

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street, Omaha, NE 68102-4328
(402) 444-6866

FINANCE COMMITTEE
August 17, 2016 - 8:30 a.m.
AGENDA

A. MONTHLY FINANCIAL STATEMENTS (June)

1. [Bank Reconciliation \(American National Bank\) and Statements on Investments](#)
2. [Receipts and Expenditures](#)
3. [Preliminary: Schedule of Accounts Receivable/Accounts Payable](#)
4. [Preliminary: Consolidated Balance Sheet](#)
5. [Preliminary: Program Status Report/Line Item Status Report](#)

B. FOR FINANCE COMMITTEE APPROVAL

1. **Contract Payments:**
 - a. [Benesch – PMT #45 - \\$4,721.30](#)
 - b. [Benesch – PMT #46 - \\$2,802.74](#)
 - c. [Heartland Family Services – PMT #29 - \\$2,407.33](#)
 - d. [Metro – PMT #4 - \\$53,256.32](#)
 - e. [HDR – PMT #6 - \\$648.81](#)
 - f. [Lovgren – PMT #4 - \\$3,115.50](#)
 - g. [Lovgren – PMT #5 - \\$34,960.63](#)
 - h. [Live Well Omaha – CMAQ – PMT #1 revision - additional \\$228.16](#)
 - i. [Live Well Omaha – CMAQ – PMT #2 - \\$232.83](#)
 - j. [Live Well Omaha – CMAQ – PMT #3 - \\$803.66](#)
2. **Contract Payments with exceptions:**
 - a. [Live Well Omaha – Bike Ed – PMT #21 – not to exceed \\$8,123.17](#)
 - b. [Live Well Omaha – Bike Ed – PMT #22 – not to exceed \\$1,756.40](#)
3. **Contract Amendment:**
 - a. [Exis Design Group – Extension of Time](#)
4. **Travel**
 - a. [TRB Tools of the Trade Conference – Charleston, SC – September 11-14, 2016 – \\$1,431.00 – Josh Corrigan](#)
 - b. 2016 NARC Executive Directors Conference – South Bend, IN
 - i. [Greg Youell – Sept 18-20, 2016 - \\$1,522.00](#)
 - ii. [Rita Sanders – Sept 20-21, 2016 - \\$868.00](#)

C. RECOMMENDATIONS TO THE BOARD

1. Final Payments:
 - a. [Douglas County GIS – \\$21,453.27](#)
 - b. [Sarpy County Sewer Study – \\$10,000.00](#)
 - c. [The New BLK – \\$7,560.00](#)
 - d. [TripSpark – \\$13,536.00](#)

2. Final Payments with exceptions:
 - a. [Metro – not to exceed \\$22,422.90](#)
 - b. [Black Hills Works – not to exceed \\$8,729.00](#)

3. Contract Amendments:
 - a. [Black Hills Works – increase to \\$56,166 \(a \\$5,000 increase\)](#)

4. Travel
 - a. [Salt Lake City , UT – H2050 Visit – 2 staff, 18 team members – Sept or Oct \\$30,000.00](#)

5. Conflict of Interest
 - a. [The finance committee will review NDOR’s Conflict of Interest Guidance Document for LPA Officials, Employees & Agents for Local Federal-Aid Transportation Projects and make a recommendation for each board member and MAPA employee to read and sign the Conflict of Interest Disclosure Form for LPAs annually.](#)

6. Procurement Policy
 - a. [The finance committee will consider changes to the Procurement Policy and recommend approval to the board of directors.](#)

D. DISCUSSION/INFORMATION

E. OTHER

F. ADJOURNMENT



**METROPOLITAN AREA PLANNING AGENCY
BANK RECONCILIATION STATEMENT
June 2016**

AMERICAN NATIONAL BANK

Balance per bank, June 30, 2016		\$ 392,564.87
Less:	Checks Outstanding (6/30/16)	\$ 73.69
		<u>\$ (73.69)</u>
Cash in bank June 30, 2016		<u>\$ 392,491.18</u>
General Ledger Balance, May 31, 2016		\$ 759,564.29
Cash Receipts		\$ 118,806.45
Less:	Checks (6/2016)	\$ 579,490.99
	ACH Payroll (6/2016)	\$ 67,267.19
	ACH Federal Payroll Taxes	\$ 22,783.36
	Nationwide Payroll Contribution	\$ 11,097.68
	Blue Cross Blue Shield of NE Health Ins.	\$ 18,511.00
	Nebraska State withholding Tax	\$ 3,214.71
	Postalia	\$ 100.00
	Bank Charges	\$ 33.86
	Quarterly SUTA	\$ -
	Nebraska Sales tax	\$ -
	Pay Flex (6/2016)	\$ 1,006.44
	ACH VISA card (6/2016)	\$ 3,866.17
	Auto - Gas/Maintenance	\$ 80.78
	Data Processing	\$ 1,012.76
	Adobe creative cloud - May 6,2016 - May 5, 2017	\$ 641.87
	Blue host - LSBI site	\$ 287.76
	Other	\$ 83.13
	Forums	\$ 556.99
	Creighton - H2050 Summit deposit	\$ 550.00
	Other	\$ 6.99
	Supplies	\$ 42.28
	Telephone	\$ 26.76
	Travel & Confernces	\$ 2,791.60
	San Francisco - Karna	\$ 1,606.03
	Creighton - H2050 Summit deposit	\$ 137.50
	Keirsey	\$ 323.04
	Registration - American Society of Engineers	\$ 300.00
	Hilton Kansas City - Jeff	\$ 266.84
	Other	\$ 158.19
	Transfer to NPAIT-Special Projects	\$ (222,147.62)
	Transfer to NPAIT-Capitol Reserve	\$ 600.00
	Withdrawal to replenish Petty Cash	\$ 55.78
		<u>\$ 485,879.56</u>
General Ledger Balances, June 30, 2016		<u>\$ 392,491.18</u>
Less deposits held for other jurisdictions		<u>\$ (55,271.91)</u>
Available Cash Balance		<u>\$ 337,219.27</u>

STATEMENT ON INVESTMENT
Treasury Bills

Equity	CD	9/11/2017	Securities America	\$ 100,399.00	\$ 100,000.00	1.350%
Deferred Payroll	Money Market		Securities America	\$ 7,316.00	\$ 7,316.00	0.010%
Deferred Payroll	CD	9/4/2018	Securities America	\$ 101,397.00	\$ 100,000.00	1.650%
Deferred Payroll	CD	7/23/2019	Securities America	\$ 1,075.89	\$ 1,050.00	2.100%
Equity	CD	7/23/2019	Securities America	\$ 106,513.41	\$ 103,950.00	2.100%
Equity	CD	5/1/2020	Securities America	\$ 50,804.00	\$ 50,000.00	1.750%
Accrued Interest					2,073.23	
Total					<u>\$ 369,578.53</u>	

NPAIT INVESTMENTS

	General	Capitol	Ortho Quads	Revolving	Special Projects	TOTAL
	MAPA	MAPA	(Aerial Photo)	Loan Fund	MAPA	MAPA
Acct #	001	002	004	005	008	
4/30/16 Beg Balance	309,828.03	43,541.99	57,991.94	46,251.63	358,126.27	815,739.86
City of Blair						-
5/2016 Sponsor Fees	163.48					163.48
5/2016 Interest	30.77	4.37	5.76	4.59	41.06	86.55
Transfer from General checking NIROC						-
Transfer from General checking JLUS						-
Transfer from General checking Little Steps Big Impact						-
Transfer from General checking Platte View Rd Local Match						-
Transfer from General checking		600.00			(222,147.62)	(221,547.62)
Transfer from General checking Bike Ped						-
	<u>310,022.28</u>	<u>44,146.36</u>	<u>57,997.70</u>	<u>46,256.22</u>	<u>136,019.71</u>	<u>594,442.27</u>
Less Reserve for other projects	3,889.00					
Available for the Agency	<u>306,133.28</u>					

Metropolitan Area Planning Agency
Cash Receipts Report
 June 2016

Date	Type	Payer	Receipt Number	Deposit Number	Amount
6/3/2016	Check	Metropolitan Utilities District	592	432	\$5,000.00
6/3/2016	Check	City of Omaha	593	432	\$3,703.70
6/3/2016	Check	Saunders County	594	432	\$14,809.00
6/3/2016	Check	Cass County	595	432	\$17,687.67
6/3/2016	Received EFT	FEDERAL TRANSIT ADMINISTRATION	596	433	\$2,652.00
6/3/2016	Received EFT	ENVIRONMENTAL PROTECTION AGENCY	597	433	\$29,857.66
6/8/2016	Check	Nebraska Ethanol Industry Coalition	599	435	\$2,200.00
6/8/2016	Check	City of Fremont	600	435	\$10,032.67
6/8/2016	Check	Karna Loewenstein	300	436	\$177.68
6/13/2016	Received EFT	IOWA DEPARTMENT OF TRANSPORTATION	598	434	\$18,937.00
6/17/2016	Check	Metro Transit	602	438	\$10.00
6/17/2016	Check	Kevin Stratman	299	441	\$10.00
6/22/2016	Received EFT	NDOR- Bike Education (Live Well)	601	437	\$11,222.04
6/24/2016	Check	Metro Transit	603	439	\$2,297.03
6/24/2016	Check	Papio - Missouri River NRD	297	440	\$10.00
6/24/2016	Check	City of Ashland	298	440	\$200.00
					\$118,806.45

Account ID	Account Description	Grants	Total Credits
10-1100	Accounts Receivable	<No Grants>	\$118,408.77
10-4350	Heartland 2050 Local Revenue	16DUES01	\$200.00
10-4500	Forums/Annual Dinner	16DUES01	\$20.00
10-5900	Travel & Conferences	16DUES01	\$88.84
10-5900	Travel & Conferences	16NDOR02	\$88.84
			\$118,806.45

Metropolitan Area Planning Agency
Bank Register Report - Operating Account
June 2016

Transaction Number	Transaction Date	Reference	Payments
15597	6/2/2016	AFLAC	\$292.50
15598	6/2/2016	Alfred Benesch & Co.	\$29,857.66
15599	6/2/2016	All Makes Office Equipment Co.	\$2,129.24
15600	6/2/2016	CenturyLink	\$54.16
15601	6/2/2016	Christina Brownell	\$72.25
15602	6/2/2016	City of Omaha Cashier	\$11,073.77
15603	6/2/2016	Digital Express	\$239.12
15604	6/2/2016	Douglas County GIS	\$16,808.67
15605	6/2/2016	Francotyp-Postalia, Inc.	\$77.85
15606	6/2/2016	HDR Engineering Inc.	\$5,295.90
15607	6/2/2016	Heartland Family Services	\$2,651.99
15608	6/2/2016	Matt Roth	\$33.23
15609	6/2/2016	Michael Helgerson	\$596.90
15610	6/2/2016	One Source The Background Check Co	\$31.00
15611	6/2/2016	Payless Office Products, Inc.	\$86.45
15612	6/2/2016	PLIC-SBD Grand Island	\$983.27
15613	6/2/2016	Sarpy County GIS	\$5,580.13
15614	6/2/2016	Sarpy County Planning	\$7,920.69
15615	6/2/2016	The Daily Record	\$74.90
15616	6/2/2016	Toshiba Financial Services	\$592.00
15617	6/2/2016	United Healthcare	\$92.86
15618	6/17/2016	All Makes Office Equipment Co.	\$549.90
15619	6/17/2016	Amanda Morales	\$36.55
15620	6/17/2016	Bishop Business	\$200.00
15621	6/17/2016	Daily Nonpareil	\$56.50
15622	6/17/2016	DAS State Accounting - Central Finance	\$18.64
15623	6/17/2016	Douglas County Treasurer	\$21.46
15624	6/17/2016	FedEx	\$25.27
15625	6/17/2016	Firespring	\$717.09
15626	6/17/2016	First Nebr. Educators Credit U	\$200.00
15628	6/17/2016	Kissel/ E&S Associates L.L.C.	\$833.33
15629	6/17/2016	Matt Roth	\$33.59
15630	6/17/2016	Melissa Engel	\$28.62
15631	6/17/2016	Metro	\$6,990.00
15632	6/17/2016	Omaha Douglas Public Bldg.Comm	\$4.00
15633	6/17/2016	Payless Office Products, Inc.	\$102.11
15634	6/17/2016	Pictometry International Corp.	\$462,233.00
15635	6/17/2016	The Daily Record	\$40.10
15636	6/17/2016	The Hartford	\$11,518.00
15637	6/17/2016	United Way	\$116.25
15638	6/23/2016	Live Well Omaha	\$11,222.04
			579,490.99

Metropolitan Area Planning Agency
Bank Register Report - Operating Account
June 2016

Check Disbursement Detail

Advertising	171.50
Auto - Gas/Maintenance	25.08
Capital Outlays	1,692.84
Contracts	552,643.85
Copier Lease/Charges	592.00
Data Processing	1,350.00
Employee Benefits/Withholding	1,684.88
Equipment Maintenance	77.85
Office Rent	5,640.00
Postage	25.27
Prepaid Insurance	11,518.00
Printing	956.21
Professional Services	864.33
Supplies	1,470.56
Telephone	72.80
Travel & Conferences	705.82
	<u>579,490.99</u>

**Metropolitan Area Planning Agency
Payroll Register
June 2016**

Pay Types/Benefits	Hours	Amount
ER H.I.	0.00	\$5,652.20
ER H.I. CH	0.00	\$883.16
ER H.I. FA	0.00	\$7,969.68
ER H.I. SP	0.00	\$2,063.08
Hourly	687.50	\$10,185.72
Hourly - Reg	368.00	\$7,176.00
Life & Dis	0.00	\$388.04
Salary	0.00	\$80,502.00
	Gross Pay	\$97,863.72
	Gross Benefits	\$16,956.16
	Gross Pay/Benefits	\$114,819.88

Deductions/Employee Taxes	Adj. Gross	Amount
457-\$	N/A	\$700.00
457-%	N/A	\$839.82
457-Roth \$	N/A	\$100.00
457-Roth%	N/A	\$954.74
AFLAC	N/A	\$292.52
Credit Union	N/A	\$400.00
Dental Ins	N/A	\$595.42
Flex Plan 16	N/A	\$1,723.44
Health Ins	N/A	\$1,942.90
Life Ins.	N/A	\$4.50
Pension Loan	N/A	\$92.78
Pension Plan	N/A	\$3,481.72
Retirement	N/A	\$141.16
United Way	N/A	\$232.50
VISION	N/A	\$92.90
Federal	86,371.00	\$8,521.34
Medicare	93,216.54	\$1,351.59
Soc Security	93,216.54	\$5,779.42
State - NE	88,195.00	\$3,349.78
	Deductions/Employee Taxes:	\$30,596.53

Employer Expenses	Adj. Gross	Amount
ER Pension	N/A	\$4,787.46
Medicare	93,216.54	\$1,351.59
Soc Security	93,216.54	\$5,779.42
SUTA	7,152.60	\$57.22
	Additional Employer Expenses:	\$11,975.69
	GRAND TOTAL NET PAY:	\$67,267.19
	GRAND TOTAL EXPENSE:	\$126,795.57

Metropolitan Area Planning Agency Aged Accounts Receivable Report Premilinary-June 30, 2016

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
Archdiocese of Omaha						
<i>Archdiocese of Omaha</i>	7/29/2016	\$3,396.00	\$0.00	\$0.00	\$0.00	\$3,396.00
Totals for Archdiocese of Omaha:		\$3,396.00	\$0.00	\$0.00	\$0.00	\$3,396.00
City of Ashland						
<i>City of Ashland</i>		\$0.00	\$0.00	\$5,424.00	\$0.00	\$5,424.00
Totals for City of Ashland:		\$0.00	\$0.00	\$5,424.00	\$0.00	\$5,424.00
City of Glenwood						
<i>City of Glenwood</i>		\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Totals for City of Glenwood:		\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
City of Henderson						
<i>City of Henderson</i>	7/29/2016	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Totals for City of Henderson:		\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
City of Macedonia						
<i>City of Macedonia</i>	3/11/2016	\$1,499.48	\$0.00	\$0.00	\$0.00	\$1,499.48
Totals for City of Macedonia:		\$1,499.48	\$0.00	\$0.00	\$0.00	\$1,499.48
City of Omaha						
<i>City of Omaha</i>	7/1/2016	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
Totals for City of Omaha:		\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
City of Papillion						
<i>City of Papillion</i>	2/11/2016	\$0.00	\$0.00	\$12.00	\$0.00	\$12.00
Totals for City of Papillion:		\$0.00	\$0.00	\$12.00	\$0.00	\$12.00
ECONOMIC DEVELOPMENT ADMINISTRATION						
<i>ECONOMIC DEVELOPMENT ADMINISTRATION</i>	8/1/2016	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
Totals for ECONOMIC DEVELOPMENT ADMINISTRATION:		\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
ENVIRONMENTAL PROTECTION AGENCY						
<i>ENVIRONMENTAL PROTECTION AGENCY</i>	7/1/2016	\$5,274.42	\$0.00	\$0.00	\$0.00	\$5,274.42
Totals for ENVIRONMENTAL PROTECTION AGENCY:		\$5,274.42	\$0.00	\$0.00	\$0.00	\$5,274.42
FEDERAL TRANSIT ADMINISTRATION						
<i>FEDERAL TRANSIT ADMINISTRATION</i>	8/1/2016	\$144,462.00	\$0.00	\$131,019.47	\$44,671.63	\$320,153.10
Totals for FEDERAL TRANSIT ADMINISTRATION:		\$144,462.00	\$0.00	\$131,019.47	\$44,671.63	\$320,153.10
IOWA DEPARTMENT OF TRANSPORTATION						
<i>IOWA DEPARTMENT OF TRANSPORTATION</i>	6/13/2016	\$82,345.00	\$0.00	\$0.00	\$1.00	\$82,346.00
Totals for IOWA DEPARTMENT OF TRANSPORTATION:		\$82,345.00	\$0.00	\$0.00	\$1.00	\$82,346.00
Metro Transit						
<i>Metro Transit</i>	8/5/2016	\$2,484.32	\$0.00	\$0.00	\$0.00	\$2,484.32
Totals for Metro Transit:		\$2,484.32	\$0.00	\$0.00	\$0.00	\$2,484.32
Michael Felschow						
<i>Michael Felschow</i>		\$14.36	\$0.00	\$0.00	\$0.00	\$14.36
Totals for Michael Felschow:		\$14.36	\$0.00	\$0.00	\$0.00	\$14.36
Mills County						
<i>Mills County</i>	7/22/2016	\$0.00	\$0.00	\$17,961.67	\$0.00	\$17,961.67
Totals for Mills County:		\$0.00	\$0.00	\$17,961.67	\$0.00	\$17,961.67
NDOR- Bike Education (Live Well)						
<i>NDOR- Bike Education (Live Well)</i>	7/12/2016	\$1,329.51	\$0.00	\$0.00	\$0.00	\$1,329.51
Totals for NDOR- Bike Education (Live Well):		\$1,329.51	\$0.00	\$0.00	\$0.00	\$1,329.51

**Metropolitan Area Planning Agency
Aged Accounts Receivable Report
Premilinary-June 30, 2016**

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
NDOR- STP						
<i>NDOR- STP</i>	1/11/2016	\$0.00	\$0.00	\$0.00	\$399.70	\$399.70
Totals for NDOR- STP:		\$0.00	\$0.00	\$0.00	\$399.70	\$399.70
NDOR						
<i>NDOR</i>	7/12/2016	\$145,653.64	\$0.00	\$267,997.56	\$0.00	\$413,651.20
Totals for NDOR:		\$145,653.64	\$0.00	\$267,997.56	\$0.00	\$413,651.20
Peter Kiewit Foundation						
<i>Peter Kiewit Foundation</i>	7/14/2016	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Totals for Peter Kiewit Foundation:		\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Pottawattamie County, Iowa						
<i>Pottawattamie County, Iowa</i>	7/1/2016	\$1,684.88	\$0.00	\$0.00	\$0.00	\$1,684.88
Totals for Pottawattamie County, Iowa:		\$1,684.88	\$0.00	\$0.00	\$0.00	\$1,684.88
Ron Kohn						
<i>Ron Kohn</i>	7/29/2016	\$427.70	\$0.00	\$0.00	\$0.00	\$427.70
Totals for Ron Kohn:		\$427.70	\$0.00	\$0.00	\$0.00	\$427.70
Sarpy County						
<i>Sarpy County</i>	7/14/2016	\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00
Totals for Sarpy County:		\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00
		\$454,571.31	\$0.00	\$457,414.70	\$52,072.33	\$964,058.34

**Metropolitan Area Planning Agency
Aged Accounts Payable Report
Preliminary - June 30, 2016**

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Net Due
AFLAC							
AFLAC	711343	Monthly Premiums	\$292.50	\$0.00	\$0.00	\$0.00	\$292.50
		<i>Totals for AFLAC:</i>	\$292.50	\$0.00	\$0.00	\$0.00	\$292.50
Alfred Benesch & Co.							
Alfred Benesch & Co.	93508		\$0.00	\$127.15	\$0.00	\$0.00	\$127.15
Alfred Benesch & Co.	93509		\$0.00	\$5,147.27	\$0.00	\$0.00	\$5,147.27
Alfred Benesch & Co.	94561		\$339.24	\$0.00	\$0.00	\$0.00	\$339.24
Alfred Benesch & Co.	94564		\$4,382.06	\$0.00	\$0.00	\$0.00	\$4,382.06
Alfred Benesch & Co.	95455		\$2,802.74	\$0.00	\$0.00	\$0.00	\$2,802.74
		<i>Totals for Alfred Benesch & Co.:</i>	\$7,524.04	\$5,274.42	\$0.00	\$0.00	\$12,798.46
Amanda Morales							
Amanda Morales	072116	Lunch - Payroll Seminar	\$30.31	\$0.00	\$0.00	\$0.00	\$30.31
		<i>Totals for Amanda Morales:</i>	\$30.31	\$0.00	\$0.00	\$0.00	\$30.31
BenefitPlansInc.							
BenefitPlansInc.	12911	Deferred Compensation	\$87.50	\$0.00	\$0.00	\$0.00	\$87.50
BenefitPlansInc.	12912	Pension Plan	\$552.50	\$0.00	\$0.00	\$0.00	\$552.50
		<i>Totals for BenefitPlansInc.:</i>	\$640.00	\$0.00	\$0.00	\$0.00	\$640.00
Bishop Business							
Bishop Business	344551		\$2,712.77	\$0.00	\$0.00	\$0.00	\$2,712.77
Bishop Business	345959		\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
		<i>Totals for Bishop Business:</i>	\$3,012.77	\$0.00	\$0.00	\$0.00	\$3,012.77
Black Hills Works Inc							
Black Hills Works Inc	AR 3130		\$0.00	\$10,063.00	\$0.00	\$0.00	\$10,063.00
		<i>Totals for Black Hills Works Inc:</i>	\$0.00	\$10,063.00	\$0.00	\$0.00	\$10,063.00
Caring People Sudan							
Caring People Sudan	061616	Translation Services	\$471.90	\$0.00	\$0.00	\$0.00	\$471.90
		<i>Totals for Caring People Sudan:</i>	\$471.90	\$0.00	\$0.00	\$0.00	\$471.90
CenturyLink							
CenturyLink	06072016		\$54.16	\$0.00	\$0.00	\$0.00	\$54.16
		<i>Totals for CenturyLink:</i>	\$54.16	\$0.00	\$0.00	\$0.00	\$54.16

**Metropolitan Area Planning Agency
Aged Accounts Payable Report
Preliminary - June 30, 2016**

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Net Due
City of Omaha Cashier							
City of Omaha Cashier	16-9		\$0.00	\$6,113.46	\$0.00	\$0.00	\$6,113.46
City of Omaha Cashier	16-10		\$0.00	\$13,272.35	\$0.00	\$0.00	\$13,272.35
		<i>Totals for City of Omaha Cashier:</i>	<i>\$0.00</i>	<i>\$19,385.81</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$19,385.81</i>
Court Barber							
Court Barber	063016	Title VI Training Expenses - moved to	\$88.23	\$0.00	\$0.00	\$0.00	\$88.23
		<i>Totals for Court Barber:</i>	<i>\$88.23</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$88.23</i>
Credit Card Payable							
Credit Card Payable	063016		\$11,555.36	\$0.00	\$0.00	\$0.00	\$11,555.36
		<i>Totals for Court Barber:</i>	<i>\$11,555.36</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$11,555.36</i>
Cross Dillion Tire Omaha							
Cross Dillion Tire Omaha	6379972	Flat Repair	\$0.00	\$21.75	\$0.00	\$0.00	\$21.75
Cross Dillion Tire Omaha	6381382	Flat Repair	\$21.75	\$0.00	\$0.00	\$0.00	\$21.75
		<i>Totals for Cross Dillion Tire Omaha:</i>	<i>\$21.75</i>	<i>\$21.75</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$43.50</i>
Daily Nonpareil							
Daily Nonpareil	062616		\$54.80	\$0.00	\$0.00	\$0.00	\$54.80
		<i>Totals for Daily Nonpareil:</i>	<i>\$54.80</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$54.80</i>
DAS State Accounting - Central Finance							
DAS State Accounting - Central Finance	1015889		\$23.25	\$0.00	\$0.00	\$0.00	\$23.25
		<i>Totals for DAS State Accounting - Central Finance:</i>	<i>\$23.25</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$23.25</i>
DearBorn National Life Insurance Company							
DearBorn National Life Insurance Company	061716	7-1-16 - 9-30-16	\$13.50	\$0.00	\$0.00	\$0.00	\$13.50
		<i>Totals for DearBorn National Life Insurance Company:</i>	<i>\$13.50</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$13.50</i>
Douglas County Treasurer							
Douglas County Treasurer	2192	Fuel	\$109.50	\$0.00	\$0.00	\$0.00	\$109.50
Douglas County Treasurer	33293	Printing	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
Douglas County Treasurer	4447		\$397.48	\$0.00	\$0.00	\$0.00	\$397.48
Douglas County Treasurer	2233		\$105.51	\$0.00	\$0.00	\$0.00	\$105.51
		<i>Totals for Douglas County Treasurer:</i>	<i>\$642.49</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$642.49</i>

**Metropolitan Area Planning Agency
Aged Accounts Payable Report
Preliminary - June 30, 2016**

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Net Due
FedEx							
FedEx	5-480-01306		\$25.67	\$0.00	\$0.00	\$0.00	\$25.67
		<i>Totals for FedEx:</i>	\$25.67	\$0.00	\$0.00	\$0.00	\$25.67
Firespring							
Firespring	199277	Chuck's Business Cards	\$33.00	\$0.00	\$0.00	\$0.00	\$33.00
		<i>Totals for Firespring:</i>	\$33.00	\$0.00	\$0.00	\$0.00	\$33.00
First Nebr. Educators Credit U							
First Nebr. Educators Credit U	061516	6-15-16 Payroll Contribution	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
		<i>Totals for First Nebr. Educators Credit U:</i>	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Greg Youell							
Greg Youell	7-7-16		\$51.99	\$0.00	\$0.00	\$0.00	\$51.99
Greg Youell	070716		\$1,172.35	\$0.00	\$0.00	\$0.00	\$1,172.35
		<i>Totals for Greg Youell:</i>	\$1,224.34	\$0.00	\$0.00	\$0.00	\$1,224.34
Heartland Family Services							
Heartland Family Services	APR2016		\$0.00	\$0.00	\$2,530.90	\$0.00	\$2,530.90
Heartland Family Services	MAY2016		\$2,406.97	\$0.00	\$0.00	\$0.00	\$2,406.97
Heartland Family Services	JUN2016		\$2,407.33	\$0.00	\$0.00	\$0.00	\$2,407.33
		<i>Totals for Heartland Family Services:</i>	\$4,814.30	\$0.00	\$2,530.90	\$0.00	\$7,345.20
Intercultural Senior Center							
Intercultural Senior Center	040116		\$0.00	\$0.00	\$3,280.62	\$0.00	\$3,280.62
Intercultural Senior Center	063016		\$5,196.20	\$0.00	\$0.00	\$0.00	\$5,196.20
		<i>Totals for Intercultural Senior Center:</i>	\$5,196.20	\$0.00	\$3,280.62	\$0.00	\$8,476.82
Jeff Spiehs							
Jeff Spiehs	062316	Kansas City Trip	\$99.99	\$0.00	\$0.00	\$0.00	\$99.99
		<i>Totals for Jeff Spiehs:</i>	\$99.99	\$0.00	\$0.00	\$0.00	\$99.99
Karna Loewenstein							
Karna Loewenstein	072116	Staff retreat materials and mileage	\$56.64	\$0.00	\$0.00	\$0.00	\$56.64
		<i>Totals for Karna Loewenstein:</i>	\$56.64	\$0.00	\$0.00	\$0.00	\$56.64

**Metropolitan Area Planning Agency
Aged Accounts Payable Report
Preliminary - June 30, 2016**

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Net Due
Lilia Franciscony							
Lilia Franciscony	MAPA-2016-03		\$0.00	\$124.96	\$0.00	\$0.00	\$124.96
		<i>Totals for Lilia Franciscony:</i>	<i>\$0.00</i>	<i>\$124.96</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$124.96</i>
Live Well Omaha							
Live Well Omaha	16		\$0.00	\$1,329.51	\$0.00	\$0.00	\$1,329.51
Live Well Omaha	17		\$1,300.96	\$0.00	\$0.00	\$0.00	\$1,300.96
		<i>Totals for Live Well Omaha:</i>	<i>\$1,300.96</i>	<i>\$1,329.51</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$2,630.47</i>
Lovgren Marketing Group							
Lovgren Marketing Group	18398		\$0.00	\$4,341.94	\$0.00	\$0.00	\$4,341.94
Lovgren Marketing Group	18445		\$0.00	\$4,136.20	\$0.00	\$0.00	\$4,136.20
Lovgren Marketing Group	18445-B	Transposed Numbers	\$0.00	\$27.00	\$0.00	\$0.00	\$27.00
Lovgren Marketing Group	18700		\$15,965.00	\$0.00	\$0.00	\$0.00	\$15,965.00
		<i>Totals for Lovgren Marketing Group:</i>	<i>\$15,965.00</i>	<i>\$8,505.14</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$24,470.14</i>
Mahoney State Park							
Mahoney State Park	325280687	Parking	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
		<i>Totals for Mahoney State Park:</i>	<i>\$25.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$25.00</i>
Matt Roth							
Matt Roth	062316		\$52.42	\$0.00	\$0.00	\$0.00	\$52.42
		<i>Totals for Matt Roth:</i>	<i>\$52.42</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$52.42</i>
Megan Walker							
Megan Walker	062816		\$9.52	\$0.00	\$0.00	\$0.00	\$9.52
		<i>Totals for Megan Walker:</i>	<i>\$9.52</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$9.52</i>
Meineke Car Care Center							
Meineke Car Care Center	329026		\$54.89	\$0.00	\$0.00	\$0.00	\$54.89
Meineke Car Care Center	329129		\$28.95	\$0.00	\$0.00	\$0.00	\$28.95
		<i>Totals for Meineke Car Care Center:</i>	<i>\$83.84</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$83.84</i>
Metro							
Metro	31344		\$0.00	\$0.00	\$0.00	\$44,671.53	\$44,671.53
		<i>Totals for Metro:</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$44,671.53</i>	<i>\$44,671.53</i>

**Metropolitan Area Planning Agency
Aged Accounts Payable Report
Preliminary - June 30, 2016**

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Net Due
Olsson Associates							
Olsson Associates	252964		\$0.00	\$14,677.16	\$0.00	\$0.00	\$14,677.16
		<i>Totals for Olsson Associates:</i>	<i>\$0.00</i>	<i>\$14,677.16</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$14,677.16</i>
Pictometry International Corp.							
Pictometry International Corp.	SI036566	Training for Lincoln Personnel	\$4,330.00	\$0.00	\$0.00	\$0.00	\$4,330.00
		<i>Totals for Pictometry International Corp.:</i>	<i>\$4,330.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$4,330.00</i>
Pottawattamie County GIS							
Pottawattamie County GIS	20160407		\$0.00	\$0.00	\$14,787.16	\$0.00	\$14,787.16
Pottawattamie County GIS	063016		\$3,820.03	\$0.00	\$0.00	\$0.00	\$3,820.03
		<i>Totals for Pottawattamie County GIS:</i>	<i>\$3,820.03</i>	<i>\$0.00</i>	<i>\$14,787.16</i>	<i>\$0.00</i>	<i>\$18,607.19</i>
Rita Sanders							
Rita Sanders	072216	NARC expenses	\$106.99	\$0.00	\$0.00	\$0.00	\$106.99
		<i>Totals for Rita Sanders:</i>	<i>\$106.99</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$106.99</i>
River City Glass							
River City Glass	43039	Rock Chip Repair	\$0.00	\$0.00	\$0.00	\$69.95	\$69.95
		<i>Totals for River City Glass:</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$69.95</i>	<i>\$69.95</i>
Ron Kohn							
Ron Kohn	072616	NARC expenses	\$152.16	\$0.00	\$0.00	\$0.00	\$152.16
		<i>Totals for Ron Kohn:</i>	<i>\$152.16</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$152.16</i>
Sarpy County Planning							
Sarpy County Planning	2016-4		\$6,589.92	\$0.00	\$0.00	\$0.00	\$6,589.92
		<i>Totals for Sarpy County Planning:</i>	<i>\$6,589.92</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$6,589.92</i>
Somali Bantu Association of Nebraska							
Somali Bantu Association of Nebraska	2	Translation Services	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
		<i>Totals for Somali Bantu Association of Nebraska:</i>	<i>\$750.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$750.00</i>
Standard Printing Company							
Standard Printing Company	86490		\$331.40	\$0.00	\$0.00	\$0.00	\$331.40
		<i>Totals for Standard Printing Company:</i>	<i>\$331.40</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$331.40</i>

**Metropolitan Area Planning Agency
Aged Accounts Payable Report
Preliminary - June 30, 2016**

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Net Due
Steve Jensen							
Steve Jensen	143		\$0.00	\$3,737.50	\$0.00	\$0.00	\$3,737.50
Steve Jensen	156		\$1,625.00	\$0.00	\$0.00	\$0.00	\$1,625.00
		<i>Totals for Steve Jensen:</i>	<i>\$1,625.00</i>	<i>\$3,737.50</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$5,362.50</i>
Steve Platt							
Steve Platt	1028	Phone system expansion	\$1,289.00	\$0.00	\$0.00	\$0.00	\$1,289.00
		<i>Totals for Steve Platt:</i>	<i>\$1,289.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,289.00</i>
The Daily Record							
The Daily Record	140604	Meeting Notice	\$19.10	\$0.00	\$0.00	\$0.00	\$19.10
The Daily Record	140502	CTC/TTAC Meeting Notice	\$25.70	\$0.00	\$0.00	\$0.00	\$25.70
The Daily Record	140882		\$20.30	\$0.00	\$0.00	\$0.00	\$20.30
		<i>Totals for The Daily Record:</i>	<i>\$65.10</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$65.10</i>
Toshiba Financial Services							
Toshiba Financial Services	65023344		\$592.00	\$0.00	\$0.00	\$0.00	\$592.00
		<i>Totals for Toshiba Financial Services:</i>	<i>\$592.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$592.00</i>
United States Postal Service							
United States Postal Service	062316	Bulk Mail Account Replenishment	\$342.73	\$0.00	\$0.00	\$0.00	\$342.73
		<i>Totals for United States Postal Service:</i>	<i>\$342.73</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$342.73</i>
United Way							
United Way	061516	6-15-16 Payroll Contribution	\$116.25	\$0.00	\$0.00	\$0.00	\$116.25
		<i>Totals for United Way:</i>	<i>\$116.25</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$116.25</i>
Verizon							
Verizon	9767259668		\$83.94	\$0.00	\$0.00	\$0.00	\$83.94
		<i>Totals for Verizon:</i>	<i>\$83.94</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$83.94</i>
		GRAND TOTALS:	\$73,706.46	\$63,119.25	\$20,598.68	\$44,741.48	\$202,165.87

A total of 72 transaction(s) listed

**Metropolitan Area Planning Agency
Balance Sheet
Preliminay - June 30, 2016**

		Actual
Assets		
10-1000	Petty Cash	\$87.58
10-1005	Paypal Account	\$20.76
10-1007	Undeposited Funds	\$19,933.24
10-1010	Cash - American National Bank	\$392,491.18
10-1030	Treasury Bills	\$369,578.53
10-1040	NPAIT Investments General	\$306,133.28
10-1045	NPAIT Investments Capitol Reserve	\$44,146.36
10-1050	NPAIT Investments Ortho Quads	\$57,997.70
10-1100	Accounts Receivable	\$964,058.34
10-1110	Due To/Due From Funds	(\$40,191.64)
10-1300	Prepaid Expenses	\$17,167.03
10-1310	Prepaid Insurance	\$11,741.09
11-1110	Due To/Due From Funds	(\$5,559.87)
12-1055	NPAIT Investments Revolving Loan	\$46,256.22
13-1200	Furniture, Fixtures & Equipment	\$117,949.62
13-1220	Less: Accumulated Depreciation	\$51,373.76
15-1040	NPAIT Investments General	\$3,889.00
15-1045	NPAIT Investments Special Projects	\$136,019.71
15-1110	Due To/Due From Funds	\$42,209.49
20-1020	Cash - ANB Foundation	\$47,920.15
20-1060	NPAIT Investments Foundation	\$32,870.42
20-1065	NPAIT Investments FD NDO	\$109,146.23
20-1070	NPAIT Investments FD Washington County Revolving Loan Fund	\$158,837.11
20-1110	Due To/Due From Funds	\$3,542.02
20-1410	Note Receivable Grapel	\$235,997.62
20-1425	Note Receivable KB Quality Meats	\$19,636.00
Total Assets		\$3,040,503.41
 Liabilities and Fund Balance		
Liabilities		
10-2000	Accounts Payable	\$201,884.64
10-2105	Nebraska Withholding	\$3,349.78
10-2130	Flex W/H Payable	(\$520.62)
10-2160	SUTA Tax	\$121.65
10-2200	Accrued Payroll	\$43,038.54
10-2210	Accrued Compensated Absences	\$78,228.25
10-2220	Accrued Audit Fees	\$10,600.00
10-2400	Deferred Revenue	(\$10,000.00)
10-2420	Deferred Ortho. Photography	\$214,124.99
20-2000	Accounts Payable	\$281.03
20-2430	Deferred Revolving Loan	\$287,619.34
20-2500	Note Payable Invest NE	\$235,997.62
Total Liabilities		\$1,064,725.22

**Metropolitan Area Planning Agency
Balance Sheet
Preliminay - June 30, 2016**

Fund Balance

10-3000	Fund Balance Undesignated	\$1,176,233.15
10-3010	Fund Balance Assigned	\$71,103.07
10-3020	Fund Balance Committed	\$355,000.00
11-3000	Fund Balance Undesignated	(\$5,559.87)
12-3100	Fund Balance Restricted	\$46,256.22
13-3005	Invested in Capital Assets	\$66,575.86
15-3010	Fund Balance Assigned	\$182,118.20
20-3000	Fund Balance Undesignated	\$84,051.56
Total Fund Balance		<u>\$1,975,778.19</u>

Total Liabilities and Fund Balance

\$3,040,503.41

Metropolitan Area Planning Agency
Income Statement
Preliminary - June 30, 2016

		6/1/16-6/30/16		7/1/15-6/30/16				
		Actual	Adjusted Budget	Actual YTD	Adjusted Budget YTD	% to YTD Budget	Variance to YTD Budget	FY 2016 Adjusted Budget
Revenues								
10-4100	Federal Revenue	\$371,874.05	\$866,367.50	\$1,966,781.03	\$3,403,005.00	57.80%	\$1,436,223.97	\$3,403,005.00
10-4200	State Revenue	\$0.00	\$0.00	\$11,764.71	\$12,000.00	98.04%	\$235.29	\$12,000.00
10-4300	Local Revenue	\$0.00	\$0.00	\$403,599.00	\$358,352.00	112.63%	(\$45,247.00)	\$358,352.00
10-4310	Match Contributions	\$0.00	\$3,693.90	\$0.00	\$60,875.00	0.00%	\$60,875.00	\$60,875.00
10-4350	Heartland 2050 Local Revenue	\$200.00	\$0.00	\$31,700.00	\$157,000.00	20.19%	\$125,300.00	\$157,000.00
10-4400	Contracts	\$14,862.05	\$494,652.00	\$93,126.55	\$659,536.00	14.12%	\$566,409.45	\$659,536.00
10-4410	Pass Through Contracts - Planning	\$0.00	\$64,091.00	\$0.00	\$256,364.00	0.00%	\$256,364.00	\$256,364.00
10-4420	Pass Through Contracts - STP	\$0.00	\$15,720.00	\$0.00	\$62,880.00	0.00%	\$62,880.00	\$62,880.00
10-4500	Forums/Annual Dinner	\$22.00	\$0.00	\$4,891.09	\$22,000.00	22.23%	\$17,108.91	\$22,000.00
10-4510	In-Kind Revenue	\$14,536.62	\$68,470.25	\$231,809.27	\$273,881.00	84.64%	\$42,071.73	\$273,881.00
10-4520	Investment Earnings	\$847.94	\$0.00	\$11,857.98	\$0.00	0.00%	(\$11,857.98)	\$0.00
10-4530	Misc. Cash Sales	\$1,000.00	\$0.00	\$3,860.70	\$0.00	0.00%	(\$3,860.70)	\$0.00
10-4540	Miscellaneous	\$1,007.64	\$0.00	\$4,420.76	\$0.00	0.00%	(\$4,420.76)	\$0.00
15-4300	Local Revenue	\$466,563.00	\$0.00	\$497,563.00	\$0.00	0.00%	(\$497,563.00)	\$0.00
15-4520	Investment Earnings	\$41.06	\$0.00	\$93.26	\$0.00	0.00%	(\$93.26)	\$0.00
15-4540	Miscellaneous	\$50,000.00	\$0.00	\$128,450.00	\$0.00	0.00%	(\$128,450.00)	\$0.00
Total Revenues		\$920,954.36	\$1,512,994.65	\$3,389,917.35	\$5,265,893.00	64.38%	\$1,875,975.65	\$5,265,893.00

Expenses								
10-5000	Salaries	\$131,180.05	\$85,533.75	\$946,561.22	\$1,026,405.00	92.22%	\$79,843.78	\$1,026,405.00
10-5010	Outside Office Help	\$0.00	\$416.67	\$0.00	\$5,000.00	0.00%	\$5,000.00	\$5,000.00
10-5100	FICA	\$7,131.01	\$6,750.54	\$78,411.98	\$81,000.00	96.80%	\$2,588.02	\$81,000.00
10-5105	Unemployment Taxes	\$63.67	\$0.00	\$1,545.47	\$3,000.00	51.52%	\$1,454.53	\$3,000.00
10-5110	Health Insurance	\$24,581.41	\$18,333.34	\$191,602.34	\$220,000.00	87.09%	\$28,397.66	\$220,000.00
10-5115	Life & Disability Insurance	\$581.43	\$416.67	\$4,687.68	\$5,000.00	93.75%	\$312.32	\$5,000.00
10-5120	Retirement Contributions	\$4,787.46	\$5,000.00	\$50,252.48	\$60,000.00	83.75%	\$9,747.52	\$60,000.00
10-5125	Accrued Salaries & Compensated Absences	\$18,321.46	\$15,411.09	\$169,951.82	\$184,933.00	91.90%	\$14,981.18	\$184,933.00
10-5200	Advertising	\$160.00	\$2,125.00	\$3,323.05	\$8,500.00	39.09%	\$5,176.95	\$8,500.00
10-5210	Membership - Reference Materials	\$718.02	\$641.20	\$16,441.01	\$20,000.00	82.21%	\$3,558.99	\$20,000.00
10-5220	Printing	\$2,716.24	\$2,296.14	\$32,522.18	\$33,000.00	98.55%	\$477.82	\$33,000.00
10-5300	Business Insurance Expense	\$820.94	\$1,250.00	\$10,733.99	\$15,000.00	71.56%	\$4,266.01	\$15,000.00
10-5310	Data Processing	\$5,250.63	\$2,916.67	\$32,917.10	\$35,000.00	94.05%	\$2,082.90	\$35,000.00
10-5320	Professional Services	\$2,952.98	\$1,700.00	\$28,921.04	\$34,000.00	85.06%	\$5,078.96	\$34,000.00
10-5400	Contracts	\$46,824.57	\$317,804.75	\$853,680.50	\$1,257,469.00	67.89%	\$403,788.50	\$1,257,469.00

**Metropolitan Area Planning Agency
Income Statement
Preliminary - June 30, 2016**

		6/1/16-6/30/16		7/1/15-6/30/16				
		Actual	Adjusted Budget	Actual YTD	Adjusted Budget YTD	% to YTD Budget	Variance to YTD Budget	FY 2016 Adjusted Budget
10-5420	Pass Through Contracts - Planning	\$0.00	\$428,943.75	\$0.00	\$1,740,775.00	0.00%	\$1,740,775.00	\$1,740,775.00
10-5440	In-Kind Expense	\$14,536.62	\$68,470.25	\$231,809.27	\$273,881.00	84.64%	\$42,071.73	\$273,881.00
10-5500	Equipment Maintenance	\$352.21	\$729.17	\$3,252.03	\$8,750.00	37.17%	\$5,497.97	\$8,750.00
10-5600	Forums	\$667.67	\$7,423.60	\$19,202.74	\$40,000.00	48.01%	\$20,797.26	\$40,000.00
10-5650	Miscellaneous Expenses	\$0.00	\$125.00	\$744.26	\$1,500.00	49.62%	\$755.74	\$1,500.00
10-5700	Postage	\$235.21	\$416.67	\$3,449.75	\$5,000.00	69.00%	\$1,550.25	\$5,000.00
10-5710	Supplies	\$684.20	\$1,541.67	\$9,205.11	\$18,500.00	49.76%	\$9,294.89	\$18,500.00
10-5730	Bank Charges	\$33.86	\$41.67	\$437.38	\$500.00	87.48%	\$62.62	\$500.00
10-5800	Office Rent	\$5,640.00	\$5,640.00	\$67,680.00	\$67,680.00	100.00%	\$0.00	\$67,680.00
10-5810	Telephone	\$128.33	\$208.34	\$1,235.82	\$2,500.00	49.43%	\$1,264.18	\$2,500.00
10-5900	Travel & Conferences	\$6,694.59	\$4,583.34	\$57,835.85	\$55,000.00	105.16%	(\$2,835.85)	\$55,000.00
10-5950	Capital Outlays	\$2,678.89	\$3,791.67	\$31,977.10	\$45,500.00	70.28%	\$13,522.90	\$45,500.00
10-8000	Transfers	\$0.00	\$1,500.00	\$0.00	\$18,000.00	0.00%	\$18,000.00	\$18,000.00
15-5400	Contracts	\$466,563.00	\$0.00	\$466,563.00	\$0.00	0.00%	(\$466,563.00)	\$0.00
Total Expenses		\$744,304.45	\$984,010.95	\$3,314,944.17	\$5,265,893.00	62.95%	\$1,950,948.83	\$5,265,893.00
NET SURPLUS/(DEFICIT)		\$176,649.91	\$528,983.70	\$74,973.18	\$0.00	0.00%	(\$74,973.18)	\$0.00

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: benesch

Contract Approved by Board of Directors: January 26, 2012

In the amount of Hazardous Substances - \$362,500.00
Petroleum Services - \$292,500.00

Contract Period: Through September 30, 2014

Amended to extend completion date to September 30, 2016

Payment # 45

Contract Amended:

	<i>12SPAA02</i>	<i>12SPAA01</i>	
1. <u>Computation of Payment</u>	Hazardous Substances	Petroleum Services	Total
Bill to Date	\$334,463.80	\$235,510.97	\$569,974.77
Less Previous Payment	<u>334,124.56</u>	<u>231,128.91</u>	<u>565,253.47</u>
Payment Due this Date	<u>\$339.24</u>	<u>\$4,382.06</u>	<u>\$4,721.30</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:



Project Coordinator



Executive Director

Payment approved by Finance Committee _____

Treasurer



Client: Omaha-Council Bluffs Metropolitan Area Planning Agency

Report #: 49

Reporting Period: 05/09/2016 to 06/05/2016

Benesch PM: Mielke

Project: Brownfields Coalition Assessment Grant No. BF-97727801-0 (Hazardous Substances)

Benesch #: 00120137.00 Invoice #: 94561 Invoice Date: 06/16/2016

Project: Brownfields Coalition Assessment Grant No. BF-97727901-0 (Petroleum)

Benesch #: 00120138.00 Invoice #: 94564 Invoice Date: 06/16/2016

Progress Made During the Reporting Period Included:

- Monitored project schedule and progress on ongoing activities;
- Worked on Phase 1 ESA for Southside Terrace, including Asbestos Containing Materials (ACM) investigation;
- Finalized and delivered Patach Site Phase 2 ESA;
- Continued work on Area Wide Plan.

Upcoming Activities

- Participate in internal project management/planning meeting regarding remaining tasks;
- Conduct project team coordination meetings internally and with MAPA representatives as appropriate;
- Meet with OHA and other potential stakeholders to develop plans for identifying work to be performed under the grants;
- Finalize development of AWP Review Draft;
- Perform Phase I/II ESA work on proposed properties approved by EPA and NDEQ.
- Perform site concept planning for identified sites to be determined.

Anticipated Problems/Schedule Considerations:

None identified at this time

MAPA Brownfields Coalition Assessment Hazardous Substance Grant Consulting Fee Summary

Project Task	Budget	Prior Effort Expended	Effort This Period	Project to Date	Fee Remaining	% Complete
1 - Cooperative Agreement Oversight	\$22,250.00	\$19,276.24	\$209.48	\$19,485.72	\$2,764.28	87.6%
2 - Area Wide Plan	\$27,568.61	\$27,568.61	\$0.00	\$27,568.61	\$0.00	100.0%
3 - Phase I/II ESAs	\$248,499.20	\$245,837.60	\$129.76	\$245,967.36	\$2,531.84	99.0%
4 - Public Health & Safety Monitoring	\$3,473.14	\$2,865.19	\$0.00	\$2,865.19	\$607.95	82.5%
5 - Cleanup/Redevelopment Planning	\$50,000.00	\$27,867.87	\$0.00	\$27,867.87	\$22,132.13	55.7%
6 - Public Outreach	\$10,709.05	\$10,709.05	\$0.00	\$10,709.05	\$0.00	100.0%
Total	\$362,500.00	\$334,124.56	\$339.24	\$334,463.80	\$28,036.20	92.3%

MAPA Brownfields Coalition Assessment Petroleum Grant Consulting Fee Summary

Project Task	Budget	Prior Effort Expended	Effort This Period	Project to Date	Fee Remaining	% Complete
1 - Cooperative Agreement Oversight	\$22,250.00	\$18,215.16	\$1,908.81	\$20,123.97	\$2,126.03	90.4%
2 - Area Wide Plan	\$23,000.00	\$18,579.40	\$1,149.41	\$19,728.81	\$3,271.19	85.8%
3 - Phase I/II ESAs	\$187,250.00	\$162,252.68	\$1,323.84	\$163,576.52	\$23,673.48	87.4%
4 - Public Health & Safety Monitoring	\$1,500.00	\$953.10	\$0.00	\$953.10	\$546.90	63.5%
5 - Cleanup/Redevelopment Planning	\$46,000.00	\$23,702.44	\$0.00	\$23,702.44	\$22,297.56	51.5%
6 - Public Outreach	\$12,500.00	\$7,426.13	\$0.00	\$7,426.13	\$5,073.87	59.4%
Total	\$292,500.00	\$231,128.91	\$4,382.06	\$235,510.97	\$56,989.03	80.5%

MAPA Brownfields Coalition Assessment Combined Grant Consulting Fee Summary

	Budget	Prior Effort Expended	Effort This Period	Project to Date	Fee Remaining	% Complete
Total Project	\$655,000.00	\$565,253.47	\$4,721.30	\$569,974.77	\$85,025.23	87.0%



Omaha-Council Bluffs Metropolitan Area Planning
 Agency
 2222 Cuming Street
 Omaha, NE 68102-4328

June 16, 2016
 Project No: 00120137.00
 Invoice No: 94561

Brownfields Hazardous Substances Project
 Contract Number: 522-900

Professional Services from May 9, 2016 to June 5, 2016

Task 00001 Cooperative Agreement Oversight

Professional Personnel

	Hours	Rate	Amount	
Project Manager II				
Mielke, Craig	1.50	48.00	72.00	
Totals	1.50		72.00	
Total Labor	2.5978 times		72.00	187.04 ✓

Additional Fees

Profit	12.00 % of 187.04		22.44	
Total Additional Fees			22.44	22.44 ✓

Billing Limits

	Current	Prior	To-Date	
Total Billings	209.48	19,276.24	19,485.72	
Limit			22,250.00	
Remaining			2,764.28	
Total this Task				\$209.48 ✓

Task 00002 Area Wide Plan

Billing Limits

	Current	Prior	To-Date	
Total Billings	0.00	27,568.61	27,568.61	
Limit			27,568.61	
Total this Task				0.00 ✓

Task 00003 Phase I/II ESAs

Subtask 00001 Phase I ESAs

Professional Personnel

	Hours	Rate	Amount	
Project Manager I				
Lim, Chin	1.00	44.60	44.60	
Totals	1.00		44.60	
Total Labor	2.5978 times		44.60	115.86 ✓

Additional Fees

Profit	12.00 % of 115.86		13.90	
Total Additional Fees			13.90	13.90 ✓

Total this Subtask \$129.76 /

Billing Limits	Current	Prior	To-Date
Total Billings	129.76	245,837.59	245,967.35
Limit			248,499.20
Remaining			2,531.85

Total this Task \$129.76 /

Task 00004 Public Health & Safety Monitoring

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	2,865.19	2,865.19
Limit			3,473.14
Remaining			607.95

Total this Task 0.00 /

Task 00005 Cleanup/Redevelopment Planning

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	27,867.87	27,867.87
Limit			50,000.00
Remaining			22,132.13

Total this Task 0.00 /

Task 00006 Public Outreach

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	10,709.05	10,709.05
Limit			10,709.05

Total this Task 0.00 /

Total this Invoice \$339.24 /

Billings to Date

	Current	Prior	Total
Labor	302.90	229,133.18	229,436.08
Subconsultant	0.00	35,953.59	35,953.59
Expense	0.00	39,593.69	39,593.69
Unit	0.00	1,948.16	1,948.16
Add-on	36.34	27,495.93	27,532.27
Totals	339.24	334,124.55	334,463.79

MAPA Expense Authorization Voucher

Date 6/30/14 Amt. 339.24

Project 71012-50

Account 10-5400

Grant 123PAA02

Acctg. Dir. MFE

[Signature]



Omaha-Council Bluffs Metropolitan Area Planning
 Agency
 2222 Cuming Street
 Omaha, NE 68102-4328

June 16, 2016
 Project No: 00120138.00
 Invoice No: 94564

Brownfields Petroleum Project
 Contract Number: 523-900

Professional Services from May 9, 2016 to June 5, 2016

Task 00001 Cooperative Agreement Oversight

Professional Personnel

	Hours	Rate	Amount	
Project Manager II				
Mielke, Craig	13.50	48.00	648.00	
Totals	13.50		648.00	
Total Labor		2.5978 times	648.00	1,683.37 ✓

Additional Fees

Profit	12.00 % of 1,683.37		202.00	
Total Additional Fees			202.00	202.00 ✓

Reimbursable Expenses

Travel			Amount	
5/6/2016	Mielke, Craig	PM meeting with OHA - Parking	4.00 ✓	
5/6/2016	Mielke, Craig	PM meeting with OHA - 36 Miles @ .54	19.44 ✓	
Total Reimbursables			23.44	23.44 ✓

Billing Limits

	Current	Prior	To-Date	
Total Billings	1,908.81	18,215.17	20,123.98	
Limit			22,250.00	
Remaining			2,126.02	

Total this Task \$1,908.81 ✓

Task 00002 Area Wide Plan

Professional Personnel

	Hours	Rate	Amount	
Scientist II				
Kresl, Zachary	1.00	21.50	21.50	
Business Development Coordinator				
Prochaska, Alissa	15.50	24.10	373.55	
Totals	16.50		395.05	
Total Labor		2.5978 times	395.05	1,026.26 ✓

Additional Fees

Profit	12.00 % of 1,026.26	123.15	
Total Additional Fees		123.15	123.15 ✓

Billing Limits

	Current	Prior	To-Date
Total Billings	1,149.41	18,579.40	19,728.81
Limit			23,000.00
Remaining			3,271.19
Total this Task			\$1,149.41 ✓

Task 00003 Phase I/II ESAs

Subtask 00001 Phase I ESAs

Professional Personnel

	Hours	Rate	Amount
Project Scientist II			
Fettin, Brian	14.00	32.50	455.00
Totals	14.00		455.00
Total Labor		2.5978 times	455.00
			1,182.00 ✓

Additional Fees

Profit	12.00 % of 1,182.00	141.84	
Total Additional Fees		141.84	141.84 ✓
Total this Subtask			\$1,323.84 ✓

Billing Limits

	Current	Prior	To-Date
Total Billings	1,323.84	162,252.68	163,576.52
Limit			187,250.00
Remaining			23,673.48
Total this Task			\$1,323.84 ✓

Task 00004 Public Health & Safety Monitoring

Billing Limits

	Current	Prior	To-Date
Total Billings	0.00	953.10	953.10
Limit			1,500.00
Remaining			546.90
Total this Task			0.00

Task 00005 Cleanup/Redevelopment Planning

Billing Limits

	Current	Prior	To-Date
Total Billings	0.00	23,702.44	23,702.44
Limit			46,000.00
Remaining			22,297.56
Total this Task			0.00

Task 00006 Public Outreach

Project 00120138.00 Coalition Assessment Grant - Petroleum Invoice 94564

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	7,426.13	7,426.13
Limit			12,500.00
Remaining			5,073.87

Total this Task 0.00

Total this Invoice \$4,382.06 ✓

Billings to Date

	Current	Prior	Total
Fee	0.00	.01	.01
Labor	3,891.63	160,542.04	164,433.67
Subconsultant	0.00	30,148.84	30,148.84
Expense	23.44	19,432.85	19,456.29
Unit	0.00	1,740.22	1,740.22
Add-on	466.99	19,264.96	19,731.95
Totals	4,382.06	231,128.92	235,510.98

MAPA Expense Authorization Voucher

Date 6/30/06 Amt. 4,382.00

Project 71012-50

Account 10-5400

Grant 122PAA01

Acctg. Dir. MSE

Exec. Dir. [Signature]

Treasurer _____



Client: Omaha-Council Bluffs Metropolitan Area Planning Agency

Report #: 49

Reporting Period: 05/09/2016 to 06/05/2016

Benesch PM: Mielke

Project: Brownfields Coalition Assessment Grant No. BF-97727801-0 (Hazardous Substances)

Benesch #: 00120137.00 Invoice #: 94561 Invoice Date: 06/16/2016

Project: Brownfields Coalition Assessment Grant No. BF-97727901-0 (Petroleum)

Benesch #: 00120138.00 Invoice #: 94564 Invoice Date: 06/16/2016

Progress Made During the Reporting Period Included:

- Monitored project schedule and progress on ongoing activities;
- Worked on Phase 1 ESA for Southside Terrace, including Asbestos Containing Materials (ACM) investigation;
- Finalized and delivered Patach Site Phase 2 ESA;
- Continued work on Area Wide Plan.

Upcoming Activities

- Participate in internal project management/planning meeting regarding remaining tasks;
- Conduct project team coordination meetings internally and with MAPA representatives as appropriate;
- Meet with OHA and other potential stakeholders to develop plans for identifying work to be performed under the grants;
- Finalize development of AWP Review Draft;
- Perform Phase I/II ESA work on proposed properties approved by EPA and NDEQ.
- Perform site concept planning for identified sites to be determined.

Anticipated Problems/Schedule Considerations:

None identified at this time

MAPA Brownfields Coalition Assessment Hazardous Substance Grant Consulting Fee Summary

Project Task	Budget	Prior Effort Expended	Effort This Period	Project to Date	Fee Remaining	% Complete
1 - Cooperative Agreement Oversight	\$22,250.00	\$19,276.24	\$209.48	\$19,485.72	\$2,764.28	87.6%
2 - Area Wide Plan	\$27,568.61	\$27,568.61	\$0.00	\$27,568.61	\$0.00	100.0%
3 - Phase I/II ESAs	\$248,499.20	\$245,837.60	\$129.76	\$245,967.36	\$2,531.84	99.0%
4 - Public Health & Safety Monitoring	\$3,473.14	\$2,865.19	\$0.00	\$2,865.19	\$607.95	82.5%
5 - Cleanup/Redevelopment Planning	\$50,000.00	\$27,867.87	\$0.00	\$27,867.87	\$22,132.13	55.7%
6 - Public Outreach	\$10,709.05	\$10,709.05	\$0.00	\$10,709.05	\$0.00	100.0%
Total	\$362,500.00	\$334,124.56	\$339.24	\$334,463.80	\$28,036.20	92.3%

MAPA Brownfields Coalition Assessment Petroleum Grant Consulting Fee Summary

Project Task	Budget	Prior Effort Expended	Effort This Period	Project to Date	Fee Remaining	% Complete
1 - Cooperative Agreement Oversight	\$22,250.00	\$18,215.16	\$1,908.81	\$20,123.97	\$2,126.03	90.4%
2 - Area Wide Plan	\$23,000.00	\$18,579.40	\$1,149.41	\$19,728.81	\$3,271.19	85.8%
3 - Phase I/II ESAs	\$187,250.00	\$162,252.68	\$1,323.84	\$163,576.52	\$23,673.48	87.4%
4 - Public Health & Safety Monitoring	\$1,500.00	\$953.10	\$0.00	\$953.10	\$546.90	63.5%
5 - Cleanup/Redevelopment Planning	\$46,000.00	\$23,702.44	\$0.00	\$23,702.44	\$22,297.56	51.5%
6 - Public Outreach	\$12,500.00	\$7,426.13	\$0.00	\$7,426.13	\$5,073.87	59.4%
Total	\$292,500.00	\$231,128.91	\$4,382.06	\$235,510.97	\$56,989.03	80.5%

MAPA Brownfields Coalition Assessment Combined Grant Consulting Fee Summary

	Budget	Prior Effort Expended	Effort This Period	Project to Date	Fee Remaining	% Complete
Total Project	\$655,000.00	\$565,253.47	\$4,721.30	\$569,974.77	\$85,025.23	87.0%

JB

Detailed Expense Report

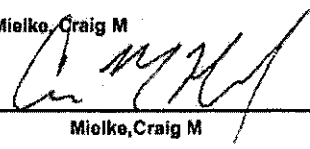
Thursday, May 12, 2016
3:35:19 PM

Alfred Benesch & Company

Employee 02968 Mielke, Craig M

#30384

Signed


Mielke, Craig M

Submitted

Approved

Profit Center GP.12

Expense Report: 00120138.00 5/6/2016

Report Date: 5/12/2016

Date	Category	Description	Project	Task	SubTask	Bill	Company Paid	Account	Amount
5/6/2016	Parking	PM meeting with OHA	00120138.00	00001		<input checked="" type="checkbox"/>	<input type="checkbox"/>	520.010	4.00 ✓
Coalition Assessment Grant - Petroleum									
Business Reason: Downtown Omaha Parking Garage									
5/6/2016	Mileage	PM meeting with OHA	00120138.00	00001		<input checked="" type="checkbox"/>	<input type="checkbox"/>	520.010	19.44 ✓
Coalition Assessment Grant - Petroleum									
Business Reason: 36 miles @ .54/mile									
Total Expenses									23.44 ✓
Company Paid									
Total Due									23.44 ✓

Omaha Douglas Parking Facility
1910 Harney St. (Phone 402-444-5345)
Omaha, NE 68183

Fee Computer Number: 1
 Cashier: Rooks [id #]117
 Transaction Number: 137375
 Entered: 05/06/2016 14:02
 Exited: 05/06/2016 16:03
 Ticket #95562
 Lot: Dispenser #8
 Area: Lot 1
 Rate: Area 1
 Parking Fee: CIVIC Center VR \$ 4.00
 Total Fee: \$ 4.00
 Visa \$ 4.00
 Credit Card Number: A *****0905
 Total Paid: \$ 4.00

Thank you have a nice day

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: benesch

Contract Approved by Board of Directors: January 26, 2012

In the amount of Hazardous Substances - \$362,500.00
Petroleum Services - \$292,500.00

Contract Period: Through September 30, 2014

Amended to extend completion date to September 30, 2016

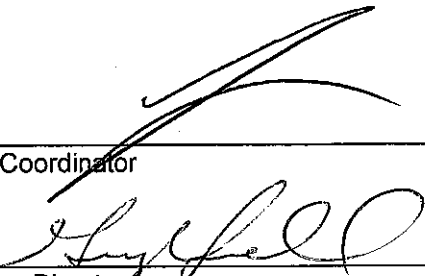
Payment # 46

Contract Amended:

1.	<u>Computation of Payment</u>	Hazardous Substances	Petroleum Services	Total
	Bill to Date	\$334,463.80	\$238,313.71	\$572,777.51
	Less Previous Payment	<u>334,463.80</u>	<u>235,510.97</u>	<u>569,974.77</u>
	Payment Due this Date	<u>\$0.00</u>	<u>\$2,802.74</u>	<u>\$2,802.74</u>
2.	<u>Payment Approved</u>			

RECOMMENDED PAYMENT BY:

Project Coordinator



Executive Director

Payment approved by Finance Committee _____

Treasurer



Omaha-Council Bluffs Metropolitan Area Planning
 Agency
 2222 Cuming Street
 Omaha, NE 68102-4328

July 13, 2016
 Project No: 00120138.00
 Invoice No: 95455

Brownfields Petroleum Project
 Contract Number: 523-900

Professional Services from June 6, 2016 to June 30, 2016

Task	00001	Cooperative Agreement Oversight			
Professional Personnel					
		Hours	Rate	Amount	
Project Manager II					
Mielke, Craig		10.00	48.00	480.00	
Totals		10.00		480.00	
Total Labor			2.5978 times	480.00	1,246.94 ✓
Additional Fees					
Profit		12.00 % of 1,246.94		149.63	
Total Additional Fees				149.63	149.63 ✓
Billing Limits					
		Current	Prior	To-Date	
Total Billings		1,396.57	20,123.98	21,520.55	
Limit				22,250.00	
Remaining				729.45	
		Total this Task			\$1,396.57 ✓

Task	00002	Area Wide Plan			
Professional Personnel					
		Hours	Rate	Amount	
Project Manager II					
Mielke, Craig		4.50	48.00	216.00	
Scientist II					
Kresl, Zachary		4.00	21.50	86.00	
Business Development Coordinator					
Prochaska, Alissa		5.50	24.10	132.55	
Totals		14.00		434.55	
Total Labor			2.5978 times	434.55	1,128.87 ✓
Additional Fees					
Profit		12.00 % of 1,128.87		135.46	
Total Additional Fees				135.46	135.46 ✓
Billing Limits					
		Current	Prior	To-Date	
Total Billings		1,264.33	19,728.81	20,993.14	
Limit				23,000.00	
Remaining				2,006.86	

Project	00120138.00	Coalition Assessment Grant - Petroleum	Invoice	95455
			Total this Task	\$1,264.33 ✓

Task	00003	Phase I/II ESAs
Subtask	00001	Phase I ESAs

Professional Personnel

	Hours	Rate	Amount	
Project Scientist II				
Fettin, Brian	1.50	32.50	48.75	
Totals	1.50		48.75	
Total Labor		2.5978 times	48.75	126.64 ✓
Additional Fees				
Profit		12.00 % of 126.64	15.20	
Total Additional Fees			15.20	15.20 ✓
			Total this Subtask	\$141.84 ✓

Billing Limits	Current	Prior	To-Date	
Total Billings	141.84	163,576.52	163,718.36	
Limit			187,250.00	
Remaining			23,531.64	
			Total this Task	\$141.84 ✓

Task	00004	Public Health & Safety Monitoring		
Billing Limits				
Total Billings	0.00	953.10	953.10	
Limit			1,500.00	
Remaining			546.90	
			Total this Task	0.00 ✓

Task	00005	Cleanup/Redevelopment Planning		
Billing Limits				
Total Billings	0.00	23,702.44	23,702.44	
Limit			46,000.00	
Remaining			22,297.56	
			Total this Task	0.00 ✓

Task	00006	Public Outreach		
Billing Limits				
Total Billings	0.00	7,426.13	7,426.13	
Limit			12,500.00	
Remaining			5,073.87	
			Total this Task	0.00
			Total this Invoice	\$2,802.74 ✓

Billings to Date

	Current	Prior	Total
Fee	0.00	.01	.01
Labor	2,502.45	164,433.67	166,936.12
Subconsultant	0.00	30,148.84	30,148.84
Expense	0.00	19,456.29	19,456.29
Unit	0.00	1,740.22	1,740.22
Add-on	300.29	19,731.95	20,032.24
Totals	2,802.74	235,510.98	238,313.72

MAPA Expense Authorization Voucher

Date 6/30/11 Amt. 2802.74

Project 71012-50

Account 10-5100

Grant 12SPAA01

Acctg. Dir. MKS

Exec. Dir. [Signature]

Treasurer _____



Client: Omaha-Council Bluffs Metropolitan Area Planning Agency

Reporting Period: 06/06/2016 to 06/30/2016

Report #: 50
Benesch PM: Mielke

Project: Brownfields Coalition Assessment Grant No. BF-97727801-0 (Hazardous Substances)

Benesch #: 00120137.00

Invoice #: -

Invoice Date: -

Project: Brownfields Coalition Assessment Grant No. BF-97727901-0 (Petroleum)

Benesch #: 00120138.00

Invoice #: 95455

Invoice Date: 07/13/2016

Progress Made During the Reporting Period Included:

- Monitored project schedule and progress on ongoing activities;
- Delivered Phase 1 for Southside Terrace;
- Planning for Concept Development activities for Southside Terrace;
- Delivered final Draft of Area Wide Plan.

Upcoming Activities

- Participate in internal project management/planning meeting regarding remaining tasks;
- Conduct project team coordination meetings internally and with MAPA representatives as appropriate;
- Conduct interviews for Southside Terrace Community Partners and Participate in Design Workshop;
- Finalize AWP document;
- Perform Phase I/II ESA work on proposed properties approved by EPA and NDEQ.

Anticipated Problems/Schedule Considerations:

None identified at this time

MAPA Brownfields Coalition Assessment Hazardous Substance Grant Consulting Fee Summary

Project Task	Budget	Prior Effort Expended	Effort This Period	Project to Date	Fee Remaining	% Complete
1 - Cooperative Agreement Oversight	\$22,250.00	\$19,485.72	\$0.00	\$19,485.72	\$2,764.28	87.6%
2 - Area Wide Plan	\$27,568.61	\$27,568.61	\$0.00	\$27,568.61	\$0.00	100.0%
3 - Phase I/II ESAs	\$248,499.20	\$245,967.36	\$0.00	\$245,967.36	\$2,531.84	99.0%
4 - Public Health & Safety Monitoring	\$3,473.14	\$2,865.19	\$0.00	\$2,865.19	\$607.95	82.5%
5 - Cleanup/Redevelopment Planning	\$50,000.00	\$27,867.87	\$0.00	\$27,867.87	\$22,132.13	55.7%
6 - Public Outreach	\$10,709.05	\$10,709.05	\$0.00	\$10,709.05	\$0.00	100.0%
Total	\$362,500.00	\$334,463.80	\$0.00	\$334,463.80	\$28,036.20	92.3%

MAPA Brownfields Coalition Assessment Petroleum Grant Consulting Fee Summary

Project Task	Budget	Prior Effort Expended	Effort This Period	Project to Date	Fee Remaining	% Complete
1 - Cooperative Agreement Oversight	\$22,250.00	\$20,123.97	\$1,396.57	\$21,520.54	\$729.46	96.7%
2 - Area Wide Plan	\$23,000.00	\$19,728.81	\$1,264.33	\$20,993.14	\$2,006.86	91.3%
3 - Phase I/II ESAs	\$187,250.00	\$163,576.52	\$141.84	\$163,718.36	\$23,531.64	87.4%
4 - Public Health & Safety Monitoring	\$1,500.00	\$953.10	\$0.00	\$953.10	\$546.90	63.5%
5 - Cleanup/Redevelopment Planning	\$46,000.00	\$23,702.44	\$0.00	\$23,702.44	\$22,297.56	51.5%
6 - Public Outreach	\$12,500.00	\$7,426.13	\$0.00	\$7,426.13	\$5,073.87	59.4%
Total	\$292,500.00	\$235,510.97	\$2,802.74	\$238,313.71	\$54,186.29	81.5%

MAPA Brownfields Coalition Assessment Combined Grant Consulting Fee Summary

Total Project	Budget	Prior Effort Expended	Effort This Period	Project to Date	Fee Remaining	% Complete
	\$655,000.00	\$569,974.77	\$2,802.74	\$572,777.51	\$82,222.49	87.4%

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, Nebraska 68102

Subcontractors Payment Authorization

Contractor: Heartland Family Services

Contract Approved by Board of Directors: May 2014

Contract Amount of: \$161,350

Payment # 29

1. Computation of Payment

Bill to Date \$150,554.99

Less Previous Payments 148,147.66

Payment Due this Date \$2,407.33

2. Payment Approved

RECOMMENDED PAYMENT BY:

Responsible Charge/Staff Member

Program Director

Executive Director

Payment approved by Finance Committee _____

Treasurer

Progress Report

Title: Heartland Family Service- Ways to Work

Date: 06/1/2016 –06/30/2016

Title: MAPA bill \$2,407.33 out of \$161,350

1. Work Completed for Current Billing Period:
 - a. The Ways to Work program saw 1 loan paid in full during this cycle. We continue to see the benefits both in employment as well as financial stability with the payment in full of the automotive loan.
2. Anticipated Work for Next Billing Period:
 - a. Same as prior month
3. Information Needed from FTA/MAPA:
 - a. No information is needed.
4. Percent of Work Completed to Date:
 - a. 93% of grant utilized
5. Outstanding Issues:

Data

1. Number of repossessions in the month (bought back loans)
 - a. 0
2. Number of new closed loans in the month
 - a. 0
3. Number of loans outstanding
 - a. 26
4. Other.....
 - a.
5. Narrative
 - a. We have seen an increase in inquiries with the program over the last 30 days.

MAPA JARC GRANT BILLING DOCUMENT
MAPA BUDGET MOD APRIL 2015

PART IV - Project Budget Worksheet

Project Name: HEARTLAND FAMILY SERVICE - WAYS TO WORK
 Contact Name: Joanie Poore, VP

BUDGET DETAIL	TOTAL JARC BUDGET (ORIGINAL)		6/1/2016 - 6/30/2016		TOTAL COST MONTH	Program to Date		Is from Inception of 2 year Contract					
	JARC	LOCAL MATCH	JARC	LOCAL MATCH		JARC	LOCAL MATCH	JARC Budget Change	New Budget Amount JARC	New Match Amount	Budget left		
A. OPERATING EXPENSES¹													
1. Salaries and Benefits	107,800		\$ 2,254.86	\$ 1,454.39	\$ 3,709.25	\$ 83,052.50	\$ 53,222.94	\$ (17,700.00)	\$ 90,100.00	57,300.00	7047.50		
2. Atty. Audit, Acct, POS	3,600		\$ -	\$ 69.49	\$ 69.49	\$ 5,293.30	\$ 5,010.74	\$ 1,250.00	\$ 4,850.00	4850.00	-443.30		
3. Office and Meeting Supplies	1,200		\$ 4.41	\$ 4.41	\$ 8.82	\$ 428.36	\$ 375.24	\$ (350.00)	\$ 850.00	500.00	421.65		
4. Phone & Internet	1,200		\$ 15.59	\$ 15.59	\$ 31.18	\$ 627.73	\$ 392.61	\$ (250.00)	\$ 950.00	950.00	322.28		
5. Postage & Shipping	400		\$ 1.49	\$ 1.49	\$ 2.97	\$ 227.73	\$ 139.09	\$ 50.00	\$ 450.00	450.00	222.28		
6. Building and Occupancy	2,400		\$ 50.04	\$ 50.04	\$ 100.08	\$ 2,795.91	\$ 2,520.28	\$ 1,550.00	\$ 3,950.00	3,950.00	1154.09		
7. Equipment & Equip rep/rent	1,400		\$ 25.81	\$ 25.81	\$ 51.61	\$ 1,176.36	\$ 977.83	\$ 500.00	\$ 1,900.00	1,900.00	723.64		
8. Advertising, Printing and Pubs	700		\$ 7.73	\$ 7.73	\$ 15.46	\$ 3,537.71	\$ 5,557.87	\$ 3,400.00	\$ 4,100.00	7,500.00	562.30		
9. Mileage, travel, conf, auto ins.	2,650		\$ 47.41	\$ 47.41	\$ 94.81	\$ 2,415.36	\$ 2,347.28	\$ 550.00	\$ 3,200.00	3,200.00	784.65		
10. Borrower Incentives	-		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00		
11. Org Dues & Misc	-		\$ -	\$ -	\$ -	\$ -	\$ 451.91	\$ -	\$ -	750.00	0.00		
12. Administrative Costs	-		\$ -	\$ 730.98	\$ 730.98	\$ -	\$ 28,559.17	\$ -	\$ -	29000.00	0.00		
Subtotal - Operating Expenses	\$ 121,350		\$ 2,407.33	\$ 2,407.33	\$ 4,814.65	\$ 99,554.93	\$ 99,554.93	\$ (11,000.00)	\$ 110,350.00	\$ 110,350.00	\$ 10,795.07		
C. CAPITAL EXPENSES²													
1. Loan Guarantee Funds	\$ 40,000		\$ -	\$ -	\$ -	\$ 51,000.00	\$ 62,470.17	\$ -	\$ -	\$ -	\$ -		
Subtotal - Capital Expenses	\$ 40,000		\$ -	\$ -	\$ -	\$ 51,000.00	\$ 62,470.17	\$ 11,000.00	\$ 51,000.00	\$ 12,750.00	\$ 0.01		
D. PROGRAM TOTAL BUDGET	\$ 161,350		\$ 2,407.33	\$ 2,407.33	\$ 4,814.65	\$ 150,554.93	\$ 162,025.10	\$ -	\$ 161,350.00	\$ 123,100.00	\$ 10,795.08		
Percent of Total Budget	161,350		93%										
PROGRAM BUDGET TOTAL			MONTHLY JARC TOTAL	MONTHLY Local Match TOTAL	MONTHLY PROGRAM TOTAL	PTD JARC TOTAL	PTD Local Match TOTAL						

¹ New Freedom funding for Operating Expenses may not exceed 50% of the total cost and/or the budget.
² New Freedom funding for Project Administration is available only by agreement with MAPA.
³ New Freedom funding for Capital Expenses may not exceed 80% of the total cost and/or the budget.

Period	Date	Journal	Comments	Beginning Balance	Debit	Credit	Net Change	Ending Balance	Salaries & Benefits	Atty. Legal, Audit, Acct, POS, Interdept
				3,217.57	628.09	-	628.09	3,845.66		
2100-21			SALARIES: DIS. FAM.	14,678.74						
06	6/30/2016	AJ-076821	SALARIES GRANT MANAGERS		28.05			14,706.79	28.05	
06	6/30/2016	AJ-077444	ALLOCATION OF SALARY - LAKIN		5.45			14,712.24	5.45	
06	6/30/2016	PR-000341	SALARIES		2,946.22			17,658.46	2,946.22	
06	6/30/2016	RJ-003632	EXPPR/PER BUDGET		10.87			17,669.33	10.87	
									-	
									-	
									-	
									-	
									-	
				14,678.74	2,990.59	-	2,990.59	17,669.33	2,990.59	-
2210-21			GROUP HEALTH INSURANCE: WTW	1,600.62						
06	6/30/2016	PR-000341	HEALTH INS		319.06			1,919.68	319.06	
									-	
									-	
									-	
									-	
									-	
									-	
				1,600.62	319.06	-	319.06	1,919.68	319.06	-
2220-21			RETIREMENT PLAN: WTW	466.48						
06	6/30/2016	AJ-076831	ALLOCATION OTHER BENEFITS			1.58		464.90	(1.58)	
06	6/30/2016	PR-000341	RETIREMENT		92.48			557.38	92.48	
									-	
									-	
									-	
									-	
				466.48	92.48	1.58	90.90	557.38	90.90	-
2290-21			OTHER BENEFITS/DIS: WTW	57.88						
06	6/30/2016	PR-000341	LONG TERM DISABILITY		11.82			69.70	11.82	
									-	
									-	
				57.88	11.82	-	11.82	69.70	11.82	-
2300-21			PAYROLL TAXES: WTW	1,538.27						
06	6/30/2016	AJ-076843	PR TAXES PROF LIAB		65.85			1,604.12	65.85	
06	6/30/2016	AJ-077466	ALLOCATION OF TAXES - LAKIN		1.56			1,605.68	1.56	
06	6/30/2016	PR-000341	PAYROLL TAXES		209.56			1,815.24	209.56	
06	6/30/2016	PR-000341	STATE UNEMPLOYMENT		19.91			1,835.15	19.91	
									-	
									-	
									-	
									-	
									-	
				1,538.27	296.88	-	296.88	1,835.15	296.88	-
2410-21			ATTORNEY FEES: WTW	-						
									-	
									-	
									-	
									-	
									-	
									-	
									-	
2420-21			OTHER LEGAL COSTS: WTW	200.00						
06	6/30/2016	PR-000341	EXP REIMBURSEMENT		37.00			237.00		37.00
									-	
									-	
				200.00	37.00	-	37.00	237.00	-	37.00
2430-21			AUDITING/ACCOUNT FEES: WTW	46.45						
06	6/30/2016	AJ-076857	AUDITING/ACCT FEES ALLOC		9.29			55.74		9.29
									-	
									-	
									-	
				46.45	9.29	-	9.29	55.74	-	9.29
2490-21			OTHER PURCHASE OF SERVICE: WTW	441.51						
06	6/30/2016	AJ-076869	PURCHASE OF SERVICE ALLOC		19.96			461.47		19.96
									-	
									-	
									-	
				441.51	19.96	-	19.96	461.47	-	19.96
2491-21			Interdepartmental: WTW	16.20						
06	6/30/2016	RJ-003631	EXPENS/PER BUDGET		3.24			19.44		3.24

Period	Date	Journal	Comments	Beginning Balance	Debit	Credit	Net Change	Ending Balance	Salaries & Benefits	Atty. Legal, Audit, Acct, POS, Interdept
				16.20	3.24	-	3.24	19.44	-	3.24
2510-21			OFFICE SUPPLIES- WTW	16.29						
06	6/30/2016	AJ-076886	LAKIN CAMPUS OFFICE SUPPLIES		1.85			18.14		
				16.29	1.85	-	1.85	18.14	-	-
2520-21			BUILDING & GROUND SUPPLIES: WTW	33.38						
06	6/30/2016	AJ-076900	BUILDING SUPPLIES - LAKIN CAMP		1.71			35.09		
06	6/30/2016	AJ-076905	BUILDING & GROUND SUPPLIES		0.77			35.86		
06	6/30/2016	AJ-077219	BUILDING & GROUND SUPPLIES		0.05			35.91		
				33.38	2.53	-	2.53	35.91	-	-
2550-21			FOOD: WTW	24.50						
06		42551 AJ-076912	LAKIN - FOOD		6.97			31.47		
06	6/30/2016	MC-003574	AMERICAN NATIONAL BANK VISA 06		21.48			52.95		
6	6/30/2016		AMERICAN NATIONAL BANK VISA 06			21.48				
				24.50	28.45	21.48	6.97	31.47	-	-
2600-21			TELEPHONE: WTW	151.43						
06	6/30/2016	AJ-076926	ALLOCATION TELEPHONE LAKIN		16.17			167.60		
06	6/30/2016	AJ-076931	TELEPHONE		15.01			182.61		
				151.43	31.18	-	31.18	182.61	-	-
2700-21			POSTAGE & SHIPPING: WTW	54.35						
06	6/30/2016	AJ-076940	POSTAGE - LAKIN CAMPUS			2.17		52.18		
06	6/30/2016	AJ-076945	POSTAGE ALLOCATION		3.73			55.91		
06	6/30/2016	JE-003193	POSTAGE - JUNE		1.41			57.32		
				54.35	5.14	2.17	2.97	57.32	-	-
2830-21			UTILITIES: WTW	87.91						
06	6/30/2016	AJ-076962	UTILITIES ALLOCATION		22.05			109.96		
				87.91	22.05	-	22.05	109.96	-	-
2840-21			CARE OF BUILDINGS & GROUNDS: WTW	184.83						
06	6/30/2016	AJ-076974	ALLOCATION OF CARE OF BUILDING		39.35			224.18		
06		42551 AJ-076979	ALLOCATION - CARE OF BUILDING		7.00			231.18		
				184.83	46.35	-	46.35	231.18	-	-
2841-21			Inter - Bids and Grn: WTW	-						
				-	-	-	-	-	-	-
2850-21			EQUIPMENT REPAIR & MAINTENANCE: WTW	91.75						
06	6/30/2016	AJ-076995	EQUIPMENT REPAIR LAKIN CAMPUS		6.53			98.28		
06	6/30/2016	AP-004559	BISHOP BUSINESS EQUIPMENT CO /		3.37			101.65		
06	6/30/2016	AP-004559	BISHOP BUSINESS EQUIPMENT CO /		6.25			107.90		
				91.75	16.15	-	16.15	107.90	-	-
2880-21			PROPERTY INS/TAXES: WTW	144.41						
06	6/30/2016	AJ-077015	PROP INS/TAXES ALLOCATION		29.15			173.56		
				144.41	29.15	-	29.15	173.56	-	-
3100-21			PRINTING & PUB.: WTW	85.63						
06	6/30/2016	AJ-077028	PRINTING & PUBLICATION ALLOCAT		15.46			101.09		
				85.63	15.46	-	15.46	101.09	-	-
3210-21			MILEAGE/EXPENSE: WTW	442.51						
06	6/30/2016	PR-000341	EXP REIMBURSEMENT		66.02			508.53		
				442.51	66.02	-	66.02	508.53	-	-
3220-21			OUT OF TOWN TRAVEL: WTW	-						
				-	-	-	-	-	-	-

Date	Loan Number	Receivables (Money received after default) is		Payables (paid by HFS) account 4900-		MAPA/JARC Capital Funds Received	
		account 1701-21	21	Balance	Federal Eligible		
7/29/2013	33218		\$ 1,862.90	\$ 1,862.90	\$ 1,490.32		
7/29/2013	35865		\$ 2,809.70	\$ 4,672.60	\$ 3,738.08		
7/31/2013	38899	\$ 330.05		\$ 4,342.55	\$ 3,474.04		
8/7/2013	39461	\$ 266.00		\$ 4,076.55	\$ 3,261.24		
8/22/2013	53375		\$ 4,066.16	\$ 8,142.71	\$ 6,514.17		
8/22/2013	59411		\$ 4,558.39	\$ 12,701.10	\$ 10,160.88		
8/29/2013	35865	\$ 1,225.00		\$ 11,476.10	\$ 9,180.88		
9/3/2013	39461	\$ 166.00		\$ 11,310.10	\$ 9,048.08		
9/30/2013	39461	\$ 166.00		\$ 11,144.10	\$ 8,915.28		
10/10/2013	49599		\$ 4,368.18	\$ 15,512.28	\$ 12,409.82		
10/10/2013	51194		\$ 4,850.01	\$ 20,362.29	\$ 16,289.83		
10/10/2013	60355		\$ 6,018.48	\$ 26,380.77	\$ 21,104.62		
10/14/2013	48622	\$ 4,000.00		\$ 22,380.77	\$ 17,904.62		
11/6/2013	39461	\$ 100.00		\$ 22,280.77	\$ 17,824.62		
11/12/2013	48622	\$ 300.00		\$ 21,980.77	\$ 17,584.62		
11/13/2013	54479		\$ 4,811.32	\$ 26,792.09	\$ 21,433.67		
11/13/2013	61408		\$ 6,096.58	\$ 32,888.67	\$ 26,310.94		
11/14/2013	61408	\$ 860.00		\$ 32,028.67	\$ 25,622.94		
11/15/2013	48584	\$ 1,865.00		\$ 30,163.67	\$ 24,130.94		
11/15/2013	51194	\$ 220.00		\$ 29,943.67	\$ 23,954.94		
11/16/2013	46085		\$ 4,423.40	\$ 34,367.07	\$ 27,493.66		
11/18/2013	54479	\$ 426.12		\$ 33,940.95	\$ 27,152.76		
12/17/2013	39690		\$ 2,603.59	\$ 36,544.54	\$ 29,235.63		
12/17/2013	42977		\$ 3,875.38	\$ 40,419.92	\$ 32,335.94		
12/17/2013	53461		\$ 5,041.87	\$ 45,461.79	\$ 36,369.43		
		\$ 9,924.17	\$ 55,385.96				
1/1/2014				\$ 45,461.79	\$ 16,369.43	\$ 20,000.00	
1/8/2014	42977	\$ 200.00		\$ 45,261.79	\$ 16,209.43		
1/8/2014	48622	\$ 300.00		\$ 44,961.79	\$ 15,969.43		
2/11/2014	42292		\$ 2,891.79	\$ 47,853.58	\$ 18,282.86		
2/11/2014	44104		\$ 3,173.26	\$ 51,026.84	\$ 20,821.47		
2/11/2014	56056		\$ 5,156.70	\$ 56,183.54	\$ 24,946.83		
2/14/2014	48622	\$ 200.00		\$ 55,983.54	\$ 24,786.83		
2/21/2014	39461	\$ 166.00		\$ 55,817.54	\$ 24,654.03		
2/21/2014	42977	\$ 138.00		\$ 55,679.54	\$ 24,543.63		
2/21/2014	48622	\$ 500.00		\$ 55,179.54	\$ 24,143.63		
2/27/2014	40923		\$ 1,992.49	\$ 57,172.03	\$ 25,737.62		
2/27/2014	47804		\$ 3,310.75	\$ 60,482.78	\$ 28,386.22		
3/5/2014	39461	\$ 166.00		\$ 60,316.78	\$ 28,253.42		
4/9/2014	48622	\$ 300.00		\$ 60,016.78	\$ 28,013.42		
5/9/2014	42705		\$ 1,911.66	\$ 61,928.44	\$ 29,542.75		
5/9/2014	59586		\$ 4,769.94	\$ 66,698.38	\$ 33,358.70		
5/12/2014	33218	\$ 751.00		\$ 65,947.38	\$ 32,757.90		
5/12/2014	49599	\$ 651.00		\$ 65,296.38	\$ 32,237.10		
5/15/2014	39615	\$ 755.00		\$ 64,541.38	\$ 31,633.10		
6/6/2014	42977	\$ 100.00		\$ 64,441.38	\$ 31,553.10		
6/17/2014	48622	\$ 200.00		\$ 64,241.38	\$ 31,393.10		
		\$ 4,427.00	\$ 23,206.59		\$ -		
7/28/2014	39453		\$ 1,695.28	\$ 65,936.66	\$ 32,749.33		

Date	Loan Number	Receivables (Money received after default) is account 1701-21	Payables (paid by HFS) account 4900- 21	Balance	Federal Eligible	MAPA/JARC Capital Funds Received
7/28/2014	42829		\$ 1,645.70	\$ 67,582.36	\$ 34,065.89	
		\$ -	\$ 3,340.98			\$ -
8/1/2014	48622	\$ 200.00	\$ 200.00	\$ 67,582.36	\$ 34,065.89	
8/1/2014				\$ 67,582.36	\$ 34,065.89	
8/5/2014	39461	\$ 167.00		\$ 67,415.36	\$ 33,932.29	
8/26/2014	56854		\$ 4,088.51	\$ 71,503.87	\$ 37,203.10	
8/26/2014	63931		\$ 4,551.94	\$ 76,055.81	\$ 40,844.65	
8/29/2014	42705	\$ 100.00		\$ 75,955.81	\$ 40,764.65	
		\$ 467.00	\$ 8,840.45			
9/29/2014	42829	\$ 1,555.97	\$ -	\$ 74,399.84	\$ 39,519.87	
9/30/2014				\$ 74,399.84	\$ 39,519.87	
10/2/2014	39461	\$ 150.00		\$ 74,249.84	\$ 39,399.87	
10/23/2014	44716		\$ 3,419.01	\$ 77,668.85	\$ 42,135.08	
10/23/2014	61327		\$ 5,346.32	\$ 83,015.17	\$ 46,412.14	
10/31/2014				\$ 83,015.17	\$ 46,412.14	
		\$ 150.00	\$ 8,765.33			
11/5/2014	61327	\$ 3.47		\$ 83,011.70	\$ 46,409.36	
12/4/2014			3127.49	\$ 86,139.19	\$ 48,911.35	
12/4/2014			2703.99	\$ 88,843.18	\$ 51,074.54	
12/4/2014			1379.51	\$ 90,222.69	\$ 52,178.15	
12/29/2014	56498	200		\$ 90,022.69	\$ 52,018.15	
12/29/2014	56498	100		\$ 89,922.69	\$ 51,938.15	
12/29/2014	42829	90.56		\$ 89,832.13	\$ 51,865.70	
	42705	100		\$ 89,732.13	\$ 51,785.70	
		\$ 290.56	\$ 7,210.99			
1/12/2015	66701		\$ 3,689.18	\$ 93,421.31	\$ 54,737.05	
1/12/2015	68658		\$ 4,190.29	\$ 97,611.60	\$ 58,089.28	
1/12/2015	52808		\$ 1,523.66	\$ 99,135.26	\$ 59,308.21	
1/27/2015	56498	200		\$ 98,935.26	\$ 59,148.21	
1/30/2015	61327	200		\$ 98,735.26	\$ 58,988.21	
1/30/2015	39461	150		\$ 98,585.26	\$ 58,868.21	
1/30/2015	60371	6.15		\$ 98,579.11	\$ 58,863.29	
1/30/2015	49750	4.57		\$ 98,574.54	\$ 58,859.63	
1/30/2015	42705	100		\$ 98,474.54	\$ 58,779.63	
		\$ 660.72	\$ 9,403.13			
2/13/2015	58342		2482.63	\$ 100,957.17	\$ 60,765.74	
2/13/2015	70407		3731.41	\$ 104,688.58	\$ 63,750.86	
2/13/2015	55580		2181.1	\$ 106,869.68	\$ 65,495.74	
2/13/2015	52697		1448.86	\$ 108,318.54	\$ 66,654.83	
2/10/2015	56498	1000		\$ 107,318.54	\$ 65,854.83	
2/10/2015	56498	999.99		\$ 106,318.55	\$ 65,054.84	
2/10/2015	39461	140		\$ 106,178.55	\$ 64,942.84	
2/27/2015	61327	2000		\$ 104,178.55	\$ 63,342.84	
2/27/2015	39461	100		\$ 104,078.55	\$ 63,262.84	
		\$ 4,239.99	\$ 9,844.00			
3/27/2015	46034		263.29	\$ 104,341.84	\$ 63,473.47	

Date	Loan Number	Receivables	Payables	Balance	Federal Eligible	MAPA/JARC Capital Funds Received
		(Money received after default) is account 1701-21	(paid by HFS) account 4900- 21			
3/27/2015	49335		847.62	\$ 105,189.46	\$ 64,151.57	
3/27/2015	79480		6193.85	\$ 111,383.31	\$ 69,106.65	
3/17/2015	52808	1800		\$ 109,583.31	\$ 67,666.65	
3/24/2015	60371	220		\$ 109,363.31	\$ 67,490.65	
3/31/2015	42705	45		\$ 109,318.31	\$ 67,454.65	
		\$ 2,065.00	\$ 17,148.76			
4/28/2015	70989		3431.54	\$ 112,749.85	\$ 70,199.88	
4/15/2015	44716	3420		\$ 109,329.85	\$ 67,463.88	
4/15/2015	39461	150		\$ 109,179.85	\$ 67,343.88	
4/29/2015	70989	100		\$ 109,079.85	\$ 67,263.88	
		\$ 3,670.00	\$ 3,431.54			
5/20/2015	49335	1100		\$ 107,979.85	\$ 66,383.88	
5/20/2015	39461	150		\$ 107,829.85	\$ 66,263.88	
		\$ 1,250.00	\$ -			
6/19/2015		90		\$ 107,739.85	\$ 66,191.88	
6/11/2015			3127.49	\$ 110,867.34	\$ 68,693.87	
		\$ 90.00	\$ 3,127.49			
7/1/2015		1448.86		\$ 109,418.48	\$ 67,534.78	
7/28/2015		650		\$ 108,768.48	\$ 67,014.78	
7/28/2015		549.6		\$ 108,218.88	\$ 66,575.10	
7/28/2015		150		\$ 108,068.88	\$ 66,455.10	
7/29/2015		40		\$ 108,028.88	\$ 66,423.10	
7/13/2015			325.36	\$ 108,354.24	\$ 66,683.39	
7/13/2015			5779.36	\$ 114,133.60	\$ 71,306.88	
		\$ 2,838.46	\$ 6,104.72			
8/12/2015		5760		\$ 108,373.60	\$ 66,698.88	
8/12/2015		860		\$ 107,513.60	\$ 66,010.88	
8/12/2015		560		\$ 106,953.60	\$ 65,562.88	
8/26/2015		60		\$ 106,893.60	\$ 65,514.88	
8/20/2015			400	\$ 107,293.60	\$ 65,834.88	27720.37
		\$ 7,240.00	\$ 400.00			
9/16/2015		160		\$ 107,133.60	\$ 37,986.51	
9/11/2015			274.97	\$ 107,408.57	\$ 38,206.49	
		\$ 7,400.00	\$ 1,074.97			
10/14/2015		250		\$ 107,158.57	\$ 38,006.49	
		\$ 250.00	\$ -			
11/5/2015		100		\$ 107,058.57	\$ 37,926.49	
11/5/2015		25		\$ 107,033.57	\$ 37,906.49	
		\$ 125.00	\$ -			
12/16/2015		301		\$ 106,732.57	\$ 37,665.69	
12/16/2015		25		\$ 106,707.57	\$ 37,645.69	

Date	Loan Number	Receivables (Money received after default) is account 1701-21	Payables (paid by HFS) account 4900- 21	Balance	Federal Eligible	MAPA/JARC Capital Funds Received
12/30/2015		550		\$ 106,157.57	\$ 37,205.69	
		\$ 876.00	\$ -			
1/15/2016			5,054.91	\$ 111,212.48	\$ 41,249.61	
1/15/2016			2,781.19	\$ 113,993.67	\$ 43,474.57	
1/15/2016			760.16	\$ 114,753.83	\$ 44,082.69	
		\$ -	\$ 5,054.91			
2/29/2016		3,143.00		\$ 111,610.83	\$ 41,568.29	
		\$ 3,143.00	\$ -			
3/31/2016		300.00		\$ 111,310.83	\$ 41,328.29	
		\$ 300.00	\$ -			
4/30/2016		2,211.00	5,215.80	\$ 114,315.63	\$ 43,732.13	
		\$ 2,211.00	\$ 5,215.80			
5/31/2016		845.47	-	\$ 113,470.16	\$ 43,055.76	
		\$ 845.47	\$ -			
6/30/2016		-	-	\$ 113,470.16	\$ 43,055.76	
		\$ -	\$ -			

Ways to Work Numbers June 2016

Number of repossessions in the month (bought back loans) – 0

Number of new closed loans in the month – 0

Number of loans outstanding - 26

6/1/2016	JUN-16	INV'S 345589, 345590, 591, 345593, & 594	3,369.02	0.00	3,369.02
5/1/2016	JUN-2016	MAY INV'S 342502, 503, 504, 505 & 506	2,837.48	0.00	2,837.48

HEARTLAND family Service

Good works.

Check: 137756 7/8/2016 BISHOP BUSINESS EQUIPMENT CO 6,206.50

ORIGINAL DOCUMENT PRINTED ON CHEMICAL REACTIVE PAPER WITH MICROPRINTED BORDER

137756



2101 S. 42ND ST.
OMAHA, NE 68105
402-553-3000
A United Way Member Agency

AMERICAN NATIONAL BANK
OMAHA, NEBRASKA 68114

NUMBER

27-85/1040

*SIX THOUSAND TWO HUNDRED SIX AND 50 / 100

DATE

AMOUNT

PAY
TO THE
ORDER
OF

BISHOP BUSINESS EQUIPMENT CO
4125 S 94TH ST
OMAHA, NE 68127

7/8/2016

*****6,206.50*

BISHOPS

A SECOND SIGNATURE REQUIRED FOR CHECKS OVER 1,000 DOLLARS

THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

⑈ 137756 ⑆ ⑆ 104000854 ⑆ 3285463 ⑆

HEARTLAND FAMILY SERVICE

137756

FILE COPY

BISHOPS BUSINESS EQUIPMENT CO.

6/1/2016

Invoice #'s 345589, 345590, 345591, 345593 & 345594

Pay. Serv. JUN-16
 Amt. 3,369.02
 Cler. DB
 Appr. _____
 Acct. No. _____

Account Name	2850-	Total
Administration	03	\$560.19
Development	04	\$500.73
NE Behavioral Health	05	\$128.22
Generations Center	06	\$31.61
NE Family Works Residential	07	\$55.23
NH Emerg Svcs NOT IN USE	08	\$0.00
Better Together	09	\$31.54
Gamblers Assistance Iowa	10	\$12.26
Hardship Assistance	11	\$41.50
Child & Adult Care Food Program	12	\$157.52
Solomon Girls Center	13	\$175.72
NE HPRP/OPPORTUNITIES	14	\$62.44
Community Education	15	\$70.24
Iowa Counseling	16	\$179.27
Samaritan Housing	17	\$12.94
Domestic Abuse Program NE	18	\$62.78
Prevention DFC	19	\$18.14
Youth Links	20	\$126.61
Ways to Work	21	\$3.37
Nebraska Gamblers	22	\$5.59
Integrated Health Home	23	\$104.29
Sarpy Juvenile Justice	24	\$23.78
In Home Parenting Time	25	\$53.29
Iowa Assertive Community Trmt	26	\$37.03
H Housing Stability-Inactive	27	\$0.00
Iowa Mental Health Crt	28	\$18.21
Family Works Iowa	29	\$48.33
Therapeutic School	30	\$316.98
Nebraska Tracker-Inactive	31	\$0.00
Assessment Center	32	\$36.66
Passages	33	\$28.16
PCHL Rapid Re-housing	34	\$33.75
Fremont Childrens Shelter	35	\$31.26
Heartland Housing Solutions	36	\$9.40
Heartland Homes	37	\$2.26
ASAP	38	\$10.31
Ready in 5	39	\$57.20
Heartland Housing Beginnings	40	\$5.77
DCYC	41	\$0.00
Transitions	42	\$0.27
Family Crisis Mediation	43	\$1.88
Baby Talk	44	\$110.56

POSTED

Refugee Juvenile Justice Adv	45	\$4.73
Prevention - Block	46	\$13.90
Metro Home Base/do not use	47	\$0.00
DRUG TESTING/do not use	48	\$0.00
In Home Support-Fremont	49	\$0.00
Prevention - TFN/MOTAC	50	\$36.36
Prevention - SPF/LiveWise	51	\$7.21
In Home Family Support	52	\$22.08
PCHL Prevention	53	\$10.46
IBH - School Based Services	54	\$1.03
Child & Family Center	55	\$101.72
NE Family Works Apts	56	\$6.09
The Coeur Group	57	\$0.15
		<u>\$3,369.02</u>

Total Due to BBEC



4125 S 94th St - Omaha 68127
 5253 R St - Lincoln 68504
 1.800.933.9583 / 402.537.4379 fx
 www.bbec.com

CONTRACT INVOICE

Invoice Number: 345589
 Invoice Date: 06/28/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
103343	Due Upon Receipt	07/08/2016	\$1,312.99	\$1,312.99	
Contract Number	Contract	Contract Amount	P.O. Number	Start Date	Exp. Date
SC3971-01		\$1,227.09	DIANE BENTON	09/28/2013	12/27/2016
Remarks					
THIS CHARGE IS FOR ALL COPIES AT COST PER COPY					

Summary:

Contract base rate charge for this billing period	\$0.00
Contract overage charge for the 05/28/2016 to 06/27/2016 overage period	\$1,227.09 **
**See overage details below	\$1,227.09

Detail:

Equipment included under this contract

Xerox/X5845/APT2

BL712	EX7-387139	\$0.00	Heartland Family Service 2101 S 42nd Street Omaha, NE 68105-2909						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	420,253	429,010		8,757	*** See overage details below			\$0.00

Xerox/X5845/APTXF2

BL850	EX7-396327	\$0.00	Heartland Family Service 2101 S 42nd Street Omaha, NE 68105-2909						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	73,517	76,038		2,521	*** See overage details below			\$0.00

BL853	EX7-396220	\$0.00	Heartland Family Service 2517 Caldwell Street Omaha, NE 68131-4602						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	119,352	123,435		4,083	*** See overage details below			\$0.00

BL856	EX7-392695	\$0.00	Heartland Family Service 6720 N 30th Street Omaha, NE 68112-3211						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	315,327	322,578		7,251	*** See overage details below			\$0.00

BL860	EX7-392587	\$0.00	Heartland Family Service Bellevue, NE 68005						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	93,383	99,073		5,690	*** See overage details below			\$0.00



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CONTRACT INVOICE

Invoice Number: 345589
 Invoice Date: 06/28/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
103343	Due Upon Receipt	07/08/2016	\$1,312.99	\$1,312.99

BL861	EX7-392502	\$0.00	Heartland Family Services Day Care 4847 Sahler Street Omaha, NE 68104						
<u>Meter Type</u>	<u>Meter Group</u>	<u>Begin Meter</u>	<u>End Meter</u>	<u>Credits</u>	<u>Total</u>	<u>Covered</u>	<u>Billable</u>	<u>Rate</u>	<u>Overage</u>
B\W	B/W	288,121	297,971		9,850	*** See overage details below			
\$0.00									

BL865	EX7-392702	\$0.00	Heartland Family Service - NOIC 4318 Fort Street - 1ST FLOOR Omaha, NE 68111-1849						
<u>Meter Type</u>	<u>Meter Group</u>	<u>Begin Meter</u>	<u>End Meter</u>	<u>Credits</u>	<u>Total</u>	<u>Covered</u>	<u>Billable</u>	<u>Rate</u>	<u>Overage</u>
B\W	B/W	59,861	60,781	20	900	*** See overage details below			
\$0.00									

Xerox/X5855/APTXF2

BL863	EX7-392658	\$0.00	Heartland Family Service 2101 S 42nd Street Omaha, NE 68105-2909						
<u>Meter Type</u>	<u>Meter Group</u>	<u>Begin Meter</u>	<u>End Meter</u>	<u>Credits</u>	<u>Total</u>	<u>Covered</u>	<u>Billable</u>	<u>Rate</u>	<u>Overage</u>
B\W	B/W	505,707	529,911	40	24,164	*** See overage details below			
\$0.00									

Xerox/X7845/PTXF2

BL855	MX4-327604	\$0.00	Heartland Family Service Homeless Call Center 1941 S 42nd Street - Suite 375 Omaha, NE 68105						
<u>Meter Type</u>	<u>Meter Group</u>	<u>Begin Meter</u>	<u>End Meter</u>	<u>Credits</u>	<u>Total</u>	<u>Covered</u>	<u>Billable</u>	<u>Rate</u>	<u>Overage</u>
B\W	B/W	657,943	675,481		17,538	*** See overage details below			
Color	COLOR	23,534	23,783		249	*** See overage details below			
\$0.00									

Xerox/X7855/PTXF2

BL854	MX4-327458	\$0.00	Heartland Family Service 6720 N 30th Street Omaha, NE 68112-3211						
<u>Meter Type</u>	<u>Meter Group</u>	<u>Begin Meter</u>	<u>End Meter</u>	<u>Credits</u>	<u>Total</u>	<u>Covered</u>	<u>Billable</u>	<u>Rate</u>	<u>Overage</u>
B\W	B/W	244,160	251,778	5	7,613	*** See overage details below			
Color	COLOR	236,259	245,723		9,464	*** See overage details below			
\$0.00									

BL858	MX4-327605	\$0.00	Heartland Family Service 302 American Parkway Papillion, NE 68046-6270						
<u>Meter Type</u>	<u>Meter Group</u>	<u>Begin Meter</u>	<u>End Meter</u>	<u>Credits</u>	<u>Total</u>	<u>Covered</u>	<u>Billable</u>	<u>Rate</u>	<u>Overage</u>
B\W	B/W	339,728	347,638		7,910	*** See overage details below			
Color	COLOR	51,016	53,082		2,066	*** See overage details below			
\$0.00									



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CONTRACT INVOICE

Invoice Number: 345589
 Invoice Date: 06/28/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
103343	Due Upon Receipt	07/08/2016	\$1,312.99	\$1,312.99

BL866 MX4-327650 \$0.00 Heartland Family Service 2101 S 42nd Street
 Omaha, NE 68105-2909

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	207,764	210,023		2,259	*** See overage details below			
Color	COLOR	71,389	74,856		3,467	*** See overage details below			

\$0.00

Overage Details						
Meter Group	Total Copies	Covered Copies	Credits	Billable	Rate	Total
B/W	98,601	0	65	98,536	\$0.005800	\$571.51
					Base Amount:	\$0.00
						\$571.51
Meter Type	Equip. Number	Serial Number	Begin	End	Copies	
B/W	BL712	EX7-387139	420,253	429,010	8,757	
B/W	BL850	EX7-396327	73,517	76,038	2,521	
B/W	BL853	EX7-396220	119,352	123,435	4,083	
B/W	BL854	MX4-327458	244,160	251,778	7,618	
B/W	BL855	MX4-327604	657,943	675,481	17,538	
B/W	BL856	EX7-392695	315,327	322,578	7,251	
B/W	BL858	MX4-327605	339,728	347,638	7,910	
B/W	BL860	EX7-392587	93,383	99,073	5,690	
B/W	BL861	EX7-392502	288,121	297,971	9,850	
B/W	BL863	EX7-392658	505,707	529,911	24,204	
B/W	BL865	EX7-392702	59,861	60,781	920	
B/W	BL866	MX4-327650	207,764	210,023	2,259	
Meter Group	Total Copies	Covered Copies	Billable	Rate	Total	
COLOR	15,246	0	0	15,246	\$0.043000	\$655.58
					Base Amount:	\$0.00
						\$655.58
Meter Type	Equip. Number	Serial Number	Begin	End	Copies	
Color	BL854	MX4-327458	236,259	245,723	9,464	
Color	BL855	MX4-327604	23,534	23,783	249	
Color	BL858	MX4-327605	51,016	53,082	2,066	
Color	BL866	MX4-327650	71,389	74,856	3,467	
Total Grouped Overage Charges:						\$1,227.09
Total Grouped Base Charges:						\$0.00
Total Meter Group Charges:						\$1,227.09

THANK YOU FOR YOUR BUSINESS!

Invoice SubTotal	\$1,227.09
Tax:	\$85.90
Invoice Total	\$1,312.99
Balance Due:	\$1,312.99



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CONTRACT INVOICE

Invoice Number: 345590
 Invoice Date: 06/28/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
103343	Due Upon Receipt	07/08/2016	\$6.86	\$6.86	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
SC4973-01		\$6.41	BP213	09/28/2015	12/27/2016
Remarks					
THIS CHARGE IS FOR COPIES AT COST PER COPY - put on worksheet for Heartland Family					

Summary:

Contract base rate charge for this billing period	\$0.00
Contract overage charge for the 05/28/2016 to 06/27/2016 overage period	\$6.41 **
	\$6.41

**See overage details below

Detail:

Equipment included under this contract

Toshiba/T355E

Number	Serial Number	Base Adj.	Location							
BP213	CPG-912476	\$0.00	Heartland Family Service 2101 S 42nd Street Omaha, NE 68105-2909							
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage	
B/W	B/W	91,362	92,467		1,105	0	1,105	\$0.005800	\$6.41	
									\$6.41	

THANK YOU FOR YOUR BUSINESS!

Invoice SubTotal	\$6.41
Tax:	\$0.45
Invoice Total	\$6.86
Balance Due:	\$6.86



4125 S 94th St - Omaha 68127
 5253 R St - Lincoln 68504
 1.800.933.9583 / 402.537.4379 fx
 www.bbec.com

CONTRACT INVOICE

Invoice Number: 345591
 Invoice Date: 06/28/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
103343	Due Upon Receipt	07/08/2016	\$1,009.86	\$1,009.86	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
SC4031-01		\$943.79	DIANE BENTON	09/28/2013	12/27/2016
Remarks					
THIS IS FOR YOUR BLACK, WHITE & COLOR COPIES AT COST PER COPY					

Summary:

Contract base rate charge for this billing period	\$0.00
Contract overage charge for the 05/28/2016 to 06/27/2016 overage period	\$943.79**
**See overage details below	\$943.79

Detail:

Equipment included under this contract

Toshiba/TF654CT

Number	Serial Number	Base Adj.	Location						
BK385	CCD-110160	\$0.00	Heartland Family Service 2101 S 42nd Street Omaha, NE 68105-2909						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	242,813	251,373	303	8,257	0	8,257	\$0.006000	\$49.54
Color	COLOR	674,160	692,071	26	17,885	0	17,885	\$0.050000	\$894.25
									\$943.79

THANK YOU FOR YOUR BUSINESS!

Invoice SubTotal	\$943.79
Tax:	\$66.07
Invoice Total	\$1,009.86
Balance Due:	\$1,009.86



4125 S 94th St - Omaha 68127
 5253 R St - Lincoln 68504
 1.800.933.9583 / 402.537.4379 fx
 www.bbec.com

CONTRACT INVOICE

Invoice Number: 345593
 Invoice Date: 06/28/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 437 Jefferson Road
 Fremont, NE 68025

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
103343	Due Upon Receipt	07/08/2016	\$175.55	\$175.55	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
SC3972-01		\$175.55	Diane Benton	09/28/2013	12/27/2016
Remarks					
THIS IS COST PER COPY FOR THIS UNIT - put on worksheet for Heartland Family					

Summary:

Contract base rate charge for this billing period	\$0.00
Contract overage charge for the 05/28/2016 to 06/27/2016 overage period	\$175.55 **
**See overage details below	\$175.55

Detail:

Equipment included under this contract

Xerox/X5845/APTXF2

Number	Serial Number	Base Adj.	Location						
BL884	EX7-394831	\$0.00	Heartland Family Service 437 Jefferson Road Fremont, NE 68025						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	184,502	189,688		5,186		*** See overage details below		\$0.00

Xerox/X7855/PTXF2

Number	Serial Number	Base Adj.	Location						
BL859	MX4-327661	\$0.00	Heartland Family Service - NOIC 4318 Fort St 2ND FLOOR YOUTH LINKS Omaha, NE 68111-1849						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	439,154	447,464		8,310		*** See overage details below		
Color	COLOR	19,888	22,150		2,262	0	2,262	\$0.043000	\$97.27
									\$97.27

Overage Details

Meter Group	Total Copies	Covered Copies	Billable	Rate	Total
B/W	13,496	0	0	\$0.005800	\$78.28
				Base Amount:	\$0.00
					\$78.28
Meter Type	Equip. Number	Serial Number	Begin	End	Copies
B/W	BL859	MX4-327661	439,154	447,464	8,310
B/W	BL884	EX7-394831	184,502	189,688	5,186
Total Grouped Overage Charges:					\$78.28
Total Grouped Base Charges:					\$0.00
Total Meter Group Charges:					\$78.28



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5253 R St - Lincoln 68504
1.800.933.9583 / 402.537.4379 fx
www.bb.ec.com

CONTRACT INVOICE

Invoice Number: 345593
Invoice Date: 06/28/2016

REMIT TO:
Bishop Business
4125 S 94th Street
Omaha, NE 68127

Bill To: Heartland Family Service
2101 S 42nd Street
Omaha, NE 68105-2909

Customer: Heartland Family Service
437 Jefferson Road
Fremont, NE 68025

THANK YOU FOR YOUR BUSINESS!

Invoice SubTotal	\$175.55
Tax:	\$0.00
Invoice Total	\$175.55
Balance Due:	\$175.55



4125 S 94th St - Omaha 68127
 5253 R St - Lincoln 68504
 1.800.933.9583 / 402.537.4379 fx
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CONTRACT INVOICE

Invoice Number: 345594
 Invoice Date: 06/28/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 515 E Broadway
 Council Bluffs, IA 51503

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
103343	Due Upon Receipt	07/08/2016	\$863.77	\$863.77	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
SC3973-01		\$807.26	.	09/28/2013	12/27/2016
Remarks					
THIS IS COST PER COPY ON ALL UNITS - put on worksheet for Heartland Family					

Summary:

Contract base rate charge for this billing period	\$0.00 *
Contract overage charge for the 05/28/2016 to 06/27/2016 overage period	\$807.26 **
	\$807.26

*Sum of equipment base charges **See overage details below

Detail:

Equipment included under this contract

Xerox/X5845/APTXF2

BL882	EX7-395103	\$0.00	Heartland Family Service 1515 Avenue J Council Bluffs, IA 51503						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	198,428	205,258		6,830	*** See overage details below			\$0.00

BL883	EX7-394726	\$0.00	Heartland Family Service 1722 Avenue C Council Bluffs, IA 51501						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	281,168	288,950		7,782	*** See overage details below			\$0.00

Xerox/X5855/APTXF2

BL875	EX7-392588	\$0.00	Heartland Family Service 2912 9th Avenue Council Bluffs, IA 51501						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	454,787	459,040		4,253	*** See overage details below			\$0.00

BL876	EX7-398699	\$0.00	Heartland Family Service 515 E Broadway Council Bluffs, IA 51503						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	528,327	547,635	140	19,168	*** See overage details below			\$0.00

Xerox/X7845/PTXF2



4125 S 94th St - Omaha 68127
 5253 R St - Lincoln 68504
 1.800.933.9583 / 402.537.4379 fx
 www.bb.ec.com

CONTRACT INVOICE

Invoice Number: 345594
 Invoice Date: 06/28/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 515 E Broadway
 Council Bluffs, IA 51503

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
103343	Due Upon Receipt	07/08/2016	\$863.77	\$863.77

BL874 MX4-327593 \$0.00 Heartland Family Service 1515 Avenue J
 Council Bluffs, IA 51503

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	209,494	220,918		11,424	***	See overage details below		
Color	COLOR	36,328	37,824		1,496	***	See overage details below		

\$0.00

BL877 MX4-327602 \$0.00 Heartland Family Service 515 E Broadway
 Council Bluffs, IA 51503

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	477,158	491,932	148	14,626	***	See overage details below		
Color	COLOR	37,129	37,993		864	***	See overage details below		

\$0.00

BN523 MX4-740794 \$0.00 Heartland Family Service 705 N 16th Street
 Council Bluffs, IA 51501

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	72,667	76,178		3,511	***	See overage details below		
Color	COLOR	10,840	11,822		982	***	See overage details below		

\$0.00

Xerox/X7855/PTXF2

BL873 MX4-327598 \$0.00 Heartland Family Service 2912 9th Avenue
 Council Bluffs, IA 51501

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	342,803	351,539		8,736	***	See overage details below		
Color	COLOR	160,929	166,065		5,136	***	See overage details below		

\$0.00



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 5253 R St - Lincoln 68504
 1.800.933.9583 / 402.537.4379 fx
 www.bbec.com

CONTRACT INVOICE

Invoice Number: 345594
 Invoice Date: 06/28/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 515 E Broadway
 Council Bluffs, IA 51503

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
103343	Due Upon Receipt	07/08/2016	\$863.77	\$863.77

Overage Details

Meter Group	Total Copies	Covered Copies	Credits	Billable	Rate	Total
B/W	76,618	0	288	76,330	\$0.005800	\$442.71
					Base Amount:	\$0.00
						\$442.71
Meter Type	Equip. Number	Serial Number		Begin	End	Copies
B/W	BL873	MX4-327598		342,803	351,539	8,736
B/W	BL874	MX4-327593		209,494	220,918	11,424
B/W	BL875	EX7-392588		454,787	459,040	4,253
B/W	BL876	EX7-398699		528,327	547,635	19,308
B/W	BL877	MX4-327602		477,158	491,932	14,774
B/W	BL882	EX7-395103		198,428	205,258	6,830
B/W	BL883	EX7-394726		281,168	288,950	7,782
B/W	BN523	MX4-740794		72,667	76,178	3,511
Meter Group	Total Copies	Covered Copies		Billable	Rate	Total
COLOR	8,478	0	0	8,478	\$0.043000	\$364.55
					Base Amount:	\$0.00
						\$364.55
Meter Type	Equip. Number	Serial Number		Begin	End	Copies
Color	BL873	MX4-327598		160,929	166,065	5,136
Color	BL874	MX4-327593		36,328	37,824	1,496
Color	BL877	MX4-327602		37,129	37,993	864
Color	BN523	MX4-740794		10,840	11,822	982
Total Grouped Overage Charges:						\$807.26
Total Grouped Base Charges:						\$0.00
Total Meter Group Charges:						\$807.26

THANK YOU FOR YOUR BUSINESS!

Invoice SubTotal	\$807.26
Tax:	\$56.51
Invoice Total	\$863.77
Balance Due:	\$863.77

BISHOPS BUSINESS EQUIPMENT

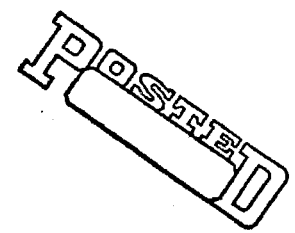
5/1/2016

Invoice #'s 342502, 342503, 342504, 342505, & 342506

Proj. Jun - 2016
 Alt: 2,837.48
 Cler: DB
 Appr. _____
 Acct. No. _____

Comment: May

Account Name	2850-	Total
Administration	03	\$308.52
Development	04	\$265.10
NE Behavioral Health	05	\$66.46
Generations Center	06	\$5.85
NE Family Works Residential	07	\$39.87
NH Emerg Svcs NOT IN USE	08	\$0.00
Better Together	09	\$23.78
Gamblers Assistance Iowa	10	\$29.70
Hardship Assistance	11	\$28.56
Child & Adult Care Food Program	12	\$82.64
Solomon Girls Center	13	\$53.69
NE HPRP/OPPORTUNITIES	14	\$54.30
Community Education	15	\$60.46
Iowa Counseling	16	\$126.62
Samaritan Housing	17	\$8.34
Domestic Abuse Program NE	18	\$30.72
Prevention DFC	19	\$46.61
Youth Links	20	\$74.51
Ways to Work	21	\$6.25
Nebraska Gamblers	22	\$23.41
Integrated Health Home	23	\$39.50
Sarpy Juvenile Justice	24	\$17.90
In Home Parenting Time	25	\$11.80
Iowa Assertive Community Trmt	26	\$39.99
H Housing Stability-Inactive	27	\$0.00
Iowa Mental Health Crt	28	\$15.61
Family Works Iowa	29	\$32.64
Therapeutic School	30	\$954.27
Nebraksa Tracker-Inactive	31	\$0.00
Assessment Center	32	\$33.38
Passages	33	\$16.92
PCHL Rapid Re-housing	34	\$22.67
Fremont Childrens Shelter	35	\$25.74
Heartland Housing Solutions	36	\$7.97
Heartland Homes	37	\$0.35
ASAP	38	\$8.87
Ready in 5	39	\$57.90
Heartland Housing Beginnings	40	\$8.41
DCYC	41	\$0.04
Transitions	42	\$0.24
Family Crisis Mediation	43	\$11.55
Baby Talk	44	\$32.73



Refugee Juvenile Justice Adv	45	\$1.55
Prevention - Block	46	\$21.89
Metro Home Base/do not use	47	\$0.00
DRUG TESTING/do not use	48	\$0.00
In Home Support-Fremont	49	\$0.00
Prevention - TFN/MOTAC	50	\$11.29
Prevention - SPF/LiveWise	51	\$2.89
In Home Family Support	52	\$51.61
PCHL Prevention	53	\$4.44
IBH - School Based Services	54	\$1.23
Child & Family Center	55	\$61.32
NE Family Works Apts	56	\$6.50
The Coeur Group	57	\$0.89
		<u>\$2,837.48</u>

Total Due to BBEC



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CONTRACT INVOICE

Invoice Number: 342502
 Invoice Date: 05/24/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
103343	Due Upon Receipt	06/03/2016	\$869.65	\$869.65	
Contract Number	Contract	Contract Amount	P.O. Number	Start Date	Exp. Date
SC3971-01		\$812.76	DIANE BENTON	09/28/2013	12/27/2016
Remarks					
THIS CHARGE IS FOR ALL COPIES AT COST PER COPY					

Summary:

Contract base rate charge for this billing period	\$0.00
Contract overage charge for the 04/28/2016 to 05/27/2016 overage period	\$812.76 **
**See overage details below	<u>\$812.76</u>

Detail:
Equipment included under this contract

Xerox/X5845/APT2

BL712	EX7-387139	\$0.00	Heartland Family Service 2101 S 42nd Street Omaha, NE 68105-2909						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	414,147	420,253		6,106	*** See overage details below			\$0.00

Xerox/X5845/APTXF2

BL850	EX7-396327	\$0.00	Heartland Family Service 2101 S 42nd Street Omaha, NE 68105-2909						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	71,254	73,517		2,263	*** See overage details below			\$0.00

BL853	EX7-396220	\$0.00	Heartland Family Service 2517 Caldwell Street Omaha, NE 68131-4602						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	117,777	119,352		1,575	*** See overage details below			\$0.00

BL856	EX7-392695	\$0.00	Heartland Family Service 6720 N 30th Street Omaha, NE 68112-3211						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	311,860	315,327		3,467	*** See overage details below			\$0.00

BL860	EX7-392587	\$0.00	Heartland Family Service Bellevue, NE 68005						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	91,767	93,383		1,616	*** See overage details below			\$0.00



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 5253 R St - Lincoln 68504
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CONTRACT INVOICE

Invoice Number: 342502
 Invoice Date: 05/24/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
103343	Due Upon Receipt	06/03/2016	\$869.65	\$869.65

BL861	EX7-392502	\$0.00	Heartland Family Services Day Care 4847 Sahler Street Omaha, NE 68104						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	280,368	288,121	100	7,653	*** See overage details below			
\$0.00									

BL865	EX7-392702	\$0.00	Heartland Family Service - NOIC 4318 Fort Street - 1ST FLOOR Omaha, NE 68111-1849						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	59,322	59,861		539	*** See overage details below			
\$0.00									

Xerox/X5855/APTXF2

BL863	EX7-392658	\$0.00	Heartland Family Service 2101 S 42nd Street Omaha, NE 68105-2909						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	498,233	505,707		7,474	*** See overage details below			
\$0.00									

Xerox/X7845/PTXF2

BL855	MX4-327604	\$0.00	Heartland Family Service Homeless Call Center 1941 S 42nd Street - Suite 375 Omaha, NE 68105						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	642,613	657,943	7	15,323	*** See overage details below			
Color	COLOR	23,326	23,534		208	*** See overage details below			
\$0.00									

Xerox/X7855/PTXF2

BL854	MX4-327458	\$0.00	Heartland Family Service 6720 N 30th Street Omaha, NE 68112-3211						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	239,335	244,160		4,825	*** See overage details below			
Color	COLOR	230,444	236,259		5,815	*** See overage details below			
\$0.00									
BL858	MX4-327605	\$0.00	Heartland Family Service 302 American Parkway Papillion, NE 68046-6270						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	333,907	339,728		5,821	*** See overage details below			
Color	COLOR	49,917	51,016		1,099	*** See overage details below			
\$0.00									



4125 S 94th St - Omaha 68127
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 1.800.933.9583 / 402.537.4379 fx
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CONTRACT INVOICE

Invoice Number: 342502
 Invoice Date: 05/24/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
103343	Due Upon Receipt	06/03/2016	\$869.65	\$869.65

BL866 MX4-327650 \$0.00 Heartland Family Service 2101 S 42nd Street
 Omaha, NE 68105-2909

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	206,240	207,764		1,524	*** See overage details below			
Color	COLOR	67,458	71,389		3,931	*** See overage details below			

\$0.00

Overage Details						
Meter Group	Total Copies	Covered Copies	Credits	Billable	Rate	Total
B/W	58,293	0	107	58,186	\$0.005800	\$337.48
					Base Amount:	\$0.00
						\$337.48
Meter Type	Equip. Number	Serial Number	Begin	End	Copies	
B/W	BL712	EX7-387139	414,147	420,253	6,106	
B/W	BL850	EX7-396327	71,254	73,517	2,263	
B/W	BL853	EX7-396220	117,777	119,352	1,575	
B/W	BL854	MX4-327458	239,335	244,160	4,825	
B/W	BL855	MX4-327604	642,613	657,943	15,330	
B/W	BL856	EX7-392695	311,860	315,327	3,467	
B/W	BL858	MX4-327605	333,907	339,728	5,821	
B/W	BL860	EX7-392587	91,767	93,383	1,616	
B/W	BL861	EX7-392502	280,368	288,121	7,753	
B/W	BL863	EX7-392658	498,233	505,707	7,474	
B/W	BL865	EX7-392702	59,322	59,861	539	
B/W	BL866	MX4-327650	206,240	207,764	1,524	
Meter Group	Total Copies	Covered Copies	Billable	Rate	Total	
COLOR	11,053	0	0	11,053	\$0.043000	\$475.28
					Base Amount:	\$0.00
						\$475.28
Meter Type	Equip. Number	Serial Number	Begin	End	Copies	
Color	BL854	MX4-327458	230,444	236,259	5,815	
Color	BL855	MX4-327604	23,326	23,534	208	
Color	BL858	MX4-327605	49,917	51,016	1,099	
Color	BL866	MX4-327650	67,458	71,389	3,931	
Total Grouped Overage Charges:						\$812.76
Total Grouped Base Charges:						\$0.00
Total Meter Group Charges:						\$812.76

THANK YOU FOR YOUR BUSINESS!

Invoice SubTotal	\$812.76
Tax:	\$56.89
Invoice Total	\$869.65
Balance Due:	\$869.65



4125 S 94th St - Omaha 68127
 5253 R St - Lincoln 68504
 1.800.933.9583 / 402.537.4379 fx
 www.bbec.com

CONTRACT INVOICE

Invoice Number: 342503
 Invoice Date: 05/24/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
103343	Due Upon Receipt	06/03/2016	\$6.28	\$6.28	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
SC4973-01		\$5.87	BP213	09/28/2015	12/27/2016
Remarks					
THIS CHARGE IS FOR COPIES AT COST PER COPY - put on worksheet for Heartland Family					

Summary:

Contract base rate charge for this billing period	\$0.00
Contract overage charge for the 04/28/2016 to 05/27/2016 overage period	\$5.87**
	\$5.87

**See overage details below

Detail:

Equipment included under this contract

Toshiba/T355E

Number	Serial Number	Base Adj.	Location						
BP213	CPG-912476	\$0.00	Heartland Family Service 2101 S 42nd Street Omaha, NE 68105-2909						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	90,350	91,362		1,012	0	1,012	\$0.005800	\$5.87
									\$5.87

THANK YOU FOR YOUR BUSINESS!

Invoice SubTotal	\$5.87
Tax:	\$0.41
Invoice Total	\$6.28
Balance Due:	\$6.28



4125 S 94th St - Omaha 68127
 5253 R St - Lincoln 68504
 1.800.933.9583 / 402.537.4379 fx
 www.bbec.com

CONTRACT INVOICE

Invoice Number: 342505
 Invoice Date: 05/24/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 437 Jefferson Road
 Fremont, NE 68025

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
103343	Due Upon Receipt	06/03/2016	\$107.78	\$107.78	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
SC3972-01		\$107.78	Diane Benton	09/28/2013	12/27/2016
Remarks					
THIS IS COST PER COPY FOR THIS UNIT - put on worksheet for Heartland Family					

Summary:

Contract base rate charge for this billing period	\$0.00
Contract overage charge for the 04/28/2016 to 05/27/2016 overage period	\$107.78 **
	<hr/>
**See overage details below	\$107.78

Detail:

Equipment included under this contract

Xerox/X5845/APTXF2

Number	Serial Number	Base Adj.	Location						
BL884	EX7-394831	\$0.00	Heartland Family Service 437 Jefferson Road Fremont, NE 68025						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	180,064	184,502		4,438				*** See overage details below
									\$0.00

Xerox/X7855/PTXF2

Number	Serial Number	Base Adj.	Location						
BL859	MX4-327661	\$0.00	Heartland Family Service - NOIC 4318 Fort St 2ND FLOOR YOUTH LINKS Omaha, NE 68111-1849						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	432,285	439,154	5	6,864				*** See overage details below
Color	COLOR	18,906	19,888		982	0	982	\$0.043000	\$42.23
									\$42.23

Overage Details

Meter Group	Total Copies	Covered Copies	Credits	Billable	Rate	Total
B/W	11,307	0	5	11,302	\$0.005800	\$65.55
						Base Amount:
						\$0.00
						\$65.55
Meter Type	Equip. Number	Serial Number	Begin	End	Copies	
B\W	BL859	MX4-327661	432,285	439,154	6,869	
B\W	BL884	EX7-394831	180,064	184,502	4,438	
Total Grouped Overage Charges:						\$65.55
Total Grouped Base Charges:						\$0.00
Total Meter Group Charges:						\$65.55



4125 S 94th St - Omaha 68127
5253 R St - Lincoln 68504
1.800.933.9583 / 402.537.4379 fx
www.bbec.com

CONTRACT INVOICE

Invoice Number: 342505
Invoice Date: 05/24/2016

REMIT TO:
Bishop Business
4125 S 94th Street
Omaha, NE 68127

Bill To: Heartland Family Service
2101 S 42nd Street
Omaha, NE 68105-2909

Customer: Heartland Family Service
437 Jefferson Road
Fremont, NE 68025

THANK YOU FOR YOUR BUSINESS!

Invoice SubTotal	\$107.78
Tax:	\$0.00
Invoice Total	\$107.78
Balance Due:	\$107.78



4125 S 94th St - Omaha 68127
 5253 R St - Lincoln 68504
 1.800.933.9583 / 402.537.4379 fx
 www.bbec.com

CONTRACT INVOICE

Invoice Number: 342504
 Invoice Date: 05/24/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
103343	Due Upon Receipt	06/03/2016	\$1,032.88	\$1,032.88	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
SC4031-01		\$965.31	DIANE BENTON	09/28/2013	12/27/2016
Remarks					
THIS IS FOR YOUR BLACK, WHITE & COLOR COPIES AT COST PER COPY					

Summary:

Contract base rate charge for this billing period	\$0.00
Contract overage charge for the 04/28/2016 to 05/27/2016 overage period	\$965.31 **
**See overage details below	\$965.31

Detail:

Equipment included under this contract

Toshiba/TF654CT

Number	Serial Number	Base Adj.	Location						
BK385	CCD-110160	\$0.00	Heartland Family Service 2101 S 42nd Street Omaha, NE 68105-2909						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	241,262	242,813		1,551	0	1,551	\$0.006000	\$9.31
Color	COLOR	655,040	674,160		19,120	0	19,120	\$0.050000	\$956.00
									\$965.31

THANK YOU FOR YOUR BUSINESS!

Invoice SubTotal	\$965.31
Tax:	\$67.57
Invoice Total	\$1,032.88
Balance Due:	\$1,032.88



4125 S 94th St - Omaha 68127
 5253 R St - Lincoln 68504
 1.800.933.9583 / 402.537.4379 fx
 www.bb.ec.com

CONTRACT INVOICE

Invoice Number: 342506
 Invoice Date: 05/24/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 515 E Broadway
 Council Bluffs, IA 51503

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
103343	Due Upon Receipt	06/03/2016	\$820.89	\$820.89	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
SC3973-01		\$767.19	.	09/28/2013	12/27/2016
Remarks					
THIS IS COST PER COPY ON ALL UNITS - put on worksheet for Heartland Family					

Summary:

Contract base rate charge for this billing period	\$0.00 *
Contract overage charge for the 04/28/2016 to 05/27/2016 overage period	\$767.19 **
	\$767.19

*Sum of equipment base charges **See overage details below

Detail:

Equipment included under this contract

Xerox/X5845/APTXF2

BL882	EX7-395103	\$0.00	Heartland Family Service 1515 Avenue J Council Bluffs, IA 51503						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	192,470	198,428		5,958	*** See overage details below			

\$0.00

BL883	EX7-394726	\$0.00	Heartland Family Service 1722 Avenue C Council Bluffs, IA 51501						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	275,908	281,168		5,260	*** See overage details below			

\$0.00

Xerox/X5855/APTXF2

BL875	EX7-392588	\$0.00	Heartland Family Service 2912 9th Avenue Council Bluffs, IA 51501						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	445,298	454,787	50	9,439	*** See overage details below			

\$0.00

BL876	EX7-398699	\$0.00	Heartland Family Service 515 E Broadway Council Bluffs, IA 51503						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	514,984	528,327		13,343	*** See overage details below			

\$0.00

Xerox/X7845/PTXF2



4125 S 94th St - Omaha 68127
 5253 R St - Lincoln 68504
 1.800.933.9583 / 402.537.4379 fx
 www.bb.ec.com

CONTRACT INVOICE

Invoice Number: 342506
 Invoice Date: 05/24/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 515 E Broadway
 Council Bluffs, IA 51503

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
103343	Due Upon Receipt	06/03/2016	\$820.89	\$820.89

BL874 MX4-327593 \$0.00 Heartland Family Service 1515 Avenue J
 Council Bluffs, IA 51503

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	204,799	209,494		4,695	*** See overage details below			
Color	COLOR	35,466	36,328		862	*** See overage details below			\$0.00

BL877 MX4-327602 \$0.00 Heartland Family Service 515 E Broadway
 Council Bluffs, IA 51503

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	466,600	477,158	56	10,502	*** See overage details below			
Color	COLOR	35,074	37,129		2,055	*** See overage details below			\$0.00

BN523 MX4-740794 \$0.00 Heartland Family Service 705 N 16th Street
 Council Bluffs, IA 51501

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	70,742	72,667		1,925	*** See overage details below			
Color	COLOR	10,411	10,840		429	*** See overage details below			\$0.00

Xerox/X7855/PTXF2

BL873 MX4-327598 \$0.00 Heartland Family Service 2912 9th Avenue
 Council Bluffs, IA 51501

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	333,980	342,803	7	8,816	*** See overage details below			
Color	COLOR	154,515	160,929	3	6,411	*** See overage details below			\$0.00



4125 S 94th St - Omaha 68127
 5253 R St - Lincoln 68504
 1.800.933.9583 / 402.537.4379 fx
 www.bbec.com

CONTRACT INVOICE

Invoice Number: 342506
 Invoice Date: 05/24/2016

REMIT TO:
 Bishop Business
 4125 S 94th Street
 Omaha, NE 68127

Bill To: Heartland Family Service
 2101 S 42nd Street
 Omaha, NE 68105-2909

Customer: Heartland Family Service
 515 E Broadway
 Council Bluffs, IA 51503

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
103343	Due Upon Receipt	06/03/2016	\$820.89	\$820.89

Overage Details

Meter Group	Total Copies	Covered Copies	Credits	Billable	Rate	Total
B\W	60,051	0	113	59,938	\$0.005800	\$347.64
					Base Amount:	\$0.00
						\$347.64
Meter Type	Equip. Number	Serial Number	Begin	End	Copies	
B\W	BL873	MX4-327598	333,980	342,803	8,823	
B\W	BL874	MX4-327593	204,799	209,494	4,695	
B\W	BL875	EX7-392588	445,298	454,787	9,489	
B\W	BL876	EX7-398699	514,984	528,327	13,343	
B\W	BL877	MX4-327602	466,600	477,158	10,558	
B\W	BL882	EX7-395103	192,470	198,428	5,958	
B\W	BL883	EX7-394726	275,908	281,168	5,260	
B\W	BN523	MX4-740794	70,742	72,667	1,925	
Meter Group	Total Copies	Covered Copies	Credits	Billable	Rate	Total
COLOR	9,760	0	3	9,757	\$0.043000	\$419.55
					Base Amount:	\$0.00
						\$419.55
Meter Type	Equip. Number	Serial Number	Begin	End	Copies	
Color	BL873	MX4-327598	154,515	160,929	6,414	
Color	BL874	MX4-327593	35,466	36,328	862	
Color	BL877	MX4-327602	35,074	37,129	2,055	
Color	BN523	MX4-740794	10,411	10,840	429	
Total Grouped Overage Charges:						\$767.19
Total Grouped Base Charges:						\$0.00
Total Meter Group Charges:						\$767.19

THANK YOU FOR YOUR BUSINESS!

Invoice SubTotal	\$767.19
Tax:	\$53.70
Invoice Total	\$820.89
Balance Due:	\$820.89

1262 PICKER, LISA				
lunch while attending conference	2550-21	05/05/16	Stokes Old Market	21.48
Labels	2510-57	06/01/16	Officemax/Officedepot	144.42
			165.90	

Dawn Bockmann

From: Lisa Picker
Sent: Monday, May 16, 2016 2:16 PM
To: Dawn Bockmann
Subject: Credit Card Receipt
Attachments: Scanned from a Xerox Multifunction Printer.pdf

Hi Dawn

Attached is a receipt from my credit card for lunch while at a conference.

Let me know what else you need or who I should actually be sending this too :)

Thanks
Lisa

-----Original Message-----

From: Scan
Sent: Monday, May 16, 2016 2:14 PM
To: Lisa Picker
Subject: Scanned from a Xerox Multifunction Printer

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Lakin Office
Device Name: Lakin X 7845C

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: METRO

Project Title: 16504400601 Metro Transit Activities - FY 16

Contract Approved by Board of Directors: May 20, 2015

Contract Amount: not to exceed \$160,000 FHWA PL Funds plus minimum \$68,571 in local matching funds

Payment # 4

1. Computation of Payment

Bill to Date	<u>\$137,577.10</u>
Less Previous Payments	<u>\$84,320.78</u>
Payment Due this Date	<u>\$53,256.32</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

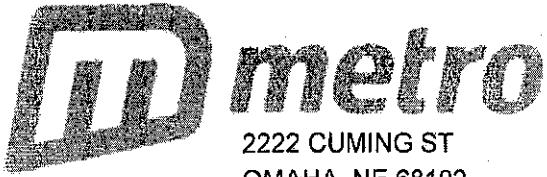
Responsible Charge / Staff Member

Program Director

Executive Director

Payment approved by Finance Committee

Treasurer



2222 CUMING ST
OMAHA, NE 68102
Phone 402-341-7560 Fax 402-342-0949
47-0542132

Invoice No. 031642

INVOICE

Date June 30, 2016
PO _____
Reference # _____
Customer # 20-20112

MAPA CONTRACT
2222 Cuming Street
Omaha, NE 68102

Qty	Description	Unit Price	TOTAL
0.00	2020112 - CONTRACT 2015-2016	0.00	53,256.32
0.00	2020112 - FOURTH QUARTER	0.00	0.00

Payment Details

- Cash
- Check
- _____

SubTotal 53,256.32

TOTAL 53,256.32

Office Use Only

METRO AREA TRANSIT
MAPA EXPENSES 2015-2016 CONTRACT
Billing Period: July 1, 2015 to June 30, 2016

MAPA Billing	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Total</u>
Linda Barritt Wages & Fringes	86.86	43.43	19,135.28	20,907.07	40,172.64
Alan LeClair Wages & Fringes	9,140.91	498.06	0.00	0.00	9,638.97
Emily Baarson Wages & Fringes	0.00	0.00	0.00	1,060.78	1,060.78
Lauren Cencic Wages & Fringes	0.00	0.00	1,356.01	5,383.58	6,739.59
Evan Schweitz Wages & Fringes	15,156.04	12,662.42	16,146.87	15,746.53	59,711.86
Nicholas Cunningham Qtr Wages	1,243.20	777.00	51.80	0.00	2,072.00
Sylvia Sherman Wages & Fringes	41.33	0.00	7,981.57	10,158.36	18,181.26
2015 - 2016 MAPA Contract - Federal Share	25,668.34	13,980.91	44,671.53	53,256.32	137,577.10
Linda Barritt 1st Qtr Wages & Fringes	37.23	18.61	8,200.84	8,960.17	17,216.85
Alan LeClair 1st Qtr Wages & Fringes	3,917.53	213.46	0.00	0.00	4,130.99
Emily Baarson Wages & Fringes	0.00	0.00	0.00	454.62	454.62
Lauren Cencic Wages & Fringes	0.00	0.00	581.15	2,307.25	2,888.40
Evan Schweitz 1st Qtr Wages & Fringes	6,495.45	5,426.75	6,920.09	6,748.51	25,590.80
Nicholas Cunningham 1st Qtr Wages	532.80	333.00	22.20	0.00	888.00
Sylvia Sherman 1st Qtr Wages & Fringes	17.71	0.00	3,420.67	4,353.58	7,791.96
2015 - 2016 MAPA Contract - Local Match	11,000.72	5,991.82	19,144.95	22,824.13	58,961.62
2015 - 2016 MAPA Contract	36,669.06	19,972.73	63,816.48	76,080.45	196,538.72
MAPA Quarterly Billing	25,668.34	13,980.91	44,671.53	53,256.32	137,577.10

METRO AREA TRANSIT
MAPA EXPENSES 2015-2016 CONTRACT
Billing Period: April 1, 2016 to June 30, 2016

MAPA Billing

Linda Barritt 4th Qtr Wages & Fringes	20,907.07
Emily Baarson 4th Qtr Wages & Fringes	1,060.78
Evan Schweitz 4th Qtr Wages & Fringes	15,746.53
Sylvia Sherman 4th Qtr Wages & Fringes	10,158.36
Lauren Cencic 4th Qtr Wages & Fringes	<u>5,383.58</u>
2015 - 2016 MAPA Contract - Federal Share	53,256.32

Linda Barritt 4th Qtr Wages & Fringes	8,960.17
Emily Baarson 4th Qtr Wages & Fringes	454.62
Evan Schweitz 4th Qtr Wages & Fringes	6,748.51
Sylvia Sherman 4th Qtr Wages & Fringes	4,353.58
Lauren Cencic 4th Qtr Wages & Fringes	<u>2,307.25</u>
2015 - 2016 MAPA Contract - Local Match	22,824.13

2015 - 2016 MAPA Contract	<u>76,080.45</u>
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MAPA June Billing	<u>53,256.32</u>
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METRO
MAPA 546-600
2015-2016

MAPA PROJECTS	APRIL HOURS	MAY HOURS	JUNE HOURS	4TH QTR	PAYROLL	BENEFITS (60.36%)	TOTAL	YEAR TO DATE TOTAL
440.01 - Transit Planning Administration	73.00	10.00	17.00	100.00	\$2,286.56	\$1,380.17	\$3,666.73	16,084.62
TOTAL FOR 440.01	73.00	10.00	17.00	100.00	\$2,286.56	\$1,380.17	\$3,666.73	16,084.62
440.02 - Short-Range and Service Planning	188.00	236.00	185.00	609.00	\$14,519.96	\$8,764.25	\$23,284.21	55,882.27
TOTAL FOR 440.02	188.00	236.00	185.00	609.00	\$14,519.96	\$8,764.25	\$23,284.21	55,882.27
440.03 - Long-Range Transit Planning	4.00	2.00	8.00	14.00	\$419.57	\$253.25	\$672.82	1,520.92
TOTAL FOR 440.03	4.00	2.00	8.00	14.00	\$419.57	\$253.25	\$672.82	1,520.92
440.07 - Central Omaha Transit Alternative Analysis	107.50	168.00	228.25	503.75	\$18,051.77	\$10,896.05	\$28,947.82	49,970.77
TOTAL FOR 440.07	107.50	168.00	228.25	503.75	\$18,051.77	\$10,896.05	\$28,947.82	49,970.77
440.08 - Transit Service Standards	91.00	81.00	85.00	257.00	\$9,936.68	\$5,997.78	\$15,934.46	33,667.93
TOTAL FOR 440.08	91.00	81.00	85.00	257.00	\$9,936.68	\$5,997.78	\$15,934.46	33,667.93
440.11 - Transit Management Objectives	5.00	2.00	3.00	10.00	\$297.20	\$179.39	\$476.59	21,072.80
TOTAL FOR 440.11	5.00	2.00	3.00	10.00	\$297.20	\$179.39	\$476.59	21,072.80
440.13 - Transit Service Development Update	3.00	1.00	1.00	5.00	\$148.60	\$89.69	\$238.29	4,034.50
TOTAL FOR 440.13	3.00	1.00	1.00	5.00	\$148.60	\$89.69	\$238.29	4,034.50
440.15 - Special Studies	2.00	7.00	4.00	13.00	\$386.36	\$233.21	\$619.57	2,164.41
TOTAL FOR 440.15	2.00	7.00	4.00	13.00	\$386.36	\$233.21	\$619.57	2,164.41
440.16 - Program Certification	19.00	14.00	14.00	47.00	\$1,396.84	\$843.13	\$2,239.97	12,140.50
TOTAL FOR 440.16	19.00	14.00	14.00	47.00	\$1,396.84	\$843.13	\$2,239.97	12,140.50
Total Individuals	492.50	521.00	545.25	1558.75	\$47,443.54	\$28,636.92	\$76,080.46	196,538.72
					\$33,210.48	\$20,045.84	\$53,256.32	137,577.10
					\$14,233.06	\$8,591.08	\$22,824.14	58,961.62
					<u>\$47,443.54</u>	<u>\$28,636.92</u>	<u>\$76,080.46</u>	<u>196,538.72</u>

Metro Area Transit
440-Transit/Human Service Transportation
Contract Number 546-600

July 1, 2015 - June 30, 2016

Contract Amount \$160,000
 Match \$68,571

4th Quarter Billing

Categories

		Quarterly Billing			Year to Date		
		Payroll	Benefits	Total	Payroll	Benefits	Total
440.01 - Transit Planning Administration	MAPA PORTION	1,600.59	966.12	2,566.71	7,021.22	4,238.01	11,259.23
	LOCAL MATCHING	685.97	414.05	1,100.02	3,009.10	1,816.29	4,825.39
	TOTAL FOR 440.01	2,286.56	1,380.17	3,666.73	10,030.32	6,054.30	16,084.62
440.02 - Short-Range and Service Planning	MAPA PORTION	10,163.97	6,134.97	16,298.95	24,393.61	14,723.98	39,117.59
	LOCAL MATCHING	4,355.99	2,629.27	6,985.26	10,454.40	6,310.28	16,764.68
	TOTAL FOR 440.02	14,519.96	8,764.25	23,284.21	34,848.01	21,034.26	55,882.27
440.03 - Long-Range Transit Planning	MAPA PORTION	293.70	177.28	470.98	663.91	400.73	1,064.64
	LOCAL MATCHING	125.87	75.98	201.85	284.53	171.74	456.28
	TOTAL FOR 440.03	419.57	253.25	672.82	948.44	572.48	1,520.92
440.05 - JARC & New Freedom 5310 Administration	MAPA PORTION	0.00	0.00	0.00	0.00	0.00	0.00
	LOCAL MATCHING	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL FOR 440.05	0.00	0.00	0.00	0.00	0.00	0.00
440.07 - Central Omaha Transit Alternative Analysis	MAPA PORTION	12,636.24	7,627.23	20,263.47	21,813.13	13,166.41	34,979.54
	LOCAL MATCHING	5,415.53	3,268.81	8,684.35	9,348.49	5,642.75	14,991.23
	TOTAL FOR 440.07	18,051.77	10,896.05	28,947.82	31,161.62	18,809.15	49,970.77
440.08 - Transit Service Standards	MAPA PORTION	6,955.68	4,198.45	11,154.12	14,696.65	8,870.90	23,567.55
	LOCAL MATCHING	2,981.00	1,799.33	4,780.34	6,298.57	3,801.81	10,100.38
	TOTAL FOR 440.08	9,936.68	5,997.78	15,934.46	20,995.22	12,672.71	33,667.93
440.11 - Transit Management Objectives	MAPA PORTION	208.04	125.57	333.61	9,198.65	5,552.31	14,750.96
	LOCAL MA	89.16	53.82	142.98	3,942.28	2,379.56	6,321.84
	TOTAL FOR 440.11	297.20	179.39	476.59	13,140.93	7,931.87	21,072.80
440.13 - Transit Service Development Update	MAPA PORTION	104.02	62.79	166.81	1,761.13	1,063.02	2,824.15
	LOCAL MATCHING	44.58	26.91	71.49	754.77	455.58	1,210.35
	TOTAL FOR 440.13	148.60	89.69	238.29	2,515.90	1,518.60	4,034.50
440.15 - Special Studies	MAPA PORTION	270.45	163.24	433.70	944.80	570.28	1,515.09
	LOCAL MATCHING	115.91	69.96	185.87	404.92	244.41	649.32
	TOTAL FOR 440.15	386.36	233.21	619.57	1,349.72	814.69	2,164.41
440.16 - Program Certification	MAPA PORTION	977.79	590.19	1,567.98	6,079.45	2,418.90	8,498.35
	LOCAL MATCHING	419.05	252.94	671.99	2,605.48	1,036.67	3,642.15
	TOTAL FOR 440.16	1,396.84	843.13	2,239.97	8,684.93	3,455.57	12,140.50
	MAPA PORTION	33,210.48	20,045.84	53,256.32	86,572.56	51,004.54	137,577.10
	LOCAL MATCHING	14,233.06	8,591.08	22,824.14	37,102.53	21,859.09	58,961.62
	GRAND TOTAL	47,443.54	28,636.92	76,080.46	123,675.09	72,863.63	196,538.72

Quarter Totals	YTD	Budget	Remaining	
MAPA Share 70%	\$53,256.32	\$137,577.10	\$160,000.00	\$22,422.90
Match 30%	\$22,824.14	\$58,961.62	\$68,571.00	\$9,609.38
	<u>\$76,080.46</u>	<u>\$196,538.72</u>	<u>\$228,571.00</u>	<u>\$32,032.28</u>

Amount to Bill \$53,256.32

METRO
MAPA 546-600
2015-2016

MAPA PROJECTS	Project Hours					YTD Total Hours	Project Dollars								
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD Total		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD Total Dollars				
440.01 - Transit Planning Administration															
TOTAL FOR 440.01	8.00	4.00	216.00	216.00	444.00	401.67	185.06	13705.87	13705.87	\$27,998.47					
440.02 - Short-Range and Service Planning															
TOTAL FOR 440.02	205.00	220.00	336.00	336.00	1,097.00	9484.09	10178.05	17473.76	17473.76	\$54,609.65					
440.03 - Long-Range Transit Planning															
TOTAL FOR 440.03	2.00	5.00	63.00	63.00	133.00	92.53	231.32	3977.23	3977.23	\$8,278.31					
440.05 - JARC & New Freedom 5310 Administration															
TOTAL FOR 440.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00					
440.07 - Central Omaha Transit Alternative Analysis															
TOTAL FOR 440.07	86.00	54.00	78.00	78.00	296.00	3978.69	2498.25	3716.84	3716.84	\$13,910.62					
440.08 - Transit Service Standards															
TOTAL FOR 440.08	34.00	24.00	60.00	60.00	178.00	1572.97	1110.33	3346.70	3346.70	\$9,376.70					
440.11 - Transit Management Objectives															
TOTAL FOR 440.11	343.00	54.00	519.00	519.00	1,435.00	14492.62	2443.47	18035.42	18035.42	\$53,006.92					
440.13 - Transit Service Development Update															
TOTAL FOR 440.13	75.00	2.00	75.00	75.00	227.00	3469.79	88.12	4061.47	4061.47	\$11,680.85					
440.15 - Special Studies															
TOTAL FOR 440.15	3.00	17.00	42.00	42.00	104.00	138.79	786.49	2488.96	2488.96	\$5,903.20					
440.16 - Program Certification															
TOTAL FOR 440.16	124.00	89.00	123.00	123.00	459.00	3037.90	2451.65	3137.41	3137.41	\$11,764.37					
Total	880.00	469.00	1512.00	1512.00	4,373.00	\$36,669.05	\$19,972.73	\$69,943.66	\$69,943.66	\$196,529.09					

MAPA Portion - 70% Hours/dollars 160,000.00 137,570.37
 Match Portion - 30% Hours/dollars 68,571.00 58,958.73
 MAPA Portion - 70% BRT Consultant Fees \$22,429.64
 Match Portion - 30% BRT Consultant Fees \$9,612.27
 Total Project \$228,571.00 \$228,571.00



MAPA Unified Work Program
FY-2016 Progress Report
Fourth Quarter

TRANSIT/HUMAN SERVICE TRANSPORTATION (440)

440.01 Transit Planning Administration

- A. Administrative support functions for the transit planning activities highlighted below were conducted during the quarter, including staff meetings, administrative reports, and briefings with the Operations subcommittee of the Metro Board of Directors regarding short and long range service planning as needed.

SCOPE: Work activity conforms to the approved Unified Work Program.

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: Ongoing

440.02 Short-Range and Service Planning

- A. Following the implementation of a major service change on Sunday, May 31st, 2015, Metro staff has worked to alleviate issues with the new routes as they arise, such as the placement of bus stops and transfer points, requests for increased service to several locations, or potential adjustments to bus travel times on specific corridors. Staff has implemented several minor schedule adjustments and is currently reviewing potential solutions in other areas.

SCOPE: Work activity conforms to the approved Unified Work Program.

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: 100%

440.03 Long Range Transit Planning

- A. Metro continues to coordinate with Heartland 2050 efforts as the region works to implement the 2050 vision.

440.07 Central Omaha Transit Alternatives Analysis Phase II

- A. As preliminary engineering work concluded, Metro staff continues to coordinate with MAPA, City of Omaha staff, a stakeholder committee, and several subcommittees to discuss project elements for the BRT such as Queue Jumps, Transit Signal Priority (TSP), fare collection, station design, and other key elements of the project as it advances toward final design. Numerous public outreach events were also held during the quarter to broaden community knowledge and support of the project.

SCOPE: Work activity conforms to the approved Unified Work Program.

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: 50%

440.08 Transit Service Standards

- B. Ridership, Fare collection, Safety & Security, and other performance reporting was conducted during the quarter. Report information was used to monitor existing service and aid in identifying potential areas for future transit improvement. All required information from such reports was submitted to the National Transit Database (NTD) on a monthly basis.

SCOPE: Work activity conforms to the approved Unified Work Program.

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: Ongoing

440.11 Transit Management Objectives

- A. Metro staff reviewed performance indicators to monitor the efficiency of transit and para-transit services, including management and administrative functions supporting transit operations. Measures were taken to reduce fuel consumption, manage fleet and inventory expenses, update fixed-route blocking and scheduling, and optimize labor premium wages for bus and para-transit operators.

SCOPE: Work activity conforms to the approved Unified Work Program.

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: Ongoing

440.13 Transit Service Development Update

- A. Staff has worked with the Cities of Bellevue, Council Bluffs, Papillion, LaVista, and Ralston to monitor the performance of contracted services. As necessary, potential route adjustments are evaluated to ensure these services continue to meet the needs of the community.

SCOPE: Work activity conforms to the approved Unified Work Program.

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: Ongoing

440.15 Special Studies

- A. Metro contributed to several projects during the quarter, including the Development Review Committee for the City Planning Department, coordination efforts with the Sarpy County Transit Study, and a workshop to discuss the placement of future B-Cycle stations in the Omaha area.

SCOPE: Work activity conforms to the approved Unified Work Program.

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: 100%

440.16 Program Certification

- A. According to guidance in the National Transit Database Sampling Manual of 2009, Metro conducted a weekly random sampling of four (4) one-way trips with route grouping (express, local, and circulator) during the quarter, contributing to an annual sample size of 208 trips. In conformance with the Average Passenger Trip Length (APTL) method for calculating Annual Passenger Miles Traveled, Metro also reported a 100% count of Unlinked Passenger Trips on a monthly basis during the quarter, as well as other monthly performance indicators reportable to the National Transit Database.

SCOPE: Work activity conforms to the approved Unified Work Program.

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: Ongoing

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming
Omaha, Nebraska 68102

Contract Payment Authorization

Contractor: NDOR (HDR Engineering, Inc. Match)

Project: MAPA On-call Modeling Services

Contract Approved by Board of Directors: May 2013

In the Amount of: \$ 25,000 ea. year for four years

Contract Amended:


Payment # 6

1.	<u>Computation of Payment</u>	Current Year
	Billed to Date	\$19,701.99
	Less Previous Payments	\$19,053.18
	Payment Due this Date	<u>\$648.81</u>

2. Payment Approval

RECOMMENDED PAYMENT


Responsible Charge


Program Director

Executive Director

Payment approved at Finance Committee Meeting _____

Treasurer



July 21, 2016

Mr. Michael Felschow
Transportation and Data Manager
Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102



RE: MAPA On-Call Modeling Services Invoice July 15, 2016

Dear Mr. Felschow,

Attached please find the invoice covering professional services from March 27, 2016 to May 28, 2016 under the MAPA On-Call Modeling contract for Task Order 3. The total amount due for this period is \$648.81. The work performed is summarized as:

Assignment 1- Project Management & Coordination

- Miscellaneous TransCAD model troubleshooting with MAPA staff
- Development of slides / material for May 2016 TMAC Presentation
- General project management

Please contact Jason at (402) 399-1370 if you have any questions or require additional information.

Sincerely,
HDR ENGINEERING, INC.

Jason Carbee, AICP
Project Manager

hdrinc.com

HDR Engineering, Inc.

8404 Indian Hills Drive
Omaha NE 68114-4049

Phone: (402) 399-1259
Fax: (402) 399-4979
www.hdrinc.com

Invoice



HDR Engineering, Inc.
 8404 Indian Hills Drive
 Omaha, NE 68114
 (402)399-1000

Metro Area Planning Agency
 2222 Cuming Street
 Omaha, NE 68102
 Attn: Michael Felschow

Invoice No.	1200003525	
Invoice Date	7/22/2016	
Period Ending	5/28/2016	
Project No.	10026068	\$648.81
Client No.	008526	
CON0102200(A)		

MAPA FY 16 On-Call Travel Demand Modeling Services
Project No. 16024201001

Professional engineering services.
 (Period March 27, 2016 to May 28, 2016)

Direct Salary Costs (per attached)	=				\$221.52
Overhead: 155.49% x		\$221.52 =			\$344.44
				Sub-Total	\$565.96
Fixed Fee:					
\$565.96 x 14.55%		Fixed fee this period:	\$82.35		\$82.35
Facilities Cost of Capital:					
0.002275 x		\$221.52 =			\$0.50
Travel Expenses (per attached)					\$0.00
Other Expenses (per attached)					\$0.00
					\$0.00
				Total Expenses	\$0.00

SUMMARY

Maximum Billable: \$25,000.00
 Total Billed to Date: \$19,701.99

Please send remittance with copy of invoice to:

P.O. Box 74008202
 Chicago, IL 60674-8202

Amount Due This Invoice	\$648.81
--------------------------------	-----------------

**MAPA FY 16 On-Call Travel Demand Modeling Services
Project No. 16024201001**

(Period March 27, 2016 to May 28, 2016)

Assignment 1 PM & Coordination

	<u>Name</u>		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
	C. Sokol		2.00	\$44.9800	\$89.96
	J. Carbee		2.00	\$55.4300	\$110.86
	T. McKinley		0.50	\$41.4000	\$20.70
			<u>4.50</u>		<u>\$221.52</u>
Overhead:	155.49%	x	\$221.52	=	\$344.44
					<u>\$565.96</u>

Fixed Fee:
\$565.96 x 14.55% Fixed fee this period: \$82.35

FCOC: 0.002275 x \$221.52 = \$0.50

Travel Expenses

\$0.00

Other Expenses

\$0.00

Total Expenses

\$0.00

Assign 1 Billed to date \$ 6,458.66 Total Assign 1 \$648.81

Assignment 2 System Accessibility

	<u>Name</u>		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
			0.00		\$0.00
Overhead:	155.49%	x	\$0.00	=	\$0.00
					<u>\$0.00</u>

Fixed Fee:
\$0.00 x 14.55% Fixed fee this period: \$0.00

FCOC: 0.002275 x \$0.00 = \$0.00

Travel Expenses

\$0.00

Other Expenses

\$0.00

Total Expenses

\$0.00

Assign 2 Billed to date \$ 563.93 Total Assign 2 \$0.00

Assignment 3 TAZ Structure

<u>Name</u>			<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
			0.00		\$0.00
Overhead:	155.49%	x	\$0.00 =		\$0.00
					\$0.00
Fixed Fee:					
\$0.00	x	14.55%		Fixed fee this period:	\$0.00
FCOC:	0.002275	x	\$0.00 =		\$0.00
<u>Travel Expenses</u>					\$0.00
<u>Other Expenses</u>					\$0.00
<u>Total Expenses</u>					\$0.00
Assign 3 Billed to date	\$	375.96		Total Assign 3	\$0.00

Assignment 4 Transit Model

<u>Name</u>			<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
			0.00		\$0.00
Overhead:	155.49%	x	\$0.00 =		\$0.00
					\$0.00
Fixed Fee:					
\$0.00	x	14.55%		Fixed fee this period:	\$0.00
FCOC:	0.002275	x	\$0.00 =		\$0.00
<u>Travel Expenses</u>					\$0.00
<u>Other Expenses</u>					\$0.00
<u>Total Expenses</u>					\$0.00
Assign 4 Billed to date	\$	11,654.63		Total Assign 4	\$0.00

COST BREAKDOWN FORM

COMPANY NAME:	HDR Engineering, Inc.
ADDRESS:	8404 Indian Hills Drive, Omaha, NE 68114-4049
EMPLOYER (FEIN) NUMBER:	470680568-00
PROJECT No.:	
PROJECT LOCATION:	MAPA FY 16 On-Call Travel Demand Modeling Services
CONTROL No.:	
AGREEMENT No.:	
INVOICE No. & DATED:	1200003525 7/22/2016
PROGRESS REPORT DATED:	Jul 22, 2016
% WORK COMPLETED:	See attached Progress Report
CURRENT BILLING PERIOD:	(Period March 27, 2016 to May 28, 2016)

Maximum-Not-To-Exceed:	Total Contract Amount		
	\$25,000.00		
	AMOUNT		
	This Period	Previously Billed	To Date
DIRECT LABOR	\$221.52	\$6,505.20	\$6,726.72
OVERHEAD 155.49% OF DIRECT LABOR	\$344.44	\$10,114.95	\$10,459.39
OTHER DIRECT COSTS	\$0.00	\$0.00	\$0.00
FACILITIES COST OF CAPITAL	\$0.50	\$14.80	\$15.30
FIXED FEE: 14.55% OF LABOR AND OVERHEAD COST THIS BILL/MAX. X FIXED FEE \$565.96 x 14.55%	\$82.35	\$2,418.23	\$2,500.58
OUTSIDE SERVICES (Subconsultants)	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
SUBTOTAL - OUTSIDE SERVICES	\$0.00		
TOTAL AMOUNT DUE	\$648.81	\$19,053.18	\$19,701.99

I certify that the billed amounts are actual and in agreement with the contract terms:

Signature:	Title:	Date:
Jason Carbee	Project Manager	Jul 22, 2016

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: Lovgren Marketing Group

Project Title: 2016 Air Quality Awareness Campaign

Contract Approved by Board of Directors: January 2016

Effective: February 1, 2016 - January 31, 2017

Contract Amount of: \$299,270

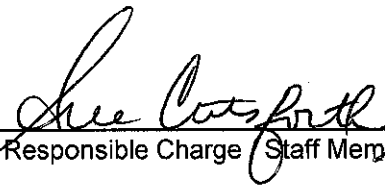
Payment # 4

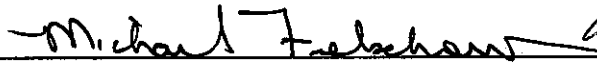
1. Computation of Payment

Bill to Date	\$27,585.64
Less Previous Payments	<u>\$24,470.14</u>
Payment Due this Date	<u>\$3,115.50</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:


Responsible Charge Staff Member


Program Director

Executive Director

Payment approved by Finance Committee _____

Treasurer

LOVGREN MARKETING GROUP
 809 North 96 Street Suite 2
 Omaha NE 68114-2498
 402-397-7158

INVOICE



Metropolitan Area Planning Agency (MAPA)
 2222 Cuming Street
 Omaha NE 68102-4328

Invoice #
18550
5/26/2016

May 1, 2016 - May 26, 2016
 Direct Labor

E-Mail: mengel@mapacog.org scutsforth@mapacog.org

Services	Amount
MAPA-LITTLE STEPS BIG IMPACT OZONE AWARENESS CAMPAIGN	
TASK 1	
Task 1.3 Plan Monthly or Bi-monthly Progress Meetings	
Principal Manager*Linda Lovgren 1.00 Hrs @ \$190	\$190.00
Creative Manager*Randa Zalman 2.50 Hrs @ \$145	\$362.50
Task 1.4 Conduct Planning Meetings with LSBI Team	
Principal Manager*Linda Lovgren 5.00 Hrs @ \$190	\$950.00
Task 3.2 Creative Production	
Graphics Manager*Tom Nemitz 3.50 Hrs @ \$145	\$507.50
Total Direct Labor:	\$2,010.00
Overhead @ 55% of Direct Labor	\$1,105.50
AMOUNT DUE*PLEASE REMIT	\$3,115.50

LOVGREN MARKETING GROUP
809 North 96 Street Suite 2
Omaha NE 68114-2498
402-397-7158

PROGRESS REPORT



PROJECT # 16014500201
TITLE: AIR QUALITY AWARENESS CAMPAIGN-FY16
Location: Omaha-Council Bluffs

Invoice #18444-#81446
May 1, 2016 - May 26, 2016

Page 1

Project Activity During this Period:

The following is a summary of project work performed by the Lovgren Marketing Group team for Metropolitan Area Planning Agency*Air Quality Awareness Campaign-FY16

Task 1.1 Project Execution Plan

**No Activity

Task 1.2 Media Buy

**No Activity

Task 1.3 Plan Monthly or Bi-Monthly Progress Meetings

Strategic Planning ; Prep for Team Meeting

Task 1.4 Conduct Planning Meetings with LSBI Campaign Team

May 2016 Progress Meetings with LSBI Team

Task 1.5 Administrative Duties

**No Activity

Task 3.1 Graphic Design

**No Activity

Task 3.2 Creative & Production

Outdoor*Concept Development for Emojis

Task 3.3 Web Design

**No Activity

Task 4.1.1 Research rates & ranking necessary to make buying decisions

**No Activity

Task 5.5.2 Contact corporations/businesses & develop connections

**No Activity

Direct Costs*(Printing)

**No Activity

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: Lovgren Marketing Group

Project Title: 2016 Air Quality Awareness Campaign

Contract Approved by Board of Directors: January 2016

Effective: February 1, 2016 - January 31, 2017

Contract Amount of: \$299,270

Revised Task Order Total \$196,000

Payment # 5

1. Computation of Payment

Bill to Date	\$62,546.27
Less Previous Payments	<u>27,585.64</u>
Payment Due this Date	<u>\$34,960.63</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:



Responsible Charge / Staff Member



Program Director

Executive Director

Payment approved by Finance Committee

Treasurer

LOVGREN MARKETING GROUP

809 North 96 Street Suite 2
 Omaha NE 68114-2498
 402-397-7158

INVOICE



Metropolitan Area Planning Agency (MAPA)
 2222 Cuming Street
 Omaha NE 68102-4328

Invoice #
18585
7/29/2016

E-Mail: mengel@mapacog.org scutsforth@mapacog.org

July 1, 2016 - July 29, 2016
 Direct Labor/Direct Costs

Services	Amount
MAPA-LITTLE STEPS BIG IMPACT OZONE AWARENESS CAMPAIGN	
Direct Costs* Media Advertising	
Outdoor Advertising	
Lamar Outdoor* 6/13/16 - 7/10/16 4409 Dodge	\$2,941.18 ✓
Lamar Outdoor*6/20/16 - 6/26/16 I-80 & 72 Digital	\$941.18 ✓
Lamar Outdoor* 7/11/16 - 8/7/16 4409 Dodge Digital	\$2,941.18 ✓
Radio Advertising	
KOCH RADIO (SCRIPPS) 6/20/16 - 6/22/16 15:15'S	\$470.00 ✓
KSRZ RADIO (SCRIPPS) 6/20/16 - 6/24/16 18:15'S	\$415.00 ✓
On-Line Advertising	
Facebook * Promoted Posts- July 2016	\$300.00 ✓
Facebook * Like Posts - July 2016	\$400.00 ✓
Twitter * Promoted Posts - July 2016	\$400.00 ✓
Twitter * Like Posts - July 2016	\$350.00 ✓
AMOUNT DUE*PLEASE REMIT	\$34,960.63 ✓

LOVGREN MARKETING GROUP
809 North 96 Street Suite 2
Omaha NE 68114-2498
402-397-7158

PROGRESS REPORT



PROJECT # 16014500201
TITLE: AIR QUALITY AWARENESS CAMPAIGN-FY16
Location: Omaha-Council Bluffs

Invoice #18585
July 1, 2016 - July 29, 2016

Page 1

Project Activity During this Period:

The following is a summary of project work performed by the Lovgren Marketing Group team for Metropolitan Area Planning Agency*Air Quality Awareness Campaign-FY16

Task 1.3 Plan Monthly or Bi-Monthly Progress Meetings

Strategic Planning/Discussions; Prepare Meeting Agenda-Materials

Task 1.4 Conduct Planning Meetings with LSBI Campaign Team

Progress Meeting With Client

Task 3.1 Graphic Design

Outdoor Brd-format revisions remove Air Quality number; Bike Corral Banner Finalize Layout

Task 3.2 Creative & Production

Discuss- KETV creative development

Task 4.1.2 Research rates & ranking necessary to make buying decisions

Coordinate-media rates & placement

Task 4.1.3 Recommend Schedule of Spots/Insertions with Costs

Coordinate-review appropriate schedules/rates for spots

Task 4.2 Social/Digital Placement

Research, review, develop placement for social/digital-Facebook/Twitter & Follow-up

Task 4.3 Insertions/Traffic

Adjust traffic instructions; create media insertion orders

Task 5.2.2 Initiate Media Opportunities

Contact businesses; discussion-school education program

Task 5.4 Engage Social Media

Engage social media - post Facebook & Twitter content with follow-up

Direct Costs

Printing-Bike Corral Banner; Outdoor & Radio Advertising;On-Line (Facebook/Twitter) Paid Posts
Radio-Production/Talent Fees; Television-Audio Production, Edit, Stock Photo, Talent Fees

LOVGREN MARKETING GROUP

809 North 96 Street Suite 2
Omaha NE 68114-2498
402-397-7158

STATEMENT



Metropolitan Area Planning Agency (MAPA)
2222 Cuming Street
Omaha NE 68102-4328

Date
7/29/2016

July 1, 2016 - July 29, 2016
Direct Labor/Direct Costs

E-Mail: mengel@mapacog.org scutsforth@mapacog.org

Date	Invoice	Transaction	Amount
7/29/2016	18585	Little Steps Big Impact Ozone Awareness Campaign	\$34,960.63
		AMOUNT DUE*PLEASE REMIT	\$34,960.63

LOVGREN MARKETING GROUP

809 North 96 Street Suite 2
 Omaha NE 68114-2498
 402-397-7158

INVOICE



Metropolitan Area Planning Agency (MAPA)
 2222 Cuming Street
 Omaha NE 68102-4328

Invoice #
18585
7/29/2016

E-Mail: mengel@mapacog.org scutsforth@mapacog.org

July 1, 2016 - July 29, 2016
 Direct Labor/Direct Costs

Services	Amount
MAPA-LITTLE STEPS BIG IMPACT OZONE AWARENESS CAMPAIGN	
TASK 1	
Task 1.3 Plan monthly or Bi-monthly Progress Meetings	
Principal Manager*Linda Lovgren 3.00 Hrs @ \$190	\$570.00
Social Media Manager*Randa Zalman 3.50 Hrs @ \$145	\$507.50
Task 1.4 Conduct Planning Meetings with LSBI Campaign Team	
Principal Manager*Linda Lovgren 1.25 Hrs @ \$190	\$237.50
Graphics Manager*Tom Nemitz 1.25 Hrs @ \$145	\$181.25
Social Media Manager*Randa Zalman 1.25 Hrs @ \$145	\$181.25
TASK 3	
Task 3.1 Graphic Design	
Graphics Manager*Tom Nemitz 5.25 Hrs @ \$145	\$761.25
Task 3.2 Creative Production	
Principal Manager*Linda Lovgren 1.00 Hr @ \$190	\$190.00

LOVGREN MARKETING GROUP

809 North 96 Street Suite 2
 Omaha NE 68114-2498
 402-397-7158

INVOICE



Metropolitan Area Planning Agency (MAPA)
 2222 Cuming Street
 Omaha NE 68102-4328

Invoice #
18585
7/29/2016

July 1, 2016 - July 29, 2016
 Direct Labor/Direct Costs

E-Mail: mengel@mapacog.org scutsforth@mapacog.org

Services	Amount
MAPA-LITTLE STEPS BIG IMPACT OZONE AWARENESS CAMPAIGN	
TASK 4	
Task 4.1.2 Negotiate Rates & Ranking for Media Buying	
Social Media Manager*Randa Zalman 7.25 Hrs @ \$145	\$1,051.25
Task 4.1.3 Recommend Schedule of Spots/Insertions with Costs	
Social Media Manager*Randa Zalman 9.00 Hrs @ \$145	\$1,305.00
Task 4.2 Social/Digital Placement	
Social Media Manager*Randa Zalman 7.25 Hrs @ \$145	\$1,051.25
Principal Manager*Linda Lovgren .25 Hrs @ \$190	\$47.50
Task 4.3 Insertions/Traffic	
Social Media Manager*Randa Zalman .50 Hrs @ \$145	\$72.50
Project Administration*Nancy Petula 10.75 Hrs @ \$85	\$913.75
Page 2	

LOVGREN MARKETING GROUP

809 North 96 Street Suite 2
 Omaha NE 68114-2498
 402-397-7158

INVOICE



Metropolitan Area Planning Agency (MAPA)
 2222 Cuming Street
 Omaha NE 68102-4328

Invoice #
18585
7/29/2016

July 1, 2016 - July 29, 2016


Direct Labor/Direct Costs

E-Mail: mengel@mapacog.org scutsforth@mapacog.org

Services	Amount
MAPA-LITTLE STEPS BIG IMPACT OZONE AWARENESS CAMPAIGN	
TASK 5	
Task 5.2.2 Initiate Media Opportunities	
Principal Manager*Linda Lovgren 4.25 Hrs @ \$190	\$807.50
Task 5.4 Engage Social Media	
Social Media Manager*Randa Zalman 4.00 Hrs @ \$145	\$580.00
Total Direct Labor:	\$8,457.50
Overhead @ 55% of Direct Labor	\$4,651.63
Direct Costs	
Printing* 1 Vinyl Bike Corral Banner	\$56.00 ✓
Tax on Bike Banner	\$3.92 ✓
Radio*Audio Production, Talent Fees	\$3,747.16 ✓
Tax on Radio Production	\$79.45 ✓
Television*Audio Production, Edit Suite, Stock Photo Use, Talent Fees	\$8,705.98 ✓
Tax on Television Production	\$100.45 ✓
Page 3	


MAPA* INVOICES BILLED TO DATE BY TASK

JULY 2016

METROPOLITAN AREA PLANNING AGENCY		Billed 5/3/2016	Billed 5/15/2016	Billed 5-26-2016	Billed 6-30-2016	Billed 7-29-2016	
							
Air Quality Awareness Campaign- 2016	Task Order Total	Invoice # 18398	Invoice #18444-45	Invoice #18550	Invoice #18700	Invoice #18585	Billed to Date
February 25, 2016 - July 29, 2016							
Cost by Task							
Task 1 Project Management & Administration*Direct Labor	\$ 10,880.00	\$ 2,278.75	\$ 285.00	\$ 1,502.50	\$ 3,127.50	\$ 1,677.50	\$ 8,871.25
Task 1 Project Management & Administration*Overhead	\$ 5,984.00	\$ 1,253.31	\$ 156.75	\$ 826.38	\$ 1,720.13	\$ 922.63	\$ 4,879.20
							\$ -
Task 2 Air Quality Awareness Survey*Direct Labor	\$ 3,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 2 Air Quality Awareness Survey*Overhead	\$ 2,090.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
							\$ -
Task 3.1 Graphic Design*Direct Labor	\$ 25,955.00	\$ -	\$ 1,035.00	\$ 507.50	\$ 4,448.75	\$ 951.25	\$ 6,942.50
Task 3.1 Graphic Design*Overhead	\$ 14,275.25	\$ -	\$ 569.25	\$ 279.12	\$ 2,446.80	\$ 523.19	\$ 3,818.36
							\$ -
Task 4 Media Planning & Placement *Direct Labor	\$ 8,320.00	\$ 522.50			\$ 807.50	\$ 4,441.25	\$ 5,771.25
Task 4 Media Planning & Placement * Overhead	\$ 4,576.00	\$ 287.38			\$ 444.13	\$ 2,442.69	\$ 3,174.20
							\$ -
Task 5 Public Relations*Direct Labor	\$ 12,145.00	\$ -	\$ -	\$ -	\$ 1,916.25	\$ 1,387.50	\$ 3,303.75
Task 5 Public Relations*Overhead	\$ 6,679.75	\$ -	\$ -	\$ -	\$ 1,053.94	\$ 763.12	\$ 1,817.06
							\$ -
Direct Expenses							
							\$ -
							\$ -
Direct Costs:							
Printing Collateral; Production-Radio,TV, Bus Tails, Outdoor, Website	\$ 24,295.00		\$ 2,117.20			\$ 12,692.96	\$ 14,810.16
Media*Print Ads, Radio Spots, TV, Outdoor Brds, On-Line, Social Media	\$ 65,000.00					\$ 9,158.54	\$ 9,158.54
Survey*Survey Sub-Consultant	\$ 12,000.00						
GRAND TOTAL:	\$ 196,000.00	\$ 4,341.94	\$ 4,163.20	\$ 3,115.50	\$ 15,965.00	\$ 34,960.63	\$ 62,546.27
		Paid 7/14/16	Paid 7/14/16		Paid 7/28/16		
Budget Remaining:	\$ 196,000.00						\$ 133,453.73
Contract issued for \$196,000.00							

MAPA* BUDGET BY TASK
% COMPLETED

JULY 2016

METROPOLITAN AREA PLANNING AGENCY		Billed 5/3/2016	Billed 5/15/2016	Billed 5-26-2016	Billed 6-30-2016	Billed 7-29-2016			
	Air Quality Awareness Campaign- 2016 February 25, 2016 - July 2016	Invoice # 18398	Invoice #18444-45	Invoice #18550	Invoice #18700	Invoice #18585	Billed to Date*July 2016	Remaining Budget	% of Project Completed
Task Order Total									
Cost by Task									
Task 1 Project Management & Administration*Direct Labor	\$ 10,880.00	\$ 2,278.75	\$ 285.00	\$ 1,502.50	\$ 3,127.50	\$ 1,677.50	\$ 8,871.25	\$ 2,008.75	81.54%
Task 1 Project Management & Administration*Overhead	\$ 5,984.00	\$ 1,253.31	\$ 156.75	\$ 826.38	\$ 1,720.13	\$ 922.63	\$ 4,879.20	\$ 1,104.80	81.54%
							\$ -	\$ -	
Task 2 Air Quality Awareness Survey*Direct Labor	\$ 3,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,800.00	0.00%
Task 2 Air Quality Awareness Survey*Overhead	\$ 2,090.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,090.00	0.00%
							\$ -	\$ -	
Task 3.1 Graphic Design*Direct Labor	\$ 25,955.00	\$ -	\$ 1,035.00	\$ 507.50	\$ 4,448.75	\$ 951.25	\$ 6,942.50	\$ 19,012.50	26.75%
Task 3.1 Graphic Design*Overhead	\$ 14,275.25	\$ -	\$ 569.25	\$ 279.12	\$ 2,446.80	\$ 523.19	\$ 3,818.36	\$ 10,456.89	26.75%
							\$ -	\$ -	
Task 4 Media Planning & Placement*Direct Labor	\$ 8,320.00	\$ 522.50			\$ 807.50	\$ 4,441.25	\$ 5,771.25	\$ 2,548.75	69.37%
Task 4 Media Planning & Placement * Overhead	\$ 4,576.00	\$ 287.38			\$ 444.13	\$ 2,442.69	\$ 3,174.20	\$ 1,401.80	69.37%
							\$ -	\$ -	
Task 5 Public Relations*Direct Labor	\$ 12,145.00	\$ -	\$ -	\$ -	\$ 1,916.25	\$ 1,387.50	\$ 3,303.75	\$ 8,841.25	27.20%
Task 5 Public Relations*Overhead	\$ 6,679.75	\$ -	\$ -	\$ -	\$ 1,053.94	\$ 763.12	\$ 1,817.06	\$ 4,862.69	27.20%
Direct Expenses									
Direct Costs:									
Printing Collateral: Production-Radio,TV,Bus Tails, Outdoor, Website	\$ 24,295.00	\$ -	\$ 2,117.20	\$ -	\$ -	\$ 12,692.96	\$ 14,810.16	\$ 9,484.84	60.96%
Media*Print Ads, Radio Spots, TV, Outdoor Brds, On-Line, Social Media	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -	\$ 9,158.54	\$ 9,158.54	\$ 55,841.46	14.09%
Survey* Survey Subconsultant	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00	0.00%
GRAND TOTAL:	\$ 196,000.00	\$ 4,341.94	\$ 4,163.20	\$ 3,115.50	\$ 15,965.00	\$ 34,960.63	\$ 62,546.27	\$ 133,453.73	31.91%
		Paid 7/14/16	Paid 7/14/16		Paid 7/28/16				
	\$ 196,000.00						Budget Remaining	\$ 133,453.73	68.09%
Contract issued for \$196,000.00									

INVOICE

Invoice #: LOV-002

To:

Linda Lovgren, President & CEO

Lovgren Marketing

e: lovgren@lovgren.com

From:

Randa Zalman

11307 Lafayette Ct., #4841

Omaha, NE 68154

C: 402-321-0051

E: randazalman@gmail.com

Date	Description	Amount
July 2016	Social Media Paid Placement Facebook Like Campaign - July	\$400.00
July 2016	Social Media Paid Placement Facebook Promoted Posts - July	\$300.00
July 2016	Social Media Paid Placement Twitter Follow Campaign - July	\$350.00
July 2016	Social Media Paid Placement Twitter Promoted Posts - July	\$400.00
TOTALS:		\$1,450.00

Please pay upon receipt.

Thank you for this opportunity!

Account: Randa Zalman

Campaign: MAPA LSBI Like Campaign

Search Filters Last 30 days

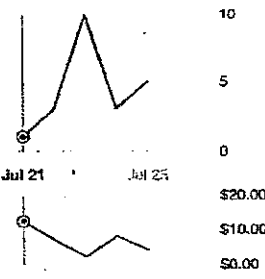
Performance Demographics Placement

22 Results: Page Likes 1 Results: Page Likes \$12.72 Cost per Result 0.19% Result Rate

2,762 People Reached

Custom

Jun 25 Jun 26 Jul 1 Jul 4 Jul 7 Jul 10 Jul 13 Jul 16 Jul 1 Jul 21 Jul 25



Campaign On

Delivery Active

Objective Page Likes See Post

Amount Spent Today \$22.00 of \$27.89

Total Schedule Jul 21, 2016 12:06pm - Aug 05, 2016 11:55am

Ad Sets in this Campaign + Create Ad Set

Columns: Performance Breakdown Export

Ad Set Name	Delivery	Results	Reach	Cost	Budget	Amount Spent	Schedule
MAPA LSBI Like Campaign	Active	22 Page Likes	2,762	\$4.82 Per Page Like		\$400.00	Jul 21, 2016 - Aug 5, 2016 14 days
MAPA LSBI Like Campaign	1 Approved	22 Page Likes	2,762 People	\$4.82 Per Page Like			
Results from 1 Ad Set		22 Page Likes	2,762 People	\$4.82 Per Page Like			

Account: Randa Zalman

Campaign: Post: "With Omaha's great quality of living, it's hard..."

Search Filters Last 30 days

Performance Demographics Placement

Campaign On

Delivery

Active

Objective

Video Views

See Post

Amount Spent Today

\$31.23 of \$45.46

Total Schedule

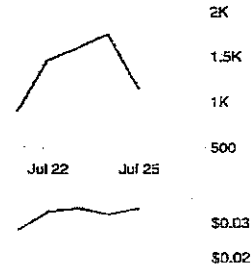
Jul 21, 2016 12:07pm - Jul 28, 2016 12:07pm

6,833 Results: Video Views 6,833 Results: Video Views \$0.03 Cost per Result 32.00% Result Rate

17,619 People Reached

Custom

Jun 25 Jun 28 Jul 1 Jul 4 Jul 7 Jul 10 Jul 13 Jul 16 Jul 19 Jul 22 Jul 25



Ad Sets in this Campaign + Create Ad Set

Columns: Performance Breakdown Export

Ad Set Name	Delivery	Results	Reach	Cost	Budget	Amount Spent	Schedule
Post: "With Omaha's great quality of living, it's hard..." Post: "With Omaha's great quality of living, it's hard..."	Active 1 Approved	6,838 Video Views	17,557	\$0.03 Per Video View		\$300.00	Jul 21, 2016 - Jul 28, 2016 7 days
Results from 1 Ad Set		6,838 Video Views	17,557 People	\$0.03 Per Video View			

RUNNING

MAPA LSBI July 2016 Promoted Tweet

WEBSITE CLICKS OR CONVERSIONS

Started 21 Jul 2016

Ends 5 Aug 2016

Export

Edit campaign

Targeting: 1 location

View audience reached

TOTAL BUDGET

\$400.00

DAILY BUDGET

\$25.00

AUTOMATIC BID

-

On all channels

Jul 21 - Jul 25, 2016

Ad Groups

50.3K

IMPRESSIONS

0

CONVERSIONS

Tweets

Campaign totals

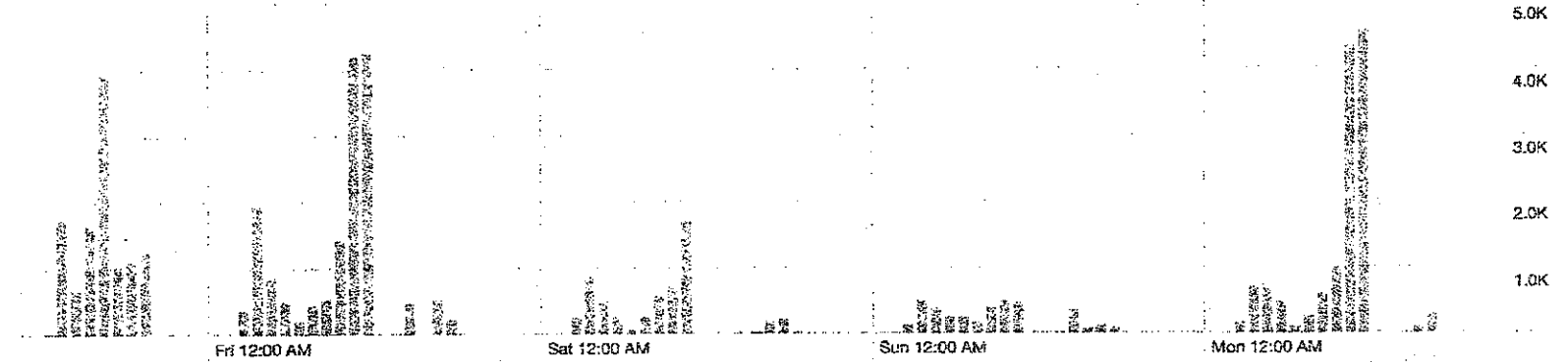
Creatives

Platforms

Locations

Demographics

Interests



Summary

Engagements

Media views



Little Steps, Big Impact

Sponsored - 

What will you do to keep the air you breathe cleaner? Check out the easy #littlesteps you can take to make a #bigimpact improving the quality of the air...



Little Steps, Big Impact
Community
163 people like this.



Little Steps.
Big Impact.

Little Steps Omaha @littlestepsoma

21 Jul 2016

#Omaha has an #airquality problem. What can YOU do to keep the air you breathe cleaner? littlestepsbigimpact.com

pic.twitter.com/W3iHQj2w4a

MAPA LSBI July 2016 Follow Campaign

Started 21 Jul 2016
Ends 5 Aug 2016

[Export](#)

[Edit campaign](#)

FOLLOWERS

Targeting: 2 locations

View audience reached

TOTAL BUDGET
\$350.00

DAILY BUDGET
\$22.00

AUTOMATIC BID
-

Jul 21 - Jul 25, 2016

Ad Groups

22.3K

38

IMPRESSIONS

FOLLOWS

Accounts

Tweets

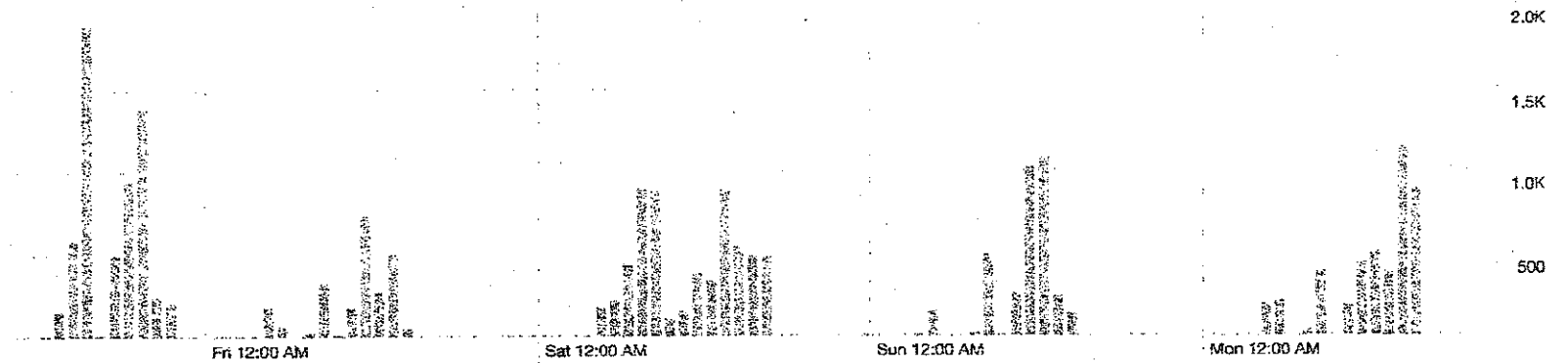
Campaign totals

Platforms

Locations

Demographics

Interests



Summary

Engagements

Media views

Facebook Like

Account: Brenda Zalmer
Campaign: MAPA LSBI Like Campaign

Performance Demographics Placement

22 Results: Page Likes
2,782 People Reached
\$100.00 Amount Spent

1 Result: Page Likes \$12.72 Cost per Result 0.19% Result Rate

Ad Stats in this Campaign + Create Ad Set

Ad Set Name	Delivery St.	Results #	Reach #	Cost #	Budget #	Amount Sp. #	Schedule #
MAPA LSBI Like Campaign	Active	22 Page Likes	2,702 People	\$4.88 Per Page Like	\$400.00	\$100.00	Jul 21, 2016 - Aug 6, 2016 14 days
Results from 1 Ad Set		22 Page Likes	2,782 People	\$4.88 Per Page Like		\$100.00 Total Spent	

Amount Spent Today: \$22.00 of \$27.80
\$100.00 (100% spent of \$100.00 budget)
Total Schedule: Ad 21, 2016 12:00pm - Aug 06, 2016 11:59am

Twitter Like

MAPA LSBI July 2016 Follow Campaign

Started 21 Jul 2016
Ends 6 Aug 2016

Targeting: 2 locations
View audience reached (f)

TOTAL BUDGET \$350.00
DAILY BUDGET \$22.00

22.3K IMPRESSIONS
36 FOLLOWERS
\$103.57 SPEND
\$2.73 COST PER FOLLOWER

Summary Engagement Media views



INVOICE

0023

MAPA

3309

QUESTIONS? CONTACT 402-734-6850
OR (225) 926-1000

RECEIVED JUL 18 2016

CUSTOMER: LOVGREN MARKETING GROUP
ADVERTISER: MAPA-METROPOLITAN AREA PLANNING AGENCY

INVOICE NO: 107230552

CUSTOMER
CONTRACT NO:

LAMAR CUSTOMER NO: 579163
LAMAR CONTRACT NO: 2613743

INVOICE DATE: 07/11/2016

DUE DATE: 08/10/2016

MARKET / MEDIA TYPE / DESIGN / LOCATION	CONTRACT SERVICE DATES	PANEL NUMBER	PANEL TAB ID	ILLUM	AMOUNT
1 - OMAHA, NE (244-JWK5770) 244-Omaha, NE Media Type: DigitalBulletins Design: Ozone 4409 Dodge SSFE - Digital	7/11/16-8/7/16	1630	30766313	Yes Total Panels:1	2,941.18
STATE TAX	COUNTY or PARISH TAX	CITY TAX			AMOUNT
0.00	0.00	0.00			2,941.18



INVOICE

3270

QUESTIONS? CONTACT 402-734-8850
OR (225) 928-1000

RECEIVED JUN 20 2016

CUSTOMER: LOVGREN MARKETING GROUP
ADVERTISER: MAPA-METROPOLITAN AREA PLANNING AGENCY

INVOICE NO: 107128317

CUSTOMER
CONTRACT NO:

LAMAR CUSTOMER NO: 579163
LAMAR CONTRACT NO: 2613743

INVOICE DATE: 06/13/2016

DUE DATE: 07/13/2016

MARKET / MEDIA TYPE / DESIGN / LOCATION				CONTRACT SERVICE DATES	PANEL NUMBER	PANEL TAB ID	ILLUM	AMOUNT
1 - OMAHA, NE (244-JWK5770) 244-Omaha, NE Media Type: Digital/Bulletins Design: Ozone 4409 Dodge SSFE - Digital				6/13/16-7/10/16	1630	30766313	Yes Total Panels:1	2,941.18
STATE TAX	COUNTY or PARISH TAX	CITY TAX						AMOUNT
0.00	0.00	0.00						2,941.18



751 North 114th Street
Omaha, NE 68154

INVOICE

47-17279

Phone: (402) 493-7960
Fax: (402) 493-8026

Created Date: 7/11/2016
Completed Date: 7/20/2016

Ordered By: Tom Nemitz | tnemitz@lovgren.com (402) 397-7158

Bill To: Lovgren Advertising
809 N 96th St Ste 2
Omaha, NE 68114

Pick Up: FASTSIGNS
809 N 96th St Ste 2
Omaha, NE 68114

Salesperson: Zach Storz

Payment Terms: Net 30
Payment Due: 8/19/2016

Order Description: Banner_4'x2'

*unit price rounded to 4 decimal places

#	Product Description	Quantity	Unit Price	Amount
1	Banner_4'x2'	1	\$56.00	\$56.00
1.1	Banner - 13oz -			Taxable: \$56.00
	Part Qty: 1			
	Width: 48.00"			
	Height: 24.00"			
	Sides: 1			
	Text: Arfiles: 2016 / Lovgren			

Sub Total:	\$56.00
Taxable Amount:	\$56.00
Sales Tax:	\$3.92
Total:	\$59.92
Amount Paid:	\$0.00
Amount Due:	\$59.92 ✓



10031 Maple Street • Omaha NE 68134 • p (402) 393-5435 • f (402) 399-8793

INVOICE

Lovgren Marketing Group
MAPA
Attn: Linda Lovgren
809 N 96 Street, Suite 2
Omaha, NE 68114

Invoice Number : 032730
Date : 8/30/2016
Page : 1

COPY

Current

Job: 019438 - LSBI Radio
Component: 01 - LSBI Radio 2 x :15, 1 x :30

Audio Production	1,335.33
Talent Voice	2,058.88
3rd Party Sales Taxes	79.45

Job: 019439 - LSBI Television
Component: 02 - 2 x :15, 1 x :30

Audio Production	1,688.28
Edit Suite	4,000.00
Stock Photography & Useage Fee	900.00
Talent Voice	2,117.70
3rd Party Sales Taxes	100.45

Job: 019460 - Additional Radio Talent
Component: 01 - Additional Radio Talent

Talent Voice 352.95

Total: \$12,633.04



INVOICE

Reprinted

QUESTIONS? CONTACT 402-734-8850
OR (226) 926-1000

3270

RECEIVED JUN 20 2016

CUSTOMER: LOVGREN MARKETING GROUP
ADVERTISER: MAPA-METROPOLITAN AREA PLANNING AGENCY

INVOICE NO: 107128317

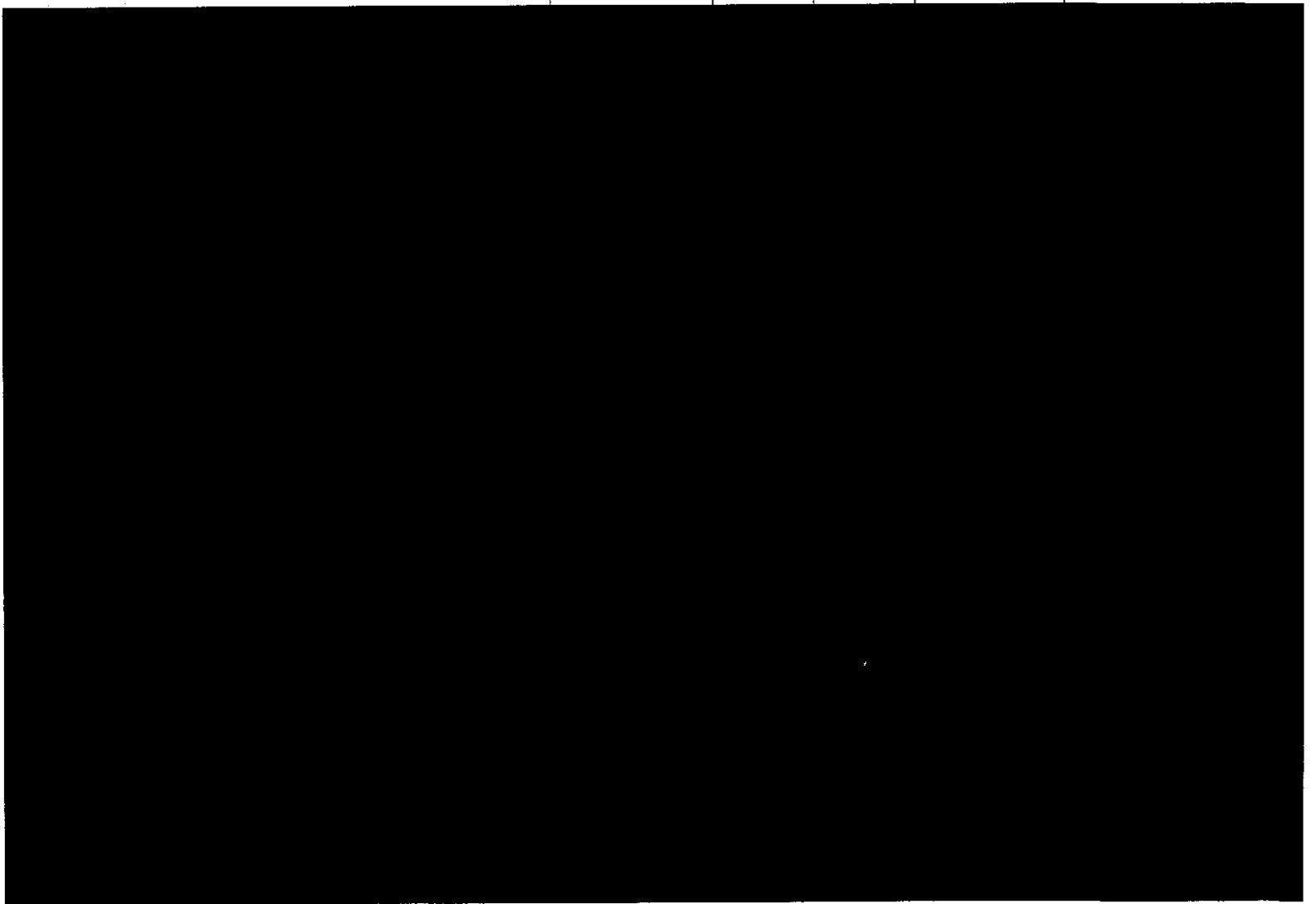
CUSTOMER
CONTRACT NO:

LAMAR CUSTOMER NO: 579163
LAMAR CONTRACT NO: 2613743

INVOICE DATE: 06/13/2016

DUE DATE: 07/13/2016

MARKET / MEDIA TYPE / DESIGN / LOCATION	CONTRACT SERVICE DATES	PANEL NUMBER	PANEL TAB ID	ILLUM	AMOUNT
1 - OMAHA, NE (244-JWK5770) 244-Omaha, NE Media Type: Digital/Bulletins Design: Ozone 4409 Dodge SSFE - Digital	6/13/16-7/10/16	1630	30766313	Yes	2,941.18 ✓
				Total Panels:1	





INVOICE

RECEIVED JUN 24 2016
QUESTIONS? CONTACT 402-734-6850
OR (225) 926-1000

3521

CUSTOMER: LOVGREN MARKETING GROUP
ADVERTISER: MAPA-METROPOLITAN AREA PLANNING AGENCY
CUSTOMER
CONTRACT NO:

LAMAR CUSTOMER NO: 579163
LAMAR CONTRACT NO: 2613743

INVOICE NO: 107148293
INVOICE DATE: 06/20/2016
DUE DATE: 07/20/2016

MARKET / MEDIA TYPE / DESIGN / LOCATION			CONTRACT SERVICE DATES	PANEL NUMBER	PANEL TAB ID	ILLUM	AMOUNT
1 - OMAHA, NE (244-JWK5770) 244-Omaha, NE Media Type: Digital/Bulletins Design: Ozone I-80 & 72ND DIGITAL-SSFE (PERM:B,C)			6/20/16-6/28/16	1645	30597853	Yes Total Panels:1	941.18
STATE TAX	COUNTY or PARISH TAX	CITY TAX					AMOUNT
0.00	0.00	0.00					941.18

INVOICE

KSRZ

PAGE 1
[3/4]

RECEIVED JUL 5 2016



KSRZ
10714 Mockingbird Drive
Omaha, NE 68127
Main: (402) 592-3333
Billing: (888) 877-8004

Invoice #	Invoice Date	Invoice Month	Invoice Period
154890-1	06/26/16	June 2016	06/30/16 - 06/28/16

Property	Account Executive	Sales Office	Sales Region
KSRZ	Patrick Henry	Radio-Omaha L	Local

Advertiser	Product	Estimate Number
Metro Area Planning Agenc	Air Quality Campaign 2016	

Flight Dates	Order #	Alt Order #
06/20/16 - 10/02/16	154890	

Billing Calendar	Billing Type	Deal #
Broadcast	Cash	

Special Handling

Agency Code	Advertiser Code	Product 1/2

Agency Ref	Advertiser Ref

LOVGREN MARKETING GROUP
ATTENTION: ACCOUNTS PAYABLE
809 NORTH 96TH STREET SUITE 2
OMAHA, NE 68114

Send Payment To:

KSRZ
OMAHA
P.O. BOX 203590
DALLAS, TX 75320-3590

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/ Week	Rate	Type																																																																																						
1	06/20/16	09/30/16	M-F 6a-10a	M-F 6a-10a	MTWTF--	:15	4	\$30.00	BB																																																																																						
<table border="0"> <tr> <td>Weeks:</td> <td><u>Start Date</u></td> <td><u>End Date</u></td> <td><u>MTWTFSS</u></td> <td><u>Spots/Week</u></td> <td><u>Rate</u></td> <td colspan="4"></td> </tr> <tr> <td></td> <td>06/20/16</td> <td>06/26/16</td> <td>MTWTF--</td> <td>4</td> <td>\$30.00</td> <td colspan="4"></td> </tr> <tr> <td>Spots: #</td> <td>Ch</td> <td>Day</td> <td>Air Date</td> <td>Air Time</td> <td>Description</td> <td>Start/End Time</td> <td>Length</td> <td>Ad-ID</td> <td>Rate</td> <td>Type</td> </tr> <tr> <td>2</td> <td>KSRZ</td> <td>Tu</td> <td>06/21/16</td> <td>6:09 AM</td> <td>M-F 6a-10a</td> <td>M-F 6a-10a</td> <td>:15</td> <td>MAPA-02-15-R</td> <td>\$30.00</td> <td>BB</td> </tr> <tr> <td>3</td> <td>KSRZ</td> <td>Tu</td> <td>06/21/16</td> <td>8:22 AM</td> <td>M-F 6a-10a</td> <td>M-F 6a-10a</td> <td>:15</td> <td>MAPA-03-15R</td> <td>\$30.00</td> <td>BB</td> </tr> <tr> <td>4</td> <td>KSRZ</td> <td>W</td> <td>06/22/16</td> <td>6:06 AM</td> <td>M-F 6a-10a</td> <td>M-F 6a-10a</td> <td>:15</td> <td>MAPA-03-15R</td> <td>\$30.00</td> <td>BB</td> </tr> <tr> <td>1</td> <td>KSRZ</td> <td>F</td> <td>06/24/16</td> <td>6:50 AM</td> <td>M-F 6a-10a</td> <td>M-F 6a-10a</td> <td>:15</td> <td>MAPA-02-15-R</td> <td>\$30.00</td> <td>BB</td> </tr> </table>										Weeks:	<u>Start Date</u>	<u>End Date</u>	<u>MTWTFSS</u>	<u>Spots/Week</u>	<u>Rate</u>						06/20/16	06/26/16	MTWTF--	4	\$30.00					Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type	2	KSRZ	Tu	06/21/16	6:09 AM	M-F 6a-10a	M-F 6a-10a	:15	MAPA-02-15-R	\$30.00	BB	3	KSRZ	Tu	06/21/16	8:22 AM	M-F 6a-10a	M-F 6a-10a	:15	MAPA-03-15R	\$30.00	BB	4	KSRZ	W	06/22/16	6:06 AM	M-F 6a-10a	M-F 6a-10a	:15	MAPA-03-15R	\$30.00	BB	1	KSRZ	F	06/24/16	6:50 AM	M-F 6a-10a	M-F 6a-10a	:15	MAPA-02-15-R	\$30.00	BB											
Weeks:	<u>Start Date</u>	<u>End Date</u>	<u>MTWTFSS</u>	<u>Spots/Week</u>	<u>Rate</u>																																																																																										
	06/20/16	06/26/16	MTWTF--	4	\$30.00																																																																																										
Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type																																																																																					
2	KSRZ	Tu	06/21/16	6:09 AM	M-F 6a-10a	M-F 6a-10a	:15	MAPA-02-15-R	\$30.00	BB																																																																																					
3	KSRZ	Tu	06/21/16	8:22 AM	M-F 6a-10a	M-F 6a-10a	:15	MAPA-03-15R	\$30.00	BB																																																																																					
4	KSRZ	W	06/22/16	6:06 AM	M-F 6a-10a	M-F 6a-10a	:15	MAPA-03-15R	\$30.00	BB																																																																																					
1	KSRZ	F	06/24/16	6:50 AM	M-F 6a-10a	M-F 6a-10a	:15	MAPA-02-15-R	\$30.00	BB																																																																																					
2	06/20/16	09/30/16	M-F 10a-3p	M-F 10a-3p	MTWTF--	:15	5	\$35.00	BB																																																																																						
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We warrant that the actual broadcast information shown on this invoice was taken from the program log. We do not discriminate in advertising contracts on the basis of race or ethnicity, and will not accept any advertising which is intended to discriminate on the basis of race or ethnicity. Advertiser represents and warrants that it is not purchasing advertising time from us or our station that is intended to discriminate on the basis of race or ethnicity. SEM Customers: Charges for Search Engine Marketing include click costs as well as fees for account set up, management and optimizations. Local advertising in Phoenix, by any method, is subject to tax. If you consider yourself to fall under an exemption, please provide the appropriate documentation. If no documentation is provided, the transaction privilege tax (TPT) with a rate of 0.5% will be applied to your invoice.

INVOICE



Send Payment To:
KSRZ
 Omaha
 P.O. Box 203590
 Dallas, TX 75320-3590

Invoice #	Invoice Date	Invoice Month	Invoice Period
154890-1	06/26/16	June 2016	05/30/16 - 06/26/16

Advertiser	Product	Estimate Number
Metro Area Planning Agency	Air Quality Campaign 2016	

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/ Week	Rate	Type	
4	06/20/16	09/30/16	Mon-Su 12a-12 - PSA	Mon-Su 12a-12a - F	MTWTFSS	:15	6	\$0.00	BB	
PSA Status										
Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
1	KSRZ	Tu	06/21/16	1:51 AM	Mon-Su 12a-12 - PSA	Mon-Su 12a-12a - F	:15	MAPA-03-15R	\$0.00	BB
2	KSRZ	W	06/22/16	12:20 AM	Mon-Su 12a-12 - PSA	Mon-Su 12a-12a - F	:15	MAPA-02-15-R	\$0.00	BB
4	KSRZ	Th	06/23/16	2:22 AM	Mon-Su 12a-12 - PSA	Mon-Su 12a-12a - F	:15	MAPA-02-15-R	\$0.00	BB
5	KSRZ	F	06/24/16	2:52 AM	Mon-Su 12a-12 - PSA	Mon-Su 12a-12a - F	:15	MAPA-03-15R	\$0.00	BB

Total Spots 16

Payment Terms 30 Days

Gross Total \$415.00

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INVOICE

KQCH Page 1

[4/4]

RECEIVED JUL 5 2016



KQCH
 10714 Mockingbird Drive
 Omaha, NE 68127
 Main: (402) 592-3333
 Billing: (888) 877-8004

Omaha's #1 Hit Music Station

Invoice # 154891-1	Invoice Date 08/28/16	Invoice Month June 2016	Invoice Period 05/30/16 - 06/26/16
Property KQCH	Account Executive Patrick Henry	Sales Office Radio-Omaha Local	Sales Region Local

Advertiser Metro Area Planning Agency	Product Air Quality Campaign 2016	Estimate Number
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Flight Dates 06/20/16 - 10/02/16	Order # 154891	Alt Order #
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Billing Calendar Broadcast	Billing Type Cash	Deal #
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Special Handling

Agency Code	Advertiser Code	Product 1/2
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Agency Ref	Advertiser Ref
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LOVGREN MARKETING GROUP
 ATTENTION: ACCOUNTS PAYABLE
 809 NORTH 96TH STREET SUITE 2
 OMAHA, NE 68114

Send Payment To:

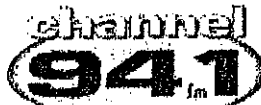
KQCH
OMAHA
 P.O. BOX 203590
 DALLAS, TX 75320-3590

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/ Week	Rate	Type																																																																																						
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1	KQCH	F	06/24/16	6:47 AM	M-F 6a-10a	M-F 6a-10a	:15	MAPA-03-15R	\$80.00	BB																																																																																					
2	06/20/16	09/30/16	M-F 10a-3p	M-F 10a-3p	MTWTF--	:15	2	\$40.00	BB																																																																																						
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INVOICE

KQCH Page 2



Omaha's #1 Hit Music Station

Send Payment To:

KQCH
Omaha
P.O. Box 203590
Dallas, TX 75320-3590

Invoice #	Invoice Date	Invoice Month	Invoice Period
154891-1	06/26/16	June 2016	05/30/16 - 06/26/16

Advertiser	Product	Estimate Number
Metro Area Planning Agency	Air Quality Campaign 2016	

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/ Week	Rate	Type																				
4	06/20/16	09/30/16	Mon-Sun 12a-12a - PSA	Mon-Sun 12a-12a -	MTWTFSS	:15	5	\$0.00	BB																				
PSA Status																													
Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type																			
2	KQCH	W	06/22/16	9:51 PM	Mon-Sun 12a-12a - PSA	Mon-Sun 12a-12a -	:15	MAPA-03-15R	\$0.00	BB																			
4	KQCH	Th	06/23/16	2:21 AM	Mon-Sun 12a-12a - PSA	Mon-Sun 12a-12a -	:15	MAPA-02-15-R	\$0.00	BB																			
5	KQCH	F	06/24/16	1:23 AM	Mon-Sun 12a-12a - PSA	Mon-Sun 12a-12a -	:15	MAPA-02-15-R	\$0.00	BB																			
5	06/20/16	09/30/16	M-F 5a-6a	M-F 5a-6a	MTWTF--	:15	3	\$10.00	BB																				
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1	KQCH	W	06/22/16	5:18 AM	M-F 5a-6a	M-F 5a-6a	:15	MAPA-03-15R	\$10.00	BB																			
<u>Total Spots</u>							15																						

Payment Terms 30 Days

Gross Total \$470.00

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METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, Nebraska 68102

Subcontractors Payment Authorization

Contractor: Live Well Omaha

Project Number & Title: 159045004 Live Well Omaha Commuter Challenge

Contract Approved by Board of Directors: April 20, 2016

Effective: 04/11/2016 – 12/31/2017

Contract Amount of: \$19,440

Payment # 1

1. Computation of Payment

Bill to Date

~~\$2,281.59~~ 2509.75 AM

Less Previous Payments

~~-0-~~

Payment Due this Date

\$2,281.59 2509.75 AM

2. Payment Approved

RECOMMENDED PAYMENT BY:

Le Coteur / Mike Peterson
Responsible Charge/Employee

Michael Felscher
Program Director

Lyell
Executive Director

Payment approved by Finance Committee

June 22, 2016
Clare Puda
Treasurer

BILL TO:

Metropolitan Area Planning Agency
 2222 Cuming Street
 Omaha, NE 68102

Attn: Sue Cutsforth

REMIT TO:

Live Well Omaha
 PO Box 31518
 Omaha, NE
 Attn: Madison
 Haugland



Project Name	Live Well Omaha Commuter Challenge
Contract Number	
Project Manager	Madison Haugland
Billing Period	4/11/16 to 6/3/16

LABOR					
Name	Title	Hours	Rate	Amount	
Sarah Sjolie	Exec Director	9	\$56.21	\$505.89	
Courtney Brewer	Comm Coord	15	\$34.88	\$523.20	
Madison Haugland	Active Living Coord	60	\$27.88	\$1,672.80	
Labor reimbursement request:				\$2,701.89	

Project Summary							
Category	Project Amount	Previous y Billed	Current Billing	Billed to Date	Amount Remaining	% Billed	
Direct Labor	\$15,900.00	\$0.00	\$2,701.89	\$2,701.89	\$13,198.11	17%	
Direct Expenses							
Data Tool	\$4,000.00		\$9.00	\$9.00	\$3,991.00	0%	
Postage and Delivery	\$200.00		\$49.10	\$49.10	\$150.90	25%	
Office Supplies	\$200.00		\$92.00	\$92.00	\$108.00	46%	
Direct Expenses Subtotal	\$4,400.00	\$0.00	\$150.10	\$150.10	\$4,249.90	3%	
Indirect Expenses 10%		\$0.00	\$285.20	\$285.20	(\$285.20)		
TOTALS	\$20,300.00	\$0.00	\$3,137.19	\$3,137.19	\$17,162.81	18%	

TOTAL REIMBURSEMENT REQUEST:	\$3,137.19
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**Cost Breakdown
Form
for Actual Costs
Fixed Fee
Agreement**

Company Name:	Live Well Omaha P.O. Box 31518, Omaha, NE 68131
Address:	
Employer No:	47-0834161
Contract No.:	
Project Location: Douglas and Sarpy Counties	
Control No.:	
Agreement No.:	
Invoice No. and Date:	Invoice 6, June 9, 2016
progress Report Date:	6-Jun-19
% Work Completed:	16%
Current Billing Period:	April 11, 2016 to June 3, 2016

Actual Costs	This Period	Previously Billed To Date	
Direct Labor	\$2,701.89	\$0.00	\$2,701.89
Direct Expenses	\$150.10	\$0.00	\$150.10
Indirect Expenses 10%	\$285.20	\$0.00	\$285.20
Local Match	\$627.44	\$0.00	\$627.44
TOTAL AMOUNT DUE	\$2,509.75		

I certify that the billed amounts are actual in agreement with the contract terms.

Signature: _____ Title: Project Manager Date: 6/9/2016

Madison Haugland

BILL TO:

Metropolitan Area Planning Agency
 2222 Cuming Street
 Omaha, NE 68102

Attn: Sue Cutsforth

REMIT TO:

Live Well Omaha
 PO Box 31518
 Omaha, NE
 Attn: Madison
 Haugland



Project Name	Live Well Omaha Commuter Challenge
Contract Number	
Project Manager	Madison Haugland
Billing Period	4/11/16 to 6/3/16

LABOR					
Name	Title	Hours	Rate	Amount	
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Labor reimbursement request:				\$2,701.89	

Project Summary							
Category	Project Amount	Previousl y Billed	Current Billing	Billed to Date	Amount Remaining	% Billed	
Direct Labor	\$15,900.00	\$0.00	\$2,701.89	\$2,701.89	\$13,198.11	17%	
Direct Expenses							
Data Tool	\$4,000.00		\$9.00	\$9.00	\$3,991.00	0%	
Postage and Delivery	\$200.00		\$49.10	\$49.10	\$150.90	25%	
Office Supplies	\$200.00		\$92.00	\$92.00	\$108.00	46%	
Direct Expenses Subtotal	\$4,400.00	\$0.00	\$150.10	\$150.10	\$4,249.90	3%	
TOTALS	\$20,300.00	\$0.00	\$2,851.99	\$2,851.99	\$17,448.01	16%	

TOTAL REIMBURSEMENT REQUEST: \$2,851.99

**Cost Breakdown
Form
for Actual Costs
Fixed Fee
Agreement**

Company Name:	Live Well Omaha P.O. Box 31518, Omaha, NE 68131
Address:	
Employer No:	47-0834161
Contract No.:	
Project Location:	Douglas and Sarpy Counties
Control No.:	
Agreement No.:	
Invoice No. and Date:	Invoice 6, June 9, 2016
progress Report Date:	6-Jun-19
% Work Completed:	16%
Current Billing Period:	April 11, 2016 to June 3, 2016

Actual Costs	This Period	Previously Billed	To Date
Direct Labor	\$2,701.89	\$0.00	\$2,701.89
Direct Expenses	\$159.10 <i>159.10</i>	\$0.00	\$159.10
Local Match	\$572.20 <i>572.40</i>	\$0.00	\$572.20
TOTAL AMOUNT DUE	\$2,288.79 <i>2281.59</i>		

I certify that the billed amounts are actual in agreement with the contract terms.

Signature: _____ Title: Project Manager

Date: 6/9/2016

Madison Haugland

MAPA Expense Authorization Voucher	
Date <u>6/9/16</u>	Amt. <u>2281.59</u>
Project <u>48002-01</u>	
Account <u>10-3400</u>	
Grant <u>13M01R02</u>	
Acctg. Dir. <u><i>WZ</i></u>	
Exec. Dir. _____	
Treasurer _____	

**Cost Breakdown
Form
for Actual Costs
Fixed Fee
Agreement**

Company Name:	Live Well Omaha P.O. Box 31518, Omaha, NE 68131
Address:	
Employer No:	47-0834161
Contract No.:	
Project Location:	Douglas and Sarpy Counties
Control No.:	
Agreement No.:	
Invoice No. and Date:	Invoice 6, June 9, 2016
progress Report Date:	6-Jun-19
% Work Completed:	16%
Current Billing Period:	April 11, 2016 to June 3, 2016

Actual Costs	This Period	Previously Billed To Date
Direct Labor	\$2,701.89	\$0.00 \$2,701.89
Direct Expenses	\$150.10	\$0.00 \$150.10
Local Match	\$570.40	\$0.00 \$570.40
TOTAL AMOUNT DUE	\$2,281.59	

I certify that the billed amounts are actual in agreement with the contract terms.

Signature:

Title

Project Manager

Date

6/9/2016

Madison Haugland



Progress Report

Project No: Live Well Omaha Commuter Challenge

Location: Omaha Metro, Nebraska **Dates Covered:** April 11 – June 3, 2016

Type of Work: Commuter Challenge **Progress Report No:** 6

Project progress this reporting period:

1. Community Catalyst Events

- a. Encouraged schools to participate in **Bike to School Day** via social media.
- b. Held **Live Well Omaha Commuter Challenge Kick-off Event** at Blatt Beer & Table on April 29.
- c. Recruited and equipped 10 organizations with toolkit to host a **Bike to Work Day** Commuter Appreciation Station on May 20.
 - i. Appeared on KETV talking about BTWD:
<http://www.ketv.com/news/omaha-metro-encouraged-to-participate-in-bike-to-work-day/39641594>
 - ii. **Created and sent toolkits** to recruit businesses to participate.

2. Communications Strategy

- a. Created a LWOCC **Facebook page** for extra communication with challengers:
<https://www.facebook.com/groups/LWOCC/?ref=bookmarks>
- b. Sending **bi-weekly emails** with prizewinner updates, events, tips and words of encouragement.
- c. Sending **weekly emails** to incentive winners.
- d. Sharing "**People on the Move**" once monthly in the LWO Weekly Digest. People whom bus, bike, walk or carpool.
- e. **Attended or Presented at:**
 - i. 3/30 - Physician's Mutual Health Fair
 - ii. 4/12 - Woodman Lunch and Learn
 - iii. 4/28 - UNMC Sustainability Fair
 - iv. 4/28 - Parrish Alternative School Health Fair
 - v. 5/5 - TD Ameritrade Lunch and Learn
 - vi. 5/19 - Physician's Mutual Lunch and Learn

Upcoming project tasks to be accomplished:

1. Meet with focus group.
2. RFP for Tool for Data Tracking
3. Coordinate with Omaha Bikes on promoting LWOCC and LSBI at 8 Bike Valet Events
4. Recruit up to 2 more employers for educational opportunity
5. Maintain communication and encouragement with all challengers.

Items required from client:

None

Unresolved project issues affecting the schedule:

None

Courtney Brewer

Fringe Benefit Calculation for Responsible Charge

Annual Salary	Estimated hours	Effective Wage rate
\$58,240.00	2080	\$ 28.00
\$58,240.00		

*Shaded areas to be completed by the LPA

Insurance Cost (Per Month)

Health	\$	
Dental	\$	
Accidental Death and Dismemberment (AD&D)	\$	1.10
Life	\$	10.58
Vision	\$	
Other Insurance Benefits	\$	41.98
Insurance Cost/month	\$	53.43
Insurance Cost/hour	\$	0.31

Workmen's Compensation

Workmen's Compensation Insurance - rate = \$0.265 per \$100 of wages (rate + \$100 x Wage Rate = \$0.09 per hr.)	\$	0.07
Rate per \$100 of coverage	\$	0.27
Effective Hourly Effective Wage Rate	\$	28.00
Workman's Compensation Insurance Cost	\$	0.07

FICA/Medicare (7.65 %)

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$	1.74
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$	0.41

Holiday/Vacation/Sick Leave/Personal/Admin Time Off

Vacation days	10.0
Sick Days	12.0
Pers./Adm. Days	
Holidays	13.0

Leave days/year	35.0
Leave hours/year	280.0

Normal Working Hours/day	8.0
Normal Hours/year	2,080.0
Adjusted Working Hours/year	1,800.0

Effective Hourly Wage Rate	\$	28.00
Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$	4.36

Pension

Percent of Effective Wage Rate	0.0%
Pension/Retirement Cost	\$ -

Insurance Cos	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$0.31	\$0.07	\$1.74	\$0.41	\$4.36	\$0.00	\$6.88

Other typical expenses may be submitted for reimbursement as allowed under the RC Reimbursement guidelines

Effective hourly rate	\$	28.00
Fringe benefits per hour	\$	6.88
Total hourly rate	\$	34.88

Fringe Benefit Calculation for Responsible Charge

Sarah Sjolie

Annual Salary	Estimated hours worked/year	Effective Wage rate
\$ 85,000.00	2080	\$ 45.00

*Shaded areas to be completed by the LPA

Insurance Cost (Per Month)

Health	\$	
Dental	\$	32.01
Accidental Death and Dismemberment (AD&D)	\$	1.10
Life	\$	10.35
Vision		
Other Insurance Benefits	\$	68.40
Insurance Cost/month	\$	111.86
Insurance Cost/hour	\$	0.65

Workmen's Compensation

Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate ÷ \$100 x Wage Rate = \$.09 per hr.)	\$	0.12
Rate per \$100 of coverage	\$	0.27
Effective Hourly Effective Wage Rate	\$	45.00
Workman's Compensation Insurance Cost	\$	0.12

FICA/Medicare (7.65 %)

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$	2.79
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$	0.65

Holiday/Vacation/Sick Leave/Personal/Admin Time Off

Vacation days		10.0
Sick Days		12.0
Pers/Adm. Days		
Holidays		13.0
Leave days/year		35.0
Leave hours/year		280.0
Normal Working Hours/day		8.0
Normal Hours/year		2,080.0
Adjusted Working Hours/year		1,800.0
Effective Hourly Wage Rate	\$	45.00
Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$	7.00

Pension

Percent of Effective Wage Rate		0.0%
Pension/Retirement Cost	\$	-

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$0.65	\$0.12	\$2.79	\$0.65	\$7.00	\$0.00	\$11.21

Other typical expenses may be submitted for reimbursement as allowed under the RC Reimbursement guidelines

Effective hourly rate	\$	45.00
Fringe benefits per hour	\$	11.21
Total hourly rate	\$	56.21

Fringe Benefit Calculation for Responsible Charge

Madison Haugland

Annual Salary	Estimated hours worked/year	Effective Wage rate
\$ 43,680.00	2080	\$ 21.00
\$ 43,680.00		

*Shaded areas to be completed by the LPA

Insurance Cost (Per Month)

Health	\$	253.28
Dental	\$	32.01
Accidental Death and Dismemberment (AD&D)	\$	7.10
Life	\$	10.35
Vision	\$	
Other Insurance Benefits	\$	14.98
Insurance Cost/month	\$	338.72
Insurance Cost/hour	\$	1.95

Workmen's Compensation

Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate ÷ \$100 x Wage Rate = \$.09 per hr.)	\$	0.06
Rate per \$100 of coverage	\$	0.27
Effective Hourly Effective Wage Rate	\$	21.00
Workman's Compensation Insurance Cost	\$	0.06

FICA/Medicare (7.65 %)

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$	1.30
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$	0.30

Holiday/Vacation/Sick Leave/Personal/Admin Time Off

Vacation days		10.0
Sick Days		12.0
Pers/Adm. Days		
Holidays		13.0
Leave days/year		35.0
Leave hours/year		280.0
Normal Working Hours/day		8.0
Normal Hours/year		2,080.0
Adjusted Working Hours/year		1,800.0
Effective Hourly Wage Rate	\$	21.00
Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$	3.27

Pension

Percent of Effective Wage Rate		0.0%
Pension/Retirement Cost	\$	-

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$1.95	\$0.06	\$1.30	\$0.30	\$3.27	\$0.00	\$6.88

Other typical expenses may be submitted for reimbursement as allowed under the RC Reimbursement guidelines

Effective hourly rate	\$	21.00
Fringe benefits per hour	\$	6.88
Total hourly rate	\$	27.88

Live Well Omaha's Hours - LWO Commuter Challenge

Date	Madison	Courtney	Sarah	What?
4/11/2016		0.5		Participant Communication
4/12/2016	1	3		Participant Communication/Participant Communication
4/13/2016	3			Participant Communication and Event Coordination
4/14/2016	1.5	1.5		Participant Communication/Participant Communication
4/15/2016	0.5			Participant Communication
4/16/2016	1		1	Participant Communication/Participant Communication
4/18/2016	0.5			Participant Communication
4/19/2016				
4/20/2016				
4/21/2016	1			Event Coordination
4/22/2016	1			Participant Communication
4/25/2016		1	1	Participant Communication/Supervision
4/26/2016	3	1		Event Coordination and Participant Communication/Participant Communication
4/27/2016	0.5	1		Event Coordination/Participant Communication
4/28/2016	1.5	1.5		Participant Communication/Participant Communication
4/29/2016	4	1	2	Participant Communication and Event Coordination/ E C/ EC
5/1/2016	1			Participant Communication - Start of Challenge!
5/2/2016	2			Participant Communication
5/3/2016	1.5	0.5		Participant Communication/Outreach and Participant Communication
5/4/2016	2	1		Event Coordination and Participant Communication/Outreach
5/5/2016	2.5			Event Coordination and Participant Communication
5/6/2016	2	0.5		Participant Communication/Outreach and Participant Communication
5/9/2016	0.5			Participant Communication
5/10/2016	1			Participant Communication and Data Analysis
5/11/2016	0.5			Event Coordination
5/12/2016	0.5			Event Coordination
5/13/2016	1.5	1	1	Event Coordination/Outreach and Participant Communication/Event Coordination
5/16/2016	2			Event Coordination

5/17/2016	3			Event Coordination, Participant Communication and Data Analysis
5/18/2016	2.5			Event Coordination and Business Participant Outreach
5/19/2016	3		2	Business Participant Outreach and Event Coordination/Supervisory
5/20/2016	4		1	Event Coordination/Supervisory
5/23/2016	2			Participant Communication and Data Analysis
5/24/2016	1			Participant Communication and Data Analysis
5/25/2016				
5/26/2016	1			Event Coordination and Business Participant Outreach
5/27/2016				
5/30/2016				
5/31/2016	2	1.5		Participant Communication and Data Analysis/ Outreach and PC
6/1/2016	0.5			Participant Communication
6/2/2016	0.5			Participant Communication
6/3/2016	5		1	Admin Tasks/Supervisory
	60	15	9	

Account:
omahacommutterchallengeops@gmail.com

Billed to:
Sarah Sjolie
PO Box 31518
Omaha NE, 68131
US

Billing period:
April 01, 2016 - May 01, 2016

Invoice #:
7507557

Charges	Amount
Application dynos	\$ 0.00
Add-on services	\$ 9.00
Subtotal:	\$ 9.00
Total:	\$ 9.00

Charges on your credit card bill will be from "WWW.HEROKUCHARGE.COM".

Before Contract
Renial

Account:
omahacommutterchallengeops@gmail.com

Billed to:
Sarah Sjolie
PO Box 31518
Omaha NE, 68131
US

Billing period:
March 01, 2016 - April 01, 2016

Invoice #:
7220136

Charges	Amount
Application dynos	\$ 0.00
Add-on services	\$ 9.00
<hr/>	
Subtotal:	\$ 9.00
Total:	\$ 9.00

Reports

Date: Custom From Jun 2016 To Jun 2016 Go

Balances Expenses **Prints** Filter Settings
List Summary Trend Summary Transc **Export**

Expenses > Postage Purchases

Date	Cost	Type	Payment Method
6/9/2016	\$10.00	Postage Purchases	CC-7010

Live Well Omaha Stamps.com Purchase Order History

	Date	Cost	Class/Service Type	Payment Met	Cost Code
1	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
2	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
3	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
4	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
5	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
6	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
7	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
8	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
9	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
10	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
11	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
12	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
13	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
14	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
15	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
16	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
17	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
18	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
19	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
20	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
21	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
22	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
23	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
24	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
25	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
26	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
27	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
28	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
29	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
30	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
31	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
32	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
33	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
34	5/13/2016	\$1.15	First Class (R) Postage Purcl	CC-7010	LWO Commuter Challenge
		\$39.10			

Invoice

Physicians Mutual

6119 N 16th Street

Omaha, NE 68110-1002

Phone: (402) 930-2827

Bill To:

Live Well Omaha

PO Box 31518

Omaha, NE 68131

Ship To:

Live Well Omaha

PO Box 31518

Omaha, NE 68131

Invoice Date	4/29/2016	Attention:	Sarah Sjolie	Customer ID	OCLWO
Invoice #	7894	Terms	Net 30 Days	PO Number	
Order Date	4/29/2016	Ship Via			

Description	Product Name	Quantity	Unit Price	Line Total
Toolkit	8 PAGE BOOKLET - COLOR	60	\$1.433	\$85.98
Subtotal				\$85.98
Freight Charge				\$0.00
Delivery Charge				\$0.00
Sales Tax				\$6.02
Order Total				\$92.00
Total Payments				
Total Due				\$92.00

Questions concerning this invoice?

Call: (402) 930-2827

Service charge of 1.5% per month will be added to all over due accounts

Mail Payments To:

Physicians Mutual

Attn: Aji George

6119 N 16th Street

Omaha, NE 68110

Category	Date	Name	Hours	Current Billing
<u>Direct Labor</u>				
	4/11/16 to 6/3/16	Sarah Sjolie	9	\$505.89
	4/11/16 to 6/3/16	Courtney Brewer	15	\$523.20
	4/11/16 to 6/3/16	Madison Hauglanc	60	\$1,672.80
				\$2,701.89
<u>Direct Expenses</u>				
Data Tool				
	4/12/2016	Heroku Hosting		\$0.00
	5/5/2016	Heroku Hosting		\$9.00
Data Tool Total				\$9.00
Postage and Delivery				
	6/2/2016	Stamps.com		\$39.10
	6/3/2016	Stamps.com		\$10.00
P & D Total				\$49.10
Office Supplies				
	4/29/2016	Physician's Mutual		\$92.00
Direct Expenses Subtotal				\$150.10
TOTALS				\$2,851.99

3:10 PM

06/06/16

Accrual Basis

LIVE WELL OMAHA
Class QuickReport
April 11 through June 6, 2016

Type	Date	Num	Name	Memo	Amount
Unrestricted					
Commuter Challenge					
Check	04/12/2016	Debit	Heroku	XX7010 DDA	-9.00
Bill	04/29/2016	7894	Physicians Mutual	7894	-92.00
General Journal	04/30/2016	734		Courtney Wa...	-308.00
General Journal	04/30/2016	734		Madison Wag...	-173.25
Check	05/05/2016	Debit	Heroku	XX7010 DDA	-9.00
Check	06/02/2016	Debit	Stamps.com	XX7010 DDA	-39.15
Check	06/03/2016	debit	Stamps.com	XX7010 DDA	-10.00
Bill	06/06/2016	Mileage	Sarah Sjolte		-1.62
Bill	06/06/2016	Mileage	Madison Haugland	Mileage	-27.86
Total Commuter Challenge					-669.88
Total Unrestricted					-669.88
TOTAL					-669.88

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, Nebraska 68102

Subcontractors Payment Authorization

Contractor: Live Well Omaha

Project Number & Title: 159045004 Live Well Omaha Commuter Challenge

Contract Approved by Board of Directors: April 20, 2016

Effective: 04/11/2016 – 12/31/2017

Contract Amount of: \$19,440

Payment # 2

1. Computation of Payment

Bill to Date	2,742.58
Less Previous Payments	2,509.75
Payment Due this Date	<u>\$232.83</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

Responsible Charge/Employee

Program Director

Executive Director

Payment approved by Finance Committee _____

Treasurer

BILL TO:

Metropolitan Area Planning Agency
 2222 Cuming Street
 Omaha, NE 68102

Attn: Sue Cutsforth

REMIT TO:

Live Well Omaha
 PO Box 31518
 Omaha, NE
 Attn: Madison
 Haugland



Project Name	Live Well Omaha Commuter Challenge
Contract Number	
Project Manager	Madison Haugland
Billing Period	6/6/16 - 6/30/16

LABOR

Name	Title	Hours	Rate	Amount
Sarah Sjolie	Exec Director	1	\$56.21	\$56.21
Courtney Brewer	Comm Coord	1	\$34.88	\$34.88
Madison Haugland	Active Living Coord	5.9	\$27.88	\$164.49
Labor reimbursement request:				\$255.58

Project Summary

Category	Project Amount	Previously		Amount			% Billed
		Billed	Current Billing	Billed to Date	Remaining		
Direct Labor	\$15,900.00	\$2,701.89	\$255.58	\$2,957.47	\$12,942.53	19%	
Direct Expenses							
Data Tool	\$4,000.00	\$9.00	\$9.00	\$18.00	\$3,982.00	0%	
Postage and Delivery	\$200.00	\$49.10		\$49.10	\$150.90	25%	
Office Supplies	\$200.00	\$92.00		\$92.00	\$108.00	46%	
Direct Expenses Subtotal	\$4,400.00	\$150.10	\$9.00	\$159.10	\$4,240.90	4%	
Indirect Expenses 10%		\$285.20	\$26.46	\$311.66	(\$311.66)		
TOTALS	\$20,300.00	\$3,137.19	\$291.04	\$3,428.23	\$16,871.77	17%	

TOTAL REIMBURSEMENT REQUEST: \$291.04

**Cost Breakdown
 Form
 for Actual Costs
 Fixed Fee
 Agreement**

Company Name:	Live Well Omaha														
Address:	P.O. Box 31518, Omaha, NE 68131														
Employer No:	47-0834161														
Contract No.:															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Project Location:</td> <td>Douglas and Sarpy Counties</td> </tr> <tr> <td>Control No.:</td> <td></td> </tr> <tr> <td>Agreement No.:</td> <td></td> </tr> <tr> <td>Invoice No. and Date:</td> <td>Invoice 7, August 5, 2016</td> </tr> <tr> <td>progress Report Date:</td> <td>5-Aug-16</td> </tr> <tr> <td>% Work Completed:</td> <td>16%</td> </tr> <tr> <td>Current Billing Period:</td> <td>June 6, 2016 to June 30, 2016</td> </tr> </table>		Project Location:	Douglas and Sarpy Counties	Control No.:		Agreement No.:		Invoice No. and Date:	Invoice 7, August 5, 2016	progress Report Date:	5-Aug-16	% Work Completed:	16%	Current Billing Period:	June 6, 2016 to June 30, 2016
Project Location:	Douglas and Sarpy Counties														
Control No.:															
Agreement No.:															
Invoice No. and Date:	Invoice 7, August 5, 2016														
progress Report Date:	5-Aug-16														
% Work Completed:	16%														
Current Billing Period:	June 6, 2016 to June 30, 2016														

Actual Costs	This Period	Previously Billed	To Date
Direct Labor	\$255.58	\$2,701.89	\$2,957.47
Direct Expenses	\$9.00	\$150.10	\$159.10
Indirect Expenses	\$26.46	\$285.20	\$311.66
Local Match	\$58.21	\$627.44	\$685.65
TOTAL AMOUNT DUE	\$232.83		

I certify that the billed amounts are actual in agreement with the contract terms.

Signature:	Title	Date	
	Project Manager	8/5/2016	

Madison Haugland

Category	Date	Name	Hours	Current Billing
<u>Direct Labor</u>				
	6/6/16 to 6/30/16	Sarah Sjolie	1	\$56.21
	6/6/16 to 6/30/16	Courtney Brewer	1	\$34.88
	6/6/16 to 6/30/16	Madison Hauglanc	5.9	\$164.49
				\$255.58
<u>Direct Expenses</u>				
Data Tool	6/6/2016	Heroku Hosting		\$9.00
Data Tool Total				\$9.00
Postage and Delivery				
P & D Total				\$0.00
Office Supplies				
Direct Expenses Subtotal				\$9.00
TOTALS				\$264.58

Account:
omahacommutterchallengeops@gmail.com

Billed to:
Sarah Sjolie
PO Box 31518
Omaha NE, 68131
US

Billing period:
May 01, 2016 - June 01, 2016

Invoice #:
7770741

Charges	Amount
Application dynos	\$ 0.00
Add-on services	\$ 9.00
Subtotal:	\$ 9.00
Total:	\$ 9.00



Progress Report

Project No: Live Well Omaha Commuter Challenge

Location: Omaha Metro, Nebraska **Dates Covered:** June 6, 2016 – June 30

Type of Work: Commuter Challenge **Progress Report No:** 7

Project progress this reporting period:

1. Community Catalyst Events
 - a. No catalyst events were scheduled or held during this time.

2. Communications Strategy
 - a. Posted and shared on the LWOCC **Facebook page** for extra communication with challengers:
<https://www.facebook.com/groups/LWOCC/?ref=bookmarks>
 - b. Sent **bi-weekly emails** with prizewinner updates, events, tips and words of encouragement.
 - c. Sending **weekly emails** to incentive winners.
 - d. Sharing "**People on the Move**" once monthly in the LWO Weekly Digest. People whom bus, bike, walk or carpool.

Exported challenge available on request.

Upcoming project tasks to be accomplished:

1. Further research Tool for Data Tracking
2. Coordinate with Omaha Bikes on promoting LWOCC and LSBI at 8 Bike Valet Events
3. Recruit up to 1 more employers for educational opportunity
4. Maintain communication and encouragement with all challengers.

Items required from client:

None

Unresolved project issues affecting the schedule:

None

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, Nebraska 68102

Subcontractors Payment Authorization

Contractor: Live Well Omaha

Project Number & Title: 159045004 Live Well Omaha Commuter Challenge

Contract Approved by Board of Directors: April 20, 2016

Effective: 04/11/2016 – 12/31/2017

Contract Amount of: \$19,440

Payment #3

1. Computation of Payment

Bill to Date	3,546.24
Less Previous Payments	2,742.58
Payment Due this Date	<u>\$803.66</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

Responsible Charge/Employee

Program Director

Executive Director

Payment approved by Finance Committee _____

Treasurer

BILL TO:

Metropolitan Area Planning Agency
 2222 Cuming Street
 Omaha, NE 68102

Attn: Sue Cutsforth

REMIT TO:

Live Well Omaha
 PO Box 31518
 Omaha, NE
 Attn: Madison
 Haugland



Project Name	Live Well Omaha Commuter Challenge
Contract Number	
Project Manager	Madison Haugland
Billing Period	7/1/16-8/5/16

LABOR					
Name	Title	Hours	Rate	Amount	
Sarah Sjolie	Exec Director	2.5	\$56.21	\$140.53	
Courtney Brewer	Comm Coord	1.1	\$34.88	\$38.37	
Madison Haugland	Active Living Coorc	25.6	\$27.88	\$713.73	
Labor reimbursement request:				\$892.62	

Project Summary						
Category	Project Amount	Previously		Amount		
		Billed	Current Billing	Billed to Date	Remaining	% Billed
Direct Labor	\$15,900.00	\$2,957.47	\$892.62	\$3,850.09	\$12,049.91	24%
Direct Expenses						
Data Tool	\$4,000.00	\$18.00	\$9.00	\$27.00	\$3,973.00	1%
Postage and Delivery	\$200.00	\$49.10	\$11.63	\$60.73	\$139.27	30%
Office Supplies	\$200.00	\$92.00		\$92.00	\$108.00	46%
Direct Expenses Subtotal	\$4,400.00	\$159.10	\$20.63	\$179.73	\$4,220.27	4%
Indirect Expenses 10%		\$311.66	\$91.33	\$402.99	(\$402.99)	
TOTALS	\$20,300.00	\$3,428.23	\$1,004.58	\$4,432.81	\$15,867.19	22%

TOTAL REIMBURSEMENT REQUEST: \$1,004.58

x 80% = \$803.66

**Cost Breakdown
Form
for Actual Costs
Fixed Fee
Agreement**

Company Name:	Live Well Omaha P.O. Box 31518, Omaha, NE 68131
Address:	
Employer No:	47-0834161
Contract No.:	
Project Location: Douglas and Sarpy Counties	
Control No.:	
Agreement No.:	
Invoice No. and Date:	Invoice 8, August 5, 2016
progress Report Date:	5-Aug-16
% Work Completed:	16%
Current Billing Period:	July 1, 2016 to August 5, 2016

Actual Costs	This Period	Previously Billed To Date	
Direct Labor	\$892.62	\$2,957.47	\$3,850.09
Direct Expenses	\$20.63	\$159.10	\$179.73
Indirect Expenses	\$91.33	\$311.66	\$402.99
Local Match	\$200.92	\$685.65	\$886.56
TOTAL AMOUNT DUE	\$803.66		

I certify that the billed amounts are actual in agreement with the contract terms.

Signature: _____ Title: Project Manager Date: 8/5/2016

Madison Haugland

Day	User	Project	Task	Entry Notes	Madison's Time	Courtney's Time	Sarah's Time
#####	Madison Haugland	LWO Commuter Challenge	*Participant Communication		0.1		
#####	Madison Haugland	LWO Commuter Challenge	*Data Analysis		0.6		
#####	Madison Haugland	LWO Commuter Challenge	*Data Analysis		0.9		
#####	Madison Haugland	LWO Commuter Challenge	*Participant Communication		1.5		
#####	Madison Haugland	LWO Commuter Challenge	*Participant Communication		1.3		
#####	Madison Haugland	LWO Commuter Challenge	*Participant Communication		0.9		
#####	Madison Haugland	LWO Commuter Challenge	*Participant Communication		0.2		
#####	Madison Haugland	LWO Commuter Challenge	*Participant Communication		0.3		
#####	Courtney Brewer	LWO Commuter Challenge	*Outreach	FB post		0.3	
#####	Madison Haugland	LWO Commuter Challenge	*Participant Communication		1		
#####	Sarah Sjolie	LWO Commuter Challenge	Tool Maintenance	RFP Meeting	1		1
#####	Madison Haugland	LWO Commuter Challenge	Tool Maintenance		1		
#####	Madison Haugland	LWO Commuter Challenge	*Participant Communication		2.3		
#####	Courtney Brewer	LWO Commuter Challenge	*Outreach			0.8	
#####	Madison Haugland	LWO Commuter Challenge	*Participant Communication		1		
#####	Madison Haugland	LWO Commuter Challenge	*Outreach		1.5		
#####	Madison Haugland	LWO Commuter Challenge	*Data Analysis		1		
#####	Sarah Sjolie	LWO Commuter Challenge	Participant Communication				0.5
#####	Madison Haugland	LWO Commuter Challenge	*Data Analysis		1		
#####	Madison Haugland	LWO Commuter Challenge	Admin Tasks		1		
#####	Madison Haugland	LWO Commuter Challenge	Tool Maintenance		1.5		
#####	Madison Haugland	LWO Commuter Challenge	*Participant Communication		1		
#####	Madison Haugland	LWO Commuter Challenge	*Participant Communication		0.6		
#####	Sarah Sjolie	LWO Commuter Challenge	Admin Tasks	Meeting with Greg			1
#####	Madison Haugland	LWO Commuter Challenge	*Participant Communication		0.7		
#####	Madison Haugland	LWO Commuter Challenge	*Participant Communication		0.5		
#####	Madison Haugland	LWO Commuter Challenge	*Participant Communication	LWOCC Email	1		
#####	Madison Haugland	LWO Commuter Challenge	*Data Analysis		0.3		
#####	Madison Haugland	LWO Commuter Challenge	*Data Analysis		1		
#####	Madison Haugland	LWO Commuter Challenge	*Participant Communication		0.4		
#####	Madison Haugland	LWO Commuter Challenge	Admin Tasks		0.5		
#####	Madison Haugland	LWO Commuter Challenge	*Business Participant Outreach		0.5		
#####	Madison Haugland	LWO Commuter Challenge	Admin Tasks		1		
					25.6	1.1	2.5

x *Sarah Sjolie*

Manager Approval

Category	Date	Name	Hours	Current Billing
Direct Labor				
	7/1/16 to 8/5/16	Sarah Sjolie	2.5	\$140.53
	7/1/16 to 8/5/16	Courtney Brewer	1.1	\$38.37
	7/1/16 to 8/5/16	Madison Hauglanc	25.6	\$713.73
				\$892.62
Direct Expenses				
Data Tool				
	7/13/2016	Heroku Hosting		\$9.00
		Data Tool Total		\$9.00
Postage and Delivery				
	7/5/2016	Stamps.com		\$11.63
		P & D Total		\$11.63
Office Supplies				
		Direct Expenses Subtotal		\$20.63
TOTALS				\$913.25

Transaction Details



Print Date: 7/11/2016 1:44:23 PM
User: livewellomaha
Cost Code: LWO Commuter Challenge

Stamps: 25
Weight: 0 lbs 1 oz
Class/Service: First Class ®
Refund Type: Mail-in

Class/Service: First Class ® **\$11.625**
Special Services:

Total Postage Per Stamp: \$0.465
TOTAL COST: \$11.625

OK

Print

Account:
omahacommutterchallengeops@gmail.com

Billed to:
Sarah Sjolie
PO Box 31518
Omaha NE, 68131
US

Billing period:
June 01, 2016 - July 01, 2016

Invoice #:
8037707

Charges	Amount
Application dynos	\$ 0.00
Add-on services	\$ 9.00
	Subtotal: \$ 9.00
	Total: \$ 9.00



Progress Report

Project No: Live Well Omaha Commuter Challenge

Location: Omaha Metro, Nebraska **Dates Covered:** July 1, 2016 – August 5, 2016

Type of Work: Commuter Challenge **Progress Report No:** 8

Project progress this reporting period:

1. Community Catalyst Events
 - a. No catalyst events were scheduled or held during this time.
 - b. Begin thinking about Wrap-Up Party

2. Communications Strategy
 - a. Posted and shared on the LWOCC **Facebook page** for extra communication with challengers:
<https://www.facebook.com/groups/LWOCC/?ref=bookmarks>
 - b. Sent **bi-weekly emails** with prizewinner updates, events, tips and words of encouragement.
 - c. Sending **weekly emails** to incentive winners.
 - d. Sharing "**People on the Move**" once monthly in the LWO Weekly Digest. People whom bus, bike, walk or carpool.
 - e. **Attended or Presented at:**
 - i. 6/13 - Live Well Omaha Collaborating Council – all members

Exported challenge available on request.

Upcoming project tasks to be accomplished:

1. Research Tool for Data Tracking
2. Coordinate with Omaha Bikes on promoting LWOCC and LSBI at 8 Bike Valet Events
3. Recruit up to 1 more employers for educational opportunity
4. Maintain communication and encouragement with all challengers.

Items required from client:

None

Unresolved project issues affecting the schedule:

None

BILL TO:

Metropolitan Area Planning Agency
 2222 Cuming Street
 Omaha, NE 68102

Attn: Mike Helgerson

REMIT TO:

Live Well Omaha
 PO Box 31518
 Omaha, NE 68102
 Attn: Madison
 Haugland



Project Name	Bike Safety Education
Project Number	ENH-28(111)
Control Number	22492
Project Manager	Madison Haugland
Billing Period	6/9/16 - 6/30/16

LABOR					
Name	Title	Hours	Rate	Amount	
Sarah Sjolie	Exec Director	2	\$56.21	\$112.42	
Madison Haugland	Program Manager	67	\$27.88	\$1,867.96	
Labor reimbursement request:				\$1,980.38	

Project Summary						
Category	Project Amount	Previously Billed	Current Billing	Billed to Date	Amount Remaining	% Billed
Direct Labor	\$54,580.49	\$38,021.62	\$1,980.38	\$40,002.00	\$14,578.49	73%
Direct Expenses						
Sub-Consultants	\$66,900.00	\$12,734.34	\$1,500.00	\$14,234.34	\$52,665.66	21%
Printing and Reproduction	\$37,800.00	\$3,092.65		\$3,092.65	\$34,707.35	8%
Mileage/Travel	\$247.50	\$65.28	\$152.82	\$218.10	\$29.40	88%
Lodging/Meals	\$480.00	\$15.06		\$15.06	\$464.94	3%
Other Misc. Costs	\$30,500.00	\$24,737.91	\$6,520.76	\$31,258.67	\$758.67	102%
Direct Expenses Subtotal	\$135,927.50	\$40,646.13	\$8,173.58	\$48,819.71	\$87,107.79	
TOTALS	\$190,507.99	\$78,667.75	\$10,153.96	\$88,821.71	\$101,687.17	87%

TOTAL REIMBURSEMENT REQUEST: \$10,153.96

Cost Breakdown Form

for Actual Costs Fixed Fee Agreement

Company Name:	Live Well Omaha P.O. Box 31518, Omaha, NE
Address:	68131
Employer No:	47-0834161
Project No.:	ENH-28(111)
Project Location:	Douglas and Sarpy Counties
Control No.:	22492
Agreement No.:	
Invoice No. and Date:	Invoice 19, August 5, 2016
progress Report Date:	5-Aug-16
% Work Completed:	87%
Current Billing Period:	6/9/16 - 6/30/16

Actual Costs	This Period	Previously Billed	To Date
Direct Labor	\$1,980.38	\$38,021.62	\$40,002.00
Direct Expenses	\$8,173.58	\$40,646.13	\$48,819.71
Local Match	\$2,030.79	\$15,733.55	\$17,764.34
TOTAL AMOUNT DUE	\$8,123.17		

I certify that the billed amounts are actual in agreement with the contract terms.

Signature:

Title

Date

Project Manager

8/5/2016

Madison Haugland

Category	Date	Name	Hours	Current Billing
Direct Labor				
	6/9/16 - 6/30/16	Sarah Sjolie	2	\$112.42
	6/9/16 - 6/30/16	Madison Haugland	67	\$1,867.96
Direct Labor Total				\$1,980.38
Direct Expenses				
Sub-Consultants	6/29/2016	Benny Foltz INV 1		\$600.00
	6/17/2016	Pell Duvall INV 6		\$900.00
Sub-consultants total				\$1,500.00
Mileage	6/30/2016	Madison Haugland		\$152.82
Mileage Total				\$152.82
Other Misc. Costs				
	6/9/2016	Joslyn Helmets		\$925.00
	6/9/2016	Pawnee Helmets		\$869.50
	6/9/2016	Saddlebrook Helmets		\$693.75
	6/9/2016	Springville Helmets		\$647.50
	6/9/2016	Glider Helmets		\$1,110.00
	6/9/2016	Edison Helmets		\$1,202.50
	6/30/2016	Sales/Use Tax - Helmets		\$1,072.51
Other Misc. Costs total				\$6,520.76
Direct Expenses Subtotal				\$8,173.58
TOTAL REIMBURSEMENT REQUEST:				\$10,153.96

BILL TO:

Metropolitan Area Planning Agency
 2222 Cuming Street
 Omaha, NE 68102

Attn: Mike Helgerson

REMIT TO:

Live Well Omaha
 PO Box 31518
 Omaha, NE 68102
 Attn: Madison
 Haugland



Project Name	Bike Safety Education
Project Number	ENH-28(111)
Control Number	22492
Project Manager	Madison Haugland
Billing Period	7/1/16 - 8/5/16

LABOR					
Name	Title	Hours	Rate	Amount	
Sarah Sjolie	Exec Director	2	\$56.21	\$112.42	
Madison Haugland	Program Manager	41	\$27.88	\$1,143.08	
Labor reimbursement request:				\$1,255.50	

Project Summary						
Category	Project Amount	Previously Billed	Current Billing	Billed to Date	Amount Remaining	% Billed
Direct Labor	\$54,580.49	\$40,002.00	\$1,255.50	\$41,257.50	\$13,322.99	76%
Direct Expenses						
Sub-Consultants	\$66,900.00	\$14,234.34	\$940.00	\$15,174.34	\$51,725.66	23%
Printing and Reproduction	\$37,800.00	\$3,092.65		\$3,092.65	\$34,707.35	8%
Mileage/Travel	\$247.50	\$218.10		\$218.10	\$29.40	88%
Lodging/Meals	\$480.00	\$15.06		\$15.06	\$464.94	3%
Other Misc. Costs	\$30,500.00	\$31,258.67		\$31,258.67	\$758.67	102%
Direct Expenses Subtotal	\$135,927.50	\$48,819.71	\$940.00	\$49,759.71	\$86,167.79	
TOTALS	\$190,507.99	\$88,821.71	\$2,195.50	\$91,017.21	\$99,491.67	91%

TOTAL REIMBURSEMENT REQUEST: \$2,195.50

Cost Breakdown Form

for Actual Costs Fixed Fee Agreement

Company Name:	Live Well Omaha P.O. Box 31518, Omaha, NE
Address:	68131
Employer No:	47-0834161
Project No.:	ENH-28(111)
Project Location:	Douglas and Sarpy Counties
Control No.:	22492
Agreement No.:	
Invoice No. and Date:	Invoice 20, August 5, 2016
progress Report Date:	5-Aug-16
% Work Completed:	91%
Current Billing Period:	7/1/16 - 8/5/16

Actual Costs	This Period	Previously Billed	To Date
Direct Labor	\$1,255.50	\$40,002.00	\$41,257.50
Direct Expenses	\$940.00	\$48,819.71	\$49,759.71
Local Match	\$439.10	\$17,764.34	\$18,203.44
TOTAL AMOUNT DUE	\$1,756.40		

I certify that the billed amounts are actual in agreement with the contract terms.

Signature:

Title

Date

Madison Haugland

Project Manager

8/5/2016

Category	Date	Name	Hours	Current Billing
Direct Labor				
	6/9/16 - 6/30/16	Sarah Sjolie	2	\$112.42
	6/9/16 - 6/30/16	Madison Haugland	41	\$1,143.08
Direct Labor Total				\$1,255.50
Direct Expenses				
Sub-Consultants	7/11/2016	Pell Duvall INV 7		\$580.00
	7/11/2016	Pell Duvall INV 8		\$120.00
	7/25/2016	Benny Foltz INV 2		\$240.00
Sub-consultants total				\$940.00
Mileage				\$0.00
Mileage Total				\$0.00
Other Misc. Costs				\$0.00
Other Misc. Costs total				\$0.00
Direct Expenses Subtotal				\$940.00
TOTAL REIMBURSEMENT REQUEST:				\$2,195.50

MAPA CONTRACT COVER PLATE
(Amendment 3)

CONTRACT IDENTIFICATION

1. Contract Parties: MAPA and Exis Design Shop
2. Project Number and Title: 16607101401 – American Heroes Park, Concept Design
3. Effective Date: October 1, 2015
4. Completion Date: December 31, 2016

CONTRACT PARTIES

5. Consultant Name and Address: Exis Design Shop
1105 Howard Street
Ste 102
Omaha, NE 68102
6. The Planning Agency: The Omaha-Council Bluffs Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, Nebraska, 68102

ACCOUNTING DATA

7. Contract - For an amount not to exceed \$ 9,000

DATES OF SIGNING AND MAPA BOARD APPROVAL

8. Date of MAPA Board Approval -
9. Date of Consultant Approval -

AMENDMENT TO THE AGREEMENT BETWEEN
THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
AND
EXIS Design Shop

This amendatory agreement made and entered into as of this seventeenth day of August, 2016 by and between Exis Design Shop, 1105 Howard Street, Suite 102, Omaha, NE 68102 (herein called "Consultant") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (herein called the "Planning Agency"),

WITNESSETH:

WHEREAS, the Planning Agency and the Consultant entered into an agreement dated October 1, 2015 and,

WHEREAS, the parties to that Amendment now desire to amend the completion date as on the Contract Cover Plate of said Agreement and the Time of Performance paragraph on page 2 of said Agreement.

WHEREAS, the parties hereto do mutually agree as follows:

THAT, the Completion Date, on the Contract Cover plate of said Agreement dated October 1, 2015 be and is hereby amended to read as follows:

"Completion Date: December 31, 2016"

AND THAT, the Time of Performance paragraph on page 2 of said Agreement dated October 1, 2015 be and is hereby amended to read as follows:

"4. Time of Performance. The services of the Consultant are to commence October 1, 2015 and end December 31, 2016."

The parties hereto further agree that except as herein expressly provided the Agreement entered into by the parties on October 1, 2015 shall be unchanged and remain in full force and effect.

IN WITNESS WHEREOF the Planning Agency and the Consultant have executed this Contract as of the date first above written.

EXIS DESIGN SHOP

Attest: _____ Date _____ By _____ Date: _____

Title

OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

Attest: _____ Date _____ By _____ Date: _____
Executive Director

MAPA

TRAVEL AUTHORIZATION FORM

Project : 420 - 03 - 01 Date of Travel : 9/11 - 9/14

Request for Travel To: TRB Conference, Charleston, SC and return.

Purpose: Attend TRB Fools of the Trade Conference

Persons Traveling: Josh Corrigan

Submitted by: Josh Corrigan Date Submitted: 7/28/16

Standard Request:

Lodging: Actual 471

Meals: Actual 60

Special Request

Request Prepaid Registration (20 days prior notification) \$295 Purchase Order Attached if Separate Check Required

Date Approved: 7/28/16 by Michael Felsch
Department Director

Date Approved: 7-28-16 by [Signature]
Executive Director

Date Approved: _____ by _____
Finance Committee Chairman (if amount is over \$1000)

Date Approved: _____ by _____
Board of Directors Chairman (if amount is over \$2000)

- If travel is outside of MAPA five-county area or expenses exceed those listed in the Administrative Procedures, Travel Authorization and Travel Expense Forms are to be approved in advance.
- Complete Travel Expense Form and submit along with Travel Authorization Form.
- Attach meeting/conference information letter or brochure.

MAPA TRAVEL EXPENSE FORM

Name Josh Corrigan
 Destination Charleston, SC
 Purpose of Trip TRB Tools of the Trade Conference
 Inclusive Dates 9/11 - 9/14 through 9/14

Expense Item	Estimated Cost	Prepaid Advance	Actual Cost*
Round-trip Transportation	\$ <u>405</u>	\$ _____	\$ _____
MAPA Auto ()			
Personal auto use requested ()			
Transportation at Destination	<u>20</u>	_____	_____
Registration Fee	<u>295</u>	_____	_____ (P.O.)
@			
Hotel	<u>471</u>	_____	_____
@			
Telephone	<u>x</u>	_____	_____
Meals	<u>240</u>	_____	_____
@			
Other:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL:	\$ <u>1431</u>	\$ _____	\$ _____

Prepaid Advance \$ _____

* To Be substantiated by an Expense Form



TRAVEL AUTHORIZATION FORM

Project : _____ Date of Travel : September 18 - 20, 2016

Request for Travel To: 2016 NARC Executive Directors Conference and return.

Purpose: _____

Persons Traveling: Greg Youell

Submitted by: _____ Date Submitted: 08/08/16

Standard Request:

Lodging: Actual _____

Meals: Actual _____

Special Request

Request Prepaid Registration (20 days prior notification) _____ Purchase Order Attached if Separate Check Required

Date Approved: _____ by _____
Department Director

Date Approved: _____ by _____
Executive Director

Date Approved: _____ by _____
Finance Committee Chairman (if amount is over \$1000)

Date Approved: _____ by _____
Board of Directors Chairman (if amount is over \$2000)

- If travel is outside of MAPA five-county area or expenses exceed those listed in the Administrative Procedures, Travel Authorization and Travel Expense Forms are to be approved in advance.
- Complete Travel Expense Form and submit along with Travel Authorization Form.
- Attach meeting/conference information letter or brochure.

MAPA TRAVEL EXPENSE FORM

Name Greg Youell
 Destination South Bend, Indiana
 Purpose of Trip 2016 NARC Executive Directors
 Inclusive Dates 9/18/2016 through 9/20/2016

Expense Item	Estimated Cost	Prepaid Advance	Actual Cost*
Round-trip Transportation MAPA Auto () Personal auto use requested ()	\$ <u>600.00</u>	\$ _____	\$ _____
Transportation at Destination	_____	_____	_____
Registration Fee @ \$445	<u>445.00</u>	_____	_____ (P.O.)
Hotel @ \$150.00	<u>300.00</u>	_____	_____
Telephone	_____	_____	_____
Meals @ \$59.00	<u>177.00</u>	_____	_____
Other:	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

 TOTAL: \$ 1522.00 \$ _____ \$ _____

Prepaid Advance \$ _____

* To Be substantiated by an Expense Form

MAPA TRAVEL AUTHORIZATION FORM

Project : _____ Date of Travel : September 20 - 21, 2016

Request for Travel To: 2016 NARC Board of Directors Retreat and return.

Purpose: _____

Persons Traveling: Rita Sanders

Submitted by: _____ Date Submitted: 08/08/16

Standard Request:

Lodging: Actual _____

Meals: Actual _____

Special Request

Request Prepaid Registration (20 days prior notification) _____ Purchase Order Attached if Separate Check Required

Date Approved: _____ by _____
Department Director

Date Approved: _____ by _____
Executive Director

Date Approved: _____ by _____
Finance Committee Chairman (if amount is over \$1000)

Date Approved: _____ by _____
Board of Directors Chairman (if amount is over \$2000)

- If travel is outside of MAPA five-county area or expenses exceed those listed in the Administrative Procedures, Travel Authorization and Travel Expense Forms are to be approved in advance.
- Complete Travel Expense Form and submit along with Travel Authorization Form.
- Attach meeting/conference information letter or brochure.

MAPA TRAVEL EXPENSE FORM

Name Rita Sanders
 Destination South Bend, Indiana
 Purpose of Trip 2016 NARC Board of Directors Retreat
 Inclusive Dates 9/20/2016 through 9/21/2016

Expense Item	Estimated Cost	Prepaid Advance	Actual Cost*
Round-trip Transportation MAPA Auto () Personal auto use requested ()	\$ <u>600.00</u>	\$ _____	\$ _____
Transportation at Destination	_____	_____	_____
Registration Fee @ _____	_____	_____	_____ (P.O.)
Hotel @ \$150.00	<u>150.00</u>	_____	_____
Telephone	_____	_____	_____
Meals @ \$59.00	<u>118.00</u>	_____	_____
Other: _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____

TOTAL: \$ 868.00 \$ _____ \$ _____

Prepaid Advance \$ _____

* To Be substantiated by an Expense Form

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: Douglas County GIS

Project Title: 410.10 Douglas County GIS Activities - FY 16

Contract Approved by Board of Directors: May 20, 2015

In the amount of \$ 82,000 Federal; \$35,143 Match

Final Payment

1. Computation of Payment

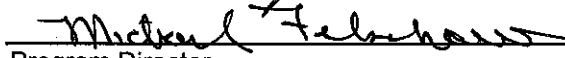
Bill to Date	\$81,995.92
Less Previous Payments	<u>\$60,542.65</u>
Payment Due this Date	<u>\$21,453.27</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:



Responsible Charge



Program Director

Payment approved by Finance Committee


Executive Director

Treasurer

Payment approved by Board of Directors

Chairman, MAPA Board of Directors

Cost Breakdown Form for Actual Cost Plus Fixed Fee Agreements

Company Name:	Douglas County GIS		
Address:	1819 Farnam St - Civic Center 402		
Employer (FEIN) No.:			
Project No.:	410.10 Douglas County GIS Activities		
Project Location:	Omaha		
Control No.:			
Agreement No.:	16504101001		
Invoice No. and Date:	008 - 2016-07-14		
Progress Report Date:	2016-06-30		
% Work Completed:	100		
Current Billing Period:	Apr 2016 - Jun 2016		
Actual Cost plus Fixed Fee Amount >	Limiting Max. Amount \$82,000.00	Fixed Fee for Profit	Total Contract Amount \$82,000.00
	Amount		
	This Period	Previously Billed	To Date
Direct Labor	\$15,969.38	\$45,241.61	\$61,210.99
Overhead @ 34.34% of Direct Labor	\$5,483.89	\$15,301.04	\$20,784.93
Direct Non-Labor Costs	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Fee for Profit = % of Labor and Overhead	\$0.00	\$0.00	\$0.00
Outside Services (Subconsultants)			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Subtotal - Outside Services	\$0.00	\$0.00	\$0.00
Total Amount Due >	\$21,453.27	\$60,542.65	\$81,995.92
<i>I certify that the billed amounts are actual and in agreement with the contract terms.</i>		Balance:	\$4.08
Signature: 	Title: GIS Coordinator	Date: 07/14/2016	

Douglas County GIS Invoice# 007 (03 2015-2018 (Jan 1 - Mar 31, 2018))		Douglas County GIS Invoice# 008 Q4 2015-2018 (Apr 1 - Jun 30, 2018)														
Direct Personnel Costs																
Project	Name	Hourly Rate	Description	Hours	Total	Federal 70%	Local 30%	Federal Match - Total Grant \$69,000								
								Current	Previous	Total	Budget	Balance				
Project 1 - Cityworks	Mike Schmitz	\$48.38	Salary and Wages	0												
Project 1 - Cityworks	Mike Schmitz	\$26.51	Fringe Benefits	0												
Project 1 - Cityworks	Steve Cadoppo	\$37.43	Salary and Wages	104.5	3,911.44	2,738.00	1,173.44	Project 1 Labor	2,908.18	14,132.28	17,040.46	20,160.00	3,119.54			
Project 1 - Cityworks	Steve Cadoppo	\$22.39	Fringe Benefits	104.5	2,339.76	1,637.83	701.93	Project 1 Fringe	1,739.44	8,556.67	10,296.11	4,258.00	16,037.51			
Project 1 - Cityworks	Nataliya Lys	\$31.87	Salary and Wages	7.75	243.12	170.18	72.94	Project 1 Indirect	1,595.95	7,700.75	9,296.74	8,056.00	1,240.74			
Project 1 - Cityworks	Nataliya Lys	\$18.73	Fringe Benefits	7.75	145.16	101.61	43.55	Project 1 Total	6,243.61	30,389.10	36,632.71	32,474.00	4,158.71			
Project 1 - Cityworks	Craig Carley	\$31.20	Salary and Wages	0												
Project 1 - Cityworks	Craig Carley	\$18.68	Fringe Benefits	0												
Project 1 Subtotal				112.25	6,630.47	4,647.62	1,991.83	Project 2 Labor	3,173.67	5,474.85	8,648.52	15,120.00	6,471.48			
Project 2 - Data				45.25	2,189.20	1,532.44	656.76	Project 2 Fringe	1,821.84	3,265.82	5,087.66	3,500.00	1,587.66			
Project 2 - Data				45.25	1,159.58	839.70	319.88	Project 2 Indirect	1,715.46	2,982.49	4,677.95	6,143.00	1,465.05			
Project 2 Subtotal				90.50	3,348.78	2,372.14	976.64	Project 2 Total	6,710.97	11,703.16	18,414.13	24,763.00	6,348.87			
Project 2 - Data	Mike Schmitz	\$48.38	Salary and Wages	45.25	2,189.20	1,532.44	656.76	Project 3 Labor	4,017.17	8,673.16	12,690.33	15,120.00	2,429.67			
Project 2 - Data	Mike Schmitz	\$26.51	Fringe Benefits	45.25	1,159.58	839.70	319.88	Project 3 Fringe	2,930.08	5,159.83	7,448.51	3,500.00	3,948.51			
Project 2 - Data	Steve Cadoppo	\$37.43	Salary and Wages	32	1,197.76	838.43	359.33	Project 3 Indirect	2,172.43	4,637.80	6,810.23	8,448.00	1,627.77			
Project 2 - Data	Steve Cadoppo	\$22.39	Fringe Benefits	32	716.48	501.54	214.94	Project 3 Total	8,458.68	18,450.39	26,949.07	24,763.00	2,186.07			
Project 2 - Data	Nataliya Lys	\$31.87	Salary and Wages	1.5	47.06	32.94	14.12	Total	21,493.27	60,542.85	81,999.93	82,000.00	9,999.93			
Project 2 - Data	Nataliya Lys	\$18.73	Fringe Benefits	1.5	28.10	19.67	8.43									
Project 2 - Data	Craig Carley	\$31.20	Salary and Wages	35.25	1,099.80	769.86	329.94									
Project 2 - Data	Craig Carley	\$18.68	Fringe Benefits	35.25	658.47	460.93	197.54									
Project 2 Subtotal				114	7,136.43	4,955.31	2,149.92									
Project 3 - Apps	Mike Schmitz	\$48.38	Salary and Wages	54.75	2,648.81	1,854.16	794.65	Total	\$ 46,391.00	\$ 32,473.70	\$ 9,742.11	\$ 36,632.71	113%			
Project 3 - Apps	Mike Schmitz	\$26.51	Fringe Benefits	54.75	1,451.42	1,016.00	435.42	Project 1 Budget	\$ 35,375.00	\$ 24,762.50	\$ 7,428.75	\$ 18,414.13	74%			
Project 3 - Apps	Steve Cadoppo	\$37.43	Salary and Wages	43	1,609.49	1,126.64	482.85	Project 2 Budget	\$ 25,375.00	\$ 24,762.50	\$ 7,428.75	\$ 26,949.07	102%			
Project 3 - Apps	Steve Cadoppo	\$22.39	Fringe Benefits	43	962.77	673.54	289.23	Project 3 Budget	\$ 25,375.00	\$ 24,762.50	\$ 7,428.75	\$ 26,949.07	102%			
Project 3 - Apps	Nataliya Lys	\$31.87	Salary and Wages	37.25	1,168.59	817.97	350.62									
Project 3 - Apps	Nataliya Lys	\$18.73	Fringe Benefits	37.25	697.69	488.38	209.31									
Project 3 - Apps	Craig Carley	\$31.20	Salary and Wages	10	312.00	218.40	93.60									
Project 3 - Apps	Craig Carley	\$18.68	Fringe Benefits	10	186.80	130.76	56.04									
Project 3 Subtotal				149	9,037.51	6,326.25	2,711.26									
Subtotal Direct Personnel Costs				371.25	22,813.41	15,869.88	6,844.03									
Indirect Costs					7,834.12	5,489.89	2,350.23									
Total					30,647.53	21,359.77	9,194.26									
Additional Billing support required:																
At the time of the first billing the County must provide a certification of its current indirect cost rate. The cost rate shall be recertified regularly.																

MAPA Unified Work Program

Douglas County GIS

Fiscal year: 2015-2016

Project #1

Progress Report Q4

Project Name:

Cityworks Work Order and Asset Management System

Current Period Activities:

- Provided ongoing Cityworks application configuration, database, reporting, and GIS support for City and County Departments managing transportation assets, including the City's Barricade Contractor
- Assisted Omaha Public Works Traffic Division with GIS data analysis and crash data reporting, including integration with new Omaha Police traffic accident reporting system and the State's accident reporting system
- Assisted Public Works Parking Division create new parking structure data and develop a new asset management workflow in Cityworks
- Helped Public Works Construction Division update existing GIS layers for concrete, asphalt, and brick streets & sidewalks. Continued asset management within Cityworks
- Continued support of Public Works Traffic Maintenance Division roadway assets and Cityworks workflows

MAPA Unified Work Program

Douglas County GIS

Fiscal year: 2015-2016

Project #2

Progress Report Q4

Project Name:

GIS Data Maintenance

Current Period Activities:

For this period, DCGIS worked on the following transportation data activities:

- Administer and perform maintenance on six geospatial database environments hosting transportation data used by City and County employees
- Continued maintenance of countywide address point and street centerline data
- Created data for use by Traffic Division to manage roadway noise easements and track detailed intersection information
- Worked on updated traffic crash data and reports used by Omaha Public Works for transportation planning
- Helped build workflow for mobile collection of street sign, sign post, and pavement marking data by Public Works
- Updated data schema for street sweeping operations
- Provided street project data for Public Works construction Division project planning
- Updated road projects layer for the Project Coordinator/Project Viewer websites
- Updated street assessment and right-of-way maintenance layers
- Processed multiple data requests for transportation-related information (including street centerlines, sewer, contours, various planning layers)

MAPA Unified Work Program

Douglas County GIS

Fiscal year: 2015-2016

Project #3

Progress Report Q4

Project Name:

GIS Applications

Current Period Activities:

For this period, DCGIS worked on the following transportation GIS application activities:

- Hosting and maintenance of various transportation GIS web and mobile applications, including DCGIS public mapping site, SnowOps snow removal management app, Project Coordinator/Viewer, Geocortex, Citysourced, Pictometry Connect, ESRI Collector, Street Maintenance Roadway Shoulders app and others
- System administration for GIS server and software architecture supporting transportation GIS apps
- Configuration and publishing of Geocortex GIS web applications for transportation planning, traffic engineering, traffic maintenance, traffic crash inventory, road right-of-way maintenance management, design engineering, snow operations, street sweeping operations, metro-wide project coordinator and viewer, Planning bike rack management application
- Authoring, publishing, and deploying various web and mobile transportation GIS apps and services using ArcGIS Online and/or ArcGIS Server, including sign collection, bus routes, parking meters, surface parking, parking garages, pavement markings and symbols, roadway construction projects, and various map services to support new Geocortex transportation apps
- Setup and training for various mobile GIS apps for collecting and viewing transportation data in the field
- Evaluation and testing of new linear referencing software from ESRI for better roadway asset management

Fringe Benefit Calculation for Responsible Charge - Steve Cacioppo

Annual Salary	Estimated hours worked/year	Effective Wage rate				
\$ 77,853.48	2080	\$ 37.43				
*Shaded areas to be completed by the LPA						
			Insurance Cost (Per Month)			
			Health \$ 1,383.09			
			Dental \$ 52.34			
			Accidental Death and Dismemberment (AD&D)			
			Life \$ 2.63			
			Vision			
			Other Insurance Benefits			
			Insurance Cost/month \$ 1,438.06			
			Insurance Cost/hour \$ 8.30			
			Workmen's Compensation			
			Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate + \$100 x Wage Rate = \$.09 per hr.) \$ -			
			Rate per \$100 of coverage \$ -			
			Effective Hourly Effective Wage Rate \$ 37.43			
			Workman's Compensation Insurance Cost \$ -			
			FICA/Medicare (7.65 %)			
			FICA (6.2 Percent of Effective Hourly Wage Rate) \$ 2.32			
			Medicare (1.45 Percent of Effective Hourly Wage Rate) \$ 0.54			
			Holiday/Vacation/Sick Leave/Personal/Admin Time Off			
			Vacation days 20.0			
			Sick Days 14.0			
			Pers/Adm. Days 1.0			
			Holidays 11.0			
			Leave days/year 46.0			
			Leave hours/year 368.0			
			Normal Working Hours/day 8.0			
			Normal Hours/year 2,080.0			
			Adjusted Working Hours/year 1,712.0			
			Effective Hourly Wage Rate \$ 37.43			
			Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost \$ 8.05			
			Pension			
			Percent of Effective Wage Rate 8.5%			
			Pension/Retirement Cost \$ 3.18			
Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$8.30	\$0.00	\$2.32	\$0.54	\$8.05	\$3.18	\$22.39
Other typical expenses may be submitted for reimbursement as allowed under the RC Reimbursement guidelines						
						Effective hourly rate \$ 37.43
						Fringe benefits per hour \$ 22.39
						Total hourly rate \$ 59.82

Fringe Benefit Calculation for Responsible Charge - Craig Carsley

Annual Salary	Estimated hours worked/year	Effective Wage rate				
\$ 64,896.00	2080	\$ 31.20				
*Shaded areas to be completed by the LPA						
			Insurance Cost (Per Month)			
			Health \$ 1,383.09			
			Dental \$ 52.34			
			Accidental Death and Dismemberment (AD&D)			
			Life \$ 2.63			
			Vision			
			Other Insurance Benefits			
			Insurance Cost/month \$ 1,438.06			
			Insurance Cost/hour \$ 8.30			
			Workmen's Compensation			
			Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate + \$100 x Wage Rate = \$.09 per hr.) \$ -			
			Rate per \$100 of coverage \$ -			
			Effective Hourly Effective Wage Rate \$ 31.20			
			Workman's Compensation Insurance Cost \$ -			
			FICA/Medicare (7.65 %)			
			FICA (6.2 Percent of Effective Hourly Wage Rate) \$ 1.93			
			Medicare (1.45 Percent of Effective Hourly Wage Rate) \$ 0.45			
			Holiday/Vacation/Sick Leave/Personal/Admin Time Off			
			Vacation days 12.0			
			Sick Days 14.0			
			Pers/Adm. Days 1.0			
			Holidays 11.0			
			Leave days/year 38.0			
			Leave hours/year 304.0			
			Normal Working Hours/day 8.0			
			Normal Hours/year 2,080.0			
			Adjusted Working Hours/year 1,776.0			
			Effective Hourly Wage Rate \$ 31.20			
			Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost \$ 5.34			
			Pension			
			Percent of Effective Wage Rate 8.5%			
			Pension/Retirement Cost \$ 2.65			
Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$8.30	\$0.00	\$1.93	\$0.45	\$5.34	\$2.65	\$18.68
Other typical expenses may be submitted for reimbursement as allowed under the RC Reimbursement guidelines						
						Effective hourly rate \$ 31.20
						Fringe benefits per hour \$ 18.68
						Total hourly rate \$ 49.88

Fringe Benefit Calculation for Responsible Charge - Nataliya Lys

Annual Salary	Estimated hours worked/year	Effective Wage rate					Insurance Cost (Per Month)
\$ 65,249.60	2080	\$ 31.37					Health \$ 1,383.09
							Dental \$ 52.34
							Accidental Death and Dismemberment (AD&D)
							Life \$ 2.63
							Vision
							Other Insurance Benefits
							Insurance Cost/month \$ 1,438.06
							Insurance Cost/hour \$ 8.30
							Workmen's Compensation
			Workman's Compensation Insurance - rate = \$.285 per \$100 of wages (rate + \$100 x Wage Rate = \$.09 per hr.)				\$ -
			Rate per \$100 of coverage				\$ -
			Effective Hourly Effective Wage Rate				\$ 31.37
			Workman's Compensation Insurance Cost				\$ -
							FICA/Medicare (7.65 %)
			FICA (6.2 Percent of Effective Hourly Wage Rate)				\$ 1.94
			Medicare (1.45 Percent of Effective Hourly Wage Rate)				\$ 0.45
							Holiday/Vacation/Sick Leave/Personal/Admin Time Off
			Vacation days				12.0
			Sick Days				14.0
			Pers/Adm. Days				1.0
			Holidays				11.0
			Leave days/year				38.0
			Leave hours/year				304.0
							Normal Working Hours/day
							8.0
							Normal Hours/year
							2,080.0
							Adjusted Working Hours/year
							1,776.0
							Effective Hourly Wage Rate
							\$ 31.37
			Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost				\$ 5.37
							Pension
			Percent of Effective Wage Rate				8.5%
			Pension/Retirement Cost				\$ 2.67
Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour	
\$8.30	\$0.00	\$1.94	\$0.45	\$5.37	\$2.67	\$18.73	
Other typical expenses may be submitted for reimbursement as allowed under the RC Reimbursement guidelines							
					Effective hourly rate	\$ 31.37	
					Fringe benefits per hour	\$ 18.73	
					Total hourly rate	\$ 50.10	

Fringe Benefit Calculation for Responsible Charge - Mike Schonlau

Annual Salary	Estimated hours worked/year	Effective Wage rate					Insurance Cost (Per Month)		
\$ 100,621.20	2080	\$ 48.38					Health	\$ 1,383.09	
							Dental	\$ 52.34	
							Accidental Death and Dismemberment (AD&D)		
							Life	\$ 2.63	
							Vision		
*Shaded areas to be completed by the LPA								Other Insurance Benefits	
							Insurance Cost/month	\$ 1,438.06	
							Insurance Cost/hour	\$ 8.30	
							Workmen's Compensation		
							Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate + \$100 x Wage Rate = \$.09 per hr.)	\$ -	
							Rate per \$100 of coverage	\$ -	
							Effective Hourly Effective Wage Rate	\$ 48.38	
							Workman's Compensation Insurance Cost	\$ -	
							FICA/Medicare (7.65 %)		
							FICA (6.2 Percent of Effective Hourly Wage Rate)	\$ 3.00	
							Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$ 0.70	
							Holiday/Vacation/Sick Leave/Personal/Admin Time Off		
							Vacation days	20.0	
							Sick Days	14.0	
							Pers/Adm. Days	1.0	
							Holidays	11.0	
							Leave days/year	46.0	
							Leave hours/year	368.0	
							Normal Working Hours/day	8.0	
							Normal Hours/year	2,080.0	
							Adjusted Working Hours/year	1,712.0	
							Effective Hourly Wage Rate	\$ 48.38	
							Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$ 10.40	
							Pension		
							Percent of Effective Wage Rate	8.5%	
							Pension/Retirement Cost	\$ 4.11	
Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour			
\$8.30	\$0.00	\$3.00	\$0.70	\$10.40	\$4.11	\$26.51			
Other typical expenses may be submitted for reimbursement as allowed under the RC Reimbursement guidelines									
						Effective hourly rate	\$ 48.38		
						Fringe benefits per hour	\$ 26.51		
						Total hourly rate	\$ 74.88		

Invoice



Invoice Number: 08122016
Date: 08/12/2016

Sarpy County
 1210 Golden Gate Drive
 Papillion, NE
 USA
 68046
 Phone: 402-593-4164
 Fax: 402-593-4304
 www.sarpy.com

Company: MAPA
Address: 2222 Cuming Street
Address:
City, State, Zip: Omaha, NE 68102
Phone:
Fax:
Contact Name: Greg Youell

Item	Description	Quantity	Unit Price	Amount
	Phase 2A Southern Sarpy County Waste Water Study	1	\$10,000.00	\$10,000.00

Comments: Please make check payable to Sarpy County Treasurer.
 Remit to: Mikala Gansemer
 Sarpy County Fiscal Administration
 1210 Golden Gate Dr., Ste 1220
 Papillion, NE 68049

Sub-total	\$10,000.00
Grand Total	\$10,000.00

Thank You.
We appreciate your business.

Internal Use Only

Amount Paid:	
Date:	

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: The New BLK

Contract Approved by Board of Directors: May 25, 2016

Contract Amount of: \$15,000

Contract Period: 6/20/16 – 08/31/16

Payment #2

1. Computation of Payment

Bill to Date	\$15,000.00
Less Previous Payments	\$7,440.00
Payment Due this Date	<u>\$7,560.00</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

Responsible Charge/ Staff

Program Director

Executive Director

Payment approved by Finance Committee _____

Treasurer

Payment approved by Board Chair _____

Board Chair



From **The New BLK**
1213 Jones St.
Omaha, NE 68102

Invoice ID **NB0024-666**
Issue Date **08/09/2016**
Due Date **08/09/2016**
Subject **July 31st Invoice with Progress Update**

Invoice For **MAPA Heartland 2050**

Item Type	Description	Quantity	Unit Price	Amount
Service	Core Messaging, July 15 through July 31, 2016: 100% complete. Final messaging document delivered.	5.50	\$120.00	\$660.00
Service	Name, July 15 through July 31, 2016: 100% complete. Revisions integrated into name and delivered to client.	3.50	\$120.00	\$420.00
Service	Support graphics, July 15 through July 31, 2016: 100% complete. Delivered logo, infographic poster, and presentation version of poster to client.	46.00	\$120.00	\$5,520.00
Service	Creative strategy and Roadmap, July 15 through July 31, 2016: 100% Complete. Delivered updated discovery/strategy document with roadmap to client.	8.00	\$120.00	\$960.00
			Amount Due	\$7,560.00

Notes

Final invoice for Heartland 2050 public initiative naming project.

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: Trapeze Software Group – GreenRide Connect

Contract Approved by Board of Directors: July 31, 2014

In the amount of: \$13,356.00

Final Payment

1. Computation of Payment

Bill to Date	\$13,536.00
Less Previous Payment	\$0.00
Payment due this Date	<u>\$13,356.00</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

Responsible Charge

Program Director

Executive Director

Payment approved by Finance Committee _____

Treasurer

Payment approved by Board of Directors _____

Chairman, MAPA Board of Directors



Software Support Invoice

Metropolitan Area Planning Agency
 Attn: Michael Pelschow
 2222 Cuming Street
 Omaha, NE 68102
 US

Invoice TSMAG00661
 Date June 28, 2016
 Customer ID
 Contract No. 0000002974
 Due date July 28, 2016
 Contract type 795SAAS
 Project No 002411-0014



Purchase Order No :		
GreenRide Connect Up to 2000 active users Coverage period 9/1/2016 - 8/31/2017 Year 3	\$13,536.00	
Subtotal	\$13,536.00	
State Tax -	\$0.00	
Total payable in USD		\$13,536.00

Please make payment to following:

Lockbox
 Trapeze Software Group
 P.O.Box 202528
 Dallas, TX 75320-2528
 USA

For billing inquiries contact:
 ar@tripspark.com
 Toll Free: 1-800-265-3617 Ext. #5
 Local: 905-629-8727

Interest may be charged on overdue amounts not paid by the specified due date.

TripSpark Technologies is a business name and operating division of Trapeze Software Group, Inc.

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: METRO

Project Title: 16504400601 Metro Transit Activities - FY 16

Contract Approved by Board of Directors: May 20, 2015

Contract Amount: not to exceed \$160,000 FHWA PL Funds plus minimum \$68,571 in local matching funds

Final Payment

1. Computation of Payment

Bill to Date	<u>\$160,000.00</u>
Less Previous Payments	<u>\$137,577.10</u>
Payment Due this Date	<u>\$22,422.90</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

Responsible Charge / Staff Member

Program Director

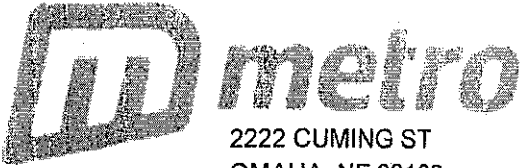
Executive Director

Payment approved by Finance Committee

Treasurer

Payment approved by Board of Directors

Chairman, MAPA Board of Directors



2222 CUMING ST
 OMAHA, NE 68102
 Phone 402-341-7560 Fax 402-342-0949
 47-0542132

Invoice No. 031760

INVOICE

MAPA CONTRACT
 2222 Cuming Street
 Omaha, NE 68102

Date June 30, 2016
 PO _____
 Reference # _____
 Customer # 20-20112

Qty	Description	Unit Price	TOTAL
0.00	2020112 - 2015-2016 CONTRACT	0.00	22,429.34
0.00	2020112 - BRT CONSULTANT FEES	0.00	0.00
0.00	2020112 - SEE ATTACHED DOCUMENT	0.00	0.00

Payment Details

Cash
 Check

SubTotal 22,429.34

TOTAL 22,429.34

Office Use Only

Metro

MAPA Contract 2015-2016

Contract 2015-2016 BRT Consultant Fees	(32,041.91)
HDR Invoice #488741 Task #6 Financial Assessment	28,651.74
HDR Invoice #488739 Task #6 Financial Assessment	3,390.17
	<hr/>
	0.00



Omaha, NE 68114
 Phone: (402) 399-1000

Invoice

Please send remittance with copy of invoice to
 P.O. Box 3480
 Omaha, NE 68103-0480

HDR Invoice No.
 Invoice Date
 Period Ending
 Client No. 001660
 CON0098440(A)

488741-H

6/13/2016

5/28/2016

To : Lauren Cencic
 Grant Administrator
 METRO
 2222 Cuming Street
 Omaha, NE 68102

Project No.:	HDR	256233	\$	30,697.72
	HNTB	256235	\$	-
	Iteris	256236	\$	-
	FNB	256237	\$	-
	Baird Holm	256238	\$	-
			\$	-
			\$	-

TOTAL

\$ 30,697.72

Project Name: Central Omaha BRT Study
 Purchase Order #: Task Order 2
 Invoice No.: 488741-H



Date: June 13, 2016
 Period: May 1, 2016 through May 28, 2016

Task	Total This Period	Previously Billed	Billed To Date	Budget	Budget Remaining	Percent Complete
1 - Project Management	\$ 2,045.98	\$ 135,593.32	\$ 137,639.30	\$ 119,623.91	\$ (18,015.39)	115%
2 - Initial Stakeholder & Community Outreach	\$ -	\$ 17,197.28	\$ 17,197.28	\$ 18,785.18	\$ 1,587.90	92%
3 - Operations Planning	\$ -	\$ 18,482.60	\$ 18,482.60	\$ 25,997.37	\$ 7,514.77	71%
4 - Preliminary Design	\$ -	\$ 281,232.46	\$ 281,232.46	\$ 293,024.87	\$ 11,792.41	96%
5 - Preliminary Design Cost Estimate	\$ -	\$ 21,706.71	\$ 21,706.71	\$ 24,795.81	\$ 3,089.10	88%
6 - Financial Assessment	\$ 28,651.74	\$ 97,208.82	\$ 125,860.56	\$ 165,131.85	\$ 39,271.29	76%
7 - Governance	\$ -	\$ 6,426.50	\$ 6,426.50	\$ 22,641.17	\$ 16,214.67	28%
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COST ACCOUNT						
LABOR & OVERHEAD SUBTOTAL	\$ 30,697.72	\$ 577,847.69	\$ 608,545.41	\$ 670,000.16	\$ 61,454.75	91%
ODC'S - SUBTOTAL	\$ -	\$ 2,885.58	\$ 2,885.58	\$ 6,185.00	\$ 3,299.42	47%

100% MAPA

TOTAL \$ 30,697.72 \$ 580,733.27 \$ 611,430.99 \$ 676,185.16 \$ 64,754.17 90.4%

Please Remit Payment To:
 HDR
 P.O Box 3480
 Omaha, NE 68103-0480
 Please reference HDR Invoice # on payment.

Project Name: Central Omaha BRT Study
 Purchase Order #: Task Order 2
 Invoice No.: 488741-H

Date: June 13, 2016
 Period: May 1, 2016 through May 28, 2016



HDR Summary By Task

Task		ODCs	Billed this Period	Previously Billed	Total Billed To Date	Budget	Budget Remaining	Percent Complete
1 - Project Management								
2 - Initial Stakeholder & Community Outreach	\$ 2,045.98	\$ -	\$ 2,045.98	\$ 69,932.77	\$ 71,978.75	\$ 71,226.12	\$ (752.63)	101%
3 - Operations Planning	\$ -	\$ -	\$ -	\$ 5,172.12	\$ 5,172.12	\$ 6,694.08	\$ 1,521.96	77%
4 - Preliminary Design	\$ -	\$ -	\$ -			\$ -	\$ -	#DIV/0!
5 - Preliminary Design Cost Estimate	\$ -	\$ -	\$ -			\$ -	\$ -	#DIV/0!
6 - Financial Assessment	\$ -	\$ -	\$ -			\$ -	\$ -	#DIV/0!
7 - Governance	\$ 28,651.74	\$ -	\$ 28,651.74	\$ 97,208.82	\$ 125,860.56	\$ 151,051.85	\$ 25,191.29	83%
	\$ -	\$ -	\$ -		\$ -	\$ 9,321.17	\$ 9,321.17	0%
Subtotal	\$ 30,697.72	\$ -	\$ 30,697.72	\$ 172,313.71	\$ 203,011.43	\$ 238,293.22	\$ 35,281.79	85%
Total	\$ 30,697.72	\$ -	\$ 30,697.72	\$ 172,313.71	\$ 203,011.43	\$ 238,293.22	\$ 35,281.79	85%



Progress Report

Date: Tuesday, June 07, 2016

Project: Omaha BRT/Urban Circulator PE/NEPA

To: Lauren Cencic, Metro

From: Matthew Taunton, HDR

Subject: Progress Report – May 2016

Task Order 1

Task 1 – NEPA Project Management

- No action.

Task 2 – Initial Stakeholder and Community Outreach

- No action.

Task 3 – Environmental Review and NEPA Documentation

- No action.

Task Order 2

Task 1 – Project Management

- General project management
- General project administration including invoicing.
- Participated in conference calls with Metro and City.
- General project management and coordination.

Task 2 – Initial Stakeholder and Community Outreach

- No action.

Task 3 – Operations Planning

- No action.

Task 4 – Preliminary Design

- No action.

Task 5 – Preliminary Design Cost Estimate

- No action.

Task 6 – Financial Assessment

- Participated in weekly Financial Assessment coordination calls.
- Revised Draft Peer City Comparison memo and summary table.
- Revised Draft Cash Flow Model.
- Revised Development Projections analysis and maps.
- Prepared initial TIF calculations.
- Coordinated TIF governance with City and Baird Holm.
- Discussed and began preparing potential revenue projections with City and Metro (2 local, 1 Federal)
- Prepared deliverable schedule for June.
- Updated all materials based on comments from City and Metro.
- Scheduled dates for Steering Committee and Workshop in June.

Task 7 – Governance

- No action, but will be conducted in June as part of funding scenarios.

Task Order 3

Task 1 – Data Collection

- No action.

Task 2 – Existing Conditions VISSIM Model

- No action.

Task 3 – Existing Plus BRT Models

- No action.

Task 4 – Deliverables

- No action.



Omaha, NE 68114
 Phone: (402) 399-1000

Invoice

Please send remittance with copy of invoice to
 P.O. Box 3480
 Omaha, NE 68103-0480

HDR Invoice No.
 Invoice Date
 Period Ending
 Client No. 001660
 CON0098440(A)

488739-H
6/13/2016
 4/30/2016

To : Lauren Cencic
 Grant Administrator
 METRO
 2222 Cuming Street
 Omaha, NE 68102

Project No.:	HDR	256233	\$	13,593.10
	HNTB	256235	\$	-
	Iteris	256236	\$	-
	FNB	256237	\$	-
	Baird Holm	256238	\$	-
			\$	-
			\$	-

TOTAL

\$ 13,593.10

Project Name: Central Omaha BRT Study
 Purchase Order #: Task Order 2
 Invoice No.: 488739-H



Date: June 13, 2016
 Period: March 27, 2016 through April 30, 2016

Task	Total This Period	Previously Billed	Billed To Date	Budget	Budget Remaining	Percent Complete
1 - Project Management — <i>both</i>	\$ 1,400.02	\$ 134,193.30	\$ 135,593.32	\$ 119,623.91	\$ (15,969.41)	113%
2 - Initial Stakeholder & Community Outreach	\$ -	\$ 17,197.28	\$ 17,197.28	\$ 18,785.18	\$ 1,587.90	92%
3 - Operations Planning	\$ -	\$ 18,482.60	\$ 18,482.60	\$ 25,997.37	\$ 7,514.77	71%
4 - Preliminary Design	\$ -	\$ 281,232.46	\$ 281,232.46	\$ 293,024.87	\$ 11,792.41	96%
5 - Preliminary Design Cost Estimate	\$ -	\$ 21,706.71	\$ 21,706.71	\$ 24,795.81	\$ 3,089.10	88%
6 - Financial Assessment — <i>13,390.17 MADA</i>	\$ 12,168.08	\$ 85,040.74	\$ 97,208.82	\$ 165,131.85	\$ 67,923.03	59%
7 - Governance	\$ -	\$ 6,426.50	\$ 6,426.50	\$ 22,641.17	\$ 16,214.67	28%
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
COST ACCOUNT						
LABOR & OVERHEAD SUBTOTAL	\$ 13,568.10	\$ 564,279.59	\$ 577,847.69	\$ 670,000.16	\$ 92,152.47	86%
ODC'S - SUBTOTAL	\$ 25.00	\$ 2,860.58	\$ 2,885.58	\$ 6,185.00	\$ 3,299.42	47%
TOTAL	\$ 13,593.10	\$ 567,140.17	\$ 580,733.27	\$ 676,185.16	\$ 95,451.89	85.9%

Please Remit Payment To:
 HDR
 P.O Box 3480
 Omaha, NE 68103-0480
 Please reference HDR Invoice # on payment.

METRO
MAPA 546-600
2015-2016

MAPA PROJECTS	Project Hours				Project Dollars					
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD Total Hours	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD Total Dollars
440.01 - Transit Planning Administration	8.00	4.00	216.00	216.00	444.00	185.06	13705.87	13705.87	13705.87	\$27,998.47
440.02 - Short-Range and Service Planning	205.00	220.00	336.00	336.00	1,097.00	9484.09	10178.05	17473.76	17473.76	\$54,609.65
440.03 - Long-Range Transit Planning	2.00	5.00	63.00	63.00	133.00	92.53	231.32	3977.23	3977.23	\$8,278.31
440.05 - JARC & New Freedom 5310 Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
440.07 - Central Omaha Transit Alternative Analysis	85.00	54.00	78.00	78.00	296.00	3978.69	2498.25	3716.84	3716.84	\$13,910.62
440.08 - Transit Service Standards	34.00	24.00	60.00	60.00	178.00	1572.97	1110.33	3346.70	3346.70	\$9,376.70
440.11 - Transit Management Objectives	343.00	54.00	519.00	519.00	1,435.00	14492.62	2443.47	18035.42	18035.42	\$53,006.92
440.13 - Transit Service Development Update	75.00	2.00	75.00	75.00	227.00	3469.79	88.12	4061.47	4061.47	\$11,680.85
440.15 - Special Studies	3.00	17.00	42.00	42.00	104.00	138.79	786.49	2488.96	2488.96	\$5,903.20
440.16 - Program Certification	124.00	89.00	123.00	123.00	459.00	3037.90	2451.65	3137.41	3137.41	\$11,764.37
Total	880.00	469.00	1512.00	1512.00	4,373.00	\$36,669.05	\$19,972.73	\$69,943.66	\$69,943.66	\$196,529.09

MAPA Portion - 70% Hours/dollars 160,000.00 137,570.37
 Match Portion - 30% Hours/dollars 68,571.00 58,958.73
 MAPA Portion - 70% BRT Consultant Fees 522,429.64
 Match Portion - 30% BRT Consultant Fees 32,041.91
 Total Project \$228,571.00

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 Match Portion - 30% BRT Consultant Fees 32,041.91
 Total Project \$228,571.00

MAPA CONTRACT COVER PLATE
(Amendment 1)

CONTRACT IDENTIFICATION

1. Contract Number: 16604400301
2. Project Title: Black Hills Workshop – Offutt Air Force Base Transit
3. Effective Date: July 1, 2015
4. Completion Date: June 30, 2016

CONTRACT PARTIES

5. Contractor Name and Address:

Black Hills Workshop
PO Box 1134
Bellevue NE 68005

6. The Planning Agency:

The Omaha-Council Bluffs Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, Nebraska 68102

ACCOUNTING DATA

7. Contract -\$56,166 of FTA 5310 (CFDA 20.513) funds less independent audit and inspection fees, unless acceptable compliance with OMB Circular A-133 can be substituted, plus \$56,166 in matching funds.

DATES OF SIGNING AND MAPA BOARD APPROVAL

8. Date of MAPA Board Approval -
9. Date of Contractor Approval -

AMENDMENT TO THE AGREEMENT BETWEEN
THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
AND
BLACK HILLS WORKSHOP

This amendatory agreement made and entered into as of this thirty-first day of August, 2016 by and between Black Hills Workshop, PO Box 1134, Bellevue, Nebraska 68102 (herein called "Contractor") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (herein called the "Planning Agency"),

WITNESSETH:

WHEREAS, the Planning Agency and the Contractor entered into an agreement dated July 1, 2015 and,

WHEREAS, the parties to that Agreement now desire to amend the Contract amount in item 7 on the Cover Plate of said Agreement and the Compensation paragraph on page 3 of said Agreement.

WHEREAS, the parties hereto do mutually agree as follows:

THAT, the Contract Amount, in item 7 on the Contract Cover plate of said Agreement dated July 1, 2015 be and is hereby amended to read as follows:

- "7. Contract -\$56,166 of FTA 5310 (CFDA 20.513) funds less independent audit and inspection fees, unless acceptable compliance with OMB Circular A-133 can be substituted, plus \$56,166 in matching funds."

AND THAT, the Compensation paragraph on page 3 of said Agreement dated July 1, 2015 be and is hereby amended to read as follows:

"7. COMPENSATION

Contingent upon receipt of Federal Transit Administration (FTA) 5310 funds under FTA Project NE-16-X039-01, MAPA agrees to pay for the services rendered by the Contractor under the terms of this Agreement, compensation on a cost reimbursement basis for costs incurred and to include direct costs not to exceed in any event fifty-six thousand one hundred sixty-six dollars (\$56,166.00) less independent audit and inspection fees, unless acceptable compliance with Office of Management and Budget (OMB) Circular A-133 can be substituted. The Contractor agrees to contribute in cash or in services a minimum requirement of fifty-six thousand one hundred sixty-six dollars (\$56,166.00). Services shall be defined as staff time paid with non-federal dollars or equipment purchased with non-federal dollars. (Exhibit C)"

The parties hereto further agree that except as herein expressly provided the Agreement entered into by the parties on July 1, 2015 shall be unchanged and remain in full force and effect.

IN WITNESS WHEREOF the Planning Agency and the Contractor have executed this Contract as of the date first above written.

BLACK HILLS WORKSHOP

Attest: _____ Date _____ By _____ Date: _____

Title

OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

Attest: _____ Date _____ By _____ Date: _____

Chair, Board of Directors

MAPA TRAVEL AUTHORIZATION FORM

Project : Heartland 2050 Date of Travel : TBD - Sept or Oct 2016

Request for Travel To: Salt Lake City UTAH and return.

Purpose: Learning Site Visit to Envision Utah

Persons Traveling: 20 (contingent on funding approval from The Peter Kiewit Foundation)

Submitted by: Karna Loewenstein Date Submitted: 08/05/16

Standard Request:

Lodging: Actual _____

Meals: Actual _____

Special Request

Request Prepaid Registration
(20 days prior notification) _____

Purchase Order Attached
if Separate Check Required

Date Approved: 8/5/16 by Michael J. Falchauer
Department Director

Date Approved: 8-8-16 by [Signature]
Executive Director

Date Approved: _____ by _____
Finance Committee Chairman

- If travel is outside of MAPA five-county area or expenses exceed those listed in the Administrative Procedures, Travel Authorization and Travel Expense Forms are to be approved in advance.
- Complete Travel Expense Form and submit along with Travel Authorization Form.
- Attach meeting/conference information letter or brochure.

MAPA TRAVEL EXPENSE FORM

Name Karna Loewenstein, Gregg Youell and 18 team members

Destination Salt Lake City UTAH

Purpose of Trip Learning Site Visit to Envision Utah

Inclusive Dates TBD- Sept or Oct 2016 through _____

Expense Item	Estimated Cost	Prepaid Advance	Actual Cost*
Round-trip Transportation MAPA Auto (X) Personal auto use requested ()	\$ <u>12000.00 20@600</u>	_____	\$ _____
Transportation at Destination	_____	_____	_____
Registration Fee	_____	_____	_____ (P.O.)
Hotel	<u>12000.00 20@600</u>	_____	_____
Telephone	_____	_____	_____
Meals	<u>5000.00 20@250</u>	_____	_____
Other:	<u>1000.00 20@50</u>	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL: \$ 30000.00 _____ \$ _____

Prepaid Advance \$ _____

* To Be substantiated by an Expense Form

NDOR

CONFLICT OF INTEREST GUIDANCE DOCUMENT for LPA OFFICIALS, EMPLOYEES & AGENTS for LOCAL FEDERAL-AID TRANSPORTATION PROJECTS

With this document, NDOR intends to provide an explanation of its understanding of the issues related to conflicts of interest and to provide guidance that will assist the Local Public Agency (LPA) in disclosing actual and potential conflicts, so that they can be eliminated or mitigated where possible.

Federal conflict of interest provisions prohibit a public official, employee or agent, who negotiates, approves, accepts or administers any contract, from having a direct or indirect financial interest, real or apparent, in such contract with the public entity for which he or she is a public official, agent or is employed. Conflicts of interest may occur when (1) LPA is planning on completing any work related to a federal-aid project using the services of a Private Business that Provides Goods or Services for Transportation Projects, or (2) any official, employee or agent of LPA owns real estate that may be needed for any upcoming or active federal-aid project. An example of a prohibited financial interest would be a situation involving a part-time County Highway Superintendent making the award of a county professional engineering contract to a firm in which the Superintendent is presently a partner. Many other less obvious situations may also represent improper conflicts of interest.

A. The Law

Federal law prohibits “conflicts of interest” of local public agency officials, employees or agents in federal-aid transportation projects. One way that federal law prohibits conflicts of interest is by prohibiting certain local public agency officials, employees or agents from having a financial or other interest in a contract entered into by the public entity that they serve. The first sentence of 23 CFR 1.33, Conflicts of Interest, states: “No official or employee of ... any governmental instrumentality who is authorized in his [or her] official capacity to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving any contract or subcontract in connection with a project shall have, **directly or indirectly**, any financial interest in any such contract or subcontract.” Similarly, the second sentence of 49 CFR 18.36(b)(3) Procurement, states: “No employee, officer or agent of the grantee or sub grantee [LPA] shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, **real or apparent**, would be involved. Such a conflict would arise when: (i) The employee, officer or agent, (ii) Any member of his [or her] immediate family, (iii) His or her partner, or (iv) An organization which employs, or is about to employ, any of the above, has

Immediate Family means a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes. (Source, Neb. Rev. Stat. § 49-1425.) Importantly, other familial relationships can cause real or potential conflicts of interest and may require disclosure and appropriate mitigation, if possible.

Business means any corporation, partnership, limited liability company, sole proprietorship, firm enterprise, franchise, association, organization, self-employed individual, holding company, joint-stock company, receivership, trust, activity or entity. (Source, Neb. Rev. Stat. § 49-1407.)

Personal Interest in a Private Business is generally understood to mean, but is not limited to, a previous (within the past two years) or promised future employment relationship with, or having a member of your present or past Immediate Family who is employed by, or who has a Financial, Personal or other Interest in a Private Business.

Private Business that Provides Goods or Services for Transportation Projects means a Private Business that has contracted with or provided, or is capable of providing, goods or services to an LPA for an LPA transportation project or activity, including project development, right-of-way activities, construction, operation or maintenance. **For services**, the following non-exclusive list is of the types of activities of a Private Business that are covered by this definition: feasibility studies, corridor or location studies; environmental studies and documents; surveys; preliminary engineering; design engineering; construction; construction engineering; testing of materials; geotechnical testing and engineering; right-of-way design, appraisal, or negotiations; or for any other project related service. **For goods**, the following non-exclusive list is of the types of goods of a Private Business that are covered by this definition: construction or road materials, such as soil, sand, gravel, rock, asphalt, concrete, sod, erosion control materials; construction or earth-moving equipment; and, supplies. Engineering and architectural firms and Construction Contractors are expressly covered by this definition.

Public Employee means a full or part time employee of an LPA or the state, a political subdivision, or any other entity that is eligible to receive federal-aid funds for a transportation project. (Source, Neb. Rev. Stat. § 49-1442.) This includes the LPA's Responsible Charge (RC) even if such person is on loan from another LPA through an inter-local agreement.

Public Official means an elected or appointed official of an LPA, the state or a political subdivision, or any other entity that is eligible to receive federal-aid funds for a transportation project. (Source, Neb. Rev. Stat. § 49-1443.)

Conflict of Interest Disclosure Form for LPAs for Local Federal-aid Transportation Projects

Project Owner (LPA):

Project Name:

Project Number:

Project Control Number:

As LPA's Responsible Charge (RC) person for the above local Federal-aid transportation project, I have:

1. Reviewed the Conflict of Interest Guidance Document found on the NDOR website; and
2. Reviewed the Conflict of Interest laws, including 23 CFR § 1.33, 49 CFR 18.36 and Neb. Rev. Stat. §§ 49-1401 to 1444 and 49-1493 to 14,104, and in particular, 49-14,101 to 14,103.07; and
3. Reviewed the reverse side of this form, "How Do I Determine Whether I Have a Conflict of Interest?"

And, to the best of my knowledge, determined that, for myself, any official, employee or agent of LPA, including family members and personal interests of the above persons, involved with consultant procurement and management of the project there are:

No real or potential conflicts of interest

If no conflicts have been identified, complete and sign this form and submit to NDOR

Real conflicts of interest or the potential for conflicts of interest

If a real or potential conflict has been identified, describe on an attached sheet the nature of the conflict, including the information requested on the reverse side of this form for the type of conflict being reported, and provide a detailed description of LPA's proposed mitigation measures (if possible). Complete and sign this form and send it, along with all attachments, to NDOR.

Print Name:

Title:

Signature

Date

SECTION III PURCHASING
PROCEDURES

A. GENERAL

Purchasing procedures shall be conducted with the following aims:

1. To realize economies in procurement by using standard sources of supply and by purchasing in bulk, whenever possible.
2. To maintain budgetary control, through the Administrative Services section, over the volume of purchases of outside goods and services.
3. To issue Purchase Orders only when certified by duly authorized employees.
4. To be in compliance with the Federal Acquisition Regulation (FAR)

B. PURCHASE ORDERS

Purchase Orders for outside goods or services shall be electronically certified by the Program Director~~Director of Finance and Operations~~. The Purchase Order shall then be submitted for final certification by the Executive Director, or in his/her absence, the Administrative Services~~Program~~ Director. Upon final certification, the Purchase Order shall then be processed.

Upon receipt of the vendor's billing for goods, all appropriate documents in the payable file shall be

assembled for certification and subsequent payment.

With the exception of previously approved purchase orders of reoccurring monthly invoices, all other invoices for outside goods or services shall not be processed for payment without a certified Purchase Order.

C. SOURCES OF SUPPLY

The Executive Director and the ~~Administrative Services~~ Director of Finance and Operations shall be responsible for developing the most economical sources of supply and obtaining economies available through quantity purchasing, whenever possible.

D. COMPETITIVE BIDDING

Competitive bids shall be mandatory for the purchase of goods ~~or~~ and non-professional services in excess of \$2,500, except:

1. Where there is only one source of supply;
2. Where the goods or services are of such a particular nature that the supplier's trademark name is involved, except where an acceptable substitute is available.

Competitive bids for goods ~~or~~ and non-professional services up to \$15,000 shall be submitted to the Executive Director for selection of a supplier.

Competitive bids for goods ~~or~~ and non-professional services moregreater than \$15,000 shall be submitted to the MAPA Finance Committee for recommendation of a supplier.

Competitive bids for goods ~~or~~ and non-professional services for moregreater than \$2,510,000 shall be submitted to the MAPA Board of Directors for selection of a supplier.

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E. REQUEST FOR PROPOSALS

In the acquisition of professional services, the MAPA Board of Directors may decide to utilize a Request for Proposals (RFP). Contractors may be selected on factors other than lowest price. Professional services utilizing federal funds shall be selected through the process required by the relevant federal agency (See Federal Acquisition Regulation (FAR) Part 15).

EF. APPEAL PROCEDURES

General

This section sets forth the policy and procedures established by the Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) relating to appeals of actions and decisions of the Agency relating to bids, procurement and contracts, as outlined in FTA Circular 4220.1 F, ~~dated November 1, 2008~~. These procedures shall also apply to the Agency's operating element, MAPA. Included are appeals relating to capital procurement activities, such as materials, equipment, vehicles, land acquisition and construction. Not included are procurement activities associated with the day to day operations of a transit system. Appeals procedures available to employees of the Agency are provided for in the MAPA Personnel Policies and Procedures Manual and are not considered herein. When the term "days" is used herein, the term shall mean work days of the Agency or FTA, as appropriate.

Third Party Contract Appeals

1. Pre-bid approval requests and appeals.
 - a. Bid documents issued by the Agency shall contain provisions and instructions to bidders relative to the submission of requests for clarification, substitutions and approved equals on specified materials and equipment. All such requests shall be submitted in writing in a timely manner before the date of the bid opening and in accordance with the schedule stipulated in each bid document. Failure to submit requests on the specifications

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as stipulated above constitutes waiver of all rights to appeal on that basis.

- b. All such requests shall be submitted in writing to the Executive Director (Director) and supported by sufficient documentation, specifications, engineering data and test data to enable evaluation of the request.
- c. If such request is accepted and approved, all holders of bid documents will be notified by written addenda to the bid documents.
- d. If a request is denied by the Director, written notification shall be provided to the requester within the time stipulated in the bid documents.

- e. A request denied by the Director may be appealed in writing to the Agency Board prior to the date set for receipt of bids or proposals. The appeal shall include a copy of the Director's decision and all data submitted with the original request. If new or additional data is available, the request shall be submitted to the Director for reconsideration. If the appeal of the Director's decision or request for reconsideration will result in a delay in bid opening, all bid document holders shall be notified. Notification shall be by telephone and confirmed in writing and a new bid opening date shall be announced as soon as possible.

Appeal Procedures

2. Contract Award Appeals.

- a. Appeal of a contract award or announced intent to award must be filed in writing with the Director not later than ten (10) days after the award or announced intent to award, whichever is earlier. When appeal of a contract award is filed, the awardee/contractor shall be notified by telephone and in writing. Appropriate instructions shall be given according to the status of the contract and the effect of delay of the project completion.
- b. Appeal of the Director's decision on an appeal may be made in writing to the Agency Board within five (5) days of the receipt of such decision. Written notice of the appeal shall be provided to the Director.

3. Protest of Procurement Process.

- a. A protest of the procurement process of MAPA should be submitted in writing to the Executive Director and supported by justification and requested corrective action.
- b. Appeal of the Director's decision will be the same as 2b. above.

FTA Review of Protests and Appeals

1. General Conditions.

- a. FTA's review of any protest shall be limited to:
 - (1) Failure of the grantee to have written protest procedures.
 - (2) Grantee's failure to follow such procedures.
- b. Protests must be filed with the grantee in accordance with the local procedures and requirements. Following an adverse decision by the grantee, the protester may file a protest with FTA in accordance with paragraph 2 below. If there has been a violation as described in paragraph 1.a (1) or 1.a (2) above, protests should be filed with the appropriate FTA Regional Office and concurrent copy to the grantee. To expedite handling within FTA, the address should include "Attention: Bid Protest".

The address of the appropriate FTA Regional Office is:

Federal Transit Administration
901 Locust Street Room 404
Kansas City, Missouri 64079

Appeal Procedures

- c. The initial protest filed with FTA shall:
 - (1) Include the name and address of the protester.
 - (2) Identify the grantee, project number, and the number of the solicitation contract.
 - (3) –Contain a statement of the grounds for protest and any supporting documentation, (The grounds for protest filed with FTA must be fully supported to the extent feasible. Additional materials in support of an initial protest will only be considered if filed within the time limits specified in paragraph 2),

(4) _____ Include a copy of the protest filed with the grantee and a copy of the grantee's decision, if any.

(5) _____ Indicate the ruling or relief desired from FTA.

- d. FTA will not consider any data that was not submitted to the grantee. If new data becomes available after the exhaustion of administrative remedies at the grantee level, that data should be filed with the grantee with a request for reconsideration. If the request is denied or if the protester's administrative remedies at the grantee level are again exhausted, the protester may then submit the new data to FTA. FTA will consider the data if filed as part of an initial protest within the time limits specified in paragraph 2, or as additional material filed within the time limits specified in paragraph 3.
- e. No formal briefs or other technical forms of pleading or motion are required, but a protest and other submission should be concise, logically arranged, and clear.

2. Time for Filing.

- a. Protests shall be filed within the specified time limits set forth in the specifications which are the subject of the procurement and must adhere strictly to any procedures specified therein. The time period established for the filing of protests as set forth in all such specifications will be controlling and will take precedence over a time period established herein.
- b. Protests must be filed within the time limits set forth in this paragraph b. in order to be considered timely unless the specifications which are the subject of a particular procurement set forth a different period for filing a protest, in which case the provisions of paragraph a. above will apply. Protests based upon restrictive specifications or alleged improprieties in any type of solicitation, which are apparent prior to bid opening or the closing date for receipt of initial proposals, shall be filed no later than three (3) days prior to bid opening or the closing date for receipt of initial proposals.

Appeal Procedures

- c. In cases other than those covered in the preceding paragraphs of this section, bid protest shall be filed not later than ten (10) days after the exhaustion of administrative remedies at the grantee level is known or should have been known, whichever is earlier.

3. Time for Submission of Additional Information.

Any additional information requested or required by FTA from the protester, the grantee or interested parties shall be submitted as expeditiously as possible, but in no case later than five (5) days after receipt of such request unless specifically excepted by FTA.

Judicial Appeals.

- 1. Judicial appeal of any of the above rulings may be brought in the District Court of Douglas County, Nebraska or the District Court for the Federal District of Nebraska, depending on the nature of the protest.

For those matters which could be brought before District Court for less than \$15,000, they may be brought in Douglas County Court

FG. CAPITAL EQUIPMENT

The purchase of equipment in excess of \$45,000 cost shall be capitalized. Equipment under \$45,000 will be expensed to the current fiscal year.

GH. DISPOSITION OF CAPITAL EQUIPMENT

The Executive Director may dispose of fully depreciated capital equipment in an appropriate and prudent manner.

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The Finance Committee may direct disposition of capital equipment with remaining book value.

H. INVENTORY ADJUSTMENT

The Finance Committee may approve write-off of the remaining book value of inventory items purchased for less than \$500.