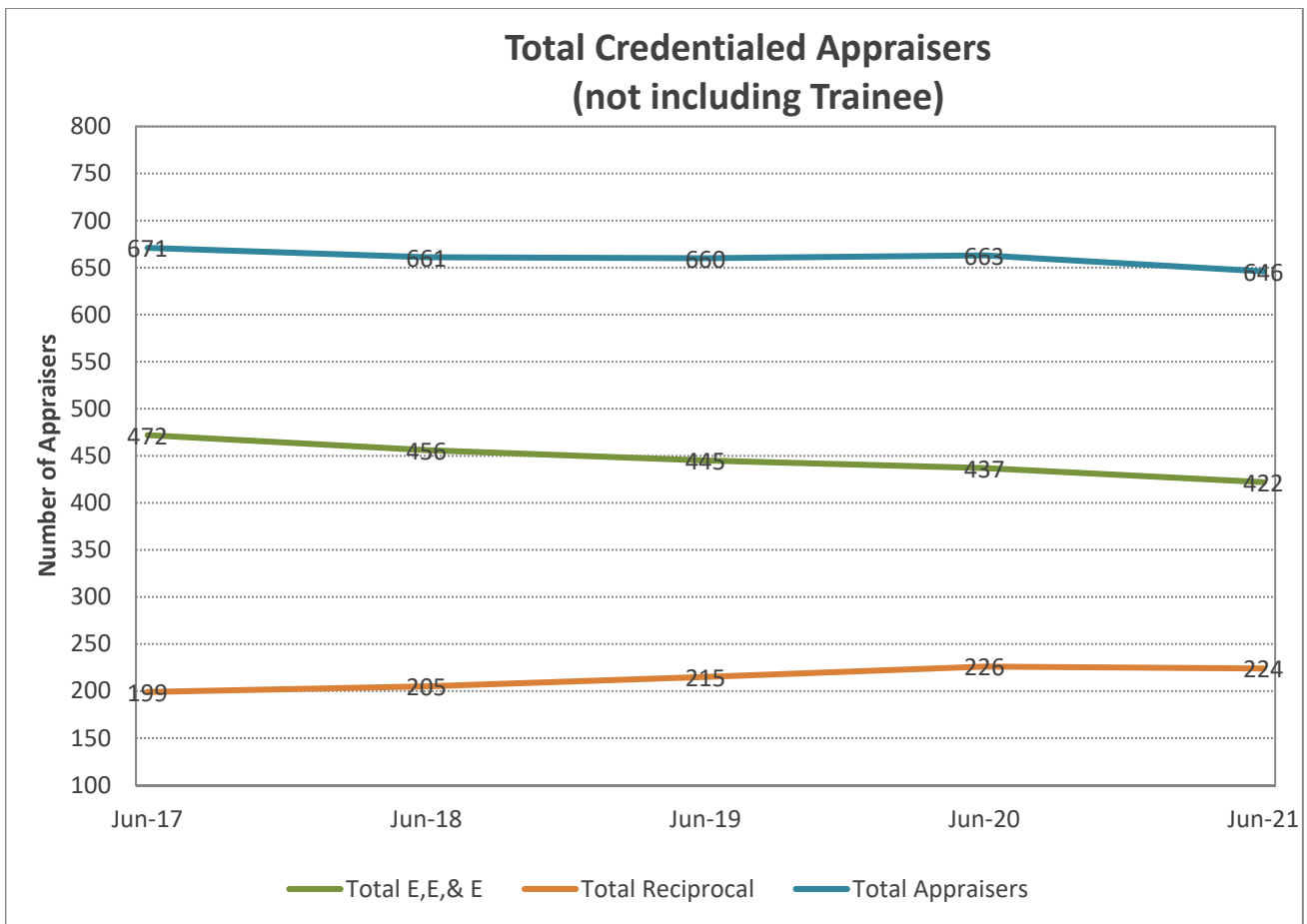
### Credentialed through Education, Experience, and Examination (not including Trainee)



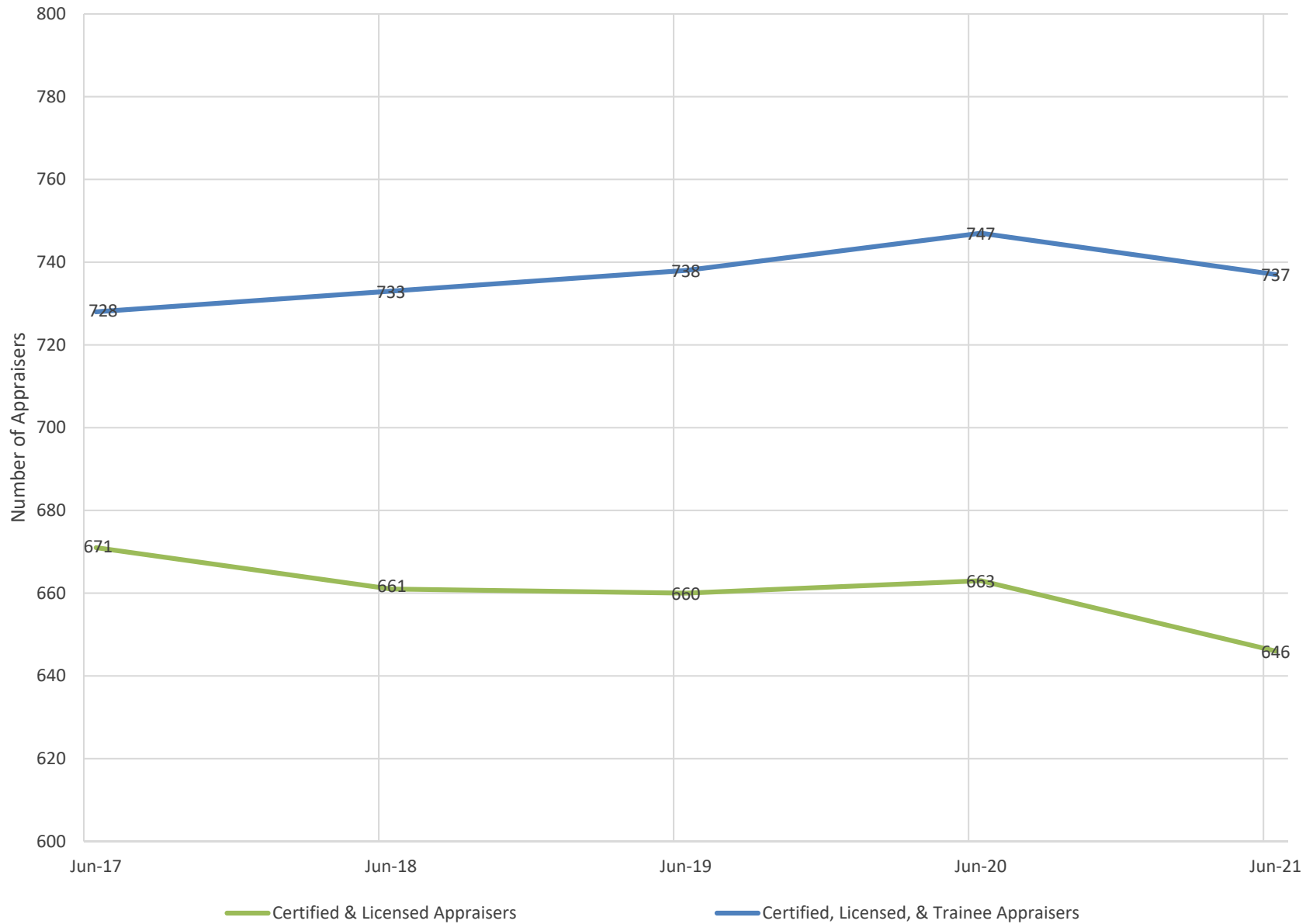
### Credentialed through Reciprocity



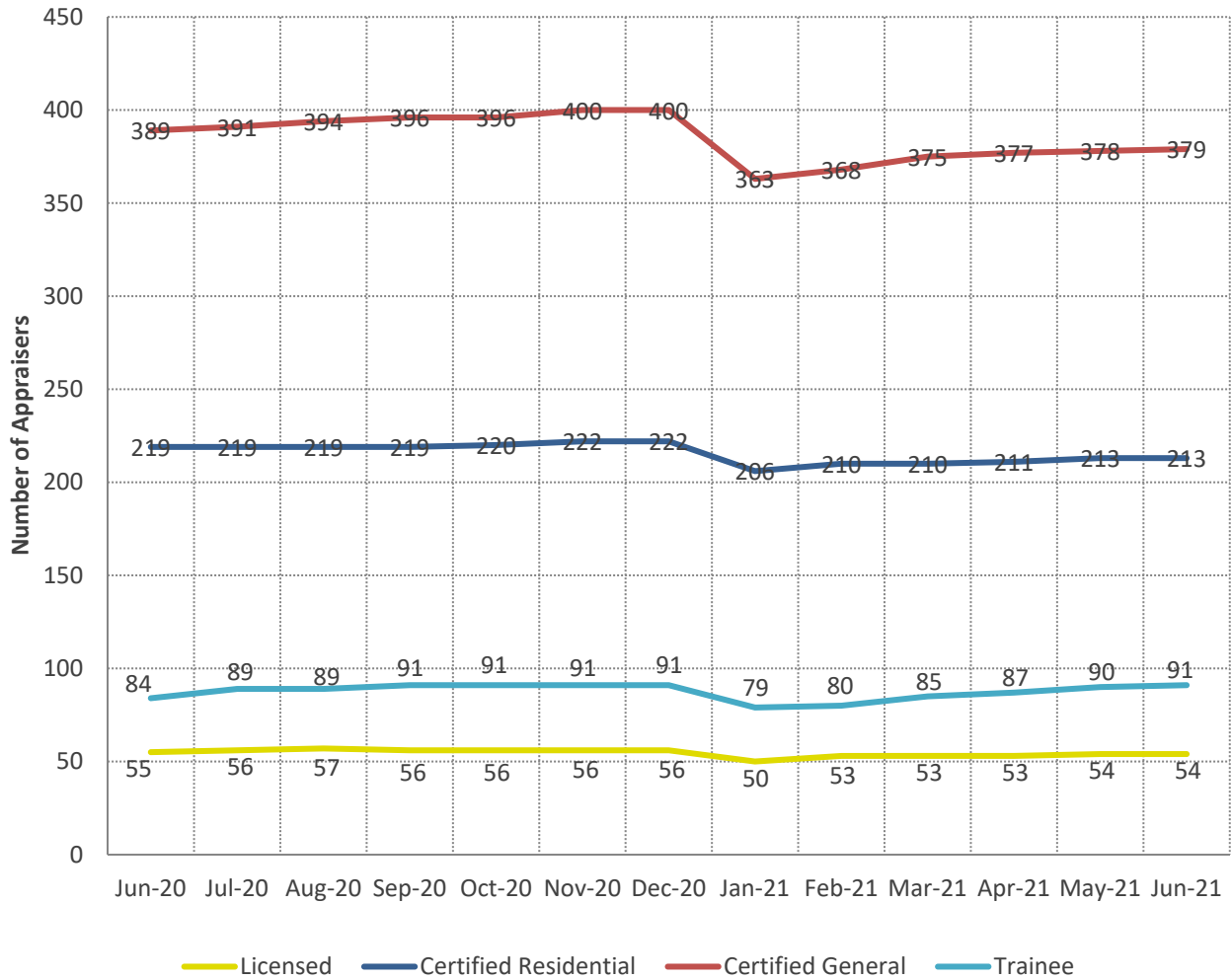
## Appraiser Counts as of June 17, 2021 - 5 Year Trend



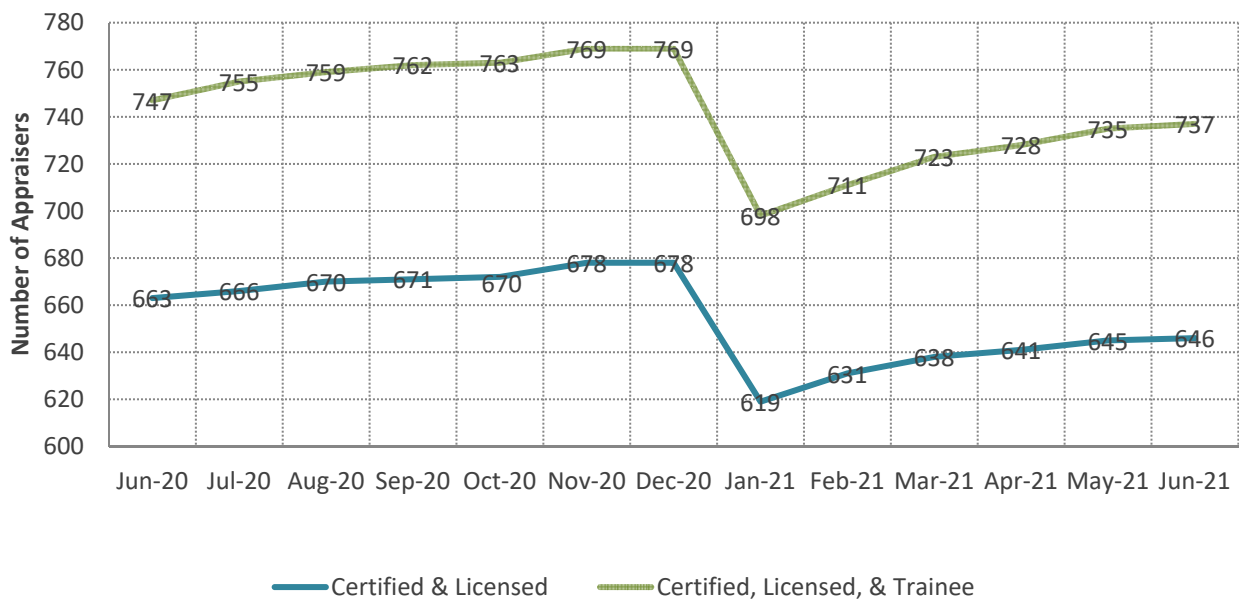
Total Credentialed Appraisers - Five Year Trend



### Number of Appraisers by Credential

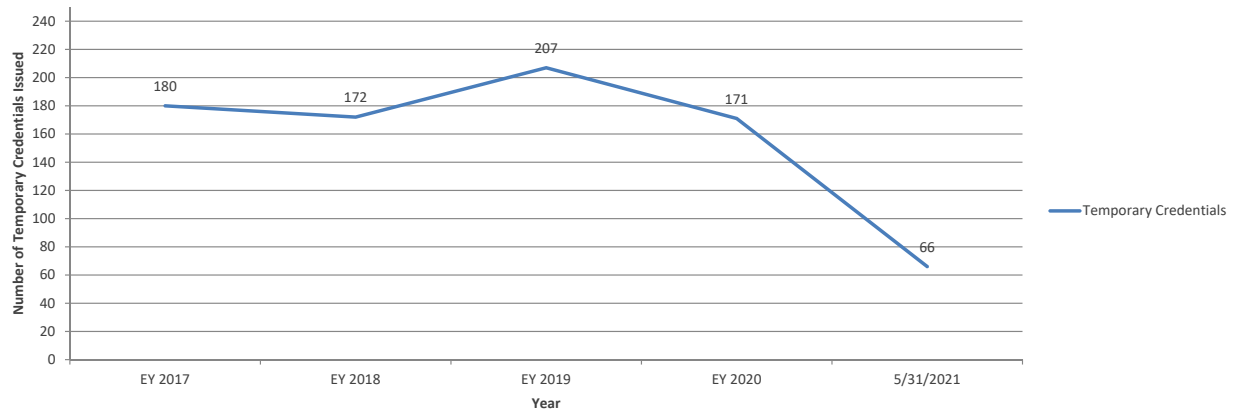


### Total Number of Appraisers

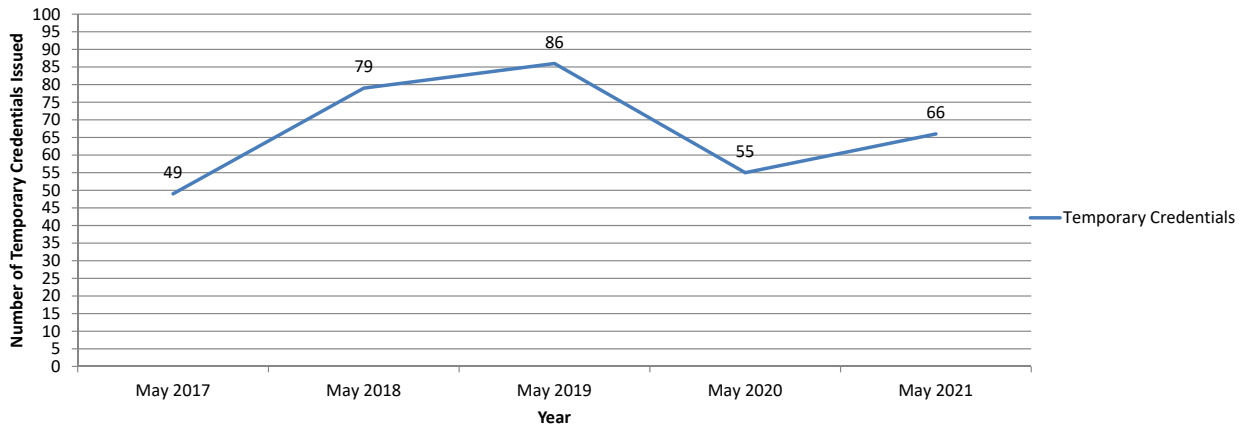


## Temporary Credentials - May 31, 2021

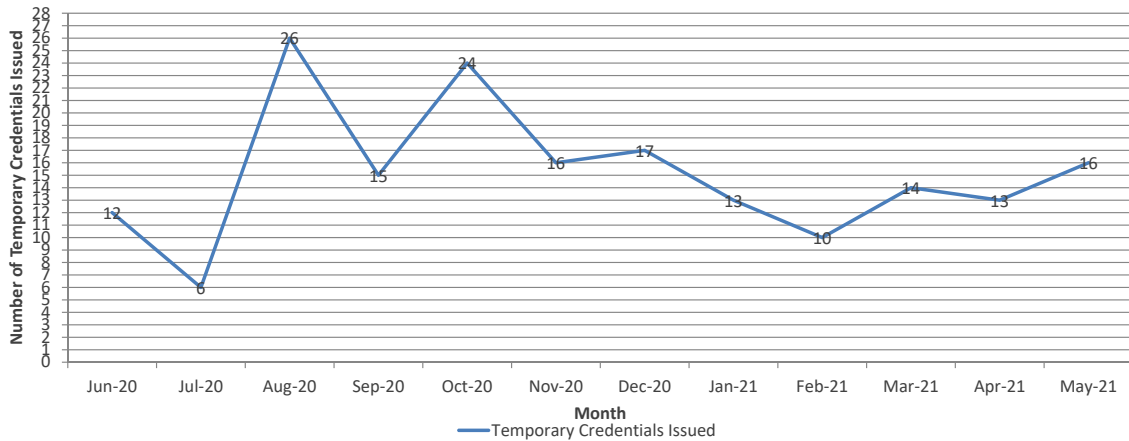
**Calendar Year Temporary Credential Totals**



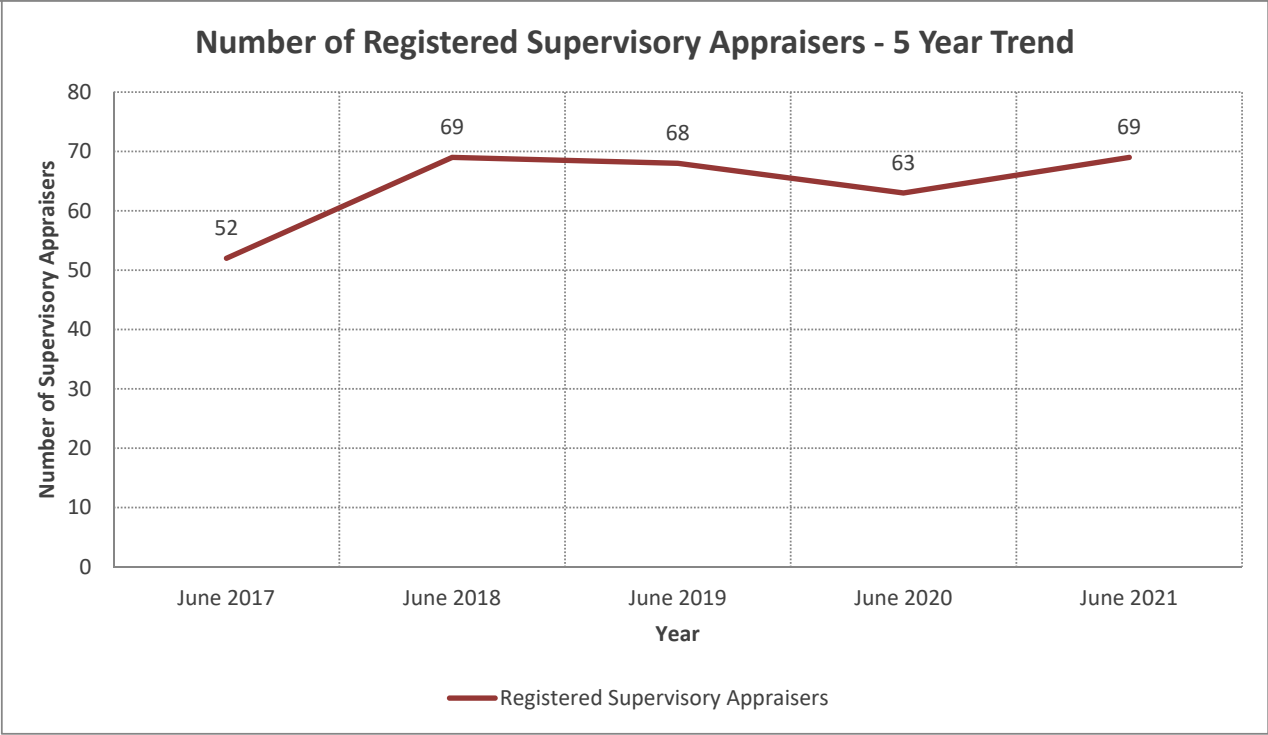
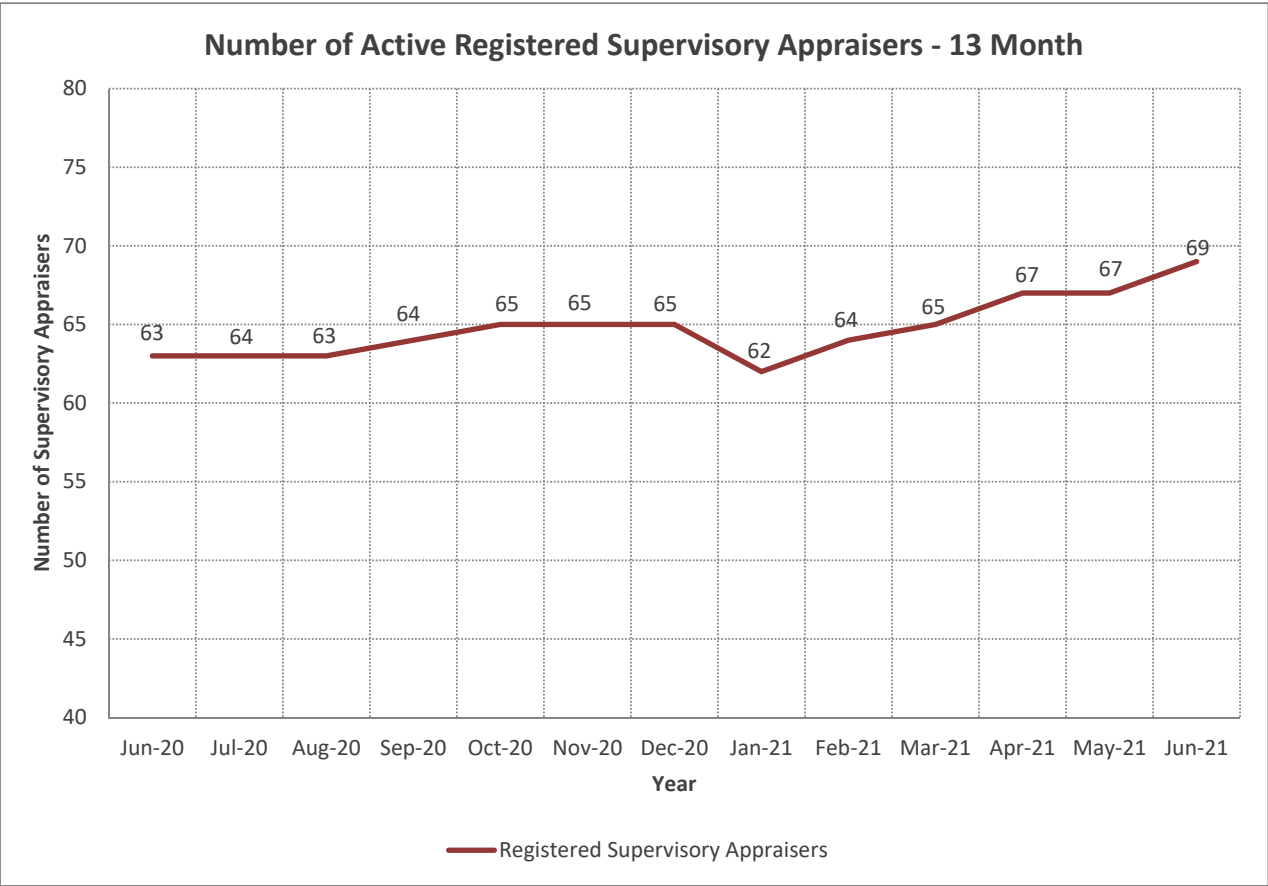
**Year-to-date Temporary Credentials Totals**



**Temporary Credentials - Twelve Month Period**

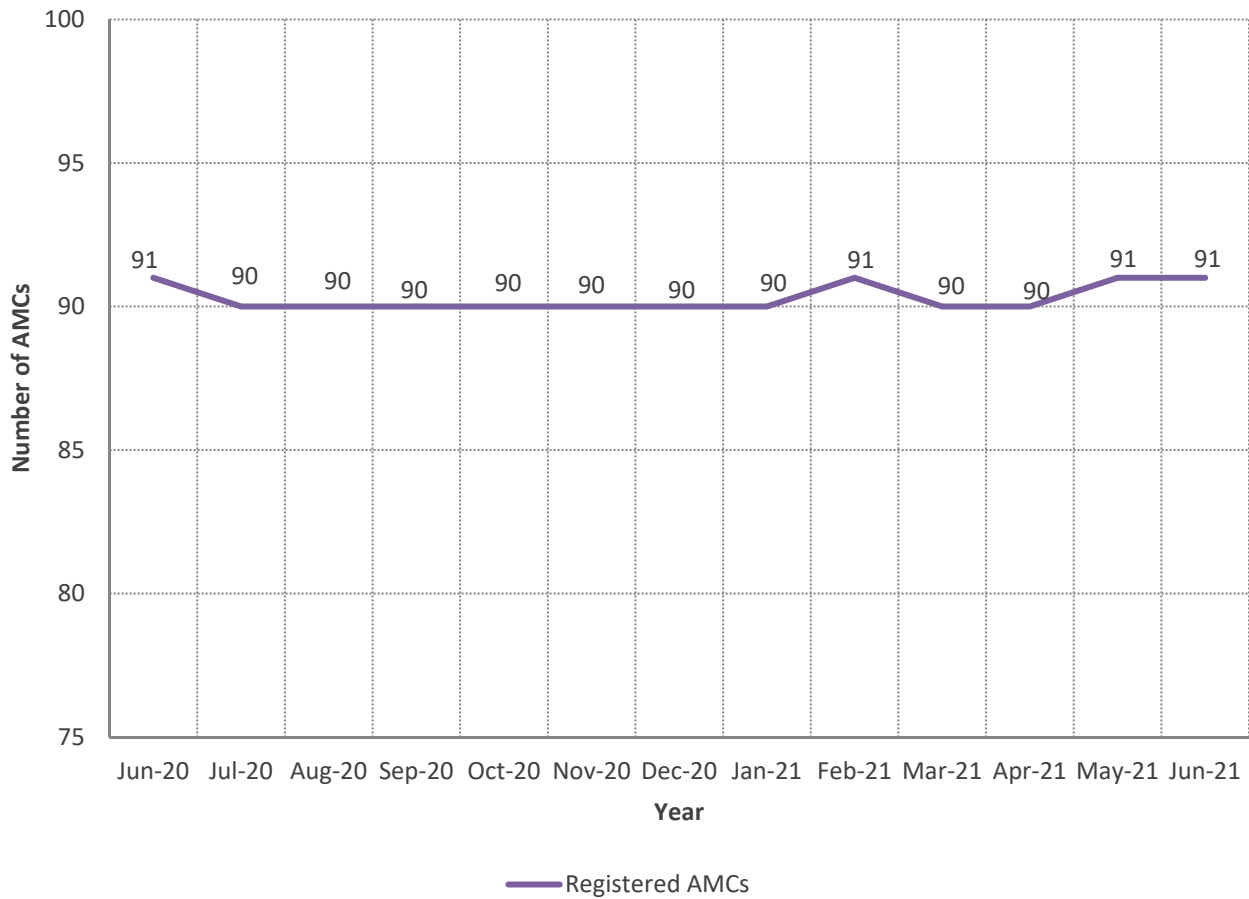


# Supervisory Appraiser Registration

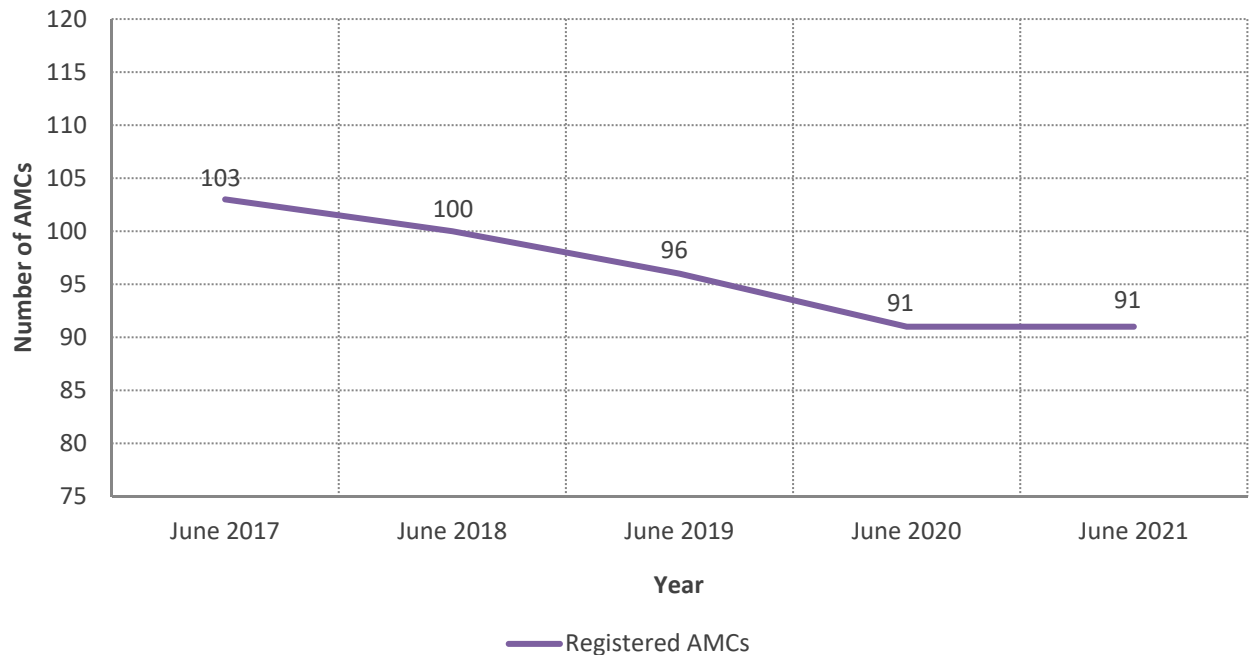


## Appraisal Management Company Registration

### Number of Registered AMCs - 13 Month



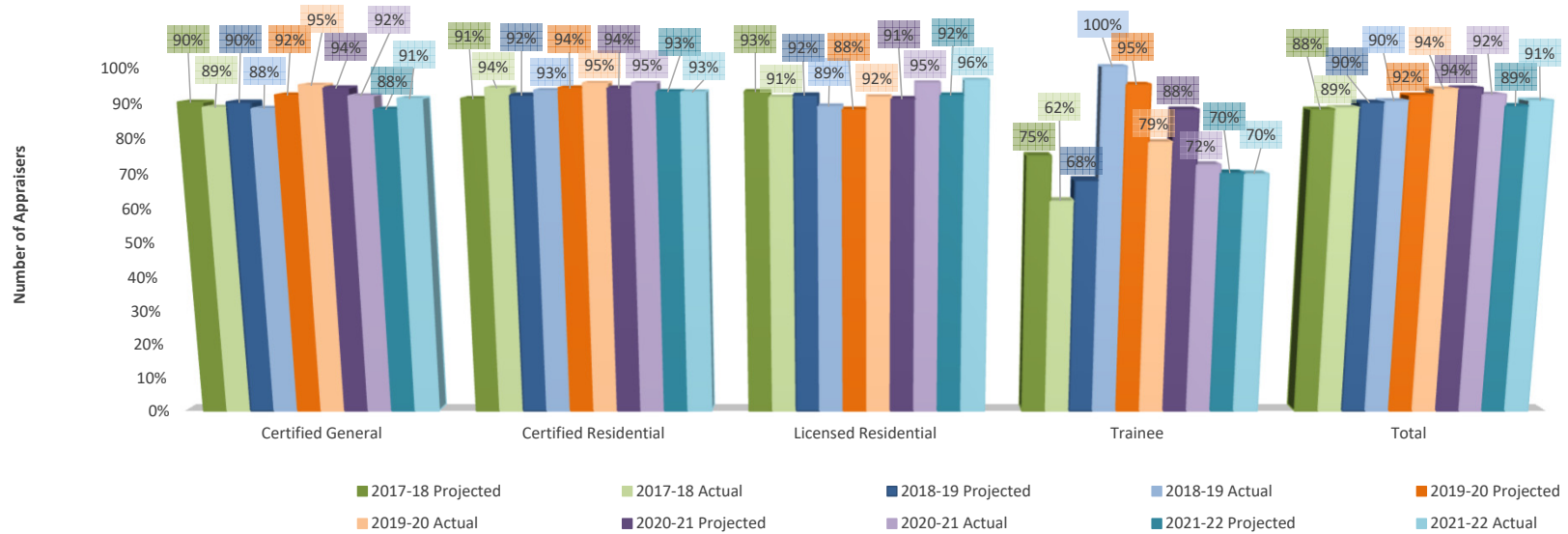
### Number of Registered AMCs - 5 Year Trend



## 2021-22 APPRAISER COUNT RENEWAL REPORT - 5/20/2021

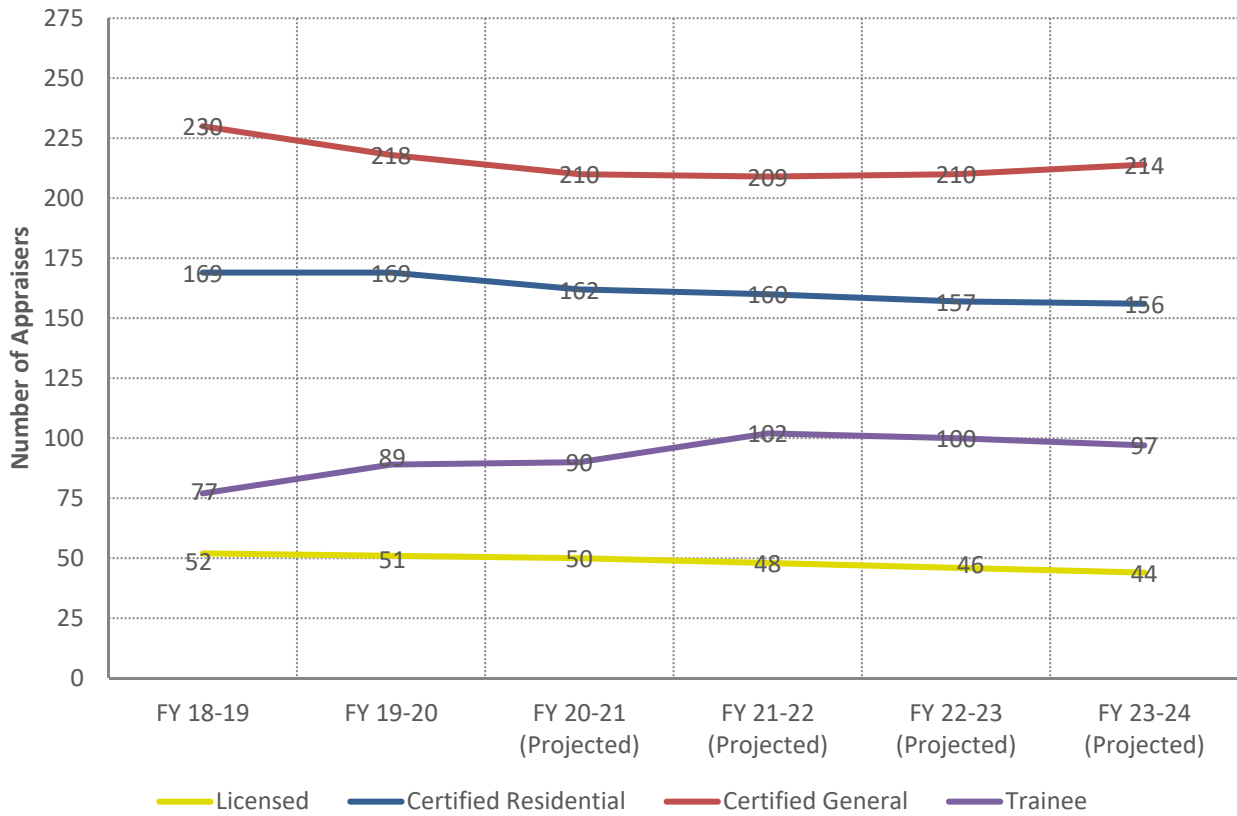


## 2021-22 PERCENTAGE PROJECTIONS/ACTUALS RENEWAL REPORT - 5/20/2021

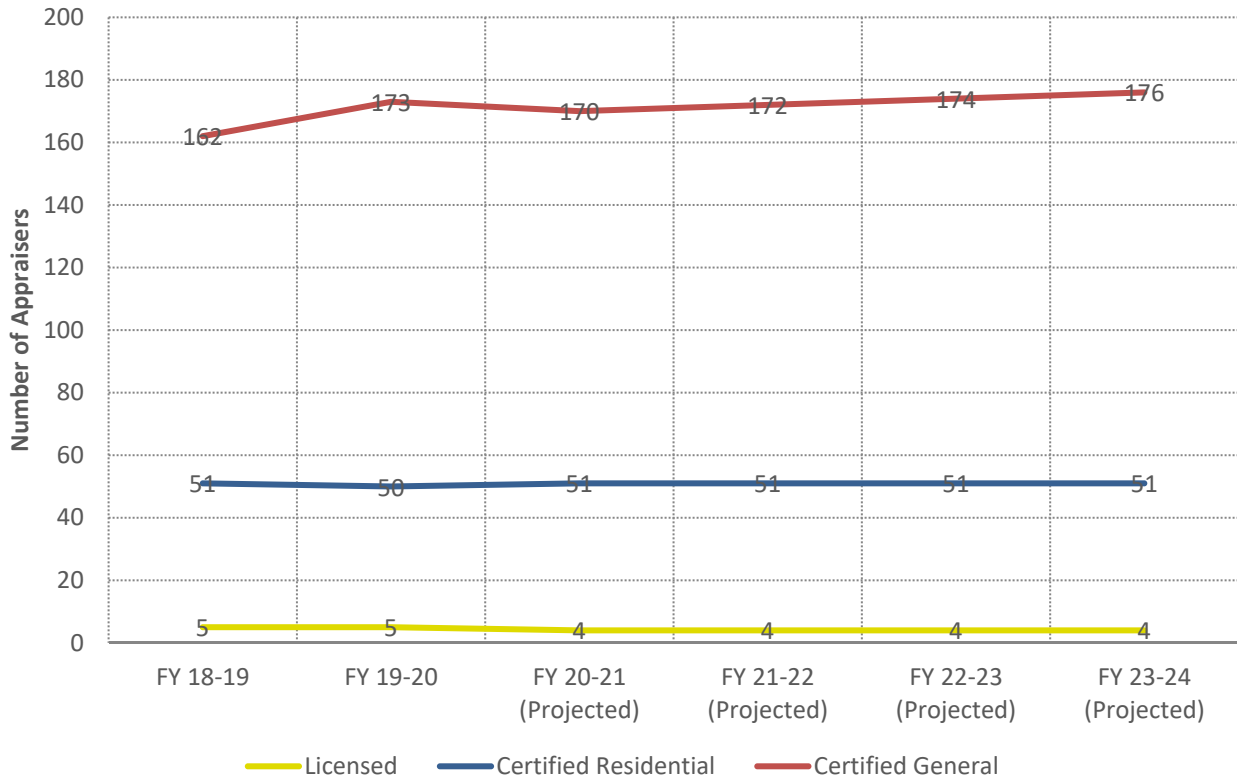


## Nebraska Real Property Appraiser Credential Holder Projections 2018-2024

### Credentialed through Education, Experience, and Examination

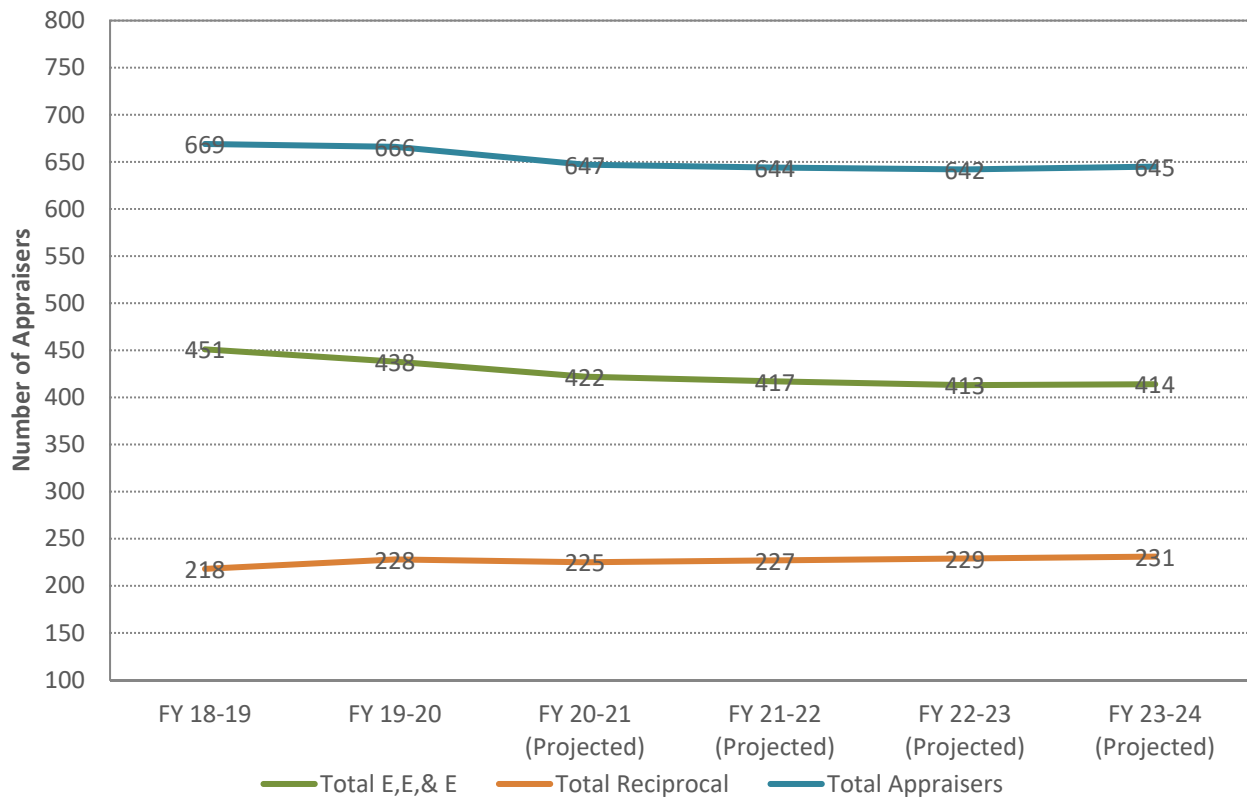


### Credentialed through Reciprocity

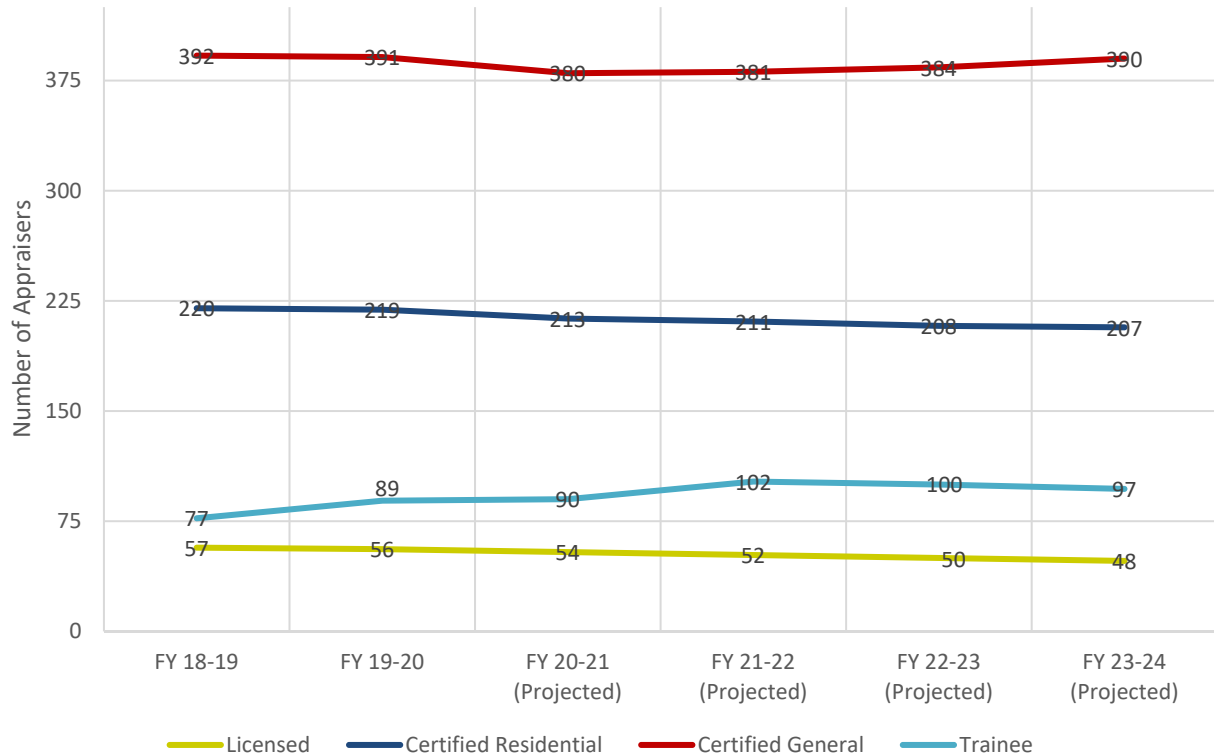


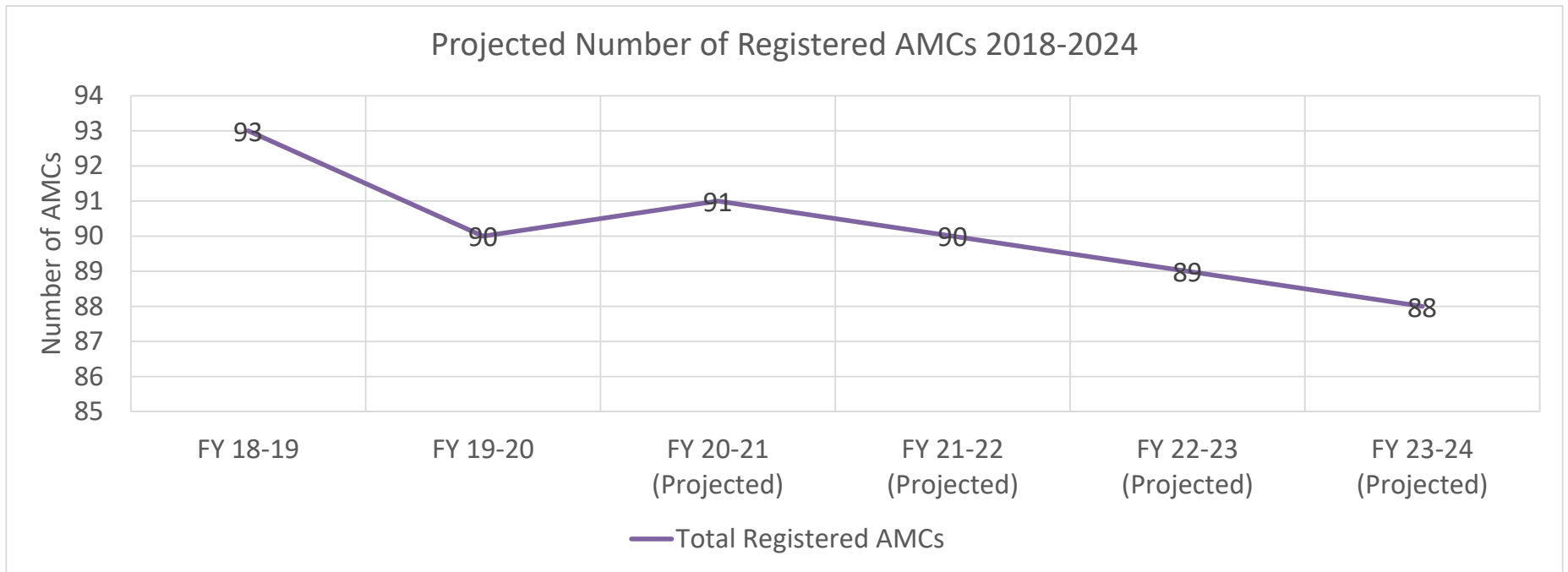
## Nebraska Real Property Appraiser Credential Holder Projections 2018-2024

### Total Credentialed Real Property Appraisers



### Total Credentialed Appraisers by Classification





**STATE OF NEBRASKA REAL PROPERTY APPRAISER BOARD  
STAFF ASSISTANT II (S01842)  
BUSINESS AND LICENSING SPECIALIST**

**DESCRIPTION:**

Under the limited supervision of the director, conduct the agency's daily accounting activities, maintain the agency's daily office operations, carry out the agency's licensing processes and procedures, assist with the agency's public information activities, provide administrative support for the agency's programs, execute various directives for the monthly board meeting. Specifically, this position:

- 1) Conducts all accounting functions, which includes processing deposits, invoices, and payroll, and carrying out end of year accounting functions.
- 2) Coordinates agency processes procedures for credentialing and appraisal management company registration.
- 3) Maintains office operations, which includes ensuring that office supplies are appropriately stocked, all equipment maintenance is up to date, that meetings and functions are appropriately scheduled, and that phone calls and voicemails are answered or responded to in a timely manner.
- 4) Coordinates various public information activities and tasks as specified by the director or the board.
- 5) Assist with maintenance of the agency website and Facebook page.
- 6) Monitors and maintains the agency's retention schedule, which includes the proper management of agency documents.
- 7) Carries out specific tasks requested by the director, such as conducting research and reporting the findings to the director.

**JOB DUTIES:**

Conduct all agency accounting functions, which includes applying appropriate state rules, regulations and standards to ensure compliance with the State's accounting requirements; posting data to ledgers, journals, databases to establish and maintain accounting records; balancing and reconciling ledgers, journals, databases to verify the posting is complete and accurate; collecting and remitting sales tax on USPAP books and mailing address lists; collecting money, writing receipts, coding and posting transactions to proper accounts, and storing money for deposit with the State Treasurer to ensure safekeeping; delivering the deposit to the State Treasurer timely and safely; coordinate and process the agency payroll; coordinate and process the agency expense reimbursements.

Process all applications for credentialing, credentialing renewal, appraisal management company registration, and appraisal management company renewal; verify that all required documentation is received; communicate with applicant regarding any deficiencies, board requests, or board actions; document application status and maintain application/credential/registration file; prepare applicant documentation for board review; evaluate renewal information, and determine if requirements are met for renewal; answer questions by phone and email related to appraiser qualifications, requirements, practices, and appraiser management company requirements, or ensure that the question is forwarded to the appropriate agency employee.

Ensure that the daily office operations are efficient and effective, which includes purchasing office supplies and maintaining inventory; answering general questions by phone and email, or ensure that the question is forwarded to the appropriate agency employee.

Ensure that dates, times, and venues are secured for board and staff meetings, functions, and education activities; assist board members and staff as needed with scheduling and travel arrangements.

Add and remove information on the website and Facebook page as needed, and ensure that information on the website and Facebook page is accurate; draft documents for distribution to the public, credentialed appraisers, appraisal management companies, other stakeholders, or for publishing on the board's website.

Ensure that documents and files are maintained according to agency's retention schedule, which includes monitoring the effectiveness of the schedule, making changes to the schedule based on agency needs, reviewing documents and files, and coordinating the proper termination of documents and files.

Assist the director with preparation of the board meeting packet each month, which includes ensuring that the proper documentation is received from each agency employee according to the agenda prepared by the director, and that all documentation is in the appropriate order according to the agenda; scan the board packet pages; assign page numbers, appropriate labels, and security; ensure that board members have access to the board packet by the specified due date.

Ensure that the time and place of the board meeting is secured, the proper meeting notices are published in accordance with state law, and that the board meeting room is properly prepared prior to the start of the meeting; record all actions taken by the Board during the meeting; ensure that all meeting requirements are met on the day of the meeting.

Minimal travel required as needed.

Carry out job duties of the Administrative Specialist when needed.

#### **FUNCTIONS:**

Document processes and procedures related to programs/functions; determine applicability of and explain policies, procedures, and processes pertinent to program and/or administrative functions to agency employees, state and local officials and employees, and the public to answer their inquiries and to facilitate proper application of these directives and processes; evaluate policies, procedures, and processes, and apply them to situations to make determinations.

Search for and/or propose solutions to questions/modifications to the structure of operational policies to increase their utility and efficiency.

Collect and compile information and/or data from computer, database, statistical, accounting, administrative, and/or other records; compile records and create reports, charts and/or graphs through word processing, spreadsheet, or database software to display information in a readable format and to provide the director and board with information for making decisions; analyze information and makes conclusions.

Install, maintain, and/or modify manual and computerized tracking/monitoring or evaluation processes or files for assigned programs or functions; monitor status of projects and/or costs/expenditures relating to these programs/functions; take action to facilitate attainment of goals and deadlines.

Prepare documentation pertinent to grant administration activities such as grant requirements, grant awards, grant requests, or application reviews for adherence to grant requirements; compile reports and analyses relative to grant usage and compliance.

Coordinate public information activities to promote positive public awareness of an administrative or program operation, function, or activity of the agency.

Collect and review documents and information for accuracy and compliance to support agency accounting, office management, licensing, and customer service efforts; respond to agency's customer inquiries; make decisions relative to assigned work; route information and data to appropriate individuals; prepare correspondence and provide phone support.

Coordinate people, equipment, location, and supplies for meetings and/or conferences; coordinate workflow and schedules office operations/support staff activities to facilitate the management of program operations.

Maintain confidentiality related to applicants for credentialing, applicants for appraisal management company registration, and other sensitive information.

Plan, organize, and implement work assignments/courses of action, as directed, to meet the goals and objectives of the assigned program, technical, or administrative activities.

Conduct interviews and document facts related to applications for credentialing and applications for appraisal management company registration.

Understand and apply appropriate federal regulations, state statutes, rules and regulations, and board policies to processes and procedures for compliance, education, and licensing.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Knowledge of: office processes and procedures; federal regulations; Uniform Standards of Professional Appraisal Practice; state statutes, rules and regulations, and board policies; customer service processes and principles; board meeting processes and procedures; accounting processes and procedures; licensing processes and procedures; public information processes and procedures; administrative and office/clerical support procedures; associated computer applications such as word processing, graphic design; file management, record keeping, and database management.

Ability to: formulate and recommend alternative courses of action; effectively communicate and exchange information and ideas with others; create charts, graphs, media documents and/or reports using word processing or other computer applications; summarize technical data and results of research into reports; track and monitor information; retrieve information from a variety of sources; coordinate resources and people; write in a clear and concise manner; learn organizational structure, mission, and activities of the agency; learn agency policies and procedures and sources of information pertinent to the assigned work.

Skill in: active listening; asking questions; understanding instructions; using word processing; using applicable software to maintain website; using social media; using agency database to record and track information; applying accounting practices and principles; creating spreadsheets, charts, graphs, media documents and reports; managing time, schedules, and priorities; monitoring and assessing program performance; managing electronic and paper files; applying critical thinking techniques.

**MINIMUM QUALIFICATIONS:**

Post-secondary degree in accounting, business, finance, legal studies, management, marketing, office management, operations, project management, real estate, customer service, administration, or a related area.

**OR**

Equivalent experience in accounting, business, graphic design, management, marketing, office management, operations, project management, secretarial/office support, customer service, or administration; including use of computer software such as word processing, spreadsheets, and database management; and coursework/training or experience involving research, presentation, or publication in an area related to the programs or functions of the agency.

**STATE OF NEBRASKA REAL PROPERTY APPRAISER BOARD  
STAFF ASSISTANT I (S01841)  
ADMINISTRATIVE SPECIALIST**

**DESCRIPTION:**

Under the general supervision of the director, performs varied technical and administrative support activities for the agency's programs, and performs specific tasks as assigned by the director. Specifically, this position:

- 1) Assists with investigative administrative duties.
- 2) Coordinates agency processes procedures for education activities.
- 3) Assists with maintenance of the agency public information activities.
- 4) Serves as the backup for the Business and Licensing Specialist position as needed.

**JOB DUTIES:**

Assist with grievance processing; assist with investigative file maintenance; research, analyze, and document information pertinent to investigations as requested by the director; communicate with complainant, respondent, and subject matter expert as requested by the director; document investigative interviews conducted by the director as needed; assist with monitoring disciplinary action taken by the board.

Process all applications for qualifying education and continuing education, along with all applications for instructors of such courses and activities; verify that all required documentation is received; communicate with applicant regarding any deficiencies, board requests, or board actions; document application status and maintain application/educational provider/Instructor files; prepare applicant documentation for board review; evaluate renewal information to determine if requirements are met for renewal; answer questions by phone and email related to appraiser qualifying and continuing education, appraiser credentialing requirements, or ensure that the question is forwarded to the appropriate agency employee.

Assists the director with the board meeting functions each month. This includes the following:

- 1) Preparing board meeting information as assigned by the director, and ensuring that the proper documentation is in the appropriate order according to the agenda;
- 2) Taking notes and assisting the director with other tasks as assigned during the meeting;
- 3) Completing post-board meeting tasks as assigned by the director, which may include but is not limited to drafting meeting minutes, drafting letters, and conducting research, organizing information.

Serve as the main point of contact for credential holders, appraisal management companies, education providers, general public and other constituents; and receive, organize, and document incoming and outgoing mail.

Assist Business and Licensing Specialist with processing applications for credentialing and appraisal management company renewal as required. Verify that all required documentation is received; communicate with applicant regarding any deficiencies, board requests, or board actions; document application status and maintain application/credential/registration file as needed; prepare applicant documentation for board review if needed; evaluate renewal information, and determine if requirements are met for renewal.

Take part in the presentation of curriculum for board sponsored education activities; assist director with presentations to the public, professional organizations, and schools for the purpose for the purpose of building awareness of the appraiser profession, real property appraiser act, and appraisal management company registration act; assist director with establishing and maintaining relationships with education providers and schools.

Add and remove information on the website and Facebook page as needed, and ensure that information on the website and Facebook page is accurate; draft documents for distribution to the public, credentialed appraisers, appraisal management companies, other stakeholders, or for publishing on the board's website.

Minimal travel required as needed.

Carry out job duties of Business and Licensing Specialist position as assigned by the director.

**FUNCTIONS:**

Examines and processes forms, documents, and reports, calculates associated fees or other billings, and responds to requests and inquiries, related to credentialing, registration, or other agency program-administrative processes and operations.

Searches/identifies and summarizes pertinent data from statistical, financial, work activity, administrative, and/or program records; creates forms, documents, textual-numerical-graphic material, to assist others in collecting and presenting information for decision-making.

Compiles and checks documents, records, and reports to confirm accuracy, completeness, and status of information and process requests or transactions, and/or to provide the director or other employees with information for making decisions.

Enters, updates, retrieves, and deletes current and archival data, files, records, and documents within hard copy or electronic databases or other record keeping systems; maintains equipment or material procurement, tracking, inventory, or other records.

Prepares packets of information/material relative to agency activities, actions, or requests for distribution to the public, customers, clients, vendors, agency representatives, or contractors.

Reviews work activity data and examines results to recommend policy and/or procedure changes to improve operational effectiveness; proposes answers to questions or modifications to operational policies to facilitate responses/turnaround times.

Implements program-administrative service monitoring/evaluation processes to provide the means for the director to determine the effectiveness of operations directed and associated problems.

Explains policies, criteria, procedures, and processes pertinent to the program-administrative functions to agency employees, state and local officials, and the public to answer their inquiries and to facilitate proper application of these directives and processes.

Contacts agency or other state/local government employees to obtain operational assistance or to relay and verify information on resources available; operates specialized communication equipment (e.g., electronic, audio and/or visual devices).

Maintain confidentiality related to sensitive information related to the agency's business.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Knowledge of: office processes and procedures; federal appraiser regulations; Uniform Standards of Appraisal Practice; state statutes, rules and regulations, and board policies; appraisal principles and procedures; legal research; customer service processes and principles; board meeting processes and procedures; compliance and investigative processes and procedures; education processes and procedures; public information processes and procedures; accounting processes and procedures; website design; administrative and office/clerical support procedures; and associated computer applications such as word processing, graphic design; file management, record keeping, and database management.

Ability to: formulate and recommend alternative courses of action to meet agency and operational goals and objectives; communicate in person and by telephone, computer, email, or correspondence to exchange information and ideas; summarize technical data and results of research and monitoring activities into reports; understand and apply instructions and program-administrative policies and directives; implement decisions made and take actions selected by others to achieve work objectives, performance goals, and priorities; learn the organizational structure, mission, and activities of the employing agency; learn agency policies and procedures pertinent to the work assigned.

Skill in: active listening; asking questions; understanding instructions; using word processing; business or legal writing; using applicable software to maintain website; using social media; using agency database to record and track information; creating spreadsheets, charts, graphs, and reports; managing time and priorities; managing electronic and paper files; and legal research;

**MINIMUM QUALIFICATIONS:**

Coursework/training in administrative/office support functions, procedures, and methods including the operation of personal computers and office equipment; research; appraising; banking; business; compliance; administration; marketing; office management; operations; project management; secretarial/office support; customer service; or areas related to the programs and functions of the agency.

OR

Experience in performing administrative/office/secretarial support functions, procedures, and methods including the operation of personal computers and office equipment; research; appraising; banking; business; compliance; administration; marketing; office management; operations; project management; secretarial/office support; customer service; or areas related to the programs and functions of the agency.



# Employee Handbook

**Effective May 3, 2021**

**Nebraska Real Property Appraiser Board  
Employee Handbook**

**TO EMPLOYEES:**

Attached is our Employee Handbook. It is designed to acquaint you with our work environment policies. This is not intended to create any contractual or legal obligations. You should read, understand and comply with provisions of this handbook.

Please review the handbook and sign the acknowledgement statement below. After signing, return this page to the Director.

**ACKNOWLEDGMENT:**

I have read the employee handbook and have familiarized myself with the contents, including but not limited to, the Drug Free Policy.

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Name

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Date

# Nebraska Real Property Appraiser Board Employee Handbook

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## Nebraska Real Property Appraiser Board Employee Handbook

### CLASSIFICATION OF NRPAB AGENCY EMPLOYEES

#### Non-classified position (Exempt Employee):

- Executive Director, (not subject to the State Personnel System as per [Neb. Rev. Stat. § 81-1316](#). The Nebraska Real Property Appraiser Board has total discretion in hiring and setting the pay rate. Benefits such as sick leave, vacation leave, military leave, civil leave, family medical leave, bereavement leave, life and health insurance, and retirement are as prescribed by State statute.)

#### Classified positions under Rules (Rules Employee):

- None

For employment covered under the current [Classified System Personnel Rules and Regulations](#), NAC, Title 273, go to [Nebraska DAS Personnel](#).

#### Classified positions under the NAPE/ AFSCME Contract (Contract Employee):

- Business and Licensing Specialist, S01842
- Administrative Specialist, S01841

For employment covered under the current [Nebraska Association of Public Employees Local 61 of the American Federation of State, County and Municipal Employees \(NAPE/AFSCME\) Labor Contract](#), go to [Nebraska DAS Employee Relations](#).

#### Temporary part-time position (SOS Employee):

- (2) SOS Secretary I, R01411 (seasonal)

### CONFIDENTIALITY AND DISCLOSURE

All employees have a responsibility to comply with all laws and regulations governing the Nebraska Real Property Appraiser Board. Confidentiality shall be maintained for Board records, employee records, applicant records and materials, background checks, and compliance materials that are not public information as per [Neb. Rev. Stat. § 84-712.05](#). Records shall only be accessed when necessary within position responsibilities. Confidential information shall not be shared with anyone other than those who have the right to know the information within State government or the legal counsel of the Board. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

## Nebraska Real Property Appraiser Board Employee Handbook

### CODE OF CONDUCT

The success of the Nebraska Real Property Appraiser Board is dependent on the trust and confidence of its employees, customers, and constituents. Credibility is gained by adhering to the Board's commitments, displaying honesty and integrity, displaying professionalism and respect to all, and reaching the Board's goals through honorable conduct. Individual responsibility and accountability matter. It is easy to say what must be done, but the proof is in the *actions*. Employees are expected to conduct themselves in a professional manner and take responsibility for their behavior and actions. Thus, the following standards are expected through the course of work related activities:

- Treat everyone with dignity and respect;
- Ensure that personal relationships do not influence business decisions, and avoid even the appearance of impropriety, bias, or conflict of interest (immediately report to the Director any situation where a conflict of interest could be perceived, or if appropriate, to the Board's Chairperson);
- Maintain appropriate relationships with co-workers, customers, the Director, and board members;
- Do not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice;
- Ensure both internal and external communication whether oral or written, is constructive and professional. Provide honest and accurate information in all organization documentation and communications;
- Ensure proficiency, quality, and accuracy while completing assigned duties;
- Report expenses accurately and honestly;
- Abide by state and federal laws, rules and regulations, and policies that cover your employment and the work you do;
- Ensure that personal appearance (including hygiene), work areas, and stations portray professional standards;
- Immediately report violations of the code of conduct and ethics to the Director, or if appropriate, to the Board's Chairperson.

Failure to follow this section may lead to disciplinary action up to and including termination of employment.

#### Nepotism

Except as authorized by state law, employees shall not hire, promote, supervise, advance, or recommend the hiring, promotion, or advancement of a family member in State government. For purposes of this policy, family member means the employee's spouse, child, parent, brother, sister, grandchild, or grandparent, by blood, marriage, or adoption. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

## **Nebraska Real Property Appraiser Board Employee Handbook**

### **Non-Fraternization**

The Nebraska Real Property Appraiser Board encourages a collegial and supportive atmosphere for its employees. Additionally, the agency seeks to avoid misunderstandings, actual or perceived conflicts of interest, potential sexual harassment claims, and actual or perceived favoritism in the workplace<sup>(1)</sup> or while conducting State business, that could potentially result from romantic or close personal relationships between employees.

Except for with board members, employees may fraternize with, date, become romantically involved, and develop friendships, both inside and outside of the workplace, as long as the relationships do not negatively affect work. Any relationship that interferes with the agency's culture, policies, the harmonious work environment, or the productivity of employees, will not be tolerated. Adverse work environment behavior or behavior that affects the work environment that arises because of personal relationships will not be tolerated.

The Director shall not fraternize with, date, or become romantically involved with employees, others within their span of control, or board members. The Director shall not engage in any other form of relationship with subordinate employees that may create the appearance of favoritism or special treatment to any subordinate employee within his or her span of control.

Failure to follow this section may lead to disciplinary action up to and including termination of employment.

### **Conflict of Interest**

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of the Board may conflict with the employee's own personal interests. State property, information, or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Hiring, supervising, or recommending for hire, a family member or closely related persons;
- Serving as a board member for an outside commercial company or organization;
- Owning or having a substantial interest in a supplier or contractor;
- Accepting gifts, discounts, favors or services from a customer/potential customer, or supplier, unless equally available to all employees;
- Using or attempting to use position to secure privileges or exemptions for oneself, family members, or others;
- Taking official action or making an official decision that could result in a financial benefit or detriment to the employee, a member of his or her immediate family, or a business or other organization with which he or she is associated.

Before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest, employee must seek review from the Director, or in the case of the Director, from the Accountability and Disclosure Commission.

<sup>(1)</sup> For the purpose of the NRPAB Employee Handbook, workplace means all property including, but not limited to, offices, facilities, and surrounding areas such as parking lots, storage areas, owned or leased vehicles, and equipment wherever located, and whether or not they are in the control of the State.

## **Nebraska Real Property Appraiser Board Employee Handbook**

If an employee believes a conflict of interest exists, financial or otherwise, direct or indirect, or he or she is engaged in any business, transaction, professional activity, or incurs any obligation of any nature, that is in conflict with the proper discharge of his or her duties in the public interest, he or she shall notify the Director in writing, or in the case of the Director, notify the Board's Chairperson and the Nebraska Accountability and Disclosure Commission. The written notification shall describe the potential conflict of interest. An employee who has an actual conflict of interest, as determined by the Nebraska Accountability and Disclosure Commission, will take such steps as the Commission prescribes to remove themselves from the situation in which there is a conflict.

Failure to resolve a conflict of interest, as prescribed in the procedures outlined by the Accountability and Disclosure Commission, may lead to disciplinary action up to and including termination of employment.

### **Solicitations, Distributions, and Posting of Materials**

The Nebraska Real Property Appraiser Board does not endorse any company, product, or services. Employees shall not actively solicit for a product during their work time (or that of other employees). However, they may make known during non-work time (e.g. lunch breaks) information regarding their solicitation by placing brochures on tables in common areas.

Employees are not allowed to distribute solicitation materials to individual workstations or on employee's cars. Employees shall not approach other employees during work time for solicitation purposes, and shall not use the State of Nebraska communication systems, state computer, or other technology communication device for solicitation purposes.

Employees are cautioned to use extreme discretion when promoting a product or soliciting for an organization. Any complaints about an employee abusing this section should be brought to the attention of the Director, or if appropriate, the Board's Chairperson.

### **Gifts**

Employees may not solicit or accept gifts based upon an understanding or agreement that their official action would be influenced thereby. No employee will accept any gift of value (\$25.00 or more) from anyone having business with the state.

For purposes of this section, a gift is defined as a payment, subscription, advance, forbearance, rendering, deposit of money, services, or anything of value, unless consideration of equal or greater value is given therefore.

Gifts will not include a campaign contribution otherwise reported as required by law; a commercially reasonable loan made in the ordinary course of business; a gift received from a relative; a breakfast, luncheon, dinner, or other refreshments consisting of food and beverage provided for immediate consumption; or the occasional provision of transportation within the State of Nebraska.

Based on the type of work in which an employee is engaged, specific statutes may apply in relation to the acceptance of gifts.

Failure to follow this section may lead to disciplinary action up to and including termination of employment.

## **Nebraska Real Property Appraiser Board Employee Handbook**

### **Intellectual Property**

All work products developed on work time belong to the State of Nebraska and are considered intellectual property. Work products include, but are not limited to, computer code, computer applications, proposals, manuals, or white papers. Any outside financial gain or other benefits from work products developed while working for the State is prohibited. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

### **Legal Charges or Convictions**

Employees charged or convicted of any state and/or federal offenses (misdemeanor or felony, other than a minor traffic violation), or that have been charged or convicted of an offense related to their duties, are expected to immediately report the charges or convictions to the Director, or in the case of the Director, report such charges or convictions to the Board's Chairperson. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

### **Political Activities**

An employee may engage in any political activities except that:

- An employee will not participate in political activities during normally scheduled work hours or while performing official State duties;
- No employee will use or authorize the use of State personnel, property, resources, or funds for campaign purposes, unless otherwise permitted by law;
- An employee whose position is partially or entirely funded with federal money, and is Covered by the federal Hatch Act, is barred from being a candidate for a partisan office (offices with candidates identified as being from specific political parties).

If an employee wishes to take part in political activities during normally scheduled work hours, the employee must arrange for leave (vacation, leave without pay, etc.) to cover the period of absence. If an employee is elected to office, and such office presents a conflict of interest with the employee's job, or interferes with the employee's scheduled work hours, the agency has authority to change the terms and conditions of employment, up to and including termination of employment.

### **Smoking/Tobacco Use**

In order to maintain a safe and comfortable working environment, smoking, e-smoking, vaping, and/or the use of tobacco products in any form is strictly prohibited in the workplace (except for designated areas), or while conducting state business. This includes, but is not limited to the use of cigarettes, pipes, chewing tobacco, e-cigarettes, or other devices. All work and break areas, State owned motor vehicles, public spaces including, but not limited to, offices, restrooms, conference rooms, meeting rooms, classrooms, employee cafeterias, hallways, and stairways shall remain smoke and vapor free. Violation of this section may result in disciplinary action up to and including termination.

### **Weapons/Firearms**

Possession of firearms, explosives, or other items considered weapons in the State's owned or leased buildings is prohibited. A weapon is defined as a firearm, knife, bludgeon, or other device, instrument, material, or substance capable of being used, or used, to produce death or bodily harm. Employees are expected to report these circumstances to the Director, or if appropriate, to the Board's Chairperson. Violation of this section may result in disciplinary action up to and including termination.

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### **Violence in the Work Environment**

The agency's policy is to promote a safe work environment that is free from violence, threats of violence, intimidation and other disruptive behavior. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates, abuses, assaults, or coerces another employee, customer, vendor or business associate, will not be tolerated. State resources may not be used to threaten, intimidate, stalk, or harass anyone at the workplace or outside of the workplace.

Examples of work environment violence include, but are not limited to:

- Threatening behavior such as shouting, shaking fists, destroying property, or throwing objects;
- Verbal or written threats - any expression of intent to inflict harm;
- Harassment that includes behavior that alarms, verbally abuses, or is known to be inappropriate;
- Verbal abuse such as swearing, insults, or condescending language;
- Cyber attacks and cyberbullying; and/or
- Physical attacks such as hitting, shoving, pushing, or kicking.

Severe threats or assaults that may require immediate attention shall be reported to the police by calling 911. Any violent, harassing, threatening, intimidating, or other disruptive behavior should not be ignored and should be reported to the Director, or if appropriate, to the Board's Chairperson. Anyone found to be responsible for threats of, or actual violence, or other intimidating conduct, will be subject to prompt disciplinary action up to and including termination of employment.

Employees should promptly inform the Director, or if appropriate, the Board's Chairperson, of any work environment violence, and/or any protective or restraining order that they have obtained that lists the workplace as a protected area.

## Nebraska Real Property Appraiser Board Employee Handbook

### DRUG FREE POLICY

The Nebraska Real Property Appraiser Board is committed to providing an employment environment that is free from the detrimental effects of intoxicating substances such as controlled substances (drugs) and/or alcohol.

*For purposes of this section, the term "controlled substance" means any drug or chemical whose manufacture, possession, or use, is controlled by the government. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, methamphetamines, cocaine, PCP, and crack. They also include illegal use of "prescription drugs" that have not been legally prescribed for the individual.*

The manufacture, possession, distribution or use of controlled substances, and/or the use of alcohol is prohibited in the workplace or while conducting State business by its employees, and by those who engage or seek to engage in business with the State is prohibited. There is no differentiation between someone who illegally uses drugs and someone who sells or distributes drugs. Any employee who gives, or in any way transfers, a controlled substance to another person, or sells or manufactures a controlled substance while conducting State business, while representing the Nebraska Real Property Appraiser Board in an official capacity, or while in the workplace, will be subject to disciplinary action up to and including termination.

Any employee found violating this section, and/or convicted of violating any criminal drug statute while in the workplace or while conducting State business, will be subject to discipline up to and including termination, and/or may be required to successfully complete an approved drug/alcohol abuse program sponsored by a private or governmental institution. An employee shall report within five calendar days, any criminal drug statute arrest(s) or conviction, to the Director, or if appropriate, to the Board's Chairperson.

This policy does not prohibit the use of a controlled substance that has a currently accepted medical use, provided the drug is prescribed or authorized by a medical doctor, the use of the drug at the prescribed or authorized level is consistent with the safe performance of the employee's duties, and the drug is used at the dosage prescribed or authorized. When an employee under physician's guidance is taking prescription drugs or other medication that could affect the employee's ability to work safely, the employee taking the medication is responsible for reporting the matter to the Director, or if appropriate to the Board's Chairperson, before beginning work. Working under the influence of prescribed medication is prohibited if it causes inability to perform the job safely, even when using medication under the employee's physician's guidance.

#### Reasonable Cause Testing

Employees may be subject to drug and alcohol testing when there is reasonable cause or suspicion to believe the employee is using, or under the influence of, a controlled substance or alcohol while in the workplace, or while conducting State business.

Reasonable cause or suspicion exists when the actions or appearances of an employee are out of the ordinary and unusual to the normal behavior patterns of the employee. It is based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his/her duties due to drug or alcohol impairment. The conduct relied upon to form reasonable cause or suspicion must be based on specific describable observations, including but not limited to, the following examples:

## **Nebraska Real Property Appraiser Board Employee Handbook**

- Observable signs of intoxication (such as bloodshot or watery eyes, slurred speech, appearance of unsteady body movements, or breath odors);
- A work related accident or near accident that indicates employee fault;
- Decreases in the quality or quantity of employee productivity, judgment, reasoning, concentration;
- Marked changes in behavior or erratic conduct;
- Deviations from safe working practices;
- Credible information received from a reliable person with firsthand knowledge;
- Smell of alcohol, marijuana, or other drug.

### **Drug/Alcohol Testing Procedures**

Upon determination that reasonable cause or suspicion exists, an employee who is believed to be under the influence of an intoxicating substance while in the workplace or while conducting State business, may be directed to undergo drug/alcohol testing. The Director will document the events surrounding this reasonable suspicion. If an employee is referred for testing, all efforts will be made to transport the employee with at least two Real Property Appraiser Board employees or board members to the nearest testing facility. The employee will be required to provide a blood, breath, or urine sample. The sample will be tested qualitatively for at least the following substances: THC, cocaine, PCP, opiates, methamphetamine/amphetamine, and alcohol. All testing procedures for contract employees will be carried out in accordance with the NAPE/AFSCME Contract.

An employee who is required to submit a sample for testing after determination of reasonable cause or suspicion will be informed verbally, followed by a written directive, that he/she may be placed on unpaid or paid investigatory suspension, pending the outcome of an investigation. After the testing is complete, the employee will not be returned to work or allowed to drive him/herself home. The Director, or the Board's Chairperson in the Director's absence, will assist the employee in arranging for transportation home after the testing, preferably by cab (at employee expense), or a ride provided by a family member or friend.

### **Refusal to Test**

An employee refusing to submit a sample under this policy will be placed immediately on unpaid investigatory suspension, and will be subject to disciplinary action. Refusal by an employee to be tested, or confirmation by the lab that a specimen has been altered, will be treated as a positive test. Employees suspected of being under the influence of drugs/alcohol who refuse an escort to be tested will be given a directive to not drive home. Local law enforcement will be notified if an employee suspected of being under the influence disregards a directive not to drive home and leaves in his/her vehicle.

### **Negative Test Results**

If the test results are negative for alcohol/drugs, the employee will be reinstated back to work and all leave without pay during the investigatory suspension will be paid back to the employee. All records of the investigation will be purged.

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### **HARASSMENT POLICY**

Harassment is defined as sexual harassment or any inflammatory comments, jokes, printed material and/or innuendo, based in whole or in part on race, color, sex, religion, age, disability or national origin, when:

- (1) a reasonable person could conclude such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
- (2) such conduct interferes unreasonably with a person's work or employment opportunities.

It is the Nebraska Real Property Appraiser Board's policy to treat all persons fairly, and with dignity and respect. Several sections below outline expected and prohibited behavior in the organization. In addition, employees of the Nebraska Real Property Appraiser Board have certain rights. The following sections provide a general guide to state and federal employment rights.

#### **Equal Employment Opportunity**

The Nebraska Real Property Appraiser Board provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, genetics, national origin, age, sex, marital status, pregnancy, disability, military status, veteran status, and/or political affiliation or beliefs. Additionally, the Board prohibits discrimination in any employment action, and in any work environment (including workplace), against any individual based on legally protected statuses. Employment actions include hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. In addition, all related federal and state labor laws should be followed.

The Nebraska Real Property Appraiser Board also expressly prohibits any form of harassment based on race, color, religion, gender, national origin, age, genetic information, disability, or veteran status or any other status protected by state and/or federal law. Such harassment includes, but is not limited to, verbal, written, or physical conduct that degrades or shows hostility or aversion toward an individual because of a legally protected status.

Employees who report EEO concerns and/or alleged violations of this policy in good faith will not be subject to retaliation. Employees who knowingly permit discrimination and/or harassment of any kind shall be subject to discipline.

#### **Disability Accommodations**

The Nebraska Real Property Appraiser Board's policy is to comply with all federal and state laws concerning the employment of persons with disabilities, and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the Board's policy not to discriminate against qualified individuals with disabilities concerning application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

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The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendment Act (ADAA) are federal laws that prohibit employers from discriminating against applicants and individuals with disabilities. It further adds that upon request, an employer shall provide reasonable accommodations to applicants and employees who are qualified for a job, so that they may perform the essential job duties of the position.

Employees may request an accommodation at any time in writing. Each request will be examined and a determination will be made. Medical and disability information is confidential, and this includes any accommodation requests and accommodations provided, except when an individual has a legitimate need to know. Except to the Board, the Director may not disclose information concerning another employee's disability, request for, or actual accommodation.

The Nebraska Real Property Appraiser Board will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless doing so causes an undue hardship, or causes a direct threat to these individuals or others in the workplace. Questions and requests for any accommodations should be presented to the Director, who is responsible for processing all requests for reasonable accommodation.

Employees who report disability, ADA concerns, and/or alleged violations of this policy in good faith will not be subject to retaliation. Employees who knowingly permit discrimination and/or harassment of any kind shall be subject to discipline.

### **Pregnancy Discrimination**

Limiting, segregating, or classifying a job applicant or employee in a way that adversely affects the opportunities or status of the employee because the employee is pregnant or has given birth, or has a related medical condition is discriminatory. It is also discriminatory for an employer to participate in a contractual or other arrangement or relationship that has the effect of subjecting such an individual to discrimination in the application or employment process.

The Nebraska Real Property Appraiser Board's policy is to comply with all federal and state laws concerning the employment of persons who are pregnant, have given birth, or who have a related medical condition. Reasonable accommodation with respect to the above conditions shall include acquisition of equipment for sitting, more frequent or longer breaks, periodic rest, assistance with manual labor, job restructuring, light-duty assignments, modified work schedules, temporary transfer to less strenuous or hazardous work, time off to recover from childbirth, or break time and appropriate facilities for breast-feeding or expressing breast milk. Accommodations that require significant difficulty or expense, thereby posing an undue hardship, will not be made.

### **Sexual Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. There are two types of sexual harassment. The first type, quid pro quo (or "this for that"), occurs when the employee's submission to, or rejection of, sexual advances or conduct can explicitly or implicitly affect the terms or conditions of employment, or is used as basis for employment decisions. The second type is a hostile work environment where unwelcome conduct of a sexual nature creates an uncomfortable or hostile work environment.

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Employees are prohibited from sexually harassing other employees, whether or not the incidents of harassment occur in the workplace or while conducting State business, and whether or not the incidents occur during working hours. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or decisions affecting an employee or recipient of the Board's services;
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include, but is not limited to:

- Unwanted sexual advances or requests for sexual favors;
- Sexual jokes and innuendos, propositions or other sexual comments, gestures, noises, remarks, and/or jokes;
- Verbal abuse of a sexual nature;
- Leering, whistling, or touching, pinching, patting, grabbing, and/or brushing up against another person's body;
- Insulting or obscene comments or gestures;
- Display of sexually suggestive objects or pictures in the workplace or through the State of Nebraska communication systems.

Sexual harassment can also occur when the above described actions are directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.

If employees believe they have been subject to sexual harassment or any unwanted sexual attention, they should make their unease and/or disapproval directly and immediately known to the harasser whenever possible. If the situation is not immediately resolved, or if the employee is unable to address, or is uncomfortable in addressing, the alleged harasser directly, he or she should report the incident to the Director, or if appropriate, to the Board's Chairperson.

### **Bullying**

Bullying is repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others. Employees are prohibited from bullying other employees whether or not the incidents occur at the workplace or while conducting State business, and whether or not the incidents occur during working hours. As with sexual harassment, it is the effect of the behavior upon the individual that is important.

## Nebraska Real Property Appraiser Board Employee Handbook

Examples of bullying include, but are not limited to the following:

- **Verbal Bullying:** slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; shouting, raising one's voice at an individual in public and/or in private; spreading rumors or gossip.
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- **Gesture Bullying:** non-verbal threatening gestures, glances that can convey threatening messages.
- **Exclusion, ostracizing, or shunning:** socially or physically excluding or discounting a person during work-related activities, persistently ignoring or interrupting another, deliberately excluding an individual, or isolating them from work-related activities (meeting invites, etc.).
- **Mobbing:** occurs by a group of people rather than a single person and includes behaviors described in the other categories; encouraging others to treat another poorly; enforcing total group exclusion against someone by explicitly or implicitly threatening others if they don't comply.
- **Cyber Bullying:** using electronic communication to bully a person, typically by sending or posting messages of an intimidating or threatening nature. This can occur through social media, emails, text, or other digital communication method.
- **Other examples:** persistent singling out of one person; public humiliation of any form; public reprimands; taking credit for another's ideas; continual unwarranted criticism on matters unrelated, or minimally related, to the person's job performance or description; setting unreasonable deadlines; repeatedly accusing someone of errors that cannot be documented; purposefully overloading or under-loading another's workload; withholding information.

Bullying should be reported to the Director, or if appropriate, to the Board's Chairperson.

People are by nature different. Personality conflicts or not liking someone are not considered bullying. Neither is an employee being held accountable to work standards and/or behavior or performance expectations. Additionally, legitimate counseling or discipline based on documented facts of sub-par performance, leave abuse, and/or any other policy violation is not considered bullying.

### Retaliation Prohibited

Retaliation includes, but is not limited to disciplining, changing work assignments of, providing inaccurate work information to, and/or refusing to cooperate or discuss work-related matters with an employee, co-worker, or the Board. Pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct, such as that described in any item above, is prohibited and may result in discipline up to and including termination of employment.

Retaliation against any individual making a good faith complaint of violations of these or other policies is prohibited, and those engaging in retaliatory behavior will be subject to discipline up to and including termination of employment.

## Nebraska Real Property Appraiser Board Employee Handbook

### BENEFITS

State benefit option guides (for active employees, Cobra/Retirees, and Temporary employees) are available on the web at [Nebraska DAS Personnel – Wellness and Benefits](#). Employees must work half time or more to qualify for benefits. Changes may be made to benefits during open enrollment or when a qualifying event occurs. Consult the Director for more details.

Elective benefits include:

- Health Coverage with a Prescription Drug Program
- Dental
- Vision
- Flexible Spending Accounts
- Civil and Injury Leave
- Long-Term Disability Benefits
- AD &D Insurance
- Life Insurance
- Employee Discount Programs
- Military or Emergency Duty Leave

The State provides a basic life insurance benefit of \$20,000 to eligible full-time employees at no cost and to eligible part-time employees for a minimal monthly charge.

### Retirement

Membership to the Nebraska State Employees Retirement Plan is mandatory immediately upon hire for all permanent employees who work one-half or more of the regularly scheduled hours during each pay period. The contribution will be automatically deducted from the first paycheck, and all subsequent paychecks, and credited to the employee account in the Nebraska Public Employees Retirement Systems Plan.

Contributions are:

- Tax sheltered;
- 4.8% of gross wages;
- Matched at a rate of 156% of employees' contributions;
- Vested after the period specified on the plan.

### Deferred Compensation

The Deferred Compensation Plan is a voluntary investment plan in which an employee authorizes the State to defer part of their current compensation and receive the amount, plus earnings, at a later date, such as at retirement. Deferred Compensation is available to any employee and can be started and stopped at any time.

### Credit Union

State employees (except temporary) are eligible to join the Nebraska State Employee Credit Union. The Lincoln Credit Union Office is located at 330 S 16th Street, Lincoln, Nebraska and can be reached at (402) 471-2561.

### Employee Assistance Program (EAP)

The Nebraska Real Property Appraiser Board has elected the Employee Assistance Program (EAP) coverage for all full time employees. EAP is provided through Deer Oaks EAP and offers free short-term counseling and referral services to deal with family issues that may be affecting job performance or personal well-being. It is available 24 hours a day, seven days a week. All consultations and counseling are completely confidential.

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Such issues include but are not limited to:

- Alcoholism;
- Drug dependency;
- Financial matters;
- Legal assistance;
- Marital or family distress;
- Mental illness;
- Employment related matters.

Fees for services beyond and outside of the EAP contract are the responsibility of the employee. EAP can be contacted at (800) 666-8606 or (402) 354-8000.

### **Employee Engagement**

The State of Nebraska offers employees many engagement opportunities, including employee recognition, charitable initiatives, and discount programs. More information can be found at [Nebraska DAS Personnel – Teammate Engagement](#).

### **Employee Parking**

The State of Nebraska offers employees the opportunity to park in State owned parking facilities for a fee deducted from the employees pay for each month. Parking facilities requests and assignments are made in accordance with the [State of Nebraska Parking Manual](#). If an employee request is approved, the Director will be notified by [Nebraska DAS Buildings](#) to initiate the deduction for the parking fee from the employee's pay.

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### **WORKPLACE, OFFICE HOURS, AND WORK SCHEDULES**

Agencies and departments of the State of Nebraska have a statutory responsibility ([Neb. Rev. Stat. § 81-113](#)) to be open for the transaction of business from 8:00 am to 5:00 pm, Monday through Friday, except for holidays. At least one employee shall be in the office during this time, unless employees are required to attend a Board function, or an extenuating circumstance as declared by the Director or the Board's Chairperson in the Director's absence, prevents or limits the employees' ability to reach, enter, or remain in the office. If only one employee is present in the office, the office may be closed for short durations as needed for breaks, lunch, and to conduct agency business. The Director must be notified by email of such closure.

The Nebraska Real Property Appraiser Board honors the State of Nebraska Emergency Weather Policy. In the case of an extenuating circumstance, such as inclement weather, employee safety and welfare is always the primary concern. If a situation prevents all employees from reaching the office, all employees shall remain in contact with the Director during business hours to ensure that an employee reaches the office in a safe and timely manner if reasonable. Employees will determine for themselves their ability to drive to work safely, the condition of their vehicle, and the immediate road conditions. If an employee is unable to reach the office, the employee may choose to flex time, work remotely, request vacation leave, or choose leave without pay.

#### **Workplace**

Unless a telecommuting<sup>(1)</sup> arrangement is in place between the agency and an employee, the primary place of business for all employees is the Board's office. All full time employees may also work remotely. Utilizing this option shall guarantee the Nebraska Real Property Appraiser Board's ability to provide services and meet all workload demands, and any employee utilizing this option shall be reasonably available by email, WebEx (instant messaging and video conferencing), or phone while remote working.

A classified employee may work remotely without permission outside of regular business hours (utilizing flex-scheduling or in lieu of paid leave). If a classified employee wishes to work remotely during regular business hours, he or she must send an email to the Director making a request to work remotely. The email shall include the date(s) and time period for which the request is being made. The Director will discuss the date and time period with any other employees affected by the request as needed to ensure adequate staffing in the office. The Director will respond to the email request with an approval or denial. In the case of an extenuating circumstance or inclement weather, a classified employee may work outside of the office during regular business hours with an email notice to the Director only. The Director reserves the right to revoke an employee's privilege to work remotely, temporarily or permanently, if this privilege is abused.

<sup>(1)</sup> Telecommuting is a work arrangement between an employer and employee that allows an employee to permanently work from home or a satellite location for all, or part, of the employee's regularly scheduled work week (e.g. regular scheduled work week includes working in office on Monday, Wednesday, and Friday, and working from home on Tuesday and Thursday on a permanent basis).

## **Nebraska Real Property Appraiser Board Employee Handbook**

### **Visitors**

Individuals not involved in business activity of the agency are not allowed in the office work areas. Exceptions would be family members or friends, as long as the visitation does not negatively affect work. Any visitation that interferes with the Board culture, policies, the harmonious work environment, or the productivity of employees, will not be tolerated. The Board's Director has the responsibility and authority to determine what activity/behavior negatively impacts work. Upon first occurrence, an employee's visitor shall be asked to leave. Second and subsequent occurrences may be cause of disciplinary action that may result in termination.

### **Workplace Security**

Security is everyone's responsibility. The following are a few reminders that will help preserve a safe and secure environment.

- Keep valuables secured in a locked desk or cabinet;
- Always carry keys and ID access card;
- Report suspicious persons, packages, mail, or activity to the Director, or the Board's Chairperson in the Director's absence.

Building entry requires ID access cards (during non-business hours for main entries, and all hours for non-main entries), and office entry requires a key (during non-business hours). The Director will coordinate issuance of an appropriate ID access card and office key for each employee. An employee's ID access card and key are for his/her personal use only. Sharing either with other employees or non-employees represents an unauthorized security breach that may subject the employee to disciplinary action up to and including termination.

In the event your ID access card or office key is lost or stolen, an employee is to immediately notify the Director, or the Board's Chairperson in the Director's absence. The employee will be issued a new ID access card or office key, possibly at the employee's expense.

### **Work Schedules**

The Director shall render not less than forty hours each week except any week in which a paid holiday may occur per [Neb. Rev. Stat. § 84-1001 \(1\)](#). Hours rendered includes those worked and any applied leave.

The standard pay period for all classified positions is 80 hours included in two consecutive 40 hour work weeks (8:00 a.m. to 5:00 p.m., Mon-Fri; or specific arrangement between agency and employee). Hours may be flexed by classified employees anytime during each forty-hour week included in the pay period. If a classified employee wishes to utilize flex time, he or she may do so by sending an email to the Director making a request to utilize flex time. The email shall include the date(s) and time period for which the request is being made. The Director will discuss the date and time period in with any other employees affected by the flexed time as needed to ensure adequate staffing in the office. The Director will respond to the email request with an approval or denial. If for any reason the 40 hours cannot be met during the week, approved leave shall be applied to the difference. In the case that leave is not approved, the hours will be unpaid.

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Such flex time shall guarantee the Nebraska Real Property Appraiser Board's ability to provide services and meet all workload demands. The Director at his or her discretion may require the employee to choose a different time to flex his or her hours. In addition, the Director reserves the right to revoke an employee's flex time privileges, temporarily or permanently, if the use of flex time is abused.

The standard pay period includes two consecutive work weeks for all temporary positions. Hours are determined by availability on an individual basis. Hours may be flexed by temporary employees anytime during each work week included in the pay period. If a temporary employee wishes to utilize flex time, he or she may do so by sending an email to the Director to make a request to flex hours. The Director will respond with an approval or denial. If for any reason the scheduled hours cannot be met during the week, the hours will be unpaid.

### **Overtime**

In accordance with the NAPE/AFSCME Contract, all contract employees and temporary employees in contract specified positions are eligible for overtime as authorized. Overtime must be approved by the Director in advance. The employee shall receive compensation at one and one-half times their hourly rate in the form of either pay or compensatory time off for hours worked in excess of 40 hours in any work week. Sick or vacation leave are not considered as work time in a 40 hour week.

### **Rest Breaks**

All classified and temporary employees shall be granted rest periods during each work day in accordance with the following:

- The NAPE/AFSCME Contract for contract employees and temporary employees in contract specified positions.
- The Nebraska Administrative Code, Title 273, for rules employees and temporary employees in rule specified positions.

### **Meal Periods**

In accordance with the NAPE/AFSCME Contract, all classified and temporary employees shall be granted an unpaid meal period of one hour. Employees may adjust the schedule according to the flex time policies allowing work through a meal period. An email shall be sent to the Director to notify him or her of the intent to forgo an unpaid meal period.

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### **LEAVE**

#### **Approval Of**

With the exception of illness, an extenuating circumstance, or inclement weather, leave requests shall be pre-approved by the Director. When a classified or temporary employee wishes to make a request, an email shall be sent to the Director stating the type of time the employee wishes to use, along with how many hours the employee wishes to use. The Director will discuss the date and time period in with any other employees affected as needed to ensure adequate staffing in the office. The Director will respond to the email request with an approval or denial. The following also applies to classified or temporary employee leave requests:

- All requested vacation leave contiguous to a state holiday should be made no less than 10 days from the holiday. The Director will respond with approval or denial within 5 days of the holiday. If no leave requests are received at 10 days from the holiday, the first request received will be considered by the Director. Any request received within 10 days from the holiday will be reviewed by the Director on a case-by-case basis. Approval will be based on the Board's ability to provide services and meet all workload demands. If the Director determines that it is not in the best interest of the Board to approve the vacation leave request, an explanation will be provided to the employee in writing.
- Requests for vacation leave during the official board meeting preparation period as determined by the Director, the day of the board meeting each month, or anytime during the months of September through December will be reviewed by the Director on a case-by-case basis. Approval will be based on the Board's ability to provide services and meet all workload demands. If the Director determines that it is not in the best interest of the Board to approve the time off request, an explanation will be provided to the employee in writing.
- All requested time off due to illness, bereavement, extenuating circumstances, or inclement weather, must be made as soon as possible. Any time off requests made on short notice may require substantiation of the request upon return to work prior to approval for time off being granted (e.g. Note from doctor may be requested after employee calls in for time off due to illness).

If at any time after approval, but before the end of the pay period, a classified or temporary employee may flex time approved as time off. Any communication documenting an employee's leave shall be included with the timecard and payroll documents for that pay period.

The Director shall notify the Board's Chairperson by email of his or her intent to utilize leave, which shall be included with the timecard and payroll documents for that pay period.

#### **Vacation Leave**

All permanent employees earn paid vacation leave time. Earning of leave begins immediately upon employment and may be applied as soon as it is earned, subject to the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract for classified employees. The Director may deny a vacation leave request under circumstances deemed appropriate by the Director (e.g. Board meeting preparation period, the day of a board meeting, renewal season, or inadequate staffing in the office on the day of request).

Vacation leave may be used in place of sick leave.

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At the discretion of the Director, vacation leave may be advanced to classified employees in an amount not to exceed a total of 80 hours. Employees shall reimburse the State for all used unearned vacation leave upon separation or transfer in accordance with the NAPE/ AFSCME Contract, and/or Nebraska Administrative Code, Title 273.

Current law provides that permanent employees shall only be entitled to have accumulated as of 11:59 p.m. on December 31<sup>st</sup> of each year, the number of hours of vacation leave which the employee earned during that calendar year. Hours of vacation leave accumulated in excess of that number shall be forfeited. Contract employees are allowed 280 hours of vacation leave to be carried forward. A reasonable effort will be made to allow the use of leave, subject to forfeiture. Any reasonable request for leave, if denied and then forfeited must be paid out to the requesting employee, within 30 days of forfeiture.

Reasonable vacation accumulated/forfeit use considerations include:

- The amount of leave requested,
- The number of days remaining prior to forfeiture during which the employee may take vacation leave and the amount of vacation the employee has accrued and would forfeit if not granted,
- Time between the date of request and the requested leave start date,
- Public safety concerns and other relevant factors (including operational needs).

Acceptable reasons to deny vacation accumulated/forfeit requests include:

- The request was made without appropriate notification.
- The request was made without accrual coverage.
- Granting the request would create a staffing or operational shortfall, or create a public safety risk.

If the employee's vacation accumulated/forfeit request is not granted, the reason for the denial should be documented and a response will be provided to the employee in writing.

### **Sick Leave**

All permanent employees earn paid sick leave time. Earning of leave begins immediately upon employment and may be applied as soon as it is earned, subject to the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract for classified employees.

Sick leave may be utilized for illness, disability, injury, or surgery of employee or an immediate family member. Pregnancy, post-natal recovery and miscarriage shall be considered temporary disabilities. Immediate family shall be considered as a spouse, children, parents, and those in the same relationship to your spouse. At the Director's discretion, definition of immediate family may be broadened. Any employee that is ill, or feels that he or she is coming down with an illness, is advised to not report to work until symptoms have dissipated.

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Substantiating evidence may be required for sick leave approval, and shall be required if sick leave is 10 continuous workdays or longer. A statement from a doctor with minimum information necessary as directed by the Health Insurance Portability and Accountability Act (HIPAA) to protect personal information would be acceptable. When out on sick leave for more than one day, Director must be informed of status, and in the case of the Director, the Board's chairperson must be informed of status. Sick leave may be denied when the Director has evidence of sick leave abuse.

Sick leave cannot be used as vacation leave.

At the discretion of the Director, sick leave may be advanced to classified employees in an amount not to exceed a total of 80 hours. Employees shall reimburse the State for all used unearned sick leave upon separation or transfer in accordance with the NAPE/ AFSCME Contract, and/or Nebraska Administrative Code, Title 273.

### **Compensatory "Comp" Time**

In lieu of overtime, and with the Director's approval, classified employees may accrue compensatory ("comp") time off, which may be applied as soon as it is earned, subject to the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract. The Director may deny a compensatory time off request under circumstances deemed appropriate by the Director (e.g. Board meeting preparation period, the day of a board meeting, renewal season, or inadequate staffing in the office on the day of request). The agency reserves the right to pay comp time balances out at any time. Use of compensatory time hours does not count toward the calculation of hours worked for overtime purposes. Employees are responsible for obtaining the Director's approval prior to accruing compensatory time hours.

### **Bereavement Leave**

Up to 5 days of bereavement leave may be granted to an employee for a death in the immediate family. Immediate family shall mean spouse, father, mother, grandfather, grandmother, sister, brother, child, grandchild, spouse of any of these, or someone who bears a similar relationship to the spouse of an employee. Step-persons bearing these relationships are included. At the Director's discretion, the definition of immediate family may be expanded to include other individuals with a similar personal relationship to the employee as that of an immediate family member.

### **Military Leave**

Military leave shall be granted in accordance with applicable federal and state laws, and is limited to 120 hours a year, with no accumulation of unused leave carried over to the following calendar year. Such military leave may be taken in hourly increments. Employees who are members of the National Guard or Reserve shall provide their Unit Training Assembly (drill) schedule, or military orders where applicable, as soon as it is available from the Military Unit.

### **Civil Leave**

All employees, including temporaries, shall be eligible for paid civil leave for Jury Duty, Election Board Duty, Voting Time, Court Appearances, Disaster relief Leave. Provisions outlined in the NAPE/ AFSCME Contract, and/or Nebraska Administrative Code, Title 273 apply to classified employees.

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### **Leave of Absence**

An unpaid leave of absence may be granted, not to exceed one year (except for military service and some worker's compensation cases), when such absences will not interfere with the best interest of the Nebraska Real Property Appraiser Board. Under unusual circumstances, this time may be extended by the Director, or in the Director's case, the Board's Chairperson. Written requests for leaves of absence will be considered for such things as temporary disabilities, educational purposes, or other uses. Medical leaves of absence shall not exceed six weeks unless approved by a physician. The leave of absence when granted shall be in writing and detail the employment conditions that will be in effect at the end of the absence. Vacation leave shall not be required to be exhausted prior to such requests.

### **Family Medical Leave (FML)**

Family Medical Leave is unpaid time off from work. An employee must have at least twelve total months of service and at least 1250 hours of service in the previous twelve-month period to be eligible for Family Medical Leave. Temporary employment with the State of Nebraska counts toward an employee's eligibility. An employee can use paid vacation leave, accumulated compensatory time, or sick leave, if the requested sick leave meets conditions outlined in this handbook for use, as part of their 12 weeks of Family Medical Leave if the employee should so choose.

Unpaid Family Medical Leave may be used for the following reasons:

- Because of the birth of a child of the employee.
- Because of the adoption or placement of a foster care child with the employee.
- In order to care for the serious health condition of the employee's spouse, child, or parent.
- Because of the serious health condition of the employee.
- Because of any qualifying exigency (as defined by the Secretary of Labor) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- Because the employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. (This leave shall only be available during a single 12-month period.)

An employee requesting to use Family Medical Leave due to a serious health condition must provide certification from a health care provider that must include:

- (1) The date on which the serious health condition commenced;
- (2) The probable duration of the condition;
- (3) Any appropriate medical facts;
- (4) A statement containing specific information why the employee is needed to care for the child, spouse or parent, **OR**, a statement containing specific information why the employee is unable to perform the functions of the job;
- (5) If the leave is to be intermittent, a statement containing specific information concerning planned medical treatments, the expected dates, and duration of treatment.

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The agency may require a second opinion (the agency's choice of health care provider) and must pay for the cost of the second opinion. If the second opinion differs from the first, a third opinion may be sought (from a mutually agreed upon health care provider, again, at the agency's expense). The results of the third opinion are final.

### **Maternity Leave Donation Program (MLD)**

When an expectant mother needs to be away from work due to a birth of a child, she may request MLD in writing. The request must include substantiating evidence as described in the Family Medical Leave Act. MLD shall be available only to employees who have exhausted their own earned sick leave, in conjunction with an approved Family Medical Leave (FML) under the Family Medical Leave Act and only with approval of the Director, or in the case of the Director, the Board's Chairperson.

Employees shall meet the following criteria before request(s) for donations can be made:

- Be the expectant mother of a newborn baby.
- FML request has been approved by the agency.
- Have exhausted all earned sick leave.
- Have not offered anything of value in exchange for the donation.

Employees may contribute accrued vacation leave or earned compensatory time to benefit another employee within the agency who requests MLD. Vacation leave and earned compensatory time shall be donated in no less than 4-hour increments. The contributing employee must identify the specific amount of time donated and the name of the recipient of the donated time on the appropriate forms for that purpose. Vacation leave and compensatory time donated and transferred to another employee pursuant to this provision shall be irrevocably credited to the recipient's MLD account.

### **Catastrophic Illness Leave**

An employee experiencing a catastrophic event may be eligible for catastrophic leave donations from the other employees. A catastrophic event is defined as a serious illness or injury resulting in a prolonged absence of at least thirty workdays during the past six months. Refer to NAPE/AFSCME Contract, or the Nebraska Administrative Code, Title 273 for information on eligibility conditions and donating to other employees.

### **Injury Leave and Worker' Compensation**

All employees (including temporary) who are disabled as a result of a job-related injury or disease, that is deemed compensable by Worker's Compensation, may be granted injury leave not to exceed five of the employee's normal working shifts for any particular injury. A working shift is counted even if an employee is absent for any portion of their assigned shift. Disabled shall mean the employee is unable to perform the tasks usually encountered in one's employment due either to an injury/disease or to treatment for an injury/disease. Any job-related injury or disease shall be reported to the Director, or in the case of the Director, the Board's Chairperson, as soon as possible and the agency shall have the responsibility to supply all the necessary information to the DAS Risk Management Division. No employee shall receive payments (worker's compensation plus regular pay) in excess of his or her regular gross wage. In addition, employees being paid workers' compensation for job-related injuries or disease may use accrued sick, vacation or compensatory leave time to supplement the payment up to, but not to exceed, their regular gross pay.

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### **Holidays**

The State of Nebraska annually recognizes eight hours of Holiday Leave with pay for 12 holidays each year. Temporary employees are not eligible for holiday leave with pay.

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Arbor Day	Last Friday in April
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Day	December 25

When a holiday falls on the first day of an employee's weekend, it shall be observed on the preceding day. When a holiday falls on the second day of an employee's weekend, it shall be observed on the following day.

## **PAY PERIOD AND REPORTING**

### **Pay Cycle**

Pay will be on a biweekly pay cycle. Biweekly pay dates are every other Wednesday. Two pay cycles during the year will have no deductions except federal and state withholding taxes, social security, credit union, and retirement deductions. The Director shall be notified of any changes to address, marital status, number of dependents or exemptions, or any qualified events that may affect an employee's payroll or benefits. An electronic direct deposit to one or more financial account(s), or to a payroll card, will be used for wage and reimbursement payments as the employee has designated. A payroll card operates like a debit card and no credit check or bank account is required.

### **Timecard Maintenance**

Each full time employee shall maintain his or her time worked on the Director approved time sheet. Before 9 pm on Tuesday following the end of the 80-hour pay period, each classified employee shall submit his or her time sheet to the Director, along with any documentation supporting leave requests and approvals. The Director shall submit his or her time sheet to the Board's Chairperson, along with any documentation supporting leave notices. The Director may request additional support and/or clarification if needed prior to approval. All temporary employees shall maintain and submit timecards according to the Administrative Services SOS Program policies in place.

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### **PERFORMANCE**

Each employee of the Nebraska Real Property Appraiser Board is expected to perform his or her duties at a level acceptable to the Director and the Board. Performance evaluations are an important tool to measure and discuss job performance. Evaluations can also be used to assist employees with developing new skills and competencies. The Director is responsible for accurately assessing and completing a performance evaluation for each classified employee. Classified employees should also receive feedback about their performance on a regular basis and issues should be addressed in a timely manner.

Performance evaluations for contract employees are conducted in accordance with the provisions of the NAPE/AFSCME Contract through the centralized Performance Management System approved by State Personnel. Employees will be notified to begin their evaluation process via a system-generated email. Off-Cycle evaluations can be initiated by the Director when deemed necessary.

If an employee refuses to provide an electronic signature, the Director should document the employee's refusal to sign in the system during the process of providing the manager's electronic signature, which should occur prior to final submission of the review. Employee should be reminded that a signature does not represent agreement with the contents, but merely acknowledges receipt of the review.

Performance issues shall be addressed in accordance with the provisions of the Nebraska Administrative Code, Title 273, or NAPE/AFSCME Contract for classified employees.

The Director's performance will be evaluated by the Board prior to the beginning of each fiscal year.

### **TRAINING**

The Nebraska Real Property Appraiser Board offers training to employees in order to support the achievement of business objectives, build employee knowledge, skills, and abilities, and to contribute to improved employee performance and enhance career development and personal growth.

The Director coordinates training and is responsible for identifying training needs and maintaining training records for the agency. Training may be:

- Required: mandated by federal, state, or agency policy, as well as by the Director or the Board;
- Recommended/Agency Sponsored: at the request or assignment of the Director or the Board, most likely job-related courses;
- Optional: courses that provide employee personal development and growth.

Training includes programs that lead to:

- Improved work performance;
- Ability to assure increasing responsibilities within the agency;
- Meet the goals of the agency or the Board;
- Personal growth and development.

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Any request for training or education made by an employee shall be submitted to the Director in writing. All training or education that includes overnight travel, or exceeds \$250.00 in tuition, shall be approved by the Board. If approved, the training or education shall be at the Board's expense unless specified otherwise. Any tuition for training or education attended at the employee's request, and at the Board's expense, may be reimbursed to the Board if employee voluntarily leaves his or her position within one year of attending the training activity, or does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both the Board and the employee and documented in the employee's file.

The Board or the Board's Director may request that an employee attend training or education applicable to his or her responsibilities. All training or education that includes overnight travel, or exceeds \$250.00 in tuition, shall be approved by the Board. Any tuition for training or education attended at the request of the Board or the Director shall be at the Board's expense unless specified otherwise. Such tuition may be reimbursed to the Board if employee does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both the Board and the employee and documented in the employee's file.

Information on training and development opportunities provided by the State of Nebraska can be found at [Nebraska DAS Personnel – Training and Development](#).

### **EMPLOYEE RECOGNITION**

An employee may be recognized no more than once annually for his or her excellence through service (not "Years of Service"), contributions, and/or achievements with an award not to exceed \$500.00 in value. An employee may be nominated by any other employee or board member. A nomination must be made in writing, include the reason for the nomination, and a recommended award. The Director or the Board's Chairperson shall be responsible for evaluation and approval of the nomination and requested award. A recipient of an award will be recognized publicly by the Board at its next regularly scheduled meeting. An award is not the same as an employee bonus.

### **EXPENSE REIMBURSEMENT**

Reimbursement will be made for authorized travel, meals, and other approved expenses in accordance with the NRPAB State of Nebraska Expense Reimbursement Policies. All expense requests must be pre-approved by the Director or the Board. Requests for reimbursement must be made within 60 calendar days from the date the employee incurred the expense.

### **DRESS CODE**

During business hours employees are expected to present a neat and clean appearance. Clothing should reflect job and working conditions. The Director has the responsibility and authority to determine what attire reflects the requirements of the job and working conditions. Upon first occurrence, an inappropriately dressed employee may be sent home and directed to return to work in proper attire. Second and subsequent occurrences may be cause of disciplinary action that may result in termination. Time spent out of the office resulting from a dress code issue would not be considered work time and would require use of vacation, comp time, or leave without pay.

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### **Clothing Allowance**

Upon hire, any full-time employee of the Nebraska Real Property Appraiser Board shall be granted an allowance of \$100.00 for use on NRPAB promotional clothing during the fiscal year the new employee begins work. At the beginning of each fiscal year after an employee has been granted his or her initial allowance, each employee is granted an allowance of \$75.00 for use on NRPAB promotional clothing. This allowance does not carry over from one fiscal year to another.

### **BREASTFEEDING**

The Board's Director shall make accommodations for employees who breastfeed, or need to express breast milk during work hours. Each building managed by the State Building Division is equipped with a room exclusively dedicated to nursing mothers for expressing breast milk.

### **WORKPLACE EVACUATION POLICY**

#### **Earthquake**

1. Stay calm and await instructions from the Emergency Coordinator or other designated official (Director or Business and Licensing Specialist if Director is not present).
2. Keep away from overhead fixtures, windows, filing cabinets and electrical power.
3. Assist employees with needs in finding a safe place.
4. Evacuate as instructed by the Emergency Coordinator or designated official.
5. All employees meet in the parking lot of the 1526 Building for further direction (Next to the South State Parking Garage). The Emergency Coordinator will make sure everyone is accounted for, and is responsible for communication with the State of Nebraska.
6. Immediately contact Director if not present, and Board's Chairperson, as soon as possible.

#### **Fire, Gas Leak or other Reason for Building Evacuation**

1. In the case of a fire, employees should immediately evacuate the building. In any other case, evacuation should take place upon order by the Emergency Coordinator (Director or Business and Licensing Specialist if Director is not present).
2. Assist employees with needs in finding a safe place.
3. All employees meet in the parking lot of the 1526 Building for further direction (Next to the South State Parking Garage). The Emergency Coordinator will make sure everyone is accounted for, and is responsible for communication with the State of Nebraska.
4. Immediately contact Director if not present, and Board's Chairperson, as soon as possible.

#### **Tornado**

1. When a warning is issued by sirens or other means, employees should take the stairs to the basement; employees unable to take the steps should take the elevator. Stairwells are NOT recommended as a safe location since they can become wind tunnels. Stay away from outside walls and windows and use arms to protect head and neck. Employees should remain sheltered until the tornado threat is announced to be over.
2. All employees meet in the basement hallway next to the Copy Services window.. The Emergency Coordinator will make sure everyone is accounted for, and is responsible for communication with the State of Nebraska.
3. Immediately contact Director if not present, and Board's Chairperson, as soon as possible.

## **EMPLOYEE INFORMATION SYSTEMS AND DATA SECURITY POLICIES**

### **Understanding Risks and Threats**

One of the biggest concerns today is security threats or intruders. In order to safeguard against any attack, it is necessary to understand how and what the intruder is after. Awareness of the potential dangers facing the Board's Information Systems is critical. Failure to follow the Employee Information Systems and Data Security Policies may lead to disciplinary action up to and including termination of employment.

### **Types of Threats:**

- *Hacker*- A hacker is an individual whose primary aim is to penetrate the security defenses of computer systems. A truly skilled hacker can penetrate a system right to the core and withdraw again without leaving a trace of the activity. Hackers are a threat to all computer systems that allow access from outside.
- *Virus* - Malicious software like a virus is a software program that replicates itself and spreads onto various data storage media (disks, flash drives, portable hard drives, etc.) and/or across a network. The symptoms of virus infection include considerably slower response time, inexplicable loss of files, changed modification dates for files, increased file sizes, and total failure of a computer system.
- *Social Engineering* - Social engineering is the process of convincing people to divulge information that they should not. Often built on false pretenses and misidentification, social engineering is extremely effective. This is accomplished by name-dropping, gaining one's confidence, and intimidation. Social engineering involves the manipulation of people rather than technology to successfully breach their organization's security.

### **General Information**

The Nebraska Real Property Appraiser Board adheres to the [Nebraska Information Technology Commission \(NITC\) Security Standards as its Information Systems and Data Security processes and procedures](#). The majority of security functions are administered by the Office of the Chief Information Officer (OCIO). The OCIO is responsible for administration of the State Communications System including any voice, video, data or wireless communications facility contracted for, or provided by, the State of Nebraska, including state-provided equipment and network connections to State computers. All use of the system is subject to applicable state and federal laws, such as the public records statutes of the State of Nebraska. No reasonable expectations of privacy exist regarding personal business conducted on the system.

By September 15 of each even-numbered year, an information technology report is provided to OCIO that includes an accounting of all technology assets, including planned acquisitions and upgrades. ([Neb. Rev. Stat. § 86-524.01](#)).

Definitions that apply to the Nebraska Information Technology Commission Standards and Guidelines can be found at: <https://nitc.nebraska.gov/standards/1-101.pdf>

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### **Social Media Use Policy**

Employees using social media for State business, both on and off the Nebraska.gov domain, must adhere to the NITC guidelines located at <https://nitc.nebraska.gov/standards/4-101.pdf>.

### **Active Directory Use Policy**

Microsoft Active Directory has an attribute ("thumbnailPhoto") to store a thumbnail photograph of each user. Other applications, including Microsoft Outlook and the Exchange Global Address List, will display these photographs automatically in the context of providing information about the user. Employees utilizing this attribute must adhere to the Active Directory Use Policy located at <https://nitc.nebraska.gov/standards/5-401.pdf>.

### **State Communications System Acceptable Use Policy**

This policy applies to use of the State communications systems. The standards for acceptable use of the system can be located at <https://nitc.nebraska.gov/standards/7-101.pdf>. All use of the system is subject to applicable state and federal laws. Users should not have any expectation of privacy regarding personal business conducted on the system unless otherwise protected by state or federal law.

### **Information Security Policy**

The Information Security Policy is to provide a uniform set of reasonable and appropriate security safeguards for protection of the confidentiality, integrity, and availability of State of Nebraska information collected, stored, and used to serve the citizens of the State. This Information Security Policy contains the safeguards, responsibilities and acceptable behaviors required to establish and maintain a secure environment. All agency employees must adhere to the following:

- Acceptable Use provisions located at <https://nitc.nebraska.gov/standards/8-201.pdf>;
- Email provisions located at <https://nitc.nebraska.gov/standards/8-204.pdf>;
- Portable IT Device provisions located at <https://nitc.nebraska.gov/standards/8-205.pdf>;
- Remote Access provisions located at <https://nitc.nebraska.gov/standards/8-301.pdf>;
- Passwords provisions located at <https://nitc.nebraska.gov/standards/8-302.pdf>;
- Identification and Authorization provisions located at <https://nitc.nebraska.gov/standards/8-303.pdf>;
- Network Transmission Security provisions located at <https://nitc.nebraska.gov/standards/8-402.pdf>;
- Approved Hardware and Software provisions located at <https://nitc.nebraska.gov/standards/8-501.pdf>;
- Minimum User Account Configuration provisions located at <https://nitc.nebraska.gov/standards/8-502.pdf>;
- Minimum Workstation Configuration provisions located at <https://nitc.nebraska.gov/standards/8-504.pdf>;
- Minimum Laptop Configuration provisions located at <https://nitc.nebraska.gov/standards/8-505.pdf>;
- Minimum Mobile Device Configuration provisions located at <https://nitc.nebraska.gov/standards/8-506.pdf>; and
- Use of Cloud Storage Websites provisions located at <https://nitc.nebraska.gov/standards/8-606.pdf>.

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Data is a critical asset of the State of Nebraska. All employees have a responsibility to protect the confidentiality, integrity, availability of data generated, accessed, modified, transmitted, stored or used by the State, irrespective of the medium on which the data resides and regardless of format.

### **Other Information System and Data Information**

- Access is given to each employee for the systems and information needed to do his or her job. Access control is the set up and maintenance of system access data that determines who the employee is, what can be accessed, and what restrictions apply. This is managed by OCIO, and when applicable, the Board's Director.
- Access to any of the State systems requires usernames and passwords. All employees are assigned a unique ID (username) for each specific system, and password is established to allow access to each specific system. Passwords are strictly confidential, and must be maintained in accordance with the policies for each State system. When employment ends, OCIO is notified immediately and access to the State information system will be revoked.
- Software should not be installed on an agency PC, network servers, or other machines without first obtaining the proper approval from the Director. OCIO conducts the majority of software installations for the agency.
- Workstations may be monitored and accessed by the Director if a breach in security, violation of agency policy, or other unauthorized actions, have allegedly been taken.
- Remote access can be through a dial-up, WAN, or Wi-Fi connection. Before authorization to access the network for agency files, permission must be granted by the Director.
- An employee shall not connect any devices to the State network, or any other equipment with a modem or communication system, without prior approval from the Director or OCIO.
- When engaged in discussion groups, chat rooms, email communication, and other internet offerings, employee may only indicate his or her affiliation with the Nebraska Real Property Appraiser Board in a way that does not potentially embarrass or harm the Board or the State of Nebraska. In addition, misrepresenting, obscuring, suppressing, or replacing your identity on State communication systems is prohibited.
- An employee's name, email address, agency affiliation, and related information included with messages or postings must reflect the actual originator of the messages or postings.
- An employee may not create his or her own, or forward externally provided email messages, that may be considered to be harassment, contribute to a hostile work environment, use profanity, or contain derogatory comments about sex, race, religion, or sexual preference.
- An employee must adhere to the CIO procedures for reporting and/or discarding unwanted and unsolicited e-mail (also known as SPAM) or emails with concerning attachments.
- Another employee's Email account cannot be used to send or receive messages without permission from the Director.
- An employee may not upload software licensed to a third party to any computer via the internet unless authorization from the Director or OCIO has first been obtained.
- To ensure that Information Systems run smoothly, temporary internet files and cookies should be deleted by employee on a regular basis.

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### **Telephone and Fax**

Communication outside the state telephone system for business reasons is often necessary, but it can create security exposures. Employees should take care that they are not overheard when discussing sensitive or confidential matters.

When an employee is out of the office for an extended amount of time, the employee's voicemail message should be changed to reflect the length of time he or she will be away.

### **MOTOR VEHICLES POLICY**

State business is defined as performing job functions on behalf of the organization. Examples include, but are not limited to, driving to other locations for work purposes; driving to meet with vendors or other entities the organization does business with, driving to other agencies to represent the organization; driving to deliver, transport, or pick up goods or to provide services on behalf of the organization; and traveling to meetings, training events, workshops, or seminars. Driving in order to conduct State business must be approved by the Director. Commuting is not considered State business.

While driving on State business, employees are expected to follow these safety and motor vehicle use rules:

- Notify the Director if taking medication, or if subject to a medical condition that would interfere with the safe operation of a motor vehicle;
- When utilizing personal vehicle or Transportation Services Bureau fleet vehicle follow all policies, procedures, and rules contained within the Transportation Services Bureau Policies and Procedures at <https://das.nebraska.gov/tsb/policies.html>;
- Wear a seatbelt and ensure all passengers wear seatbelts while the vehicle is in motion;
- Do not operate a vehicle under the influence of drugs or alcohol;
- Do not use radar detectors and/or wear headsets while operating a vehicle;
- Refrain from texting and use of a hand held cellular phone unless coupled to a hands-free device while driving;
- Conform with all traffic laws and be cognizant of weather conditions and drive accordingly;
- Ensure any personal vehicle used in the course of State business is in safe mechanical condition;
- Refrain from running personal errands while operating a State owned vehicle;
- Display the highest level of professional conduct while driving on State business;
- Refrain from smoking or using tobacco products in State owned vehicles;
- Maintain a valid operator's license;
- Maintain necessary vehicle insurance on personal vehicle, if a personal vehicle is used.

Employees are required to immediately report any accident that occurs while driving on State business to the Director, or the Board's Chairperson if the Director cannot be reached, and are expected to report any citations or moving violations received while driving on State business no later than the first working day following the citation. Transportation Services Bureau shall be notified if an employee contests a ticketed citation/violation.

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The following motor vehicle actions/violations/citations are considered serious and may also prohibit an employee from driving on State business and/or may result in disciplinary action up to and including termination:

- Motor vehicle homicide;
- Reckless driving and/or careless driving and/or willful reckless driving;
- Driving under the influence of alcohol or any drug;
- Revocation or suspension of driver's license and/or driving on a suspended or revoked license;
- Hit and run and/or failure to stop and render aid and/or report an accident;
- Recent and frequent loss of points or moving violations/citations.

The Nebraska Real Property Appraiser Board reserves the right to verify that employee possesses an acceptable driving record, which may include obtaining copies of documents, such as proof of minimum liability insurance required by Nebraska State Statute, and an employee's driving record from the Nebraska Department of Motor Vehicles. All driving records and associated documentation are considered private and shall be kept in the employee's confidential personnel file.

Employees failing to meet the responsibilities described within this policy may be subject to discipline up to and including termination of employment.

### **DISCIPLINE POLICY**

The Nebraska Real Property Appraiser Board makes every effort to help each employee become and remain an efficient, productive, and satisfied worker. Disciplinary actions are those actions taken by the Director or the Board in response to an employee's failure to meet the standards, objectives, or rules of the agency. The objective of the discipline process is to correct or eliminate inappropriate behavior or conduct.

- Employees covered by the NAPE/AFSCME Labor Contract may be disciplined for violations outlined in the NAPE/AFSCME and State of Nebraska Labor Contract;
- Employees covered by the Classified System Personnel Rules and Regulations may be disciplined for violations outlined in the Classified System Personnel Rules and Regulations;
- All employees may be disciplined for violating agency rules and policies, including those contained in this handbook, Board policies, applicable federal or state laws, and rules and regulations.

Classified employees have the right to file a grievance. All grievance processes and procedures shall be carried out in accordance with the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract for classified employees.

Filing a grievance does not delay the effective date of any Director or Board action. Filing a grievance will not jeopardize the grievant's position, opportunities for advancement, or salary increases. No classified employee shall be coerced by any employee(s) into not proceeding with a grievance or not appearing as a witness at a hearing.

## **SEPARATION OF EMPLOYMENT**

Separation of employment within an organization can occur for several different reasons, listed below:

- **Resignation:** Resigning employees are expected to provide two weeks' notice (10 workdays), preferably in writing, to facilitate a smooth transition out of the agency. Employees providing less notice than this will not be considered to have resigned in good standing, and may not be eligible for rehire, unless a shorter notice has been agreed to by the Director.
- **Retirement:** Employees who wish to retire are encouraged to notify the Director, or if appropriate, the Board's Chairperson, in writing at least one (1) month before the planned retirement date.
- **Job Abandonment:** Employees who fail to report to work or contact the Director for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The Director may initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.
- **Involuntary Termination:** Classified employees who have been terminated through the discipline process, or on original probation, may be involuntarily terminated from their employment with the Nebraska Real Property Appraiser Board in accordance NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations, whichever is applicable.
- **Reduction in Force (RIF)/Layoff:** The agency may determine that due to position elimination, reorganization, attrition, or other factors, a reduction in force may be necessary. All reduction in force processes and procedures shall be carried out in accordance with the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract, whichever is applicable, for classified employees.

### **Off-Boarding Process**

When an employee separates from the Nebraska Real Property Appraiser Board, the Director, or in the case of the Director's departure, the Business and Licensing Specialist, will begin the off-boarding process. This process is used to ensure that all employees leave the Board in the most respectful, efficient, and consistent manner. This process includes paperwork, and may include an exit interview. The exit interview shall occur via paper and/or in person when applicable.

The separating employee shall return all state property at the time of separation, including tools, cell phones, keys, laptops, any State owned devices, and identification cards.

Health insurance and related benefits terminate the last day of the month of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

## **Nebraska Real Property Appraiser Board Employee Handbook**

### **Rehire**

Former employees who separated from the Nebraska Real Property Appraiser Board in good standing, and were classified as eligible for rehire, may be considered for reemployment. An application must be submitted, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required. An applicant or employee who is terminated for violating policy, poor performance, or who resigned in lieu of termination from employment, will be ineligible for rehire.



# State of Nebraska Expense Reimbursement Policies

Effective January 1, 2021

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## Substantiation of Expenses

Under the State's accountable plan, the Internal Revenue Service requires employee or board members to substantiate the cost for travel, lodging, meals, and other expenses. To be reimbursed, the expense must be a necessary expense, incurred in the line of duty, reason/purpose of the expense must be clearly stated, all start/stop dates and times must be recorded, and the amount of the expense must be substantiated.

Adequate accounting generally requires the use of a documentation record such as an account book, expense diary or log, or similar record near the time of incurrence of the expense. Such log should list the date, amount, place (e.g. city) or description, and purpose for each expense. A combination of receipts and detailed itemization is permitted. Meals and incidental expenses are deemed to be substantiated under per diem allowances, and eliminate the need for substantiating actual costs. To satisfy the requirement of the accountable plan, the employee or board member should complete the Expense Reimbursement Document correctly or utilize a documentation record to transfer cost information to the expense reimbursement form so reimbursement can be made.

A request for reimbursement (on an approved expense reimbursement document) for the incurred expense must be submitted by the employee or board member to the appropriate agency office (business office, accounting office). To document that this requirement is met, the agency office will need to have an effective method of recording when the expense document was received.

Such request must be made not later than sixty days after the final day on which the expenses were incurred for which reimbursement is sought. This means that if travel occurs June 15-June 18 and again on June 22-June 25, the request for reimbursement may include both trips, but the request for reimbursement for the first travel period must be submitted no later than 60 days after June 18.

If an employee or board member typically requests reimbursement for non-travel expenses and accumulates the receipts for which reimbursement is sought, each expense will have its own 60 day limit for reimbursement. (Travel is defined as being away from headquarter city longer than one day.)

When a receipt does not provide the essential character of the expense, such as rate or period of use, the agency may require a copy of the rental contract or other billing as supporting documentation to substantiate the expense. For instance, vehicle rental receipts with only an amount would require additional documentation. Screen prints or other support of online purchases should be provided, if possible, to document purchases being made via the internet.

## Receipts

Receipts - Detailed receipts are required as support for all expenditures except per diem meals and immaterial items identified by the Director of Administrative Services. Common expenses requiring detailed receipts include, but are not limited to, lodging, car rental, commercial travel, and registration fees.

Detailed receipt is defined as a receipt that identifies the date, time, city, state, itemization of item(s) claimed, and the cost.

Immaterial items are anything less than \$10.00; however, you are required to substantiate immaterial items in a log, as described under Travel Expense Policy # 5. Substantiation of Expense).

In the absence of detailed receipts supporting an employee's claim, State Accounting requires a signed written explanation including one of the following:

- Copy of a cancelled check with purchase details;
- Charge card slip with purchase details; or
- Subsequently acquired receipt with purchase details.

If one of the above options cannot be provided, or where a receipt was not provided, the employee must create and provide a signed affidavit. This policy is for the convenience of the agency and the employee. The absence of documentation may necessitate the discontinuation of this process and the subsequent inability to reimburse employees when detailed receipts are not available.

### **Employee or Board Member Signatures**

The employee or board member claiming reimbursement of expenses must provide an original signature on the expense document or submit the document with an electronic signature. Supporting documentation must be maintained by the agency for those documents submitted with an electronic signature.

An employee or board member not able to provide original signatures due to physical disabilities may request a waiver of the original signature requirement. The employee or board member must request such a waiver in writing from the State Accounting Administrator of DAS. The request must be:

- 1) Approved by the employee or board member's supervisor,
- 2) Include the reason for the inability to provide the original signature,
- 3) Include the anticipated length of time of the physical condition, and
- 4) Include a sample of the intended signature to be used.

The State Accounting Administrator may request the employee or board member to give additional supporting documentation, which could include a description of the physical condition and limitations from the employee or board member's physician. If the request is approved, the employee or board member and agency will be notified in writing.

### **Air Travel**

Air travel shall only be authorized when it is more economical than surface transportation. Reimbursement for commercial air travel will be limited to "coach" fare, if such seating is available at the time of ticket purchase. If an agency chooses to calculate productive time saved, the employee or board member's actual salary shall be used. For board members, or others who do not receive a salary, the State average annual salary, as published in the Personnel Almanac, shall be used. Whenever reimbursement of air travel is made separate from the employee or board member expense reimbursement document, a cross reference shall be made from the employee or board member expense reimbursement document to the air travel reimbursement document.

Travel by privately-owned airplane or personally-rented airplane shall have the prior approval of the agency director. Such approval shall be provided with the payment documents.

- a. Privately-owned – An employee or board member will be reimbursed at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. As of January 1, 2021 the rate is one dollar and twenty-six cents (\$1.26) per Statute air mile. DAS will not differentiate between “travel at the convenience of the agency or employee or board member”. This mileage rate is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate.
- b. Personally-rented – Employee or board members shall be reimbursed for the actual expense of personally renting an airplane unless the expense is paid directly by the agency involved.
- c. Charter flight – Agencies should contact the Department of Aeronautics to make arrangements for charter flights.

### **Conference (Attendance by State Employee or board members)**

State employee or board member expenses – Expenses incurred by a State officer, employee or board member, or member of any commission, council, committee or board of the State while attending a non-State agency sponsored conference may be paid. Payment may be made directly to a vendor or as reimbursement to an employee or board member for expenses incurred on behalf of the agency. Original invoices/receipts and a document, or statement, showing the date, purpose and agenda of the conference must be attached to the payment document. Expenses should be coded using "item" orientation. For example, travel expenses should be coded to the appropriate travel expenditure account and the registration fee to Conference Registration Expense.

The payment of meals and nonalcoholic beverages for State employee or board members attending a non-State agency sponsored conference is allowable if the employee or board member is in travel status or the meal is included in the overall conference pricing.

### **Lodging**

Employee or board members shall report only actual expenses paid for lodging. Business telephone calls and parking charges incurred at the lodging site may be included on the lodging bill. Lodging expenses may either be directly billed to the agency or claimed on an expense reimbursement. If claimed on an expense reimbursement, detailed receipts for lodging are required to be filed with the claim. Lodging may be reimbursed when an employee or board member is "away from home overnight". The Internal Revenue Service states: "You are away from home overnight if your duties require you to be away from the general area of employment for a period substantially longer than an ordinary day's work and, during released time while away, it is reasonable for you to need and to get sleep or rest to meet the demands of your employment or business. The absence must be of such duration that you cannot reasonably leave and return to that location before and after each day's work." Meals should not be charged to a hotel room and will only be reimbursed through the per diem process.

Sales to the State of Nebraska and its agencies are exempt from Nebraska sales, use and lodging tax. Therefore, if in-state lodging expenses are directly billed to the agency, the agency should present a completed copy of Form 13 (Nebraska Resale or Exempt Sale Certificate) to the lodging establishment.

It is State Accounting policy that a person generally be more than 60 miles from his or her workplace in order to be eligible for lodging. We realize there may be reasons to pay for lodging for distances less than 60 miles. Such reasons include, but are not limited to work requirements, medical conditions or weather; in those instances the reason must be clearly stated on the disbursement document.

## Meals

Meal expenses incurred during travel shall be reimbursed on a per diem basis pursuant to Neb. Rev. Stat. § 81-1174, based on the destination of the travel. The State per diem rates shall be 70% of the relevant federal rates (General Services Administration for travel within the contiguous United States). The Expense Reimbursement Document (ERD) will calculate the full reimbursement for each day based on the following:

- The Per Diem Rate shall be based on the original Destination City. (GSA Per Diem Rates )
- The first and last day of travel will be prorated at 75% of the State Per Diem Rate.
- Any meal that is provided shall be deducted from the daily Per Diem Rate. Examples include:
  - Meals included in Conference fee
  - Meals provided by Hotel
  - Meals purchased by 3rd Party
- Meals expense charged directly to and paid for by the State of Nebraska
- At the agency head's discretion, one-day travel meal expenses (breakfast and supper only) may be reimbursed using State per diem rates when it is deemed necessary for the working conditions of the employee.
  - Breakfast - When an employee leaves for one-day travel at or before 0630 or 1 1/2 hours before the employee's shift begins, whichever is earlier, breakfast rate may be reimbursed.
  - Lunch - Noon meals for one-day travel are not reimbursable.
  - Dinner - When an employee returns from one-day travel at or after 1900 or 2 hours after the employee's shift ends, whichever is later, the evening meal rate may be reimbursed.
  - \* NOTE: The time limitations set forth do not include the time taken for the meal.
- Meal expenses incurred in the city or town in which the residence or primary work location of such employee is located, are not reimbursable, except as discussed in General Policy #22. State Employee Expenses While Not in Travel Status and Travel Expense Policy #3. Conference (attendance by State Employees).
- Actual expenses for group meals incurred by an agency on a purchasing card are allowable for official functions, conferences, or hearings.
- The IRS has taken the position that reimbursement for meal expenses incurred on one-day travel is taxable income to the employee unless such reimbursements are deemed "occasional". In order to monitor this provision, all such reimbursements for one-day travel shall be coded to account 571600 (meals – one day travel). When reimbursements for meals for one-day travel exceed \$200 per employee in any one year (December 1 through November 30), the entire amount of such reimbursements will be considered taxable income. If reimbursements for an employee are \$200 or more for any one year, the agency will enter a payroll one-time override using DBA 1005 for the total amount coded to object code 571600. This should be processed during the calendar year payroll. The reimbursements will be added to the employee's gross wages and payroll taxes will be withheld accordingly. Reimbursement to one employee for two or more employee's expenses will not be allowed for meals because of this provision. (Travel Expense Policy #9. Reimbursement to One Employee for Two or More Employee's Expenses)

If the lodging site claimed on an employee's or board member's expense reimbursement request, or paid for by the State, includes one or more meals in the cost paid as part of the lodging costs, reimbursement is not permitted for such meal(s) as described below:

- 1) Breakfast - If a continental breakfast is served by the lodging site in the morning after the date on which the lodging expense is incurred, which includes offerings greater than bread, bagels, muffins, fruit, milk, juice, and coffee (i.e., eggs, bacon, sausage, pancakes, waffles, etc.).
- 2) Dinner - A meal is served by the lodging site in the evening on the date on which the lodging expense is incurred, which includes offerings greater than soups, salads, snacks, hors d'oeuvres, or appetizers.

## Personal Automobiles

An employee or board member will be reimbursed for use of a personal vehicle while on State business (this does not include commuting miles) at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. As of January 1, 2021 the rate is \$.560 per mile. This mileage rate is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate. All contract employee or board members currently use the IRS rate. However, agencies may, at their determination, require employee or board members to utilize state-owned vehicles (as opposed to personal vehicles) if the use of the state-owned vehicle would be more economical from both an auto rental rate and the time involved in renting the state-owned vehicle. If after such agency determination, an employee or board member still wants to drive their personal vehicle, the agency is not required to reimburse the employee or board member any more than it would have cost the agency to rent the state-owned vehicle.

Motorcycles – An employee or board member will be reimbursed for the use of a motorcycle while on State business (this does not include commuting miles) at the prevailing standard rate. Effective January 1, 2021 the rate is \$.540 per mile.

Rental Cars - Insurance - An employee or board member should decline rental agency insurance coverages. Please refer to your agency's annual letter from Risk Management. There is a section on rental cars. Under Section III B, it states that you should NOT accept the coverages because the car rental is covered by the State's insurance.

## Reimbursement to One Employee or Board Member for Two or More Employee or Board Member's Expenses

One employee or board member may be reimbursed for actual expenses incurred on behalf of another State employee or board member, such as when two employee or board members sharing a motel room are billed jointly and one employee or board member pays the bill. The employee or board member to be reimbursed must provide the same detailed information that would have been required of each State employee or board member had they been billed individually. In all cases when one employee or board member is requesting reimbursement for expenses of more than one State employee or board member, detailed receipt policies must be adhered to, employee or board members' names listed and documents cross-referenced, when applicable. If two employee or board members are billed jointly, but each pays half and each requests reimbursement separately, the documents must be cross-referenced, since one employee or board member usually may not have a detailed receipt. An employee may not be reimbursed for another employee's meal per diem.

## Long Distance Telephone Calls

Charges for long distance telephone calls are an allowable state expenditure if they are related to State business, or the employee or board member is in a travel status on State business and the calls are in accordance with an approved agency policy.

To establish an approved agency policy, the State agency shall submit their proposed policy to State Accounting for approval. The policy shall describe the circumstances in which long distance calls will be reimbursed, to include:

- 1) The reason(s) for which calls will be reimbursed,
- 2) The number of calls an employee or board member will be allowed within a certain time period,
- 3) The duration of allowable calls or cost per call,
- 4) The relationship to the employee or board member of the person being called. State Accounting shall notify the State agency in writing of approval or disapproval.

## **Personal Cellular Telephone Expenses**

The State of Nebraska provides cellular telephones to agency personnel to utilize in the performance of their official State duties when deemed necessary. Occasionally, an employee will make work related cellular calls on their personal cellular telephone, and request reimbursement.

The State of Nebraska will reimburse employees for any cellular calls that are billed to the employee when the following criteria are met:

- 1) The employee provides their cellular company detail billing for the call(s) for which they wish to be reimbursed. Detail billing will show the date, time, length of call(s), number called and/or calling number, and cost of the call for each call submitted for reimbursement. A log shall be provided if the cellular company billing does not provide the above detail.
- 2) The call(s) are billed on a per minute basis, above and beyond the monthly fee charged for the service the employee has elected as their base plan. The State will reimburse State work related calls regardless of when in the month the State work related calls are made if the employee exceeds the base minutes. For example, Employee A has a plan which allows 25 minutes of calls for the base rate each month.
- 3) Employee A has 30 minutes of personal calls and 5 minutes of state work related calls during the month. The State will reimburse 5 minutes of calls regardless of when in the month the State work related calls are made.
- 4) Employee A only has 15 minutes of personal calls and 5 minutes of state work related calls in the month. The State will not reimburse the employee since the cellular company made no additional billing.
- 5) Employee A has 22 minutes of personal calls and 5 minutes of state work related calls in the month. The State will reimburse 2 minutes of calls since the cellular telephone service provider will charge an additional billing for the 2 minutes exceeding the base plan minutes.
- 6) The agency monitors all personal cellular telephone reimbursements for accuracy.
- 7) Agencies will determine if the usage indicates the need to issue a State owned cellular telephone to employees.

## **Entertainment Expenses**

In a letter to the Director of Administrative Services, the Attorney General's Office stated that entertainment expenses are not allowed to be reimbursed absent specific statutory authority.

## **Payments for State Employee Wages**

In accordance with §81-1117.05, payments for wages for all state employees will be by electronic funds transfer (EFT/Direct Deposit). Such EFT payments may be made to any financial institution of the employee's choosing or to a state authorized debit card. State employees include all officers or employees of the state or any state agency and pursuant to §81-1178 shall include duly appointed committee, board and commission members.



# Personal Vehicle Use Authorization

*Effective September 19, 2019*

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I \_\_\_\_\_ hereby acknowledge that authorization is granted for use of  
(employee or board member name)  
my privately owned vehicle while on State business (this does not include commuting miles), and that  
use of my privately owned vehicle must be compliant with the provisions of the State of Nebraska  
Expense Reimbursement Policies, and Neb. Rev. Stat. §§ 81-1014, 81-1174, and 81-1176. I understand  
that this authorization may be revoked for violation of any of the above mentioned provisions, or by a  
change to Internal Procedure 201908. Furthermore, I acknowledge that this authorization for use of my  
privately owned vehicle while on State business meets the requirement for preapproval as specified in  
Neb. Rev. Stat. § 81-1175.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_ certify that reimbursement for use of a privately owned  
(Director or Board Chairperson)  
vehicle by the above is authorized according to the provisions of Neb. Rev. Stat. §§ 81-1014 and  
81-1176.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# New Board Member Orientation Packet



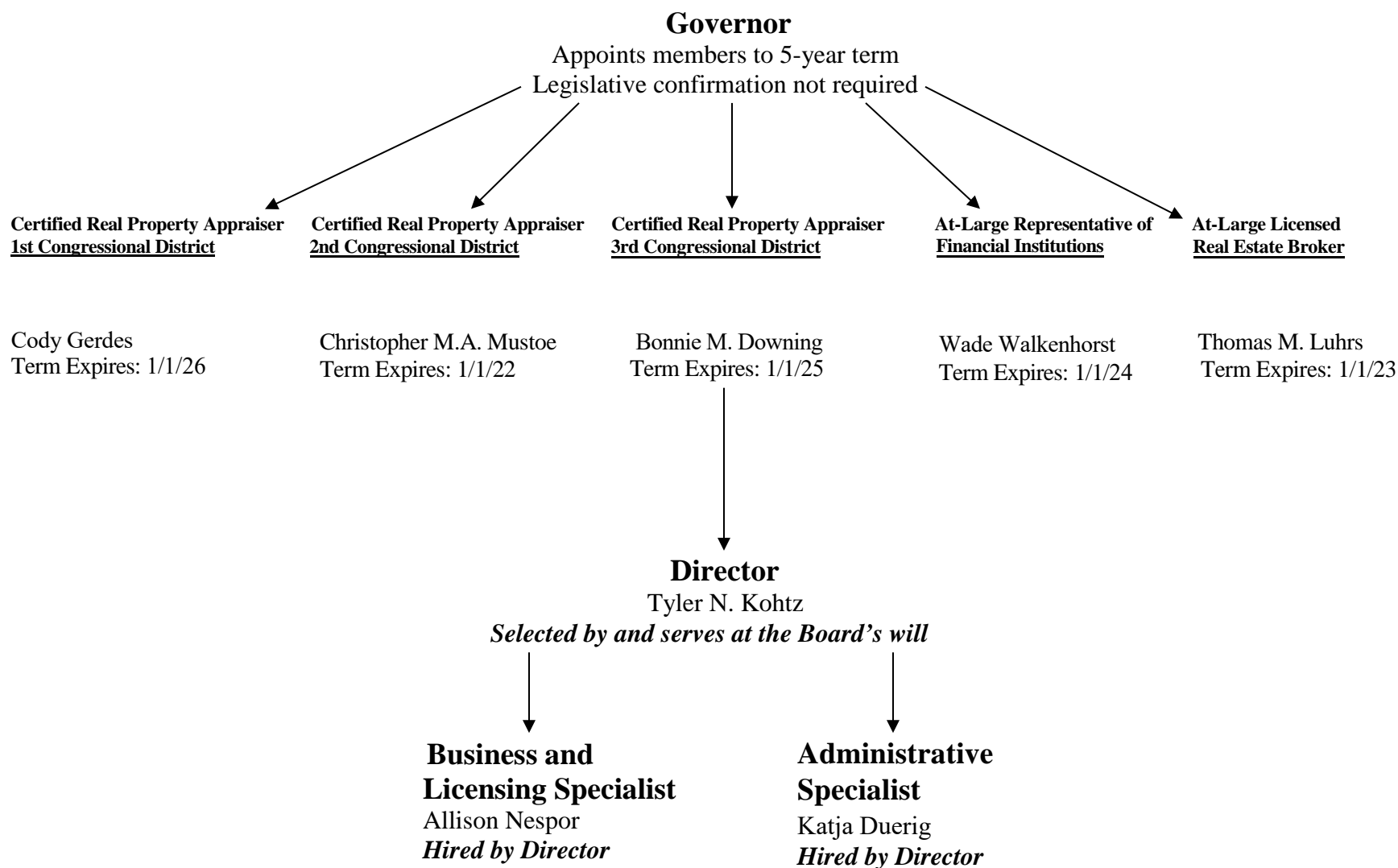
***Mission:***

**The Mission of the Nebraska Real Property Appraiser Board is to administer and enforce the Nebraska Real Property Appraiser Act and Nebraska Appraisal Management Company Registration Act with efficiency, equity, and integrity to ensure that the citizens of Nebraska are protected and served, and that the appraisal services community is highly qualified through education, experience, and examination.**

***Vision:***

**The Nebraska Real Property Appraiser Board's vision is to provide leadership for the appraisal industry in the State of Nebraska. The Board will generate interest by promoting the appraiser profession, building positive public awareness of the industry throughout the State, and identifying and resolving issues faced by the public and appraisal services community. The Nebraska Real Property Appraiser Board will also establish and maintain standards for appraisers and appraisal management companies that lays the foundation for a highly qualified, motivated, dependable, and ethical appraisal services community in Nebraska.**

# NRPAB Schematic Organization Diagram





## 2021 BOARD ROSTER

Effective March 1, 2021

<b>Christopher M.A. Mustoe</b> <i>2<sup>nd</sup> District Representative</i> <i>Term Expires: January 1, 2022</i>	<b>Work:</b> C. Mustoe Appraisals, LLC 1011 South 78 <sup>th</sup> Street Omaha, Nebraska 68114 (402) 397-2280	<b>Home:</b> 5645 Ohio Street Omaha, Nebraska 68104 (402) 554-0107 (402) 660-5616 – Cell <a href="mailto:chris@mustoe.com">chris@mustoe.com</a>
<b>Thomas M. Luhrs</b> <i>Licensed Real Estate Broker Representative</i> <i>Term Expires: January 1, 2023</i>	<b>Work:</b> Luhrs Real Estate and Appraisal 126 Yucca Drive, P.O. Box 759 Imperial, Nebraska 69033 (308) 882-5917	<b>Home:</b> 126 Yucca Drive, P.O. Box 759 Imperial, Nebraska 69033 (308) 882-8152 – Cell <a href="mailto:tomluhrs60@gmail.com">tomluhrs60@gmail.com</a>
<b>Wade Walkenhorst</b> <i>Financial Institutions Representative</i> <i>Term Expires: January 1, 2024</i>	<b>Work:</b> Cornhusker Bank 8310 O Street Lincoln, Nebraska 68510 (402) 434-2240 <a href="mailto:wade.walkenhorst@cornhuskerbank.com">wade.walkenhorst@cornhuskerbank.com</a>	<b>Home:</b> 7548 South 37 <sup>th</sup> Street Lincoln, Nebraska 68516 (402) 423-6444 – Home (402) 440-1751 – Cell
<b>Bonnie M. Downing</b> <i>3<sup>rd</sup> District Representative</i> <i>Term Expires: January 1, 2025</i>	<b>Work:</b> Farm Credit Services of America 3021 East Philip Avenue, P.O. Box 1576 North Platte, Nebraska 69103 (308) 532-2717 (ext. 23023) – Office <a href="mailto:bonnie.downing@fcsamerica.com">bonnie.downing@fcsamerica.com</a>	<b>Home:</b> 238 County Road 250 Dunning, Nebraska 68833 (308) 538-2350 – Home (308) 530-0083 - Cell
<b>Cody Gerdes</b> <i>1<sup>st</sup> District Representative</i> <i>Term Expires: January 1, 2026</i>	<b>Work:</b> Great Plains Appraisal 115 Cherry Hill Boulevard Lincoln, Nebraska 68510 (402) 476-1144 – Office <a href="mailto:cgerdes@gpappraisal.com">cgerdes@gpappraisal.com</a>	<b>Home:</b> 7340 South 64 <sup>th</sup> Circle Lincoln, Nebraska 68516 (402) 416-3477 – Cell
Tyler N. Kohtz Director <a href="mailto:tyler.kohtz@nebraska.gov">tyler.kohtz@nebraska.gov</a> (402) 471-9025 – Direct (402) 418-1700 – Cell	Allison Nespor Business & Licensing Specialist <a href="mailto:allison.nespor@nebraska.gov">allison.nespor@nebraska.gov</a> (402) 471-9024 – Direct	Katja Duerig Administrative Specialist <a href="mailto:katja.duerig@nebraska.gov">katja.duerig@nebraska.gov</a> (402)-471-9015 – Direct



# New Board Member Orientation Packet

Effective January 1, 2021

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## Board Makeup

The Board consists of five members appointed by the Governor, one member who is a certified real property appraiser from each of the three congressional districts, and two members at large. The membership of the board selected from the congressional districts includes at least two certified general real property appraisers, and the two at large members includes one representative of financial institutions and one licensed real estate broker. Each member serves a five-year term.

At each January meeting, the Board elects the Board Chairperson and Vice-Chairperson for the year. The Board Chairperson is responsible for leading the meetings, and along with the Board's director or staff appointed by the director, is the main point of contact for all Board business outside of the meetings. If you have questions or concerns regarding any matters, please discuss it with the Board Chairperson, director, or appropriate staff. The Vice-Chairperson is responsible for the enforcement and credentialing motions at each meeting. Outside of the meetings, the Vice-Chairperson works with the Chairperson to ensure that the Board's mission and goals and objectives are being carried out. Finally, the Vice-Chairperson, along with the director or staff appointed by the director, is the main point of contact for all Board business outside of the meetings if the Chairperson is unavailable. It is important to the Board and its staff that the proper channels of communication be maintained, and business is conducted in a unified consistent manner.

## Board Meetings

The Board meets 12-13 times during a calendar year, typically the third Thursday of the month. Twelve meetings are regular monthly meetings of the Board, and in June the Board holds its annual strategic planning meeting. The schedule for the preceding year is set in either November or December of the current year. If you are unable to attend a meeting, please notify the Board's director at least 24 hours before the start of the meeting.

Three members shall constitute a quorum for each meeting, two of whom must be credentialed appraisers. The typical meeting will start at 9:00 a.m., and run to 12:00 p.m. (depends on the amount of information covered). Investigations, credentialing and AMC applications, and other sensitive business will be covered in executive session (closed to the public). Executive session typically starts right after the agenda is set, and typically runs to 10:00 a.m., which is when the public agenda begins. If the entire executive session is not completed prior to 10:00 a.m., the Board will return to executive session after the public agenda is completed. Outside of the meeting, communication between board members cannot constitute a quorum (e.g. an email conversation including three board members would constitute a quorum and violate the Open Meetings Act).

## Board Meeting Preparation

The Board's staff begins board meeting preparation on Monday, the week prior to the meeting. Preparation runs for five days with the Board Packet being available in the Board Member Portal on Friday afternoon. The Board's director (or staff appointed by the director) will notify you by email if there is a change to this schedule. In order to prepare the Board Packet, all requested documentation is required to be submitted to the Board's office on Friday, two weeks prior to the week of the meeting. Any information submitted after this time will be included in the Board Packet at the director or Board Chairperson's discretion. If a board member has an issue or idea that he or she would like to have discussed during the meeting, the Board's director should be notified. The agenda cannot be altered twenty-four hours prior to the meeting; therefore, it is important that if an addition is desired, the director be notified prior to this deadline.

## **Board Meeting Packets**

The Board Meeting Packet will be made available in the Board Member Portal on Friday a week prior to the meeting, and board members will be simultaneously notified by e-mail of its availability. This e-mail will typically be sent by the Business and Licensing Specialist or the Administrative Specialist. The packet consists of the agenda and the complete PDF documents for each agenda section. Each packet section is set up with PDF bookmarks to help you find information quickly. See “PDF Bookmark Tutorial\_February 9, 2018” located at the end of this packet for guidance. Individual files and documents for each grievance and application are located in the NRPAB Database. See “Viewing Appraiser Logs in the NRPAB Database,” “Viewing AMC Logs in the NRPAB Database,” and “Viewing Grievance Summary and Logs in the NRPAB Database” tutorials located at the end of this packet. As preparation for meetings is essential, please contact the Board’s office as soon as possible with questions or issues concerning the Board Member Portal.

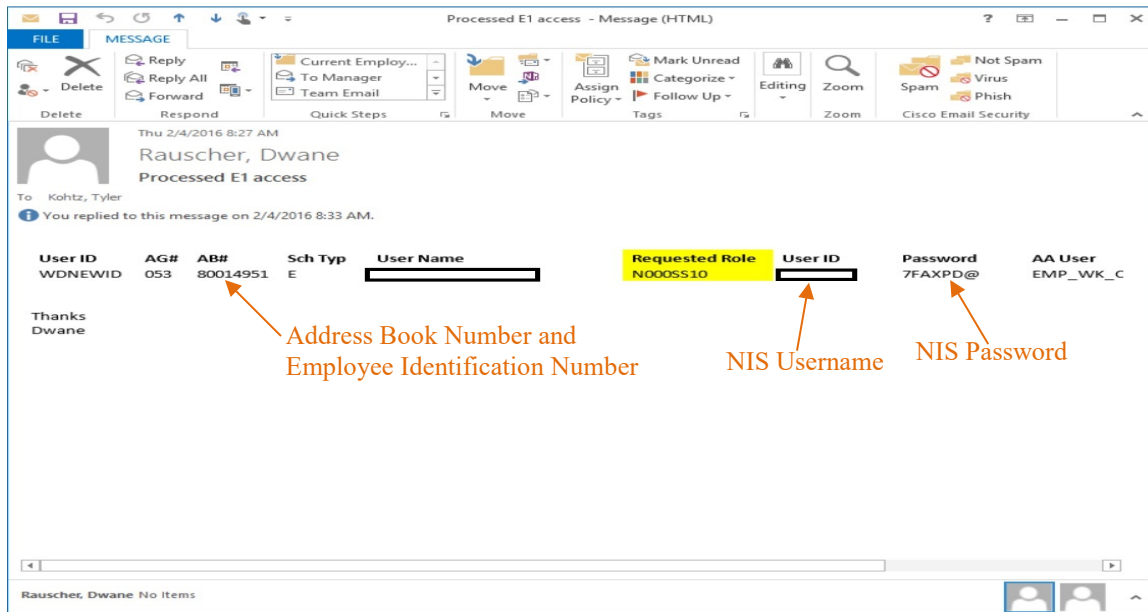
## **Board Meeting Packet Addenda**

Although the deadline for document submissions is explicitly set as the Friday two weeks prior to the Board meeting, materials that may be important to impending investigations or other agenda items are often received after the deadline. In these cases, board members will be sent an e-mail with “Addendum” in the subject line, which includes the addendum, or a notification that an addendum has been placed in the Board Member Portal for the current Board Packet. If applicable, the addenda will have page numbers, which will aid board members in placing them within the appropriate sections of their already assembled packets (if a physical packet is printed). Addendum information may be presented at the meeting as well (the most common situation).

## **Per Diem Payments and Expense Reimbursement Requests**

Board members receive a per diem of one hundred dollars per day for each scheduled meeting of the Board or a committee of the Board at which the member is present, and may also receive a per diem of one hundred dollars per day for attending, along with time spent in travel, Association of Appraiser Regulatory Officials (AARO) conferences or meetings, the Appraisal Foundation committee and subcommittee meetings, or other business as authorized by the board. Regular board meeting per diems are approved by the Board’s director for inclusion in the next pay cycle, and any additional per diems are approved by the Board at its next regularly scheduled meeting. All requests should be made to the Director in advance of the meeting at which it is to be considered. In addition, under the State’s accountable plan, the Internal Revenue Service requires employees or board members to substantiate the cost for travel, lodging, meals, and other expenses. To be reimbursed, the expense must be a necessary expense, incurred in the line of duty, reason/purpose of the expense must be clearly stated, all start/stop dates and times must be recorded, and the amount of the expense must be substantiated. See the NRPAB State of Nebraska Expense Reimbursement Policies located at the end of this packet for specifics. Expense reimbursement requests must be submitted to the Board’s office on the appropriate form by mail, fax, or email within 60 days of the expenditure (typically emailed to Business and Licensing Specialist). You will be notified prior to the beginning of each calendar year of any changes to the existing Expense Reimbursement Document for the next year.

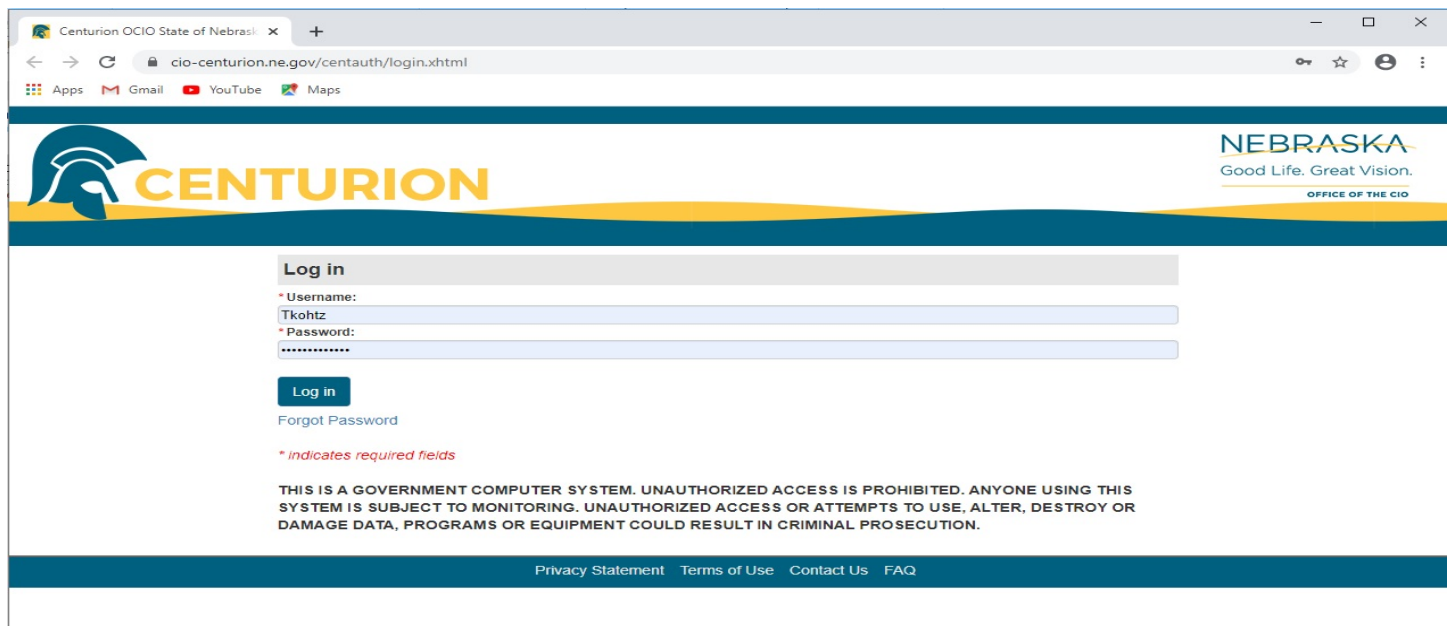
Once you are entered into the Payroll and Financial Center, you will receive an email from the director that looks like:



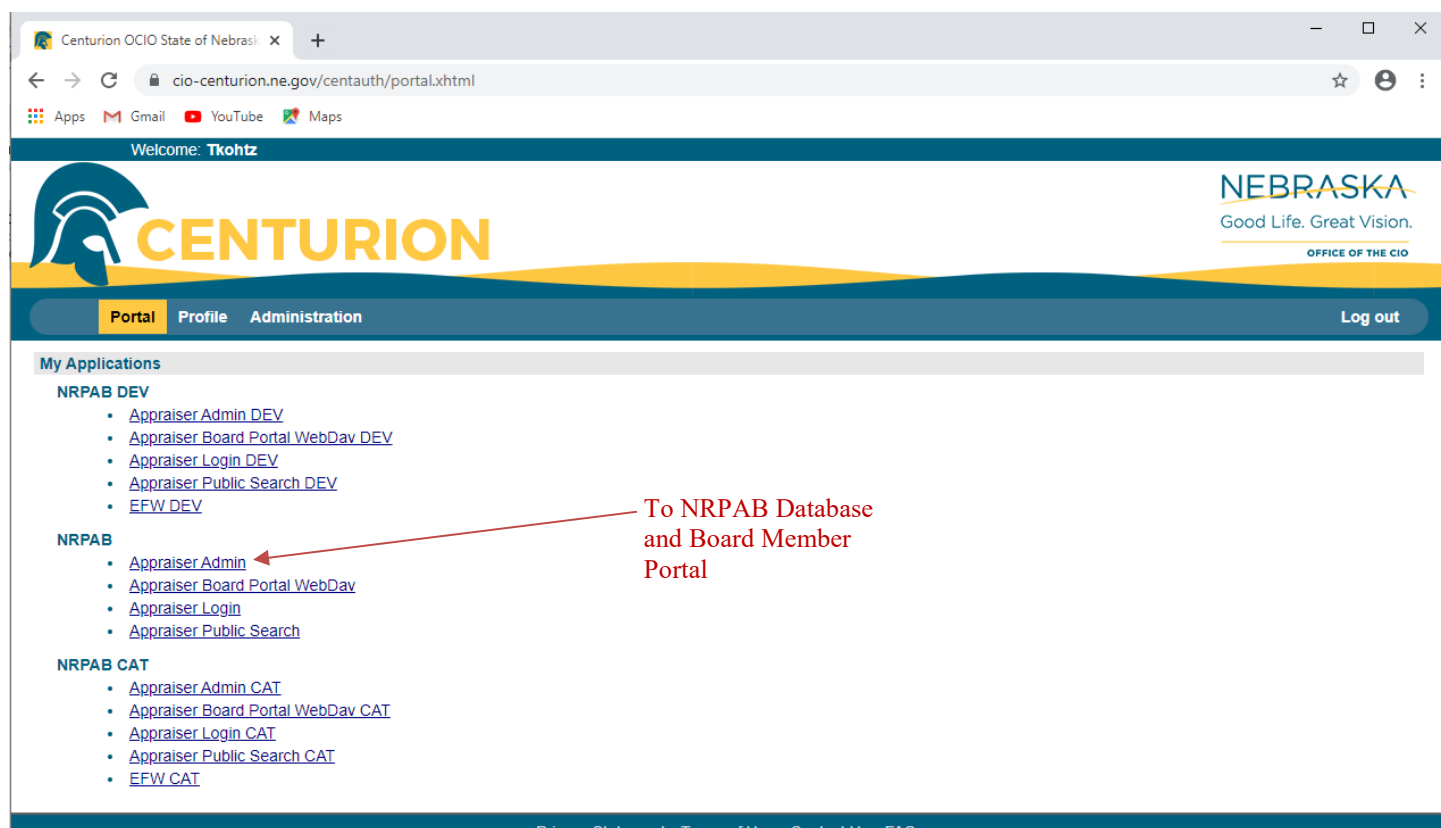
This email contains your NIS Username and Password for access to the Payroll and Financial Center located at <https://pfc.ne.gov/> or <https://link.nebraska.gov/>.

## NRPAB Database and Board Member Portal

To access the NRPAB Database and Board Member Portal, enter the secure web address <https://cio-centurion.ne.gov/centauth/portal.xhtml>. If you do not already have a Centurion Blue Username and Password, you will be sent an invitation from the director to establish a Username and Password. When accessing the NRPAB Database or the Board Member Portal, do not enter the address with “www” as this is invalid. Also, it is best to enter the web address each time. The Board Member Portal is a secure web site and is updated regularly; if you save a link to the web address, the cookies tend to snapshot that link at the time it was saved, which means that you will not see the updates made since the link was saved.



Once your Username and Password are entered, you will be directed to the Board’s Centurion main page. It is here where you can access the NRPAB Database and Board Member Portal (Appraiser Admin). Also, you can change your password and password information from this screen under “Profile.”.



Once the “Appraiser Admin” hyperlink is selected, you will have access to the NRPAB Database and the Board Member Portal. Click on the “Board Portal Home” icon in the center of the page to access the Board Member Portal. Materials in the Board Member Portal may be printed, or if preferred, documents may be viewed directly from a computer during the meeting.



## Board Member Portal

The Board Member Portal is hyperlink driven. If you want to enter a folder, subfolder, or open a document, follow the hyperlinks to where you would like to go. There is also a “Back” button to move back out of folders or subfolders. All documents are added as web documents. You may view each document in the Board Member Portal, or download the document to your computer as a PDF document. If you are in a web document, please use your web browser back icon to close the web document.

The screenshot shows the Nebraska Real Property Appraiser Board website. At the top, there is a banner with the text "Nebraska Real Property Appraiser Board". Below the banner, there are two navigation links: "Appraiser Home" and "Board Portal Home". A red arrow points from the "Board Portal Home" link to a text box that says "Return to Board Member Portal home page." Another red arrow points from the "Appraiser Home" link to a text box that says "Return to NRPAB Database main page." Below the navigation links, there is a table with the following columns: "Filename", "Size", and "Last Modified". The table contains the following entries:

Filename	Size	Last Modified
<< Back ..		
2018 ASC Annual Report.pdf	1835.7 kb	Fri, 07 Jun 2019 15:27:45 GMT
2019 ASC Audit Files/		119 16:11:34 GMT
AMC Applicants/		120 16:16:02 GMT
AMC Fee Studies/		18:30:06 GMT
Applicants/		1T
Board Member Documents/		1T
Board Packets/		42 GMT
Enforcement/		21 GMT
Presentations/		06 GMT
Proposed Laws and Rules/		12 GMT
Thumbs.db	46.0 kb	Tue, 01 Dec 2015 15:00:24 GMT

Annotations with arrows pointing to specific links in the table:

- "Back button to move out of a folder or subfolder." points to "<< Back .."
- "This hyperlink contains all relevant AMC applicant documents needed for the board meeting." points to "AMC Applicants/"
- "This hyperlink contains all relevant appraiser applicant documents needed for the board meeting." points to "AMC Fee Studies/"
- "This hyperlink contains all relevant Board Member Documents (see picture below)." points to "Board Member Documents/"
- "This hyperlink contains the current and all previous board meeting packets in full section pdf files." points to "Board Packets/"
- "This hyperlink contains all past investigations (Current Investigations are in the NRPAB Database)." points to "Enforcement/"

Important board member information can be found in the “Board Member Documents” folder; below is a summary of that information. It is very important that you familiarize yourself with these documents as soon as possible. Specifically, the Current Board Policies, the NRPAB Expense Reimbursement Policies, and the laws and rules that pertain to appraisal practice and AMC business practice in Nebraska.

Viewing AMC Logs in the NRPAB x Nebraska Real Property Appraiser x +

nrpab-appraiser.ne.gov/portalwebdav/Content/Board%20Member%20Documents/

Apps Gmail YouTube Maps

### Directory Listing For /Board Member Documents/

Filename	Size	Last Modified
<a href="#">&lt;&lt; Back ..</a>		
<a href="#">2019 Board Member Orientation Packet.pdf</a>	2167.6 kb	Tue, 19 Mar 2019 17:08:16 GMT
<a href="#">2020 NRPAB Calendar.pdf</a>	1635.4 kb	Tue, 10 Dec 2019 20:52:53 GMT
<a href="#">Board Roster/</a>		Tue, 19 Mar 2019 20:46:23 GMT
<a href="#">Expense Reimbursement Policies/</a>		Thu, 27 Dec 2018 21:18:12 GMT
<a href="#">Goals and Objectives - SWOT Analysis/</a>		16:29:39 GMT
<a href="#">Guidance Documents-Internal Procedural Documents/</a>		11:55 GMT
<a href="#">NRPAB Employee Handbook - NAPE_AFSCME Contract/</a>		
<a href="#">NRPAB Laws and Rules/</a>		0:39 GMT

Most recent Board Member Orientation Packet.

Current board meeting calendar.

Board member and staff contact information.

NRPAB expense reimbursement policies.

NRPAB Goals and Objectives – set at the strategic planning meeting in June, prior to the start of the next fiscal year (July 1<sup>st</sup>).

Guidance Documents and Internal Procedural Documents – Board’s interpretation of rules and statutes, and guidance on rules and statutes.

Agency Employee internal management documentation (employee handbook and union contract).

Real Property Appraiser Act (appraiser laws), AMC Registration Act (AMC laws), Electronic USPAP, Title 297 (administrative rules), Title 298 (appraiser and AMC administration and enforcement rules), and Federal Requirements (Title XI of FIRREA, AMC Final Rule, ASC Policy Statements, 2021 Real Property Appraiser Criteria).

## NRPAB Database

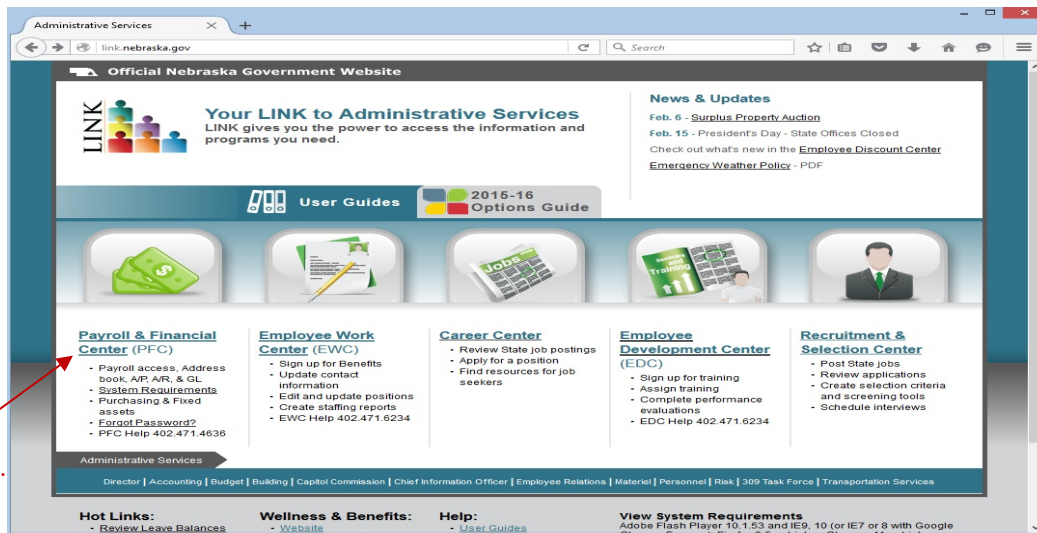
Board members also have read-only access to the NRPAB Database. This is the same database that the agency uses to maintain appraiser, AMC, and education files. You can see all the same information that staff can, including contact information, credentialing history and information, temporary permits, communication logs, supervisors/trainees, appraiser education, AMC initial and renewal applications, and investigation logs. Please see “Viewing Appraiser Logs in the NRPAB Database,” “Viewing AMC Logs in the NRPAB Database,” and “Viewing Grievance Summary and Logs in the NRPAB Database” tutorials located at the end of this packet for more detailed directions for the NRPAB Database.

## State of Nebraska Wi-Fi Access

Board members will be given Wi-Fi access during each board meeting to access the NRPAB Database and Board Member Portal.

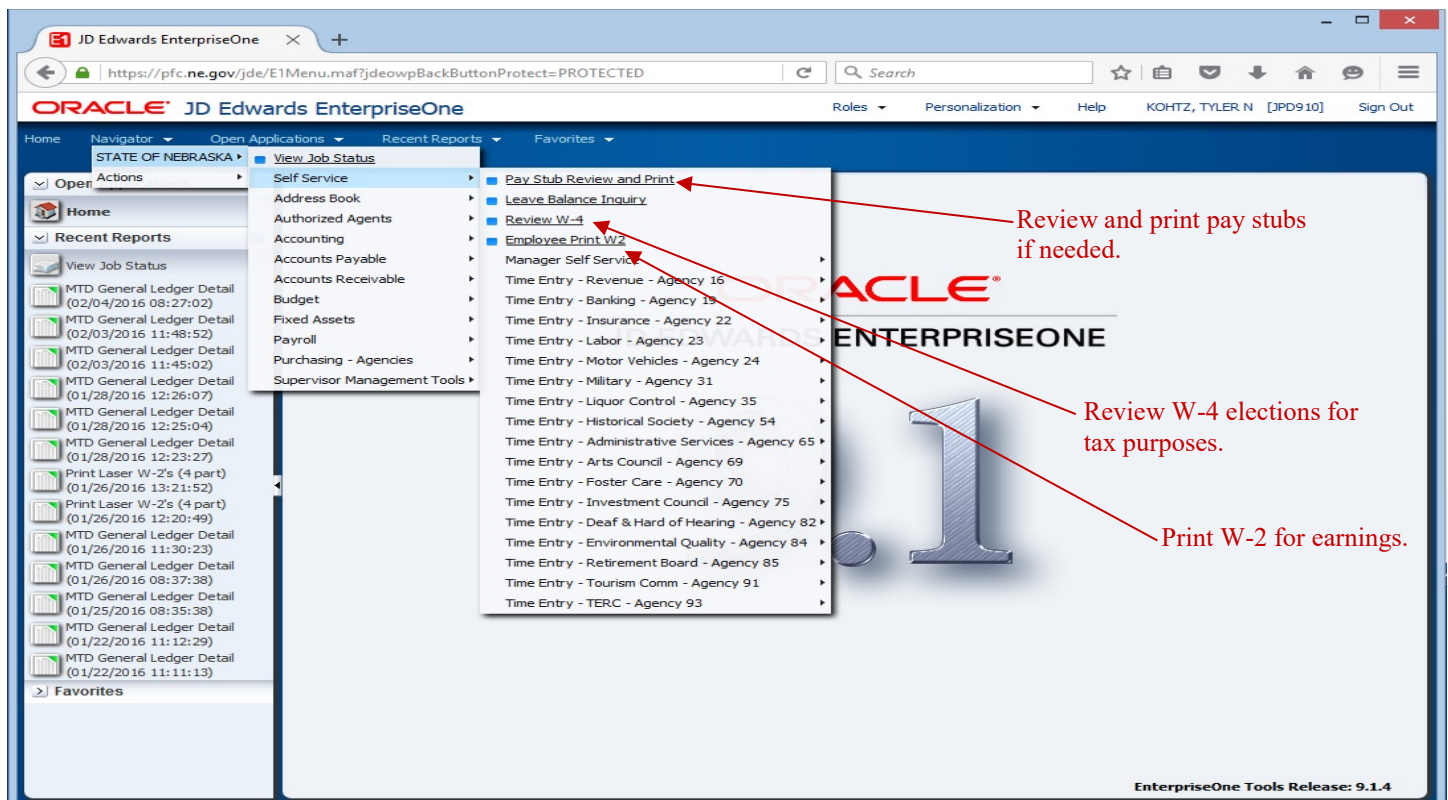
## Payroll and Financial Center

Board members also have limited access to the State of Nebraska Payroll and Financial Center. To access the Payroll and Financial Center, you must enter the web address [pfc.ne.gov/](http://pfc.ne.gov/) or [link.nebraska.gov/](http://link.nebraska.gov/) (once again, manually enter this address, and do not include “www” at the beginning).



Select this hyperlink, and enter NIS username and password when prompted.

Once you have entered your NIS username and password, and the username and password was accepted, you will have access to the Payroll and Financial Center. Select the dropdown Navigator/State of Nebraska/Self Service to get to the window below. Please see available options below:



Further assistance can be found through the user guides found at the bottom of the page at [link.nebraska.gov](http://link.nebraska.gov/).

## Other Information

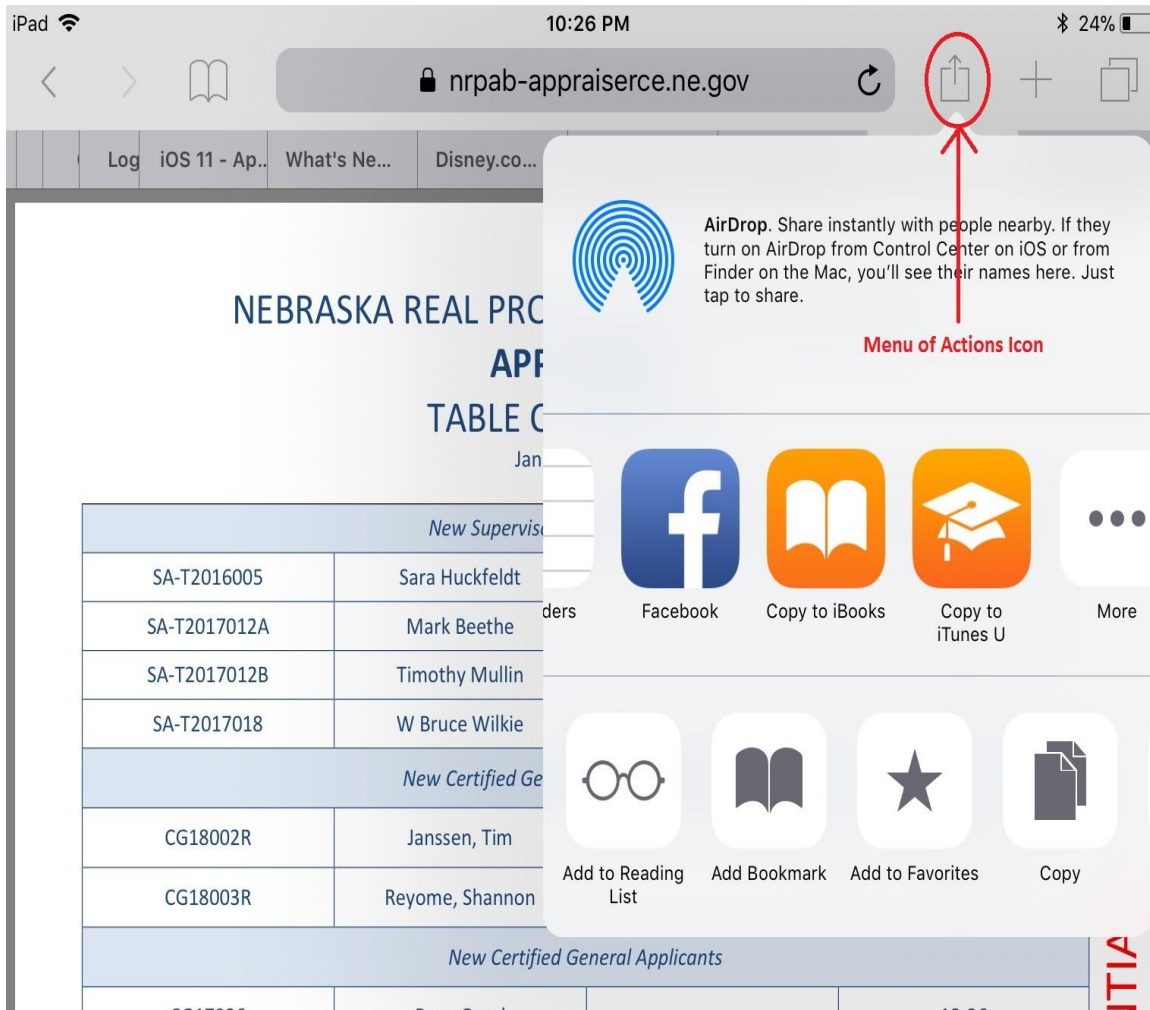
If you are unable to log in to the NRPAB Database or Board Member Portal at <https://cio-centurion.ne.gov/centauth/login.xhtml> (Centurion Username and Password), or the Payroll and Financial Center at [pfc.ne.gov/](https://pfc.ne.gov/) or [link.nebraska.gov](https://link.nebraska.gov) (NIS Username and Password), please utilize the “Forgot Username” or “Forgot Password” hyperlinks if available, or notify the director immediately to have a password reset completed.

You may receive information and or requests via email from the director in between meetings with a due date on it. If you fail to respond prior to the conclusion of the listed date, the director will proceed as if you are satisfied with the information or have no response to offer. If you wish for such information or request to be discussed by the Board at the next meeting, please inform the director (e.g. Memos From the Board, sensitive draft letters).

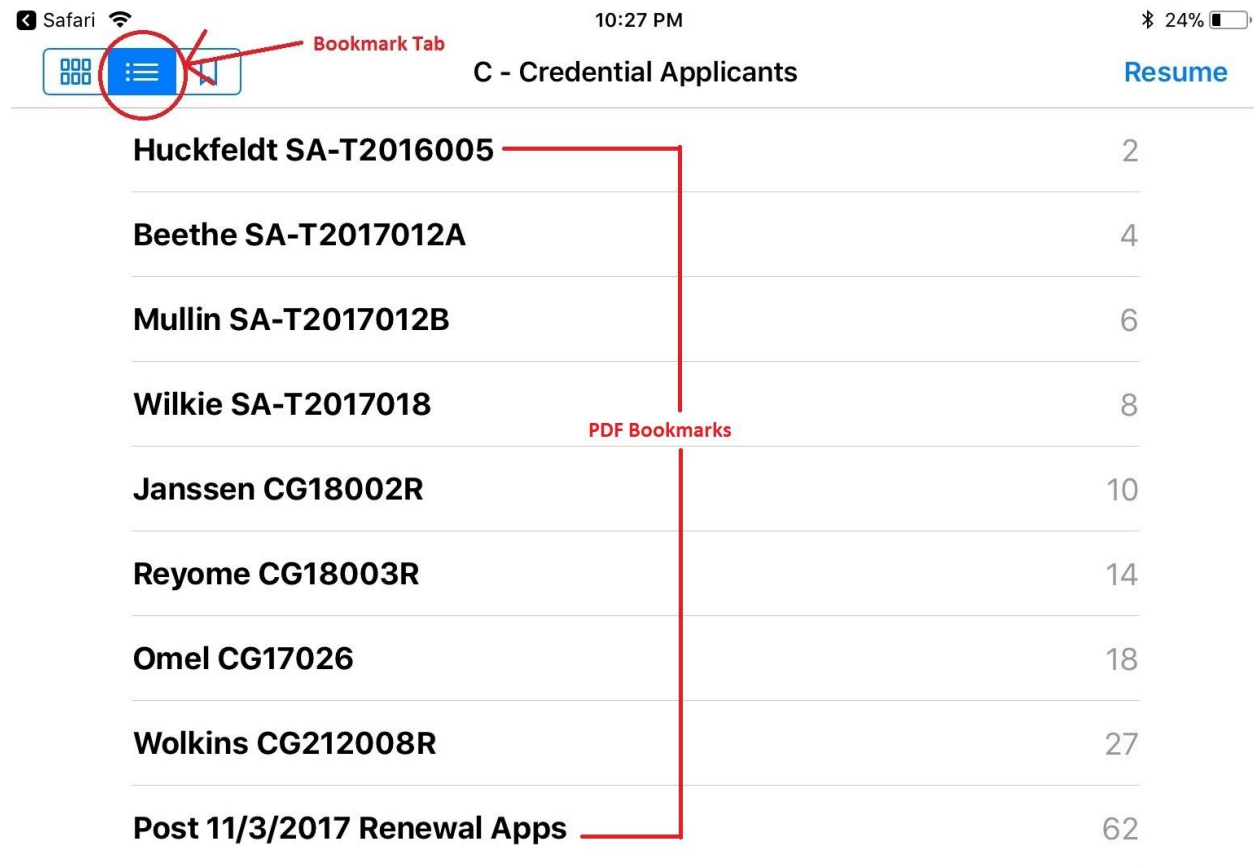
  
Nebraska Real Property Appraiser Board  
**PDF Bookmark Tutorial**

## Safari (Ipad, Iphone)

1. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.
2. Select the hyperlink for the PDF file that you wish to review.
3. Once open, select the “Menu of Actions” icon (top of the page for Ipad, bottom of the page for Iphone).
4. In the “Menu of Actions” select the “Copy to iBooks” icon (see example below).



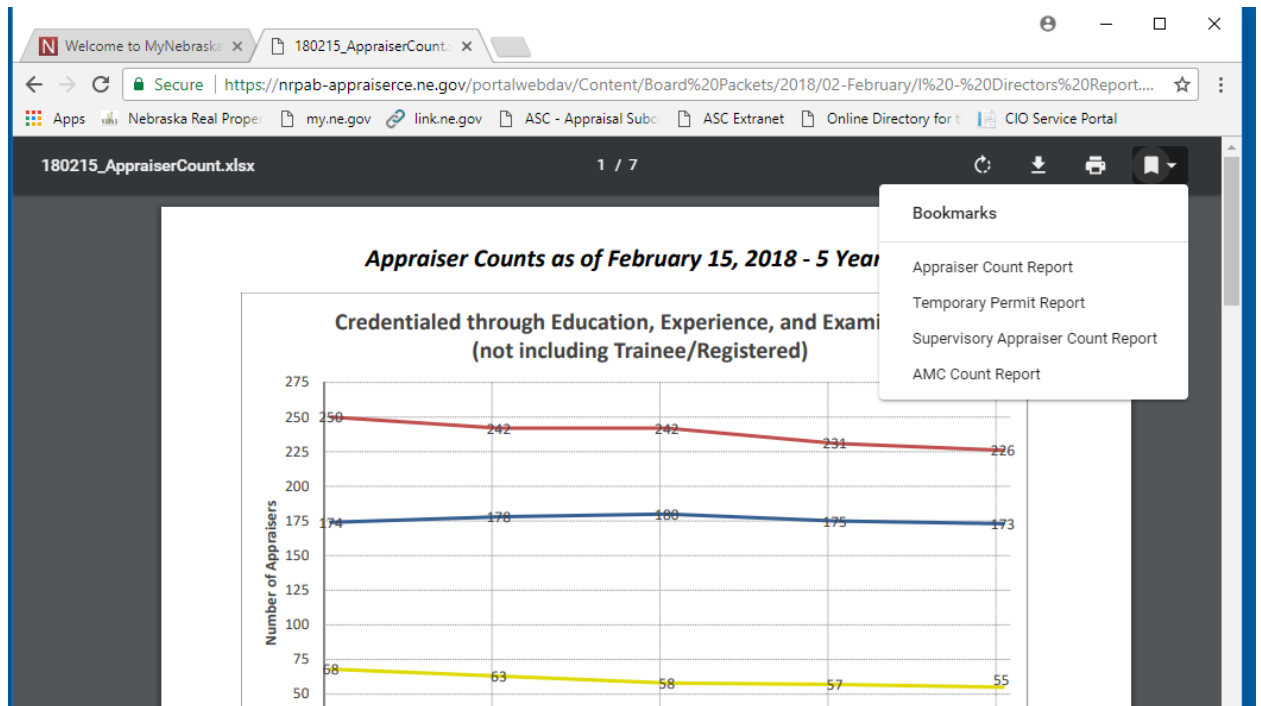
5. Once the PDF is open in iBooks, select the Bookmark Tab as shown below.



6. Select the bookmark for the location within the PDF that you would like to navigate to.

## Chrome (Google)

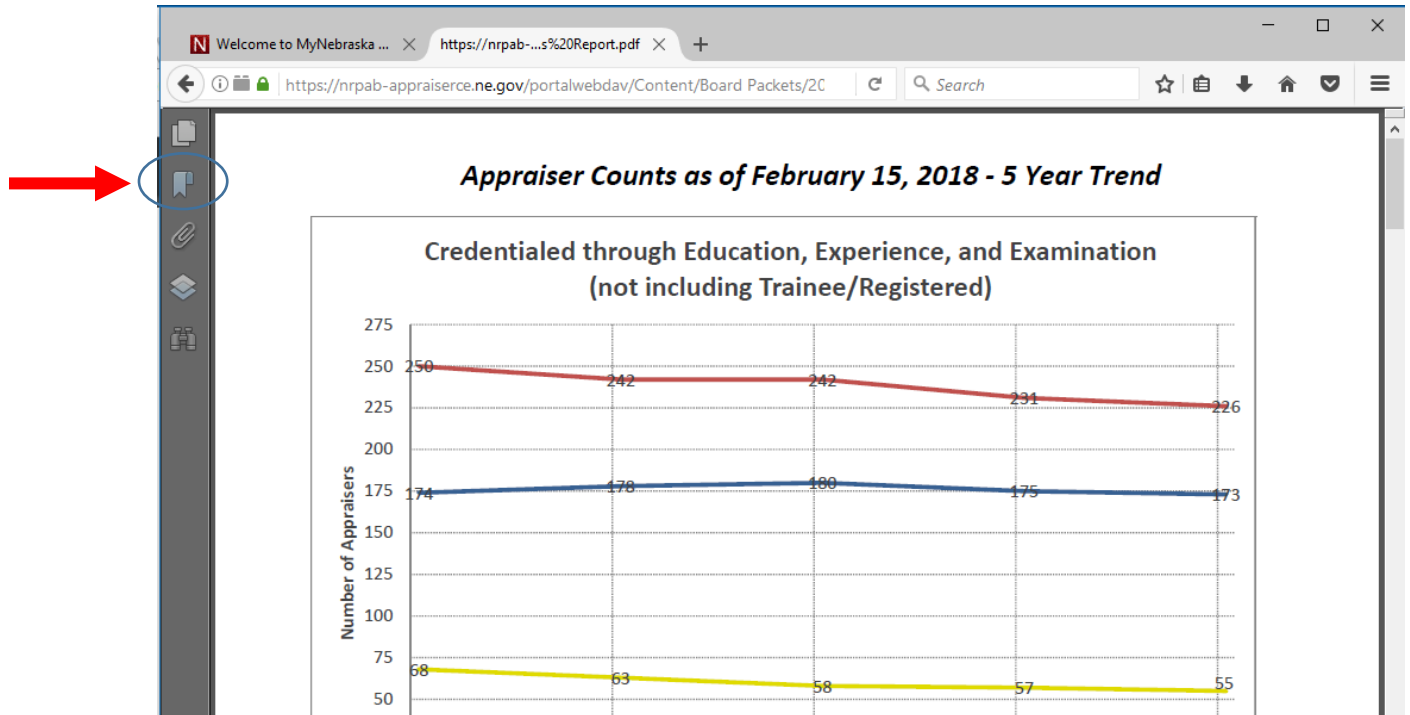
1. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.
2. Select the hyperlink for the PDF file that you wish to review.
3. Once open, the bookmarks menu is available at the top of the window on the right side.



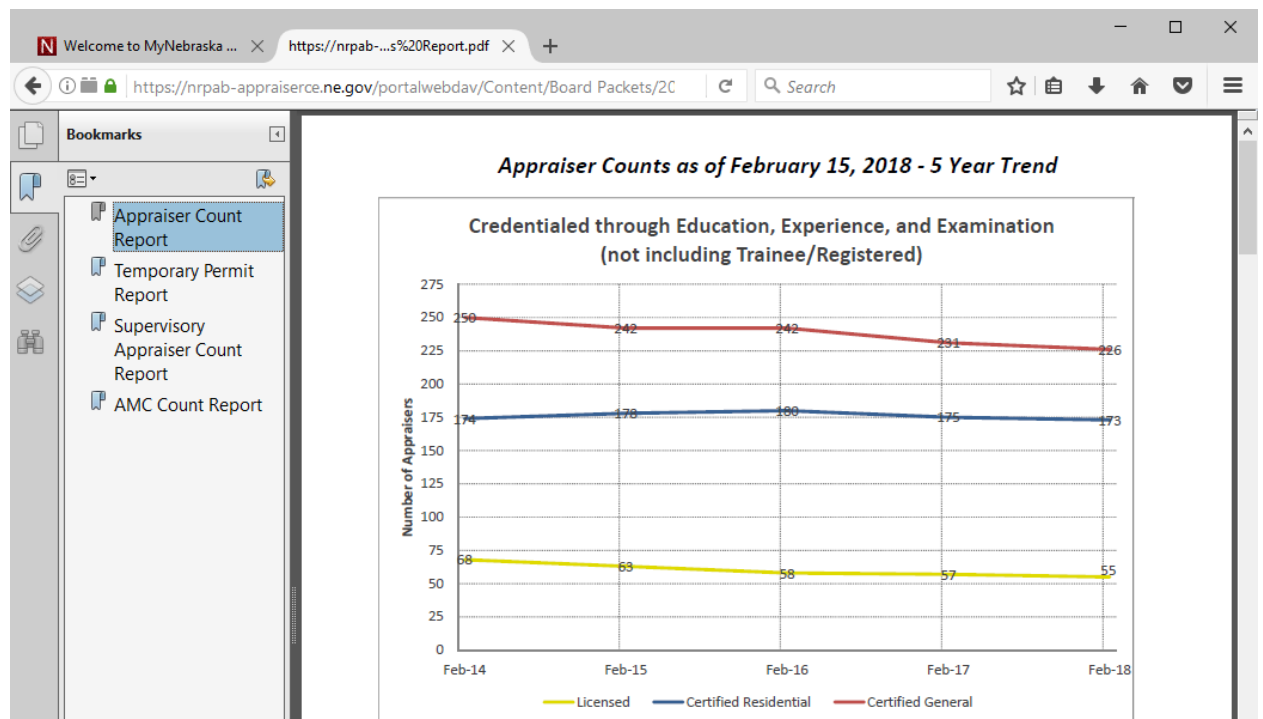
4. Select the bookmark for the location within the PDF that you would like to navigate to.

## Firefox (Mozilla)

1. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.
2. Select the hyperlink for the PDF file that you wish to review. You may be asked to allow Acrobat.
3. Once open, right click on the PDF and select "Show Navigation Pane Buttons." Buttons appear down the left side of the window.
4. Select the Bookmarks icon.



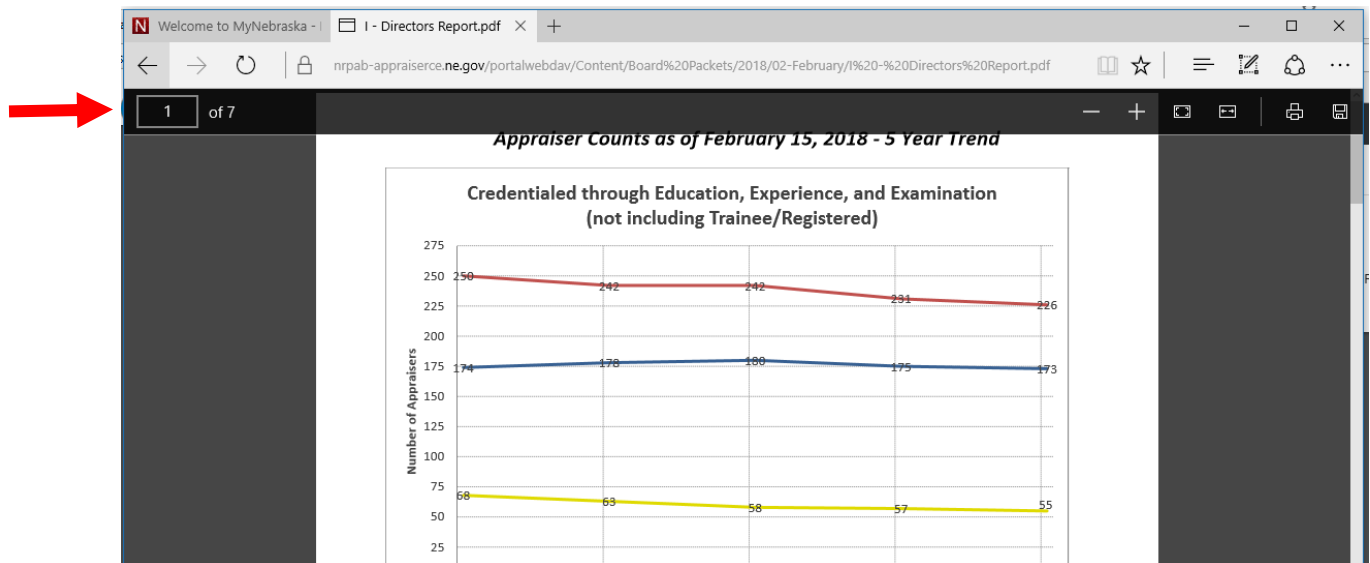
The Bookmarks list will appear.



5. Select the bookmark for the location within the PDF that you would like to navigate to.

## Edge (Microsoft)

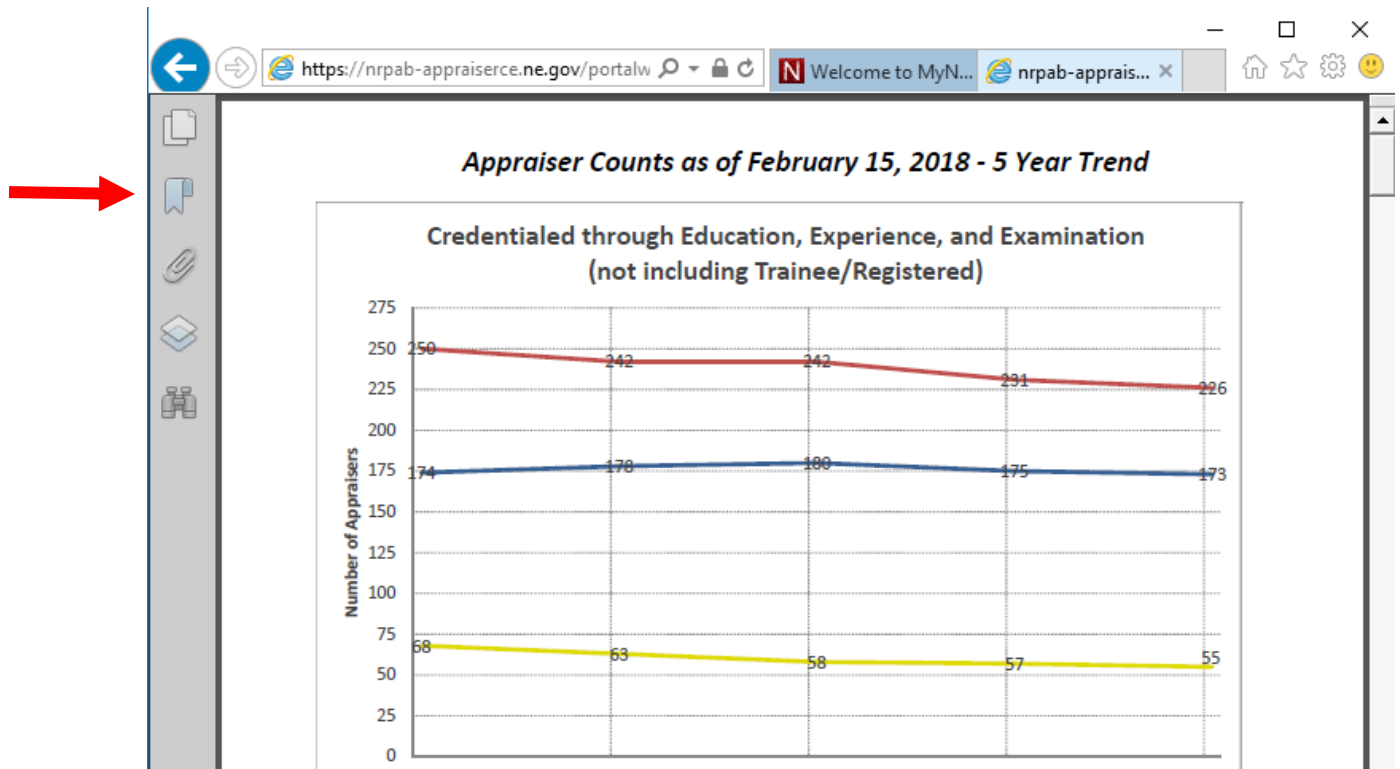
1. Edge apparently does not support Bookmarks in a PDF.
2. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.
3. Select the hyperlink for the PDF file that you wish to review.
4. Click in the document to bring up the menu at the top. You can type a page number in the box in the top right corner.



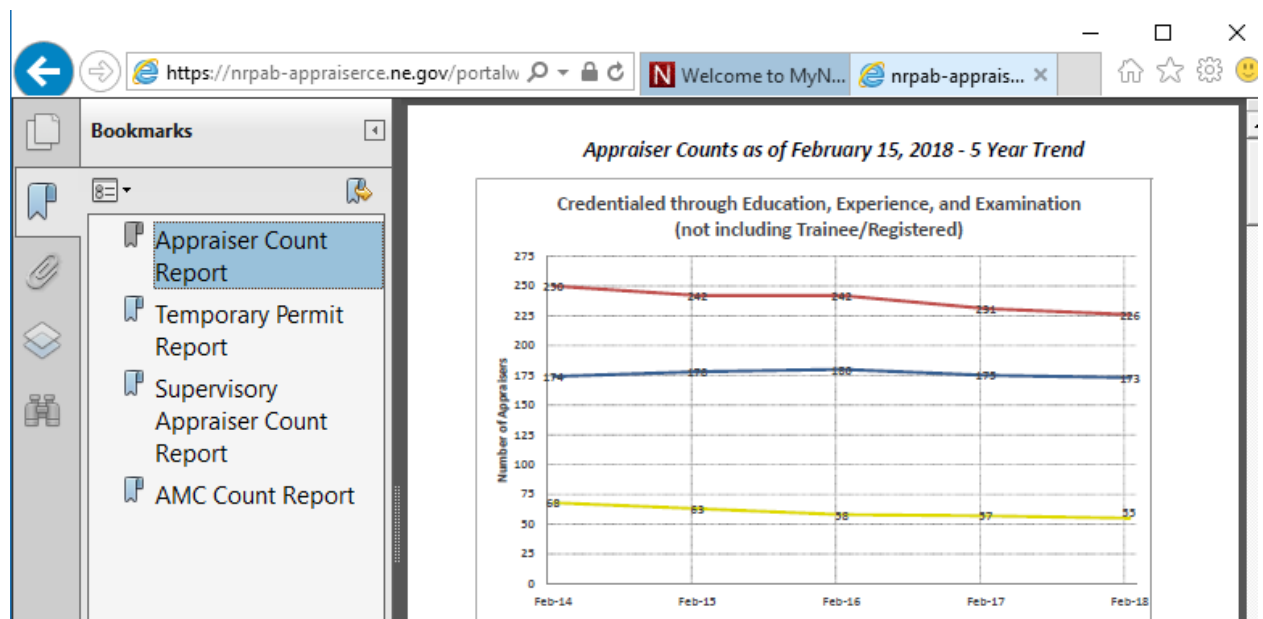
5. Alternatively, you can click on the three dots at the top left of the browser and select Open with Internet Explorer. This opens the PDF in a new window.

## Internet Explorer (Microsoft)

1. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.
2. Select the hyperlink for the PDF file that you wish to review. You may be asked to allow Acrobat.
3. Once open, right click on the PDF and select "Show Navigation Pane Buttons." Buttons appear down the left side of the window.
4. Select the Bookmarks icon



The Bookmarks list will appear.



5. Select the bookmark for the location within the PDF that you would like to navigate to.

## VIEWING APPRAISER LOGS IN THE NRPAB DATABASE

Log into Centurion <https://cio-centurion.ne.gov/centauth/login.xhtml>.

Under NRPAB, Select Appraiser Admin

Welcome: Anespor

**CENTURION**

Portal Profile

**My Applications**

**NRPAB**

- [Appraiser Admin](#)
- [Appraiser Board Portal WebDav](#)
- [Appraiser Login](#)
- [Appraiser Public Search](#)

**NRPAB CAT**

- [Appraiser Admin CAT](#)
- [Appraiser Board Portal WebDav CAT](#)
- [Appraiser Login CAT](#)
- [Appraiser Public Search CAT](#)

The initial page allows you to search for appraisers or AMCs, or go to the folders in the Board Portal.

Nebraska Real Property Appraiser Board

+ Add - Search - Report - Education Interface -

Welcome to the State of Nebraska Real Property Appraiser Application.  
Please start by choosing a drop down selection from the menu bar above.

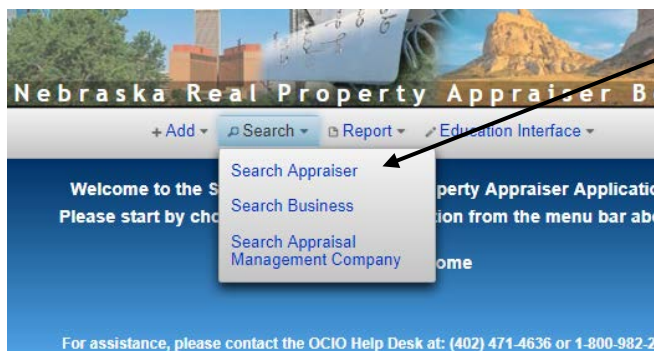
[Board Portal Home](#)

For assistance, please contact the OCIO Help Desk at: (402) 471-4636 or 1-800-982-2468.

Search Appraiser – the dropdown menu appears when you mouse over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or mouse off of it and back over it.



Click on Search Appraiser.



The search window appears.

Nebraska Real Property Appraiser Board

Home + Add Search Report Education Interface

Search Appraiser

Last Name:

First Name:

Search Appraiser

Type all or part of the last and/or first name(s), then click Search Appraiser button.

Nebraska Real Property Appraiser Board

Home + Add Search Report Educ

Search Appraiser

Last Name: tetherow

First Name:

Search Appraiser

Click the name of the appraiser you want. Sometimes there's a glitch and this takes you back to the search window. Type the name and click Search Appraiser again; usually it works on the second try.

Nebraska Real Property Appraiser Board

Home + Add Search Report Education Interface

Search Appraiser

Last Name: tetherow

First Name:

Search Appraiser

Search Results - 1 appraisers found.

Name	Phone	License ID	County	Business	Business Phone	Delete
TETHEROW, CHAD	402-389-1494	T2015001	Cherry	TETHEROW APPRAISAL SERVICE LLC	402-389-1494	

On the individual appraiser's screen, you see the contact information and current credential information, if any. Click the Logs button.

The screenshot displays the 'Appraiser' screen for Chad L. Tetherow. The top navigation bar includes links for Home, Add, Search, Report, and Education Interface. The main navigation tabs are Appraiser, Credentials, Education, Payments, Credentialing Cards, Supervisor, Trainees, and Logs. The 'Logs' tab is highlighted with an arrow.

**Name and Business**

Last: \* TETHEROW First: \* CHAD Middle: L  
SSN: \* [REDACTED] Federal ID: [REDACTED] Birth Date: 11/19/1983  
Business: TETHEROW APPRAISAL SERVICE LLC  
Address: 39847 STATE HWY 12  
Phone: 402-389-1494 City, State, Zip: VALENTINE, NE 69201-2205  
Fax: [REDACTED] County: Cherry  
Email: CTETHEROW@GMAIL.COM  
Choose Business: TETHEROW APPRAISAL SERVICE LLC

**Education**

Test Date: [REDACTED] CE Period: 2019-2020 CE Remaining: 28  
RW Update: N/A USPAP: 2020

**Current Credential**

License Code: T License Number: T2015001  
Status: Active Status Date: 02/19/2015 Show Credential History  
Notes: Initial active status date 02/19/2015

**Other**

USPAP last downloaded: 2018-2019 on 01/05/2018 Delete Usmap Print Record

**Contact Info**

Phone: 402-389-1494 Street Address: 39847 STATE HWY 12  
Fax: [REDACTED] Email: ctetherow@hotmail.com Bulk Email List: Yes  
City: VALENTINE State: NEBRASKA Zip: 69201-2205  
Password: tetherow County: Cherry District: Choose One  
Update Appraiser Cancel

[Home](#)
[Add](#)
[Search](#)
[Report](#)
[Education Interface](#)

Appraiser
Credentialed
Education
Payments
Credentialed Cards
Supervisor
Trainees
Logs

Add Log

Date: \*
Time: \*

Contact Name: \*

Contact Organization: \*

Contact Information: \*

Entry Type: \*
Choose One

Notes: \*

Hold Ctrl button and select files to upload multiple files

Choose File

Add Log
Cancel

Log History

(1 of 4)
1 2 3 4 5






Log Date	Contact Name	Entry Type	Documents	Notes	Edit	Delete
04/19/2019 10:15 AM	Chad Tetherow	Standard 3 Review(s)	<ul style="list-style-type: none"> <li>190419_Redacted Review Rpt approx 197 acres Rock Co NE.pdf</li> <li>190419_Tetherow Request Response to Review.pdf</li> </ul>	BLS Messor sent redacted review of APPROX 197 ACRES ROCK COUNTY NE report and requested response to review and report revised to address deficiencies noted by reviewer within 30 days of receipt of letter.		

Time	Participant	Activity	Notes
02/01/2019 11:00 AM	Chad Tetherow	Initial Application	<ul style="list-style-type: none"> <li>• <a href="#">Rnt_approv_5895_acres_Cherry_Co_NE.pdf</a></li> <li>• <a href="#">_Tetherow_Experience_Logs.pdf</a></li> <li>• <a href="#">_Tetherow_Education.pdf</a></li> <li>• <a href="#">_Tetherow_Application.pdf</a></li> </ul> <p>Received completed C/G new application. BLS Nespor sent fingerprints to NSP.</p>
			Received Official Academic Transcript from University of





02/26/2019 11:00 AM	Nan Colwell	Criminal History Records Check	Received background results. OK to proceed.		
---------------------	-------------	--------------------------------	---	---	---

			COUNTY NAME
02/19/2019 11:00 AM	Chad Tetherow	Report(s)	<ul style="list-style-type: none"> <li>190219_Tetherow Christensen Farm Dawes County report.pdf</li> <li>190219_Tetherow Anson Ranch Rock County report.pdf</li> <li>190219_Tetherow Calvo Ranch Rock County report.pdf</li> </ul> <p>Received reports 1) Calvo, 2) Anson (Stout), and 3) Christensen.</p>

There will be an entry showing review contract(s) sent, and another showing the receipt of the review(s) and invoice(s). Click on the Documents links to see the review(s).

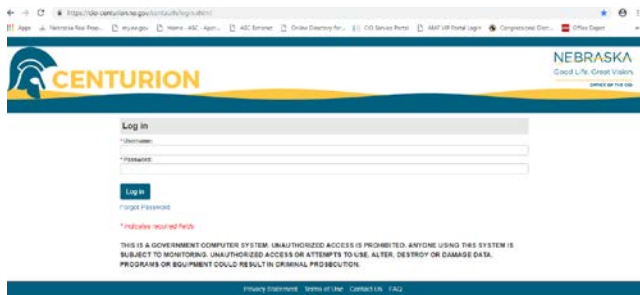
03/18/2019 8:00 AM	Steen Stone	Standard 3 Review(s)	<ul style="list-style-type: none"> <li>190318_Stone review.pdf</li> <li>190318_Stone invoice</li> <li>NRPRA31619 020.pdf</li> </ul>	Received invoice and review of report APPROX 197 ACRES ROCK COUNTY NE.		
(1 of 4)   1 2 3 4   5 						

Board actions will have an entry, followed by an entry for action taken by staff as a result, and further entries for responses received from the applicant.

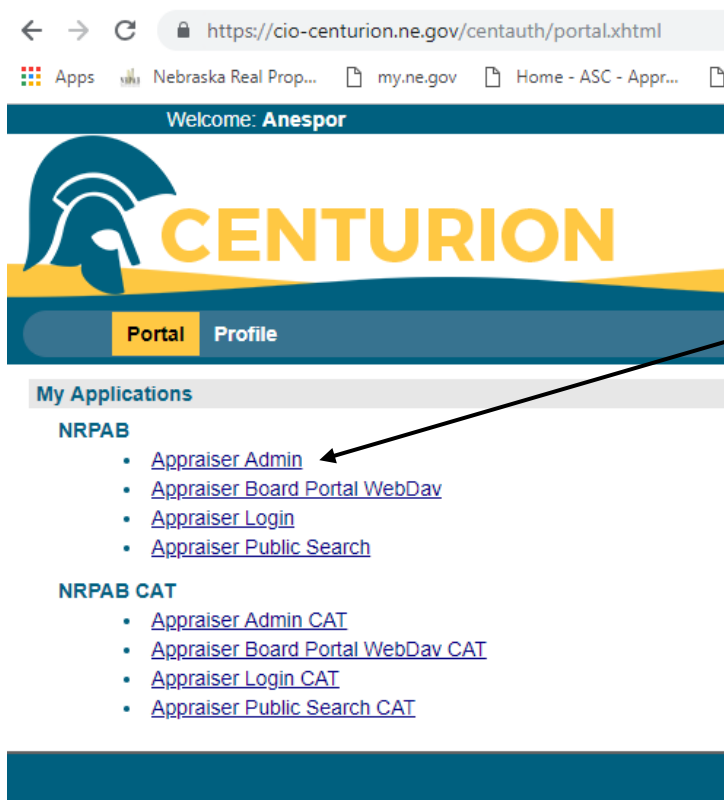
04/19/2019 10:15 AM	Chad Tetherow	Standard 3 Review(s)	<ul style="list-style-type: none"> <li>190419_Redacted Review Rpt approx 197 acres Rock Co NE.pdf</li> <li>190419_Tetherow Request Response to Review.pdf</li> </ul>	BLS Nespor sent redacted review of APPROX 197 ACRES ROCK COUNTY NE report and requested response to review and report revised to address deficiencies noted by reviewer within 30 days of receipt of letter.		
04/18/2019 12:00 PM	Board	Board Action		Send redacted review, ask for response and subject report revised to address deficiencies noted by review within 30 days.		
RI S Nesnor reviewed Colorado						

## VIEWING AMC LOGS IN THE NRPAB DATABASE

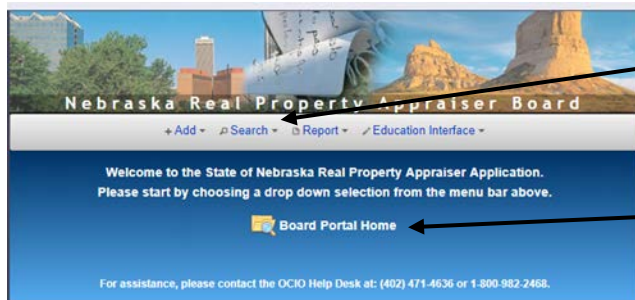
Log into Centurion <https://cio-centurion.ne.gov/centauth/login.xhtml>.



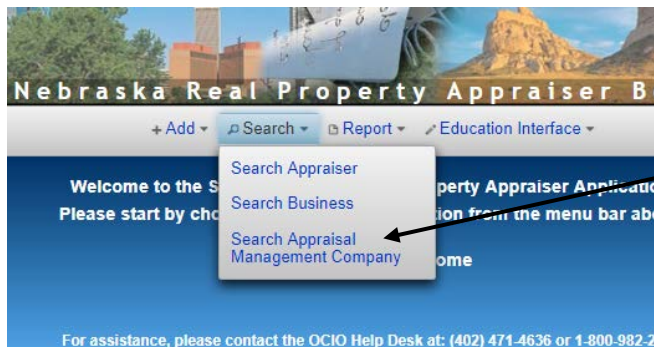
Under NRPAB, Select Appraiser Admin



The initial page allows you to search for appraisers or AMCs, or go to the folders in the Board Portal.



Search Appraisal Management Company – the dropdown menu appears when you mouse over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or mouse off of it and back over it. Click on Search Appraisal Management Company.



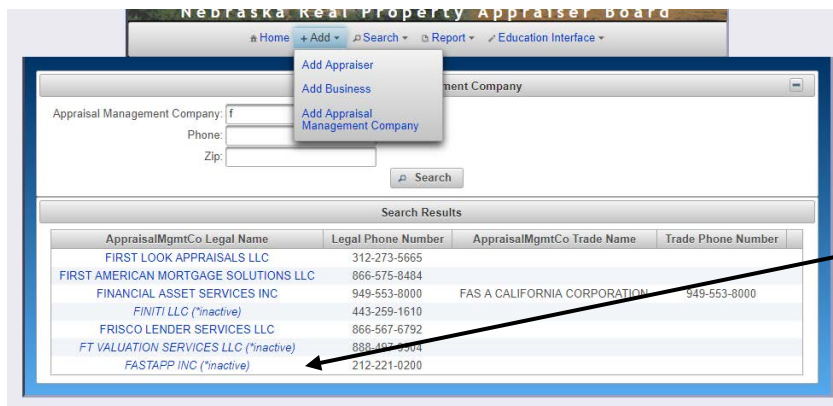
The search window appears

A screenshot of the 'Search Appraisal Management Company' window. It contains three input fields: 'Appraisal Management Company:', 'Phone:', and 'Zip:'. A 'Search' button is located at the bottom right of the form.

You can't narrow the search by typing more letters of the AMC's name, so just type the first letter and click Search or hit Enter.

A screenshot of the 'Search Appraisal Management Company' window. The 'Appraisal Management Company:' field now contains the letter 'A'. An arrow points to this field. Another arrow points to the 'Search' button. The 'Phone:' and 'Zip:' fields are empty.

The search results are in alphabetical order. Names in italics followed by *(\*inactive)* are either new applicants who are not active yet because they haven't completed the application process, late renewals whose registrations have lapsed during the renewal process, or AMCs whose registration has expired or been surrendered. Click the name of the AMC to go to their page. Sometimes there's a glitch and this takes you back to the search window. Type the name and click Search again; usually it works on the second try.



The initial AMC tab/page appears.



Clicking on the bars opens those sections of the page. There are several communication and documentation logs for each AMC: a general log, on the AMC tab, a surety bond log on the Surety Bond tab, and an application log on Applications tab for each initial and renewal application. Entries in logs are arranged most recent to earliest.

Click the Appraisal Management Company bar to see the name, number, address, etc.



Home + Add Search Report Education Interface

AMC Surety Bond Payments Applications

Appraisal Management Company (Inactive)

Legal Name: \* FASTAPP INC

Registration #: \* NE2019001 Domiciled: \* NEW YORK

Address: 5118 13TH AVE # 3

City: BROOKLYN State: NEW YORK

Zip: 11219-3520

Email: NH@FASTAPP.COM

Phone: 212-221-0200 Fax:

Inactive Date: 03/18/2019

Click to Activate: ☐

+ Add Appraisal Management Company Update Appraisal Management Company

Trade Businesses

Controlling Person

Designated Officer for Service of Process

Owners

Communication and Documentation Log

Click the Communication and Documentation Log to see information for which we don't have fields set up, or correspondence received that does not pertain to a specific application.

Communication and Documentation Log

Add Log

Date: \* Time: \*

Contact Name: \*

Contact Organization: \*

Contact Information: \*

Entry Type: \* Choose One

Notes: \*

Hold Ctrl button and select files to upload multiple files

+ Choose File

+ Add Log Cancel

Log History

Log Date	Contact Name	Entry Type	Documents	Notes	Edit	Delete
03/06/2019 1:20 PM	BLS Nespor	Internal Communication		EIN 83-1820684, multi-state, not federally regulated. Prefers contact by phone 212-221-0200 x202.		

To view the initial application, click the Applications tab at the top of the page.

AMC Surety Bond Payments Applications

Appraisal Management Company (Inactive)

Legal Name: \* FASTAPP INC

Registration #: \* NE2019001 Domiciled: \* NEW YORK

You will automatically be taken to the most recently entered application. You can tell whether it is an Initial Application or a Renewal Application by the radio button at the top.

The screenshot shows the top of the 'Initial Application' form. At the top, there are tabs for 'AMC', 'Surety Bond', 'Payments', and 'Applications'. Below the tabs, there are two radio buttons: 'Initial Application' (which is selected) and 'Renewal Application'. A red instruction bar says 'Enter information for new application, then select Add New Application to begin new application.' Below this, there are several input fields: 'Received Date' (02/27/2019), 'Assigned Identification Number' (NE2019001), 'Board Review Date' (03/21/2019), 'Active Status Date' (empty), 'Board Approval Date' (03/21/2019), and 'Renewal Due Date' (empty).

If you need to see a renewal application, click the Renewal Application radio button, and it will take you to the most recently entered renewal application. If an AMC has more than one initial application or renewal application, midway down the page is a bar for Past Initial Registration Applications or Past Renewal Registration Applications. Click that to open it up and the initial applications or renewal applications will be listed by date. Clicking on a date takes you to that application.

This screenshot shows the full 'Initial Application' form. It includes the same top navigation and radio buttons as the previous image. The form is divided into several sections: 'Initial Application' (with a red instruction bar), 'Application Information' (with fields for dates, identification number, and status), 'Organization Information' (with fields for legal name, state, and trade name), 'Designated Officer' (with radio buttons for Yes, No, N/A), 'Application Fees' (with checkboxes for Submitted), 'Criminal History Record Check' (with radio buttons for Yes, No, N/A), 'Recommendation' (with a dropdown menu), 'Ownership' (with radio buttons for Yes, No, N/A), 'Board Action' (with a dropdown menu), 'Director Approval' (with radio buttons for Yes, No, N/A), 'Director Approval Date' (input field), and 'Controlling Person' (text field). At the bottom, there are four expandable bars: 'Certification Signed By', 'Special Considerations', 'Past Initial Registration Applications' (which is highlighted with a blue bar and an arrow pointing to it), and 'Communication and Documentation Log'. The 'Past Initial Registration Applications' bar shows a list of applications with a date 'Feb 27, 2019' and a link 'View Application'.

The Initial Application page shows the progress of the application and is updated at each step, so you can tell at a glance if Criminal History Record Check Necessary and if Criminal History Record Check Completed. The Special Considerations bar has a text box for anything out of the ordinary – a yes response to a disciplinary question, for example. Click on the Communication and Documentation Log bar to see the application itself and any correspondence.

This screenshot shows the 'Communication and Documentation Log' bar, which is highlighted with a blue bar. It is located at the bottom of the 'Initial Application' form. The bar contains a list of communication items, including 'Director Approval' (Yes, No, N/A), 'Director Approval Date' (input field), and 'Controlling Person' (text field). The bar is expandable, and clicking on it will show the application details and any correspondence.

Click on the navigation buttons under Log History to see earlier entries. Click on links in Documents column to open PDFs.

Past Initial Registration Applications

Communication and Documentation Log

Add Log

Date:  Time:

Contact Name:

Contact Organization:

Contact Information:

Entry Type:  Choose One

Notes:

Hold Ctrl button and select files to upload multiple files

Log History (1 of 2)

Log Date	Contact Name	Entry Type	Documents	Notes	Edit	Delete
03/22/2019 2:15 PM	Natfali Horowitz	Letter Sent	• 190322_Fastapp App Approved Submit Reg Fee.pdf	BLS Nespor sent notice of approval. Registration fees due by 5/20/2019, AMC national registry fee period 12/22/2017 - 12/21/2018.		
03/18/2019 11:00 AM	Nan Colewell	Criminal History Records Check		Received Horowitz background results. OK to proceed.		
03/06/2019 3:30 PM	Natfali Horowitz	Board Review Date Notice	• 190306_Fastapp App Received on Agenda.pdf	BLS Nespor sent receipt and notice of board review date 3/21/2019.		
03/06/2019 9:00 AM	Natfali Horowitz	Phone Call		Upon review of emailed definition of "federally regulated" Fastapp Inc. is not federally regulated.		
03/06/2019 2:45 AM	Natfali Horowitz	Surety Bond		BLS Nespor requested copy of surety bond signed by a representative of Fastapp, Inc.		

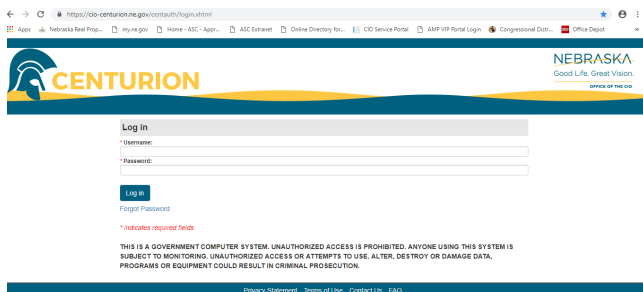
Start with the initial application.

Log History (2 of 2)

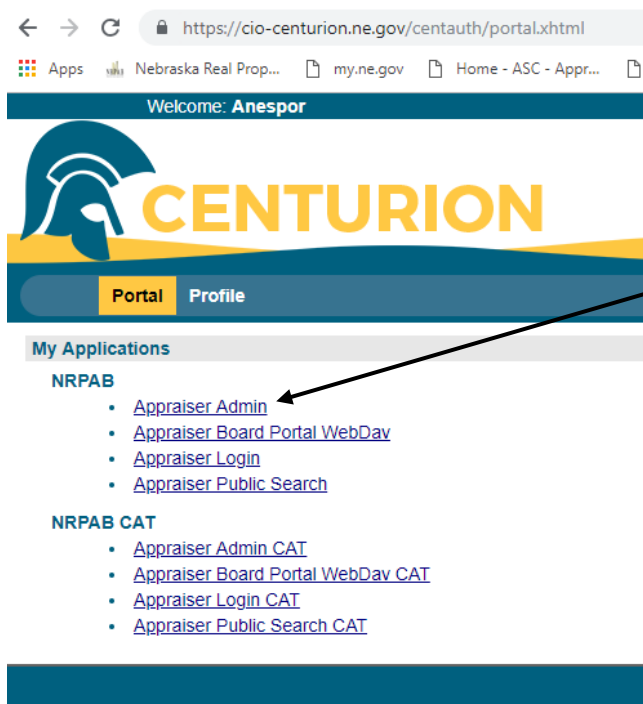
Log Date	Contact Name	Entry Type	Documents	Notes	Edit	Delete
03/04/2019 4:19 PM	Natfali Horowitz	Email	• 190304_Nespor email re federally regulated.pdf	BLS Nespor emailed Horowitz definition of "Federally Regulated" AMC, asked which entity regulates Fastapp, Inc.		
02/27/2019 11:00 AM	Natfali Horowitz	Initial Application	• Mar19_Fastapp_Application.pdf	Received completed application for registration as an AMC. BLS Nespor sent fingerprints to NSP. EIN 83-1820684, multi-state, not federally regulated.		

## VIEWING GRIEVANCE SUMMARY AND LOGS IN THE NRPAB DATABASE

Log into Centurion <https://cio-centurion.ne.gov/centauth/login.xhtml>.



Under NRPAB, Select Appraiser Admin



The initial page allows you to search for appraisers, investigations, or AMCs, or go to the folders in the Board Portal.



Search Investigations – the dropdown menu appears when you mouse over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or mouse off of it and back over it.



Click on Search Investigations.



The search window appears.



Type all or part of the Investigation Number, then click the Search Investigations button.

The screenshot shows the top navigation bar of the Nebraska Real Property Appraiser Board website. Below the navigation bar, there is a search form titled "Search Investigations". The form has a text input field labeled "Investigation Number:" with the value "20" entered. A dropdown menu is open below the input field, showing the options "20" and "20-01". To the right of the input field is a button labeled "Search Investigations". Arrows point from the text instructions to the input field and the search button.

Click on the Investigation Number in the table

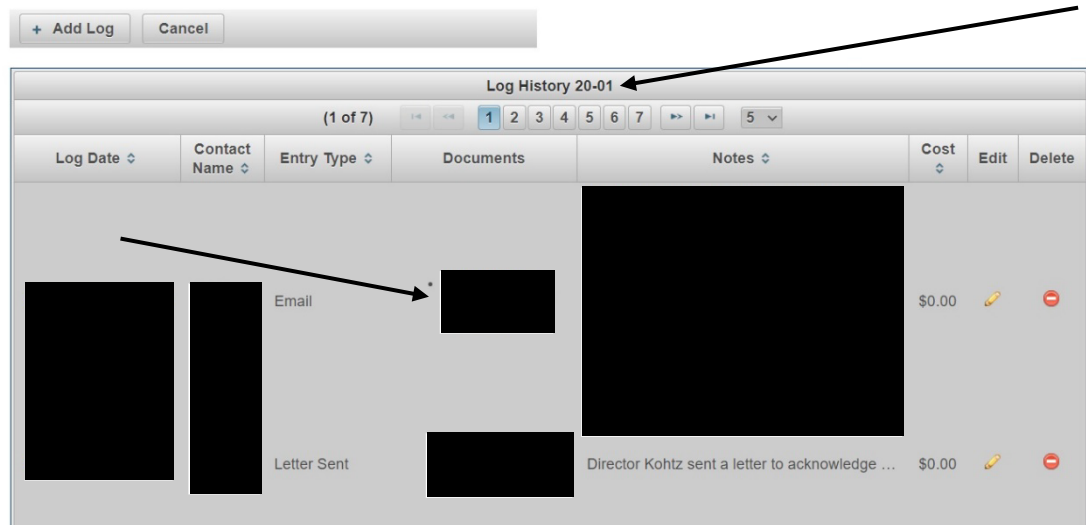
The screenshot shows the results of the search for investigation number 20. The page displays a table titled "12 Investigations Found". The table has the following columns: Investigation number, Respondent Name, Complainant Name, Received date, Investigation Status, Latest Board Action, and Total Cost. The first four rows of the table are visible, with the first row having the investigation number 20-01. Arrows point from the text instructions to the "Search Investigations" button and the first row of the table.

Investigation number	Respondent Name	Complainant Name	Received date	Investigation Status	Latest Board Action	Total Cost
20-01						
20-02						
20-03						
20-04						

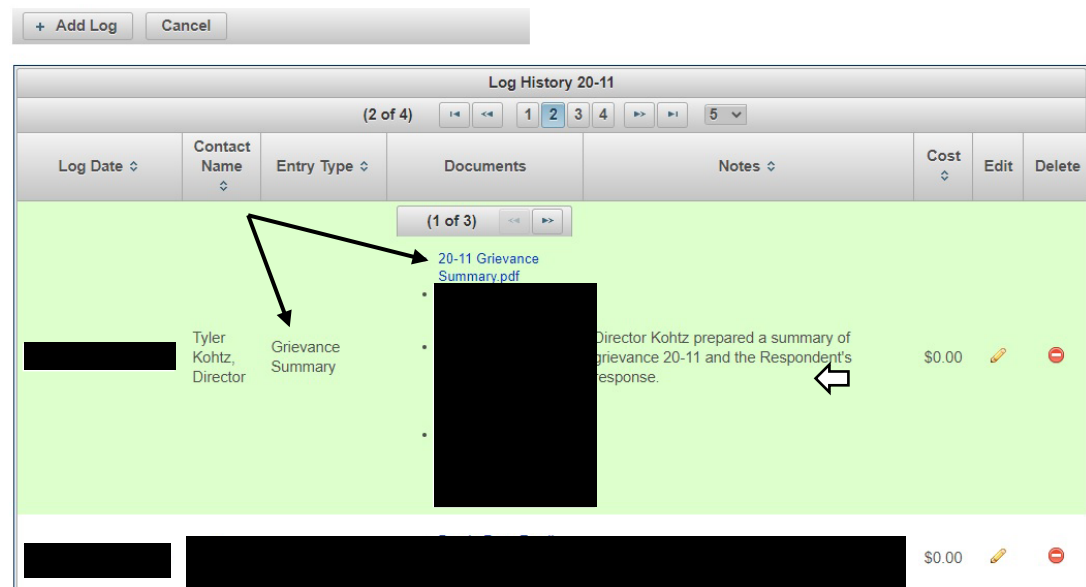
The Investigation Info page, which exists within the Respondent appraiser/AMC page, appears. This page also shows the Investigation History of the appraiser/AMC.

The screenshot shows the "Investigation Info" page for investigation 20-01. The page has a navigation bar with tabs for AMC, Surety Bond, Payments, Applications, and Investigations. The "Investigations" tab is selected. Below the navigation bar, there is a table titled "Investigation History" with columns: Number, Grievance Dt, Complainant, Complainant Business, Status, and Latest Board Action. The first row of the table has the investigation number 20-01. Below the table, there is a section titled "Investigation 20-01" which contains a form titled "Investigation Info 20-01". The form has the following fields: Investigation Number (20-01), Grievance Received Date, Complainant, Complainant Business, Complainant Address, Complainant Phone, Complainant Email, Respondent, Respondent Address, Respondent Email, and Registration Number. Arrows point from the text instructions to the "Investigations" tab, the "Investigation History" table, and the "Investigation Info 20-01" form.

Scrolling down the page leads to the Investigation Communication and Documentation Log. Log entries appear in order from most recent to earliest. Longer log entries must be “hovered” over to be completely revealed. Attached documents can be viewed by clicking on the hyperlinks (downloaded, then opened in browser).



Log entries are colored gray when the Investigation Status is “Closed” at the time of the entry.



Log entries are colored green to denote a Board Report, e.g. Grievance Summary, Investigation Summary.

Log History 20-01							
(4 of 7) 1 2 3 4 5 6 7 5							
Log Date ↕	Contact Name ↕	Entry Type ↕	Documents	Notes ↕	Cost ↕	Edit	Delete

Log entries are colored orange to denote a cost related to the investigation.

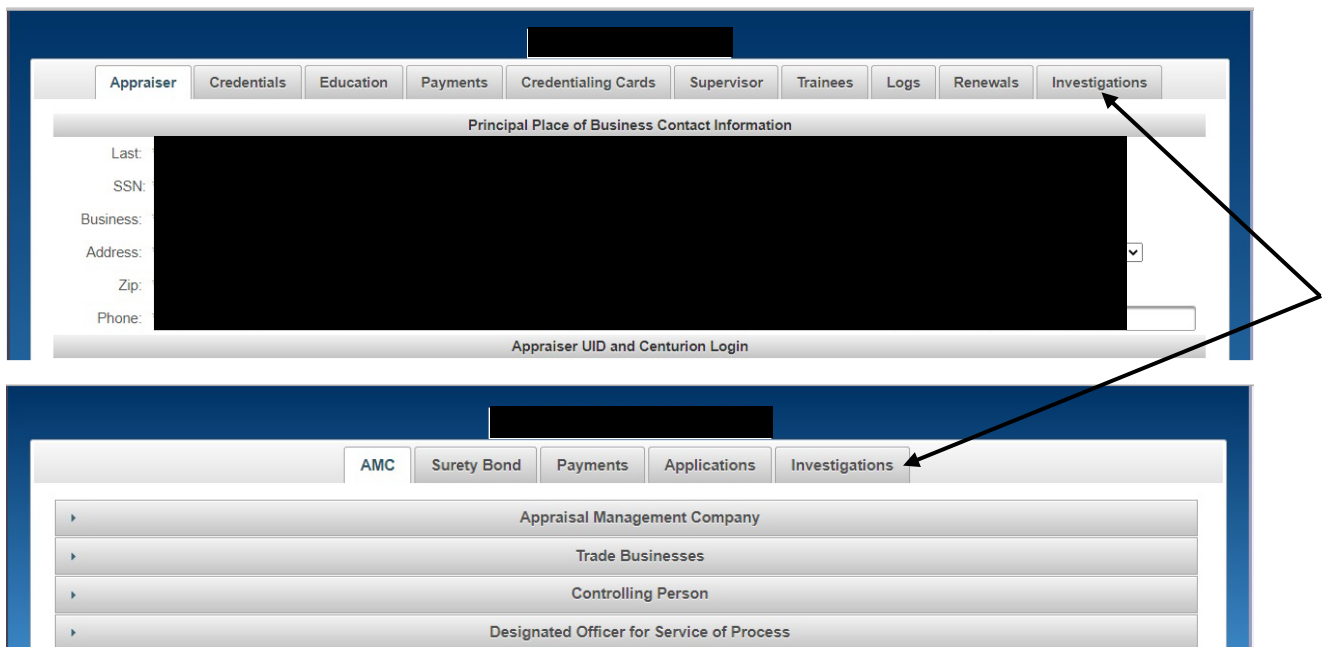
Log History 21-01							
Log Date ↕	Contact Name ↕	Entry Type ↕	Documents	Notes ↕	Cost ↕	Edit	Delete

White log entries show that the grievance/investigation process is Open at the time of the entry, but there is no cost nor Board Report associated with it. Most often, these show communications between board staff and Respondents, Complainants, or counsel, and documentation.

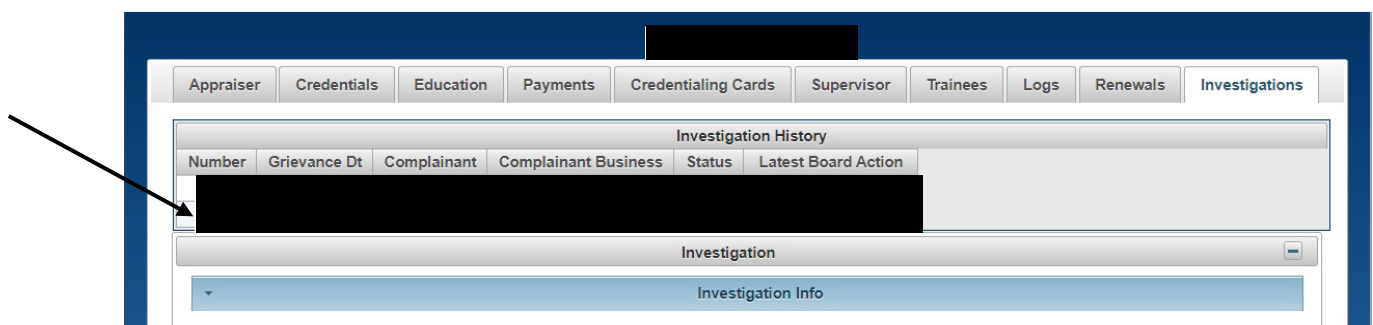
In addition to searching for Investigations, you can search for the Respondent appraiser/AMC in the database, and access the Investigations page through their information.



Once you have located the Respondent page, click on the Investigations tab.



The Respondent's Investigation History will show on the top of the page. Click on the Investigation Number hyperlink to access the Investigation details and, below that, the communication and documentation log.



i
Investigation Selected - 19-09

[REDACTED]

Appraiser
Credentials
Education
Payments
Credentialing Cards
Supervisor
Trainees
Logs
Renewals
Investigations

Investigation History

Number	Grievance Dt	Complainant	Complainant Business	Status	Latest Board Action
[REDACTED]					

Investigation 19-09

Investigation Info 19-09

Investigation Number: 19-09

Grievance Received Date: \* [REDACTED]

Complainant: \* [REDACTED]

Complainant Business: \* [REDACTED]

Complainant Address: \* [REDACTED]

Complainant Phone: \* [REDACTED]

Complainant Email: \* [REDACTED]

Respondent: [REDACTED]

Respondent Address: [REDACTED]

Respondent Email: [REDACTED]

License Number: [REDACTED]

Investigation Status: \* [REDACTED] ▼

Latest Board Action: \* [REDACTED]

Investigation Costs: [REDACTED]

All required fields(\*) need values to add Investigation + Add Investigation ↺ Update Investigation

Investigation Communication and Documentation Log 19-09

Add Log 19-09

Date: \*  Time: \*

Contact Name: \*  Cost: \$ \*

Contact Organization: \*  Board Report? ☐ Yes ☒ No

Contact Information: \*

Inv. Entry Type: \* Choose One ▼

Notes: \*

Hold Ctrl button and select files to upload multiple files

+ Choose File

+ Add Log
Cancel

Log History 19-09

(1 of 4)
◀
▶
1
2
3
4
▶▶
5 ▼

Log Date ◅	Contact Name ◅	Entry Type ◅	Documents	Notes ◅	Cost ◅	Edit	De
[REDACTED]							



# State of Nebraska Expense Reimbursement Policies

Effective January 1, 2021

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## Substantiation of Expenses

Under the State's accountable plan, the Internal Revenue Service requires employee or board members to substantiate the cost for travel, lodging, meals, and other expenses. To be reimbursed, the expense must be a necessary expense, incurred in the line of duty, reason/purpose of the expense must be clearly stated, all start/stop dates and times must be recorded, and the amount of the expense must be substantiated.

Adequate accounting generally requires the use of a documentation record such as an account book, expense diary or log, or similar record near the time of incurrence of the expense. Such log should list the date, amount, place (e.g. city) or description, and purpose for each expense. A combination of receipts and detailed itemization is permitted. Meals and incidental expenses are deemed to be substantiated under per diem allowances, and eliminate the need for substantiating actual costs. To satisfy the requirement of the accountable plan, the employee or board member should complete the Expense Reimbursement Document correctly or utilize a documentation record to transfer cost information to the expense reimbursement form so reimbursement can be made.

A request for reimbursement (on an approved expense reimbursement document) for the incurred expense must be submitted by the employee or board member to the appropriate agency office (business office, accounting office). To document that this requirement is met, the agency office will need to have an effective method of recording when the expense document was received.

Such request must be made not later than sixty days after the final day on which the expenses were incurred for which reimbursement is sought. This means that if travel occurs June 15-June 18 and again on June 22-June 25, the request for reimbursement may include both trips, but the request for reimbursement for the first travel period must be submitted no later than 60 days after June 18.

If an employee or board member typically requests reimbursement for non-travel expenses and accumulates the receipts for which reimbursement is sought, each expense will have its own 60 day limit for reimbursement. (Travel is defined as being away from headquarter city longer than one day.)

When a receipt does not provide the essential character of the expense, such as rate or period of use, the agency may require a copy of the rental contract or other billing as supporting documentation to substantiate the expense. For instance, vehicle rental receipts with only an amount would require additional documentation. Screen prints or other support of online purchases should be provided, if possible, to document purchases being made via the internet.

## Receipts

Receipts - Detailed receipts are required as support for all expenditures except per diem meals and immaterial items identified by the Director of Administrative Services. Common expenses requiring detailed receipts include, but are not limited to, lodging, car rental, commercial travel, and registration fees.

Detailed receipt is defined as a receipt that identifies the date, time, city, state, itemization of item(s) claimed, and the cost.

Immaterial items are anything less than \$10.00; however, you are required to substantiate immaterial items in a log, as described under Travel Expense Policy # 5. Substantiation of Expense).

In the absence of detailed receipts supporting an employee's claim, State Accounting requires a signed written explanation including one of the following:

- Copy of a cancelled check with purchase details;
- Charge card slip with purchase details; or
- Subsequently acquired receipt with purchase details.

If one of the above options cannot be provided, or where a receipt was not provided, the employee must create and provide a signed affidavit. This policy is for the convenience of the agency and the employee. The absence of documentation may necessitate the discontinuation of this process and the subsequent inability to reimburse employees when detailed receipts are not available.

### **Employee or Board Member Signatures**

The employee or board member claiming reimbursement of expenses must provide an original signature on the expense document or submit the document with an electronic signature. Supporting documentation must be maintained by the agency for those documents submitted with an electronic signature.

An employee or board member not able to provide original signatures due to physical disabilities may request a waiver of the original signature requirement. The employee or board member must request such a waiver in writing from the State Accounting Administrator of DAS. The request must be:

- 1) Approved by the employee or board member's supervisor,
- 2) Include the reason for the inability to provide the original signature,
- 3) Include the anticipated length of time of the physical condition, and
- 4) Include a sample of the intended signature to be used.

The State Accounting Administrator may request the employee or board member to give additional supporting documentation, which could include a description of the physical condition and limitations from the employee or board member's physician. If the request is approved, the employee or board member and agency will be notified in writing.

### **Air Travel**

Air travel shall only be authorized when it is more economical than surface transportation. Reimbursement for commercial air travel will be limited to "coach" fare, if such seating is available at the time of ticket purchase. If an agency chooses to calculate productive time saved, the employee or board member's actual salary shall be used. For board members, or others who do not receive a salary, the State average annual salary, as published in the Personnel Almanac, shall be used. Whenever reimbursement of air travel is made separate from the employee or board member expense reimbursement document, a cross reference shall be made from the employee or board member expense reimbursement document to the air travel reimbursement document.

Travel by privately-owned airplane or personally-rented airplane shall have the prior approval of the agency director. Such approval shall be provided with the payment documents.

- a. Privately-owned – An employee or board member will be reimbursed at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. As of January 1, 2021 the rate is one dollar and twenty-six cents (\$1.26) per Statute air mile. DAS will not differentiate between “travel at the convenience of the agency or employee or board member”. This mileage rate is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate.
- b. Personally-rented – Employee or board members shall be reimbursed for the actual expense of personally renting an airplane unless the expense is paid directly by the agency involved.
- c. Charter flight – Agencies should contact the Department of Aeronautics to make arrangements for charter flights.

### **Conference (Attendance by State Employee or board members)**

State employee or board member expenses – Expenses incurred by a State officer, employee or board member, or member of any commission, council, committee or board of the State while attending a non-State agency sponsored conference may be paid. Payment may be made directly to a vendor or as reimbursement to an employee or board member for expenses incurred on behalf of the agency. Original invoices/receipts and a document, or statement, showing the date, purpose and agenda of the conference must be attached to the payment document. Expenses should be coded using "item" orientation. For example, travel expenses should be coded to the appropriate travel expenditure account and the registration fee to Conference Registration Expense.

The payment of meals and nonalcoholic beverages for State employee or board members attending a non-State agency sponsored conference is allowable if the employee or board member is in travel status or the meal is included in the overall conference pricing.

### **Lodging**

Employee or board members shall report only actual expenses paid for lodging. Business telephone calls and parking charges incurred at the lodging site may be included on the lodging bill. Lodging expenses may either be directly billed to the agency or claimed on an expense reimbursement. If claimed on an expense reimbursement, detailed receipts for lodging are required to be filed with the claim. Lodging may be reimbursed when an employee or board member is "away from home overnight". The Internal Revenue Service states: "You are away from home overnight if your duties require you to be away from the general area of employment for a period substantially longer than an ordinary day's work and, during released time while away, it is reasonable for you to need and to get sleep or rest to meet the demands of your employment or business. The absence must be of such duration that you cannot reasonably leave and return to that location before and after each day's work." Meals should not be charged to a hotel room and will only be reimbursed through the per diem process.

Sales to the State of Nebraska and its agencies are exempt from Nebraska sales, use and lodging tax. Therefore, if in-state lodging expenses are directly billed to the agency, the agency should present a completed copy of Form 13 (Nebraska Resale or Exempt Sale Certificate) to the lodging establishment.

It is State Accounting policy that a person generally be more than 60 miles from his or her workplace in order to be eligible for lodging. We realize there may be reasons to pay for lodging for distances less than 60 miles. Such reasons include, but are not limited to work requirements, medical conditions or weather; in those instances the reason must be clearly stated on the disbursement document.

## Meals

Meal expenses incurred during travel shall be reimbursed on a per diem basis pursuant to Neb. Rev. Stat. § 81-1174, based on the destination of the travel. The State per diem rates shall be 70% of the relevant federal rates (General Services Administration for travel within the contiguous United States). The Expense Reimbursement Document (ERD) will calculate the full reimbursement for each day based on the following:

- The Per Diem Rate shall be based on the original Destination City. (GSA Per Diem Rates )
- The first and last day of travel will be prorated at 75% of the State Per Diem Rate.
- Any meal that is provided shall be deducted from the daily Per Diem Rate. Examples include:
  - Meals included in Conference fee
  - Meals provided by Hotel
  - Meals purchased by 3rd Party
- Meals expense charged directly to and paid for by the State of Nebraska
- At the agency head's discretion, one-day travel meal expenses (breakfast and supper only) may be reimbursed using State per diem rates when it is deemed necessary for the working conditions of the employee.
  - Breakfast - When an employee leaves for one-day travel at or before 0630 or 1 1/2 hours before the employee's shift begins, whichever is earlier, breakfast rate may be reimbursed.
  - Lunch - Noon meals for one-day travel are not reimbursable.
  - Dinner - When an employee returns from one-day travel at or after 1900 or 2 hours after the employee's shift ends, whichever is later, the evening meal rate may be reimbursed.
  - \* NOTE: The time limitations set forth do not include the time taken for the meal.
- Meal expenses incurred in the city or town in which the residence or primary work location of such employee is located, are not reimbursable, except as discussed in General Policy #22. State Employee Expenses While Not in Travel Status and Travel Expense Policy #3. Conference (attendance by State Employees).
- Actual expenses for group meals incurred by an agency on a purchasing card are allowable for official functions, conferences, or hearings.
- The IRS has taken the position that reimbursement for meal expenses incurred on one-day travel is taxable income to the employee unless such reimbursements are deemed "occasional". In order to monitor this provision, all such reimbursements for one-day travel shall be coded to account 571600 (meals – one day travel). When reimbursements for meals for one-day travel exceed \$200 per employee in any one year (December 1 through November 30), the entire amount of such reimbursements will be considered taxable income. If reimbursements for an employee are \$200 or more for any one year, the agency will enter a payroll one-time override using DBA 1005 for the total amount coded to object code 571600. This should be processed during the calendar year payroll. The reimbursements will be added to the employee's gross wages and payroll taxes will be withheld accordingly. Reimbursement to one employee for two or more employee's expenses will not be allowed for meals because of this provision. (Travel Expense Policy #9. Reimbursement to One Employee for Two or More Employee's Expenses)

If the lodging site claimed on an employee's or board member's expense reimbursement request, or paid for by the State, includes one or more meals in the cost paid as part of the lodging costs, reimbursement is not permitted for such meal(s) as described below:

- 1) Breakfast - If a continental breakfast is served by the lodging site in the morning after the date on which the lodging expense is incurred, which includes offerings greater than bread, bagels, muffins, fruit, milk, juice, and coffee (i.e., eggs, bacon, sausage, pancakes, waffles, etc.).
- 2) Dinner - A meal is served by the lodging site in the evening on the date on which the lodging expense is incurred, which includes offerings greater than soups, salads, snacks, hors d'oeuvres, or appetizers.

## Personal Automobiles

An employee or board member will be reimbursed for use of a personal vehicle while on State business (this does not include commuting miles) at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. As of January 1, 2021 the rate is \$.560 per mile. This mileage rate is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate. All contract employee or board members currently use the IRS rate. However, agencies may, at their determination, require employee or board members to utilize state-owned vehicles (as opposed to personal vehicles) if the use of the state-owned vehicle would be more economical from both an auto rental rate and the time involved in renting the state-owned vehicle. If after such agency determination, an employee or board member still wants to drive their personal vehicle, the agency is not required to reimburse the employee or board member any more than it would have cost the agency to rent the state-owned vehicle.

Motorcycles – An employee or board member will be reimbursed for the use of a motorcycle while on State business (this does not include commuting miles) at the prevailing standard rate. Effective January 1, 2021 the rate is \$.540 per mile.

Rental Cars - Insurance - An employee or board member should decline rental agency insurance coverages. Please refer to your agency's annual letter from Risk Management. There is a section on rental cars. Under Section III B, it states that you should NOT accept the coverages because the car rental is covered by the State's insurance.

## Reimbursement to One Employee or Board Member for Two or More Employee or Board Member's Expenses

One employee or board member may be reimbursed for actual expenses incurred on behalf of another State employee or board member, such as when two employee or board members sharing a motel room are billed jointly and one employee or board member pays the bill. The employee or board member to be reimbursed must provide the same detailed information that would have been required of each State employee or board member had they been billed individually. In all cases when one employee or board member is requesting reimbursement for expenses of more than one State employee or board member, detailed receipt policies must be adhered to, employee or board members' names listed and documents cross-referenced, when applicable. If two employee or board members are billed jointly, but each pays half and each requests reimbursement separately, the documents must be cross-referenced, since one employee or board member usually may not have a detailed receipt. An employee may not be reimbursed for another employee's meal per diem.

## Long Distance Telephone Calls

Charges for long distance telephone calls are an allowable state expenditure if they are related to State business, or the employee or board member is in a travel status on State business and the calls are in accordance with an approved agency policy.

To establish an approved agency policy, the State agency shall submit their proposed policy to State Accounting for approval. The policy shall describe the circumstances in which long distance calls will be reimbursed, to include:

- 1) The reason(s) for which calls will be reimbursed,
- 2) The number of calls an employee or board member will be allowed within a certain time period,
- 3) The duration of allowable calls or cost per call,
- 4) The relationship to the employee or board member of the person being called. State Accounting shall notify the State agency in writing of approval or disapproval.

## **Personal Cellular Telephone Expenses**

The State of Nebraska provides cellular telephones to agency personnel to utilize in the performance of their official State duties when deemed necessary. Occasionally, an employee will make work related cellular calls on their personal cellular telephone, and request reimbursement.

The State of Nebraska will reimburse employees for any cellular calls that are billed to the employee when the following criteria are met:

- 1) The employee provides their cellular company detail billing for the call(s) for which they wish to be reimbursed. Detail billing will show the date, time, length of call(s), number called and/or calling number, and cost of the call for each call submitted for reimbursement. A log shall be provided if the cellular company billing does not provide the above detail.
- 2) The call(s) are billed on a per minute basis, above and beyond the monthly fee charged for the service the employee has elected as their base plan. The State will reimburse State work related calls regardless of when in the month the State work related calls are made if the employee exceeds the base minutes. For example, Employee A has a plan which allows 25 minutes of calls for the base rate each month.
- 3) Employee A has 30 minutes of personal calls and 5 minutes of state work related calls during the month. The State will reimburse 5 minutes of calls regardless of when in the month the State work related calls are made.
- 4) Employee A only has 15 minutes of personal calls and 5 minutes of state work related calls in the month. The State will not reimburse the employee since the cellular company made no additional billing.
- 5) Employee A has 22 minutes of personal calls and 5 minutes of state work related calls in the month. The State will reimburse 2 minutes of calls since the cellular telephone service provider will charge an additional billing for the 2 minutes exceeding the base plan minutes.
- 6) The agency monitors all personal cellular telephone reimbursements for accuracy.
- 7) Agencies will determine if the usage indicates the need to issue a State owned cellular telephone to employees.

## **Entertainment Expenses**

In a letter to the Director of Administrative Services, the Attorney General's Office stated that entertainment expenses are not allowed to be reimbursed absent specific statutory authority.

## **Payments for State Employee Wages**

In accordance with §81-1117.05, payments for wages for all state employees will be by electronic funds transfer (EFT/Direct Deposit). Such EFT payments may be made to any financial institution of the employee's choosing or to a state authorized debit card. State employees include all officers or employees of the state or any state agency and pursuant to §81-1178 shall include duly appointed committee, board and commission members.

# **One Hundred Seventh Legislature - First Session - 2021**

## **Introducer's Statement of Intent**

### **LB83**

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**Chairperson: Senator Tom Brewer**

**Committee: Government, Military and Veterans Affairs**

**Date of Hearing: January 27, 2021**

The following constitutes the reasons for this bill and the purposes which are sought to be accomplished thereby:

LB 83 would amend the Open Meetings Act in Chapter 84, Article 14, to: 1) modernize the way public bodies hold virtual meetings; and 2) create the statutory framework for public bodies to hold virtual meetings during a declared emergency by the Governor, Mayor, Village Board Chair or County Board Chair. Section 15 of LB 83 has the emergency clause so the bill would take effect when passed and approved according to law, except for subsection 7 of section 84-1413 which has an effective date of July 31, 2022.

#### **1) Modernizing the way public bodies hold virtual meetings**

- “Virtual conferencing” is defined as “conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412” which allows the public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking, and recording at the virtual meeting.
- The provisions of the Open Meetings Act relating to videoconferencing and telephone conference calls are combined into one section. Instead of using the terms videoconferencing and telephone conference calls, “virtual conferencing” is used to encompass both.
- The same public bodies currently allowed to conduct meetings by videoconferencing and/or telephone conference calls are allowed to hold meetings by “virtual conferencing” with two additional entities included: local public health departments and natural resources districts.
- Public meetings held by “virtual conferencing” are subject to similar requirements as those which now apply to videoconferencing and telephone conference calls, including: reasonable advance publicized notice, including access to a dial-in number or link to the virtual conference; in addition to participating virtually in the meeting, arrangements for at least one public site in a building open to the public for the public to participate;

copies of all documents for the meeting available at the physical site; links to an electronic copy of the agenda, documents being considered at the meeting and the current version of the Open Meetings Act; and except for certain entities, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by “virtual conferencing” in a calendar year.

- The bill removes a provision in section 84-1411(6) that a member of the public body is not allowed to appear before the public body by means of “virtual conferencing.” The intent of this change is to allow a member of the public body to appear by “virtual conferencing” but does not allow that member to be counted toward the quorum or participate as a member of the public body.
- Section 84-1412(3) now will require any member of the public desiring to address the public body to identify himself or herself, including an address and the name of any organization represented by such person.
- Beginning July 31, 2022, new subsection (7) of section 84-1413 requires certain cities, certain counties, all NRDs, and all school districts to place minutes and agendas for the governing body’s meetings on their public web site. The agenda needs to be placed on the web site at least twenty-four hours before the meeting. Minutes are placed on the website when they are available for inspection. This information will be available on the web site for at least six months.

## **2) Creating the statutory framework to have virtual meetings during a declared emergency as defined in section 81-829.39: New subsection (7) of section 84-1411**

- If an emergency as defined in section 81-829.39 is declared by the Governor or a principal executive officer of a local government, any public body, whose territorial jurisdiction, in whole or in part, is included in the emergency declaration may hold a meeting by “virtual conferencing” after giving reasonable advance publicized notice, including information regarding access for the public and news media. (Principal executive officer is defined in section 81-829.39(9) as the Mayor, Village Board Chair or County Board Chair.)
- At these emergency meetings, in addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body. (Provisions in current law in section 84-1411(5) allowing emergency meetings without reasonable advance publicized notice also may be held by “virtual conferencing” but any formal action taken in such meeting shall pertain ONLY to the emergency.)
- The public body is required to provide access by providing a dial-in number or link to the virtual conference, links to an electronic copy of the agenda, all documents being considered at the meeting and the current version of the Open Meetings Act.
- As required in current law for other public meetings, meetings held by “virtual conferencing” also shall make reasonable arrangements to accommodate the public’s right to hear and speak at the meeting and record the meeting; the public body shall make all reasonable efforts to provide advance notification to a maintained list of news media of the time and place of each meeting and the subjects to be discussed; the nature of the emergency shall be stated in the minutes and the complete minutes of the meeting will be made available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, with a limited exception for cities of the second class and villages.

- Section 84-1411(2) relating to public entities allowed to have half of their meetings by “virtual conferencing” does not apply to the current emergency meeting provisions in section 84-1411(5) when reasonable advance publicized notice cannot be given or to the new subsection (7) of section 84-1411 regarding meetings when an emergency is declared by the Governor, Mayor, Village Board Chair or County Board Chair.

**Principal Introducer:** \_\_\_\_\_

**Senator Michael Flood**

# **Schedule 71**

## **REAL PROPERTY APPRAISER BOARD**

**June 23, 2020**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE

**71**

AGENCY, BOARD OR COMMISSION

**Real Property Appraiser Board**

DIVISION, BUREAU OR OTHER UNIT

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

**Supersedes Edition of July 29, 2015**

**PART I – AGENCY STATEMENT:**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

  
Tylan N. Koltz  
DIRECTOR

TITLE

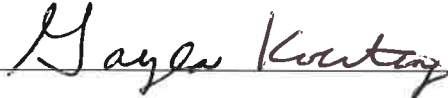
DATE

6/10/20

**PART II – APPROVAL OF STATE ARCHIVES:**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

  
Gayle Kuntz

DATE

6/19/2020

**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE

  
Deann Haffner

DATE

6/19/20

**PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

  
Ben Bowen

DATE

6/23/2020

RMA 01005D

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is located on the Secretary of State Records Management website. <http://www.sos.ne.gov/dyindex.html>. This report establishes that the destruction was performed in your normal course of business.

### **NON-SCHEDULED RECORDS**

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

# SCHEDULE 71 REAL PROPERTY APPRAISER BOARD

June 23, 2020

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of July 29, 2015

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-3	ALPHA OR NUMERICAL LISTING OF ENTITIES, INDIVIDUALS AND COMPANIES	Reports and lists of all licensees and/or applicants that include, but are not limited to: individual, company and entity identification number, name and address, date, license type and status, business identification, and business name.	Superseded	
71-5	APPRAISAL MANAGEMENT COMPANY FILES	Files of Appraisal Management Companies that include, but are not limited to: applications, renewals, surety bonds, and correspondence.	5 years after expiration	•Contains Confidential Information - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-6	APPRAISAL REPORTS- PROOF OF EXPERIENCE	Real estate appraisals submitted with applications for Licensure and Certification.	APPROVED APPLICATIONS: 5 years after active credential expires REJECTED/WITHDRAWN/INCOMPLETE APPLICATIONS: 5 years	•Contains Confidential Information - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-7	APPRAISER FILES	Records of each trainee, licensed, and certified appraiser. Files are renewed annually and may include, but are not limited to: applications, renewals, correspondence, proof of appraiser experience, Uniform Standards of Professional Appraisal Practice (USPAP) compliance review reports, certificates of completion of educational activities, credentialing cards, and investigative data.	5 years after expiration	•Contains Confidential Information - Neb. Rev. Stat 84-712.05 •Secure disposal required
71-26	AUDIT REPORTS AND FILES	Reports of audits of the agency, including, but not limited to audits performed by the Auditor of Public Accounts, Appraisal Subcommittee of the Federal Financial Institutions Examination Council, the Nebraska State Patrol, the Federal Bureau of Investigation, and the files prepared to assist the auditors.	10 years	
71-8	BOARD MEMBER FILES	Documentation on the appointment of Board members and applicants that includes, but is not limited to: business interests, appointment letters, resume, pictures, signed Oath to perform duties according to law, copy of certificate from Governor, appointment application.	10 years after no longer serving	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-9	COMPLIANCE FILES	Files of investigations and inquiries that include, but are not limited to: appraiser's name, address, business identification, business name, email address, reason for investigation/inquiry, and correspondence.	80 years	
71-10	CRIMINAL BACKGROUND CHECK REPORTS	Criminal background reports. Including, but not limited to: complete check on each appraiser applicant, including an FBI check received from the Nebraska State Patrol.	2 years after application withdrawn, denied, or approved	<ul style="list-style-type: none"> <li>•Confidential Record - Neb. Rev. Stat. 84-712.05</li> <li>•Secure disposal required</li> </ul>
71-12	EDUCATION PROVIDER AND INSTRUCTOR FILES	Files of providers and instructors providing pre-licensing and continuing education training activities for real property appraisers. Supplementary information that may include, but is not limited to: supplementary information, training course materials, and exams.	5 years after no longer approved to provide educational instructions	
71-13	ENFORCEMENT ACTIONS LISTING	Enforcement actions.	Superseded	
71-14	EXAMINATION RESULTS MATERIAL	Information supplied by contracted examination provider after each administration of examinations. Materials may include, but are not limited to: pass/fail roster, summary results of examination, and appropriate examination evaluation reports.	<b>INDIVIDUAL PASSING SCORE REPORTS:</b> 5 years after active credential expires <b>ALL OTHER MATERIAL:</b> 5 years	<ul style="list-style-type: none"> <li>•Confidential record - Neb. Rev. Stat 84-712.05</li> <li>•Secure disposal required</li> </ul>
71-15	INCOMPLETE, WITHDRAWN, OR DENIED EDUCATION/INSTRUCTOR APPLICATIONS	Files of incomplete, withdrawn, or denied education/instructor applications.	5 years	
71-16	PENDING APPLICATION AND FILE	Applications to become a trainee, licensed, or certified appraiser, or for registration as an appraisal management company and files including, but not limited to, communications, education, proof of experience, USPAP compliance review reports, examination score reports, surety bond, transcripts, registration verification information, corporate and/or business information.	<b>APPROVED:</b> File with AMC or appraiser applicant files, unless otherwise specified on this schedule. <b>NOT APPROVED:</b> 5 years after denial, withdrawal, or last correspondence.	<ul style="list-style-type: none"> <li>•Confidential Record - Neb. Rev. Stat. 84-712.05</li> <li>•Secure disposal required</li> </ul>
71-19	QUALIFYING/CONTINUING EDUCATION	Education activity files that include but are not limited to: provider information, course name, instructor name(s), instructor information, detailed course information, class rosters, and approval/denial letters.	5 years after no longer approved	
71-20	RECEIPT BOOKS			See Receipts in Schedule 124

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-22	TEMPORARY CREDENTIAL FILES	All temporary credential applications; approved, withdrawn and denied; and reports, that include, but are not limited to: identification number, name, license type, address, business identification, business name, social security number, email address, assignment information, communication, education, transcripts, credentialing verification information, examination, and license history.	5 years	<ul style="list-style-type: none"> <li>Contains Confidential Information - Neb. Rev. Stat. 84-712.05</li> <li>Secure disposal required</li> </ul>
71-25	W-9's	W-9s received from companies and individuals for voucher processing purposes.	Superseded	<ul style="list-style-type: none"> <li>Contains Confidential Information - Neb. Rev. Stat. 84-712.05</li> <li>Secure disposal required</li> </ul>

## Feature 14261 - AMC Renewal Online Application and Interface

**State:** New

**Created Date:** 06/03/2020 4:12 PM

**Description:**

Please provide an estimate to develop an AMC online renewal application similar to the appraiser online application. Also, please include needed changes to the AMC Renewal Interface to accommodate the online renewal application and also incorporate the needed changes for 2340 as well.

2340 - Changes to AMC database to comply with new statute NRAB-144

**History**

**01/06/2021 12:23 PM Tyler Kohtz:**

@Laxmi Yanamadala @Allison Nespor Thank you Laxmi!

<http://ocio-jtrac.ne.gov/jtrac/app/item/NRAB-144>

<b>ID</b>	NRAB-144	<b>Related Items</b>			
<b>Status</b>	Needs-Approval	<b>Logged By</b>	Allison Nespor	<b>Assigned To</b>	Tyler Kohtz
<b>Summary</b>	Changes to AMC database to comply with new statute				
<b>Detail</b>	<p>Juli, Please provide an estimate for the following changes to the AMC database. We will implement the new statute starting 1/1/2019. Applications with the changes will be entered starting 11/30/2018. Attached PDF illustrates some of the changes described below for clarity.</p> <ol style="list-style-type: none"> <li>1. AMC &gt; Appraisal Management Company <ol style="list-style-type: none"> <li>a. Add field named Employer Identification Number (EIN). Locate below Registration Number field. Will either be 9 digits with 1 dash (xx-xxxxxxx [an EIN]) or 9 digits with 2 dashes (xxx-xx-xxxx [an SSN]), so a text field accommodating at least 12 characters would work.</li> <li>b. Add field named Operation Type. Locate next to or below Employer Identification Number field. Dropdown menu of 2 items: (1) Single State (panel of more than 15 appraisers), (2) Multi-State (panel of 25 or more appraisers in two or more states).</li> <li>c. Add field named Federally Regulated. Locate next to or below Operation Type field. Dropdown menu of 3 items: (1) no, (2) yes, also registered in Nebraska (3) yes, NOT also registered in Nebraska. If yes, not also registered in Nebraska is selected, then <ol style="list-style-type: none"> <li>i. Gray out Surety Bond tab.</li> <li>ii. On AMC tab gray out Designated Officer for Service of Process section</li> <li>iii. On Initial Application gray out <ol style="list-style-type: none"> <li>1. Board Review Date</li> <li>2. Board Approval Date</li> <li>3. Designated Officer Identified</li> <li>4. Surety Bond Submitted</li> <li>5. Criminal History Record Check Necessary</li> <li>6. Criminal History Record Check Completed</li> <li>7. Recommendation</li> <li>8. Board Action</li> <li>9. Director Approval</li> <li>10. Director Approval Date</li> </ol> </li> <li>iv. On Renewal Application gray out <ol style="list-style-type: none"> <li>1. Designated Officer Identified</li> <li>2. Proof of Surety Bond Submitted</li> <li>3. Late Processing Fee Submitted</li> <li>4. Criminal History Record Check Necessary</li> <li>5. Criminal History Record Check Completed</li> <li>6. Recommendation</li> <li>7. Board Action</li> </ol> </li> </ol> </li> </ol> </li> <li>2. AMC &gt; Trade Businesses <ol style="list-style-type: none"> <li>a. Trade Businesses ? fix Delete Business button. It isn't working properly ? Accurate Group LLC has a blank inactive Trade Business. Clicked Delete Business &gt; clicked OK. Nothing happened. Clicked Edit Business &gt; clicked Delete Business &gt; clicked OK. Nothing happened. Filled in nonsense information &gt; clicked Update Trade Business &gt; clicked Delete Business &gt; clicked OK. Nothing happened. Clicked Click to Activate &gt; clicked Delete Business &gt; clicked OK. Nothing happened. Clicked Click to Deactivate, etc. Nothing happened.</li> </ol> </li> <li>3. AMC &gt; Controlling Person <ol style="list-style-type: none"> <li>a. Change Controlling Person to Contact Person throughout AMC database (change in</li> </ol> </li> </ol>				

	<p>dropdown section name, Update Controlling Person button, Initial Application, Renewal Application)</p> <p>4. Surety Bond ? Now that we have the communication and documentation log to upload a pdf of the surety bond, some of the database fields can be eliminated.</p> <ol style="list-style-type: none"> <li>Eliminate Principal section.</li> <li>Eliminate Surety section.</li> <li>Eliminate Sign &amp; Title Person section.</li> <li>Eliminate Attorney-In-Fact Person section.</li> </ol> <p>5. Applications &gt; Initial Application</p> <ol style="list-style-type: none"> <li>Add Expiration Date field below Active Status Date. Expiration Date = last day of year beginning with Active Status Date (Examples: if Active Status Date = 02/14/2019, then Expiration Date = 02/13/2020; Active Status Date = 01/01/2018, Expiration Date = 12/31/2018; Active Status Date = 3/1/2018, Expiration Date = 2/28/2019; Active Status Date = 3/1/2019, Expiration Date = 2/29/2020.)</li> <li>Renewal Due Date = Expiration Date minus 60 days</li> <li>Add Date Entered on National Registry field below Approval Date field.</li> <li>Add text Annual Registry Fee Based On with two new date fields for Beginning Date and Ending Date below Board Approval Date.</li> <li>Add field Number of Appraisers Performing Appraisal in Nebraska in Connection with a Covered Transaction with space for 4 digits below Annual Registry Fee Based On date fields.</li> <li>Add text Owners Names Checked on ASC National Appraiser Registry with radio buttons for Yes, No, and N/A below Ownership Identified.</li> <li>Move Recommendation and its dropdown list down ? place just above Board Action and its dropdown list.</li> </ol> <p>6. Applications &gt; Renewal Application</p> <ol style="list-style-type: none"> <li>Add Renewal Effective Date field below Approval Date.</li> <li>Add Renewal Expiration Date field below Renewal Effective Date. Renewal Expiration Date = last day of year beginning with Renewal Effective Date (Examples: if Renewal Effective Date = 02/14/2019, then Renewal Expiration Date = 02/13/2020; Renewal Effective Date = 01/01/2018, Renewal Expiration Date = 12/31/2018; Renewal Effective Date = 3/1/2018, Renewal Expiration Date = 2/28/2019; Renewal Effective Date = 3/1/2019, Renewal Expiration Date = 2/29/2020.)</li> <li>Next Renewal Due Date = Renewal Expiration Date minus 60 days</li> <li>Add text Annual Registry Fee Based On with two new date fields for Beginning Date and Ending Date below Initial Active Date.</li> <li>Add field Number of Appraisers Performing Appraisal in Nebraska in Connection with a Covered Transaction with space for 4 digits below Annual Registry Fee Based On date fields.</li> <li>Add text Owners Names Checked on ASC National Appraiser Registry with radio buttons for Yes, No, and N/A below Ownership Identified.</li> <li>Move Recommendation and its dropdown list down ? place just above Board Action and its dropdown list.</li> </ol> <p>7. Change 90 Day Expiring Appraisal Mgmt emails to 120 day expiring emails.</p> <ol style="list-style-type: none"> <li>Schedule email for 120 days before Expiration Date (Initial Application) or Renewal Expiration Date (Renewal Application).</li> <li>Change 90 to 120 in header of email.</li> <li>Change 90 to 120 in body of email.</li> <li>Change 90 to 120 in ?No Appraisal Management Companies are expiring in 90 days.? text.</li> </ol>
<b>Severity</b>	Major
<b>Priority</b>	Highest
<b>Defect Found In</b>	Production
<b>Defect Type</b>	Fix
<b>Area of Defect</b>	Appraiser CE

## History

Logged By	Status	Assigned To	Comment	Time Stamp
Allison Nespor	Open	Juli Jurgens	(attachment: AMC database changes.pdf)	2018-08-06 10:47:24.01
Allison Nespor			Also include in estimate 8. AMC > Payments > Fee Type a. Add list item FRAMC Ann Rpt Processing Fee b. Add list item FRAMC ASC Nat Registry Fee c. Add list item AMC ASC Nat Registry Fee	2018-08-29 11:14:27.877
Juli Jurgens			overview: 16 additions 5 fixes	2018-09-24 16:23:53.463
Juli Jurgens			<p>1. 'AMC' tab &gt; 'Appraisal Management Company' accordionPanel</p> <ul style="list-style-type: none"> <li>a) add 'Employer Identification Number (EIN)' field</li> <li>b) add 'Operation Type' field</li> <li>c) add 'Federally Regulated' field</li> <li>i) disable 'Surety Bond' tab</li> <li>ii) disable 'AMC' tab's 'Designated Office for Servicer of Process' accordionPanel</li> <li>iii) disable 'Initial Application' fields</li> <li>iv) disable 'Renewal Application' fields</li> </ul> <p>2. a) fix 'Trade Businesses' accordionPanel's 'Delete Business' button on 'AMC' tab</p> <p>3. a) replace 'personControlling', 'controlling person', etc. with 'contact person'</p> <p>4. a) remove 'Principle accordionPanel'</p> <ul style="list-style-type: none"> <li>b) remove 'Surety accordionPanel'</li> <li>c) remove 'Sign &amp; Title Person'</li> <li>d) remove 'Attorney-In-Fact Person'</li> </ul> <p>5. 'Applications' tab &gt; 'Initial Application'</p> <ul style="list-style-type: none"> <li>a) add 'Expiration Date' field</li> <li>b) modify 'Renewal Due Date'</li> <li>c) add 'Date Entered on National Registry' field</li> <li>d) add 'Beginning Date' and 'Ending Date' for 'Annual Registry Fee Based On'</li> <li>e) add 'Number of Appraisers Performing Appraisal in Nebraska in Connection with a Covered Transaction'</li> <li>f) add 'Owners Names Checked on ASC National Appraiser Registry'</li> </ul> <p>6. 'Applications' tab &gt; 'Renewal Application'</p> <ul style="list-style-type: none"> <li>a) add 'Renewal Effective Date'</li> <li>b) add 'Renewal Expiration Date'</li> <li>c) add 'Renewal Due Date'</li> <li>d) add 'Beginning Date' and 'Ending Date' for 'Annual Registry Fee Based On'</li> <li>e) add 'Number of Appraisers Performing Appraisal in Nebraska in Connection with a Covered Transaction'</li> <li>f) add 'Owners Names Checked on ASC National Appraiser Registry'</li> </ul>	2018-11-29 16:45:24.813

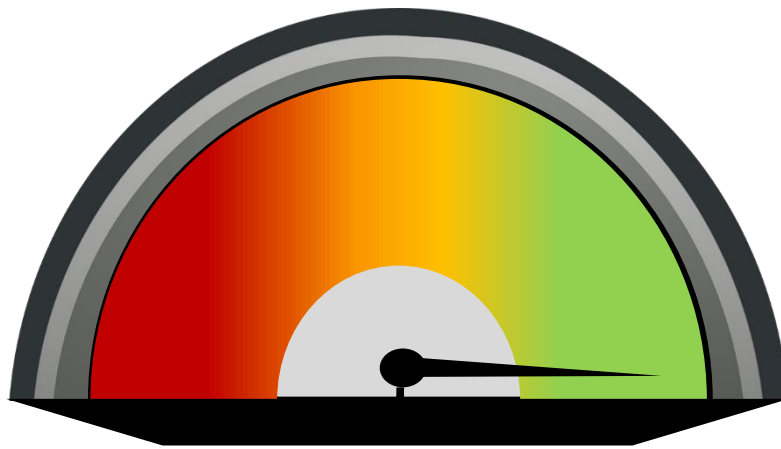
			<p>7. modify 90 day expiring AMC emails to 120 day</p> <p>8. AMC &gt; Payments &gt; Fee Type</p> <p>a) add list item FRAMC Ann Rpt Processing Fee</p> <p>b) add list item FRAMC ASC Nat Registry Fee</p> <p>c) add list item AMC ASC nat Registry Fee</p>	
Juli Jurgens			<p>Laxmi and Nate reviewed the request and determined the changes in the previous comments.</p> <p>Estimate of 106 hours.</p> <p>This estimate includes what was explained in the original requests. Additional work, logic or validations that was not originally requested has not been calculated into this estimate, and will need to be estimated separately as the items are requested.</p> <p>Nate rate \$73/hour</p> <p>Laxmi rate \$81.50/hour</p> <p>Once the estimate is approved, we believe we can finish in about 4 weeks (Nate is out of office Dec 24 to Jan 3).</p>	2018-11-29 17:03:40.763
Juli Jurgens	Needs-Approval	Tyler Kohtz	Tyler, please see above comment entries for the estimate.	Thu Nov 29 17:04:03 CST 2018

<http://ocio-jtrac.ne.gov/jtrac/app/item/NRAB-144>

# NEBRASKA

DEPT. OF ADMINISTRATIVE SERVICES

MATERIEL DIVISION - STATE PURCHASING BUREAU



## VENDOR PERFORMANCE PROGRAM GUIDE

**VERSION 1.0**

Effective: 11/16/2020

Guide & referenced documents are located at: <http://das.nebraska.gov/materiel/VendorPerformance.html>

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## I. INTRODUCTION

The Vendor Performance Program has been established to address and resolve issues that may arise between agencies and external vendors. It is important to note that this program does not replace the need for contract management.

When a contract has been awarded to a vendor by the State of Nebraska, it is assumed that both parties have entered into the agreement in good faith, and will perform their respective duties and obligations in accordance with the contract. When a vendor provides goods or services which meet the contract specifications, at the agreed upon price per unit, and with the quality as required by the contract, this is considered acceptable performance by the vendor.

Some helpful tips to encourage successful vendor relationships include:

- Fully understanding the contract requirements.
- Setting clear expectations early.
- Communicating regularly and respectfully.
- Being ethical, fair, and reasonable.
- Documenting throughout the life of the contract.
- Assuring invoices are paid timely in accordance with the contract requirements.

Agencies may be adversely impacted when vendors fail to meet their contractual obligations. By properly documenting and communicating poor vendor performance (non-performance) experiences with the vendor in a timely manner, vendors will develop a clear understanding of the State's performance expectations. Examples of non-performance include, but are not limited to:

- unauthorized substitutions,
- damaged shipments,
- invoice inaccuracies,
- unauthorized price changes,
- missed scheduled delivery times,
- late worker arrivals, or
- any other contract requirement not being met.



**If an agency believes that an issue has occurred, they should first review the contract to assure that the contract includes the requirement(s) the vendor is believed to have failed to perform. The vendor should not be expected to perform outside of the contract scope.**

## II. PROGRAM GOALS

The goals of implementing the Vendor Performance Program are to:

### A. IMPROVE

Improve overall Vendor performance on all State contracts.

### B. ENCOURAGE

Encourage effective communication between using agencies and Vendors.

### C. BUILD

Build histories of Vendor performance over time, allowing agencies to consider past contract performance when awarding a new contract.

## III. PROGRAM OVERVIEW

The Vendor Performance Program consists of five main components.

### A. Vendor Performance Notice

State of Nebraska VENDOR PERFORMANCE NOTICE		
TODAY'S DATE: <SELECT TODAY'S DATE>		
VENDOR COMPANY NAME: ATTN: VENDOR CONTACT NAME: VENDOR E-MAIL/MAILING ADDRESS: VENDOR A/E: VENDOR A/E #:		
PLEASE BE ADVISED: The State of Nebraska, <YOUR AGENCY NAME>, has identified non-compliance and/or unsatisfactory performance of <Contract #> <QU/OC Purchase Order>.		
Please acknowledge receipt by completing and signing the Vendor Acknowledgement section of this notice, and returning to the contact listed below no later than <RESPONSIBLE DUE DATE>. Lack of response, or continued deficiencies, may be considered in future bid opportunities.		
PLEASE SEND YOUR RESPONSE TO: <AGENCY CONTACT NAME & TITLE> <AGENCY CONTACT E-MAIL/MAILING ADDRESS>		
DELIVERY	QUALITY	MISCELLANEOUS
<input type="checkbox"/> Late delivery <input type="checkbox"/> Non-delivery <input type="checkbox"/> Delivery to incorrect address <input type="checkbox"/> Partial delivery - cannot deliver balance of order <input type="checkbox"/> Failure to Replace Damaged Goods <input type="checkbox"/> OTHER:	<input type="checkbox"/> Inferior quality/service deficiencies <input type="checkbox"/> Unauthorized substitution <input type="checkbox"/> Damaged or defective <input type="checkbox"/> Unsatisfactory workmanship in installation <input type="checkbox"/> Failure to Meet Specifications set forth in Quote/Bid	<input type="checkbox"/> Unauthorized change in quantity <input type="checkbox"/> Invoice inaccuracies <input type="checkbox"/> Failure to Respond <input type="checkbox"/> Request to Cancel Order Due to Quote/Bid Error <input type="checkbox"/> Unauthorized Price Change(s)
SUMMARY OF PERFORMANCE ISSUE (Please provide a brief, factual explanation of the performance issue(s) experienced, including dates.)		

VENDOR ACKNOWLEDGEMENT		
COMPANY NAME:		
COMPANY REPRESENTATIVE NAME/TITLE:		
E-MAIL:	PHONE:	
COMMENTS:		
By signing below, you hereby acknowledge receipt of this Vendor Performance Notice.		
Company Representative's Signature (Sign Here)	Title	Today's Date

The Vendor Performance Notice (**VPN**) is an agency's first notification to the vendor of unsatisfactory performance. When sending a VPN, agencies should ask them to complete the "Vendor Acknowledgement" section of the VPN and return the document. Agencies must send a copy of the VPN, supporting documentation, and the vendor's response to the State Purchasing Bureau (or "CC") at [AS.MaterielPurchasing@nebraska.gov](mailto:AS.MaterielPurchasing@nebraska.gov).



**If the contract is owned or maintained by the SPB, the VPN must first be submitted to the SPB for review. Upon approval, the agency may proceed to send to the Vendor.**

To download the template, or view instructions for completing a VPN, please visit: <http://das.nebraska.gov/materiel/VendorPerformance.html>.

## B. Vendor Improvement Request

**State of Nebraska**  
**VENDOR IMPROVEMENT REQUEST**  
DEPT. OF ADMINISTRATIVE SERVICES

**1. SUBMITTER INFORMATION**  
NAME & TITLE: \_\_\_\_\_  
AGENCY: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
By signing below I certify that, to the best of my knowledge, the information provided on this form is true and accurate.

**2. Have you sent a vendor performance notice to the vendor for resolution of this issue?**  
☐ NO ☐ YES  
If "NO": Before submitting a Vendor Improvement Request, please contact your vendor directly using the Vendor Performance Notice. Agencies are often able to work with their vendor to find a mutually beneficial solution.  
If "YES": In the Summary of Events field (next page), please describe your attempt(s) to resolve, including dates, and the vendor's response.

**3. SEVERITY SCORE:** Select Score  
Use the chart below to find the severity score of this issue, and record the score alone. The severity score is the number that best matches the level of impact and urgency of this issue.

IMPACT	SEVERITY SCORE			
	High	Med	Medium	Low
Urgency	4	3	2	1
Impact	4	3	2	1

**4. VENDOR INFORMATION**  
COMPANY NAME: \_\_\_\_\_  
CONTACT NAME/TITLE: \_\_\_\_\_  
VENDOR A/R#: \_\_\_\_\_

**5. PURCHASE INFORMATION**  
CONTRACT/PURCHASE ORDER #/S: \_\_\_\_\_  
DATE(S) OF OCCURRENCE: \_\_\_\_\_  
DESCRIPTION OF COMMODITY/SERVICE: \_\_\_\_\_

**6. REQUESTED IMPROVEMENT AREA(S)**  
Check all that apply.  
DELIVERY: ☐ Late delivery, ☐ Non-delivery, ☐ Delivery to incorrect address, ☐ Partial delivery - cannot deliver balance of order, ☐ Failure to replace damaged goods, ☐ Other: \_\_\_\_\_  
QUALITY: ☐ Inferior quality/service deficiencies, ☐ Unauthorized substitution, ☐ Damaged or defective, ☐ Unsatisfactory workmanship in installation, ☐ Failure to meet specifications set forth in Quote/BIO  
MISCELLANEOUS: ☐ Unauthorized change in quantity, ☐ Invoice inaccuracies, ☐ Failure to respond, ☐ Request to cancel order due to Quote/BIO error, ☐ Unauthorized price change(s)

**7. SUMMARY OF EVENTS**  
Please provide a brief, factual explanation of the performance issue(s) experienced, including dates, in the space below. A separate sheet may be added if additional space is needed.  
**Please note:** This is not an internal document. A copy of this form will be provided to the vendor.

**8. WHAT IS YOUR AGENCY'S DESIRED OUTCOME?**

**9. ATTACH DOCUMENTATION & SEND**  
Send completed form AND supporting documentation to: [AS.MATERIELPURCHASING@nebraska.gov](mailto:AS.MATERIELPURCHASING@nebraska.gov)  
Examples of supporting documentation may include contracts, purchase orders, invoices, specifications, correspondence, test results, packing slips, delivery tickets, etc.

**VENDOR ACKNOWLEDGEMENT**  
COMPANY NAME: \_\_\_\_\_  
COMPANY REPRESENTATIVE NAME/TITLE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_  
COMMENTS: \_\_\_\_\_  
By signing below I hereby acknowledge receipt of this Vendor Improvement Request.  
Company Representative's Signature \_\_\_\_\_ Title \_\_\_\_\_ Today's Date \_\_\_\_\_

The Vendor Improvement Request (**VIR**) form is an agency's notification to the State Purchasing Bureau that they have attempted to resolve an unsatisfactory performance issue, but were ultimately unable to come to a mutually agreeable solution. Agencies must send completed forms and supporting documentation to the State Purchasing Bureau at [AS.MaterielPurchasing@nebraska.gov](mailto:AS.MaterielPurchasing@nebraska.gov). The Vendor Performance Program Manager will review then send the VIR to the vendor, requesting further action in order to resolve the issue.

To download the form, or view instructions for completing a VIR, please visit: <http://das.nebraska.gov/materiel/VendorPerformance.html>.

## C. Vendor Rating & Reviews

Periodically, State teammates may receive a request via e-mail from our third-party partner, *Procurated*, asking to provide a rating/review for a vendor on a recent purchase. Participation in the online rating and review platform is encouraged as the ratings will be monitored to help identify opportunities to improve vendor performance across the State. Review contacts are based on the transaction originator or buyer fields on purchase orders entered into EnterpriseOne. If a teammate receives a review request but they are not the correct person to review, they should forward the request to the appropriate person.

## D. Vendor Feedback Survey

In order to improve communication and facilitate successful relationships, vendors may be asked to complete a survey regarding their experience doing business with the State of Nebraska. Information gathered will help identify pain points for vendors, and give insights for improvements in the future.

## E. Bidder Suspension

At the discretion of the Materiel Administrator, vendors with a significant contract breach (e.g., consistently late deliveries, serious public safety violations) or consistent poor performance or may be suspended from participating in future bidding opportunities with the State of Nebraska for a period of time. The duration shall be relative to the seriousness of the violation.

Vendors may be subject to contract termination or suspension should either of the following occur:

1. Failure to correct a dispute satisfactorily at the sole discretion of the State of Nebraska.
2. Two (2) or more Vendor Improvement Request submissions that require State Purchasing Bureau intervention to resolve.

Agencies may also submit a request via e-mail to the State Purchasing Bureau at [AS.MaterielPurchasing@nebraska.gov](mailto:AS.MaterielPurchasing@nebraska.gov) to initiate the suspension review process. The request must contain the following information:

1. Vendor's company name, Address Book number, e-mail address, and phone number;
2. reason for requested suspension;
3. requested duration of suspension; and
4. summary of significant contract breach and/or continuous poor performance.

The Vendor Performance Program Manager will review the request and, when appropriate, present to Materiel Administrator for final approval/denial.

## IV. NON-PERFORMANCE RESOLUTION

When an agency determines a vendor is not meeting their contractual obligations, the issue should be addressed in a timely manner. Agencies are encouraged to address the problem directly with the vendor by sending a VPN to the vendor. In many situations, agencies are able to work with their vendor to find a mutually beneficial solution. The agency should follow up with the vendor until the problem is resolved.

If the agency is unable to resolve the problem, they may request assistance from the State Purchasing Bureau. This is documented through a VIR.

When VPNs and VIRs are used correctly, they can result in improved vendor performance and increased customer satisfaction. Agencies should not wait until it is time to award a new contract to decide that the vendor is not performing as required, or that the product does not meet their specifications. When documentation is lacking or non-existent, it is difficult to consider a vendor's past performance with the State when the time comes to award a new contract.

Bringing an issue to the vendor's attention may also help them identify a problem with their internal processes, which may lead to improved experiences in future purchases.

### A. Non-Performance Resolution Process

1. Should the vendor fail to provide commodities/services that meet the specifications of the contract, the using agency may document this failure by sending a VPN to the vendor. Vendors must complete the "*Vendor Acknowledgement*" section of the VPN and return the document to the sender. Agencies must send a copy of the VPN, supporting documentation, and the vendor's response to the State Purchasing Bureau.
2. For unresolved, repeated, or significant occurrences the agency may, at their discretion, submit a VIR to the State Purchasing Bureau. The Vendor Performance Program Manager will review, and may contact the vendor via e-mail or letter to provide a basis for the dispute specifying a reasonable due date for the vendor to respond.
3. Upon receipt, the vendor must complete the "*Vendor Acknowledgement*" section and return the VIR to the Vendor Performance Program Manager. The vendor must then submit a written response via e-

mail or letter describing the steps being taken to resolve the dispute by the due date set forth in the letter from the Vendor Performance Program Manager. At times, the issue may be complex and require a meeting with the using agency and Vendor to discuss the dispute(s) documented in the VIR.

4. The Vendor Performance Program Manager will review the vendor's response with the using agency. If the vendor provides a solution that is acceptable to the State, they will be given a reasonable due date to correct the action(s).
5. If the vendor fails to provide a reasonable solution that is acceptable to the State, this is considered a failure on the part of the vendor to correct the dispute, which may become the basis for canceling the contract.
6. Vendors may be suspended from participating in future bidding opportunities with the State of Nebraska should either of the following occur:
  - a. Failure to correct a dispute satisfactorily at the sole discretion of the State of Nebraska.
  - b. Two (2) or more Vendor Improvement Request submissions that require State Purchasing Bureau intervention to resolve.
7. All Vendor Performance Notices, Vendor Improvement Requests, Vendor responses, and further documentation regarding the Vendor's performance submitted to the State Purchasing Bureau will be kept on file with the State Vendor Performance Program Manager.



## **NEBRASKA REAL PROPERTY APPRAISER CREDENTIALING APPLICANT APPRAISAL REVIEW SERVICES AGREEMENT**

This Nebraska Real Property Appraiser Credentialing Applicant Appraisal Review Services Agreement (“Agreement”) is entered into between the Nebraska Real Property Appraiser Board (“Agency”) and                    (“Contractor”), who holds credential number                    issued by the Nebraska Real Property Appraiser Board.

Contractor shall complete appraisal review report(s) in accordance with Standards 3 and 4 of the National Uniform Standards of Professional Appraisal Practice (“USPAP”), and provide technical expertise to the Agency as needed to assist the Board with its evaluation of the listed applicant’s experience for credentialing as a real property appraiser in the State of Nebraska.

Applicant Number:

Credential Applied For:

Appraisal Report(s):

## **THE PARTIES MUTUALLY AGREE AS FOLLOWS:**

### **SECTION 1. QUALIFICATIONS**

A. Contractor shall meet the following qualifications at the time this Agreement between Contractor and the Agency is executed:

1. Contractor shall possess an active credential as a certified residential or certified general real property appraiser in the State of Nebraska, or obtain a temporary credential as a certified residential or certified general real property appraiser prior to engaging in real property appraisal activity in this state.
2. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction, shall not have been disciplined, revoked, suspended, or surrendered in lieu of disciplinary action pending or threatened within the immediate two-year period preceding the date of this contract.
3. Disciplinary proceedings pending against Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall be disclosed.
4. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall not be under investigation.
5. Contractor shall not have been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or in the making of an appraisal.
6. Contractor shall possess the ability necessary to communicate effectively, concisely and objectively with Board staff and as an expert witness if required.
7. Contractor shall possess a reputation for honesty, trustworthiness and producing quality work within the appraiser industry.
8. Contractor shall have completed the Seven-hour National Uniform Standards of Professional Appraisal Practice Update Course as approved by the Appraiser Qualifications Board applicable to the development and reporting of the appraisal report(s) subject to review under this agreement.

B. The Nebraska Real Property Appraiser Board shall be notified immediately in writing if Contractor no longer meets the qualifications in place at the time this Agreement between Contractor and the Agency is executed. If any party makes such request, Contractor must promptly disqualify him- or herself.

## **SECTION 2. SCOPE OF SERVICE**

- A. Contractor shall become familiar with the appropriate federal requirements, including but not limited to USPAP, state statutes and regulations relevant to this assignment.
- B. If necessary, Contractor shall become familiar with the procedures generally applicable to administrative hearings, and become familiar with appropriate state statutes and regulations relevant to administrative hearings.
- C. Contractor shall be competent and available to perform the services required in this contract in an ethical manner, and must discern those cases in which he or she may be disqualified from proceeding and must promptly disqualify him- or herself, regardless of whether there is a request to do so.
- D. Contractor shall comply with all applicable federal, state and local laws, statutes, codes, ordinances, standards, policies, regulations and rules in effect during the term of this Agreement. Contractor shall also not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.
- E. Contractor shall maintain all information, documentation and records required to perform services. In addition, Contractor shall provide all information, documentation and records to the Agency at the Agency's request.
- F. The services provided are deemed personal services and shall be performed only by Contractor and may not be assigned in any manner.
- G. Contractor shall work in his or her own home and office, except when required otherwise by the Agency for purposes pertaining to this matter, or to attend an administrative hearing concerning this matter.
- H. Unless otherwise agreed to by the Agency in writing, Contractor shall complete the review of compliance with Standards 1 and 2 within 30 days for a residential property, 45 days for agricultural property, or 60 days for any other type of property.
- I. Contractor shall develop and communicate a conclusion of compliance or noncompliance in accordance with Standards 3 and 4 of USPAP for any appraisal report concerning this matter as requested by the Agency in writing. All conclusions shall be clear, concise, unremittingly impartial, professional and ethical, and shall address only the minimum standards of USPAP.
  - 1. Contractor shall state specific violations of the National Uniform Standards of Professional Appraisal Practice, reference the proper Standard Rule number, and include appropriate documentation and/or information to substantiate each finding.

2. Contractor shall obtain any necessary data, documentation, and/or information required to substantiate each finding. If physical evidence or additional background information is required to substantiate a finding that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.
  3. The Agency reserves the right to require clarification on any findings, and may also require additional documentation and/or information for substantiation of any findings.
  4. The effective date of Contractor's review report is the date of the appraisal report under review. Certification date of Contractor's review report is the actual date the review report was completed.
  5. The client, and only intended user, is the Nebraska Real Property Appraiser Board.
  6. The intended use of the review report is to assist the Agency in establishing compliance or noncompliance with the minimum standards of USPAP.
  7. Contractor shall not offer his or her opinion concerning the overall state of any appraisal report reviewed by him or her relevant to this matter regarding compliance or noncompliance with USPAP.
  8. Contractor shall not offer his or her opinion concerning analysis, conclusions, practices, or techniques not related or pertinent to the minimum standards in USPAP.
  9. Contractor shall not advocate for a specific result or conclusion concerning this matter, and shall not develop and communicate a conclusion with the intent to favor unduly the Nebraska Real Property Appraiser Board or the applicant.
  10. Contractor shall not use inflammatory language in the development or communication of his or her conclusions.
- K. This matter may proceed to an administrative hearing. During the litigation process, Contractor may be requested to defend any findings as a witness for the Nebraska Real Property Appraiser Board.

### **SECTION 3. COMPENSATION**

- A. Subject to any limitations set forth in the Agreement, the Nebraska Real Property Appraiser Board shall pay the Contractor \$85.00 per hour for such services provided. The total compensation for services provided shall not exceed . In the case of extenuating circumstances, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the total compensation or hourly rate set forth in this Agreement. Upon completion of the services, Contractor shall provide an invoice to the Agency, which outlines applicant number, appraisal reports reviewed, services performed, hours billed and total amount billed.
- B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable. Costs for travel and lodging shall be claimed, and reimbursements shall be made, in accordance with the Nebraska Real Property Appraiser Board and the State of Nebraska policies.
- C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement.

### **SECTION 4. CONFLICTS OF INTEREST**

- A. Contractor covenants that he or she has not acquired any interest, directly or indirectly, which would conflict in any manner with the interests of the Nebraska Real Property Appraiser Board or the applicant, or which would in any way hinder Contractor's performance of services under this Agreement.
- B. Contractor agrees to avoid at all times conflicts of interest or the appearance of any conflicts of interest with the interests of the Nebraska Real Property Appraiser Board or applicant in the performance of this Agreement. If conflicts of interest or the appearance of any conflicts of interests develop, all parties relevant to the matter shall be notified immediately in writing. If any party makes such request, Contractor must promptly disqualify him- or herself.

### **SECTION 5. CONFIDENTIALITY**

- A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release, disclose, or discuss any such information or work product to persons or entities other than the Agency or its legal representative without prior written authorization from the Agency's Director, except as may be required by law.
- B. Contractor shall promptly notify Agency should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and work performed thereunder. The Nebraska Real Property Appraiser Board has no obligation to represent Contractor or be present at any deposition, hearing, or similar proceeding.

- C. Contractor is not authorized by the Nebraska Real Property Appraiser Board to comment publicly on Nebraska Real Property Appraiser Board matters. All such inquiries should be directed to the Nebraska Real Property Appraiser Board's Director.
- D. If Contractor provides any information or work product in violation of this Agreement, the Nebraska Real Property Appraiser Board shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

#### **SECTION 6. INDEMNIFICATION**

- A. Contractor shall indemnify, defend and hold the Nebraska Real Property Appraiser Board harmless from all actions, proceedings, claims, demands, costs, damages, attorney's fees and all other liabilities and expenses of any kind from any source which may arise out of performance of this Agreement, if caused by the tortious acts or omissions of Contractor.

#### **SECTION 7. TERMINATION; DEFAULT**

- A. If either Contractor or Nebraska Real Property Appraiser Board fails to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor or Nebraska Real Property Appraiser Board may terminate this Agreement immediately upon written notice.
- B. Either party shall have the right to terminate this Agreement upon thirty (30) days' notice to the other party.
- C. Upon termination of the Agreement by either Contractor or Nebraska Real Property Appraiser Board, Contractor shall furnish to Agency a final invoice for work performed under this agreement.
- D. In the event that Contractor is in default under the terms of this Agreement, Nebraska Real Property Appraiser Board shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default and may terminate this Agreement immediately by written notice to the Contractor. It shall constitute an event in default if Contractor, due to death, disability or other unforeseen circumstance is unable to perform services for ten (10) or more days.

#### **SECTION 8. MODIFICATION; WAIVER**

- A. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and Agency.
- B. Waiver by any party to this Agreement of any term, condition, or covenant shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by Agency of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

## **SECTION 9. LAW TO GOVERN; SEVERABILITY**

- A. This Agreement shall be interpreted, construed and governed according to the laws of the State of Nebraska.
- B. If a term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

## **SECTION 10. EXECUTION**

Contractor represents and warrants that he or she has the qualifications, experience and facilities necessary to perform properly the services required under this Agreement in an objective, independent, ethical, thorough, competent and professional manner. Contractor shall at all times faithfully, competently and to the best of his or her ability, experience and talent, perform all services described herein. In meeting his or her obligations under this Agreement, Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Contractor under this Agreement. Contractor agrees to perform all services in an expeditious manner and without unnecessary delay. Contractor shall comply with all laws and court rules and comply when laws or rules are repealed, amended, or newly chaptered or adopted, including qualification standards required for the performance of the services.

**IT IS THEREFORE AGREED** that the parties hereto have caused this Agreement between Contractor and the Agency to be executed for three years or until final disposition of the application in question by the signature of the Director on:

THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

### **CONTRACTOR**

\_\_\_\_\_, Contractor                      \_\_\_\_\_ Credential Number                      \_\_\_\_\_ Date

### **NEBRASKA REAL PROPERTY APPRAISER BOARD**

\_\_\_\_\_  
Tyler N. Kohtz, Director                      \_\_\_\_\_ Date



## **SUBJECT MATTER EXPERT SERVICES AGREEMENT**

This Subject Matter Expert Services Agreement (“Agreement”) is entered into between the Nebraska Real Property Appraiser Board (“Agency”) and \_\_\_\_\_ (“Contractor”), who holds credential number \_\_\_\_\_ issued by the Nebraska Real Property Appraiser Board.

Contractor shall complete appraisal review report(s) in accordance with Standards 3 and 4 of the National Uniform Standards of Professional Appraisal Practice (“USPAP”), and provide technical assistance to the Agency as the Subject Matter Expert for the matter of the Nebraska Real Property Appraiser Board v. \_\_\_\_\_, Investigation # \_\_\_\_\_, as authorized by Neb. Rev. Stat. § 76-2239.

### **THE PARTIES MUTUALLY AGREE AS FOLLOWS:**

#### **SECTION 1. QUALIFICATIONS**

- A. Contractor shall meet the following qualifications at the time this Agreement between Contractor and the Agency is executed:
1. Contractor shall possess an active credential as a certified residential or certified general real property appraiser in the State of Nebraska, or obtain a temporary credential as a certified residential or certified general real property appraiser prior to engaging in real property appraisal activity in this state.
  2. Contractor’s real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction, shall not have been disciplined, revoked, suspended, or surrendered in lieu of disciplinary action pending or threatened within the immediate two-year period preceding the date of this contract.
  3. Disciplinary proceedings pending against Contractor’s real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall be disclosed.

4. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall not be under investigation.
  5. Contractor shall not have been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or in the making of an appraisal.
  6. Contractor shall possess the ability necessary to communicate effectively, concisely and objectively with Board staff and as an expert witness if required.
  7. Contractor shall possess a reputation for honesty, trustworthiness and producing quality work within the appraiser industry.
  8. Contractor shall have completed the Seven-hour National Uniform Standards of Professional Appraisal Practice Update Course as approved by the Appraiser Qualifications Board applicable to the development and reporting of the appraisal report(s) subject to review under this agreement.
- B. The Nebraska Real Property Appraiser Board shall be notified immediately in writing if Contractor no longer meets the qualifications in place at the time this Agreement between Contractor and the Agency is executed. If any party makes such request, Contractor must promptly disqualify him- or herself.

## **SECTION 2. SCOPE OF SERVICE**

- A. Contractor shall become familiar with the procedures generally applicable to Agency investigations, and become familiar with the appropriate federal requirements, including but not limited to USPAP, state statutes and regulations relevant to this investigation.
- B. If necessary, Contractor shall become familiar with the procedures generally applicable to administrative hearings, and become familiar with appropriate state statutes and regulations relevant to administrative hearings.
- C. Contractor shall be competent and available to perform the services required in this contract in an ethical manner, and must discern those cases in which he or she may be disqualified from proceeding and must promptly disqualify him- or herself, regardless of whether there is a request to do so.
- D. Contractor shall comply with all applicable federal, state and local laws, statutes, codes, ordinances, standards, policies, regulations and rules in effect during the term of this Agreement. Contractor shall also not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.

- E. Contractor shall maintain all information, documentation and records required to perform services. In addition, Contractor shall provide all information, documentation and records to the Agency at the Agency's request.
- F. The services provided are deemed personal services and shall be performed only by Contractor and may not be assigned in any manner.
- G. Contractor shall work in his or her own home and office, except when required otherwise by the Agency for investigative purposes pertaining to this matter, or to attend an administrative hearing as the Agency's Subject Matter Expert concerning this matter.
- H. After completion of an introductory phone call with the Agency, Contractor shall complete the review of compliance with Standards 1 and 2 within 30 days for a residential property, 45 days for agricultural property, or 60 days for any other type of property.
- I. Contractor shall develop and communicate a conclusion of compliance or noncompliance in accordance with Standards 3 and 4 of USPAP for any appraisal report concerning this matter as requested by the Agency in writing. All conclusions shall be clear, concise, unremittingly impartial, professional and ethical, and shall address only the minimum standards of USPAP.
  - 1. Contractor shall state specific violations of the National Uniform Standards of Professional Appraisal Practice, reference the proper Standard Rule number, and include appropriate documentation and/or information to substantiate each finding.
  - 2. Contractor shall obtain any necessary data, documentation, and/or information required to substantiate each finding. If physical evidence or additional background information is required to substantiate a finding that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.
  - 3. The Agency reserves the right to require clarification on any findings, and may also require additional documentation and/or information for substantiation of any findings.
  - 4. The effective date of Contractor's review report is the date of the appraisal report under review. Certification date of Contractor's review report is the actual date the review report was completed.
  - 5. The client, and only intended user, is the Nebraska Real Property Appraiser Board.
  - 6. The intended use of review report is to assist the Agency in establishing compliance or noncompliance with the minimum standards of USPAP.

7. Contractor shall not offer his or her opinion concerning the overall state of any appraisal report reviewed by him or her relevant to this matter regarding compliance or noncompliance with USPAP.
  8. Contractor shall not offer his or her opinion concerning analysis, conclusions, practices, or techniques not related or pertinent to the minimum standards in USPAP.
  9. Contractor shall not advocate for a specific result or conclusion concerning this matter, and shall not develop and communicate a conclusion with the intent to favor unduly the Nebraska Real Property Appraiser Board or the Respondent.
  10. Contractor shall not use inflammatory language in the development or communication of his or her conclusions.
- J. Upon the Agency's request, Contractor shall analyze any additional information relative to this matter that may require technical expertise, and develop and communicate a conclusion in a manner determined by the Agency; all conclusions shall be clear, concise, unremittingly impartial, professional, and ethical.
1. Contractor shall obtain any necessary data, documentation and/or information required to substantiate his or her conclusion. If physical evidence or additional background information is required to substantiate a conclusion that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.
  2. The Agency reserves the right to require clarification on any conclusions, and may also require additional documentation and/or information for substantiation of any conclusions.
- K. If this matter is not dismissed, or terms of a Consent Agreement cannot be reached between the Nebraska Real Property Appraiser Board and the Respondent, this matter may proceed to a formal hearing. During the litigation process, Contractor may be requested to defend any findings as a witness for the Nebraska Real Property Appraiser Board.

### **SECTION 3. COMPENSATION**

- A. Subject to any limitations set forth in the Agreement, the Nebraska Real Property Appraiser Board shall pay the Contractor \$100.00 per hour for such services provided. The total compensation for services provided shall not exceed \_\_\_\_\_. In the case of extenuating circumstances, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the total compensation or hourly rate set forth in this Agreement. Contractor shall provide an invoice to the Agency each month, which outlines services performed, hours billed, and total amount billed for each month.

- A. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable. Costs for travel and lodging shall be claimed, and reimbursements shall be made, in accordance with the Nebraska Real Property Appraiser Board and the State of Nebraska policies.
- B.
- C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement.

#### **SECTION 4. CONFLICTS OF INTEREST**

- A. Contractor covenants that he or she has not acquired any interest, directly or indirectly, which would conflict in any manner with the interests of the Nebraska Real Property Appraiser Board or the applicant, or which would in any way hinder Contractor's performance of services under this Agreement..
- B. Contractor agrees to avoid at all times conflicts of interest or the appearance of any conflicts of interest with the interests of the Nebraska Real Property Appraiser Board or Respondent in the performance of this Agreement. If conflicts of interest or the appearance of any conflicts of interests develop, all parties relevant to the matter shall be notified immediately in writing. If any party makes such request, Contractor must promptly disqualify him- or herself.

#### **SECTION 5. CONFIDENTIALITY**

- A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release, disclose, or discuss any such information or work product to persons or entities other than the Agency or its legal representative without prior written authorization from the Agency's Director, except as may be required by law.
- B. Contractor shall promptly notify Agency should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and work performed thereunder. The Nebraska Real Property Appraiser Board has no obligation to represent Contractor or be present at any deposition, hearing, or similar proceeding.
- C. Contractor is not authorized by the Nebraska Real Property Appraiser Board to comment publicly on Nebraska Real Property Appraiser Board matters. All such inquiries should be directed to the Nebraska Real Property Appraiser Board's Director.
- D. If Contractor provides any information or work product in violation of this Agreement, the Nebraska Real Property Appraiser Board shall have the right to reimbursement and

indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

#### **SECTION 6. CIVIL AND CRIMINAL IMMUNITY**

- A. Contractor shall be immune from any civil action or criminal prosecution for initiating or assisting in any lawful investigation of the actions of a person, or any disciplinary proceeding concerning a person, pursuant to Neb. Rev. Stat. § 76-2225, if such action is taken without malicious intent and in the reasonable belief that it was taken pursuant to the powers vested in Contractor.

#### **SECTION 7. INDEMNIFICATION**

- A. Contractor shall indemnify, defend and hold the Nebraska Real Property Appraiser Board harmless from all actions, proceedings, claims, demands, costs, damages, attorney's fees and all other liabilities and expenses of any kind from any source which may arise out of performance of this Agreement, if caused by the tortious acts or omissions of Contractor.

#### **SECTION 8. TERMINATION; DEFAULT**

- A. If either Contractor or Nebraska Real Property Appraiser Board fails to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor or Nebraska Real Property Appraiser Board may terminate this Agreement immediately upon written notice.
- B. Either party shall have the right to terminate this Agreement upon thirty (30) days' notice to the other party.
- C. Upon termination of the Agreement by either Contractor or Nebraska Real Property Appraiser Board, Contractor shall furnish to Agency a final invoice for work performed under this agreement.
- D. In the event that Contractor is in default under the terms of this Agreement, Nebraska Real Property Appraiser Board shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default and may terminate this Agreement immediately by written notice to the Contractor. It shall constitute an event in default if Contractor, due to death, disability or other unforeseen circumstance is unable to perform services for ten (10) or more days.

#### **SECTION 9. MODIFICATION; WAIVER**

- A. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and Agency.
- B. Waiver by any party to this Agreement of any term, condition, or covenant shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any

breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by Agency of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

#### **SECTION 10. LAW TO GOVERN; SEVERABILITY**

- A. This Agreement shall be interpreted, construed and governed according to the laws of the State of Nebraska.
- B. If a term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

#### **SECTION 11. EXECUTION**

Contractor represents and warrants that he or she has the qualifications, experience and facilities necessary to perform properly the services required under this Agreement in an objective, independent, ethical, thorough, competent and professional manner. Contractor shall at all times faithfully, competently and to the best of his or her ability, experience and talent, perform all services described herein. In meeting his or her obligations under this Agreement, Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Contractor under this Agreement. Contractor agrees to perform all services in an expeditious manner and without unnecessary delay. Contractor shall comply with all laws and court rules and comply when laws or rules are repealed, amended, or newly chaptered or adopted, including qualification standards required for the performance of the services.

**IT IS THEREFORE AGREED** that the parties hereto have caused this Agreement between Contractor and the Agency to be executed for three years or until final disposition of any judicial proceeding by the signature of the Director on:

**THIS** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_.

#### **CONTRACTOR**

\_\_\_\_\_  
(name here), Contractor

\_\_\_\_\_  
Credential Number

\_\_\_\_\_  
Date

#### **NEBRASKA REAL PROPERTY APPRAISER BOARD**

\_\_\_\_\_  
Tyler N. Kohtz, Director

\_\_\_\_\_  
Date



## HEARING OFFICER SERVICES AGREEMENT

This Hearing Officer Services Agreement ("Agreement"), is entered into between the Nebraska Real Property Appraiser Board ("Board") and \_\_\_\_\_ ("Contractor").

### THE PARTIES MUTUALLY AGREE AS FOLLOWS:

#### SECTION 1. SCOPE OF SERVICE

- A. Contractor shall conduct and regulate an administrative hearing as the hearing officer for the matter of the Nebraska Real Property Appraiser Board v. \_\_\_\_\_, as authorized by Neb. Rev. Stat. § \_\_\_\_\_.
- B. Contractor shall become familiar with the rules of procedure and evidence generally applicable to administrative hearings, and become familiar with appropriate state statutes and rules relevant to this complaint.
- C. Contractor shall control the conduct of the hearings with firmness, fairness, and respect for all parties. Contractor must discern those cases in which he or she may be disqualified from proceeding and must promptly disqualify him or herself, regardless of whether there is a request to do so.
- D. Contractor shall comply with all applicable federal, state, and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Contractor shall also not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.
- E. Contractor shall maintain all information, records, and exhibits required to perform services.
- F. The services provided are deemed personal services and shall be performed only by Contractor, and may not be assigned in any manner.
- G. Contractor shall work in his own home and office, except when conducting hearings and attending deliberations.

## **SECTION 2. COMPENSATION**

- A. Subject to any limitations set forth in the Agreement, the Board shall pay the Contractor \$150.00 per hour for such services provided.
- B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable.
- C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement

## **SECTION 3. CONFLICTS OF INTEREST**

- A. Contractor covenants that he or she has not acquired any interest, directly or indirectly, which would conflict in any manner with the interests of the Board, or which would in any way hinder Contractor's performance of services under this Agreement.
- B. Contractor agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of the Board in the performance of this Agreement. If conflicts of interest or the appearance of any conflicts of interests develop, all parties relevant to the matter shall be notified immediately in writing. If any party makes such request, Contractor must promptly disqualify him or herself.

## **SECTION 4. CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION**

- A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than the Board without prior written authorization from the Board's Director, except as may be required by law.
- B. Contractor shall promptly notify Board should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and work performed thereunder. The Board has no obligation to represent Contractor or be present at any deposition, hearing or similar proceeding.
- C. Contractor is not authorized by the Board to comment publicly on Board matters. All media inquiries should be directed to the Board's Director.
- D. If Contractor provides any information or work project in violation of this Agreement, then Board shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

## **SECTION 5. INDEMNIFICATION**

- A. Contractor shall indemnify, defend and hold the Board harmless from all actions, proceedings, claims, demands, costs, damages, attorney's fees and all other liabilities and expenses of any kind from any source which may arise out of performance of this Agreement, if caused by the tortuous acts or omissions of Contractor.

## **SECTION 6. TERMINATION; DEFAULT**

- A. If either Contractor or Board fails to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor or Board may terminate this Agreement immediately upon written notice.
- B. Either party shall have the right to terminate this Agreement upon thirty (30) day notice to the other party.
- C. Upon termination of the Agreement by either Contractor or Board, Contractor shall furnish to Board a final invoice for work performed under this agreement.
- D. In the event that Contractor is in default under the terms of this Agreement, Board shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default and may terminate this Agreement immediately by written notice to the Contractor. It shall constitute an event in default if Contractor, due to death, disability or other unforeseen circumstance is unable to perform services for ten (10) days or greater.

## **SECTION 7. MODIFICATION; WAIVER**

- A. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and Board.
- B. Waiver by any party to this Agreement of any term, condition, or covenant shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by Board of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

## **SECTION 8. LAW TO GOVERN; SEVERABILITY**

- A. This Agreement shall be interpreted, construed and governed according to the laws of the State of Nebraska.
- B. If a term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

## **SECTION 9. MISCELLANEOUS**

- A. The Board will provide a court reporter and/or appropriate recording equipment and hearing room for all public hearings when required.

Contractor represents and warrants that he has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Contractor shall at all times faithfully, competently and to the best of his or her ability, experience and talent, perform all services described herein. In meeting its obligations under this Agreement, Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Contractor under this Agreement. Contractor agrees to perform all services in an expeditious manner and without unnecessary delay. Contractor shall comply with all laws and court rules and comply when laws or rules are repealed, amended, or newly chaptered or adopted, including qualification standards required for the performance of the services.

**IT IS THEREFORE AGREED** that the parties hereto have caused this Agreement between Contractor and the Board to be executed by a majority vote of the Nebraska Real Property Appraiser Board on:

**THIS** \_\_\_\_\_ **day of** \_\_\_\_\_, **2018.**

### **CONTRACTOR**

\_\_\_\_\_, Contractor \_\_\_\_\_  
Date

### **NEBRASKA REAL PROPERTY APPRAISER BOARD**

\_\_\_\_\_, Chairman \_\_\_\_\_  
Date

<b>Applicant Number:</b>
<b>Subject Property:</b>
<b>Subject Property Assignment Result Report Date:</b>
<b>Applicant Appraisal Review Services Contractor:</b>
<b>Applicant Appraisal Review Services Contract Date:</b>
<b>Applicant Appraisal Review Services Contract Amount:</b>
<b>State of Nebraska Contract Number:</b>
<b>Date USPAP Compliance Review Report Received:</b>
<b>Applicant Appraisal Review Services Contractor Invoice Number:</b>
<b>Invoice Amount for Applicant Appraisal Review Services:</b>
<b>USPAP Compliance Review Report Date:</b>
<b>Version of USPAP Utilized for Standard 3-4 Review of Assignment Results Report:</b>
<b>Version of USPAP Utilized for USPAP Compliance Review Report Development:</b>
<b>Staff Summary of USPAP Compliance Review Report:</b>
<b>Staff USPAP Compliance Review Report/Review Services Contractor Comments:</b>
<b>USPAP Compliance Review Report Meets Pre-Board Review Contract Requirements:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No



- D. There need not be a client in a traditional sense (e.g., a client hiring an appraiser for a business purpose) in order for an appraisal to qualify for experience, but experience gained for work without a traditional client cannot exceed 50% of the total experience requirement.

Practicum courses that are approved by the AQB Course Approval Program or state appraiser regulatory agencies can satisfy the non-traditional client experience requirement. A practicum course must include the generally applicable methods of appraisal practice for the credential category. Content includes, but is not limited to: requiring the student to produce credible appraisals that utilize an actual subject property; performing market research containing sales analysis; and applying and reporting the applicable appraisal approaches in conformity with USPAP. Assignments must require problem solving skills for a variety of property types for the credential category.

Experience credit shall be granted for the actual classroom hours of instruction and hours of documented research and analysis as awarded from the practicum course approval process.

- E. An hour of experience is defined as verifiable time spent in performing tasks in accordance with acceptable appraisal practice. Acceptable real property appraisal practice for experience credit includes appraisal, appraisal review, appraisal consulting, and mass appraisal.

All experience must be obtained after January 30, 1989, and must be USPAP-compliant. An applicant's experience must be in appraisal work conforming to Standards 1, 2, 3, 4, 5, and/or 6, where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures (development), and reporting conclusions.

- F. Documentation in the form of reports, certifications, or file memoranda, or, if such reports and memoranda are unavailable for good cause, other evidence at the credentialing authority's discretion that the work is compliant with USPAP must be provided as part of the state experience verification process to support the experience claimed.
- G. The verification for experience credit claimed by an applicant shall be on forms prescribed by the state certification/licensing agency, which shall include:
  1. Type of property;
  2. Date of report;
  3. Address of appraised property;
  4. Description of work performed by the trainee/applicant and scope of the review and supervision of the supervising appraiser;
  5. Number of actual work hours by the trainee/applicant on the assignment; and
  6. The signature and state certification number of the supervising appraiser, if applicable. Separate appraisal logs shall be maintained for each supervising appraiser, if applicable.
- H. There is no maximum time limit during which experience may be obtained.

## VI. Practical Applications of Real Estate Appraisal (PAREA)

Practical Applications of Real Estate Appraisal (PAREA) programs approved by the AQB utilize simulated experience training, and serve as an alternative to the traditional Supervisor/Trainee experience model, under Section V. To qualify as creditable experience, AQB-approved PAREA programs shall:

1. Contain, at a minimum, the content specified in the Practical Applications of Real Estate Appraisal section of this Criteria;
2. Require participants to possess the following prerequisites prior to commencement of training:
  - a. For the Licensed Residential Module: 150 hours of qualifying education as specified in the Required Core Curriculum for the Licensed Residential Real Property Appraiser classification.
  - b. For the Certified Residential Module: 200 hours of qualifying education as specified in the Required Core Curriculum for the Certified Residential Real Property Appraiser classification; and
    - i. Possession of a valid Licensed Residential Real Property Appraiser credential; or
    - ii. Successful completion of an AQB-approved PAREA program for the Licensed Residential Real Property Appraiser classification;
3. Provide an adequate number of Mentors to ensure timely and competent mentoring for all program participants;

4. Ensure Mentors meet or exceed the following qualifications:
  - a. Mentors shall be state-certified appraisers and in “good standing” for a period of at least three (3) years prior to being eligible to become a Mentor; and
  - b. Mentors shall not have been subject to any disciplinary action, within any jurisdiction, within the last three (3) years that affected the Mentor’s legal eligibility to engage in appraisal practice, or to act as a Supervisory Appraiser. A Mentor subject to a disciplinary action would be considered to be in “good standing” three (3) years after the successful completion/termination of the imposed sanction; and
5. Ensure program participants produce appraisal reports that comply with USPAP, and meet or exceed the following requirements:
  - a. Licensed Residential
    - i. No fewer than three (3) appraisal reports;
    - ii. Reports must represent a variety of assignment types and property types that are consistent with the Licensed Residential program content; and
    - iii. Reports must comply with the edition of USPAP that is in effect at the time.
  - b. Certified Residential
    - i. No fewer than three (3) appraisal reports;
    - ii. Reports must represent a variety of assignment types and property types that are consistent with the Certified Residential program content; and
    - iii. Reports must comply with the edition of USPAP that is in effect at the time; and
6. Provide each program participant that successfully completes PAREA training with a certificate of completion, subject to the following:
  - a. Participants may not receive partial credit for PAREA training;
  - b. Participants may not receive a certificate of completion until all required components of PAREA training have been successfully completed and approved by a program Mentor;
  - c. Certificates of completion must be signed by an individual from the training entity qualified to verify a participant’s successful completion; and
  - d. Certificates of completion must not contain an expiration date or other constraints that either limit or restrict the participant’s ability to receive appropriate credit; and
7. Allow participants successfully completing approved PAREA programs to receive the following experience credit:
  - a. For participants completing an approved Licensed Residential program:
    - i. Licensed Residential classification: up to 100 percent of the required experience hours.
    - ii. Certified Residential classification: up to 67 percent of the required experience hours.
    - iii. Certified General classification: up to 33 percent of the total required experience, none of which is eligible towards the required non-residential hours.
  - b. For participants completing an approved Certified Residential program:
    - i. Licensed Residential classification: up to 100 percent of the required experience hours.
    - ii. Certified Residential classification: up to 100 percent of the required experience hours.
    - iii. Certified General classification: up to 50 percent of the total required experience, none of which is eligible towards the required non-residential hours.

## VII. Background Checks

- A. All applicants for a real property appraiser credential shall possess a background that would not call into question public trust.
- B. Applicants shall provide state appraiser regulatory agencies with all of the information and documentation necessary for the jurisdiction to determine the applicant’s fitness for licensure or certification.
- C. An applicant shall not be eligible for a real property appraiser credential if, during at least the five (5) year period immediately preceding the date of the application for licensing or certification, the applicant has been convicted of, or pled guilty or nolo contendere to a crime that would call into question the applicant’s fitness for licensure.
- D. Additional guidance related to background checks for applicants for a real property appraiser credential may be found in Guide Note 9 (GN-9).

## VIII. Interpretations and Guide Notes (GN)

Periodically, the AQB may issue Interpretations to the *Criteria* (binding) or Guide Notes (advisory) on interpretations or application of the *Criteria*.

# AQB GUIDE NOTE 11 (GN-11)

THIS GUIDE NOTE RELATES TO THE PRACTICAL APPLICATIONS OF REAL ESTATE APPRAISAL (PAREA) REQUIREMENTS AS SPECIFIED IN THE REAL PROPERTY APPRAISER QUALIFICATION CRITERIA EFFECTIVE ON JANUARY 1, 2020.

## AQB GUIDANCE FOR DELIVERY METHODS AND TECHNIQUES IN PAREA TRAINING

Guide Note 11 (GN-11) contains guidance for the delivery of PAREA training. The suggested delivery methods and techniques follow each of the required content areas as identified in the PAREA section of the Criteria, and are abbreviated using the following legend:

Method	Abbreviation
Computer Based Learning	CBL
Video Gaming	VG
Video Tutorial	VT
Virtual Assistant	VA
Virtual Reality Training	VRT

These delivery methods and techniques may be amended from time-to-time to reflect changes in technology or required PAREA content.

## PRACTICAL APPLICATIONS OF REAL ESTATE APPRAISAL (PAREA)

The goal of the following is to suggest potential technologically based delivery methods that could be used in the development of exercises, examples, simulations, case studies, and applications as are appropriate to create practical experience expected to be gained by an appraiser seeking a license credential with respect to the content outline in Section 3. PAREA providers may utilize some, all or a combination of the well-established methods described above. Providers are encouraged to utilize a variety of methodologies to ensure a comprehensive experience resulting in participants having sufficient practical experience to enable success in obtaining an appraisal license or certification.

## MINIMUM CONTENT REQUIREMENTS – LICENSED RESIDENTIAL CLASSIFICATION

### I. Introduction

#### A. General Considerations and Responsibilities [CBL, VT]

1. Discuss respecting the public trust
2. Review and comment on Appraiser Independence Requirements
3. Review and comment on the responsibilities to clients regarding reconsideration of value requests and other communication

#### *Methods and Techniques*

- Highlight USPAP considerations (e.g. improper influence, prior services) [VT, VG]
- Demonstrate Appraiser Independence Requirements (AIR) and other regulatory guidance, with examples of acceptance and unacceptable conditions [CBL, VT, VG]

**B. Appraisal Basics - Software and Tools [CBL, VT, VRT]**

1. Overview of software options (vendors) and common forms
2. Overview of Common tools: measuring devices, cameras, etc.

*Methods and Techniques*

- Identify various appraisal-related technology tools [VT, VA]
- Introduce and demonstrate the use of appraisal software [VA, VG, CBL]
- Identify and demonstrate the use of various measuring tools [VA, VG, CBL]
- Require completion of training on a base level camera as well as instruction on camera etiquette – obtaining consent to photograph certain subjects, such as children, personal effects, etc. [VT, VA, VG]
- Develop challenges around Graham-Leach-Bliley Act, Privacy/Information Security [VT, VA, VG]

**II. Problem Identification****A. Understanding Assignment Parameters [CBL, VG, VT, VA]**

1. Perform initial review of order/engagement letter, determine authoritative lines of communication. Provide interactive exercises in extracting key information from engagement letter.

**B. Understanding Assignment Elements and Competency Issues [VG, VT, VA, VRT]**

1. Examine appraisal request and other documents provided (e.g. title reports, surveys, purchase contract) to determine key assignment elements (Standards Rule 1-2(a)–Standards Rule 1-2(d), and the SCOPE OF WORK RULE), and/or contractual obligations. Determine relevant appraisal assignment conditions. Understanding client, intended use, intended users, engagement letter terms, various assignment types, basis for assignment conditions, extraordinary assumptions, and hypothetical conditions.
2. Provide exercises for defining the problem. Goal is for participant to establish appropriate steps in appraisal process.
3. Exercises should contain overlays introducing key engagement items that could affect scope of work.
4. Ensure that the exercise demonstrates impact on both assignment conditions and elements.
5. Include exercises where appraiser can identify during problem definition process the existence of possible extraordinary assumptions and/or hypothetical conditions.
6. Demonstrate how competency issues are identified and will be resolved.

**C. Market, Neighborhood, and Subject Property Research [CBL, VT, VA, VRT]**

1. Utilize preliminary online/archival research to gain basic market area and subject property information.
2. Must develop the general area and neighborhood market analysis.
  - a. Overview of available data sources for market area information.
3. Retrieval/analysis of preliminary information necessary for understanding subject site and improvements.
4. Review of public record information including site and improvement information.
5. Utilization of MLS/online sites as a verification source.
6. Based on information gathered above, develop and explain key relevant property characteristics {Standards Rule 1-2(e)}.

*Methods and Techniques*

- Perform a sample neighborhood “fly-by” with characteristics as specified above being identified [VT, VA, VRT].
- Review simulated MLS data to evaluate supply/demand [VT, VA, VG, CBL].
- Review public and private sources (e.g., proprietary data, Trulia, Zillow) [VT, VA, CBL].
- Analyze information from simulations to reveal trends on growth, values, prices, marketing times [VT, VA, VG, CBL].
- Collect data on simulated neighborhood using multiple examples and iterations (e.g., census, population trends, imitated zoning) [VT, VA, VG, CBL].
- Visually illustrate typical area boundaries (e.g., roadways, natural boundaries, zoning clusters) using multiple examples [VT, CBL, VG].
- Use simulated data tools (e.g., MLS, aggregators) to identify and determine price trends, market supply (current and historical information) [VT, VA, CBL].
- Using simulated property record system, obtain attributes of a subject property [VA, CBL].

**D. Obtaining Preliminary Subject Property Information [CBL, VG, VT, VA, VRT]**

1. Simulate setting the inspection appointment with related requests/requirements
2. Determine how you will verify individual providing access
3. Review of inspections and reports provided by others and discuss their application and disclosure in the assignment

*Methods and Techniques*

- Create multiple scenarios to determine the adequacy of inspections (i.e., personal inspection, inspection by third party, and virtual inspection) and third-party reports to ensure an appropriate Scope of Work [VA, CBL]
- Create multiple scenarios (using good and bad examples) for inspection scheduling, communication, verification of data, etc. [VT, VA, VG]
- Conduct specific Q&A examples with virtual agent/broker, tenant, property owner, etc. [VT, VA, VG]

**III. Review Sections I and II with Mentor**

- A. Ensure the problem identification process was performed properly leading to an appropriate scope of work.
- B. Review research performed to evaluate suitability and that the quantity of information will be satisfactory for later development and analysis.

**IV. Property Identification and Inspection along with Initial Site Identification [CBL, VG, VA, VRT]**

- A. Research available information sources including public records
- B. Zoning, general plan information
  1. Identify where to locate all sources of information
  2. Verification of revisions to zoning/general plan
  3. Variances, use restrictions
- C. Environmental issues, flood zone/earthquake information. Identify and explain unusual issues
  1. Location of relevant research information
  2. Communicate any unusual findings to the client to confirm whether assignment is to be completed

*Methods and Techniques*

- Demonstrate zoning map and analysis [VT/VA/CBL]
- Demonstrate flood map system and analysis [VT/VA/CBL]
- Demonstrate earthquake map and analysis [VT/VA/CBL]
- Demonstrate sample GIS system and analysis [VT/VA/CBL]

**V. Verification of Neighborhood and Market Area [CBL, VT, VA, VRT]**

- A. Conduct virtual inspection/review of subject's market area
- B. Explain various influences
- C. Identify and explain trends/characteristics in the defined neighborhood and market area

*Methods and Techniques*

- Virtual neighborhood tours identifying positive and negative influences [VT, VA, VRT]
- Demonstrate use of web-based mapping tools (e.g. Google Earth, Google Maps) and how to use analytics [VT, VA, CBL]

**VI. Subject Site Inspection [CBL, VT, VA, VRT]**

- A. Verify similarity to plat, Observation of site utility, its surrounding influences, and possible conditions that could impact value or marketability
- B. Analysis of site improvements and useable site area.
  1. Determine and explain how useable site area relates to surrounding properties

**C. Identify and discuss various site amenities. Include exercises that include various levels of impact on value**

*Methods and Techniques*

- Illustrate different site conditions, offer multiple options within each example, provide description choices, demonstrate appropriate analyses of scenarios [VT, VA, VRT]

**VII. Subject Property Improvements Inspection [CBL, VT, VA, VRT]**

**A. Overview**

1. Types/quality of construction
2. Floor plan issues, determination of room counts
3. Observable condition factors and description of upgrades
4. Recognition of potential/existing adverse influences

**B. Conduct a virtual physical inspection to determine relevant physical characteristics**

**C. Provide a thorough description of improvements**

*Methods and Techniques*

- Provide multiple examples (variety) of architecture, material types for exterior and interior surfaces, condition, quality, mechanicals, electrical systems and provide exercises for proper identification and analysis [VT, CBL]
- Identify physical and functional obsolescence, lack of conformity [VT, CBL]

**VIII. Measuring the Subject Property Improvements [CBL, VG, VT, VA, VRT]**

**A. Exercises to include methods and ultimately determination of:**

1. Basements
2. Stairways & vaulted ceiling areas
3. Below grade living area (split level)
4. Accessory dwelling units, outbuildings, etc.
5. Awareness of special assignment conditions
6. Common rounding practices

**B. Include virtual exercises in measuring subject properties**

**C. Other sources for obtaining GLA**

**IX. Sketch Completion [CBL, VT, VRT]**

**A. Include sketch completion exercises**

**B. Exercises must include final GLA determination (what areas should be extracted from GLA)**

*Methods and Techniques*

- Demonstrate sketch measurement software applications using computers, tablets, handheld devices, etc. for various home designs (e.g., 1-story, 2-story, split-level, bi-level) [VT, VA, VG, VRT]
- Include multiple variations (e.g., bay windows, overhangs, open space 2nd story, basements, etc.) [VT, VA, VG, VRT]
- Include various tools (e.g., laser, roller, tape, etc.) [VT, VA, VG, VRT]
- Calculate square footage from plans and specs [VT, VA, VG, VRT]
- Complete several examples on a sketch program [VT, VA, VG, VRT]

**X. Review Sections IV thru IX with Mentor**

**A. Ensure all elements of inspection process have been performed properly, including neighborhood, site, and improvements**

**XI. Market Analysis/Highest and Best Use [CBL, VRT, VA, VT]****A. Highest and Best Use**

1. Overview of pertinent data, including actual current/proposed/potential alternative use and communication of highest and best use

**B. Performing Neighborhood and Market Research**

1. Identify the market area boundaries, physical characteristics, and specific property location relevant to the analysis of the subject property.
2. Identify the trends and characteristics in the defined neighborhood and market area.

*Methods and Techniques*

- Provide exercises reviewing and analyzing various property and site characteristics related to property use and the factors for determining highest and best use [CBL, VRT, VA, VG]
- Provide exercises reviewing market information, including maps, satellite images, aerial photographs, economic data, census data and analysis from third parties to determine boundaries, physical characteristics, and other factors relevant to the subject market area [CBL, VRT, VA, VT, VG]
- Provide exercises reviewing market and neighborhood information such as maps, plat maps, satellite images, aerial photographs, economic data, census data, etc. to determine neighborhood boundaries, characteristics and trends related to the analysis of the subject property [CBL, VRT, VA, VT, VG]

**XII. Review Section XI with Mentor**

- A. Ensure key analytical issues related to market conditions and highest and best use are effectively addressed**

**XIII. Process of Sales Analysis [CBL, VG, VT, VA, VRT]****A. Identify the best sources of sales data for use in case studies including:**

1. MLS
2. City/County (public) transfer records
  - a. How to verify
3. Data providers
4. Appraiser office files
  - a. Confidentiality concerns
5. Real estate agents/brokers
  - a. How to verify

**B. Select the same or similar property types, uses, and characteristics.**

1. Identify elements of comparison
2. Develop exercises for various property types

**C. Identify all relevant current listings, expired listings, withdrawn listings, offers (if available), FSBO, closed sales, and pending sales***Methods and Techniques*

- Demonstrate a typical MLS search, and other less common search options [VT/VA]
- Perform searches to identify applicable sales from a group of potential transactions [VT/VA/VG/CBL]
- Develop and demonstrate rationale for selection of sales [VT/VG/CBL]
- Conduct an interactive interview (incorporating checklist) on sales data confirmation [VT/VA]
- Research prior sales history with simulated data sites (e.g., assessor, public records, proprietary sources) [VT/VG/CBL]
- Identify appropriate elements of comparison [VT/VA/CBL]
- Introduce confidentiality issues related to use of non-public information [VT/VA/VG]
- Update workfile with results, incorporate electronic vs. paper vs. combination [VT/VA]

**XIV. Review Section XIII with Mentor**

- A. Ensure all necessary steps in highest and best use analysis and market analysis were performed properly. Review data source material to assure sufficient information has been identified for further application.**

**XV. Valuation Approaches and Techniques [CBL, VG, V, VA, VRT]**

- A. Consider each approach to value and explain the appropriateness based on the intended use of the assignment. Select the data considered most meaningful and relevant.**

**B. Sales Comparison Approach**

1. Analyze quality and quantity of data
  - a. Identify relevant units of comparison
  - b. Data and information collected must be analyzed for comparability and consistency
2. Select the sales that are considered the most appropriate for subject property comparability (demonstrate the process)
  - a. Identify and apply appropriate adjustments to comparable transactions based on differences to the subject property. Demonstrate applicable tools and methods, including:
    1. Paired sales analysis
    2. Statistical and other graphic analysis
    3. Trend analysis
    4. Qualitative differences, including:
      - i. Relative comparison analysis
      - ii. Ranking analysis
3. Discuss and reconcile key elements developed in the sales comparison approach

*Methods and Techniques*

- *Using simulated data, identify applicable approach(es) to value [VT, VG, CBL]*
- *Complete multiple sales comparison analyses using previously selected data for both vacant land and improved sites, incorporating applicable techniques to estimate appropriate adjustments [VT, VG, CBL]*
- *Add complexity at a basic level for commonly encountered external influences, super-adequacies, functional obsolescence [VT, VA, VG, CBL]*
- *Develop value opinions for multiple scenarios [VT, VG, CBL]*
- *Demonstrate proper and improper examples of reconciliation, develop appropriate reconciliation [VT, VG, CBL]*

**C. Cost approach**

1. Develop site value of the subject as vacant using recognized methods or techniques
  - a. Include contributory value of site improvement
2. Discuss use of replacement or reproduction cost
  - a. Develop supportive data for the cost calculations
  - b. Calculate cost new for the improvements
  - c. Calculate depreciation (demonstrate and apply types, consider market trends)
  - d. Discuss and reconcile key elements developed in the cost approach

*Methods and Techniques*

- *Complete a basic cost new, utilize several different cost approach models [VT, VG, CBL]*
- *Develop credible opinions of site value [VT, VG, CBL]*
- *Add basic level complexity (e.g., new homes, remodeled homes, homes having inadequacies) [VT, VA, VG, CBL]*
- *Develop supportable depreciation estimates, age-life method, add basic level complexities (e.g., repairs, obsolescence) [VT, VG, CBL]*
- *Develop indicated values by the cost approach [VT, VG, CBL]*
- *Demonstrate proper and improper examples of reconciliation, develop appropriate reconciliation on multiple examples [VT, VA, VG, CBL]*

**D. Income approach**

1. Collection and verification of pertinent rental data (actual vs. contract)
2. Determine appropriate GRM (Gross Rent Multiplier)
3. Discuss and reconcile key elements developed in the income approach

*Methods and Techniques*

- *Develop appropriate comparison factors involved for gross rental estimate, sources [VT, VG, CBL]*
- *Identify comparables using simulated data sources (e.g., MLS, interviews, proprietary sources, door knocking, etc.) for rental information [VT, VA, CBL]*
- *Develop credible opinions of market rent [VT, VG, CBL]*
- *Develop GRM's from simulated comparable properties [VT, VG, CBL]*

- Develop indicated values by the income approach [VT, VG, CBL]
- Demonstrate proper and improper examples of reconciliation, develop appropriate reconciliation [VT, VG, CBL]

#### XVI. Review Section XV with Mentor

- Ensure all approaches to value were adequately considered and completed in supportable fashion (including cost and/or income approaches if performed)

#### XVII. Final Reconciliation [CBL, VG, VT, VA, VRT]

- Analyze and discuss accuracy and sufficiency of data
- Analyze and discuss strengths and weaknesses of each approach to value and their applicability to the subject property
- Analyze and discuss consistency of data and development
- Analyze and discuss the quality and quantity of data
- Review calculations
- Develop the final opinion of value along with the rationale for your conclusions

##### *Methods and Techniques*

- Demonstrate multiple scenarios using the various approaches to analyze their strengths and weaknesses [VT, VA, VG, CBL]
- Perform check for accuracy of math and calculations [VT, VA, VG, CBL]
- Demonstrate proper and improper examples of reconciliation, develop appropriate reconciliation [VT, VA, VG, CBL]

#### XVIII. Review Section XVII with Mentor

- Ensure final reconciliation was performed properly and determine appropriate reporting

#### XIX. Appraisal Report Development/Delivery [CBL, VG, VT, VA, VRT]

##### **A. Report Development**

- Standards Rule 2-1 minimum standard (not misleading, sufficient, assumptions, etc.)
  - Ability to describe the subject property and comparable properties used in the analysis (ensure compliance with STANDARD 2)
    - Technical terms
    - Common industry phrases and descriptors
    - Fair lending do's and don'ts
    - Identify relevant information using industry typical approaches and technologies
  - Ability to describe a market area and a neighborhood (same subset as above)
  - Report format
    - Comply with all applicable assignment elements and conditions
    - Awareness and compliance with state and federal regulatory requirements
    - Describe scope of work
    - Ensure applicable appropriate addenda, exhibits, photos, etc. are included
    - Understand adequacy/relevance/integrity of photos, maps, and exhibits – how/where to upload in a report
  - Certification
    - Ensure familiarity with pre-printed content and applicability.
    - Develop exercises on completion of workfile documents
    - Demonstrate an ability to store and compile documents

##### *Methods and Techniques*

- Complete appraisal reports using several styles (e.g., forms such as 1004, condo, 2-4 units, short narrative) [VG, CBL]
- Provide samples of prior service disclosures (i.e., certifications) [VT, VA]

- Provide opportunities to create multiple versions of required exhibits (e.g., photos, sketches, maps) using simulated data [VT, VA, VG, CBL]
- Provide sample certifications, include correct and incorrect examples [VT, VA, VG, CBL]
- Provide sample limiting conditions, include correct and incorrect examples [VT, VA, VG, CBL]
- Verify required contents of workfile, incorporating examples of items that should/should not be included [VT, VA, VG, CBL]
- Demonstrate/use document storage examples (e.g., password, back-up) [VT, VA, CBL]

## XX. Review Section XIX with Mentor

- Ensure that the key components of an appraisal report and report format are appropriate for assignment(s)

## XXI. Communication of Assignment Results [CBL, VT, VA, VRT]

### A. Adequacy and relevance of information

- USPAP compliance
- Assignment conditions

### B. Understand common Client-specific requirements – additional comparable sales, inclusion of active listings in the report, supplemental exhibits, etc.

- Demonstrate the ability to meet client expectations conveyed through the engagement letter or other instruction methods
- Adequate support for analysis

### C. Explain and support rationale for excluding any of the traditional approaches

- Explain and support reconciliation
- Explain all assumptions

### D. Explain and support all extraordinary assumptions and hypothetical conditions (state their use may have effect on assignment results)

#### Methods and Techniques

- Ensure adequacy and relevancy of information in report [VT, VG, CBL]
- Demonstrate examples of reports containing information specifically required by clients, regulators, or applicable assignment conditions [VA, VT, VG, CBL]
- Ensure accuracy and consistency of information throughout report [VT, VG, CBL]
- Provide various report samples that contain both adequate and inadequate communication [VT, VA]
- Provide opportunities to review and correct errors in reports [VT, VA, VG, CBL]
- Provide opportunities to review and correct inappropriate assumptions, extraordinary assumptions and hypothetical conditions [VT, VA, VG, CBL]
- Provide various samples of appropriate and inappropriate requests for corrections, clarifications and Reconsiderations of Value, demonstrating appropriate responses (e.g., no changes, modifications to report, requirement for new assignment, etc.) [VT, VA, VG, CBL]

## XXII. Review Section XXI with Mentor

- Ensure understanding of effective appraisal report presentation and required content
- Ensure compliance with Standards Rule 2-2

## MINIMUM CONTENT REQUIREMENTS – CERTIFIED RESIDENTIAL CLASSIFICATION

### I. Problem Identification

#### A. Relevant Scope of Work and Competency Issues Involved [CBL, VG, VT, VA, VRT]

- Develop exercises on how competency issues will be resolved.
- Conduct a preliminary analysis to ensure an appropriate Scope of Work

#### Methods and Techniques

- Provide sample engagement letters for review and analysis [VT, VA, CBL]
- Provide samples of complex residential properties (e.g., ADUs, 2-4 unit group homes, student housing, short-term rentals, co-ops, leaseholds, etc.) [VT, VA, CBL]

- Perform required research using simulated data (e.g., public sources, proprietary databases) [VT, VA, VG, CBL]

## II. Review Section I with Mentor

- Ensure understanding of how issues uncovered during property identification process relate to complexity. Also, focus on complex ownership issues

## III. Positive or Negative Locational Influences [CBL, VG, VT, VA, VRT]

- Recognize Population/Employment Trends
- Determine and discuss relationships between employment, population, and residential units (Single Unit Residential vs. 2-4 Unit Residential) over time

## IV. Residential Market Analysis/Highest and Best Use [CBL, VRT, VG, VT]

- Market Analysis Issues Related to Highest and Best Use for Complex Properties
- Special Assessments

### Methods and Techniques

- Provide exercises reviewing and analyzing various property and site characteristics that would be considered complex in nature, including current and proposed use; include consideration of the factors for determining highest and best use [CBL, VRT, VG, VT]
- Provide exercises reviewing data from public records, title records, CCR documents, etc., that describe current and planned special assessments for various property ownership types (one family, condominium, planned unit developments, Cooperative, etc.) to determine impact on market analysis [CBL, VRT, VG, VT]

## V. Review Section III and IV with Mentor

- Ensure key analytical issues related to market conditions and highest and best use are effectively addressed

## VI. Physical Characteristics of Complex Properties [CBL, VG, VA, VRT]

- Unique Design Features
- High Quality/Amenity Properties
- Over-improvements
- Physical Deficiencies of Improvements
- Functional Inadequate and Super Adequate Impact

## VII. Vacant Sites (Including View Amenities, Surplus Land) [CBL, VG, VT, VA, VRT]

- Develop exercises that contain issues covered under Site and Cost Approaches

### Methods and Techniques

- Identify and analyze impact of complex property characteristics (e.g., atypical size, view, design, historical ranking) [VT, VA, VG]
- Exercises comparing and analyzing typical homes with outliers [VT, VG, CBL]
- Exercises identifying and understanding the influence of locational influences through observation and comparison [CBL, VG, VT, VA, VRT]

## VIII. Use of Key Statistical Concepts [CBL, VG, VT, VA, VRT]

- Develop appropriate statistical tools to be used in development of opinion of value
- Explain and support their application

## IX. Key Market Driving Influences [CBL, VT, VA, VRT]

- Determine most appropriate units of comparison (market drivers)

**B. Identify market preferences for characteristics and amenities (e.g., parking, # beds, # baths, GLA)***Methods and Techniques*

- Complete exploratory data analysis and generate representative sample data to identify different unit price indicators by requiring candidate to analyze several options and select the option with the most robust statistical results [VT, VG, CBL]
- Express several types of simulated data with the candidate building models which generate the most accurate and reliable results [VT, VG, CBL]
- Incorporate in all exploratory data analysis exercises utilizing relevant descriptive statistics (e.g., median, mean, mode, standard deviation, coefficient of variation) [VT, VG, CBL]

**X. Review Sections VI thru IX with Mentor**

- A. Ensure key analytical issues related to market conditions and highest and best use are effectively addressed**
- B. Confirm appropriate items have been identified and analyzed for proper application in determination of opinion of value**

**XI. Site Valuation and Cost Approaches****A. Site Valuation**

1. Extract comparable land/site sales data that will adequately support adjustments for contributing value of unique attributes associated with complex vacant sites (view, entitlements, amenities, surplus/excess land)

**B. Develop a supportable Land/Site Valuation - using the following methods:**

1. Allocation
2. Market extraction
3. Ground rent capitalization
4. Land residual method; and
5. Sales comparison

**C. Construction Costs**

1. Exercises related to high amenity structures
2. Discuss local cost influences

**D. Functional Obsolescence**

1. Distinguish between curable and incurable forms
2. Analyze and support conclusions on obsolescence, including lack thereof, associated with complex properties

*Methods and Techniques*

- Develop multiple samples that use each of the basic site valuation techniques [VT, VA, VG, CBL]
- Develop multiple samples that use multiple techniques to estimate cost new [VT, VA, VG, CBL]
- Develop multiple examples to estimate functional obsolescence [VT, VA, VG, CBL]
- Develop an indicated value of a complex property using the cost approach [VT, CBL]

**XII. Review Section XI with Mentor**

- A. Ensure the Cost Approach has been performed properly.**

**XIII. Sales Comparison Approach****A. Sales Concessions**

1. Is the subject property subject to sales concessions?
2. Identify and discuss application (or not) of any sales concessions in comparable data based on market norms
3. Cash equivalency related to financing terms

**B. Identifying and Applying Atypical Adjustments – develop support related to the following:**

1. High amenity custom quality adjustments
2. Site adjustments
3. Adjustment support/matched pairs, statistical methods
4. Adjustment support for unique one-off property sales including those with Accessory Dwelling Units

*Methods and Techniques*

- Develop multiple exercises requiring identification and determination of impact of sales concessions (e.g., assumption of closing costs, payments made outside of transaction) [VT, VA, VG, CBL]
- Develop multiple exercises using statistical techniques (e.g., paired sales analysis, regression analysis) to analyze simulated data and estimate adjustments [VT, VA, VG, CBL]

**XIV. Review Section XIII with Mentor****A. Ensure the sales comparison approach has been performed properly.****XV. Income Approach****A. 1-4 Unit Appraisals**

1. Perform collection of comparable rent data
2. Complex rental adjustments
  - a. Understand and apply impact of complex amenities
  - b. Factor for Expense allocations between comparable transactions

**B. Unique multi-unit assignments – discuss the following:**

1. Location premiums within PUD/condo
2. Impact of rent control or subsidies
3. Student housing
4. Seasonal and short-term rentals

**C. GRM analysis**

1. Non-market rent impact on GRM
2. Perform reconciliation of GRM indicators

*Methods and Techniques*

- Provide exercises extracting expense information via market participant interviews (e.g., agents/brokers, property managers, prior property information) [VT, VG, CBL]
- Provide exercises identifying and analyzing unique property characteristics (e.g., view, physical characteristics, parking limitations, floor location) [VT, VG, CBL]
- Provide exercises identifying and analyzing non-market rent on GRM [VT, VG, CBL]

**XVI. Review Section XV with Mentor****A. Review the Income approach to value and ensure proper analysis and support for conclusions****XVII. Writing and Reasoning Skills****A. Data Presentation**

1. Develop presentation of data in tables, charts, and graphs as appropriate
2. Express succinct narrative using active voice, direct statements, shorter words, shorter paragraphs and placing the bottom-line up front
3. Underscore proper and understandable use of English
  - b. Have another proofread whenever possible

**B. Discussion of Approaches to Value**

1. Adjust depth of discussion to the intended user(s)

**C. Support for Conclusions**

1. Clearly state conclusions throughout the report. Each conclusion requires credible support and logical reconciliation

**D. Summary of Data and Reconciliation of Value Approaches**

1. Summarize the quantity, quality, reliability, and relevance of data available for application in each approach performed. The reconciliation and final value opinion must be consistent with the conclusions of this summary regarding the most germane approach to value

*Methods and Techniques*

- *Ensure accuracy and consistency of information throughout report [VT, VG, CBL]*
- *Provide various report samples that contain both adequate and inadequate communication [VT, VA]*
- *Provide opportunities to review and correct errors in reports [VT, VG, CBL]*
- *Provide opportunities to review and correct inappropriate assumptions, extraordinary assumptions and hypothetical conditions [VT, VG, CBL]*
- *Provide various samples of appropriate and inappropriate requests for corrections, clarifications and Reconsiderations of Value, demonstrating appropriate responses (e.g., no changes, modifications to report, requirement for new assignment, etc.) [VT, VG, CBL]*

**XVIII. Review Section XVII with Mentor**

- A. Ensure understanding of effective appraisal report presentation and required content**
- B. Ensure compliance with Standards Rule 2-2**



# Memo

**To:** Nebraska Real Property Appraiser Board  
**From:** Tyler Kohtz  
**CC:**  
**Date:** 5/18/2021  
**Re:** AQB Approved Degree Program Curriculum Use as Continuing Education

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At its regular meeting on November 21, 2019, the Board reviewed a trainee real property appraiser's November 20, 2019 request for an individualized program of continuing education. The Trainee real property appraiser requested that a bachelor's degree or higher in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as required core curriculum or the equivalent as determined by the Appraiser Qualifications Board be used as continuing education.

Neb. Rev. Stat. § 76-2236 (6) states, "The board may adopt a program of continuing education for individual credentials as long as the program is compliant with the Appraiser Qualifications Board's criteria specific to continuing education." The Board, through its authority, adopted the following program of continuing education for the trainee real property appraiser during the 2018-2019 continuing education cycle:

- All provision of Neb. Rev. Stat. § 76-2236 shall apply.
- Any education course completed at an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation as required core curriculum or the equivalent as determined by the Appraiser Qualifications Board is approved as continuing education under the following conditions:
  - The course must be satisfactorily completed according to the standards of the accredited degree-awarding college or university at which the course was completed.
  - The course must be identified by the Appraiser Qualifications Board as curriculum approved as required core curriculum.
  - The start date and the end date of the course must be included within the continuing education cycle.
  - One credit hour received from an accredited college or university equals fifteen classroom hours of instruction for the purpose of continuing education.
- The letter notifying the trainee real property appraiser, along with the college transcripts evidencing the successful completion of this personalized continuing education program, were required to be submitted with the 2020-2021 Application for Renewal of Nebraska Real Property Appraiser Credential.

The question is, should AQB Approved Degree Program curriculum be a standard continuing education option under Neb. Rev. Stat. § 76-2236, or remain an option for approval as an individualized program of continuing education.



# Memo

**To:** Nebraska Real Property Appraiser Board  
**From:** Tyler Kohtz  
**CC:**  
**Date:** 5/18/2021  
**Re:** Exemption for Real Property Appraisers to Represent Themselves as Homeowners Concerning Property Tax Appeal Matters

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The language in Neb. Rev. Stat. § 76-2221(4) offers two different interpretations concerning a real property appraiser's allowance to represent him or herself in a matter pertaining real estate taxation for property owned by him or her. The language in Neb. Rev. Stat. § 76-2221(4) either:

- Requires that a real property appraiser adheres to the requirements of the Real Property Appraiser Act if he or she renders an estimate or opinion of value of their owned property for the purpose of real estate taxation, or
- Bars a real property appraiser from rendering an estimate or opinion of value of their owned property for the purpose of real estate taxation under any circumstance as the language states that a real property appraiser is not exempt from this subsection.

Either interpretation would put a real property appraiser in violation of the Real Property Appraiser Act if he or she were to render an estimate or opinion of value of their owned property for the purpose of real estate taxation. Under the first interpretation, the Real Property Appraiser Act requires that a real property appraiser adheres to USPAP when engaged in real property appraisal practice. In such of a case, a real property appraiser would be in violation of the Ethics Rule in USPAP if an estimate or opinion of value was given in a written or oral report for property owned by the real property appraiser. In the second interpretation, a real property appraiser is barred from rendering an estimate or opinion of value of their owned property for the purpose of real estate taxation.

The highlighted language in Neb. Rev. Stat. § 76-2221 needs to be amended or removed completely (most likely removed):

4) Any owner of real estate, employee of the owner, or attorney licensed to practice law in this state representing the owner who renders an estimate or opinion of value of the real estate or any interest in the real estate when such estimate or opinion is for the purpose of real estate taxation, or any other person who renders such an estimate or opinion of value when that estimate or opinion requires a specialized knowledge that a real property appraiser would not have, except that a real property appraiser or a person licensed under the Nebraska Real Estate License Act is not exempt under this subdivision.



## **Summary of Proposed Changes to Title 298 of the Nebraska Administrative Code\_May 18, 2021**

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The Board proposes changes to chapters one through eight of Title 298 of the Nebraska Administrative Code. Title 298 includes the rules and regulations for administration and enforcement of the Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 – 76-2250) and the Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 – 76-3222). Title 298 clarifies and defines the requirements and processes for real property appraiser credentialing, real property appraiser credential renewal, real property appraiser qualifying and continuing education activities, appraisal management company registration and renewal, and investigations. The Board's intent to amend Title 298 is due to the following:

- It is the Board's priority to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession. Changes in Title 298 address this very issue. The word "Bachelor's" is stricken to allow that any degree in real estate from an accredited awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation as required core curriculum, or the equivalent as determined by the AQB, be used in place of class hours in real property appraiser qualifying education. The review and approval procedures are updated to allow the Board's director to approve new applications for trainee real property appraisers, supervisory real property appraisers, reciprocal licensed and certified real property appraisers, education activities and instructors, and appraisal management company registrations when minimum requirements are met and no extenuating circumstances exists requiring Board expertise. Finally, the Board implemented procedures for the preliminary criminal history review as required by Neb. Rev. Stat. § 84-947.
- LB808, approved by Governor Ricketts on August 15, 2020, updated the Nebraska Real Property Appraiser Act for compliance with Title XI of the federal Financial Institutions Reform, Recovery, and Enforcement Act of 1989 ("Title XI"), the Uniform Standards of Professional Appraisal Practice ("USPAP"), and the Policy Statements of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council ("ASC Policy Statements"). The proposed changes to Title 298 harmonize the language in Title 298 with the changes made to the Real Property Appraiser Act through LB808. Specifically, a new defined term "real property appraisal practice," replaces all variations of substantially similar language for clarification and consistency; references to real property appraisers are updated to use the defined term "real property appraiser" for consistency; "Valuation" is added before "services" to clarify the nature of such service being performed by a real property appraiser; "Appraisal" or "appraisal review" are replaced by "assignment results" to utilize the definition of "assignment results" for clarity and consistency when referring to "report" where appropriate; and "valid" is stricken before "credential" for clarity and consistency as the stricken term is unnecessary.
- LB23, approved by Governor Ricketts on March 17, 2021, updated the Nebraska Real Property Appraiser Act to implement the Real Property Appraiser Qualifications Criteria

(“2020 Criteria”) adopted by The Appraisal Foundation’s Appraiser Qualifications Board, effective on January 1, 2020 and May 15, 2020; and to maintain compliance with Title XI. The proposed changes to Title 298 harmonize the language in Title 298 with the changes made to the Real Property Appraiser Act through LB23. Specifically, the word “Bachelor’s” is stricken to allow that any degree in real estate from an accredited awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation as required core curriculum, or the equivalent as determined by the AQB, be used in place of class hours in real property appraiser qualifying education.

- During the drafting of the proposed changes, emphasis was placed on the effectiveness of regulations in place, the clarity and applicability of the language in Title 298, and the public’s rights and welfare. Language is updated to reflect this emphasis.
- The proposed changes to Title 298 will have no fiscal impact on credential/registration holders and other political subdivisions, but does include an administrative fee of \$100.00 for the preliminary history record review application as authorized by Neb. Rev. Stat. § 84-947(7). The preliminary history record review application fee is expected to generate no expenditures or revenues.

More detail regarding the specifics of these changes can be found below:

- The defined term “real property appraisal practice” replaces any such terms and phrases: “appraisal practice,” “real property appraisal activity,” “appraisal practice or real property appraisal activity,” “a valuation assignment, evaluation assignment, or appraisal review assignment,” “an assignment not limited to value for an appraisal assignment, and not limited to an opinion about the quality of another appraiser’s work for an appraisal review assignment,” “appraising,” “the appraisal of, and review of appraisal of,” “the appraisal of,” “appraise,” “real property appraisal activities or other related activities,” “the making of an appraisal,” “practice,” “perform or performs real property appraisal activity” throughout Title 298. Utilization of the defined term “real property appraisal practice” harmonizes Title 298 with the language in the Real Property Appraiser Act for changes made by LB808.
- “Real property appraisal practice” is added before “assignments,” “experience,” and “assistance” to clarify the nature of such assignment, or the type of experience or assistance; and “assignment,” “experience,” and “assistance” is added after “real property appraisal practice” throughout Title 298 where applicable for clarity and consistency. Utilization of the defined term “real property appraisal practice” harmonizes Title 298 with the language in the Real Property Appraiser Act for changes made by LB808.
- “Real property” is added before the word “appraiser” where only “appraiser” exists throughout Title 298. Utilization of the defined term “real property appraiser” harmonizes Title 298 with the language in the Real Property Appraiser Act for changes made by LB808.
- Non-substantive language changes made for clarification, consistency, or to correct spelling and grammar errors; and section reference updates are not listed individually in this summary.

- “Valuation” is added before “services” to clarify the nature of such service being performed by a real property appraiser to harmonize Title 298 with the language in the Real Property Appraiser Act for changes made by LB808 in Chapter 1, § 009 (page 3); Chapter 1, § 010 (page 3); and Chapter 8, § 003.05A.1 (page 66).
- “AMC” is added before “Appraiser” to utilize the defined term “AMC Appraiser” in Chapter 1, § 009 (page 1) and Chapter 8, § 003.05A.1 (page 66).
- Chapter 1, § 013 is added to establish application procedures and requirements for the preliminary criminal history review as required by Neb. Rev. Stat. § 84-947 (page 3).
- “Bachelor’s” is stricken to allow that any degree in real estate from an accredited awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation as required core curriculum, or the equivalent as determined by the AQB, be used in place of class hours in real property appraiser qualifying education to harmonize Title 298 with the language in the Real Property Appraiser Act for changes made by LB808 in Chapter 2, § 001.01A.2 (page 5); Chapter 2, § 001.02A.2 (page 7); Chapter 2, § 001.02B.1 (page 7); Chapter 2, § 001.03A.2 (page 8); Chapter 2, § 001.03D.2 (page 8); Chapter 2 § 001.03E.2 (page 9); Chapter 2, § 001.04A.2 (page 10); Chapter 2, § 001.04B.1 (page 10); Chapter 2, § 001.04B.2 (page 11); Chapter 2, § 001.04B.3 (page 11); Chapter 2, § 001.05B (page 12); and Chapter 6, § 002.01A (page 34) .
- “Credentialed” is stricken before “real property appraiser” and “trainee real property appraiser” for consistency and clarity as a real property appraiser is a credential holder to harmonize Title 298 with the language in the Real Property Appraiser Act for changes made by LB808 in Chapter 2, § 001.02B (page 7); Chapter 2, § 001.04B (page 10); Chapter 2, § 004.01D (page 17); Chapter 2, § 004.02H (page 22); Chapter 3, § 001.08 (page 25); Chapter 4, § 003.06 (page 30); and Chapter 6, § 004.02B (page 45).
- “Appraisal” or “appraisal review” is replaced by “assignment results” to utilize the definition of “assignment results” where appropriate for clarity and consistency when referring to “report” to harmonize Title 298 with the language in the Real Property Appraiser Act for changes made by LB808 in Chapter 2, § 002.03A (page 13); Chapter 2, § 002.04 (page 13); Chapter 2, § 002.06 (page 13); and Chapter 2, § 002.09 (page 14);
- Chapter 2 § 002.09(9) is amended to add “or non-traditional client” after “traditional client” to clarify that verification on the experience log must indicate that the client is traditional or non-traditional (page 14).
- Chapter 2 § 004.01C is amended to allow the Board’s director to approve new applications for trainee real property appraisers when the minimum requirements are met and no extenuating circumstances exist requiring Board expertise. Any applicant that may not meet one or more requirements for credentialing as a trainee real property appraiser will be placed before the Board for consideration at its next meeting (page 19).
- Chapter 2 § 004.01K is amended to allow the Board’s director to approve new applications for supervisory real property appraisers when the minimum requirements are met and no extenuating circumstances exist requiring Board expertise. Any applicant that

may not meet one or more requirements for approval as a supervisory real property appraiser will be placed before the Board for consideration at its next meeting (page 20).

- Chapter 2 § 004.01P is amended to change the designation that may be used by a supervisory real property appraiser to “S.R.P.A.” to include “Real Property,” consistent with the changes made throughout Title 298 for harmonization with the language in the Real Property Appraiser Act for changes made by LB808 (page 21).
  - “Credential” is stricken after “real property appraiser” and “trainee real property appraiser” for consistency and clarity as a real property appraiser is a credential holder. This change is to harmonize Title 298 with the language in the Real Property Appraiser Act for changes made by LB808 in Chapter 2, § 001.02B (page 7); Chapter 2, § 001.04B (page 10); Chapter 2, § 004.01D (page 17); Chapter 2, § 004.02H (page 22); Chapter 3, § 001.08 (page 25); Chapter 4, § 003.06 (page 30); and Chapter 6, § 004.02B (page 45).
  - Chapter 3 §§ 001.03 through 001.06 are amended to allow the Board’s director to approve new applications for licensed and certified real property appraisers by reciprocity when the minimum requirements are met and no extenuating circumstances exist requiring Board expertise. Any applicant that may not meet one or more requirements for approval as a real property appraiser by reciprocity will be placed before the Board for consideration at its next meeting (page 24).
  - Chapter 3 § 002.03 is amended to clarify that any applicant that may not meet one or more requirements for approval as a temporary real property appraiser will be placed before the Board for consideration at its next meeting (page 26).
  - Chapter 4 § 001.11C is amended to strike “valid” before “credential.” The stricken language is unnecessary, and this change harmonizes Title 298 with the language in the Real Property Appraiser Act for changes made by LB808 (page 29).
  - Chapter 4 § 003.04 is amended to clarify that any applicant for renewal of a real property appraiser credential that may not meet one or more requirements for approval will be placed before the Board for consideration at its next meeting (page 30).
  - Chapter 6 § 001.07B is amended to add “applicants” to clarify that this section applies to online or correspondence activities for both applicants and credential holders (page 33).
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- Language is amended to strike “is certified by the International Distance Education Certification Center” and add “meets the requirements of Section 001.07A of this

Chapter” to specify that an IDECC certificate must be submitted, or the activity must be conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses. This change recognizes that the education submission may include either option, not just the IDECC certificate in Chapter 6 § 002.02A.5 (page 36); Chapter 6 § 003.02A.5 (page 41); Chapter 6 § 004.04A.5 (page 49). The intent of this change is to better align Title 298 with the Real Property Appraiser Qualifications Criteria language.

- Chapter 6 §§ 002.02A.2j (page 36), 003.02A.2k (page 41), 004.04A.2j (page 49) is added to ensure that an online or correspondence activity conducted by an accredited college, community college, or university provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor. Colleges, community colleges, or universities are not required to hold IDECC certification for online or correspondence education activities. For all activities that are IDECC approved, interaction in a reciprocal environment where the student has verbal or written communication with the instructor is a condition for approval. The intent of this change is to better align Title 298 with the Real Property Appraiser Qualifications Criteria language.
- Language is amended to strike “certified by the International Distance Education Certification Center” and add “the qualification for online or correspondence delivery specified in Section 001.07A of this Chapter” to the reasons for resubmission of, or rescinding, an approved qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course. This amendment includes activities conducted by accredited colleges, community colleges, or universities that offers distance education programs and are approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses in Chapter 6 § 002.03A (page 37); Chapter 6 § 002.04A (page 37); Chapter 6 § 003.03A (page 42); Chapter 6 § 003.04B (page 43); Chapter 6 § 004.05A (page 50); Chapter 6 § 004.06A (page 50).
- Chapter 6 §§ 002.02C and 002.02D are amended to allow the Board’s director to approve new applications for qualifying education activities when the minimum requirements are met by the education provider and the activity, and no extenuating circumstances exist requiring Board expertise. Any application for an education provider and activity that may not meet one or more requirements for approval as a qualifying education activity will be placed before the Board for consideration at its next meeting (page 37). Language is amended throughout Section 002 in Chapter 6 to strike any references to being approved “by the board” for harmonization with this change.
- Chapter 6 § 003.02A.2j is added to clarify that written evidence must be included with a continuing education submission indicating that an appropriate mechanism is in place to ensure that the credential holder demonstrates knowledge of subject matter for an online

or correspondence activity (page 41). This Real Property Appraiser Qualifications Criteria is met for qualifying education and the supervisory real property appraiser and trainee course by examination.

- Chapter 6 §§ 003.02C and 003.02D are amended to allow the Board’s director to approve new applications for continuing education activities when the minimum requirements are met by the education provider and the activity, and no extenuating circumstances exist requiring Board expertise. Any application for an education provider and activity that may not meet one or more requirements for approval as a continuing education activity will be placed before the Board for consideration at its next meeting (page 42). Language is amended throughout Section 003 in Chapter 6 to strike any references to being approved “by the board” for harmonization with this change.
- Chapter 6 §§ 004.04C and 004.04D are amended to allow the Board’s director to approve new applications for supervisory real property appraiser and trainee courses when the minimum requirements are met by the education provider and the activity, and no extenuating circumstances exist requiring Board expertise. Any application for an education provider and activity that may not meet one or more requirements for approval as a supervisory real property appraiser and trainee course will be placed before the Board for consideration at its next meeting (page 50). Language is amended throughout Section 004 in Chapter 6 to strike any references to being approved “by the board” for harmonization with this change.
- Chapter 6 §§ 005.02C and 005.02D are amended to allow the Board’s director to approve new applications for instructors of an education activities when the minimum requirements are met by the applicant, and no extenuating circumstances exist requiring Board expertise. Any applicant that may not meet one or more requirements for approval as an education activity instructor will be placed before the Board for consideration at its next meeting (page 54). Language is amended throughout Section 005 in Chapter 6 to strike any references to being approved “by the board” for harmonization with this change.
- Chapter 6 § 005.01E is amended to strike 005.01E.1 through 005.01E.4 and clarify that being an AQB Certified USPAP Instructor is the only qualification for approval as an instructor of the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or the supervisory real property appraiser and trainee course. 005.01E.1 through 005.01E.4 are already requirements for approval as an AQB Certified USPAP Instructor, and are therefore moot as a separate requirement in Title 298 (page 53).
- Chapter 7 §§ 001.03 and 001.04 are amended to allow the Board’s director to approve new applications for registration as an appraisal management company when the minimum requirements are met by the applicant, and no extenuating circumstances exist requiring Board expertise. Any applicant that may not meet one or more requirements for approval as an appraisal management company will be placed before the Board for consideration at its next meeting (page 56).

- Chapter 7 § 002.03 is amended to clarify that any applicant for renewal of an appraisal management company registration that may not meet one or more requirements for approval will be placed before the Board for consideration at its next meeting (page 58).



Nebraska Real Property Appraiser Board

# Internal Procedural Document

Effective June 18, 2020

Number	Title	Internal Procedure	Board Action History
201701	Endorsement of an Appraiser	Withstanding any legal obligation, the Nebraska Real Property Appraiser Board will not make an endorsement for, referral of, or recommendation of, any appraiser of any classification for an assignment, appointment, membership, or recognition of, to any public or private person or entity. Any person or entity that makes such of a request shall be directed to available public information concerning credential holders.	Adopted by the Board on June 15, 2017
201702	Employee Recognition	An employee or board member may be recognized no more than once annually for his or her excellence through service (not “Years of Service”), contributions, and/or achievements with an award not to exceed \$500.00 in value. An employee or board member may be nominated by any other employee or board member. A nomination must be made in writing, include the reason for the nomination, and a recommended award. The Director or Board Chair shall be responsible for evaluation and approval of the nomination and requested award. A recipient of an award will be recognized publicly by the Board at its next regularly scheduled meeting. An award is not the same as an employee bonus.	Adopted by the Board on June 15, 2017

201703	Employee Reimbursement of Training and Education Tuition	<p>Any request for training or education made by an employee of the Board shall be submitted to the Director in writing. If approved by the Board, the training or education shall be at the Board's expense unless specified otherwise. Any tuition for training or education attended at the employee's request, and at the Board's expense, may be reimbursed to the Board if employee voluntarily leaves his or her position within one year of attending the training activity, or does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both parties and documented in the appropriate board meeting minutes.</p> <p>In addition, the Board may request that an employee of the Board attend training or education applicable to his or her responsibilities. Any tuition for training or education attended at the Board's request shall be at the Board's expense unless specified otherwise. Such tuition may be reimbursed to the Board if employee does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both parties and documented in the appropriate board meeting minutes.</p>	Adopted by the Board on June 15, 2017
201704	AMC Fund Cash Balance	<p>In accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The agency must be properly funded to administer and enforce the act, meet the requirements as specified in Title XI of Financial Institutions Reform, Recovery, and Enforcement Act of 1989, and ensure that proper financial protection is in place to manage any issue that may arise. For the fiscal year 2019-20, the minimum fund balance for the AMC fund shall be \$217,680.20. This balance includes the following:</p> <ol style="list-style-type: none"> <li>1. An amount equal to half of the operating budget for the next fiscal year. If funds have not been appropriated for the next fiscal year, the current fiscal year may be substituted until appropriations are awarded for the next fiscal year. (FY 2019-20: <math>\\$135,360.40/2 = \\$67,680.20</math>). Justification for this amount includes:</li> </ol>	<p>Adopted by the Board on June 15, 2017</p> <p>Amended April 18, 2019</p> <p>Amended April 23, 2020</p>

201704  
(Continued)

- a. The Board must be prepared to manage a sharp decline in revenues due to a loss in the number of appraisal management companies and applications for registration as appraisal management companies. There has been constant pressure at the federal level to make changes to appraiser and appraisal management company regulations; Implementation of the AMC Final Rule and deregulation may result in a drastic decrease in the number of appraisal management companies registered in this state.
  - b. The Board must be prepared to manage all related to the costs associated with investigations. This includes both investigation costs and training costs.
  - c. The Board must be prepared to purchase equipment and supplies as needed to administer and enforce the Act. Technology and methodology improvements may require upgraded equipment and/or supplies.
  - d. The Board must be prepared for unexpected cost increases associated with employee benefits. Healthcare reform leaves many unanswered questions in the foreseeable future.
2. An amount specified for potential litigation. Legal expenses for the most recent matter under the Real Property Appraiser Act exceeded \$50,000.00. The Board must be prepared to manage any costs of litigation that may arise. Legal expenses could potentially exceed \$100,000.00, and as such, the AMC fund balance shall include this amount for potential legal expenses.
  3. An amount specified for technology projects. Statute and rule changes, along with operation changes, require that the Board's database and website are upgraded regularly. Many projects, including complete overhauls are very expensive. The current database project is more than \$220,000.00. The Board must be prepared to address costs associated with technology upgrades needed to administer and enforce the Act in an effective and efficient manner. The AMC fund balance shall include \$50,000.00 for technology projects.

201705	Real Property Appraiser Fund Cash Balance	<p>In accordance with Neb. Rev. Stat. § 76-2226, the real property appraiser fund shall include a sufficient cash fund balance as determined by the Board. The agency must be properly funded to administer and enforce the Real Property Appraiser Act, meet the requirements as specified in Title XI of Financial Institutions Reform, Recovery, and Enforcement Act of 1989, and ensure that proper financial protection is in place to manage any issue that may arise. For the fiscal year 2019-20, the minimum fund balance for the real property appraiser fund shall be \$356,020.30. This balance includes the following:</p> <ol style="list-style-type: none"> <li>1. An amount equal to half of the operating budget for the next fiscal year. If funds have not been appropriated for the next fiscal year, the current fiscal year may be substituted until appropriations are awarded for the next fiscal year. (FY 2019-20: <math>\\$312,040.60/2 = \\$156,020.30</math>). Justification for this amount includes: <ol style="list-style-type: none"> <li>a. The Board must be prepared to manage a sharp decline in revenues due to a loss in the number of appraisers. According to the Appraisal Institute, the average age of an appraiser is 55 years old. Many appraisers will be retiring during the next ten years, and the number of new appraisers entering the profession does not meet market demand.</li> <li>b. The Board must be prepared to manage all related to the costs associated with investigations. This includes both investigation costs and training costs.</li> <li>c. The Board must be prepared to purchase equipment and supplies as needed to administer and enforce the Act. Technology and methodology improvements may require upgraded equipment and/or supplies.</li> <li>d. The Board must be prepared for unexpected cost increases associated with employee benefits. Healthcare reform leaves many unanswered questions in the foreseeable future.</li> </ol> </li> </ol>	<p>Adopted by the Board on June 15, 2017</p> <p>Amended April 18, 2019</p> <p>Amended April 23, 2020</p>
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201705 (Continued)		<p>e. Due to the Board's revenue structure, the majority of revenues are received during a two to four month period (November to February). The Board must have adequate funds to administer and enforce the Act during low revenue months.</p> <p>2. An amount specified for potential litigation. Legal expenses for the most recent matter exceeded \$50,000.00. The Board must be prepared to manage any costs of litigation that may arise. Legal expenses could potentially exceed \$100,000.00, and as such, the real property appraiser fund balance shall include this amount for potential legal expenses.</p> <p>3. An amount specified for technology projects. Statute and rule changes, along with operation changes, require that the Board's database and website are upgraded regularly. Many projects, including complete overhauls are very expensive. The current database project is more than \$220,000.00. The Board must be prepared to address costs associated with technology upgrades needed to administer and enforce the Act in an effective and efficient manner. The real property fund balance shall include \$100,000.00 for technology projects.</p>	
201706	Timeliness Requirements for Appraisal Reviews	Any appraiser requested to complete a review of an appraisal or appraisal review must complete the review within 30 days of the date of the contract letter for reviews related to residential properties, and 60 days of the date of the contract letter for reviews related to any other type of property. The postmarked date will be used to determine timeliness for reports returned by mail, and the email or fax date will be used for reports returned by email or fax.	Adopted by the Board on June 15, 2017
201707	Director's Performance Review	The Director's performance will be evaluated by the Board prior to the beginning of each fiscal year.	Adopted by the Board on June 15, 2017
201708	Board Staff Clothing Allowance	Upon hire, any full-time employee of the Board shall be granted an allowance of \$100.00 for use on NRPAB promotional clothing. Current Board employees will receive this allowance upon Board approval of this policy for FY 12. After FY 12, this initial allowance is only applicable to newly hired employees, and in the fiscal year the new employee begins work. At the beginning of each fiscal year after an employee has been granted his or her initial allowance, each employee is granted an allowance of \$75.00 for use on NRPAB promotional clothing. This allowance does not carry over from one fiscal year to another.	Adopted by the Board on June 15, 2017

201709	Standard 3 Compliance Review and Subject Matter Expert Fees	<p>Appraisers that enter into a contract with the Board for the purpose of providing appraisal review and subject matter expert (“SME”) services shall be compensated according to the following schedule:</p> <p>Applicant Reviews  Residential: 4 Hours x \$85.00 = \$340.00  2-4 Family: 6 Hours x \$85.00 = \$510.00  Agriculture: 8 Hours x \$85.00 = \$680.00  Commercial: 10 Hours X \$85.00 = \$850.00</p> <p>SME  Residential: 6 Hours x \$100.00 = \$600.00  2-4 Family: 9 Hours x \$100.00 = \$900.00  Agriculture: 12 Hours x \$100.00 = \$1200.00  Commercial: 15 Hours X \$100.00 = \$1500.00</p> <p>Compensation may be prorated on a quarter hour basis, and compensation will only be paid if terms of contractual agreement are completed in full. In the case of an extenuating circumstance(s), or if the matter proceeds to hearing, the Board reserves the right to renegotiate the compensation rate and/or maximum amount for a Standard 3 review or SME assignment.</p>	Adopted by the Board on June 15, 2017
201710	Contracts for Work and Associated Fees	All work considered to be contractual in nature, along with the fees for that work, must be pre-approved by the Board unless the Board authorizes the Director to enter into contract negotiations for such work. In the case of an emergency, the Director may negotiate and enter into a contractual agreement on the Board’s behalf and inform the Board of such contract and reasons for such contract at its next regular meeting. No charges for work considered to be contractual in nature will be paid by the Board unless pre-approved by the Board or agreed upon by the Director prior to the commencement of work. This policy does not include contracts for Standard 3 compliance reviews.	Adopted by the Board on June 15, 2017
201711	Requests for Non-NRPAB Information to be Placed on the Website	Any requests to the Director or NRPAB staff for information to be placed on the website that is not considered to be NRPAB business, made by individuals or entities not NRPAB personnel or board members, shall not be granted. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair.	Adopted by the Board on June 15, 2017

201712	Blast Email Requests	Any requests to the Director or NRPAB staff for delivery of an electronic mail communication over the Internet not considered to be NRPAB business, meant to reach recipients, such as appraisers, local, state, and federal government employees or entities, members or employees of professional organizations, the general public, or any other entity or group, made by individuals or entities not NRPAB personnel or board members, shall not be granted. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair.	Adopted by the Board on June 15, 2017
201713	Blast Email Policy	Any electronic mail communication delivered over the Internet by the Director or NRPAB staff, originating from a list and considered to be a “blast email”, meant to reach recipients, such as appraisers, local, state, and federal government employees or entities, members or employees of professional organizations, the general public, or any other entity or group shall be established on NRPAB letterhead and reviewed by each member of the Board. Each member will have 24 hours to review and respond to the Director or NRPAB staff responsible for executing the electronic mail delivery. After consideration of the responses provided by each board member, 1) the Director will execute the delivery, or at the Director’s discretion, hold the electronic mail communication for discussion and vote at the next board meeting; 2) the responsible NRPAB staff will, upon approval from the Director, or the Board Chair if the Director is not available, execute the delivery. The Director, or the Board Chair if the Director is not available, may stop the electronic mail communication from being delivered, or hold the electronic mail communication for discussion and vote at the next board meeting. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair. <i>Electronic mail communications delivered to more than one recipient by the NRPAB Director, staff, or board members in the everyday course of business is not considered to be a “blast email.”</i>	Adopted by the Board on June 15, 2017
201714	Renewal of Continuing Education Activities	In accordance with 298 NAC CH. 6, § 003.04A, the Director may grant renewal of any continuing education activity provided that the continuing education activity is not required to be resubmitted as specified in 298 NAC CH 6, § 003.03A. Any continuing education activity submitted for renewal that may meet any of the provisions listed under 298 NAC CH 6, § 003.04B, shall be submitted to the Board for consideration.	Adopted by the Board on June 15, 2017

201715	Violation of Time Requirements in Neb. Rev. Stat. § 76-2236 (2)	Any appraiser that failed to successfully complete the seven-hour National Uniform Standards of Professional Appraisal Practice Course within the time frame specified in Neb. Rev. Stat. § 76-2236 (2) shall be notified of such failure in an advisory letter for the first occurrence of failure. Any subsequent failures to complete the seven-hour National Uniform Standards of Professional Appraisal Practice Course shall be presented to the Board for consideration of a Board initiated grievance for violation of N.R.S. § 76-2238 (12).	Adopted by the Board on August 17, 2017  Amended June 21, 2018
201801	Application of Late Processing Fee for Renewal Application Mailed with Insufficient Postage	Any application for renewal of a real property appraiser credential, or renewal of an AMC registration, mailed with postage deemed insufficient by the U.S. Post Office, that is mailed with additional postage within three weeks of the initial postmark, will not be subject to \$25.00 late processing fee for the month in which it is received by the Board if:  1) Postmark evidence includes the initial mailing date and the date the item was mailed with additional postage, and  2) All other requirements for renewal are met by the applicant.	Adopted by the Board on February 15, 2018
201802	NRPAB Employee Real Property Appraisal Activity	As stated in the NRPAB Employee Handbook under the Conflict of Interest section, “Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs.” In order to avoid potential conflicts of interest, acts or conduct which adversely affects the Board’s performance or function, or legal liability to the Board, any full-time regular employee of the Board is prohibited from engaging in real property appraisal activity as defined in Neb. Rev. Stat. § 76-2215. Any matter in which a regular full-time employee engages in real property appraisal activity will be addressed in accordance to the discipline policy found in the NRPAB Employee Handbook.	Adopted by the Board on May 17, 2018; effective June 1, 2018.

201901	NRPAB Board Member Investigation Guidelines	<p>A grievance filed by a board member, in an individual capacity, must be in compliance with 298 NAC Chapter 8, § 001.02. If a board member files a grievance as an individual, or submits a report to the Board's office that becomes the subject of a grievance filed by the Board, he or she is strongly recommended to abstain from voting from the point of involvement forward. If any board member is unsure of the need to abstain from voting related to an investigation, no action shall be taken on the matter until the Director receives an opinion from the Attorney General's Office concerning the Respondent's due process rights.</p> <p>The Board will receive an update at each meeting concerning the progress of any matter under investigation. Examples of such updates include, but are not limited to, respondent has been notified of charges and appraisal report and workfile have been requested, SME is in process of completing standard 3-4 review, standard 3-4 review is being evaluated, Respondent is reviewing Standard 3-4 Review Report, evaluating Respondent's response with SME, requested clarification from Respondent related to response provided, and currently working on investigative report and preparing evidence.</p>	Adopted by the Board on April 18, 2019

201902	NRPAB Consent Agreement Negotiation Guidelines	<p>If an investigation discloses evidence that the actions of the person under investigation constitute a violation of the Real Property Appraiser Act, the Appraisal Management Company Registration Act, or Title 298 of the Nebraska Administrative Code, the Board will file a formal complaint through the Board’s Special Assistant Attorney General (SAAG). Under the authorization of the Director, a consent agreement may be negotiated by the SAAG within sixty days from the date of the Board’s decision. If negotiations have stalled, or terms of the consent agreement cannot be reached within sixty days of the Board’s decision, the SAAG will serve the formal complaint upon the Respondent if it has not already been served (negotiations may continue throughout this process).</p> <p>If the terms of a consent agreement are reached, and the agreement is signed by the Respondent, the consent agreement will be submitted to the Board for review. If the Board accepts the consent agreement, the Board Chairperson shall sign the agreement for execution. If the matter is settled through the consent agreement process, no formal hearing will be conducted. The Director will monitor the Respondent’s adherence to the terms specified in the consent agreement. If an issue arises, or a term is not completed, the Director will prepare a report for the Board outlining the matter.</p> <p>If the Board does not accept the terms of the consent agreement, the Board may choose to withdraw from consent agreement negotiations (proceed to formal hearing), or authorize further negotiations by the SAAG. If the Board allows additional negotiations, it may set parameters under which the negotiations may continue.</p>	Adopted by the Board on April 18, 2019
201903	Intent of the NRPAB Regulatory Program	<p>The intent of the Board’s regulatory program is to be educational in practice when possible. In the cases where the evidence does not support the findings, or the findings are deemed minor in nature by the Board, the Board may dismiss the charges. Based on the educational nature of the process, a dismissal letter may include advisement explaining the Board’s findings, or additional voluntary Board recommendations. Such voluntary Board recommendations may include suggested continuing education coursework, an informal conference with Board members, and/or any other course of action the Board deems beneficial to the Respondent.</p>	Adopted by the Board on April 18, 2019

201904	NRPAB Special Assistant Attorney General Grievance Guidelines	<p>If a grievance is filed by the Board's Special Assistant Attorney General, the Board must obtain separate legal counsel for this grievance. For any grievance not filed by the Board's Special Assistant Attorney General, he or she may be consulted by the agency at any time during the investigative process. If the Respondent obtains legal counsel, the Board's Special Assistant Attorney General will be the agency's primary source of communication with the Respondent.</p> <p>Upon completion of an investigation by the agency, the investigative report and documentation will be submitted to the Special Assistant Attorney General for review. The Special Assistant Attorney General will submit a summary report to the agency with recommendations as how to proceed. The agency will make changes to the investigative report to include the Special Assistant Attorney General's recommendations if needed.</p> <p>If, at the conclusion of an administrative hearing, the hearing officer determines that the Respondent is guilty of the violation(s), the Board shall take such disciplinary action as the Board deems appropriate. If, at the conclusion of the hearing, the hearing officer determines that no violation(s) occurred, the Board may dismiss the charges, or take any action the Board deems appropriate. Any action other than dismissal shall require consultation with the Special Assistant Attorney General.</p> <p>All consent agreements, final orders, cease and desist orders, formal complaints, administrative hearing motions, or notices/declarations concerning a grievance, shall be prepared by the Board's Special Assistant Attorney General as authorized by the Director.</p>	Adopted by the Board on April 18, 2019
201905	Documentation Provided to a Respondent during an Investigation	Any document provided to a Respondent during the course of an investigation will have all sensitive or confidential information, as determined by the Director, redacted. Such documentation includes, but is not limited to, grievances, Standard 3-4 Review Reports, and items evidentiary in nature in which the Respondent is requested to provide comment or explanation.	Adopted by the Board on April 18, 2019

201906	NRPAB SME Investigation Guidelines	<p>In accordance with Neb. Rev. Stat. § 76-2239 (1), the Board may contract with qualified persons if technical assistance is required during an investigation. Board's Director must approve a contract with Subject Matter Expert (SME) prior to proceeding with the investigation. If any additional contracts for technical assistance are required after the initial contract is approved, the Board's Director and Board Chair must approve the contract.</p> <p>An SME is different than the traditional "review appraiser." The SME is an integral part of the investigative team as the technical expert regarding appraiser practice and USPAP. The agency relationship with the SME will be interactive throughout the entire process.</p> <p>Upon the Board's motion to proceed with an investigation, the subject report, workfile, and other documentation as determined by the Director as relevant is provided to SME for Standard 3-4 review. The agency will hold an introductory phone conference with the SME to outline the expectations of the SME. SME is to conduct an evidence-based review of the subject report to determine compliance with USPAP, and must provide support to substantiate all findings of deficiencies stated in the Standard 3-4 review. If questions arise during the review, the SME will communicate those questions with the agency, who may request clarification from the Complainant, Respondent, or other party in writing or another form of communication if necessary, and provide the response back to the SME. SME may request that agency obtain additional information as needed to substantiate Standard 3-4 review findings.</p>	Adopted by the Board on April 18, 2019
201907	Investigation of AMC that Ceases Operation and Fails to Maintain a Surety Bond for One Year	In accordance with Neb. Rev. Stat. § 76-3203 (2), a surety bond shall be maintained until one year after the date that an AMC ceases to operate in Nebraska. If notice is received from an insurer that the surety bond for a registered AMC has been or will be cancelled, and evidence is obtained confirming that the AMC has ceased operation (no longer in business) prior to the expiration of its registration, no grievance will be filed by the Board if no harm to the public has been alleged. If an AMC has resumed operation without providing evidence of surety coverage prior to the expiration of its registration, or the failure to maintain a surety bond has caused harm to the public, a grievance will be filed by the Board for violation of Neb. Rev. Stat. § 76-3202 (2).	Adopted by the Board on July 18, 2019

201908	NRPAB Personal Vehicle Use Policy	A completed NRPAB Personal Vehicle Use Authorization Form signed by the director, or in the case of the director, the Board's chairperson, must be on file at the Board's office prior to an employee or board member receiving reimbursement for use of a personal vehicle while on State business (this does not include commuting miles). This authorization may be revoked at any time by the director, or in the case of the director, the Board's chairperson, if the employee or board member violates any law, rule, policy or procedure as it relates to personal vehicle use. The Board reserves the right to amend or retire this policy at any time.	Adopted by the Board on September 19, 2019
202001	Appraiser-AMC Funds Allocation Procedure	In accordance with Neb. Rev. Stat. § 76-2226, the Board may use the real property appraiser fund for the administration and enforcement of the Real Property Appraiser Act and to meet the necessary expenditures of the Board, and in accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The allocation between the two funds for expenditures that apply to both the Appraiser Program and the AMC Registration Program, or that are not cost effective to attempt to separate by program (e.g., payroll and benefits processing, general postage billing, general CIO network services billing, and general CIO IMS billing) is a percentage determined by the quarterly employee workload review from the previous fiscal year, and the budget analysis of the past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance. The quarterly workload review for each employee will take place during the first full work week in July, October, January, and April. Each employee will report his or her time spent on appraiser-and AMC-related activities per day in half-hour increments (e.g., Monday: 3.5 hours AMC, 4.5 hours appraiser; Tuesday: 2 hours AMC, 6 hours appraiser) using a method determined by the Director. If the activity applies to both the appraiser and AMC programs (e.g., payroll, general office activities, general government functions, certain accounting functions, and technology projects), the employee will report the time spent at 50% for each program. The employee quarterly workload review will be the baseline for determining the allocation between the appraiser and AMC funds for the fiscal year. However, the allocation will also account for projected changes in the numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance as documented during the budget analysis for each fiscal year.	Adopted by the Board on June 18, 2020

Agency 053 REAL PROPERTY APPRAISER BD  
 Division 000 Real Property App Bd  
 Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 94.52

ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
<b>BUDGETED FUND TYPES - EXPENDITURES</b>							
<b>510000 PERSONAL SERVICES</b>							
511100	PERMANENT SALARIES-WAGES	147,801.91	5,740.23	135,175.34	91.46		12,626.57
511300	OVERTIME PAYMENTS	1,782.75		2,277.52	127.75		494.77-
511600	PER DIEM PAYMENTS	10,000.00		2,900.00	29.00		7,100.00
511700	EMPLOYEE BONUSES			1,000.00			1,000.00-
511800	COMP TIME PAYMENT	1,782.75					1,782.75
512100	VACATION LEAVE EXPENSE	11,121.59	397.48	10,146.66	91.23		974.93
512200	SICK LEAVE EXPENSE	3,068.88		495.53	16.15		2,573.35
512300	HOLIDAY LEAVE EXPENSE	7,794.95		7,365.25	94.49		429.70
<b>Personal Services Subtotal</b>		<b>183,352.83</b>	<b>6,137.71</b>	<b>159,360.30</b>	<b>86.91</b>	<b>0.00</b>	<b>23,992.53</b>
515100	RETIREMENT PLANS EXPENSE	13,000.27	459.59	11,640.84	89.54		1,359.43
515200	FICA EXPENSE	13,952.48	425.99	11,189.66	80.20		2,762.82
515500	HEALTH INSURANCE EXPENSE	31,637.76	1,318.24	30,319.52	95.83		1,318.24
516300	EMPLOYEE ASSISTANCE PRO	37.08		37.08	100.00		
516500	WORKERS COMP PREMIUMS	1,352.00		1,352.00	100.00		
<b>Major Account 510000 Total</b>		<b>243,332.42</b>	<b>8,341.53</b>	<b>213,899.40</b>	<b>87.90</b>	<b>0.00</b>	<b>29,433.02</b>
<b>520000 OPERATING EXPENSES</b>							
521100	POSTAGE EXPENSE	2,599.30		2,011.92	77.40		587.38
521300	FREIGHT	200.00					200.00
521400	DATA PROCESSING EXPENSE	35,318.19	160.80	23,954.81	67.83		11,363.38
521500	PUBLICATION & PRINT EXPENSE	3,478.58		2,143.37	61.62		1,335.21
521900	AWARDS EXPENSE	150.00		28.00	18.67		122.00
522100	DUES & SUBSCRIPTION EXPENSE	350.00		350.00	100.00		
522200	CONFERENCE REGISTRATION	1,080.00					1,080.00
524600	RENT EXPENSE-BUILDINGS	12,646.71	1,050.45	13,066.95	103.32		420.24-
524900	RENT EXP-DUPR SURCHARGE	4,872.30	406.03	4,872.36	100.00		.06-
527100	REP & MAINT-OFFICE EQUIP	500.00					500.00
531100	OFFICE SUPPLIES EXPENSE	3,089.54	64.00	475.71	15.40		2,613.83
532100	NON CAPITALIZED EQUIP PU	500.00					500.00
533100	HOUSEHOLD & INSTIT EXP	235.00		67.00	28.51		168.00
534900	MISCELLANEOUS SUPPLIES EXPENSE	50.00					50.00
541100	ACCTG & AUDITING SERVICES	1,077.00		1,013.00	94.06		64.00

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STATE OF NEBRASKA  
Department of Administrative Services  
Accounting Division  
Budget Status Report  
As of 06/10/21

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Agency 053 REAL PROPERTY APPRAISER BD  
Division 000 Real Property App Bd  
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 94.52

ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
541200	PURCHASING ASSESSMENT	174.00		174.00	100.00		
541500	LEGAL SERVICES EXPENSE	35,080.00		200.00	.57		34,880.00
541700	LEGAL RELATED EXPENSE	7,000.00		15.00	.21		6,985.00
542100	SOS TEMP SERV-PERSONNEL	7,503.36		8,769.35	116.87		1,265.99-
547100	EDUCATIONAL SERVICES	1,500.00		19.00	1.27		1,481.00
554900	OTHER CONTRACTUAL SERVICE	46,629.00	917.25	14,624.20	31.36		32,004.80
556100	INSURANCE EXPENSE	21.00		20.40	97.14		.60
556300	SURETY & NOTARY BONDS	21.00		20.19	96.14		.81
559100	OTHER OPERATING EXP	1,731.92					1,731.92
Major Account 520000 Total		165,806.90	2,598.53	71,825.26	43.32	0.00	93,981.64
570000 TRAVEL EXPENSES							
571100	BOARD & LODGING	4,649.00		434.85	9.35		4,214.15
571600	MEALS-NOT TRAVEL STATUS	200.00					200.00
571900	MEALS-ONE DAY TRAVEL	3,476.00					3,476.00
572100	COMMERCIAL TRANSPORTATION	1,450.00					1,450.00
573100	STATE-OWNED TRANSPORT	200.00					200.00
574500	PERSONAL VEHICLE MILEAGE	9,280.00		1,383.96	14.91		7,896.04
575100	MISC TRAVEL EXPENSES	934.00		40.00	4.28		894.00
Major Account 570000 Total		20,189.00	0.00	1,858.81	9.21	0.00	18,330.19
BUDGETED EXPENDITURES TOTAL		429,328.32	10,940.06	287,583.47	66.98	0.00	141,744.85
SUMMARY BY FUND TYPE - EXPENDITURES							
2	CASH FUNDS	429,328.32	10,940.06	287,583.47	66.98		141,744.85
BUDGETED EXPENDITURES TOTAL		429,328.32	10,940.06	287,583.47	66.98	0.00	141,744.85

BUDGETED FUND TYPES - REVENUES

470000 REVENUE - SALES AND CHARGES

471100	SALE OF SERVICES	375.00-	25.00-	375.00-	100.00		
471120	QUALIFYING ED COURSE FEES	500.00-		600.00-	120.00		100.00
471121	CONTINUING ED NEW FEES	1,000.00-		1,150.00-	115.00		150.00
471122	CONTINUING ED RENEWAL FEES	200.00-	20.00-	90.00-	45.00		110.00-
475150	CERTIFIED GENERAL NEW FEES	5,400.00-	300.00-	4,800.00-	88.89		600.00-

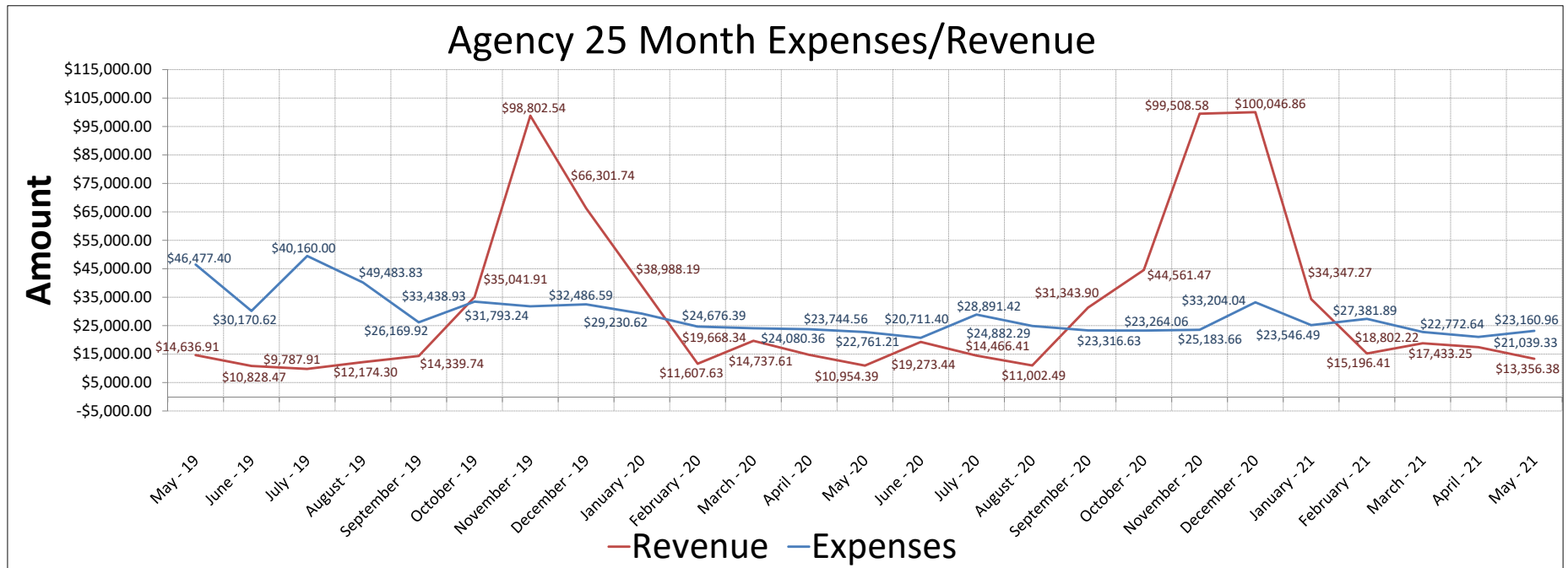
STATE OF NEBRASKA  
Department of Administrative Services  
Accounting Division  
Budget Status Report  
As of 06/10/21

Agency 053 REAL PROPERTY APPRAISER BD  
Division 000 Real Property App Bd  
Program 079 APPRAISER LICENSING

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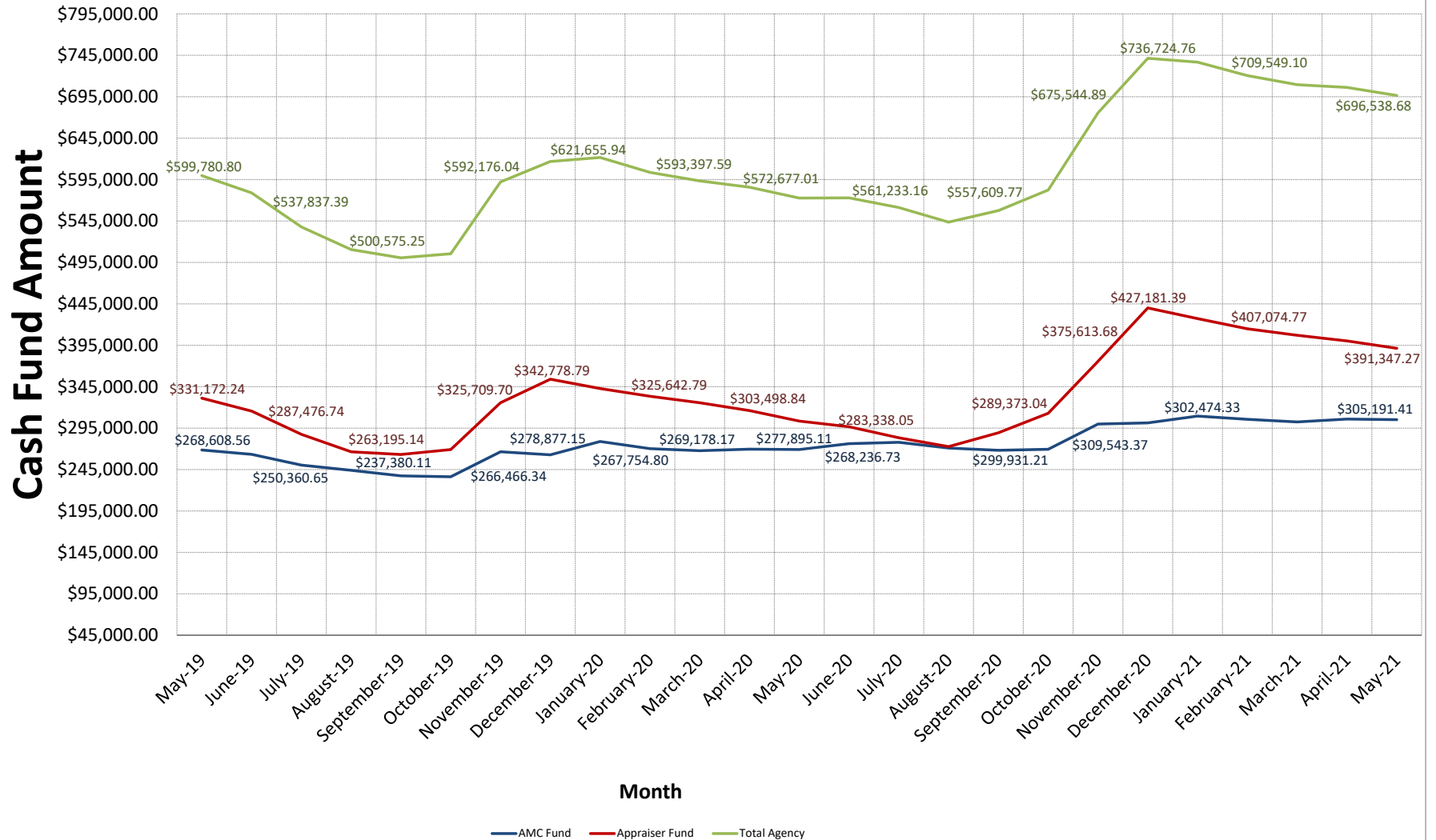
ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
475151	LICENSED NEW FEES	900.00-					900.00-
475152	FINGERPRINT FEES	2,126.75-	90.50-	2,398.25-	112.77		271.50
475153	CERTIFIED RESIDENTIAL NEW	1,500.00-		2,100.00-	140.00		600.00
475154	CERTIFIED GENERAL RENEWAL	113,575.00-		125,315.00-	110.34		11,740.00
475155	LICENSED RENEWAL	18,150.00-		18,150.00-	100.00		
475156	FINGERPRINT AUDIT PROGRAM FEES	3,745.00-		3,860.00-	103.07		115.00
475157	CERTIFIED RESIDENTIAL RENEWAL	61,600.00-		62,975.00-	102.23		1,375.00
475161	TEMPORARY CERTIFIED GENERAL	4,500.00-	500.00-	8,850.00-	196.67		4,350.00
475163	AMC REGISTERED NEW FEES	12,000.00-		12,000.00-	100.00		
475164	AMC APPLICATION FEES	2,100.00-	700.00-	3,500.00-	166.67		1,400.00
475165	AMC REGISTERED RENEWAL	117,000.00-	6,000.00-	123,000.00-	105.13		6,000.00
475167	CERTIFIED RESIDENTIAL INACTIVE	300.00-					300.00-
475168	CERTIFIED GENERAL INACTIVE	300.00-					300.00-
475234	APPLICATION FEES	16,050.00-	1,300.00-	25,650.00-	159.81		9,600.00
Major Account 470000 Total		361,321.75-	8,935.50-	394,813.25-	109.27	0.00	33,491.50
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	7,250.00-		9,079.13-	125.23		1,829.13
481101	AMC INVESTMENT INCOME	5,750.00-					5,750.00-
484500	REIMB NON-GOVT SOURCES	5,000.00-	75.00-	5,183.36-	103.67		183.36
485101	AMC FORFEITS & PENALTY	1,500.00-					1,500.00-
486500	MISCELLANEOUS ADJUSTMENT			360.00-			360.00
Major Account 480000 Total		19,500.00-	75.00-	14,622.49-	74.99	0.00	4,877.51-
BUDGETED REVENUE TOTAL		380,821.75-	9,010.50-	409,435.74-	107.51	0.00	28,613.99
SUMMARY BY FUND TYPE - REVENUE							
2	CASH FUNDS	380,821.75-	9,010.50-	409,435.74-	107.51		28,613.99
BUDGETED REVENUE TOTAL		380,821.75-	9,010.50-	409,435.74-	107.51	0.00	28,613.99

# Real Property Appraiser Board Financial Report



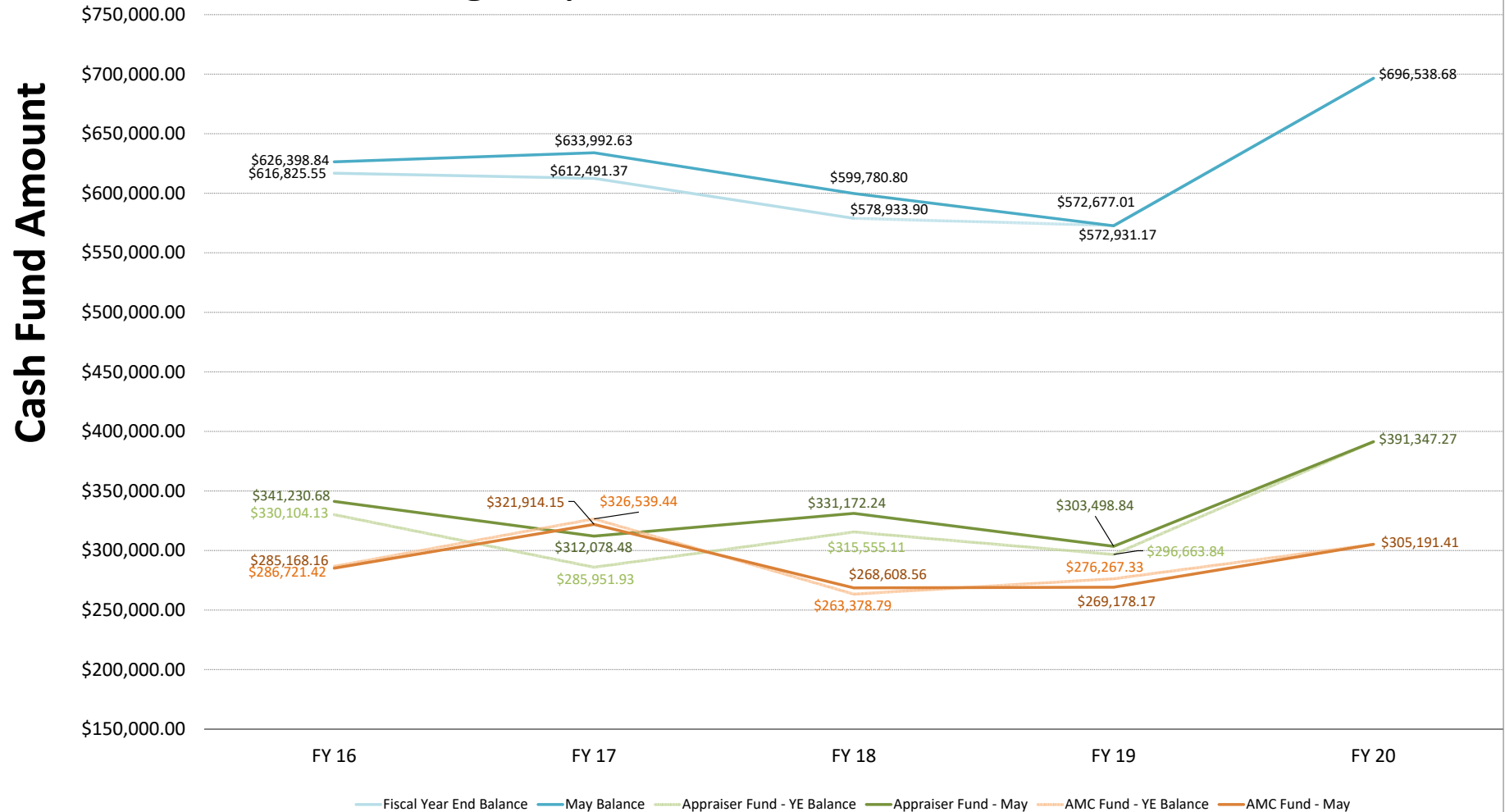
# Real Property Appraiser Board Financial Report

## Agency 25 Month Cash Balance

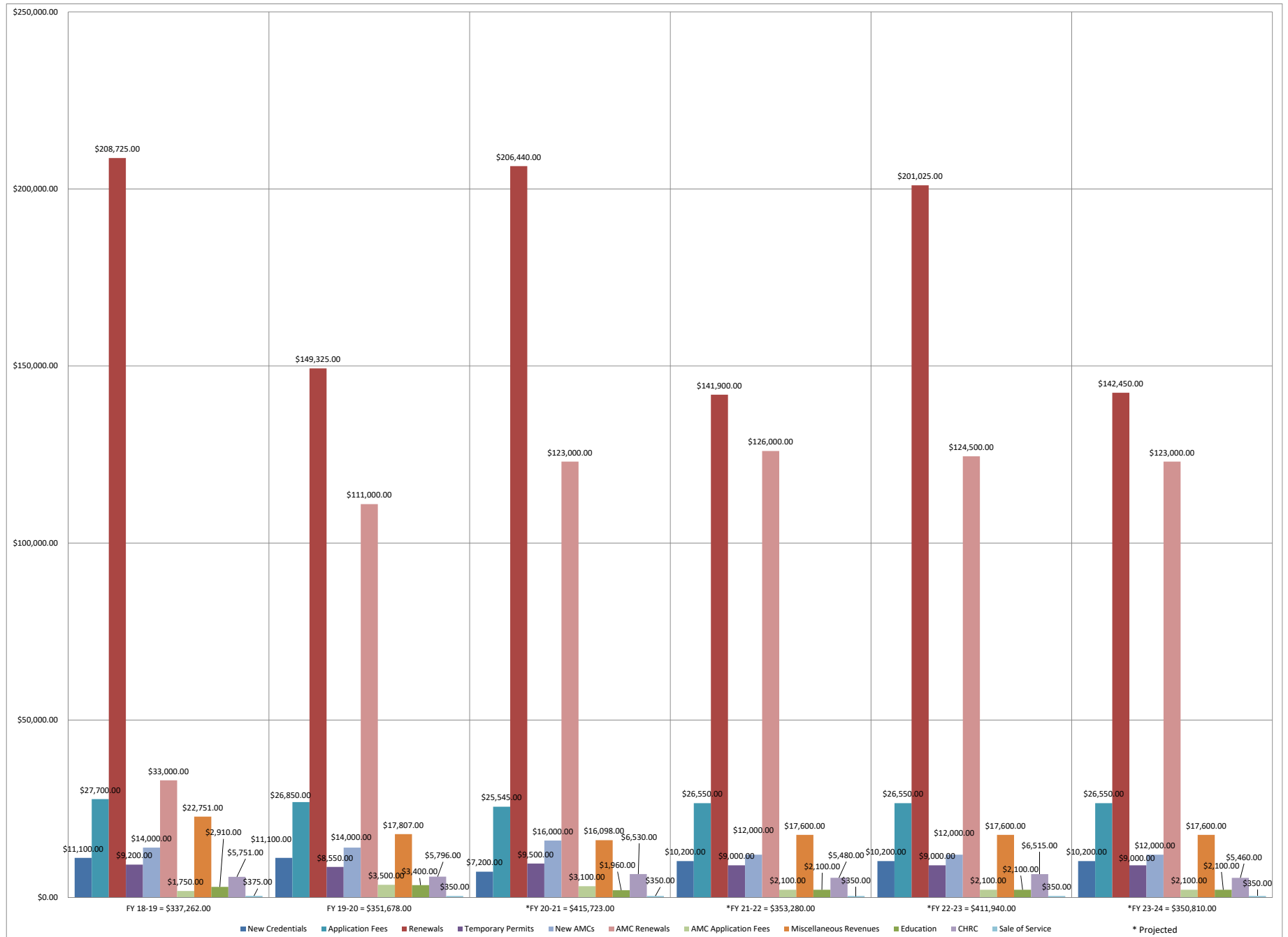


# Real Property Appraiser Board Financial Report

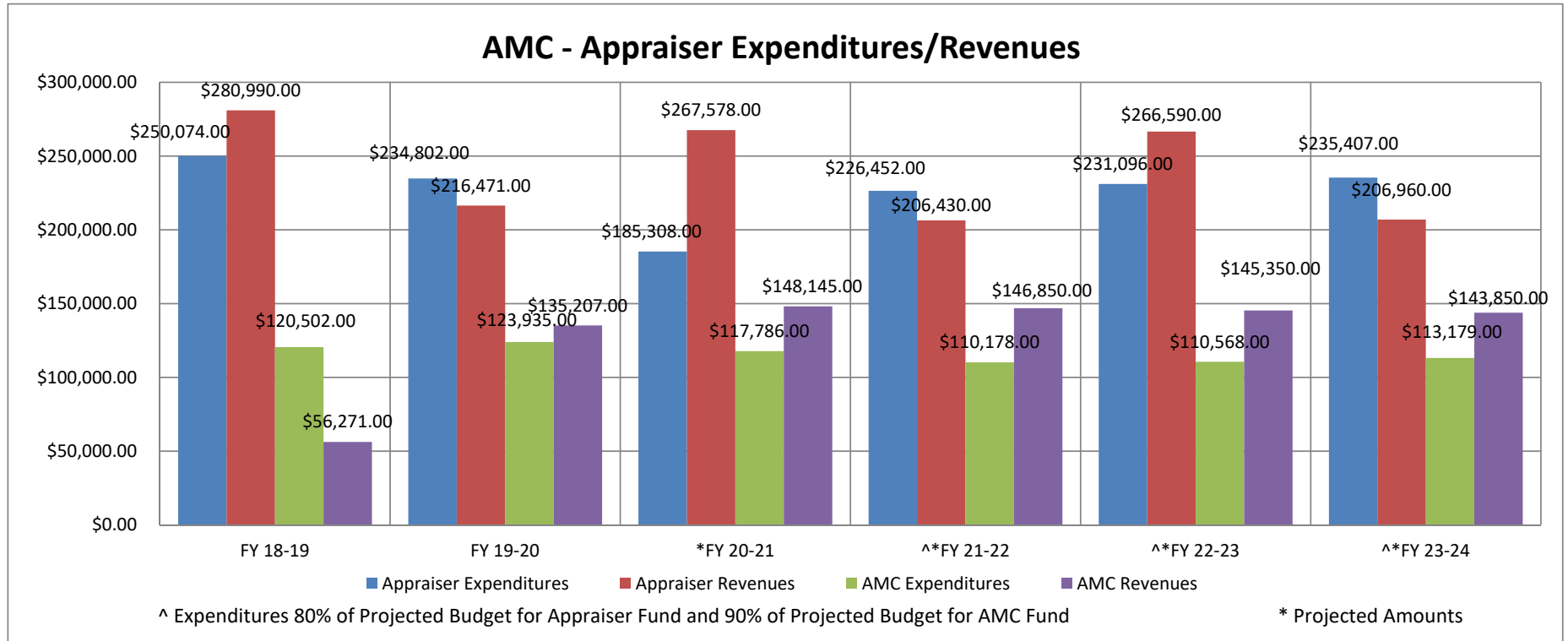
## Agency Historic Cash Balance



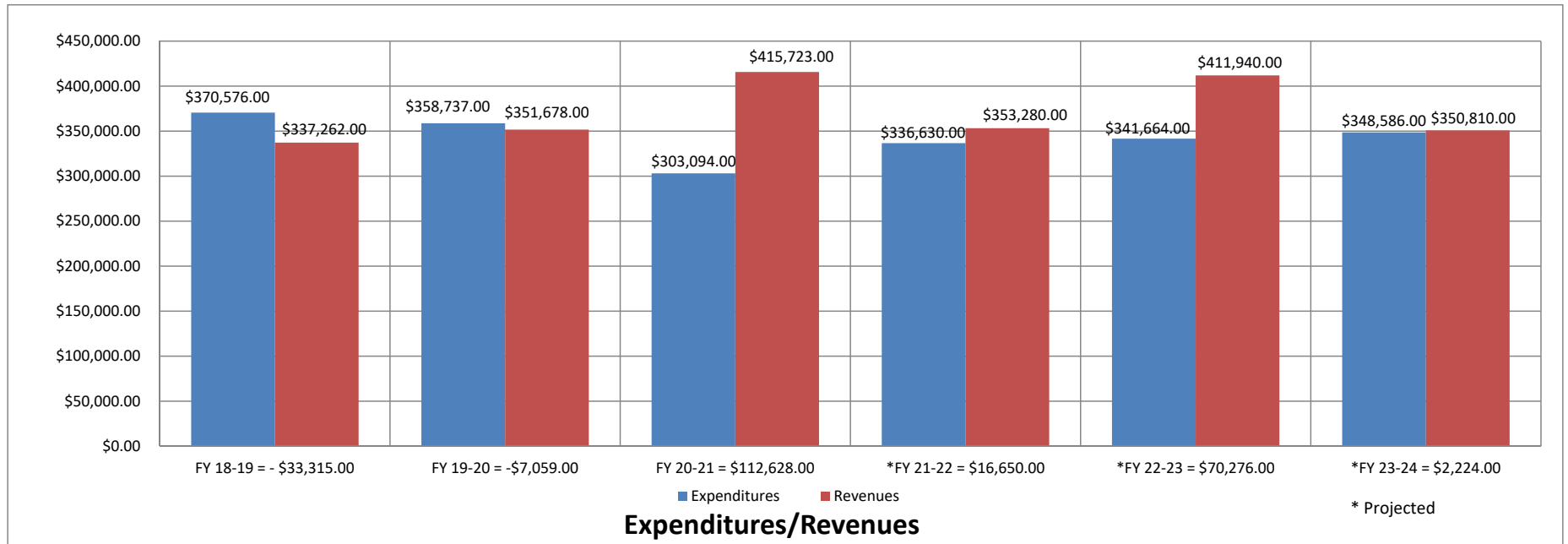
## Appraiser/AMC Revenues



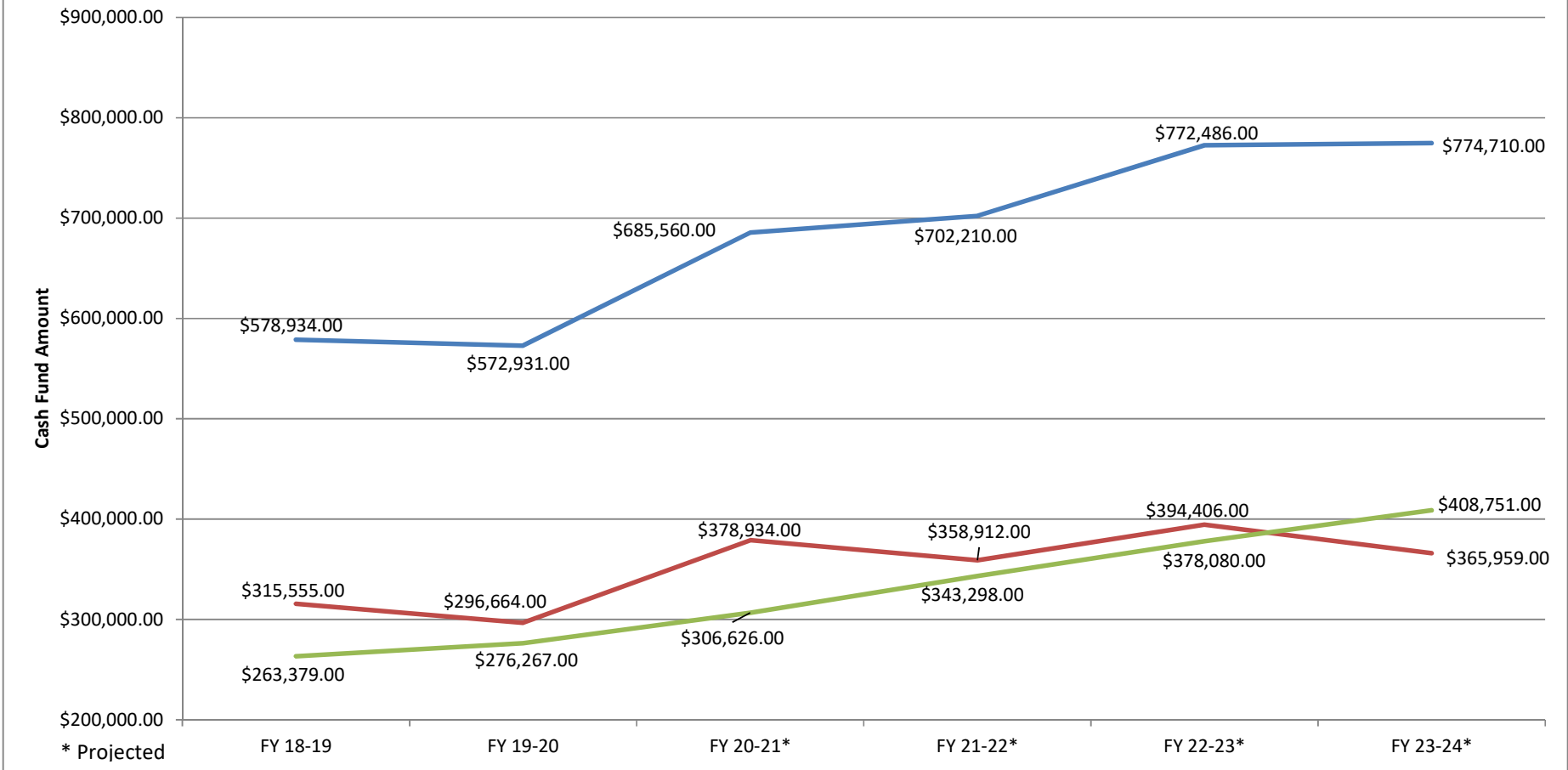
# Appraiser/AMC Revenues



## Appraiser/AMC Revenues



Cash Balance Projections





## FY 2021-22 Budget Highlights

### Appropriations

	FY2021-22	FY2022-23
CASH FUND	405,486	409,735
PROGRAM TOTAL	405,486	409,735
SALARY LIMIT	176,189	178,738

### Projected Expenditures and Revenues

- Appraiser and AMC Fund Expenditures: \$336,630.00  
Appraiser and AMC Fund Revenues: \$353,280.00
- Appraiser Fund Expenditures: \$226,452.00  
Appraiser Fund Revenues: \$206,430.00
- AMC Fund Expenditures: \$110,178.00  
AMC Fund Revenues: \$146,850.00

### Proposed Budget Bullet Points

- Proposed Budget includes general expenditure allocation of 65% to Appraiser Fund and 35% to AMC Fund.
- Employee Salaries and Benefits (\$235,668.08)
- Board Member Per Diem Payments (\$9,100.00)
- NRPAB Employee Recognition Program (\$1,000.00)
- Intern/Temporary Employee (\$7,680.00)
- Travel - AARO Travel (1 Fall and 1 Spring Conference trip) and board member meeting travel (\$19,673.00)
- Staff Education (\$1,500.00)
- Legal Services (\$35,000.00)
- Other Contractual Services for CHRC and Appraisal Review Services (40,000.00)
- CIO – IM Services expenditures, Network Services expenditures, and software (29,890.00)
- Funding for equipment repair and purchase (\$1000.00)
- Other Operating Expenses (overage coverage of \$1,197.92)

- Budget includes the following changes from the FY 2020-21 appropriations:
  - Salary and Benefits (\$4,551.06)
  - Other Operating Expenses (-\$534.00)
  - CIO Expenses (-\$3,160.00 increase included for LB17 AMC Interface database update)
  - Rent and Depreciation Surcharge (-\$2,339.70)
  - Office Supplies Expenses (-\$1000.00)
  - DAS Accounting and Auditing Services (-\$40.00)
  - DAS Purchasing Assessment (-\$84.00)
  - SOS Temporary Employee Services (\$176.64)
  - Other Contractual Services Expenses (-\$5,000.00)
  - Surety and Notary Bonds (\$5.00)
  - Travel Expenses (-\$516.00)

**Applicant Standard 3 Reviewer Fees/SME Fees**

**Applicant Reviews**

Residential: 4 Hours x \$85.00 = \$340.00

2-4 Family: 6 Hours x \$85.00 = \$510.00

Agriculture: 8 Hours x \$85.00 = \$680.00

Commercial: 10 Hours X \$85.00 = \$850.00

**SME**

Residential: 6 Hours x \$100.00 = \$600.00

2-4 Family: 9 Hours x \$100.00 = \$900.00

Agriculture: 12 Hours x \$100.00 = \$1200.00

Commercial: 15 Hours X \$100.00 = \$1500.00

Account	Object Code	Budgeted Fund Types	FY 20 Budgeted Amount			FY 19 Encumbrances			New W/ Enc.	FY 18 Expenditures	FY 19 Expenditures	FY 20 Expenditures (	FY 21 Budget	
Personal Service Expenditures			Budgeted Amount	% of PSL	% of Budget	Total	Appraiser	AMC	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	
25310	511100	Permanent Salaries - Wages	\$138,839.84	80.42%	33.66%	\$8,962.07	\$5,377.24	\$3,584.83	\$147,801.91	\$129,065.05	\$136,725.76	\$140,113.73	\$141,154.00	43,969 x 2080 hours= 91,455.52 (2.00%) + BLS - 18,462 x 2080 hours = 38,400.96 (A01014 - 2 Step) + AS - 15,975 x 2080 = 33,228.00 (S01012 - 2 Step) == 163,084.48 - vacation, sick, and holiday projections.
25310	511200	Temporary Salaries - Wages	\$0.00	0.00%	0.00%	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated. Non-PSL "SOS Temp Serv - Personnel" utilized for temporary employees.
25310	511300	Overtime Payments	\$1,782.75	1.03%	0.43%	\$0.00			\$1,782.75	\$204.16	\$519.57	\$2,277.52	\$1,503.00	Standard allocation reduced by \$300.00 for allocation for Employee Recognition Program.
25310	511600	Per Diem Payments	\$9,500.00	5.50%	2.30%	\$500.00	\$300.00	\$200.00	\$10,000.00	\$6,000.00	\$4,300.00	\$3,900.00	\$9,100.00	Per Diem Payments for 14 meetings, 13 regular and 1 emergency = 7,000.00 -- Other use per diems 11 advisory meetings x 100 = 1,100.00; 10 other/public meetings x 100 = 1,000.00 = 9,500.00
25310	511700	Employee Bonuses	\$0.00	0.00%	0.00%	\$0.00	\$300.00	\$200.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	Allocation for Employee Recognition Program to be utilized for Contract employees that obtain a minimum score of "Exceed" (4.0 out of 5.0) in the State Personnel Performance Management System.
25310	511800	Comp Time Payments	\$1,782.75	1.03%	0.43%	\$0.00			\$1,782.75	\$38.17	\$400.29	\$0.00	\$1,502.00	Standard allocation reduced by \$300.00 for allocation for Employee Recognition Program.
25310	512100	Vacation Leave Expenses	\$10,307.16	5.97%	2.50%	\$814.43	\$488.66	\$325.77	\$11,121.59	\$7,568.77	\$8,775.81	\$11,113.82	\$11,267.00	43,969 x 160 hours= 7,035.00 + BLS - 18,462 x 160 hours = 2,954.00 + AS - 15,975 x 80 = 1,278.00 == 11,267.00.
25310	512200	Sick Leave Expenses	\$3,068.88	1.78%	0.74%	\$0.00			\$3,068.88	\$2,201.58	\$1,715.01	\$783.86	\$3,136.00	43,969 x 40 hours= 1,758.00 + BLS - 18,462 x 40 hours = 739.00 + AS - 15,975 x 40 = 639.00 == 3,136.00.
25310	512300	Holiday Leave Expenses	\$7,365.31	4.27%	1.79%	\$429.64	\$257.78	\$171.86	\$7,794.95	\$8,030.12	\$7,780.47	\$7,979.02	\$7,527.00	43,969 x 96 hours= 4,221.00 + BLS - 18,462 x 96 hours = 1772.00 + AS - 15,975 x 96 = 1534.00 == 7,527.00.
25310	512500	Funeral Leave Expenses	\$0.00	0.00%	0.00%	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.
Personal Service Subtotals			\$172,646.69	100.00%	41.86%	\$10,706.14	6,723.68	4,482.46	\$183,352.83	\$153,107.85	\$160,216.91	\$167,167.95	\$176,189.00	
Employee Benefit Expenditures			Budgeted Amount	% of O.E.	% of Budget	Budgeted Amount	Appraiser	AMC	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	
25310	515100	Retirement Plan Expenses	\$12,236.02	5.10%	2.97%	\$764.25	\$458.56	\$305.69	\$13,000.27	\$11,015.49	\$11,675.24	\$12,100.43	\$12,532.00	State projected rate (7.5%) PSL total - Temporary Salaries - Per Diem Payments = 167,089.00 == 12,531.68
25310	515200	FICA Expenses	\$13,207.47	5.51%	3.20%	\$745.01	\$447.00	\$298.01	\$13,952.48	\$10,843.40	\$11,229.10	\$11,577.44	\$13,479.00	State projected rate (7.65%) for salaries under \$142,200 PSL total - Temporary Salaries = 176,189.00 == 13,478.46
25310	515400	Life & Accident Ins Expenses	\$0.00	0.00%	0.00%				\$0.00	\$31.20	\$0.00	\$0.00	\$0.00	No longer in use.
25310	515500	Health Insurance Expenses	\$31,637.76	13.19%	7.67%				\$31,637.76	\$26,381.34	\$30,866.16	\$31,637.76	\$32,903.00	TK - 1,860.04 x 12 = 22,320.48 + BLS - 523.96 x 12 = 6,287.52 + AS - 357.90 x 12 = 4,294.80 == 32,902.80
25310	516300	Employee Assistance Pro	\$37.08	0.02%	0.01%				\$37.08	\$37.08	\$37.08	\$37.08	\$37.08	State projected rate of 12.36 per employee x 3 = 37.08
25310	516400	Unemployment Comp Ins Exp	\$0.00	0.02%	0.01%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.
25310	516500	Workers Comp Premiums	\$1,352.00	0.56%	0.33%				\$1,352.00	\$1,344.00	\$1,352.00	\$1,352.00	\$1,528.00	State projected rate.
Employee Benefit Subtotals			\$58,470.33	34.38%	14.18%	\$1,509.26	905.56	603.70	\$59,979.59	\$49,652.51	\$55,159.58	\$56,704.71	\$60,479.08	
Operating Expenses			Budgeted Amount	% of O.E.	% of Budget	Budgeted Amount	Appraiser	AMC	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	
25310	521100	Postage Expenses	\$2,500.00	1.04%	0.61%	\$99.30	\$32.64	\$66.66	\$2,599.30	\$2,236.02	\$2,082.96	\$2,080.03	\$2,500.00	Based on previous expenditures.
25310	521200	Comm Exp-Voice/Data	\$0.00	0.00%	0.00%	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No longer in use.
25310	521300	Freight	\$200.00	0.08%	0.05%	\$0.00			\$200.00	\$0.00	\$66.70	\$0.00	\$200.00	Standard allocation.
25320	521400	CIO Charges	\$33,050.00	13.78%	8.01%	\$2,268.19	\$1,406.44	\$861.75	\$35,318.19	\$82,070.86	\$79,800.30	\$24,810.75	\$29,890.00	IM Services expenditures (based on FY 2020-21 IM Services - July through April) 2,300.00 x 12 = 27,600.00 + Network Services (based on 10 month average) 170 x 12 = 2,040.00 + 250.00 for software == 29,890.00
25310	521500	Publication & Print Expense	\$3,000.00	1.25%	0.73%	\$478.58	\$287.15	\$191.43	\$3,478.58	\$2,752.21	\$2,728.02	\$2,143.37	\$3,000.00	Based on previous expenditures.
25310	521900	Awards Expense	\$150.00	0.06%	0.04%	\$0.00			\$150.00	\$28.00	\$28.00	\$28.00	\$150.00	Standard allocation.
25310	522100	Dues & Subscription Expense	\$350.00	0.15%	0.08%	\$0.00			\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	Based on previous expenditures.
25310	522200	Conference Registration	\$1,080.00	0.45%	0.26%	\$0.00			\$1,080.00	\$1,015.00	\$515.00	\$0.00	\$1,080.00	Projected conference attendance rate of \$15.00 - 1 AARO Fall + \$565 - 1 AARO Spring == 1,080.00
25310	539500	Purchasing Card Suspense	\$0.00	0.00%	0.00%	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25320	524600	Rent Expense - Buildings	\$12,605.40	5.26%	3.06%	\$41.31	\$24.79	\$16.52	\$12,646.71	\$14,155.80	\$13,168.44	\$13,030.74	\$11,279.00	1490 Sq ft. x state projected rate of 7.57 per square ft for SOB = 11,279.30
25310	532200	Personal Computing Equip	\$0.00	0.00%	0.00%	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.
25320	524900	Rent Exp - Dupr Surcharge	\$4,872.30	2.03%	1.18%	\$0.00			\$4,872.30	\$5,763.07	\$4,872.36	\$4,872.36	\$3,859.00	1490 Sq ft. x state projected rate of 2.59 per square ft for SOB = 3,859.10
25310	527900	Personal Comput Equip R & M	\$0.00	0.00%	0.00%	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.
25320	527100	Rep & Maint - Office Equip	\$500.00	0.21%	0.12%	\$0.00			\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	Standard allocation.
25310	532260	Voice Equip	\$0.00	0.00%	0.00%	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.
25310	531100	Office Supplies Expense	\$3,000.00	1.25%	0.73%	\$89.54	\$53.72	\$35.82	\$3,089.54	\$792.56	\$1,431.59	\$561.00	\$2,000.00	Based on previous expenditures.
25310	532100	Non-Capitalized Equip PU	\$500.00	0.21%	0.12%	\$0.00			\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	Standard allocation.
25310	533100	Household & Instit Expense	\$235.00	0.10%	0.06%	\$0.00			\$235.00	\$125.50	\$65.00	\$67.00	\$235.00	Promotional clothing (75.00 for three existing employees) = 225.00 + Other office supplies (cleaning) = 10.00 == 235.00
25310	534900	Misc Supplies Expense	\$50.00	0.02%	0.01%	\$0.00			\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	Standard allocation.
25310	527960	Voice Equip Repair & Maint	\$0.00	0.00%	0.00%	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.
25310	541100	Acctg & Auditing Services	\$1,077.00	0.45%	0.26%	\$0.00			\$1,077.00	\$633.00	\$1,077.00	\$1,013.00	\$1,037.00	State projected rate.
25310	541200	Purchasing Assessment	\$174.00	0.07%	0.04%	\$0.00			\$174.00	\$108.00	\$174.00	\$174.00	\$90.00	State projected rate.
25310	541400	HRMS Assessment	\$0.00	0.00%	0.00%	\$0.00			\$0.00	\$178.00	\$0.00	\$0.00	\$0.00	Amount not allocated.
25310	541500	Legal Services Expense	\$35,000.00	14.60%	8.49%	\$80.00		\$80.00	\$35,080.00	\$5,760.00	\$2,080.00	\$200.00	\$35,000.00	Standard allocation.
25310	541700	Legal Related Expense	\$7,000.00	2.92%	1.70%	\$0.00			\$7,000.00	\$21.25	\$7.00	\$15.00	\$7,000.00	Standard allocation.
25310	541900	Settlements	\$0.00	0.00%	0.00%	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.
25310	542100	SOS Temp Serv - Personnel	\$7,503.36	3.13%	1.82%	\$0.00			\$7,503.36	\$19,601.79	\$5,933.54	\$8,769.35	\$7,680.00	Seasonal Temporary (Office Technician - S01011) = 12.00 x 640 hours (October through mid-January) = \$7,680 (2 SOS interns at 40 hours per week).
25310	547100	Educational Services	\$1,500.00	0.63%	0.36%	\$0.00			\$1,500.00	\$360.00	\$0.00	\$19.00	\$1,500.00	Standard allocation.
25310	554900	Other Contractual Service	\$45,000.00	18.77%	10.91%	\$1,629.00	\$497.75	\$1,131.25	\$46,629.00	\$18,296.67	\$19,830.85	\$18,499.95	\$40,000.00	Appraiser Renewal Fingerprint (10 % of projected 475) 48 x 45.25 = 2,172.00; New Appraiser Fingerprint (total number of projected applications - 57 x 45.25) = 2,579.25; AMC Fingerprint new (6 submission @ 2 per application x 45.25) = \$543.00; AMC Fingerprint renew (1 per application = 84) = 3,801.00 = 9,095.25 ----- 14,110.00 for appraisal reviews --- 15 Grievances (5 Commercial; 5 Ag; 5 Residential) for SME = \$16,500.00 == 39,705.00
25310	555200	Non-Capitalized Software	\$0.00	0.00%	0.00%	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Amount not allocated.
25310	556100	Insurance Expense	\$21.00	0.01%	0.01%	\$0.00			\$21.00	\$15.62	\$20.40	\$20.40	\$21.00	Based on projected expenditures.
25310	556300	Surety & Notary Bonds	\$21.00	0.01%	0.01%	\$0.00			\$21.00	\$16.47	\$20.19	\$20.19	\$26.00	Based on projected expenditures.
25310	559100	Other Operating Expenses	\$1,731.92	0.72%	0.42%	\$0.00			\$1,731.92	\$20.00	\$20.00	\$0.00	\$1,197.92	Allowed cushion for other operating expenses and expense overruns due to unforeseen matters.
Operating Expenses Subtotals			\$161,120.98	67.20%	39.07%	\$4,685.92	\$2,302.49	\$2,383.43	\$165,806.90	\$154,299.82	\$134,271.35	\$76,674.14	\$149,144.92	
Travel Expenses			Budgeted Amount	% of O.E.	% of Budget	Budgeted Amount	Appraiser	AMC	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	
25310	571100	Lodging	\$4,649.00	1.94%	1.13%	\$0.00			\$4,649.00	\$4,579.09	\$2,674.61	\$632.85	\$4,850.00	Downing: 100.00 per night for 13 occurrences = 1300.00 + Luhrs: 100.00 per night for 13 occurrences = 1300.00 = 2,600.00 + AARO Attendance 250.00 per night x 5 fall = 1,250.00 + 250.00 per night 4 spring = 1,000.00 == 2,250.00 == 4,850.00
25310	571600	Meals - Taxable	\$200.00	0.08%	0.05%	\$0.00			\$200.00	\$57.33	\$0.00	\$0.00	\$100.00	Based on previous expenditures.

25310	571800	Meals - Travel Status	\$3,476.00	1.45%	0.84%	\$0.00			\$3,476.00	\$0.00	\$0.00	\$115.52	\$1,871.00	Downing: State First and Last Day Travel Per Diem 28.88 x 2 = 57.76 x 12 = 693.12 + Luhrs: State First and Last Day Travel Per Diem 28.88 x 2 = 57.76 x 12 = 693.12 == 1,386.24 + AARO Conference Attendance: State Per Diem Rate (Wahsington, D.C.) x 6 days = 292.60; State Per Diem Rate (San Antonio, TX) x 5 days = 192.16 = 484.76 == 1,871.00 AARO Conference attendance: 750.00 per airline ticket x 2 = 1500.00 + Cab Fare 50.00 each way x 4 = 200.00 + 250.00 miscellaneous expenditures = 1,950.00 Standard allocation. Downing: 490 miles x .56 = 274.40 per round trip x 13 = 3,567.20; Luhrs: 586 miles x .56 = 328.16 per round trip x 13 = 4,266.08; Mustoe: 112 miles x .56 = 62.72 per round trip x 13 = 815.36; Walkenhorst: 12 miles x .56 = 6.72 per round trip x 13 = 87.36 == 8736 + \$1000 miscellaneous expenditures ===== 9,736.00 Amount not allocated. Board meeting parking: 8 x 5 = 32 x 13 occurrences = 416.00; Airport Parking 15 per day x 10 = 150.00; misc charges 200 per trip x 2 = 400.00 == 966.00
25310	572100	Commercial Transportation	\$1,450.00	0.60%	0.35%	\$0.00			\$1,450.00	\$320.96	\$716.73	\$0.00	\$1,950.00	
25310	573100	State-Owned Transportation	\$200.00	0.08%	0.05%	\$0.00			\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	
25310	574500	Personal Vehicle Mileage	\$9,280.00	3.87%	2.25%	\$0.00			\$9,280.00	\$8,153.12	\$5,360.12	\$1,738.96	\$9,736.00	
25310	574600	Contractual Serv - Travel Exp	\$0.00	0.00%	0.00%	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	575100	Misc Travel Expenses	\$934.00	0.39%	0.23%	\$0.00			\$934.00	\$405.80	\$337.75	\$60.00	\$966.00	
<b>Travel Expenses Subtotals</b>			<b>\$20,189.00</b>	<b>8.42%</b>	<b>4.90%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,189.00</b>	<b>\$13,516.30</b>	<b>\$9,089.21</b>	<b>\$2,547.33</b>	<b>\$19,673.00</b>	
<b>Capital Outlay</b>			<b>Budgeted Amount</b>	<b>% of O.E.</b>	<b>% of Budget</b>				<b>Budgeted Amount</b>	<b>Budgeted Amount</b>	<b>Budgeted Amount</b>	<b>Budgeted Amount</b>	<b>Budgeted Amount</b>	
25310	583000	Furniture & Office Equipment	\$0.00	0.00%	0.00%	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	583300	Computer Equip & Software	\$0.00	0.00%	0.00%	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Capital Outlay Subtotals</b>			<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Operating Expenditures Subtotals</b>			<b>\$239,780.31</b>	<b>100.00%</b>	<b>58.14%</b>	<b>\$6,195.18</b>	<b>\$3,208.05</b>	<b>\$2,987.13</b>	<b>\$245,975.49</b>	<b>\$217,468.63</b>	<b>\$198,520.14</b>	<b>\$135,926.18</b>	<b>\$229,297.00</b>	

Expenditures Subtotals			\$412,427.00		100.00%	\$16,901.32	\$9,931.73	\$7,469.59	\$429,328.32	\$370,576.48	\$358,737.05	\$303,094.13	\$405,486.00	
Budget Funds Revenues			Projected Amount	% of B.F.R.	% of Revenue				Projected Amount	Revenues	Revenues	Revenues	Projected Amount	
25310	471100	Sale of Services	\$375.00	0.10%	0.10%				\$375.00	\$350.00	\$350.00	\$350.00	\$350.00	
25310	472200	Reproduction & Publications	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	471120	Qualifying Ed Course Fees	\$500.00	0.14%	0.13%				\$1,700.00	\$1,750.00	\$650.00	\$750.00	\$750.00	Estimated 15 education activities x 50.00 = 750.00
25310	471121	Continuing Ed New Fees	\$1,000.00	0.14%	0.13%				\$1,030.00	\$1,500.00	\$1,250.00	\$1,250.00	\$1,250.00	Estimated 50 education activities x 25.00 = 1,250.00
25310	471122	Continuing Ed Renewal Fees	\$200.00	0.14%	0.13%				\$180.00	\$150.00	\$60.00	\$100.00	\$100.00	Estimated 10 education activities x 10.00 = 100.00
25310	475150	Certified General New Fees	\$5,400.00	1.49%	1.42%				\$7,500.00	\$8,400.00	\$5,100.00	\$7,500.00	\$7,500.00	19 new Reciprocal; 6 new E,E,&E x 300.00
25310	475151	Licensed New Fees	\$900.00	0.25%	0.24%				\$300.00	\$300.00	\$0.00	\$300.00	\$300.00	0 new Reciprocal; 1 new E,E,&E x 300
25310	475152	Fingerprint Fees	\$2,126.75	0.59%	0.56%				\$1,696.25	\$2,850.75	\$2,669.75	\$2,580.00	\$2,580.00	57 CHRC Fees for new appraiser applications x 45.25
25310	475153	Certified Residential New	\$1,500.00	0.42%	0.39%				\$3,300.00	\$2,400.00	\$2,100.00	\$2,400.00	\$2,400.00	5 new Reciprocal; 3 new E,E,&E x 300
25310	475154	Certified General Renewal	\$113,575.00	31.43%	29.82%				\$125,675.00	\$82,775.00	\$125,315.00	\$80,025.00	\$80,025.00	137 One Year CG renewals x 275.00; 77 Two Year CG Renewals x 550.00
25310	475155	Licensed Renewal	\$18,150.00	5.02%	4.77%				\$18,425.00	\$12,650.00	\$18,150.00	\$11,000.00	\$11,000.00	34 One Year LR renewals x 275.00; 3 Two Year LR Renewals x 550.00
25310	475156	Fingerprint Audit Program Fees	\$3,745.00	1.04%	0.98%				\$4,055.00	\$2,945.00	\$3,860.00	\$2,900.00	\$2,900.00	282 CHRC Program fees for 1 yr renewal x 5.00 = 1,410.00 + 149 CHRC Program fees for 2 yr renewal x 10.00 = 1,490.00 == 2,900.00
25310	475157	Certified Residential Renewal	\$61,600.00	17.05%	16.18%				\$64,625.00	\$53,900.00	\$62,975.00	\$50,875.00	\$50,875.00	111 One Year CR renewals x 275.00; 37 Two Year CR Renewals x 550.00
25310	475159	Temporary Licensed Fees	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	475160	Temporary Cert Residential	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	475161	Temporary Certified General	\$4,500.00	1.25%	1.18%				\$9,200.00	\$8,550.00	\$9,500.00	\$9,000.00	\$9,000.00	180 new temporary credentials x 50.00 = 9,000.00
25310	475162	Appraiser Trainee	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	475234	Application Fees	\$16,050.00	4.44%	4.21%				\$27,700.00	\$26,850.00	\$25,545.25	\$26,550.00	\$26,550.00	180 Temporary credential applications x 100.00 = 18,000.00; 57 Appraiser credential applications x 150.00= 8,550.00 == 26,550.00.
25310	475166	Licensed Inactive	\$0.00	0.00%	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	475167	Certified Residential Inactive	\$300.00	0.08%	0.08%				\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	1 new inactive application x 300.00.
25310	475168	Certified General Inactive	\$300.00	0.08%	0.08%				\$0.00	\$600.00	\$0.00	\$300.00	\$300.00	1 new inactive application x 300.00.
25320	475163	AMC Registered New Fees	\$12,000.00	3.32%	3.15%				\$14,000.00	\$14,000.00	\$16,000.00	\$12,000.00	\$12,000.00	6 new AMC registrations x 2,000.00.
25320	475164	AMC Application Fees	\$2,100.00	0.58%	0.55%				\$3,750.00	\$3,500.00	\$3,100.00	\$2,100.00	\$2,100.00	6 new AMC applications x 350.00.
25320	475165	AMC Registered Renewal Fees	\$117,000.00	32.38%	30.72%				\$33,000.00	\$111,000.00	\$123,000.00	\$126,000.00	\$126,000.00	84/91 AMC renewals x 1,500.00
Budget Fund Revenues Subtotals			\$361,321.75	99.94%	94.88%				\$0.00	\$314,511.25	\$334,470.75	\$399,625.00	\$336,280.00	
Miscellaneous Revenues			Projected Amount	% of Misc	% of Revenue				Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount	
25310	481100	Appraiser Investment Income	\$7,250.00	37.18%	1.90%				\$7,614.53	\$7,479.04	\$5,509.32	\$6,250.00	\$6,250.00	Appraiser Fund Investment Income.
25320	481101	AMC Investment Income	\$5,750.00	29.49%	1.51%				\$7,521.53	\$0.00	\$4,469.85	\$5,750.00	\$5,750.00	AMC Fund Investment Income.
25310	485100	Appraiser Fines Forfeits & Penalties	\$0.00	0.00%	0.00%				\$0.00	\$5,313.60	\$0.00	\$0.00	\$0.00	
25320	485101	AMC Fines Forfeits & Penalties	\$1,500.00	7.69%	0.39%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	484500	App Reimbursement Non-Govt Sc	\$3,700.00	18.97%	0.97%				\$5,752.55	\$0.00	\$4,183.36	\$4,000.00	\$4,000.00	Renewal Late Processing Fees; Reimbursement for investigative costs.
25320	484500	AMC Reimbursement Non-Govt S	\$1,300.00	6.67%	0.34%				\$225.00	\$4,601.27	\$1,575.00	\$1,000.00	\$1,000.00	Renewal Late Processing Fees; Reimbursement for investigative costs.
25310	486500	Miscellaneous Adjustments	\$0.00	0.00%	0.00%				\$1,543.38	-\$186.92	\$360.00	\$0.00	\$0.00	
Miscellaneous Revenues Subtotals			\$19,500.00	100.00%	5.12%				\$0.00	\$22,656.99	\$17,206.99	\$16,097.53	\$17,000.00	
Other Financial Sources			Projected Amount	% of OFS	% of Revenue				Projected Amount	Projected Amount	Projected Amount	Projected Amount	Projected Amount	
25310	491300	Sale of Surplus Property	\$0.00	#DIV/0!	0.00%				\$0.00	\$93.46	\$0.00	\$0.00	\$0.00	
25310	493200	Operating Transfers Out	\$0.00	#DIV/0!	0.00%				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other Financial Sources Subtotals			\$0.00	#DIV/0!	0.00%				\$0.00	\$93.46	\$0.00	\$0.00	\$0.00	
Revenue Subtotals			\$380,821.75	#DIV/0!	100.00%				\$0.00	\$337,261.70	\$351,677.74	\$415,722.53	\$353,280.00	
Operation Line Report			-\$31,605.25	Op %	92.34%				-\$429,328.32	-\$33,314.78	-\$7,059.31	\$112,628.40	-\$52,206.00	



# Memo

**To:** Nebraska Real Property Appraiser Board  
**From:** Tyler Kohtz  
**CC:**  
**Date:** 5/21/2021  
**Re:** FY 2021-22 Appraiser-AMC Funds Allocation

In accordance with Neb. Rev. Stat. § 76-2226, the Board may use the real property appraiser fund for the administration and enforcement of the Real Property Appraiser Act and to meet the necessary expenditures of the Board, and in accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The allocation between the two funds for expenditures that apply to both the Appraiser Program and the AMC Registration Program, or that are not cost effective to attempt to separate by program (e.g., payroll and benefits processing, general postage billing, general CIO network services billing, and general CIO IMS billing), is a percentage determined by the quarterly employee workload review from the previous fiscal year, and the budget analysis of the past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance. The allocation percentage will be rounded to the nearest half number (40%, 45%, 50%, etc.) for ease of application.

## AMC/Appraiser Time Breakdown

The quarterly workload review for each employee takes place during the first full work week in July, October, January, and April. Each employee reported his or her time spent on appraiser and AMC-related activities per day in half-hour increments (e.g., Monday: 3.5 hours AMC, 4.5 hours appraiser; Tuesday: 2 hours AMC, 6 hours appraiser). If the activity applies to both the appraiser and AMC programs (e.g., payroll, general office activities, general government functions, certain accounting functions, and technology projects), the employee reported the time spent at 50% for each program.

	AMC hours	Appraiser hours	General hours
<b>FY 2020-21 Final</b>			
Director	8	12.5	160
BLS	17.5	49.5	77
AS	2	112	32
Total	27.5	174	269
AMC/Appraiser Breakdown	162	308.5	
<b>Percentage</b>	<b>34%</b>	<b>66%</b>	

**FY2021-22 AMC/Appraiser Funds Allocation Analysis**

The quarterly workload review of the first full work week in July, October, January, and April for each employee indicates that 34% of time was spent AMC related functions, and 66% of time was spent on Appraiser related functions. During analysis of the proposed budget for FY2021-22, past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance were taken into consideration. The number of new, and renewal of, AMC registrations have stabilized and appear to remain stable for FY2021-22. The number of new real property appraiser credentials issued has decreased during FY2020-21 compared to the previous two fiscal years. This decrease is likely related to the Covid-19 pandemic, and not a new trend. However, the future projections for new real property appraisers were developed in a conservative manner until it is better known that a trend is not developing. Also, the projections for the number of real property appraiser renewals indicate that the renewal rates are steady. Even during the Covid-19 pandemic, the projected decrease in the number of real property appraiser renewals was not realized. However, the current decrease in the number of real property appraisers trend remains. The number of new real property appraisers each year is not replacing the number of non-renewals. Although weight was not given to the AMC/Appraiser Funds allocation for FY2021-22 for this trend, it may significantly impact the allocation for future budgets. Finally, there are no compliance, legislative, or policy matters that would affect the AMC/Appraiser Funds allocation for FY2021-22. The AMC/Appraiser Funds allocation for FY2021-22 will be 65% Appraiser Fund and 35% AMC Fund.

<i>Account</i>	<i>Object Code</i>	<i>Budgeted Fund Types</i>	<i>Budgeted Amount</i>	65.00%	35.00%	
<i>Personal Service Expenditures</i>			<i>FY 21-22 Budgeted Amount</i>	Appraiser	AMC	Verification
25310	511100	Permanent Salaries - Wages	\$141,154.00	\$91,750.10	\$49,403.90	\$141,154.00
25310	511200	Temporary Salaries - Wages	\$0.00	\$0.00	\$0.00	\$0.00
25310	511300	Overtime Payments	\$1,503.00	\$976.95	\$526.05	\$1,503.00
25310	511600	Per Diem Payments	\$9,100.00	\$5,915.00	\$3,185.00	\$9,100.00
25310	511700	Employee Bonuses	\$1,000.00	\$650.00	\$350.00	\$1,000.00
25310	511800	Comp Time Payments	\$1,502.00	\$976.30	\$525.70	\$1,502.00
25310	512100	Vacation Leave Expenses	\$11,267.00	\$7,323.55	\$3,943.45	\$11,267.00
25310	512200	Sick Leave Expenses	\$3,136.00	\$2,038.40	\$1,097.60	\$3,136.00
25310	512300	Holiday Leave Expenses	\$7,527.00	\$4,892.55	\$2,634.45	\$7,527.00
25310	512500	Funeral Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00
<i>Personal Service Subtotals</i>			<b>\$176,189.00</b>	<b>\$114,522.85</b>	<b>\$61,666.15</b>	<b>\$176,189.00</b>
<i>Employee Benefit Expenditures</i>						
25310	515100	Retirement Plan Expenses	\$12,532.00	\$8,145.80	\$4,386.20	\$12,532.00
25310	515200	FICA Expenses	\$13,479.00	\$8,761.35	\$4,717.65	\$13,479.00
25310	515400	Life & Accident Ins Expenses	\$0.00	\$0.00	\$0.00	\$0.00
25310	515500	Health Insurance Expenses	\$32,903.00	\$21,386.95	\$11,516.05	\$32,903.00
25310	516300	Employee Assistance Pro	\$37.08	\$24.10	\$12.98	\$37.08
25310	516400	Unemployment Comp Ins Exp	\$0.00	\$0.00	\$0.00	\$0.00
25310	516500	Workers Comp Premiums	\$1,528.00	\$993.20	\$534.80	\$1,528.00
<i>Employee Benefit Subtotals</i>			<b>\$60,479.08</b>	<b>\$39,311.40</b>	<b>\$21,167.68</b>	<b>\$60,479.08</b>
<i>Operating Expenses</i>						
25310	521100	Postage Expenses	\$2,500.00	\$1,625.00	\$875.00	\$2,500.00
25310	521200	Comm Exp-Voice/Data	\$0.00	\$0.00	\$0.00	\$0.00
25310	521300	Freight	\$200.00	\$130.00	\$70.00	\$200.00
25320	521400	CIO Charges	\$29,890.00	\$19,428.50	\$10,461.50	\$29,890.00
25310	521500	Publication & Print Expense	\$3,000.00	\$1,950.00	\$1,050.00	\$3,000.00
25310	521900	Awards Expense	\$150.00	\$97.50	\$52.50	\$150.00
25310	522100	Dues & Subscription Expense	\$350.00	\$227.50	\$122.50	\$350.00
25310	522200	Conference Registration	\$1,080.00	\$702.00	\$378.00	\$1,080.00
25310	539500	Purchasing Card Suspense	\$0.00	\$0.00	\$0.00	\$0.00
25320	524600	Rent Expense - Buildings	\$11,279.00	\$7,331.35	\$3,947.65	\$11,279.00
25310	532200	Personal Computing Equip	\$0.00	\$0.00	\$0.00	\$0.00

25320	524900	Rent Exp - Dupr Surcharge	\$3,859.00	\$2,508.35	\$1,350.65	\$3,859.00
25310	527900	Personal Comput Equip R & M	\$0.00	\$0.00	\$0.00	\$0.00
25320	527100	Rep & Maint - Office Equip	\$500.00	\$325.00	\$175.00	\$500.00
25310	532260	Voice Equip	\$0.00	\$0.00	\$0.00	\$0.00
25310	531100	Office Supplies Expense	\$2,000.00	\$1,300.00	\$700.00	\$2,000.00
25310	532100	Non-Capitalized Equip PU	\$500.00	\$325.00	\$175.00	\$500.00
25310	533100	Household & Instit Expense	\$235.00	\$152.75	\$82.25	\$235.00
25310	534900	Misc Supplies Expense	\$50.00	\$32.50	\$17.50	\$50.00
25310	527960	Voice Equip Repair & Maint	\$0.00	\$0.00	\$0.00	\$0.00
25310	541100	Acctg & Auditing Services	\$1,037.00	\$674.05	\$362.95	\$1,037.00
	541200	Purchasing Assessment	\$90.00	\$58.50	\$31.50	\$90.00
25310	541400	HRMS Assessment	\$0.00	\$0.00	\$0.00	\$0.00
25310	541500	Legal Services Expense	\$35,000.00	\$31,500.00	\$3,500.00	\$35,000.00
25310	541700	Legal Related Expense	\$7,000.00	\$6,300.00	\$700.00	\$7,000.00
25310	541900	Settlements	\$0.00	\$0.00	\$0.00	\$0.00
25310	542100	SOS Temp Serv - Personnel	\$7,680.00	\$4,992.00	\$2,688.00	\$7,680.00
25310	547100	Educational Services	\$1,500.00	\$975.00	\$525.00	\$1,500.00
25310	554900	Other Contractual Service	\$40,000.00	\$35,000.00	\$5,000.00	\$40,000.00
25310	555200	Non-Capitalized Software	\$0.00	\$0.00	\$0.00	\$0.00
25310	556100	Insurance Expense	\$21.00	\$13.65	\$7.35	\$21.00
25310	556300	Surety & Notary Bonds	\$26.00	\$16.90	\$9.10	\$26.00
25310	559100	Other Operating Expenses	\$1,197.92	\$778.65	\$419.27	\$1,197.92
<b>Operating Expenses Subtotals</b>			<b>\$149,144.92</b>	<b>\$116,444.20</b>	<b>\$32,700.72</b>	<b>\$149,144.92</b>
<b>Travel Expenses</b>						
25310	571100	Lodging	\$4,850.00	\$3,152.50	\$1,697.50	\$4,850.00
25310	571600	Meals - Taxable	\$100.00	\$65.00	\$35.00	\$100.00
25310	571800	Meals - Travel Status	\$1,871.00	\$1,216.15	\$654.85	\$1,871.00
25310	572100	Commercial Transportation	\$1,950.00	\$1,267.50	\$682.50	\$1,950.00
25310	573100	State-Owned Transportation	\$200.00	\$130.00	\$70.00	\$200.00
25310	574500	Personal Vehicle Mileage	\$9,736.00	\$6,328.40	\$3,407.60	\$9,736.00
25310	574600	Contractual Serv - Travel Exp	\$0.00	\$0.00	\$0.00	\$0.00

25310	575100	Misc Travel Expenses	\$966.00	\$627.90	\$338.10	\$966.00
<b>Travel Expenses Subtotals</b>			<b>\$19,673.00</b>	<b>\$12,787.45</b>	<b>\$6,885.55</b>	<b>\$19,673.00</b>
<b>Capital Outlay</b>						
25310	583000	Furniture & Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00
25310	583300	Computer Equip & Software	\$0.00	\$0.00	\$0.00	\$0.00
<b>Capital Outlay Subtotals</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Operating Expenditures Subtotals</b>			<b>\$229,297.00</b>			
<b>Expenditures Subtotals</b>			<b>\$405,486.00</b>	<b>\$283,065.90</b>	<b>\$122,420.10</b>	<b>\$405,486.00</b>
<b>Budget Funds Revenues</b>						
25310	471100	Sale of Services	\$350.00	\$350.00		
25310	472200	Reproduction & Publications	\$0.00	\$0.00		
25310	471120	Qualifying Ed Course Fees	\$750.00	\$750.00		
25310	471121	Continuing Ed New Fees	\$1,250.00	\$1,250.00		
25310	471122	Continuing Ed Renewal Fees	\$100.00	\$100.00		
25310	475150	Certified General New Fees	\$7,500.00	\$7,500.00		
25310	475151	Licensed New Fees	\$300.00	\$300.00		
25310	475152	Fingerprint Fees	\$2,580.00	\$2,580.00		
25310	475153	Certified Residential New	\$2,400.00	\$2,400.00		
25310	475154	Certified General Renewal	\$80,025.00	\$80,025.00		
25310	475155	Licensed Renewal	\$11,000.00	\$11,000.00		
25310	475156	Fingerprint Audit Program Fees	\$2,900.00	\$2,900.00		
25310	475157	Certified Residential Renewal	\$50,875.00	\$50,875.00		
25310	475159	Temporary Licensed Fees	\$0.00	\$0.00		
25310	475160	Temporary Cert Residential	\$0.00	\$0.00		
25310	475161	Temporary Certified General	\$9,000.00	\$9,000.00		
25310	475162	Appraiser Trainee	\$0.00	\$0.00		
25310	475234	Application Fees	\$26,550.00	\$26,550.00		
25310	475166	Licensed Inactive	\$0.00	\$0.00		
25310	475167	Certified Residential Inactive	\$300.00	\$300.00		
25310	475168	Certified General Inactive	\$300.00	\$300.00		
25320	475163	AMC Registered New Fees	\$12,000.00		\$12,000.00	
25320	475164	AMC Application Fees	\$2,100.00		\$2,100.00	
25320	475165	AMC Registered Renewal Fees	\$126,000.00		\$126,000.00	
<b>Budget Fund Revenues Subtotals</b>			<b>\$336,280.00</b>			

<b>Miscellaneous Revenues</b>						
25310	481100	Investment Income	\$6,250.00	\$6,250.00		
25320	481101	AMC Investment Income	\$5,750.00	\$0.00	\$5,750.00	
25310	485100	Fines Forfeits & Penalties	\$0.00	\$0.00	\$0.00	
25320	485101	AMC Fines Forfeits & Penalties	\$0.00	\$0.00	\$0.00	
25310	484500	App Reimbursement Non-Govt Sources	\$4,000.00	\$4,000.00	\$0.00	
25320	484500	AMC Reimbursement Non-Govt Sources	\$1,000.00	\$0.00	\$1,000.00	
25310	486500	Miscellaneous Adjustments	\$0.00	\$0.00	\$0.00	
<b>Miscellaneous Revenues Subtotals</b>			<b>\$17,000.00</b>			
<b>Other Financial Sources</b>						
25310	493200	Operating Transfers Out	\$0.00			
<b>Other Financial Sources Subtotals</b>			<b>\$0.00</b>			
<b>Revenue Subtotals</b>			<b>\$353,280.00</b>	<b>\$206,430.00</b>	<b>\$146,850.00</b>	<b>\$353,280.00</b>
<b>Operation Line Report</b>			<b>\$0.00</b>	<b>-\$76,635.90</b>	<b>\$24,429.90</b>	<b>-\$121,145.00</b>
App FY Expenditures/Revenue w/ Expenditures at 80% of Budgeted (\$226,452.00):				<b>-\$20,022.00</b>		
AMC FY Expenditures/Revenue w/ Expenditures at 90% of Budgeted (\$110,178.00):					\$36,672.00	
Total FY Expenditures/Revenue w/ Expenditures (base expenditures only (\$336,630.00):						\$16,650.00



**NRPA B**  
Nebraska Real Property Appraiser Board  
**Fee Schedule**  
*Effective April 23, 2020*

<b>Real Property Appraiser Credential Fees</b>	
Real Property Appraiser Credential Application Fee	\$150.00
Real Property Appraiser Criminal History Record Check Fee	\$45.25
Licensed/ Certified Residential/ Certified General Real Property Appraiser Credentialing Fee	\$300.00
Annual Licensed/ Certified Residential/ Certified General Real Property Appraiser Federal Registry Fee	\$40.00
Annual Licensed/ Certified Residential/ Certified General Real Property Appraiser Renewal Fee	\$275.00
Annual Random Fingerprint Audit Program Maintenance Fee for Renewal of Real Property Appraiser Credential	\$5.00
Real Property Appraiser Renewal Late Processing Fee (For each month or portion of month application is late)	\$25.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Inactive Credential Application Fee	\$100.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Inactive Credentialing Fee	\$300.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Examination Fee (Paid to testing service Provider)	
<b>Temporary Real Property Appraiser Credential Fees</b>	
Licensed/ Certified Residential/ Certified General Real Property Appraiser Temporary Credential Application Fee	\$100.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Temporary Credentialing Fee	\$50.00
<b>Appraisal Management Company Registration Fees</b>	
Appraisal Management Company Application Fee	\$350.00
Appraisal Management Company Registration Fee	\$2000.00
Appraisal Management Company Registration Renewal Fee	\$1500.00
Appraisal Management Company Registration Renewal Late Processing Fee (For each month or portion of month application is late)	\$25.00
<b>Real Property Appraiser Education Fees</b>	
New/Resubmission Qualifying Education Activity Fee	\$50.00
New/Resubmission Continuing Education Activity Fee	\$25.00
Continuing Education Activity Renewal Fee	\$10.00
New/Resubmission Seven-Hour Supervisory Appraiser and Trainee Course Fee	\$25.00
<b>Miscellaneous Fees</b>	
Appraiser Corporate Certificate Request/Duplicate Proof of Credentialing Fee	\$25.00
Preliminary Criminal History Review Fee (Pre-application review for credentialing applicants and owners of more than 10% of AMCs)	\$100.00