

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

**FINANCE COMMITTEE**  
**February 15, 2017 - 8:30 a.m.**

**AGENDA**

This meeting of the Metropolitan Area Planning Agency Finance Committee will be conducted in compliance with the Nebraska Statutes of the Open Meeting Act. The Open Meeting Act is available for reference upon request.

- A. MONTHLY FINANCIAL STATEMENTS (December)
1. [Bank Reconciliation \(American National Bank\) and Statements on Investments](#)
  2. [Receipts and Expenditures](#)
  3. [Schedule of Accounts Receivable/Accounts Payable](#)
  4. [Statement of Financial Position](#)
  5. [Statement of Revenues and Expenditures](#)
- B. FOR FINANCE COMMITTEE APPROVAL
1. Contract Payments
    - a. [Metro – PMT #2 - \\$29,124.49](#)
    - b. [Pottawattamie County GIS – PMT #2 - \\$7,955.20](#)
    - c. [Olsson Associates – PMT #11 - \\$8,526.03](#)
    - d. [Douglas County GIS – PMT #2 - \\$22,252.63](#)
    - e. [Live Well Omaha – Bike Ed. – PMT #26 - \\$2,153.77](#)
    - f. [HDR Engineering – PMT #1 - \\$6,243.04](#)
  2. Contract Payments with exceptions
    - a. [Live Well – CMAQ – PMT #5 - Not to exceed \\$392.32](#)
- C. RECOMMENDATIONS TO THE BOARD
1. Final Contract Payments
    - a. [Intercultural Senior Center – \\$970.14](#)
  2. Final Payments with exceptions
    - a. [Lovgren Marketing – \\$1,627.83](#)
  3. New Contracts
    - a. [Lovgren Marketing CMAQ Campaign \\$196,000](#)
    - b. [Metro Community College Data Services](#)
  4. New Business
    - a. [FY 2018 Preliminary Funds Budget](#)
    - b. [Office Equipment](#)

D. DISCUSSION/INFORMATION

E. OTHER

F. ADJOURNMENT



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

AMERICAN NATIONAL BANK

Balance per bank, December 31, 2016		\$881,958.30
Less: Checks Outstanding (12/31/16)	\$85,584.77	<u>(\$85,584.77)</u>
Cash in bank December 31, 2016		<u>\$796,373.53</u>
General Ledger Balance, November 30, 2016		\$283,315.99
Cash Receipts		\$608,693.56
Transfers from NPAIT		
Special Projects - Pictometry		\$174,150.00
Washington Co. RLF - Sterling Ambitions		\$50,000.00
Petty Cash Surplus Deposited into Checking Account		\$60.00
Less:		
Checks (12/2016)	\$207,581.80	
ACH Payroll (12/2016)	\$58,331.24	
ACH Federal Payroll Taxes	\$19,454.45	
Nationwide Payroll Contribution	\$10,092.37	
Blue Cross Blue Shield of NE Health Ins.	\$15,076.12	
Nebraska State withholding Tax	\$4,250.43	
Postalia	\$0.00	
Bank Charges	\$30.23	
Quarterly SUTA	\$0.00	
Nebraska Sales tax	\$0.00	
Pay Flex (12/2016)	\$436.32	
Blackbaud Forms - W2's	\$47.57	
ACH VISA card (12/2016)	\$1,945.49	
Auto - Gas/Maintenance	\$34.74	
Contracts	\$410.00	
Data Processing	\$451.99	
Forums	\$222.75	
Membership - Reference Materials	\$189.00	
Supplies	\$143.96	
Telephone	\$39.20	
Travel & Conferences	\$481.62	
Credit - Sales Tax Refund	-\$27.77	
Transfer to NPAIT-Capitol Reserve	\$600.00	
		<u>\$317,846.02</u>
General Ledger Balances, December 31, 2016		<u>\$796,373.53</u>
Less deposits held for other jurisdictions		<u>(\$36,217.22)</u>
Available Cash Balance		<u>\$780,156.31</u>

**STATEMENT ON INVESTMENT  
Treasury Bills**

Equity	CD	9/11/2017	Securities America	\$ 100,195.00	\$ 100,000.00	1.350%
Deferred Payroll	Money Market		Securities America	\$ 10,369.36	\$ 10,369.36	0.010%
Deferred Payroll	CD	9/4/2018	Securities America	\$ 100,720.00	\$ 100,000.00	1.650%
Deferred Payroll	CD	7/23/2019	Securities America	\$ 1,063.55	\$ 1,050.00	2.100%
Equity	CD	7/23/2019	Securities America	\$ 105,290.96	\$ 103,950.00	2.100%
Equity	CD	5/1/2020	Securities America	\$ 50,156.50	\$ 50,000.00	1.750%

Accrued Interest	2,085.31
Total	<u>\$ 369,880.67</u>

**NPAIT INVESTMENTS**

MAPA	General	Capitol	Ortho Quads	Sarpy Co. Revolving	Special Projects	TOTAL
	MAPA	MAPA	(Aerial Photo)	Loan Fund	MAPA	MAPA
Acct #	001	002	004	005	008	
11/30/16 Beg Balance	311,001.24	47,173.56	58,032.12	46,283.67	204,325.40	666,815.99
12/2016 Sponsor Fees	124.75					124.75
12/2016 Interest	59.10	9.05	11.02	8.79	10.63	98.59
Transfer from General checking		600.00			(174,150.00)	(173,550.00)
	311,185.09	47,782.61	58,043.14	46,292.46	30,186.03	493,489.33
Less Reserve for other projects	3,889.00					
Available for the Agency	<u>307,296.09</u>					

MAPA Foundation	Foundation	NDO	Washington Co.	TOTAL
	MAMA		Revolving Loan Fund	MAPA Foundaton
Acct #	003	006	007	
11/30/16 Beg Balance	32,889.93	105,242.88	183,942.45	322,075.26
12/2016 Sponsor Fees				-
12/2016 Interest	6.25	20.03	31.13	57.41
Transfer from General checking		298.00	(50,000.00)	(49,702.00)
	32,896.18	105,560.91	133,973.58	272,430.67

**Metropolitan Area Planning Agency**  
**Cash Receipts Report**  
 December 2016

<b>Date</b>	<b>Type</b>	<b>Payer</b>	<b>Receipt Number</b>	<b>Deposit Number</b>	<b>Amount</b>
12/2/2016	Check	Sarpy County	717	497	\$7,000.00
12/2/2016	Check	Metro Transit	718	497	\$2,389.69
12/9/2016	Check	HDR Engineering, Inc.	719	498	\$1,500.00
12/14/2016	Received EFT	ENVIRONMENTAL PROTECTION AGENCY	725	500	\$4,484.92
12/15/2016	Check	Metro Transit	720	499	\$4,900.00
12/15/2016	Check	Pottawattamie County, Iowa	721	499	\$1,750.00
12/15/2016	Check	NROC	722	499	\$519.00
12/15/2016	Check	City of Omaha	723	499	\$6,150.00
12/15/2016	Check	City of Carson	724	499	\$100.00
12/16/2016	Received EFT	FEDERAL TRANSIT ADMINISTRATION	726	501	\$2,515.00
12/21/2016	Received EFT	NDOR	727	502	\$299,290.52
12/27/2016	Received EFT	Nebraska Department of Economic Development	729	503	\$128,526.00
12/28/2016	Received EFT	FEDERAL TRANSIT ADMINISTRATION	728	504	\$138,080.00
12/29/2016	Check	Metro Transit	730	505	\$1,969.43
12/29/2016	Check	Douglas County	731	505	\$4,100.00
12/29/2016	Check	State of Iowa Auditor of State	732	505	\$169.00
12/29/2016	Check	Sarpy County	733	505	\$3,250.00
					<u>\$606,693.56</u>

<b>Account ID</b>	<b>Account Description</b>	<b>Grants</b>	<b>Total Credits</b>
10-1100	Accounts Receivable	<No Grants>	<u>\$606,693.56</u>
			<u>\$606,693.56</u>

**Metropolitan Area Planning Agency**  
**Bank Register Report - Operating Account**  
 December 2016

Transaction Number	Transaction Date	Reference	Payments
15898	12/7/2016	City of Omaha Cashier	\$5,000.00
15899	12/7/2016	The New BLK	\$1,920.00
15900	12/15/2016	Barnhart Press	\$1,115.00
15901	12/15/2016	Blackbaud	\$2,470.34
15902	12/15/2016	Carly Sinn	\$250.00
15903	12/15/2016	City of Omaha Cashier	\$18,402.59
15904	12/15/2016	City of Omaha Cashier	\$16,577.86
15905	12/15/2016	The Daily Nonpareil	\$73.43
15906	12/15/2016	The Daily Record	\$196.50
15907	12/15/2016	Douglas County GIS	\$17,144.22
15908	12/15/2016	Douglas County Treasurer	\$133.59
15909	12/15/2016	First Nebr. Educators Credit U	\$200.00
15910	12/15/2016	Greg Youell	\$24.20
15911	12/15/2016	The Hartford	\$119.00
15912	12/15/2016	Kissel/ E&S Associates L.L.C.	\$833.33
15913	12/15/2016	Live Well Omaha	\$1,027.41
15914	12/15/2016	Matt Roth	\$26.88
15915	12/15/2016	Metro	\$7,102.80
15916	12/15/2016	Omaha Douglas Public Bldg.Comm	\$1.50
15917	12/15/2016	One Source The Background Check Co	\$41.00
15918	12/15/2016	Payless Office Products, Inc.	\$119.04
15919	12/15/2016	Sarpy County GIS	\$16,442.64
15920	12/15/2016	Sarpy County Planning	\$6,156.32
15921	12/15/2016	Steve Jensen	\$4,192.50
15922	12/15/2016	Suburban Newspapers, Inc	\$30.71
15923	12/15/2016	United Way	\$185.00
15924	12/22/2016	Sterling Ambitions LLC	\$50,000.00
15925	12/29/2016	AFLAC	\$389.87
15926	12/29/2016	Bishop Business	\$1,744.06
15927	12/29/2016	Black Men United	\$1,000.00
15928	12/29/2016	CenturyLink	\$53.92
15929	12/29/2016	The Daily Record	\$50.20
15930	12/29/2016	DAS State Accounting - Central Finance	\$29.40
15931	12/29/2016	Enviromental Systems Research Institute, Inc.	\$2,700.00
15932	12/29/2016	First Nebr. Educators Credit U	\$200.00
15933	12/29/2016	Metro	\$40,700.72
15934	12/29/2016	Michael Helgerson	\$601.57
15935	12/29/2016	National Association of Development Organizations	\$2,500.00
15936	12/29/2016	Payless Office Products, Inc.	\$89.97
15937	12/29/2016	PLIC-SBD Grand Island	\$955.70
15938	12/29/2016	Praetorian Digital	\$1,495.00
15939	12/29/2016	Standard Printing Company	\$331.40
15940	12/29/2016	Toshiba Financial Services	\$592.00
15941	12/29/2016	United Healthcare	\$85.62
15942	12/29/2016	United Way	\$185.00
15943	12/29/2016	Urban League of Young Professionals	\$250.00
15944	12/30/2016	Intercultural Senior Center	\$3,841.51
			\$207,581.80

**Metropolitan Area Planning Agency**  
**Bank Register Report - Operating Account**  
December 2016

**Check Disbursement Detail**

Advertising	181.84
Auto - Gas/Maintenance	160.47
Business Insurance Expense	119.00
Contracts	8,034.01
Copier Lease/Charges	2,336.06
Data Processing	4,353.17
Employee Benefits/Withholding	2,201.19
Forums	1,500.00
Membership - Reference Materials	169.00
Note Receivable - Sterling Ambltions, LLC	50,000.00
Office Rent	5,752.80
Pass Through Contracts - Planning	121,451.76
Prepaid Expenses (Memberhips)	2,500.00
Prepaid Expenses (Data Processing)	3,662.17
Printing	1,446.40
Professional Services	2,794.33
Supplies	209.01
Telephone	83.32
Travel & Conferences	627.27
	<u>207,581.80</u>

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

Pay Types/Benefits	Hours	Amount
ER H.I.	0.00	\$5,935.60
ER H.I. CH	0.00	\$927.42
ER H.I. FA	0.00	\$5,579.36
ER H.I. SP	0.00	\$2,166.48
Hourly	480.00	\$8,525.21
Hourly - Reg	355.00	\$6,993.50
Life & Dis	0.00	\$350.54
Salary	0.00	\$69,518.00
	Gross Pay	\$85,036.71
	Gross Benefits	\$14,959.40
	Gross Pay/Benefits	\$99,996.11

Deductions/Employee Taxes	Adj. Gross	Amount
457-\$	N/A	\$700.00
457-%	N/A	\$947.34
457-Roth \$	N/A	\$100.00
457-Roth%	N/A	\$557.76
AFLAC	N/A	\$389.88
Credit Union	N/A	\$400.00
Dental Ins	N/A	\$535.58
Flex Plan 16	N/A	\$1,581.34
Health Ins	N/A	\$1,506.14
Pension Loan	N/A	\$92.78
Pension Plan	N/A	\$3,179.95
Retirement	N/A	\$142.04
United Way	N/A	\$370.00
VISION	N/A	\$85.66
Federal	74,964.82	\$7,070.95
Medicare	80,938.11	\$1,173.59
Soc Security	80,938.11	\$5,018.16
State - NE	75,684.82	\$2,854.30
	Deductions/Employee Taxes:	\$26,705.47

Employer Expenses	Adj. Gross	Amount
ER Pension	N/A	\$4,372.50
Medicare	80,938.11	\$1,173.59
Soc Security	80,938.11	\$5,018.16
SUTA	798.00	\$6.39
	Additional Employer Expenses:	\$10,570.64

GRAND TOTAL NET PAY: \$58,331.24

GRAND TOTAL EXPENSE: \$110,566.75



# Metropolitan Area Planning Agency Aged Accounts Receivable Report

December 31, 2016

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
<b>City of Glenwood</b>						
<i>City of Glenwood</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals for City of Glenwood:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>City of Henderson</b>						
<i>City of Henderson</i>	7/29/2016	(\$1.00)	\$0.00	\$0.00	\$0.00	(\$1.00)
<b>Totals for City of Henderson:</b>		(\$1.00)	\$0.00	\$0.00	\$0.00	(\$1.00)
<b>City of Macedonia</b>						
<i>City of Macedonia</i>	8/12/2016	(\$0.26)	\$0.00	\$0.00	\$0.00	(\$0.26)
<b>Totals for City of Macedonia:</b>		(\$0.26)	\$0.00	\$0.00	\$0.00	(\$0.26)
<b>City of Minden</b>						
<i>City of Minden</i>	1/13/2017	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
<b>Totals for City of Minden:</b>		\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
<b>City of Papillion</b>						
<i>City of Papillion</i>	9/16/2016	\$0.00	\$0.00	\$0.00	\$10.00	\$10.00
<b>Totals for City of Papillion:</b>		\$0.00	\$0.00	\$0.00	\$10.00	\$10.00
<b>City of Walnut</b>						
<i>City of Walnut</i>	1/13/2017	\$1,860.47	\$0.00	\$0.00	\$0.00	\$1,860.47
<b>Totals for City of Walnut:</b>		\$1,860.47	\$0.00	\$0.00	\$0.00	\$1,860.47
<b>Department of Defense</b>						
<i>Department of Defense</i>	1/15/2016	\$0.00	\$0.00	\$0.00	\$6,191.00	\$6,191.00
<b>Totals for Department of Defense:</b>		\$0.00	\$0.00	\$0.00	\$6,191.00	\$6,191.00
<b>Douglas County Engineers</b>						
<i>Douglas County Engineers</i>	4/8/2016	\$65,006.00	\$0.00	\$0.00	\$0.00	\$65,006.00
<b>Totals for Douglas County Engineers:</b>		\$65,006.00	\$0.00	\$0.00	\$0.00	\$65,006.00
<b>Douglas County</b>						
<i>Douglas County</i>	2/3/2017	\$52,899.00	\$0.00	\$0.00	\$0.00	\$52,899.00
<b>Totals for Douglas County:</b>		\$52,899.00	\$0.00	\$0.00	\$0.00	\$52,899.00
<b>FEDERAL TRANSIT ADMINISTRATION</b>						
<i>FEDERAL TRANSIT ADMINISTRATION</i>	1/27/2017	\$15,136.00	\$0.00	\$0.00	\$3,841.99	\$18,977.99
<b>Totals for FEDERAL TRANSIT ADMINIS</b>		\$15,136.00	\$0.00	\$0.00	\$3,841.99	\$18,977.99
<b>IOWA DEPARTMENT OF TRANSPORTATION</b>						
<i>IOWA DEPARTMENT OF TRANSPORTATION</i>	11/22/2016	\$43,026.31	\$0.00	\$1.00	\$8,171.69	\$51,199.00
<b>Totals for IOWA DEPARTMENT OF TR</b>		\$43,026.31	\$0.00	\$1.00	\$8,171.69	\$51,199.00
<b>Lower Platte South NRD</b>						
<i>Lower Platte South NRD</i>	5/20/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals for Lower Platte South NRD:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Metro Transit</b>						
<i>Metro Transit</i>	2/3/2017	\$616.00	\$0.00	\$0.00	\$0.00	\$616.00

# Metropolitan Area Planning Agency Aged Accounts Receivable Report

December 31, 2016

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
<b>Totals for Metro Transit:</b>		\$616.00	\$0.00	\$0.00	\$0.00	\$616.00
<b>Mills County</b>						
<i>Mills County</i>	9/23/2016	\$3,433.50	\$0.00	\$0.00	\$0.00	\$3,433.50
<b>Totals for Mills County:</b>		\$3,433.50	\$0.00	\$0.00	\$0.00	\$3,433.50
<b>NDOR- Bike Education (Live Well)</b>						
<i>NDOR- Bike Education (Live Well)</i>	1/25/2017	\$6,875.57	\$0.00	\$0.00	\$0.00	\$6,875.57
<b>Totals for NDOR- Bike Education (Live</b>		\$6,875.57	\$0.00	\$0.00	\$0.00	\$6,875.57
<b>NDOR- CMAQ</b>						
<i>NDOR- CMAQ</i>	10/17/2016	\$1,801.97	\$0.00	\$0.00	\$2,797.34	\$4,599.31
<b>Totals for NDOR- CMAQ:</b>		\$1,801.97	\$0.00	\$0.00	\$2,797.34	\$4,599.31
<b>Nebraska Department of Economic Development</b>						
<i>Nebraska Department of Economic Deve</i>	12/27/2016	(\$90.00)	\$0.00	\$0.00	\$0.00	(\$90.00)
<b>Totals for Nebraska Department of Ecc</b>		(\$90.00)	\$0.00	\$0.00	\$0.00	(\$90.00)
<b>Papio-Missouri River Natural Resources District</b>						
<i>Papio-Missouri River Natural Resources I</i>	5/20/2016	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
<b>Totals for Papio-Missouri River Natura</b>		\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
<b>Pottawattamie County, Iowa</b>						
<i>Pottawattamie County, Iowa</i>	1/27/2017	\$21,241.00	\$0.00	\$25.00	\$0.00	\$21,266.00
<b>Totals for Pottawattamie County, Iowa</b>		\$21,241.00	\$0.00	\$25.00	\$0.00	\$21,266.00
<b>Prochaska and Associates</b>						
<i>Prochaska and Associates</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals for Prochaska and Associates:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Robert B. Daugherty Foundation</b>						
<i>Robert B. Daugherty Foundation</i>	1/3/2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals for Robert B. Daugherty Founda</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sarpy County</b>						
<i>Sarpy County</i>	1/27/2017	\$36,216.50	\$0.00	\$0.00	\$0.00	\$36,216.50
<b>Totals for Sarpy County:</b>		\$36,216.50	\$0.00	\$0.00	\$0.00	\$36,216.50
<b>Sterling Ambitions</b>						
<i>Sterling Ambitions</i>	1/10/2017	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
<b>Totals for Sterling Ambitions:</b>		\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
<b>Todd Pfitzer</b>						
<i>Todd Pfitzer</i>		\$0.00	\$0.00	\$0.00	\$400.00	\$400.00
<b>Totals for Todd Pfitzer:</b>		\$0.00	\$0.00	\$0.00	\$400.00	\$400.00
<b>Washington County</b>						
<i>Washington County</i>	2/3/2017	\$4,613.50	\$0.00	\$0.00	\$0.00	\$4,613.50
<b>Totals for Washington County:</b>		\$4,613.50	\$0.00	\$0.00	\$0.00	\$4,613.50

**Metropolitan Area Planning Agency  
Aged Accounts Receivable Report**

December 31, 2016

<b>Grand Totals:</b>	<b>\$253,234.56</b>	<b>\$0.00</b>	<b>\$76.00</b>	<b>\$21,412.02</b>	<b>\$274,722.58</b>
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**Metropolitan Area Planning Agency**  
**Aged Accounts Payable Report**  
December 31, 2016

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
<b>A-1 Body, Inc</b>								
A-1 Body, Inc	122116		\$1,552.60	\$0.00	\$0.00	\$0.00	\$0.00	\$1,552.60
		<i>Totals for A-1 Body, Inc:</i>	<i>\$1,552.60</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,552.60</i>
<b>Chastain-Otis</b>								
Chastain-Otis	27520		\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
		<i>Totals for Chastain-Otis:</i>	<i>\$500.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$500.00</i>
<b>Cross Dillon Tire Omaha</b>								
Cross Dillon Tire Omaha	6395086		\$21.75	\$0.00	\$0.00	\$0.00	\$0.00	\$21.75
		<i>Totals for Cross Dillon Tire Omaha:</i>	<i>\$21.75</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$21.75</i>
<b>The Daily Record</b>								
The Daily Record	144581		\$18.50	\$0.00	\$0.00	\$0.00	\$0.00	\$18.50
		<i>Totals for The Daily Record:</i>	<i>\$18.50</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$18.50</i>
<b>Exis Design Shop</b>								
Exis Design Shop	03		\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
		<i>Totals for Exis Design Shop:</i>	<i>\$3,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$3,000.00</i>
<b>Florence Home for the Aged</b>								
Florence Home for the Aged	070116-11301		\$12,843.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,843.00
		<i>Totals for Florence Home for the Aged:</i>	<i>\$12,843.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$12,843.00</i>
<b>Gary Young</b>								
Gary Young	122916	Calendar Delivery Mileage	\$23.22	\$0.00	\$0.00	\$0.00	\$0.00	\$23.22
		<i>Totals for Gary Young:</i>	<i>\$23.22</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$23.22</i>
<b>Hamilton Associates, P.C.</b>								
Hamilton Associates, P.C.	20083	FY 2016 Audit Final Payment	\$3,485.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,485.00
		<i>Totals for Hamilton Associates, P.C.:</i>	<i>\$3,485.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$3,485.00</i>
<b>Heartland Family Services</b>								
Heartland Family Services	OCT2016		\$2,293.19	\$0.00	\$0.00	\$0.00	\$0.00	\$2,293.19
		<i>Totals for Heartland Family Services:</i>	<i>\$2,293.19</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$2,293.19</i>
<b>The Journal Herald</b>								
The Journal Herald	123116	1 year subscription	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
		<i>Totals for The Journal Herald:</i>	<i>\$25.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$25.00</i>
<b>Live Well Omaha</b>								
Live Well Omaha	22		\$0.00	\$3,804.99	\$0.00	\$0.00	\$0.00	\$3,804.99

**Metropolitan Area Planning Agency**  
**Aged Accounts Payable Report**  
December 31, 2016

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
Live Well Omaha	23		\$3,070.58	\$0.00	\$0.00	\$0.00	\$0.00	\$3,070.58
Live Well Omaha	11		\$1,801.97	\$0.00	\$0.00	\$0.00	\$0.00	\$1,801.97
<i>Totals for Live Well Omaha:</i>			<i>\$4,872.55</i>	<i>\$3,804.99</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$8,677.54</i>
<b>Lovgren Marketing Group</b>								
Lovgren Marketing Group	18762		\$4,284.59	\$0.00	\$0.00	\$0.00	\$0.00	\$4,284.59
Lovgren Marketing Group	18766		\$17,242.56	\$0.00	\$0.00	\$0.00	\$0.00	\$17,242.56
Lovgren Marketing Group	18835		\$8,713.39	\$0.00	\$0.00	\$0.00	\$0.00	\$8,713.39
Lovgren Marketing Group	18844		\$2,659.25	\$0.00	\$0.00	\$0.00	\$0.00	\$2,659.25
<i>Totals for Lovgren Marketing Group:</i>			<i>\$32,899.79</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$32,899.79</i>
<b>Matt Roth</b>								
Matt Roth	122916		\$30.45	\$0.00	\$0.00	\$0.00	\$0.00	\$30.45
<i>Totals for Matt Roth:</i>			<i>\$30.45</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$30.45</i>
<b>Metro</b>								
Metro	32351	FLU Vaccinations	\$195.00	\$0.00	\$0.00	\$0.00	\$0.00	\$195.00
Metro	32350		\$29,124.49	\$0.00	\$0.00	\$0.00	\$0.00	\$29,124.49
<i>Totals for Metro:</i>			<i>\$29,319.49</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$29,319.49</i>
<b>No More Empty Pots</b>								
No More Empty Pots	12082016-001	H2050 Broadly Speaking w/ Dell Gines	\$1,078.53	\$0.00	\$0.00	\$0.00	\$0.00	\$1,078.53
<i>Totals for No More Empty Pots:</i>			<i>\$1,078.53</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,078.53</i>
<b>Olsson Associates</b>								
Olsson Associates	263761		\$11,126.32	\$0.00	\$0.00	\$0.00	\$0.00	\$11,126.32
Olsson Associates	265335		\$3,785.88	\$0.00	\$0.00	\$0.00	\$0.00	\$3,785.88
Olsson Associates	267285		\$9,393.84	\$0.00	\$0.00	\$0.00	\$0.00	\$9,393.84
<i>Totals for Olsson Associates:</i>			<i>\$24,306.04</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$24,306.04</i>
<b>Pottawattamie County GIS</b>								
Pottawattamie County GIS	20161014		\$0.00	\$0.00	\$8,170.69	\$0.00	\$0.00	\$8,170.69
Pottawattamie County GIS	20170113		\$7,955.20	\$0.00	\$0.00	\$0.00	\$0.00	\$7,955.20
<i>Totals for Pottawattamie County GIS:</i>			<i>\$7,955.20</i>	<i>\$0.00</i>	<i>\$8,170.69</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$16,125.89</i>
<b>Reliable Auto Repair</b>								
Reliable Auto Repair	25286		\$34.63	\$0.00	\$0.00	\$0.00	\$0.00	\$34.63
Reliable Auto Repair	25070		\$34.63	\$0.00	\$0.00	\$0.00	\$0.00	\$34.63
Reliable Auto Repair	25033		\$34.63	\$0.00	\$0.00	\$0.00	\$0.00	\$34.63
<i>Totals for Reliable Auto Repair:</i>			<i>\$103.89</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$103.89</i>

**Metropolitan Area Planning Agency**  
**Aged Accounts Payable Report**  
 December 31, 2016

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
<b>Sarpy County GIS</b>								
Sarpy County GIS	2017-2		\$9,505.13	\$0.00	\$0.00	\$0.00	\$0.00	\$9,505.13
<i>Totals for Sarpy County GIS:</i>			<u>\$9,505.13</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$9,505.13</u>
<b>Sarpy County Planning</b>								
Sarpy County Planning	2017-2		\$6,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$6,313.58
<i>Totals for Sarpy County Planning:</i>			<u>\$6,313.58</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$6,313.58</u>
<b>Steve Jensen</b>								
Steve Jensen	166		\$3,737.50	\$0.00	\$0.00	\$0.00	\$0.00	\$3,737.50
<i>Totals for Steve Jensen:</i>			<u>\$3,737.50</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,737.50</u>
<b>GRAND TOTALS:</b>			<b>\$143,884.41</b>	<b>\$3,804.99</b>	<b>\$8,170.69</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$155,860.09</b>

A total of 32 transaction(s) listed

**Metropolitan Area Planning Agency**  
**Statement of Financial Position**  
December 31, 2016

		<u>Actual</u>
<b>Assets</b>		
10-1000	Petty Cash	\$135.90
10-1005	Paypal Account	\$320.07
10-1010	Cash - American National Bank	\$796,373.53
10-1015	Credit Card	(\$27.77)
10-1030	Treasury Bills	\$369,880.67
10-1040	NPAIT Investments General	\$307,296.09
10-1045	NPAIT Investments Capitol Reserve	\$47,782.61
10-1050	NPAIT Investments Ortho Quads	\$58,043.14
10-1100	Accounts Receivable	\$274,722.58
10-1110	Due To/Due From Funds	(\$255,909.09)
10-1300	Prepaid Expenses	\$13,014.38
10-1310	Prepaid Insurance	\$7,637.14
11-1110	Due To/Due From Funds	\$3,461.97
12-1055	NPAIT Investments Sarpy Co. Revolving Loan	\$46,292.46
13-1200	Furniture, Fixtures & Equipment	\$139,222.20
13-1205	Vehicles	\$51,215.35
13-1220	Less: Accumulated Depreciation	\$140,597.77
15-1040	NPAIT Investments General	\$3,889.00
15-1045	NPAIT Investments Special Projects	\$30,186.03
15-1110	Due To/Due From Funds	\$254,905.10
20-1020	Cash - ANB Foundation	\$27,093.34
20-1060	NPAIT Investments Foundation	\$32,896.18
20-1065	NPAIT Investments FD NDO	\$105,560.91
20-1070	NPAIT Investments FD Washington County Revolving	\$133,973.58
20-1110	Due To/Due From Funds	(\$2,457.98)
20-1410	Note Receivable Grapel	\$235,997.62
20-1415	Note Receivable - Sterling Ambitions, LLC	\$50,000.00
20-1425	Note Receivable KB Quality Meats	\$17,848.00
40-1100	Accounts Receivable	\$752,208.01
<b>Total Assets</b>		<u><u>\$3,360,963.25</u></u>

**Liabilities and Fund Balance**

**Liabilities**

10-2000	Accounts Payable	\$153,681.85
10-2105	Nebraska Withholding	\$2,854.30
10-2115	AFLAC W/H Payable	(\$91.97)
10-2125	Dental Insurance W/H Payable	(\$856.05)
10-2126	Life & Disability Insurance Payable	(\$551.54)
10-2130	Flex W/H Payable	\$4,021.55
10-2132	Vision Insurance Payable	(\$125.64)
10-2135	Health Insurance Payable	(\$8,056.66)

# Metropolitan Area Planning Agency

## Statement of Financial Position

December 31, 2016

		<u>Actual</u>
10-2160	SUTA Tax	\$29.61
10-2170	Nebraska Sales Tax Payable	\$1.03
10-2210	Accrued Compensated Absences	\$123,381.34
10-2220	Accrued Audit Fees	\$10,600.00
20-2000	Accounts Payable	\$2,178.04
20-2430	Deferred Revolving Loan	\$307,382.49
20-2500	Note Payable Invest NE	\$235,997.62
40-2000	Accounts Payable	\$758,315.00
<b>Total Liabilities</b>		<u><u>\$1,588,760.97</u></u>

### Fund Balance

10-3000	Fund Balance Undesignated	\$908,251.91
10-3010	Fund Balance Assigned	\$71,129.52
10-3020	Fund Balance Committed	\$355,000.00
11-3000	Fund Balance Undesignated	\$3,461.97
12-3100	Fund Balance Restricted	\$46,292.46
13-3005	Invested in Capital Assets	\$49,839.78
15-3010	Fund Balance Assigned	\$259,014.18
15-3100	Fund Balance Restricted	\$29,965.95
20-3000	Fund Balance Undesignated	\$55,353.50
40-3010	Fund Balance Assigned	(\$6,106.99)
<b>Total Fund Balance</b>		<u><u>\$1,772,202.28</u></u>

### Total Liabilities and Fund Balance

\$3,360,963.25



# Metropolitan Area Planning Agency Statement of Revenues and Expenditures

December 31, 2016

		12/1/16-12/31/16		7/1/16-12/31/16		% to YTD Budget	Variance to YTD Budget	FY 2017 Adjusted Budget
		Actual	Adjusted Budget	Actual YTD	Adjusted Budget YTD			
<b>Revenues</b>								
10-4100	Federal Revenue	\$66,839.85	\$951,212.25	\$667,017.05	\$1,902,424.50	35.06 %	\$1,235,407.45	\$3,804,849.00
10-4200	State Revenue	\$128,526.00	\$23,347.75	\$146,845.33	\$46,695.50	314.47 %	(\$100,149.83)	\$93,391.00
10-4300	Local Revenue	\$203,559.50	\$0.00	\$390,355.00	\$186,159.50	209.69 %	(\$204,195.50)	\$372,319.00
10-4310	Match Contributions	\$0.00	\$64,812.50	\$0.00	\$129,625.00	0.00 %	\$129,625.00	\$259,250.00
10-4350	Heartland 2050 Local Revenue	\$200.00	\$0.00	\$19,450.00	\$80,750.00	24.09 %	\$61,300.00	\$161,500.00
10-4400	Contracts	\$4,554.90	\$251,174.75	\$13,714.82	\$502,349.50	2.73 %	\$488,634.68	\$1,004,699.00
10-4410	Pass Through Contracts - Planning	\$0.00	\$45,875.00	\$0.00	\$91,750.00	0.00 %	\$91,750.00	\$183,500.00
10-4420	Pass Through Contracts - STP	\$0.00	\$23,125.00	\$0.00	\$46,250.00	0.00 %	\$46,250.00	\$92,500.00
10-4500	Forums/Annual Dinner	(\$88.00)	\$1,750.00	\$3,963.00	\$3,500.00	113.23 %	(\$463.00)	\$7,000.00
10-4510	In-Kind Revenue	\$39,025.06	\$76,787.50	\$105,040.69	\$153,575.00	68.40 %	\$48,534.31	\$307,150.00
10-4520	Investment Earnings	(\$1,687.05)	\$0.00	\$627.23	\$0.00	0.00 %	(\$627.23)	\$0.00
10-4530	Misc. Cash Sales	\$0.00	\$0.00	\$15.00	\$0.00	0.00 %	(\$15.00)	\$0.00
10-4540	Miscellaneous	\$793.77	\$0.00	\$17,350.43	\$0.00	0.00 %	(\$17,350.43)	\$0.00
15-4520	Investment Earnings	\$10.63	\$0.00	\$117.65	\$0.00	0.00 %	(\$117.65)	\$0.00
15-4540	Miscellaneous	\$0.00	\$0.00	\$10,150.00	\$0.00	0.00 %	(\$10,150.00)	\$0.00
<b>Total Revenues</b>		<b>\$441,734.66</b>	<b>\$1,438,084.75</b>	<b>\$1,374,646.20</b>	<b>\$3,143,079.00</b>	<b>43.74 %</b>	<b>\$1,768,432.80</b>	<b>\$6,286,158.00</b>
<b>Expenses</b>								
10-5000	Salaries	\$71,340.94	\$97,881.00	\$468,489.33	\$587,286.00	79.77 %	\$118,796.67	\$1,174,572.00
10-5100	FICA	\$6,191.75	\$7,500.00	\$42,895.97	\$45,000.00	95.32 %	\$2,104.03	\$90,000.00
10-5105	Unemployment Taxes	\$8.75	\$150.00	\$165.69	\$900.00	18.41 %	\$734.31	\$1,800.00
10-5110	Health Insurance	\$14,608.86	\$19,000.00	\$90,306.68	\$114,000.00	79.22 %	\$23,693.32	\$228,000.00
10-5115	Life & Disability Insurance	\$357.06	\$652.08	\$2,198.73	\$3,912.48	56.20 %	\$1,713.75	\$7,825.00
10-5120	Retirement Contributions	\$4,372.50	\$5,666.67	\$27,831.25	\$33,999.98	81.86 %	\$6,168.73	\$68,000.00
10-5125	Accrued Salaries & Compensated Absences	\$7,306.36	\$0.00	\$140,082.62	\$150,000.00	93.39 %	\$9,917.38	\$200,000.00
10-5200	Advertising	\$1,870.67	\$1,250.00	\$3,400.21	\$7,500.00	45.34 %	\$4,099.79	\$15,000.00
10-5210	Membership - Reference Materials	\$779.13	\$3,000.00	\$11,680.57	\$15,000.00	77.87 %	\$3,319.43	\$21,000.00
10-5220	Printing	\$3,499.48	\$2,916.67	\$16,776.30	\$17,499.98	95.86 %	\$723.68	\$35,000.00

**Metropolitan Area Planning Agency  
Statement of Revenues and Expenditures**

December 31, 2016

		12/1/16-12/31/16		7/1/16-12/31/16		% to YTD Budget	Variance to YTD Budget	FY 2017 Adjusted Budget
		Actual	Adjusted Budget	Actual YTD	Adjusted Budget YTD			
10-5300	Business Insurance Expense	\$1,018.25	\$1,333.33	\$6,119.39	\$7,999.98	76.49 %	\$1,880.59	\$16,000.00
10-5310	Data Processing	\$5,478.68	\$3,083.33	\$20,622.18	\$18,499.98	111.47 %	(\$2,122.20)	\$37,000.00
10-5320	Professional Services	\$4,376.08	\$850.00	\$35,550.33	\$30,900.00	115.05 %	(\$4,650.33)	\$36,000.00
10-5400	Contracts	\$67,013.91	\$419,369.50	\$445,801.03	\$838,739.00	53.15 %	\$392,937.97	\$1,677,478.00
10-5420	Pass Through Contracts - Planning	\$68,034.59	\$456,125.00	\$209,020.25	\$912,250.00	22.91 %	\$703,229.75	\$1,824,500.00
10-5440	In-Kind Expense	\$39,025.06	\$142,412.50	\$105,040.69	\$284,825.00	36.88 %	\$179,784.31	\$569,650.00
10-5500	Equipment Maintenance	\$363.95	\$750.00	\$4,310.07	\$4,500.00	95.78 %	\$189.93	\$9,000.00
10-5600	Forums	\$2,617.44	\$1,500.00	\$32,167.47	\$23,750.00	135.44 %	(\$8,417.47)	\$42,000.00
10-5650	Miscellaneous Expenses	\$195.00	\$132.75	\$218.20	\$796.50	27.39 %	\$578.30	\$1,593.00
10-5700	Postage	\$112.62	\$458.33	\$1,533.87	\$2,749.98	55.78 %	\$1,216.11	\$5,500.00
10-5710	Supplies	\$420.50	\$1,625.00	\$3,724.15	\$9,750.00	38.20 %	\$6,025.85	\$19,500.00
10-5730	Bank Charges	\$30.23	\$83.33	\$225.14	\$499.98	45.03 %	\$274.84	\$1,000.00
10-5800	Office Rent	\$5,752.80	\$5,753.33	\$34,516.80	\$34,519.98	99.99 %	\$3.18	\$69,040.00
10-5810	Telephone	\$122.52	\$210.00	\$825.28	\$8,740.00	9.44 %	\$7,914.72	\$10,000.00
10-5900	Travel & Conferences	\$3,073.51	\$3,810.00	\$49,884.59	\$54,050.00	92.29 %	\$4,165.41	\$81,900.00
10-5950	Capital Outlays	\$0.00	\$0.00	\$0.00	\$12,500.00	0.00 %	\$12,500.00	\$25,000.00
10-8000	Transfers	\$0.00	\$1,650.00	\$0.00	\$9,900.00	0.00 %	\$9,900.00	\$19,800.00
<b>Total Expenses</b>		<b>\$307,970.64</b>	<b>\$1,177,162.82</b>	<b>\$1,753,386.79</b>	<b>\$3,230,068.84</b>	<b>54.28 %</b>	<b>\$1,476,682.05</b>	<b>\$6,286,158.00</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$133,764.02</b>	<b>\$260,921.93</b>	<b>(\$378,740.59)</b>	<b>(\$86,989.84)</b>	<b>435.38 %</b>	<b>\$291,750.75</b>	<b>\$0.00</b>

**Metropolitan Area Planning Agency**  
**Statement of Revenues and Expenditures**  
December 31, 2016

		<u>12/1/16 - 12/31/16</u>	<u>7/1/16 - 12/31/16</u>
		Actual	YTD
<b>Revenues</b>			
20-4520	Investment Earnings	\$6.41	\$26.63
20-4700	Motorist Assist Income	\$10.00	\$12,505.00
20-4710	RLF Service Fee	\$500.00	\$500.00
<b>Total Revenues</b>		<u>\$516.41</u>	<u>\$13,031.63</u>
<b>Expenses</b>			
20-6000	Auto - Gas/Maintenance	\$1,678.24	\$2,669.10
20-6075	Miscellaneous Foundation	\$30.00	\$3,049.08
20-6083	Insurance - Foundation	\$500.00	\$500.00
20-6085	Supplies - Foundation	\$0.00	\$207.90
20-6087	Revolving Loan Admin. Fee - Foundation	\$500.00	\$500.00
20-6088	Telephone - Foundation	\$83.44	\$501.11
20-6098	Vehicle Purchases - Foundation	\$0.00	\$28,360.40
<b>Total Expenses</b>		<u>\$2,791.68</u>	<u>\$35,787.59</u>
<b>NET SURPLUS/(DEFICIT)</b>		<u>(\$2,275.27)</u>	<u>(\$22,755.96)</u>

METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: METRO

Project Title: 17504400601 Metro Transit Activities - FY 17

Contract Approved by Board of Directors: May 26, 2016

Contract Amount of: not to exceed \$98,000 FHWA PL Funds with a minimum \$42,000 in local matching funds and a 5% Administrative Fee


Payment # 2

1. Computation of Payment

Bill to Date	<u>\$69,825.21</u>
Less Previous Payments	<u>\$40,700.72</u>
Payment Due this Date	<u>\$29,124.49</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

  
\_\_\_\_\_  
MAPA Project Supervisor

  
\_\_\_\_\_  
Department Manager / Responsible Charge

  
\_\_\_\_\_  
Executive Director

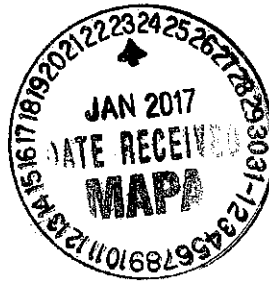
Payment approved by Finance Committee \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Treasurer/Finance Committee Member



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



Invoice No. 032350

**INVOICE**

MAPA CONTRACT  
 2222 Cuming Street  
 Omaha, NE 68102

Date December 31, 2016  
 PO \_\_\_\_\_  
 Reference # \_\_\_\_\_  
 Customer # 20-20112

Qty	Description	Unit Price	TOTAL
0.00	2020112 - MAPA 2016-2017 Contr	0.00	29,124.49
0.00	2020112 - Second Quarter 2016	0.00	0.00

**MAPA Expense Authorization Voucher**

Date 12/31/16 Amt. 29,124.49

Project 440 D6-02

Account 10-5420

Grant 16 FTAA01

Acctg. Dir. MAE

Exec. Dir. \_\_\_\_\_

Treasurer \_\_\_\_\_

10-4570 (12481.93)  
 10-5440 12481.93

**Payment Details**

Cash  
 Check  
 \_\_\_\_\_

SubTotal	29,124.49
<b>TOTAL</b>	<b>29,124.49</b>
Office Use Only	

**METRO AREA TRANSIT**  
**MAPA EXPENSES 2016-2017 CONTRACT**  
**Billing Period: October 01, 2016 to December 31, 2016**

MAPA Billing

Linda Barritt 2nd Qtr Wages & Fringes	\$0.00
Evan Schweitz 2nd Qtr Wages & Fringes	\$12,252.42
Sylvia Sherman 2nd Qtr Wages & Fringes	\$10,237.47
Emily Baarson 2nd Qtr Wages	<u>\$6,634.60</u>
<b>2016 - 2017 MAPA Contract - Federal Share</b>	<b>\$29,124.49</b>

Linda Barritt 2nd Qtr Wages & Fringes	\$0.00
Evan Schweitz 2nd Qtr Wages & Fringes	\$5,251.04
Sylvia Sherman 2nd Qtr Wages & Fringes	\$4,387.49
Emily Baarson 2nd Qtr Wages	<u>\$2,843.40</u>
<b>2016 - 2017 MAPA Contract - Local Match</b>	<b>\$12,481.93</b>

<b>2016 - 2017 MAPA Contract</b>	<b><u>\$41,606.42</u></b>
<b>MAPA December Billing</b>	<b><u>\$29,124.49</u></b>

**METRO  
MAPA 546-600  
2016-2017**

<b>MAPA PROJECTS</b>	<b>OCT HOURS</b>	<b>NOV HOURS</b>	<b>DEC HOURS</b>	<b>2nd QTR</b>	<b>PAYROLL</b>	<b>BENEFITS (30.01%)</b>	<b>TOTAL</b>	<b>YEAR TO DATE TOTAL</b>
440.01 - Transit Planning Administration								
<b>TOTAL FOR 440.01</b>	<b>2.50</b>	<b>5.00</b>	<b>7.00</b>	<b>14.50</b>	<b>\$430.94</b>	<b>\$129.33</b>	<b>\$560.27</b>	<b>1,410.32</b>
440.02 - Short-Range and Service Planning								
Full-time Employees	260.00	230.50	260.00	750.50	\$20,813.42	\$6,246.11	\$27,059.53	\$69,002.38
Part-time Employee	117.25	110.00	111.25	338.50	\$9,478.00	\$0.00	\$9,478.00	17,710.00
<b>TOTAL FOR 440.02</b>	<b>377.25</b>	<b>340.50</b>	<b>371.25</b>	<b>1089.00</b>	<b>\$30,291.42</b>	<b>\$6,246.11</b>	<b>\$36,537.53</b>	<b>86,712.38</b>
440.03 - Long-Range Transit Planning								
<b>TOTAL FOR 440.03</b>	<b>0.00</b>	<b>0.00</b>	<b>5.00</b>	<b>5.00</b>	<b>\$148.60</b>	<b>\$44.59</b>	<b>\$193.19</b>	<b>618.22</b>
440.05 - JARC & New Freedom 5310 Administration								
<b>TOTAL FOR 440.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>
440.07 - Central Omaha Transit Alternative Analysis								
<b>TOTAL FOR 440.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>
440.08 - Transit Service Standards								
<b>TOTAL FOR 440.08</b>	<b>6.00</b>	<b>8.00</b>	<b>4.00</b>	<b>18.00</b>	<b>\$534.96</b>	<b>\$160.54</b>	<b>\$695.50</b>	<b>2,714.14</b>
440.11 - Transit Management Objectives								
<b>TOTAL FOR 440.11</b>	<b>5.00</b>	<b>0.00</b>	<b>2.00</b>	<b>7.00</b>	<b>\$208.04</b>	<b>\$62.43</b>	<b>\$270.47</b>	<b>965.97</b>
440.13 - Transit Service Development Update								
<b>TOTAL FOR 440.13</b>	<b>4.00</b>	<b>3.00</b>	<b>1.00</b>	<b>8.00</b>	<b>\$237.76</b>	<b>\$71.35</b>	<b>\$309.11</b>	<b>386.39</b>
440.15 - Special Studies								
<b>TOTAL FOR 440.15</b>	<b>6.00</b>	<b>0.00</b>	<b>5.00</b>	<b>11.00</b>	<b>\$326.92</b>	<b>\$98.11</b>	<b>\$425.03</b>	<b>618.22</b>
440.16 - Program Certification								
<b>TOTAL FOR 440.16</b>	<b>32.00</b>	<b>19.00</b>	<b>19.00</b>	<b>70.00</b>	<b>\$2,011.62</b>	<b>\$603.69</b>	<b>\$2,615.31</b>	<b>6,324.65</b>
<b>Total Individuals</b>	<b>432.75</b>	<b>375.50</b>	<b>414.25</b>	<b>1222.50</b>	<b>\$34,190.26</b>	<b>\$7,416.15</b>	<b>\$41,606.41</b>	<b>99,750.30</b>
					<b>\$23,933.18</b>	<b>\$5,191.30</b>	<b>\$29,124.49</b>	<b>\$69,825.21</b>
					<b>\$10,257.08</b>	<b>\$2,224.84</b>	<b>\$12,481.92</b>	<b>29,925.09</b>
					<b>\$34,190.26</b>	<b>\$7,416.15</b>	<b>\$41,606.41</b>	<b>99,750.30</b>



**MAPA Unified Work Program  
FY-2017 Progress Report  
Second 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. Metro staff has worked to alleviate issues with 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: 50%

**440.03 Long Range Transit Planning**

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

**440.08 Transit Service Standards**

- A. 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 each 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 meetings regarding the Omaha Complete Streets design manual.

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

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: 50%

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 Street  
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: Pottawattamie County GIS

Project Title: Annual GIS Services

Contract Approved by Board of Directors: May 26, 2016

In the amount of \$ 35,000 Federal; \$15,050 Match

Payment # 2

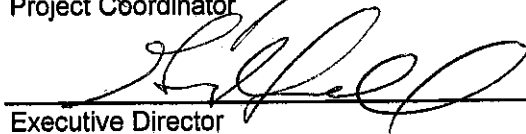
1. Computation of Payment

Bill to Date	<u>\$16,125.89</u>
Less Previous Payments	<u>\$8,170.69</u>
Payment Due this Date	<u>\$7,955.20</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

  
\_\_\_\_\_  
Project Coordinator

  
\_\_\_\_\_  
Executive Director

Payment approved by Finance Committee \_\_\_\_\_

\_\_\_\_\_  
Treasurer / Finance Committee Member

Billing Period  
 October 1-December 31, 2016

**Total Requested this Period: \$7,955.20**

Description	Employee	Hours Worked	Hourly Rate	Calculated Total	Requested Amount	In-Kind Match (30%)
Project A: Data Maintenance	Employee 1	52	\$41.24	\$2,144.48	\$1,501.14	\$643.34
	Employee 2	139	\$26.89	\$3,737.71	\$2,616.40	\$1,121.31
Project B: Website Maintenance	Employee 1	4	\$41.24	\$164.96	\$115.47	\$49.49
	Employee 2	98	\$26.89	\$2,635.22	\$1,844.65	\$790.57
Fringe Benefits	Employee 1	56	\$14.73	\$824.88	\$577.42	\$247.46
Fringe Benefits	Employee 2	237	\$7.84	\$1,857.32	\$1,300.13	\$557.20
				<b>\$11,364.57</b>	<b>\$7,955.20</b>	<b>\$3,409.37</b>

To-Date Received: \$ 8,170.69

Balance available for disbursement: **\$ 26,829.31**

MAFA Expense: \_\_\_\_\_

Date 12/31/16 \$ 7995.20

Project 41015-90

Account 10-5420

Grant 161DST01

Apprg. Dir. MKS

Exec. Dir. \_\_\_\_\_

Deputy Dir. \_\_\_\_\_

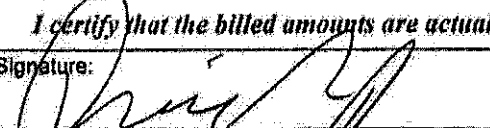
Name	Salary	Fringe Benefits				Fringe Benefits per hour
		Medical Insurance	Dental Insurance	FICA	Pension	
Employee 1	\$ 86,109.12	\$ 15,788.40	\$ 680.76	\$ 6,587.35	\$ 7,689.54	\$ 14.73
Employee 2	\$ 56,146.32	\$ 6,795.36	\$ 258.84	\$ 4,295.19	\$ 5,013.87	\$ 7.84

Note: Longevity pay is built into the hourly rate and has been paid to the employee this quarter.

## Cost Breakdown Form for Actual Cost Plus Fixed Fee Agreements

Company Name:	Pottawattamie County
Address:	227 S 6 <sup>th</sup> St, Council Bluffs, IA 51501
Employer (FEIN) No.:	42-6004433
Project No.:	17904101501
Project Location:	xxxxxxx
Control No.:	xxxxxxx
Agreement No.:	xxxxxxx
Invoice No. and Date:	20170113 & 01/13/17
Progress Report Date:	01/13/17
% Work Completed:	46.07%
Current Billing Period:	10/1/2016 - 12/31/2016

Actual Cost plus Fixed Fee Amount >	Limiting Max. Amount \$35,000.00	Fixed Fee for Profit	Total Contract Amount \$35,000.00
	Amount		
	This Period	Previously Billed	To Date
Direct Labor	\$7,955.20	\$8,170.69	\$16,125.89
Overhead @ % of Direct Labor	\$0.00		\$0.00
Fixed Fee = % of Labor and Overhead	\$0.00		\$0.00
FCCM @ % of Direct Labor	\$0.00		\$0.00
Direct Non-Labor Costs			\$0.00
Indirect Costs			\$0.00
Outside Services (Subconsultants)			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Subtotal - Outside Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Due &gt;</b>	<b>\$7,955.20</b>	<b>\$8,170.69</b>	<b>\$16,125.89</b>

I certify that the billed amounts are actual and in agreement with the contract terms.		<b>Balance:</b>	<b>\$18,874.11</b>
Signature: 	Title: Chief Information Officer	Date: 01/13/2017	

# Progress Report Form

## Work Completed for Current Billing Period:

- Road Centerline Edits
- Road Right-of-Way Edits
- Land Records Edits (see table below)
- Section Corner Edits: visit [http://gis.pottcounty-ia.gov/Html5Viewer\\_2\\_6\\_1/Index.html?viewer=Section%20Corners](http://gis.pottcounty-ia.gov/Html5Viewer_2_6_1/Index.html?viewer=Section%20Corners)
- Zoning Edits
- Basemap Edits
- Website Maintenance both public facing (<http://gis.pottcounty-ia.gov>) and internal Secondary Roads site

Month	New or Modified Parcels	Surveys	Subdivisions
Oct-16	14	11	1
Nov-16	25	9	1
Dec-16	21	10	1

**Anticipated Work for Next Billing Period:** The same or similar

**Information Needed from MAPA/IDOT:** None anticipated

**Percent of Work Completed to Date:** 46.07%

**Outstanding Issues:** None

METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: Olsson

Contract Approved by Board of Directors: December 10, 2015  
Amendment Approved by Board of Directors: December 8, 2016

In the amount of \$135,000

Effective Date: 12/10/15 – 01/31/17  
Amendment: 12/10/15 – 04/30/17

Payment # 11

1. Computation of Payment

Bill to Date	\$106,680.66
Less Previous Payment	106,680.66
Payment Due this Date	<u>\$8,526.03</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

\_\_\_\_\_

Project Supervisor

\_\_\_\_\_

Responsible Charge/ Department Manager

\_\_\_\_\_

Executive Director

Payment approved by Finance Committee \_\_\_\_\_

\_\_\_\_\_

Treasurer

**Invoice**



601 P Street, Suite 200  
PO Box 84608  
Lincoln, NE 68501-4608  
Tel 402.474.6311, Fax 402.474.5160

Metropolitan Area Planning Agency  
2222 Cuming St.  
Omaha, NE 68102

January 12, 2017  
Invoice No: 269216

**Invoice Total \$8,526.03**

OA Project No. 016-0237 MAPA Sarpy County Transit Feasibility Study  
Professional Services rendered December 4, 2016 through December 31, 2016 in accordance with Agreement dated December 10, 2015. Project Number and Title: 16604400101 - Sarpy County Transit Planning - FY16

**Professional Personnel**

	Hours	Rate	Amount	
Chambers, Veronica	.25	21.25	5.31	✓
Donahue, Corinne	28.00	43.27	1,211.56	✓
Farris, Alan	3.00	19.70	59.10	✓
Weander, Nicholas	12.00	36.06	432.72	✓
Worker-Braddock, Thomas	4.00	34.10	136.40	✓
Totals	47.25		1,845.09	✓
<b>Total Labor</b>				<b>1,845.09</b> ✓

**Additional Fees**

Overhead	176.84 % of 1,845.09	3,262.86	✓
Fixed Fee	13.15 % of 5,107.95	671.70	✓
<b>Total Additional Fees</b>		<b>3,934.56</b>	<b>3,934.56</b> ✓

**Consultants**

Vireo				
12/6/2016	Vireo	P15128-8	2,739.89	
	<b>Total Consultants</b>		<b>2,739.89</b>	<b>2,739.89</b> ✓

**Reimbursable Expenses**

Telephone				
12/7/2016	Citrix Systems	1206580840	6.02	
	<b>Total Reimbursables</b>		<b>6.02</b>	<b>6.02</b> ✓

**Internal Unit Billing**

Postage			.47	
	<b>Total Internal Units</b>		<b>.47</b>	<b>.47</b> ✓

**Billing Limits**

	Current	Prior	To-Date
Total Billings	8,526.03	106,680.66	115,206.69
Limit			135,000.00
Balance Remaining			19,793.31

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS



**AMOUNT DUE THIS INVOICE**                      **\$8,526.03**

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	1,845.09	28,572.39	30,417.48
Consultant	2,739.89	16,623.00	19,362.89
Expense	6.02	425.86	431.88
Internal Unit	.47	130.39	130.86
Add-on	3,934.56	60,929.02	64,863.58
<b>Totals</b>	<b>8,526.03</b>	<b>106,680.66</b>	<b>115,206.69</b>

Email Invoices to: [mengel@mapacog.org](mailto:mengel@mapacog.org) (Melissa Engel) and [amorales@mapacog.org](mailto:amorales@mapacog.org) (Amanda Morales)

Authorized By: Corinne Donahue

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**INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS**

# Billing Backup

Thursday, January 12, 2017

Olsson Associates, Inc.

Invoice 269216 Dated 1/12/2017

11:48:49 AM

OA Project No. 016-0237

MAPA Sarpy County Transit Feasibility Study

## Professional Personnel

		Hours	Rate	Amount	
Chambers, Veronica	12/20/2016	.25	21.25	5.31	
Donahue, Corinne	12/5/2016	1.00	43.27	43.27	
Donahue, Corinne	12/7/2016	1.00	43.27	43.27	
Donahue, Corinne	12/16/2016	9.00	43.27	389.43	
Donahue, Corinne	12/19/2016	3.00	43.27	129.81	
Donahue, Corinne	12/28/2016	9.00	43.27	389.43	
Donahue, Corinne	12/29/2016	5.00	43.27	216.35	
Farris, Alan	12/6/2016	2.00	19.70	39.40	
Farris, Alan	12/7/2016	1.00	19.70	19.70	
Weander, Nicholas	12/5/2016	1.00	36.06	36.06	
Weander, Nicholas	12/21/2016	2.00	36.06	72.12	
Weander, Nicholas	12/22/2016	1.00	36.06	36.06	
Weander, Nicholas	12/27/2016	3.00	36.06	108.18	
Weander, Nicholas	12/28/2016	2.00	36.06	72.12	
Weander, Nicholas	12/29/2016	3.00	36.06	108.18	
Worker-Braddock, Thomas	12/5/2016	2.00	34.10	68.20	
Worker-Braddock, Thomas	12/6/2016	2.00	34.10	68.20	
Totals		47.25		1,845.09	
<b>Total Labor</b>					<b>1,845.09</b>

## Consultants

Vireo					
AP 201061	12/6/2016	Vireo / P15128-8 / Invoice: P15128-8, 12/6/2016		2,739.89	
<b>Total Consultants</b>				<b>2,739.89</b>	<b>2,739.89</b>

## Reimbursable Expenses

Telephone					
AP 201226	12/7/2016	Citrix Systems / 1206580840 / Invoice: 1206580840, 12/7/2016		6.02	
<b>Total Reimbursables</b>				<b>6.02</b>	<b>6.02</b>

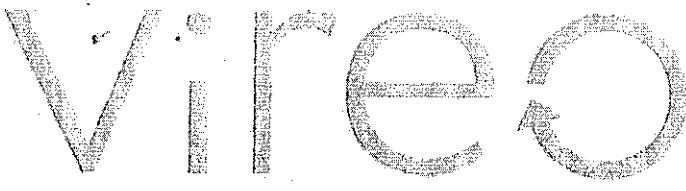
## Internal Unit Billing

Postage				.47	
<b>Total Internal Units</b>				<b>.47</b>	<b>.47</b>

**Total this Project \$4,591.47**

**Total this Report \$4,591.47**

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS



Remittance address:  
929 Walnut Suite 700 | Kansas City, Missouri 64106  
phone: 816.756.5690 | www.BeVireo.com

**RECEIVED**  
**DEC 9 2016**  
**OLSSON ASSOCIATES**

December 06, 2016  
Invoice No: P15128 - 8

Olsson Associates, Inc.  
1111 Lincoln Mall  
Lincoln, NE 68501-4608

Project P15128 Sarpy County Transit Feasibility Study  
**Professional Services from November 01, 2016 to November 30, 2016**  
**Professional Personnel**

	Hours	Rate	Amount
French, Lindsay	2.00	25.24	50.48
Penelton, Triveece	28.00	28.85	807.80
<b>Totals</b>	<b>30.00</b>		<b>858.28</b>
<b>Total Labor</b>			<b>858.28</b>

**Additional Fees**

Overhead	182.13 % of 858.28	1,563.19
Profit	13.15 % of 2,421.47	318.42
<b>Total Additional Fees:</b>		<b>1,881.61</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	2,739.89	15,825.59	18,565.48
Limit			24,786.27
Remaining			6,220.79
<b>Total this Invoice</b>			<b>\$2,739.89</b>

**Outstanding Invoices**

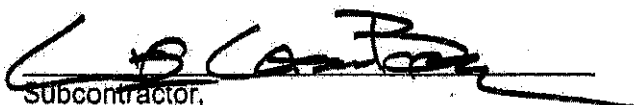
Number	Date	Balance
5	9/15/2016	241.42
6	10/10/2016	4,896.56
7	11/10/2016	5,194.07
<b>Total</b>		<b>10,332.05</b>

Vendor #	8744	PWP	Print Date	
Invoice Date	12/06/16	e		
Invoice #	P15128-8		Invoice Amt	2739.89
Project #	116-0237	Phase #	Account #	9100
	1100	006	Amount	2739.89
Check Number			Check Amount	



- (2) Subcontractor acknowledges that the amounts due under this Payment Application will be reduced by the retainage percentages, if any, delineated in its Subcontract. By submitting this Affidavit for Payment, Subcontractor represents and warrants as inducement to Olsson Associates to make payment of the Amounts indicated in this Payment Application, that Subcontractor has no claims for work that has been performed by Subcontractor, or anyone on behalf thereof, that has not been included in this Application for Payment and that the amounts indicated hereon represent the entire amounts due Subcontractor or anyone performing work on its behalf on the above-referenced Project, through the date of this Application. Subcontractor further represents and warrants that there are no liens, encumbrances or claims, relating to any of the work performed prior to the date of this Application, by either itself or any person and/or entity working on its behalf. Subcontractor intends and understands that payment of the amounts indicated herein, or any portion thereof, constitute an unconditional release, waiver, and extinguishment of any claims and rights to claim a lien that Subcontractor or anyone performing work on its behalf has on this Project for work performed and/or labor and materials provided, up to and including the date of this Application for Payment.
- (3) Subcontractor further warrants and represents that no sums are owed by Subcontractor to any subcontractor, supplier, or other contractee or any person, who has or may have had rights to claim against Subcontractor, its sureties, or other guarantors or obligors on the bonds, if any, furnished in connection with this Project, or the owner, or the land upon which the Project is located. By submitting this Affidavit for Payment, Subcontractor warrants that there are no outstanding claims or liens on the project that may be made on behalf of anyone performing work on Subcontractor's behalf.

IN WITNESS WHEREOF, this Affidavit has been executed on December 6, 2016.

  
Subcontractor,

By: Lisa Lassman Briscoe

Its: Owner

This Affidavit for Payment was executed this 6<sup>th</sup> day of December, 2016 on behalf of Vireo by Lisa Lassman Briscoe its owner.



LINDA M. DEFLON  
My Commission Expires  
March 19, 2018  
Clay County  
Commission #14397767

NOTARYPUBLIC:



Jessica Hargens

b.02

From: Ronnie Chambers  
Sent: Monday, December 05, 2016 11:50 AM  
To: Accounts Payable  
Subject: FW: OpenVoice Conference Information  
Attachments: AppStore.gif; PlayStore.gif; OpenVoice\_logo.gif

016-0237/100/100003

From: OpenVoice [mailto:DO.NOT.REPLY@citrixonline.com]  
Sent: Thursday, December 01, 2016 3:56 PM  
To: Ronnie Chambers <rchambers@olssonassociates.com>  
Subject: OpenVoice Conference Information

**Important OpenVoice Notification**

# OpenVoice

Dear Ronnie Chambers,

The following is a summary of a conference you held.

Information in this report is based on the time zone setting on the My Account page.

**Date of conference call:** 12/01/2016

**Conference Room #:** 531659708

**Conference Call Detail Report:**

Calling Party	Called Number	Billed As	Start Time	Total Minutes
+14023411116	18885859008	US Toll-free	01:00 PM CST	53
+18163611177	18885859008	US Toll-free	12:59 PM CST	55
+14023323336	18885859008	US Toll-free	12:59 PM CST	55
+18167773038	18885859008	US Toll-free	01:01 PM CST	53
+14025932100	18885859008	US Toll-free	01:18 PM CST	35

Total Minutes: 251  
Number of Callers: 5

Visit [My Conferences](#) to see your minute usage.

If you have any questions, please contact [Global Customer Support](#).

Thank you for using OpenVoice Audio Conferencing.

2011 - project

**Project/Phase/Task Numbers  
MUST BE FILLED OUT!**

**POSTAGE LOG**  
Omaha Office

Date	Project Number	Phase Number	Task Number	Project Name (Not Employee Name)	Total Amount	Employee Number	Employee Initials
12/1/10	006-0000	XXX	XXXXXX	ABC Waste Water	0.48	XXXX	XX
12/1/10	016-1538	101	101002	UPRR	1.57		
12/1/10	016-1733	101	101002	UPRR	1.78		
12/1/10	016-1540	101	101002	UPRR	1.78		
12/1/10	016-1539	101	101002	UPRR	1.78		
12/1/10	016-1540	101	101002	UPRR	1.78		
12/1/10	016-1543	101	101002	UPRR	1.78		
12/1/10	014-1927	100	100001	CVA Randolph	3.25		
12/1/10	016-0632	100	100001	Jackson Dean	.47		
12/1/10	015-1592	100	100002	UPRR	1.57		
12/7/10	015-1597	101	101001	IA Dept NR.	2.20		
12/8/10	016-1688	100	100002	UPRR	1.57		
12/8/10	114-0010	000	000001	Majestic Pointe Consulting	.93		
12/14/10	Z	102	000015	Omaha Corp. Fed.	1.86		
12/14/10	114-0010	000	000001	Majestic Pointe Consulting	.47		
12/14/10	115-0004	000	000001	Walnut Opp.	.47		
12/15/10	016-1316	100	100101	Costco	1.78		
12/15/10	015-3215	101	101002	UPRR	.47		
12/19/10	016-3215	101	101002	UPRR	1.78		
12/20/10	016-0237	100	100003	AKPA	.47		
12/20/10	008-0620	000	000001	City of Bellevue Postcards	1.18		
12/22/10	016-1694	101	101002	UPRR	.89		
12/23/10	Z	102	000015	Omaha Corp	.47		

certified mail rate 2013 \$3.10

G:\Admin\Log Sheets\PostageLog



# Cost Breakdown Form

## for Actual Cost Plus Fixed Fee (CPFF) Agreements

Company Name:	Olsson Associates		
Control No.:		Project No.:	016-0237
Project Location:	Sarpy County Transit Planning-FY16		
Agreement No.:		Expire Date:	1/31/2017
Invoice No.:	269216	Invoice Date:	1/12/2017
% Work Completed:	85%		
Current Billing Period:	12/4/2016	thru	12/31/2016

Agreement No:	Max Actual costs	Max Fixed Fee (Profit)	Total Contract Amount
Agreement amount thru supplement # 000	\$119,310.65	\$16,689.35	\$135,000.00
	Amount		
	This Period	Previously Billed	To Date
Direct Labor	\$1,845.09	\$28,572.39	\$30,417.48
Overhead @ 176.96% of direct labor	\$3,262.86	\$50,527.41	\$53,790.27
Fixed Fee @ 13.15% of labor+overhead	\$671.70	\$10,401.61	\$11,073.31
FCCM @ 0.000% of direct labor	\$0.00	\$120.68	\$120.68
Direct Costs (Non-Labor)	\$6.49	\$435.57	\$442.06
<b>Outside Services (Subconsultants):</b>			
Name	Max Amount		
CDM Smith	\$16,186.65	\$0.00	\$10,888.04
Vireo	\$24,786.27	\$2,739.89	\$5,734.96
<b>Adjustments:</b>			
fixed fee for profit			
Other:			
<b>Total Amount DUE &gt;&gt;</b>	<b>\$8,526.03</b>	<b>\$106,680.66</b>	<b>\$115,206.69</b>

<i>By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract.</i>	Total Agreement Amount Remaining:	\$19,793.31
	Total Fixed Fee Remaining:	\$4,616.04
Signature (typed or signed name required):  Rhonda Jelinek	Title:  Billing Coordinator	Date:  1/12/2017
Consultant's email contact for invoice-related questions: <a href="mailto:rjelinek@olssonassociates.com">rjelinek@olssonassociates.com</a>		





January 12, 2017

Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, Nebraska 68102-4328

Attention: Mr. Court Barber

**RE: MAPA Sarpy County Transit Feasibility Study  
16604400101 - Sarpy County Transit Planning - FY16  
Olsson Associates Project No. 016-0237  
Project Status Report 11 & Invoice #269216**

---

Dear Mr. Barber:

Please find included with this letter a status report on the above referenced project and an invoice for services related to preparing and completing the Sarpy County Transit Feasibility Study from December 4, 2016 to December 31, 2016. This invoice brings us current for all services to-date for the project.

If you have any questions, please feel free to give me a call.

Sincerely,

Corinne Donahue  
Project Manager  
OLSSON ASSOCIATES



## PROGRESS REPORT

---

<b>Project No.:</b>	MAPA Sarpy County Transit Feasibility Study 16604400101 - Sarpy County Transit Planning - FY16 Olsson Associates: 016-0237	<b>Invoice Date:</b>	12/4/16-12/31/2016
<b>Location:</b>	Sarpy County, Nebraska	<b>Progress Report No.:</b>	11 Invoice #269216
<b>Type of Work:</b>	Transportation Planning		

---

### Project progress this reporting period:

1. OA summarized meeting minutes from Working Group meeting on Dec 1, 2016. OA prepared notes from MAPA meeting, following the Working Group meeting.
2. OA prepared for third round of public meetings to be held in December 2016, which were later moved to January 2017.
3. OA continued work on Technical Memorandum 3 with refinements from the December 1, 2016 Working Group meeting.
4. OA updated online Transit Packages information for e-blasts.
5. OA provided continued notices for Round 3 public engagement activities to occur in January.

### Upcoming project tasks to be accomplished:

1. OA will conduct project team calls approximately every two weeks.
2. OA will continue to coordinate with MAPA on the LRTP public meetings and final round of meetings for this study in January 2017.
3. OA will continue work on Tech Memo 3 for Preferred Transit Package.
4. OA will prepare materials for Round 3 public engagement activities.

### Items required from client:

- None

### Unresolved project issues affecting the schedule:

None

Please contact us with any questions.  
Thank you.

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 17

Contract Approved by Board of Directors: May 18, 2016

Contract Period: July 1, 2016 - June 30, 2017

In the amount of \$ 82,000 Federal; \$35,260 Match

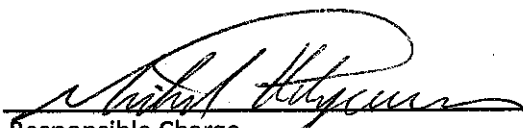
Payment # 2

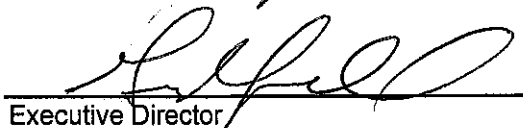
1. Computation of Payment

Bill to Date	\$ 39,396.85
Less Previous Payments	<u>\$ 17,144.22</u>
Payment Due this Date	<u>\$ 22,252.63</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:


  
\_\_\_\_\_  
Responsible Charge

  
\_\_\_\_\_  
Executive Director

Payment approved by Finance Committee \_\_\_\_\_

\_\_\_\_\_  
Treasurer

# 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.:	17504101001		
Invoice No. and Date:	010 - 2017-01-17		
Progress Report Date:	2016-12-31		
% Work Completed:	48.1		
Current Billing Period:	Oct 2016 - Dec 2016		
<b>Actual Cost plus Fixed Fee Amount &gt;</b>	<b>Limiting Max. Amount \$81,988.00</b>	<b>Fixed Fee for Profit</b>	<b>Total Contract Amount \$81,988.00</b>
	<b>Amount</b>		
	<b>This Period</b>	<b>Previously Billed</b>	<b>To Date</b>
Direct Labor	\$16,515.24	\$12,723.93	\$29,239.17
Overhead @ 34.74% of Direct Labor	\$5,737.39	\$4,420.29	\$10,157.68
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
<b>Subtotal - Outside Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Due &gt;</b>	<b>\$22,252.63</b>	<b>\$17,144.22</b>	<b>\$39,396.85</b>
<i>I certify that the billed amounts are actual and in agreement with the contract terms.</i>		<b>Balance:</b>	<b>\$42,591.15</b>
Signature: 	Title: GIS Coordinator	Date: 01/17/2017	

Douglas County GIS Invoice 007		Douglas County GIS Invoice 010																	
Q3 2019-2018 (Mar 3 - Mar 31, 2018)		Q4 2018-2017 (Oct 1 - Dec 31, 2018)																	
Direct Personnel Costs		Name	Hourly Rate	Description	Hours	Total	Federal 70%	Local 30%	Federal Match - Total Grant \$97,000										
Project									Current	Previous	Total	Budget	Balance						
Project 1 - Cityworks	Mike Schonlau	\$48.38	Salary and Wages	3.25	157.24	110.06	47.18												
Project 1 - Cityworks	Mike Schonlau	\$26.51	Fringe Benefits	3.25	86.16	60.31	25.85												
Project 1 - Cityworks	Steve Cadoppe	\$37.43	Salary and Wages	106	3,967.58	2,777.31	1,190.27												
Project 1 - Cityworks	Steve Cadoppe	\$22.39	Fringe Benefits	106	2,372.34	1,661.24	711.10												
Project 1 - Cityworks	Natalya Lys	\$18.73	Salary and Wages	27.25	510.39	357.27	153.12												
Project 1 - Cityworks	Natalya Lys	\$18.73	Fringe Benefits	27.25	510.39	357.27	153.12												
Project 1 - Cityworks	Craig Carlsley	\$31.20	Salary and Wages	0	0	0	0												
Project 1 - Cityworks	Craig Carlsley	\$18.64	Fringe Benefits	0	0	0	0												
Project 1 Subtotal					136.5	7,949.54	5,564.67	2,384.87											
Project 2 - Data	Mike Schonlau	\$48.38	Salary and Wages	35.5	1,719.69	1,203.58	516.11												
Project 2 - Data	Mike Schonlau	\$26.51	Fringe Benefits	35.5	713.01	498.70	214.31												
Project 2 - Data	Steve Cadoppe	\$37.43	Salary and Wages	47.25	1,768.57	1,238.00	530.57												
Project 2 - Data	Steve Cadoppe	\$22.39	Fringe Benefits	47.25	1,057.93	740.55	317.38												
Project 2 - Data	Natalya Lys	\$18.73	Salary and Wages	3	56.19	39.33	16.86												
Project 2 - Data	Natalya Lys	\$18.73	Fringe Benefits	3	56.19	39.33	16.86												
Project 2 - Data	Craig Carlsley	\$31.20	Salary and Wages	24	748.80	524.16	224.64												
Project 2 - Data	Craig Carlsley	\$18.68	Fringe Benefits	24	448.32	313.82	134.50												
Project 2 Subtotal					99.75	6,083.61	4,252.52	1,815.09											
Project 3 - Apps	Mike Schonlau	\$48.38	Salary and Wages	63.25	3,066.04	2,146.23	919.81												
Project 3 - Apps	Mike Schonlau	\$26.51	Fringe Benefits	63.25	1,676.26	1,173.38	502.88												
Project 3 - Apps	Steve Cadoppe	\$37.43	Salary and Wages	54.75	2,048.25	1,434.50	613.75												
Project 3 - Apps	Steve Cadoppe	\$22.39	Fringe Benefits	54.75	1,235.85	855.10	380.75												
Project 3 - Apps	Natalya Lys	\$18.73	Salary and Wages	8.5	159.21	111.44	47.77												
Project 3 - Apps	Natalya Lys	\$18.73	Fringe Benefits	8.5	159.21	111.44	47.77												
Project 3 - Apps	Craig Carlsley	\$31.20	Salary and Wages	22.5	702.00	491.40	210.60												
Project 3 - Apps	Craig Carlsley	\$18.68	Fringe Benefits	22.5	419.50	293.65	125.85												
Project 3 Subtotal					140	9,560.00	6,669.00	2,890.00											
Subtotal Direct Personnel Costs					385.25	23,593.24	16,535.24	7,078.00											
Indirect Cost Rate					34.74%	8,198.59	5,787.99	2,480.00											
TOTAL						\$1,789.83	\$1,256.64	\$530.96											
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.																	

Douglas County GIS Invoice 007		Douglas County GIS Invoice 010																	
Q3 2015-2016 (Jan 1 - Mar 31, 2016)		Q3 2015-2017 (Oct 1 - Dec 31, 2015)																	
Direct Personnel Costs																			
Project	Name	Hourly Rate	Description	Hours	Total	Federal 70%	Local 30%	Federal Match - Total Grant \$82,000											
Project 1 - Cityworks	Mike Schonlau	\$48.38	Salary and Wages	3.25	157.24	110.06	47.18												
Project 1 - Cityworks	Mike Schonlau	\$26.51	Fringe Benefits	3.25	86.16	60.31	25.85												
Project 1 - Cityworks	Steve Cacioppo	\$37.43	Salary and Wages	106	3,967.58	2,777.31	1,190.27												
Project 1 - Cityworks	Steve Cacioppo	\$22.39	Fringe Benefits	106	2,373.34	1,661.34	712.00												
Project 1 - Cityworks	Nataliya Lys	\$31.37	Salary and Wages	27.25	854.83	598.38	256.45												
Project 1 - Cityworks	Nataliya Lys	\$18.73	Fringe Benefits	27.25	510.39	357.27	153.12												
Project 1 - Cityworks	Craig Carsley	\$31.20	Salary and Wages	0	-	-	-												
Project 1 - Cityworks	Craig Carsley	\$18.68	Fringe Benefits	0	-	-	-												
			Project 1 Subtotal	136.5	7,949.54	5,564.67	2,384.87												
Project 2 - Data	Mike Schonlau	\$48.38	Salary and Wages	25.5	1,233.69	863.58	370.11												
Project 2 - Data	Mike Schonlau	\$26.51	Fringe Benefits	25.5	676.01	473.20	202.81												
Project 2 - Data	Steve Cacioppo	\$37.43	Salary and Wages	47.25	1,768.57	1,238.00	530.57												
Project 2 - Data	Steve Cacioppo	\$22.39	Fringe Benefits	47.25	1,057.93	740.55	317.38												
Project 2 - Data	Nataliya Lys	\$31.37	Salary and Wages	3	94.11	65.88	28.23												
Project 2 - Data	Nataliya Lys	\$18.73	Fringe Benefits	3	56.19	39.33	16.86												
Project 2 - Data	Craig Carsley	\$31.20	Salary and Wages	24	748.80	524.16	224.64												
Project 2 - Data	Craig Carsley	\$18.68	Fringe Benefits	24	448.32	313.62	134.50												
			Project 2 Subtotal	99.75	6,083.61	4,258.52	1,825.09												
Project 3 - Apps	Mike Schonlau	\$48.38	Salary and Wages	63.25	3,060.04	2,142.02	918.02												
Project 3 - Apps	Mike Schonlau	\$26.51	Fringe Benefits	63.25	1,676.76	1,173.73	503.03												
Project 3 - Apps	Steve Cacioppo	\$37.43	Salary and Wages	54.75	2,049.29	1,434.50	614.79												
Project 3 - Apps	Steve Cacioppo	\$22.39	Fringe Benefits	54.75	1,225.85	858.10	367.75												
Project 3 - Apps	Nataliya Lys	\$31.37	Salary and Wages	8.5	266.65	186.65	80.00												
Project 3 - Apps	Nataliya Lys	\$18.73	Fringe Benefits	8.5	159.21	111.44	47.77												
Project 3 - Apps	Craig Carsley	\$31.20	Salary and Wages	22.5	702.00	491.40	210.60												
Project 3 - Apps	Craig Carsley	\$18.68	Fringe Benefits	22.5	420.30	294.21	126.09												
			Project 3 Subtotal	149	9,560.09	6,692.05	2,868.04												
			Subtotal Direct Personnel Costs	385.25	23,599.24	16,515.24	7,078.00												
			Indirect Costs		8,196.29	5,737.99	2,458.90												
			Total		31,795.53	22,253.23	9,536.90												
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: 2016-2017**

**Project #1**

**Progress Report Q2**

**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 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, brick streets & sidewalks, and water main breaks. Continued asset management within Cityworks
- Continued support of Public Works Traffic Maintenance Division roadway assets and Cityworks workflows
- Developed new workflow for tracking roadway water main breaks used by Omaha Public Works Construction and Streets Divisions

**MAPA Unified Work Program**

**Douglas County GIS**

**Fiscal year: 2016-2017**

**Project #2**

**Progress Report Q2**

**Project Name:**

GIS Data Maintenance

**Current Period Activities:**

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

- Administer and perform maintenance on five geospatial database environments hosting transportation data used by City and County employees
- Continued maintenance of countywide address points, street centerlines, and various roadway asset features
- 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
- Worked on updated traffic crash data and reports used by Omaha Public Works for transportation planning
- Helped build workflow for Traffic Division sign management inventory project, and pavement marking data by Public Works
- Created new pavement management dataset to manage major and residential road conditions for Omaha Public Works
- Prepare multiple roadway asset data layers for upcoming Roads & Highways program implementation
- 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: 2016-2017**

### **Project #3**

### **Progress Report Q2**

#### **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 DOGIS public mapping site, traffic intersection and crash editing app, SnowOps snow removal management app, Project Coordinator/Viewer, roadway lane miles 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 Cacloppo**

Annual Salary	Estimated hours worked/year	Effective Wage rate					Insurance Cost (Per Month)
\$ 77,853.48	2080	\$ 37.43					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
							<b>Workmen's Compensation</b>
							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 \$ -
							<b>FICA/Medicare (7.65 %)</b>
							FICA (6.2 Percent of Effective Hourly Wage Rate) \$ 2.32
							Medicare (1.45 Percent of Effective Hourly Wage Rate) \$ 0.54
							<b>Holiday/Vacation/Sick Leave/Personal/Admin Time Off</b>
							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
							<b>Pension</b>
							Percent of Effective Wage Rate 8.5%
							Pension/Retirement Cost \$ 3.18
<b>Insurance Cost</b>	<b>Work Comp</b>	<b>6.2% FICA</b>	<b>1.45% Medicare</b>	<b>Holiday Vac Sick</b>	<b>Pension/Retirement</b>	<b>Total fringe/hour</b>	
\$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	
						<b>Total hourly rate \$ 59.82</b>	

**Fringe Benefit Calculation for Responsible Charge - Craig Carsley**

Annual Salary	Estimated hours worked/year	Effective Wage rate					Insurance Cost (Per Month)	
\$ 64,896.00	2080	\$ 31.20					Health	\$ 1,383.09
							Dental	\$ 62.34
							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
							<b>Workmen's Compensation</b>	
			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	\$ -
							<b>FICA/Medicare (7.65 %)</b>	
							FICA (6.2 Percent of Effective Hourly Wage Rate)	\$ 1.93
							Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$ 0.45
							<b>Holiday/Vacation/Sick Leave/Personal/Admin Time Off</b>	
							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
							<b>Pension</b>	
							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
							<b>Workmen's Compensation</b>
			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 \$ 31.37
							Workman's Compensation Insurance Cost \$ -
							<b>FICA/Medicare (7.65 %)</b>
			FICA (6.2 Percent of Effective Hourly Wage Rate)				\$ 1.94
			Medicare (1.45 Percent of Effective Hourly Wage Rate)				\$ 0.45
							<b>Holiday/Vacation/Sick Leave/Personal/Admin Time Off</b>
			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
							<b>Pension</b>
			Percent of Effective Wage Rate				8.5%
			Pension/Retirement Cost				\$ 2.67
<b>Insurance Cost</b>	<b>Work Comp</b>	<b>6.2% FICA</b>	<b>1.45% Medicare</b>	<b>Holiday Vac Sick</b>	<b>Pension/Retirement</b>	<b>Total fringe/hour</b>	
\$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	
					<b>Total hourly rate</b>	<b>\$ 50.10</b>	

**Fringe Benefit Calculation for Responsible Charge - Mike Schonlau**

Annual Salary	Estimated hours worked/year	Effective Wage rate	Insurance Cost (Per Month)			
\$ 100,821.20	2080	\$ 48.38	Health	\$	1,383.09	
			Dental	\$	62.34	
			Accidental Death and Dismemberment (AD&D)			
			Life	\$	2.93	
			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	\$	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		6.5%	
			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

METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha, Nebraska 68102

Subcontractors Payment Authorization

Contractor: Live Well Omaha

Project Number & Title: 596-900 ENH-28(111) Metro Omaha Bicycle Safety Education

Contract Approved by Board of Directors: August 2012

Contract Amount of: \$153,625

Payment # 26

1. Computation of Payment

Bill to Date	\$84,939.86
Less Previous Payments	\$82,786.09
Payment Due this Date	<u>\$2,153.77</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

\_\_\_\_\_  
Project Supervisor

\_\_\_\_\_  
Responsible Charge / Department Manager

\_\_\_\_\_  
Executive Director

Payment approved by Finance Committee \_\_\_\_\_

\_\_\_\_\_  
Treasurer / MAPA Finance Committee Member

<b>BILL TO:</b>		<b>REMIT TO:</b>				
Metropolitan Area Planning Agency 2222 Cuming Street Omaha, NE 68102 Attn: Mike Helgerson		Live Well Omaha PO Box 31518 Omaha, NE 68102 Attn: Madison				
Project Name	Bike Safety Education					
Project Number	ENH-28(111)					
Control Number	22492					
Project Manager	Madison Haugland					
Billing Period	1-1-17 to 1-31-17					
<b>LABOR</b>						
<b>Name</b>	<b>Title</b>	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>		
Sarah Sjolie	Exec Director	1.5	\$56.21	\$84.31		
Madison Haugland	Program Manager	21.3	\$27.88	\$593.84		
<b>Labor reimbursement request:</b>				<b>\$678.16</b> ✓		
<b>Project Summary</b>						
<b>Category</b>	<b>Project Amount</b>	<b>Previously Billed</b>	<b>Current Billing</b>	<b>Billed to Date</b>	<b>Amount Remaining</b>	<b>% Billed</b>
Direct Labor	\$55,787.06	\$44,173.36	\$678.16	\$44,851.52	\$10,935.54	80%
Direct Expenses						
Sub-Consultants	\$64,050.00	\$22,054.23		\$22,054.23	\$41,995.77	34%
Printing and Reproduction	\$14,550.00	\$5,382.73		\$5,382.73	\$9,167.27	37%
Mileage/Travel	\$247.50	\$283.01	\$16.05	\$299.06	\$51.56	121%
Lodging/Meals	\$480.00	\$15.06		\$15.06	\$464.94	3%
Other Misc. Costs	\$54,725.00	\$31,574.24	\$1,998.00	\$33,572.24	21,152.76	61%
Direct Expenses Subtotal	\$134,052.50	\$59,309.27	\$2,014.05	\$61,323.32	\$72,729.18	
<b>TOTALS</b>	<b>\$189,839.56</b>	<b>\$103,482.6</b>	<b>\$2,692.21</b> ✓	<b>\$106,174.84</b>	<b>\$83,664.72</b>	<b>127%</b>
<b>TOTAL REIMBURSEMENT REQUEST:</b>			<b>\$2,692.21</b>	x 80% = 2153.77		



Cost Breakdown for Actual Costs Fixed Fee Agreement			
Company Name:	Live Well Omaha		
Address:	P.O. Box 31518, Omaha, NE 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 24, February 3, 2017		
progress Report Date:	3-Feb-17		
% Work Completed:	127%		
Current Billing Period:	1-1-17 to 1-31-17		
Actual Costs	This Period	Previously Billed	To Date
Direct Labor	\$678.16	\$44,173.36	\$44,851.52 ✓
Direct Expenses	\$2,014.05	\$59,309.27	\$61,323.32 ✓
Local Match	\$538.44	\$20,696.53	\$21,234.97 ✓
<b>TOTAL AMOUNT DUE</b>	<b>\$2,153.77</b> ✓		
I certify that the billed amounts are actual in agreement with the contract terms.			
Signature:	Title	Date	
<i>Madison Haugland</i>	Project Manager	2/3/2017	



Category	Date	Name	Hours	Current Billing
Direct Labor				
	1-1-17 to 1-31-17	Sarah Sjolie	1.5	\$84.31
	1-1-17 to 1-31-17	Madison Haugland	21.3	\$593.84
Direct Labor Total				\$678.16 ✓
Direct Expenses				
Sub-Consultants				
Sub-consultants total:				\$0.00
Printing and Reproduction				
P&R Total:				\$0.00
Mileage				
	1/31/2017	Madison Mileage		\$16.05 ✓
Milage Total:				\$16.05
Other Misc. Costs				
	1/10/2017	Giro Helmet Order		\$1,998.00 ✓
Other Misc. Costs total:				\$1,998.00
Direct Expenses Subtotal:				\$2,014.05
<b>TOTAL REIMBURSEMENT REQUEST:</b>				<b>\$2,692.21</b>

**Progress Report No. 24**

**Project Name: Bike Safety Education**

**Project Number: ENH-28(111)**

**Control Number: 22492**

**Project Manager: Madison Haugland**

**Biling Period: 1-1-17 to 1-31-17**

The following is a summary of project work performed by the Live Well Omaha team for the project during the invoice period noted above:

**CURRICULUM DEVELOPMENT**

Best practices review and toolkit complete; steering committee seated, curriculum development well underway, outreach to school districts complete

Complete: school outreach determined that train the trainer for PE teachers not possible.

Curriculum development and supporting documentation drafted; performatals and skills test drafted. Materials Complete: using LAB materials and curriculum.

**SAFETY EDUCATION DELIVERY**

In progress, on schedule (44 adult and 69 youth classes since 2013). See attached report for detailed information and number of people reached.

**TRAINING THE TRAINERS**

Market second TS101/LCI pair to target professionals

Complete. LCI course was held October 18-20, 2013

Conduct second LCI Course

Complete. LCI course was held October 18-20, 2013. 6 new instructors were certified.

Market third TS101/LCI pair to target professionals; coordinate 3rd LCI class

In Progress. Potential for City of Omaha Parks & Rec employees and community members for Fall 2016/Spring 2017, based on demand.

Conduct third LCI Course

In Progress. LCI training seminar scheduled for April 2017.

**PROCUREMENT AND ADMINISTRATION**

Set up financial management system, prepared requirements draft RFP for safety brochure design

Complete.

Release RFP for safety brochure design and production, etc.

Complete. Using LAB materials; design of new materials not necessary.

Procure materials needed to deliver classes; manage contract instructors remuneration; third and fourth progress reports

Complete. Materials being ordered from LAB on an on-demand basis (\*\*SINGLE SOURCE MATERIAL\*\*)

Complete/In Progress: Will purchase more throughout 2017.

Complete: Submitted bid documentation and approval from MAPA.

Complete. Agreement reached with wholesale supplier (QBP) to purchase lights/reflective materials for future classes

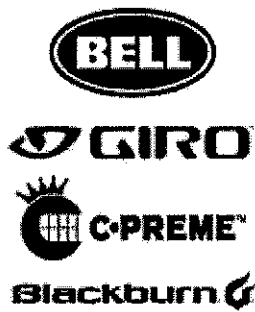
Design and production of 10,000 updated metro commuter bike maps

Complete. Map printed and distributed. Maps can be picked up or delivered on request.

TE Grant Hours 1/1/17 to 1/31/17						
Day	User	Project	Task	Entry Notes	Madison's Hours Sarah's Hours	
01/03/2017	Madison Haugland	TE Grant	Scheduling Classes		1.5	
01/04/2017	Madison Haugland	TE Grant	Bike Map Coordination		0.5	
01/05/2017	Madison Haugland	TE Grant	Invoicing		2.33	
01/05/2017	Madison Haugland	TE Grant	Scheduling Classes		0.5	
01/06/2017	Madison Haugland	TE Grant	Coordinating Incentives		0.83	
01/06/2017	Madison Haugland	TE Grant	Coordinating Instructors	Potential LCI Candidate	0.33	
01/06/2017	Madison Haugland	TE Grant	Invoicing		0.83	
01/09/2017	Madison Haugland	TE Grant	Incentive Purchasing	Liberty Elementary Helmets	0.5	
01/09/2017	Madison Haugland	TE Grant	Paperwork		0.17	
01/10/2017	Madison Haugland	TE Grant	Incentive Purchasing	Liberty Elementary	0.33	
01/10/2017	Madison Haugland	TE Grant	Incentive Purchasing	Liberty Elementary	0.67	
01/11/2017	Madison Haugland	TE Grant	Incentive Purchasing	Helmets for Liberty Elementary	0.5	
01/12/2017	Madison Haugland	TE Grant	Invoicing		0.33	
01/12/2017	Madison Haugland	TE Grant	Scheduling Classes		0.33	
01/13/2017	Madison Haugland	TE Grant	Coordinating Instructors	Children's Hospital and Medical Center Employee Safety F	0.33	
01/17/2017	Madison Haugland	TE Grant	Coordinating Incentives	Organizing helmets	0.5	
01/17/2017	Madison Haugland	TE Grant	Promoting Class		0.33	
01/18/2017	Madison Haugland	TE Grant	Coordinating Incentives	Liberty Elementary Helmet Unboxing	3	
01/18/2017	Madison Haugland	TE Grant	Coordinating Incentives		0.5	
01/18/2017	Madison Haugland	TE Grant	Promoting Class		0.33	
1/21/2017	Sarah Sjolie	TE Grant	Admin Duties	NDOR email and MAPA phone call on scope and RFP	1.0	
01/24/2017	Madison Haugland	TE Grant	Promoting Class		0.67	
01/24/2017	Madison Haugland	TE Grant	Scheduling Classes		0.33	
01/25/2017	Madison Haugland	TE Grant	Contract Agreement Planning/Writing		0.5	
01/25/2017	Madison Haugland	TE Grant	Scheduling Classes		0.33	
1/26/2017	Sarah Sjolie	TE Grant	Admin Duties	MAPA email response to NDOR	0.5	
01/26/2017	Madison Haugland	TE Grant	Teaching Class	Liberty Elementary: 220 helmets brought, 75-100 given out	3	
01/27/2017	Madison Haugland	TE Grant	Coordinating Incentives	Moving helmets	1	
01/31/2017	Madison Haugland	TE Grant	Paperwork		0.33	
01/31/2017	Madison Haugland	TE Grant	Scheduling Classes		0.5	
<b>Total:</b>					<b>21.3</b>	<b>1.5</b>

X *Sarah Sjolie*  
 Manager Approval





Bill To:  
LIVE WELL OMAHA

PO BOX 31518

OMAHA NE 68131  
USA

Tel: 4028509470  
Fax: 402-934-5820

Ship-to address  
LIVE WELL OMAHA

1516 CUMING STREET

OMAHA NE 68102

**Order confirmation**

BRG Order/Order entry date  
412411293 / 01/10/2017  
PO# Number  
1/10/2017  
Requested ship date  
01/10/2017  
Cust. no.  
1021907  
Cancel Date

We deliver according to the following conditions:  
Terms of payment Payable immediately without deduction

Currency USD

Terms of delivery ZNC NO CHARGE

Weights (gross/net) - Volume - Mark

Gross weight 152.400 LB Net weight 150.520 LB Volume 91.812 FT3

Item	Material	Customer SKU#	Description	Req. Ship Date	Qty UOM	Unit Price	Disc Price	Ext Price	Net Price
100	7063269		BD HLMT TDLR ZOOMER RED J UMP TF	01/10/2017	4 EA	9.25	9.25	37.00	37.00
200	7049675		BD HLMT TDLR ZOOMER BLACK KINK HN	01/10/2017	6 EA	9.25	9.25	55.50	55.50
300	7051393		BD HLMT TDLR BELLINO WH/P K BTRFLY TF TGT	01/10/2017	2 EA	9.25	9.25	18.50	18.50
400	7049678		BD HLMT TDLR BELLINO PINK SUGAR STORM TF	01/10/2017	4 EA	9.25	9.25	37.00	37.00
500	7073491		BD HLMT CHD RIVAL ORG ZIG ZAG OL EFS	01/10/2017	10 EA	9.25	9.25	92.50	92.50
600	7063249		BD HLMT CHD DRAGSTER ORG ZIGZAG OL TF	01/10/2017	20 EA	9.25	9.25	185.00	185.00
700	7049803		BD HLMT CHD RALLY PNK GEO	01/10/2017	4 EA	9.25	9.25	37.00	37.00

HLMENNENGA



Bill To:  
LIVE WELL OMAHA

Doc. no./Date  
412411293 / 01/10/2017

Page  
2

PO BOX 31518

Item	Material	Customer SKU#	Description	Req.Ship Date	Qty	UOM	Unit Price	Disc Price	Ext Price	Net Price
800	7047804		FLOWER TF EFS BD HLMT CHD RALLY WHT CAN DY HEARTS TF E	01/10/2017	6	EA	9.25	9.25	55.50	55.50
900	7047698		BD HLM CHD DRAGSTER BLK/P UR FLAMES TF	01/10/2017	4	EA	9.25	9.25	37.00	37.00
1000	7025069		BD HLMT CHD RACER PPB GEO POP TF	01/10/2017	6	EA	9.25	9.25	55.50	55.50
1100	7073200		BD HLMT YTH ATTACK DIAMON D BLK/BLU BOX	01/10/2017	4	EA	9.25	9.25	37.00	37.00
1200	7049693		BD HLMT YTH RICHTER TEAL MUTANT TF	01/10/2017	6	EA	9.25	9.25	55.50	55.50
1300	7047801		BD HLMT YTH RICHTER MATTE GRY/BL RIOT TF	01/10/2017	4	EA	9.25	9.25	37.00	37.00
1400	7083287		BD HLMT YTH RICHTER BLK/B LU INK BLOT TF	01/10/2017	6	EA	9.25	9.25	55.50	55.50
1500	7073641		BD HLMT YTH RCHTR BLK/ORG ROOST TF CE UK	01/10/2017	10	EA	9.25	9.25	92.50	92.50
1600	7049832		BD HLMT YTH ATTACK PNK/GR N SPLATTER BOX	01/10/2017	4	EA	9.25	9.25	37.00	37.00
1700	7068235		BD HLMT YTH BLADE PUR TIN GE TF CE	01/10/2017	6	EA	9.25	9.25	55.50	55.50
1800	7073201		BD HLMT YTH ATTACK MAT PU R SHIFTER BOX	01/10/2017	4	EA	9.25	9.25	37.00	37.00
1900	7051411		BD HLMT YTH BLADE PURPLE SCRATCH TF	01/10/2017	6	EA	9.25	9.25	55.50	55.50
2000	7063659		BD HLMT WMS BIA MAT TI/PN K PALACE TF EFS	01/10/2017	10	EA	9.25	9.25	92.50	92.50
2100	7049818		BD HLMT WMS BIA CHARCOAL DIAMONDS TF EFS	01/10/2017	10	EA	9.25	9.25	92.50	92.50
2200	1004781		BL HLMT ADLT RADAR S/M WH I TF	01/10/2017	10	EA	9.25	9.25	92.50	92.50
2300	1006971		BL HLMT ADLT RADAR S/M BL UE TF E/S	01/10/2017	4	EA	9.25	9.25	37.00	37.00
2400	1004780		BL HLMT ADLT RADAR S/M BL K TF	01/10/2017	6	EA	9.25	9.25	55.50	55.50
2500	1006970		BL HLMT ADLT RADAR S/M RE D TF E/S	01/10/2017	10	EA	9.25	9.25	92.50	92.50
2600	7068246		BD HLM ADT ADRENALIN RED/	01/10/2017	20	EA	9.25	9.25	185.00	185.00

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Doc. no./Date  
412411293 / 01/10/2017

Page  
3

PO BOX 31518

Item	Material	Customer SKU#	Description	Req. Ship Date	Qty	UOM	Unit Price	Disc Price	Ext Price	Net Price
2700	7068245		WHT HERIN TF CE BD HLM ADT ADRENALIN TI/B LU MANT TF CE	01/10/2017	20	EA	9.25	9.25	185.00	185.00
2800	7051681		BD HLM ADT TORQUE WHT/TI CARBON FIBER TF	01/10/2017	10	EA	9.25	9.25	92.50	92.50
					Total Qty	216			Item total	1,998.00
									Final amount	1,998.00

# youth & adult bicycle safety education

The Transportation Enhancement Grant from the Nebraska Department of Roads has given Live Well Omaha the opportunity to teach bicycle and pedestrian safety.

*We can offer:*

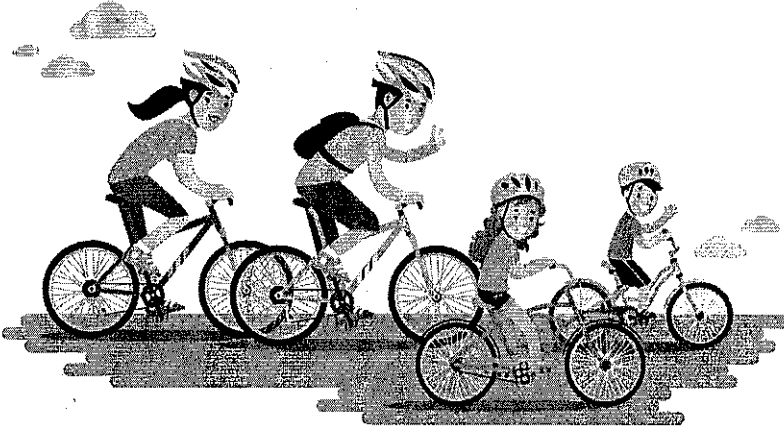
- **Virtual bikes** for classroom or gymnasium settings
- Outdoor **bike rodeos** where kids can bring their own bicycles
- **Certified instructors** to teach safety tips and handling skills
- **Varying class lengths** tailored to each schools' differing needs and sizes

*Every participant receives a FREE bike helmet!*

**Scheduling priority will be given to schools that did not participate in Summer 2016.**

Contact Madison Haugland at [madison@livewellomaha.org](mailto:madison@livewellomaha.org)

Sign-up deadline May 1, 2017



**MAPA** Omaha - Council Bluffs  
Metropolitan Area  
Planning Agency





Date	Youth	Adult	Title of Class	Location	Address	Youth	Adult
4/14/2013		X	Traffic Skills 101	Benson Community Center	6008 Maple St, Omaha, NE 68104		9
March-May 2013	X		Children's Bike Safety Course	Western Hills Elementary	6523 Western Ave, Omaha, NE 68132	15	
4/26/2013	X		Children's Bike Safety Course	Hillside Elementary	7500 Western Ave, Omaha, NE 68114	25	
4/28/2013	X		Children's Bike Safety Course	Aksarben Village Play Streets	2285 S 67th St, Omaha, NE	10	
4/30/2013		X	Bicycle Commuting 101	University of Nebraska Omaha	6001 Dodge St, Omaha, NE 68182		8
5/6/2013	X		Children's Bike Safety Course	Swanson Elementary	8601 Harney St, Omaha, NE 68114	20	
5/7/2013		X	Women's Bicycle Commuting 101	Benson Community Center	6008 Maple St, Omaha, NE 68104		13
5/14/2013		X	Bicycle Commuting 101	Sorenson Community Center	4808 Cass St, Omaha, NE 68132		2
5/26/2013	X		Children's Bike Safety Course	South Omaha Play Streets	24th and M Omaha, NE	30	
6/11/2013	X		Children's Bike Safety Course	Master's Elementary	5505 N. 99th St Omaha, NE 68134	70	
6/15/2013	X		Children's Bike Safety Course	Charles Drew Health Center	2915 Grant St, Omaha, NE 68111	80	
July 12-14, 2013		X	LCI Training Seminar	RDG Planning & Design	900 Farnam St #100, Omaha, NE 68102		5
7/20/2013		X	Traffic Skills 101	Florence Community Center	2920 Bondesson St, Omaha, NE 68112		15
7/27/2013	X		Children's Bike Safety Course	Downtown Play Streets	11th & Farnam Omaha, NE	50	
8/24/2013	X		Children's Bike Safety Course	North Omaha Play Streets	24th & Ames Ave, Omaha, NE	75	
October 18-20, 2013		X	LCI Training Seminar	RDG Planning & Design	900 Farnam St #100, Omaha, NE 68102		6
11/17/2013		X	Winter Bicycle Commuting	University of Nebraska Omaha	6001 Dodge St, Omaha, NE 68182		13
5/1/2014	X		Children's Bike Safety Course	Joslyn Elementary	11220 Blondo St, Omaha, NE 68164	75	
5/14/2014		X	Bicycle Commuting 101	National Park Service	601 Riverfront Dr, Omaha, NE 68102		20
5/15/2014		X	Bicycle Commuting 101	Downtown Chamber Plaza	13th & Howard St. Omaha, NE		2
5/22/2014		X	Bicycle Commuting 101	Trek Bicycle Store Omaha	7214 Jones St, Omaha, NE 68114		5
5/27/2014	X		Children's Bike Safety Course	Westgate Elementary	7802 Hascall, Omaha, NE 68124	20	
6/1/2014	X		Children's Bike Safety Course	First United Methodist Church	7020 Cass Street - Omaha, NE 68132	35	
June 3-4, 2014	X		Children's Bike Safety Course	Rose Hill Elementary	5605 Corby St, Omaha, NE 68104	115	
6/4/2014	X		Children's Bike Safety Course	Trek Bicycle Store Papillion	8410 S 73rd Plaza, Papillion, NE	6	
6/7/2014	X		Children's Bike Safety Course	Charles Drew Health Center	2915 Grant St, Omaha, NE 68111	55	
6/8/2014	X		Children's Bike Safety Course	Lord of Life Lutheran Church	20844 Bonanza Blvd, Elkhorn, NE 68022	75	
6/10/2014		X	Bicycle Commuting 101 - Just Talk	Downtown Chamber Plaza	13th & Howard St. Omaha, NE		10
6/17/2014	X		Children's Bike Safety Course	Fontenelle Elementary	3905 N 52nd St, Omaha, NE 68104	150	
July 19-20, 2014	X	X	Bicycle Safety Tips - Helmets	Offutt Air Force Base	906 Sac Blvd, Offutt AFB, NE 68113	25	75
7/26/2014		X	Bicycle Commuting 101	Community Bike Project Omaha	525 N 33rd St, Omaha, NE 68131		6
8/6/2014	X		Children's Bike Safety Course	Papillion City Park	122 E 3rd St, Papillion, NE 68046	97	
8/23/2014	X		Children's Bike Safety Course	Dundee Day	4924 Underwood Ave, Omaha, NE	40	
9/7/2014	X		Children's Bike Safety Course	St. Thomas Lutheran Church	17007 Q St, Omaha, NE 68135	30	
11/19/2014		X	Winter Bicycle Commuting	City Sprouts Community Garden	4002 Seward Street, Omaha, 68111		6
11/23/2014		X	Winter Bicycle Commuting	University of Nebraska Omaha	6001 Dodge St, Omaha, NE 68182		25
4/21/2015	X		Children's Bike Safety Course	Mlnne Lusa Elementary	2728 Ida St, Omaha, NE 68112	75	
5/1/2015	X		Children's Bike Safety Course	Rose Hill Elementary	5605 Corby St, Omaha, NE 68104	115	
5/8/2015	X		Children's Bike Safety Course	Conestoga Elementary	2115 Burdette St, Omaha, NE 68110	320	
5/8/2015		X	Bicycle Commuting 101 - Just Talk	KPMG Omaha	1212 N 96th St #300, Omaha, NE 68114		14
5/12/2015	X		Children's Bike Safety Course	Seymour Elementary	4900 S 79th Street, Ralston NE 68127	39	
5/13/2015	X		Children's Bike Safety Course	Blumfield Elementary	10310 Mockingbird Dr, Omaha, NE 68127	405	
5/15/2015	X		Children's Bike Safety Course	Mockingbird Elementary	5100 S 93rd St, Omaha, NE 68127	56	
5/21/2015	X		Children's Bike Safety Course	Meadows Elementary	9225 Berry Street, Omaha NE 68127	300	
6/4/2015	X		Children's Bike Safety Course	Springfield	14269 Platteview Rd Springfield, NE 68059	50	
6/6, 6/13, 6/27		XXX	Bicycle Commuting 101 (3 classes)	New American Bike Education Program	525 N 33rd St, Omaha, NE 68131		10
6/7/2015	X		Children's Bike Safety Course	Lord of Life Lutheran Church	20844 Bonanza Blvd, Elkhorn, NE 68022	65	
6/16/2015	X		Children's Bike Safety Course	Kellom Elementary	1311 N 24th St, Omaha, NE 68102	190	
6/17/2015	X		Youth Bike Safety Course	Girls Inc. Eureka Summer Program	6001 Dodge St, Omaha, NE 68182	30	
6/20, 7/18, 8/8		XXX	Children's Bike Safety Course	Charles Drew Health Center	2915 Grant St, Omaha, NE 68111	200	
6/24/2015	X		Children's Bike Safety Course	Trek Bicycle Store Papillion	8410 S 73rd Plaza, Papillion, NE	9	
7/5/2015	X		Children's Bike Safety Course	First United Methodist Church	7020 Cass Street - Omaha, NE 68132	35	
7/24/2015		X	Bicycle Commuting 101	with Whole Foods and Heartland B-cycle	13th & Howard St. Omaha, NE		10
7/25/2015	X		Children's Bike Safety Course	Open Door Mission	2828 North 23rd Street East, Omaha, NE 68110	70	
8/21/2015		X	Bicycle Commuting 101	with Heartland B-cycle	13th & Howard St. Omaha, NE		6
8/22/2015	X		Children's Bike Safety Course	Flatland Church	4801 North 144th Street, Omaha, NE 68116	50	
8/29/2015	X		Children's Bike Safety Course	Dundee Day	5312 Underwood Avenue, Omaha, NE 68132	80	
8/29/2015		X	Traffic Skills 101	Live Well Omaha	1516 Cuming Street Omaha, NE 68103		4
9/5/2015		X	Young Adult Bike Safety Course	Youth Emergency Services (Young Adults	2679 Farnam St, Omaha, NE 68131		20
9/12/2015	X		Children's Bike Safety Course	InCommon Community Development	1340 Park Ave, Omaha, NE 68105	15	
9/25/2015		X	Bicycle Commuting 101	UNMC	South 42nd Street & Emile St, Omaha, NE 68198		50
9/24/2015	X		Children's Bike Safety Course	Wildewood Elementary School	8071 Ralston Avenue, Ralston, NE 68127		RAINED OUT
10/2/2015		X	Bicycle Commuting 101	with Whole Foods and Heartland B-cycle	13th & Howard St. Omaha, NE		RAINED OUT
10/26/2015	x		Children's Bike Safety Course	with Healthy Families and CDHS	2915 Grant St, Omaha, NE 68111	15	
11/5/2015	x		Children's Bike Safety Course	Field Club Elementary	3512 Walnut St, Omaha, NE 68105	100	
11/19/2015		X	Winter Bicycle Commuting	Bike Union Mentoring Project	1818 Dodge St, Omaha NE 68102		23
4/26/2016			Bike Rodeo	Minne Lusa Elementary	Cancelled	0	
5/2/2016			Bike Rodeo	Sunset Hills Elementary	Cancelled	0	
5/6/2016			Bike Safety Presentation	Joslyn Elementary	Cancelled	0	
5/5/2015	x		Bike Safety 101	TD Ameritrade	200 S 108th Ave, Omaha, NE 68154		10
5/19/2016	x		Bike Safety 101	Physician's Mutual	2600 Dodge St, Omaha, NE 68131		40
6/1/2016	x		Bike Safety Presentation	Kellom Elementary	1311 N 24th St, Omaha, NE 68102	145	

6/2/2016	x	Bike Rodeo	Springfield Elementary	765 Main St, Springfield, NE 68059	80	
6/4, 6/11, 6/18	XXX	New American Bike Project	Community Bike Project Omaha	525 N 33rd St, Omaha, NE 68131		12
6/5/2016	X	Bike Rodeo	Lord of Life Lutheran Church	20844 Bonanza Blvd, Elkhorn, NE 68022	75	
6/6/2016	x	Bike Safety Presentation	Dundee Elementary	310 N 51st St, Omaha, NE 68132	106	
6/7/2016	x	Bike Safety Presentation	Fullerton Elementary	4711 N 138th St, Omaha, NE 68164	92	
6/9/2016	x	Bike Safety Presentation	Prairie Wind Elementary	10908 Ellison Ave, Omaha, NE 68164	150	
6/9/2016	x	Bike Safety Presentation	Beals Elementary	1720 S 48th St, Omaha, NE 68106	85	
6/13/2016	x	Bike Safety Presentation	UNO Youth Summer Camp	6001 Dodge St, Omaha, NE 68182	95	
6/13/2016	x	Bike Safety Presentation	Hartman Elementary	5530 N 66th St, Omaha, NE 68104	145	
6/14/2016	x	Bike Safety Presentation	Jefferson Elementary	4065 Vinton St, Omaha, NE 68105	100	
6/15/2016	x	Bike Safety Presentation	Gilder Elementary	3705 Chandler Rd W, Bellevue, NE 68147	115	
6/16/2016	x	Bike Safety Presentation	Catlin Arts Magnet	12736 Marinda St, Omaha, NE 68144	80	
6/17/2016	x	Bike Safety Presentation	Springville Elementary	7400 N 60th St, Omaha, NE 68152	70	
6/18/2016	x	Bike Safety 101	St. Andrews Methodist Church	15050 W Maple Rd, Omaha, NE 68116		5
6/20/2016	x	Bike Safety Presentation	Joslyn Elementary	1220 Blondo St, Omaha, NE 68164	100	
6/21/2016	x	Bike Safety Presentation	Pawnee Elementary	7310 S 48th St, Bellevue, NE 68157	94	
6/23/2016	x	Bike Safety Presentation	Saddlebrook Elementary	14850 Laurel Ave # 1, Omaha, NE 68116	73	
6/24/2016	x	Bike Safety Presentation	Edison Elementary	2303 N 97th St, Omaha, NE 68134	130	
6/25/2016	x	Bike Safety Presentation	Charles Drew Earn-a-Bike	2915 Grant St, Omaha, NE 68111	215	
7/2, 7/9, 7/16	XXX	New American Bike Project	Community Bike Project Omaha	525 N 33rd St, Omaha, NE 68131		4
7/21/2016	x	Bike Safety Presentation	Washington Library - Kids Cruisin Kitchen	2868 Ames Ave, Omaha, NE 68111	15	
7/28/2016	x	Bike Safety Presentation	Omaha Housing Authority Southside	5511 S 30th St, 68107	23	
7/30/16, 7/31/16	x	Bicycle Safety Tips - Helmets	Offutt Air Force Base	906 Sac Blvd, Offutt AFB, NE 68113		29
8/6, 8/13, 8/20	XXX	New American Bike Project	Community Bike Project Omaha	525 N 33rd St, Omaha, NE 68131		6
8/30/2016	x	Bike Safety Presentation	Syrian Refugee Families	108th and Forth Street	10	
9/16/2016	X	Bike Safety Presentation	with Whole Foods and Heartland B-cycle	Chamber Plaza		5
9/18/2019	x	Bike Rodeo	Morton Meadows Neighborhood Jam	Morton Meadows	20	
10/29/2016	x	Smart Cycling	Smart Cycling - Pre LCI Course	1516 Cuming Street Omaha, NE 68102		5
11/3/2016	x	Bike Safety Presentation	Field Club Elementary	3512 Walnut St, Omaha, NE 68105	80	
11/5/2016	x	Smart Cycling	Smart Cycling - Pre LCI Course	1516 Cuming Street Omaha, NE 68102		5
1/26/2017	X	Bike Safety Presentation	Liberty Elementary	2021 St Marys Ave, Omaha, NE 68102, USA	75	
1/30/2017	X	Smart Cycling	Live Well Omaha	1516 Cuming Street Omaha, NE 68102		1

5,490	479	5,969
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**Live Well Omaha**  
**Transaction Detail by Account**  
 January 2017

	Date	Transacti on Type	Num	Adj	Name	Class	Memo/De scription	Split	Amount	Balance
<b>6350 Travel &amp; Entertainment</b>										
<b>6375 Mileage</b>										
	01/31/2017	Bill	2017-01-MADISON	No	Madison Haugland	Temporarily Restricted:TE Grant		2000 Accounts Payable	16.05	16.05
<b>Total for 6375 Mileage</b>									<u>\$</u>	<b>16.05</b>
<b>Total for 6350 Travel &amp; Entertainment</b>									<u>\$</u>	<b>16.05</b>
<b>6610 Communication/Marketing</b>										
<b>6611 Incentives</b>										
	01/10/2017	Expense	412411293	No	Giro	Temporarily Restricted:TE Grant		1006 Dundee Bank	1,998.00	1,998.00
<b>Total for 6611 Incentives</b>									<u>\$</u>	<b>1,998.00</b>
<b>Total for 6610 Communication/Marketing</b>									<u>\$</u>	<b>1,998.00</b>

Thursday, Feb 02, 2017 10:15:57 AM GMT-8 - Accrual Basis



## Progress Report

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**Project No:** Bike Safety Education  
ENH-28(111)  
22492

**Location:** Omaha Metro, Nebraska

**Progress:** January 1 - 31, 2017

**Type of Work:** Bike Safety Education

**Progress Report No:** 24

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### **Project progress this reporting period:**

1. Taught 1 adult bike safety class
  - a. Intense Smart Cycling Course - 1 person
  - b. Pre-requisite for LCI Seminar
2. Taught 1 youth bike safety class
  - a. Bike safety presentation - 75 kids - Liberty Elementary
  - b. All students that went through "street scenario" received a helmet and bike safety bookmark.
3. Continued outreach to community to plan future classes and get the word out on the grant:
  - a. Will be working with Safe Kids Douglas County to assist on future bike rodeos and safety presentations
  - b. Working with Tammy Yarmon at OPS to promote bike safety opportunity to summer school principals. See flyer attached.
4. Continuing to support Pell Duvall on LCI Seminar scheduled for April 2017
  - a. Collaborated on LCI outreach, recruiting and LCI class protocol.
5. Purchased helmets for upcoming classes
6. Worked on responses to questions from RFP for educational bike safety website

### **Upcoming project tasks to be accomplished:**

1. Wait for RFP to approved by NDOR
2. Select subcontractor for website
3. Manage creation of website
4. Update Omaha Bicycle Map
5. Bid/Print 30,00 Omaha Bicycle Maps
6. Coordinate upcoming classes!
7. Promote upcoming classes!
8. Staff upcoming classes!
9. Order lights and helmets for upcoming classes!
10. Execute upcoming classes!

### **Items required from client:**

None

### **Unresolved project issues affecting the schedule:**

None



# Subcontractor Payment Authorization

Contract Number: 17024201001  
Contract Party: HDR Engineering, Inc.  
Contract Approved by Board of Directors: May 30, 2013  
Contract Amount: \$25,000.00  
Contract Period: July 1, 2016 - June 30, 2017

Payment # 1

Billed to Date: \$ 6,243.04  
Less Previous Payments: \$           -  
Amount Due: \$ 6,243.04

Payment Recommended By: \_\_\_\_\_  
Responsible Charge / MAPA Staff Member

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
MAPA Executive Director

Approved by MAPA Finance Committee: \_\_\_\_\_  
Date

\_\_\_\_\_  
MAPA Treasurer/Finance Committee Member



January 20, 2017

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



RE: **MAPA On-Call Modeling Services Invoice January 20, 2017**

Dear Mr. Helgerson,

Attached please find the invoice covering professional services from November 16, 2016 to December 31, 2016 under the MAPA On-Call Modeling contract for Task Order 1. The total amount due for this period is \$6,243.04. The work performed during the period is summarized as:

**Assignment 1 – Project Management**

- Assignment 2 Task Order setup

**Assignment 2 – Refinement of Premium Transit Modes in Model**

- Reviewed scripts, parameters, and coefficients from Wasatch Front
- Expanded MAPA model flow to include full BRT and LRT modes from transit skims through mode choice.
- Adjusted MAPA model parameters to reflect reasonable skim and mode choice parameters, based on review of peer MPO models.
- Began sensitivity tests of updated parameters

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](http://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 Helgerson

<b>Invoice No.</b>	1200032065
<b>Invoice Date</b>	1/20/2017
<b>Period Ending</b>	12/31/2016
<b>Project No.</b>	10048891 \$6,243.04
<b>Client No.</b>	008526
<b>(A)</b>	

**MAPA FY 17 On-Call Travel Demand Modeling Services**  
**Project No. 16024201001**

Professional engineering services.  
 (Period November 16, 2016 to December 31, 2016)  
 Direct Salary Costs (per attached) =

\$6,243.04

Travel Expenses (per attached)  
 Other Expenses (per attached)

\$0.00

\$0.00

\$0.00

Total Expenses

\$0.00

**SUMMARY**

Maximum Billable: \$25,000.00  
 Total Billed to Date: \$6,243.04

Please send remittance with copy of invoice to:  
 P.O. Box 74008202  
 Chicago, IL 60674-8202

<b>Amount Due This Invoice</b>	<b>\$6,243.04</b>
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**MAPA FY 17 On-Call Travel Demand Modeling Services  
Project No. 16024201001**

(Period November 16, 2016 to December 31, 2016)

**Assignment 1 PM & Coordination**

<u>Name</u>	<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
J. Carbee	Program Manager	1.00	\$158.35	\$158.35
T. McKinley	Project Controller	0.50	\$118.27	\$59.14
		<u>1.50</u>		<u>\$217.49</u>

**Travel Expenses**

\$0.00

**Other Expenses**

\$0.00

**Total Expenses**

\$0.00

Assign 1 Billed to date      \$            217.49

Total Assign 1                            \$217.49

**Assignment 2 PreMode Parameters**

<u>Name</u>		<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
J. Carbee	Program Manager	1.00	\$158.35	\$158.35
M. Rose	Sr Trans Planner	32.00	\$183.35	\$5,867.20
		<u>33.00</u>		<u>\$6,025.55</u>

**Travel Expenses**

\$0.00

**Other Expenses**

\$0.00

**Total Expenses**

\$0.00

Assign 2 Billed to date      \$            6,025.55

Total Assign 2                            \$6,025.55





# Cost Breakdown Form

## Specific Rates of Compensation (Fixed Labor) Agreements

Company Name:	HDR Engineering, Inc.		
Control No.:	N/A	Project No.:	16024201001
Project Location:	MAPA 2017 On-Call Modeling		
Agreement No.:	BK1639	Expire Date:	April 1, 2017
Invoice No.:	1200032065	Invoice Date:	January 20, 2017
% Work Completed:	See attached		
Current Billing Period:	11/16/2016	thru	12/31/2016

Agreement No: <b>BK1639</b>	Maximum Not-to-Exceed Amount	<b>\$25,000.00</b>
Agreement amount thru supplement # 000		

	Amount		
	This Period	Previously Billed	To Date
Direct Labor	\$6,243.04		\$6,243.04
Direct Costs (Non-Labor)			\$0.00
Outside Services (Subconsultants):			
<u>Name</u> <u>Max Amount</u>			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Adjustments:</b>			
Description:			\$0.00
<b>Total Amount DUE &gt;&gt;</b>	<b>\$6,243.04</b>	<b>\$0.00</b>	<b>\$6,243.04</b>

By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract		Total Agreement Amount Remaining:	\$18,756.96
Signature (typed or signed name required):	Title:	Date:	
Jason Carbee	Project Manager	1/20/2017	
Consultant's email contact for invoice-related questions: jason.carbee@hdrinc.com			

**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
Biling Period	1-1-17 to 1-31-17

**LABOR**

Name	Title	Hours	Rate	Amount
Sarah Sjolie	Exec Director	0	\$56.21	\$0.00
Courtney Brewer	Comm Coord	0	\$34.88	\$0.00
Madison Haugland	Active Living Coorc	13.1	\$27.88	\$365.23
<b>Labor reimbursement request:</b>				<b>\$365.23</b>

*359.65*

**Project Summary**

Category	Project Amount	Previously Billed	Current Billing	Billed to Date	Amount Remaining	% Billed
Direct Labor	✓ \$19,445.45		\$365.23	\$365.23	\$19,080.22	2%
Direct Expenses						
Data Tool	✓ \$7,928.00		\$9.00	\$9.00	\$7,919.00	0%
Postage and Delivery	✓ \$287.97			\$0.00	\$287.97	0%
Office Supplies	✓ \$298.01			\$0.00	\$298.01	0%
Bike Valet Services	✓ \$3,600.00			\$0.00	\$3,600.00	0%
Direct Expenses Subtotal	<u>\$12,113.98</u>		\$9.00	\$9.00	\$12,104.98	0%
Indirect Expenses 10%	\$1,211.40		<i>37.42</i> \$0.90	\$0.90	\$1,210.50	0%
<b>TOTALS</b>	<b>✓ \$31,338.36</b>	<b>\$0.00</b>	<b>\$375.13</b>	<b>\$375.13</b>	<b>\$32,395.70</b>	<b>1%</b>

**TOTAL REIMBURSEMENT REQUEST: \$375.13**

*2411.65 x 80% = 329.32*

*Paid 8,369.31*

**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.:	
Project Location: Douglas and Sarpy Counties	
Control No.:	
Agreement No.:	
Invoice No. and Date:	Invoice 12, February 3, 2017
progress Report Date:	3-Feb-17
% Work Completed:	16%
Current Billing Period:	1-1-17 to 1-31-17

Actual Costs	This Period	Previously Billed To Date	
Direct Labor	\$365.23	\$0.00	\$365.23
Direct Expenses	\$9.00	\$0.00	\$9.00
Indirect Expenses	\$0.90	\$0.00	\$0.90
Local Match	\$75.03	\$0.00	\$75.03
<b>TOTAL AMOUNT DUE</b>	<b>\$300.10</b>		

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

Signature: \_\_\_\_\_ Title: Project Manager Date: 2/3/2017

*Madison Haugland*

Category	Date	Name	Hours	Current Billing
<u>Direct Labor</u>				
	1-1-17 to 1-31-17	Sarah Sjolie	0	\$0.00
	1-1-17 to 1-31-17	Courtney Brewer	0	\$0.00
	1-1-17 to 1-31-17	Madison Haugland	13.1	\$365.23
				<b>\$365.23</b>
<u>Direct Expenses</u>				
<b>Data Tool</b>		1/9/2017 Heroku Hosting		\$9.00
Data Tool Total				<b>\$9.00</b>
<b>Postage and Delivery</b>				
P & D Total				<b>\$0.00</b>
<b>Office Supplies</b>				
Office Supplies Total				<b>\$0.00</b>
<b>Bike Valet Services</b>				
Bike Valet Services Total				<b>\$0.00</b>
Direct Expenses Subtotal				<b>\$9.00</b>
<b>TOTALS</b>				<b>\$374.23</b>

Commuter Challenge Hours 1-1-17 to 1-31-17						
Day	User	Project	Task	Entry Notes		Decimal Hours
01/05/2017	Madison Haugland	LWO Commuter Challenge	Admin Tasks			1.3
01/06/2017	Madison Haugland	LWO Commuter Challenge	Admin Tasks	Invoicing		0.5
01/12/2017	Madison Haugland	LWO Commuter Challenge	*Business Participant Outreach			0.3
01/13/2017	Madison Haugland	LWO Commuter Challenge	Admin Tasks	LSBI Planning Meeting		2.3
01/18/2017	Madison Haugland	LWO Commuter Challenge	*Participant Communication			0.3
01/25/2017	Madison Haugland	LWO Commuter Challenge	Admin Tasks			0.5
01/25/2017	Madison Haugland	LWO Commuter Challenge	Admin Tasks			0.3
01/26/2017	Madison Haugland	LWO Commuter Challenge	*Business Participant Outreach	preparing for Mutual of Omaha Physical Activity Fair		0.5
01/26/2017	Madison Haugland	LWO Commuter Challenge	*Business Participant Outreach	Mutual of Omaha Physical Activity Fair promoting LSBI and Commuter Challer		2.8
01/27/2017	Madison Haugland	LWO Commuter Challenge	Admin Tasks	Planning		0.5
01/30/2017	Madison Haugland	LWO Commuter Challenge	*Business Participant Outreach	Active Transportation presentation prep for Dr. Dinkle's class		0.8
01/30/2017	Madison Haugland	LWO Commuter Challenge	*Business Participant Outreach	Preparing to present to UNO students on active transportation		0.8
01/30/2017	Madison Haugland	LWO Commuter Challenge	*Business Participant Outreach	Presentation on Active Transportation for UNO students		1.8
01/30/2017	Madison Haugland	LWO Commuter Challenge	*Business Participant Outreach			0.2
					Total:	13.1

X   
 Manager Approval

**Live Well Omaha**  
**Transaction Detail by Account**  
 January 2017

	Date	Transact ion Type	Num	Adj	Name	Class	Memo/D escription	Split	Amount	Balance
6550 Office/General Administrative										
6160 Dues and Subscriptions										
	01/13/2017	Expense	9823969	No	Heroku	Unrestricted;Commuter Challenge		1006 Dundee Bank	9.00	9.00
Total for 6160 Dues and Subscriptions									\$ 9.00	
Total for 6550 Office/General Administrative									\$ 9.00	

Thursday, Feb 02, 2017 01:37:46 PM GMT-8 - Accrual Basis

Account:  
omahacommuterchallengeops@gmail.com

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

Billing period:  
December 01, 2016 - January 01, 2017

Invoice #:  
9823969

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](http://WWW.HEROKUCHARGE.COM)".



## Progress Report

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**Project No:** Live Well Omaha Commuter Challenge

**Location:** Omaha Metro, Nebraska

**Dates Covered:** January 1 – 31, 2017

**Type of Work:** Commuter Challenge

**Progress Report No:** 12

---

### **Project progress this reporting period:**

1. Community Catalyst Events
  - a. None held during this time frame – out of challenge period
  
2. Communications Strategy
  - a. Attended the Mutual or Omaha Physical Activity fair to promote active transportation and Little Steps. Big Impact
    - i. Handed out approximately 100 Omaha Bicycle Maps and LSBI flyers
  
3. Data Analysis and Participant Outreach
  - a. Worked with MAPA to answers questions from NDOR on RFP for new online data tracking tool
  - b. Attended LSBI planning meetings

### **Upcoming project tasks to be accomplished:**

1. Execute RFP process
2. Manage subcontractor after selection of RFP
3. Coordinate with Omaha Bikes on promoting LSBI at Bike Valet Events in 2017
4. Challenge begins May 1!

### **Items required from client:**

None

### **Unresolved project issues affecting the schedule:**

None





## Progress Report

---

**Project No:** Live Well Omaha Commuter Challenge

**Location:** Omaha Metro, Nebraska

**Dates Covered:** January 1 – 31, 2017

**Type of Work:** Commuter Challenge

**Progress Report No:** 12

---

### **Project progress this reporting period:**

1. Community Catalyst Events
  - a. None held during this time frame – out of challenge period
2. Communications Strategy
  - a. Attended the Mutual or Omaha Physical Activity fair to promote active transportation and Little Steps. Big Impact
    - i. Handed out approximately 100 Omaha Bicycle Maps and LSBI flyers
3. Data Analysis and Participant Outreach
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### **Upcoming project tasks to be accomplished:**

1. Execute RFP process
2. Manage subcontractor after selection of RFP
3. Coordinate with Omaha Bikes on promoting LSBI at Bike Valet Events in 2017
4. Challenge begins May 1!

### **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: Intercultural Senior Center

Project Number & Title: 15504400302 Intercultural Senior Center

Contract Approved by Board of Directors: June 25, 2015

Contract Amount of: not to exceed \$15,450

Final Payment

1. Computation of Payment

Bill to Date	\$15,450.00
Less Previous Payments	<u>14,479.86</u>
Payment Due this Date	<u>\$970.14</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

\_\_\_\_\_  
Responsible Charge/Employee

\_\_\_\_\_  
Executive Director

Payment approved by Finance Committee \_\_\_\_\_

\_\_\_\_\_  
Treasurer

Payment approved by Board of Directors \_\_\_\_\_

\_\_\_\_\_  
MAPA Board of Directors, Chair/Member

**Intercultural Senior Center**

3010 R St  
Omaha, NE 68107

**Invoice**

**Invoice #:** 157

**Invoice Date:** 12/31/2016

**Due Date:** 12/31/2016

**Project:**

**P.O. Number:**

**Bill To:**

MAPA  
Amanda Morales  
2222 Cuming St  
Omaha, NE 68102-4328

Date	Description	Amount
	Qtr ending Dec 31 2016 billing	970.14
<b>Total</b>		<b>\$970.14</b>
<b>Payments/Credits</b>		<b>\$0.00</b>
<b>Balance Due</b>		<b>\$970.14</b>



<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Qty</u>	<u>Amount</u>
Paycheck	10/12/2016	1886	Hernandez, Andrea	Driver Hourly Fed Grant	45.50	591.50
Paycheck	10/26/2016	1905	Hernandez, Andrea	Driver Hourly Fed Grant	43.00	559.00
Paycheck	11/09/2016	1916	Hernandez, Andrea	Driver Hourly Fed Grant	45.00	585.00
Paycheck	11/23/2016	1930	Hernandez, Andrea	Driver Hourly Fed Grant	45.00	585.00
Paycheck	12/07/2016	1944	Hernandez, Andrea	Driver Hourly Fed Grant	49.00	637.00
						<u>2,957.50</u>
Paycheck	10/12/2016	1886	Hernandez, Andrea	Medicare Company		8.58
Paycheck	10/26/2016	1905	Hernandez, Andrea	Medicare Company		8.11
Paycheck	11/09/2016	1916	Hernandez, Andrea	Medicare Company		8.48
Paycheck	11/23/2016	1930	Hernandez, Andrea	Medicare Company		8.48
Paycheck	12/07/2016	1944	Hernandez, Andrea	Medicare Company		9.24
Paycheck	10/12/2016	1886	Hernandez, Andrea	NE - Unemployment		0.00
Paycheck	10/26/2016	1905	Hernandez, Andrea	NE - Unemployment		0.00
Paycheck	11/09/2016	1916	Hernandez, Andrea	NE - Unemployment		0.00
Paycheck	11/23/2016	1930	Hernandez, Andrea	NE - Unemployment		0.00
Paycheck	12/07/2016	1944	Hernandez, Andrea	NE - Unemployment		0.00
Paycheck	10/12/2016	1886	Hernandez, Andrea	Social Security Company		36.68
Paycheck	10/26/2016	1905	Hernandez, Andrea	Social Security Company		34.65
Paycheck	11/09/2016	1916	Hernandez, Andrea	Social Security Company		36.27
Paycheck	11/23/2016	1930	Hernandez, Andrea	Social Security Company		36.27
Paycheck	12/07/2016	1944	Hernandez, Andrea	Social Security Company		39.50
						<u>226.26</u>

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

0

Final Payment

1. Computation of Payment

Bill to Date	\$169,941.79
Less Previous Payments	<u>\$168,313.96</u>
Payment Due this Date	<u>\$1,627.83</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

\_\_\_\_\_  
Responsible Charge / Staff Member

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Executive Director

Payment approved by Finance Committee

\_\_\_\_\_  
Treasurer

Payment approved by Board of Directors

\_\_\_\_\_  
Chairman, MAPA Board of Directors

**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
1/31/2017

*Charges Thru 1/31/2017*

E-Mail: [mengel@mapacog.org](mailto:mengel@mapacog.org) [scutsforth@mapacog.org](mailto:scutsforth@mapacog.org)

Date	Invoice	Transaction	Amount
1/31/2017	19005	Little Steps Big Impact Ozone Awareness Campaign	-\$24,560.92
1/31/2017	19006	Little Steps Big Impact Ozone Awareness Campaign	\$26,188.75
<b>AMOUNT DUE*PLEASE REMIT</b>			<b>\$1,627.83</b>

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 #
19006
1/31/2017

Charges thru 1-31-2017 ✓

E-Mail: [mengel@mapacog.org](mailto:mengel@mapacog.org) [scutsforth@mapacog.org](mailto:scutsforth@mapacog.org)

Services	Amount
<b>MAPA-LITTLE STEPS BIG IMPACT OZONE AWARENESS CAMPAIGN</b>	
<b>Task 1.5 Project Administration/Management</b>	
Principal Manager*Linda Lovgren 15.00 Hrs @ \$190	\$2,850.00 ✓
Project Administration*Donna Maxey 8.25 Hrs @ \$85	\$701.25 ✓
<b>DIRECT COSTS</b>	
Redstone* Consulting Services (June - November)	\$20,100.00 ✓
Randa Zalman*Consultant--Social Media Consultation 20.50 Hrs @ \$75	\$1,537.50 ✓
<b>MEDIA ADVERTISING*ON-LINE</b>	
Facebook * Boost #1 - January 2017	\$200.00 ✓
Facebook * Boost #2 - January 2017	\$200.00 ✓
Facebook* Like Campaign - January 2017	\$400.00 ✓
Twitter - January 2017	\$200.00 ✓
<b>AMOUNT DUE:</b>	<b>\$26,188.75</b> ✓



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 #
19005
1/31/2017

Charges thru 1-31-2017

E-Mail: [mengel@mapacog.org](mailto:mengel@mapacog.org) [scutsforth@mapacog.org](mailto:scutsforth@mapacog.org)

Services	Amount
<b>MAPA-LITTLE STEPS BIG IMPACT OZONE AWARENESS CAMPAIGN</b>	
<b>TASK 1</b>	
Overhead Factor*Credit Adjustment	-\$6,682.51
<b>Task 2</b>	
Overhead Factor*Credit Adjustment	-\$3,366.01
<b>Task 3</b>	
Overhead Factor*Credit Adjustment	-\$7,158.92
<b>Task 4</b>	
Overhead Factor*Credit Adjustment	-\$3,421.69
<b>Task 5</b>	
Overhead Factor*Credit Adjustment	-\$3,931.79
<b>CREDIT ADJUSTMENT</b>	<b>-\$24,560.92</b>



# INVOICE

LOVGN - 007

To:

**Linda Lovgren, President & CEO**

Lovgren Marketing

e: [lovgren@lovgrenmarketing.com](mailto:lovgren@lovgrenmarketing.com); [maxey@lovgrenmarketing.com](mailto:maxey@lovgrenmarketing.com)

From:

Randa Zalman

11307 Lafayette Ct., #4841

Omaha, NE 68154

C: 402-321-0051

E: [randazalman@gmail.com](mailto:randazalman@gmail.com)

Date	Description	Amount
January 2017	MAPA / LSBI – Consulting Services <i>20.50 hours at \$75 per hour</i>	\$1,537.50
<b>TOTALS:</b>		<b>\$1,537.50</b>

*Please pay upon receipt.*

**Thank you for this opportunity!**



10031 Maple Street \* Omaha NE 68134 \* (402) 393-5435 \* (402) 399-8793 Fax

---

Lovgren Marketing Group  
Ms. Linda Lovgren  
809 North 96th Street Suite 2  
Omaha, NE 68114

**INVOICE NO: 063016a**  
**DATE: June 30, 2016**  
**Invoice Due Upon Receipt**

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**MAPA Air Quality Awareness Campaign 2016**

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June 2016 Disbursement	\$	6,000.00
	\$	6,000.00
		<hr/> <hr/>
Total Due Upon Receipt	\$	6,000.00

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10031 Maple Street \* Omaha NE 68134 \* (402) 393-5435 \* (402) 399-8793 Fax

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Lovgren Marketing Group  
Ms. Linda Lovgren  
809 North 96th Street Suite 2  
Omaha, NE 68114

INVOICE NO: 072916A  
DATE: July 29, 2016  
Invoice Due Upon Receipt

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**MAPA Air Quality Awareness Campaign 2016**

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July 2016 Disbursement	\$	6,000.00
	\$	6,000.00

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Total Due Upon Receipt	\$	6,000.00
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10031 Maple Street \* Omaha NE 68134 \* (402) 393-5435 \* (402) 399-8793 Fax

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Lovgren Marketing Group  
Ms. Linda Lovgren  
809 North 96th Street Suite 2  
Omaha, NE 68114

INVOICE NO: 083116A  
DATE: August 31, 2016  
Invoice Due Upon Receipt

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**MAPA Air Quality Awareness Campaign 2016**

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August 2016 Disbursement	\$	3,000.00
	\$	3,000.00
		<hr/> <hr/>
Total Due Upon Receipt	\$	3,000.00

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10031 Maple Street \* Omaha NE 68134 \* (402) 393-5435 \* (402) 399-8793 Fax

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Lovgren Marketing Group  
Ms. Linda Lovgren  
809 North 96th Street Suite 2  
Omaha, NE 68114

**INVOICE NO: 102816A**  
**DATE: October 28, 2016**  
**Invoice Due Upon Receipt**

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**MAPA Air Quality Awareness Campaign 2016**

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October 2016 Disbursement	\$	2,000.00
	\$	2,000.00
		<hr/>
		<hr/>
Total Due Upon Receipt	\$	2,000.00

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10031 Maple Street \* Omaha NE 68134 \* (402) 393-5435 \* (402) 399-8793 Fax

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Lovgren Marketing Group  
Ms. Linda Lovgren  
809 North 98th Street Suite 2  
Omaha, NE 68114

INVOICE NO: 093016A  
DATE: September 30, 2016  
Invoice Due Upon Receipt

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**MAPA Air Quality Awareness Campaign 2016**

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September 2016 Disbursement	\$	2,100.00
	\$	2,100.00

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Total Due Upon Receipt	\$	2,100.00
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10031 Maple Street \* Omaha NE 68134 \* (402) 393-5435 \* (402) 399-8793 Fax

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Lovgren Marketing Group  
Ms. Linda Lovgren  
809 North 96th Street Suite 2  
Omaha, NE 68114

INVOICE NO: 113016A  
DATE: November 30, 2016  
Invoice Due Upon Receipt

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**MAPA Air Quality Awareness Campaign 2016**

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November 2016 Disbursement	\$	1,000.00
	\$	1,000.00
		<hr/>
		<hr/>
Total Due Upon Receipt	\$	1,000.00

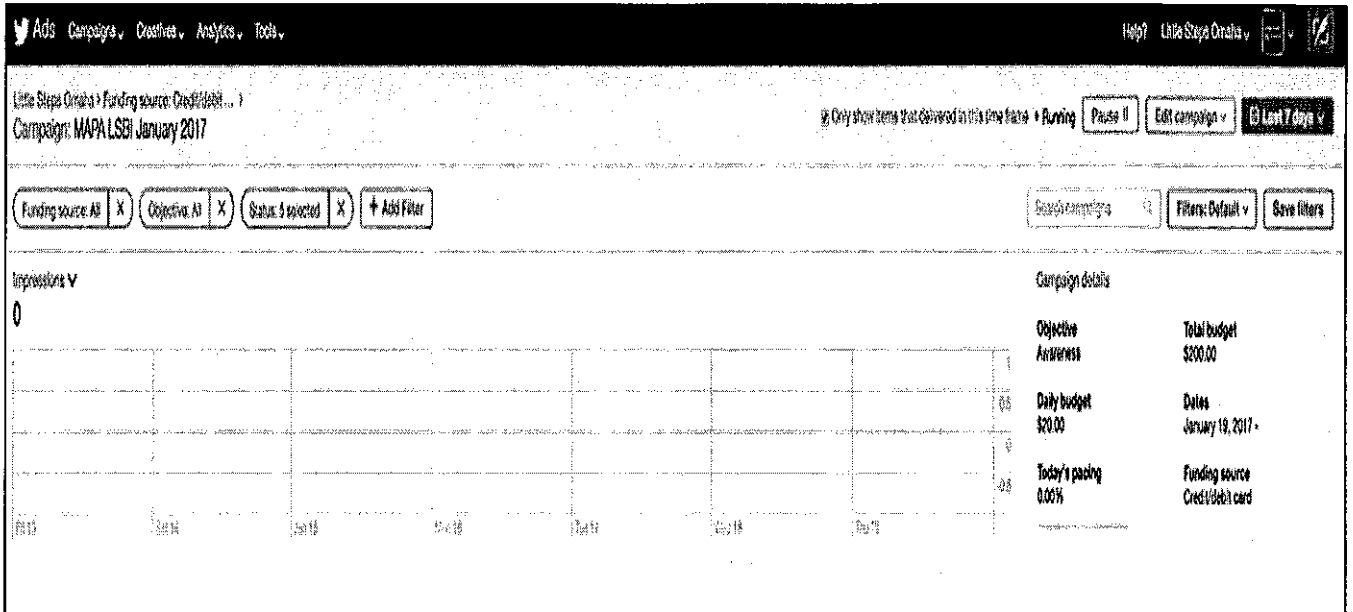
---



**MAPA | LSBI**  
**January Paid Media, Social Media**

- Twitter - \$200.00
- Facebook, Boost #1 - \$200.00
- Facebook, Boost #2 - \$200.00
- Facebook, Like Campaign - \$400.00
- Total - \$1,000.00

**Twitter**



**Tweet preview**

Summary for 4 items

- Little Steps Omaha** @littlstepsoma - Jul 21  
 Want to help Omaha's ground-level ozone? Here are #littlsteps to make a #bigimpact on the air you breathe. bit.ly/1KKd9v1

MAPA LSBI January 2017 > Limited
- Little Steps Omaha** @littlstepsoma - Aug 12  
 DYIC: Killing your car for 30 seconds uses more fuel than starting and stopping your engine.

MAPA LSBI January 2017 > Unlimited
- Little Steps Omaha** @littlstepsoma - Jun 19  
 Our #equality school curriculum is getting a lot of buzz. Check out all of our activity. bit.ly/2cWGBMA https://t.co/6dRk15mp

MAPA LSBI January 2017 > Unlimited
- Little Steps Omaha** @littlstepsoma - Jan 15  
 Stop at the click. Don't top off your tank when pumping gas. This releases ozone-forming fumes. #littlsteps #bigimpact https://t.co/KWqJEG00u9

MAPA LSBI January 2017 > Unlimited

# Facebook

### Boost Post

**BUDGET AND DURATION**

Total budget

Estimated People Reached **16,000 - 40,000 people** of 330,000

Refine your audience or add budget to reach more of the people that matter to you.

Duration  1 day  7 days  14 days

Run this ad until


You will spend an average of **\$16.66** per day. This ad will run for 12 days, ending on Jan 31, 2017.

By clicking Boost, you agree to Facebook's Terms & Conditions | [Help Center](#)

**DESKTOP NEWS FEED**

**Little Steps, Big Impact** Sponsored ·

VIDEO: You can't see it. You can't touch it but Omaha's air has a pollutant. Watch this video to learn more and see what you can to help the air we breathe.  
<https://www.youtube.com/watch?v=u07u237XK20>



**Little Steps, Big Impact (2016 TV #2 - "Good Up High" 15-Second Version)**  
2016 TV spot for Little Steps, Big Impact. 15 second...  
YOUTUBE.COM

### Boost Post

**BUDGET AND DURATION**

Total budget

Estimated People Reached **15,000 - 40,000 people** of 330,000

Refine your audience or add budget to reach more of the people that matter to you.

Duration  1 day  7 days  14 days

Run this ad until

You will spend an average of **\$16.66** per day. This ad will run for 12 days, ending on Jan 31, 2017.

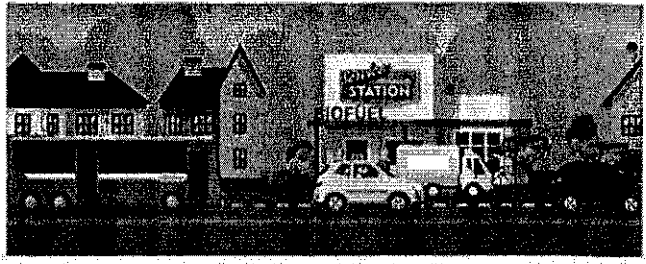
By clicking Boost, you agree to Facebook's Terms & Conditions | [Help Center](#)

**DESKTOP NEWS FEED**

**Little Steps, Big Impact** Sponsored ·

You can do so much!

More than half of ground-level ozone comes from common daily activities, especially driving. Here are some little steps you can take to make a big impact on the air you breathe.  
<http://littlestepsbigimpact.com/what-can-you-do/>














**Little Steps, Big Impact**  
Sponsored · 


What Can You Do To Keep The Air You Breathe Cleaner?




**MOW IN THE EVENING**

Little Steps, Big Impact  
Community  
456 people like this.  Like Page

	Ad Set	Delivery 	Results 	Reach 	Cost 	Budget 
	 MAPA LSBI January 2017 Like Campaign MAPA LSBI January 2017 Page Likes	 Active 1 Approved	 Page Like		 Per Page L...	 \$400.00 Lifetime

METROPOLITAN AREA PLANNING AGENCY		Invoice 5/3/2016	Invoice 5/15/2016	Invoice 5-26-2016	Invoice 6-30-2016	Invoice 7-29-2016	Invoice 8-31-2016	Invoice 9-30-2016	Invoice 10-31-2016	Invoice 10-31-2016	Invoice 10-31-2016	Invoice 11-30-2016	Invoice 12-30-2016	Invoice 1-24-2017	Invoice 1-31-2017	Billed to Date* Jan 2017	Remaining Budget	% of Project Completed
 <b>Air Quality Awareness Campaign-2016</b> February 25, 2016 - January 2017		Task Order Total	Invoice #18398	Invoice #18444-45	Invoice #18550	Invoice #18700	Invoice #18585	Invoice #18640	Invoice #18659	Invoice #18762	Invoice #18765	Invoice #18835	Invoice #18844	Invoice #19000	Invoice #19008-19007			
<b>Cost by Task</b>																		
Task 1 Project Management & Administration*Direct Labor	\$ 10,880.00	\$ 2,278.75	\$ 285.00	\$ 1,502.50	\$ 3,127.50	\$ 1,677.50	\$ 776.25	\$ 142.50	\$ -	\$ 1,701.25	\$ 375.00	\$ 1,135.00	\$ (1,051.25)	\$ 3,551.25	\$ 15,701.25	\$ (4,821.25)	144.31%	
Task 1 Project Management & Administration*Overhead	\$ 5,984.00	\$ 1,253.31	\$ 156.75	\$ 826.38	\$ 1,720.13	\$ 922.63	\$ 426.94	\$ 78.38	\$ -	\$ 935.69	\$ 316.25	\$ 624.25	\$ (578.20)	\$ (6,682.51)	\$ -	\$ 5,984.00	0.00%	
Task 2 Air Quality Awareness Survey*Direct Labor	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 522.50	\$ -	\$ 2,905.00	\$ 2,692.50	\$ -	\$ -	\$ -	\$ 6,120.00	\$ (2,320.00)	161.05%	
Task 2 Air Quality Awareness Survey*Overhead	\$ 2,090.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 287.33	\$ -	\$ 1,597.75	\$ 1,480.88	\$ -	\$ -	\$ -	\$ (3,365.01)	\$ -	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	\$ 2,340.00	\$ 1,051.25	\$ -	\$ 2,537.50	\$ 145.00	\$ -	\$ -	\$ -	\$ 13,016.25	\$ 12,938.75	50.15%	
Task 3.1 Graphic Design*Overhead	\$ 14,275.25	\$ -	\$ 569.25	\$ 279.12	\$ 2,446.80	\$ 523.19	\$ 1,287.00	\$ 578.19	\$ -	\$ 1,395.62	\$ 79.79	\$ -	\$ -	\$ -	\$ (7,158.92)	\$ -	14,275.25	0.00%
Task 4 Media Planning & Placement *Direct Labor	\$ 8,320.00	\$ 522.50	\$ -	\$ -	\$ 807.50	\$ 4,441.25	\$ 1,020.00	\$ -	\$ -	\$ 2,230.00	\$ 680.00	\$ -	\$ (3,480.00)	\$ -	\$ 6,221.25	\$ 2,098.75	74.77%	
Task 4 Media Planning & Placement * Overhead	\$ 4,576.00	\$ 287.38	\$ -	\$ -	\$ 444.13	\$ 2,442.69	\$ 561.00	\$ -	\$ -	\$ 1,226.50	\$ 374.00	\$ -	\$ (1,914.01)	\$ -	\$ (3,421.63)	\$ -	4,576.00	0.00%
Task 5 Public Relations*Direct Labor	\$ 12,145.00	\$ -	\$ -	\$ -	\$ 1,916.25	\$ 1,387.50	\$ 2,617.50	\$ 1,522.50	\$ -	\$ 285.00	\$ -	\$ -	\$ -	\$ (580.00)	\$ 7,148.75	\$ 4,996.25	58.86%	
Task 5 Public Relations*Overhead	\$ 6,679.75	\$ -	\$ -	\$ -	\$ 1,053.94	\$ 763.12	\$ 1,439.62	\$ 837.35	\$ -	\$ 156.75	\$ -	\$ -	\$ -	\$ (819.00)	\$ (3,931.79)	\$ -	6,679.75	0.00%
<b>Direct Expenses</b>																		
<b>Direct Costs:</b>																		
Printing Collateral; Production-Radio,TV,Bus Trails, Outdoor, Website	\$ 24,295.00	\$ -	\$ 2,117.20	\$ -	\$ -	\$ 12,692.96	\$ 8,170.85	\$ 1,156.25	\$ -	\$ 1,087.50	\$ 900.00	\$ 900.00	\$ -	\$ -	\$ 21,637.50	\$ 48,662.26	\$ (24,367.26)	200.30%
Media*Print Ads, Radio Spots, TV, Outdoor Brds, On-Line, Social Media	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -	\$ 9,158.54	\$ 33,916.43	\$ 22,058.47	\$ 4,284.59	\$ 1,132.00	\$ 1,470.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 73,020.03	\$ (8,020.03)	112.34%
Survey* Survey Subconsultant	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52.00	\$ 11,948.00	0.43%
<b>GRAND TOTAL:</b>	\$ 196,000.00	\$ 4,341.94	\$ 4,163.20	\$ 3,115.50	\$ 15,965.00	\$ 34,960.63	\$ 52,555.59	\$ 28,234.79	\$ 4,284.59	\$ 17,242.56	\$ 8,713.38	\$ 2,659.25	\$ (7,922.46)	\$ 1,627.52	\$ 171,465.21	\$ (24,534.79)	87.69%	
		Paid 7/14/16	Paid 7/14/16	Paid 8-30-16	Paid 7/25/16	Paid 8-30-16	Paid 11-1-2016	Paid 11-1-2016										
	\$ 196,000.00															Budget Remaining	\$ 24,534.79	12.31%
Contract issued for \$196,000.00																		

169,941.79  
24,058.21

METROPOLITAN AREA PLANNING AGENCY		Billed 5/3/2016	Billed 5/15/2016	Billed 5-26-2016	Billed 6-30-2016	Billed 7-29-2016	Billed 8-31-2016	Billed 9-30-2016	Billed 10-31-2016	Billed 10-31-2016	Billed 11-30-2016	Billed 12-30-2016	Billed 1-24-2017	
	<b>Task Order</b>	<b>Invoice</b>	<b>Invoice</b>	<b>Invoice</b>	<b>Invoice</b>	<b>Invoice</b>	<b>Invoice</b>	<b>Invoice</b>	<b>Invoice</b>	<b>Invoice</b>	<b>Invoice</b>	<b>Invoice</b>	<b>Invoice</b>	<b>Billed to</b>
<b>Air Quality Awareness Campaign- 2016</b>	<b>Total</b>	<b>#18398</b>	<b>#18444-45</b>	<b>#18550</b>	<b>#18700</b>	<b>#18585</b>	<b>#18640</b>	<b>#18659</b>	<b>#18762</b>	<b>#18766</b>	<b>#18835</b>	<b>#18844</b>	<b>#19000</b>	<b>Date*</b>
<b>February 25, 2016 - January 2017</b>														<b>Jan 2017</b>
<b>Cost by Task</b>														
Task 1 Project Management & Administration*Overhead	\$ 5,984.00	\$ 1,253.31	\$ 156.75	\$ 826.38	\$ 1,720.13	\$ 922.63	\$ 426.94	\$ 78.38	\$ -	\$ 935.69	\$ 316.25	\$ 624.25	\$ (578.20)	\$ 6,682.51
Task 2 Air Quality Awareness Survey*Overhead	\$ 2,090.00	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 287.38	\$ -	\$ 1,597.75	\$ 1,480.88	\$ -		\$ 3,366.01
Task 3.1 Graphic Design*Overhead	\$ 14,275.25	\$ -	\$ 569.25	\$ 279.12	\$ 2,446.80	\$ 523.19	\$ 1,287.00	\$ 578.19	\$ -	\$ 1,395.62	\$ 79.75	\$ -		\$ 7,158.92
Task 4 Media Planning & Placement * Overhead	\$ 4,576.00	\$ 287.38			\$ 444.13	\$ 2,442.69	\$ 561.00	\$ -	\$ -	\$ 1,226.50	\$ 374.00	\$ -	\$ (1,914.01)	\$ 3,421.69
Task 5 Public Relations*Overhead	\$ 6,679.75	\$ -	\$ -	\$ -	\$ 1,053.94	\$ 763.12	\$ 1,439.62	\$ 837.36	\$ -	\$ 156.75	\$ -	\$ -	\$ (319.00)	\$ 3,931.79

## TRANSPORTATION PLANNING AGREEMENT

METROPOLITAN AREA PLANNING AGENCY  
LOVGREN MARKETING GROUP  
PROJECT NO. CM-D2(107)  
CONTROL NO. 22553  
CMAQ AIR QUALITY AND REDUCED FARE PROGRAM

THIS AGREEMENT, made and entered into by and between the Metropolitan Area Planning Agency, hereinafter referred to as the Local Public Agency or "LPA", and Lovgren Marketing Group, hereinafter referred to as the "Consultant".

WITNESSETH:

WHEREAS, the LPA used a qualification based selection process to select the Consultant to render professional services for the above named project, and

WHEREAS, the Consultant is qualified to do business in Nebraska, and

WHEREAS, Consultant is willing to perform the services in accordance with the terms hereinafter provided, is presently in compliance with Nebraska law, and hereby agrees to comply with all federal, state, and local laws and ordinances applicable to this agreement, and

WHEREAS, the Consultant and LPA intend that the services provided by Consultant comply with all applicable federal-aid transportation related program requirements, so that LPA's project will be fully eligible for federal reimbursement, and

WHEREAS, the LPA and Consultant intend that the services under this agreement be completed in accordance with the applicable terms and conditions of the Nebraska LPA Guidelines Manual for Federal Aid Projects; hereinafter referred to as LPA Manual; the LPA Manual is a document approved by the Federal Highway Administration (FHWA) that sets out the requirements for local federal-aid projects to be eligible for federal reimbursement; the LPA Manual can be found in its entirety at the following web address:

<http://www.roads.nebraska.gov/media/6319/lpa-guidelines.pdf>, and

WHEREAS, the Consultants primary contact person for LPA will be the LPA's representative, who has been designated as being in responsible charge of the project, and who is referred to herein as RC or Responsible Charge.

WHEREAS, the parties understand that the State of Nebraska, Department of Roads is involved in this federal-aid project on behalf of the FHWA only for issues related to the eligibility of the project for reimbursement of project costs with federal-aid funds and for the review of study products, reports, or deliverables that identify impacts to state highway facilities.

NOW THEREFORE, in consideration of these facts, the parties hereto agree as follows:

## SECTION 1. DEFINITIONS

Wherever in this agreement the following terms are used, they will have the meaning here given:

"CONSULTANT" means Lovgren Marketing Group and any employees thereof, whose business and mailing address is 809 North 96<sup>th</sup> Street, Suite 2, Omaha, NE 68114.

"LPA" means a Local Public Agency. Local Public Agencies include, but are not necessarily limited to; Nebraska Cities, Villages, Counties, Political Subdivisions, Native American Tribes, and other entities or organizations found to be eligible sub recipients of federal funds for transportation projects.

"LPA MANUAL" shall mean the Nebraska Department of Roads' LPA Guidelines Manual for Federal-Aid Projects. The LPA Manual can be found in its entirety at the following web address: <http://www.transportation.nebraska.gov/gov-aff/lpa/lpa-guidelines.pdf>.

"RESPONSIBLE CHARGE" or "RC" shall mean LPA's representative for the project whose duties and responsibilities are identified in federal law and in the LPA Manual.

"STATE" means the Nebraska Department of Roads in Lincoln, Nebraska, its Director, or authorized representative. The State represents the United States Department of Transportation on federally funded transportation projects sponsored by a sub recipient of federal funds and any reference to the "State" in this agreement shall mean the State on behalf of the United States Department of Transportation.

"FHWA" means the Federal Highway Administration, United States Department of Transportation, Washington, D.C. 20590, acting through its authorized representatives.

"DOT" means the United States Department of Transportation, Washington, D.C. 20590, acting through its authorized representatives.

To "ABANDON" the work means that the LPA has determined that conditions or intentions as originally existed have changed and that the work as contemplated herein is to be renounced and deserted for as long in the future as can be foreseen.

To "SUSPEND" the work means that the LPA has determined that progress is not sufficient, or that the conditions or intentions as originally existed have changed, or the work completed or submitted is unsatisfactory, and that the work as contemplated herein should be stopped on a temporary basis. This cessation will prevail until the LPA determines to abandon or terminate the work or to reinstate it under the conditions as defined in this agreement.

To "TERMINATE" or the "TERMINATION" of this agreement is the cessation or quitting of this agreement based upon action or failure of action on the part of the Consultant as defined herein and as determined by the LPA.

## SECTION 2. SCOPE OF SERVICES

The Consultant shall plan, develop, coordinate and implement the Little Steps. Big Impact, project for Project No. CM-D2(107), Control No. 22553, in Douglas County, Nebraska. The scope shall be developed in accordance with the LPA manual and attached hereto as Exhibit "A", Scope of Services which are attached and hereby made a part of this agreement. Any services performed by the Consultant prior to written approval of the LPA will be solely at the expense of the Consultant.

The LPA has the absolute right to add or subtract from the scope of services at any time and such action on its part will in no event be deemed a breach of this agreement. The LPA will give the Consultant seven days written notice of such addition or subtraction. Any necessary addition or subtraction in the "General Scope of Services" shall follow the Consultant Work Order Process outlined in the FEES AND PAYMENTS section below.

## SECTION 3. CHANGES TO PERSONNEL

The Consultant has furnished a document entitled Staffing Plan in Exhibit "A". Personnel who are added to the Staffing Plan as replacements must be persons of comparable training and experience. Personnel added to the Staffing Plan as new personnel and not replacements must be qualified to perform the intended work. The Consultant shall notify the LPA of any personnel changes. The LPA reserves the right to accept or reject the personnel change. Failure on the part of the Consultant to provide acceptable replacement personnel or qualified new personnel as determined by the LPA will be cause for termination of this agreement, with settlement to be made as provided in the SUSPENSION, ABANDONMENT, OR TERMINATION section of this agreement.

## SECTION 4. NEW EMPLOYEE WORK ELIGIBILITY STATUS

The Consultant agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. The Consultant hereby agrees to contractually require any Subconsultants to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as



the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

The undersigned duly authorized representative of the Consultant, by signing this agreement, hereby attests to the truth of the following certifications, and agrees as follows:

**Neb.Rev.Stat. § 4-114.** I certify compliance with the provisions of Section 4-114 and, hereby certify that this Consultant shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. I agree to require all Subconsultants, by contractual agreement, to require the same registration and verification process.

If the Consultant is an individual or sole proprietorship, the following applies:

1. The Consultant must complete the United States Citizenship Attestation form, available on the Department of Roads website at [www.transportation.nebraska.gov/projdev/#save](http://www.transportation.nebraska.gov/projdev/#save).
2. If the Consultant indicates on such Attestation form that he or she is a qualified alien, the Consultant agrees to provide the US Citizenship and Immigration Services documentation required to verify the Consultant lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Consultant understands and agrees that lawful presence in the United States is required and the Consultant may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

#### SECTION 5. STANDARD PRACTICES AND REQUIREMENTS

It is mutually agreed that at the request of the LPA, the Consultant shall provide the LPA a detailed report of the product and progress of the work and allow inspection of the existing work product. From time to time, additions, deletions, changes, elaborations, or modifications of the services performed under the terms of this agreement may be determined by the LPA to be desirable or preferable. These changes will be made by supplement agreement.

#### SECTION 6. NOTICE TO PROCEED AND COMPLETION

The LPA will issue the Consultant a written Notice-to-Proceed when LPA determines that federal funding approval has been obtained for the project, upon full execution of the agreement, and upon State concurrence that the form of this agreement is acceptable for

federal funding eligibility. Any work or services performed by Consultant on the project prior to the date specified in the written Notice-to-Proceed is not eligible for reimbursement.

The Consultant shall do all the work according to the schedule in attached Exhibit "A" and shall complete all work required under this agreement in a satisfactory manner.

Any costs incurred by Consultant after the completion deadline are not eligible for federal funding reimbursement unless the Consultant has received an extension of time in writing from LPA and the LPA has federal funding approval for the extension of time.

The completion time will not be extended because of any avoidable delay attributed to the Consultant, but delays attributable to the LPA may constitute a basis for an extension of time.

LPA authorized changes in the scope of work, which increase or decrease work-hours or services required of the Consultant, will provide the basis for a change of time and/or changes to the Consultant's fee.

#### SECTION 7. FEES AND PAYMENTS

The general provisions concerning payment under this agreement are set out on Exhibit "B", attached hereto and hereby made a part of this agreement.

For performance of the services described in the Scope of Services, Consultant will be compensated for actual work performed up to a **Maximum-Not-To-Exceed** amount of up to \$196,000.00 in accordance with Exhibit "B".

#### SECTION 8. PROFESSIONAL PERFORMANCE

The Consultant understands that the LPA will rely on the professional performance and ability of the Consultant. Any examination by the LPA, State or the FHWA, or any acceptance or use of the work product of the Consultant, will not be considered to be a full and comprehensive examination and will not be considered an approval of the work product of the Consultant which would relieve the Consultant from any liability or expense that would be connected with the Consultant's sole responsibility for the propriety and integrity of the professional work to be accomplished by the Consultant pursuant to this agreement. That further, acceptance or approval of any of the work of the Consultant by the LPA or of payment, partial or final, will not constitute a waiver of any rights of the LPA to recover from the Consultant, damages that are caused by the Consultant due to error, omission, or negligence of the Consultant in its work. That further, if due to error, omission, or negligence of the Consultant, the plans, specifications, and estimates are found to be in error or there are omissions therein revealed during the construction of the project and revision or reworking of

the plans is necessary, the Consultant shall make such revisions without expense to the LPA. The Consultant shall respond to the LPA's or State's notice of any errors or omissions within 24 hours and give immediate attention to these corrections to minimize any delays to the construction contractor. This may involve visits by the Consultant to the project site, if directed by the LPA. If the Consultant discovers errors in its work, it shall notify the LPA and State of the errors within seven days. Failure of the Consultant to notify the LPA will constitute a breach of this agreement. The Consultant's legal liability for all damages incurred by the LPA caused by error, omission, or negligent acts of the Consultant will be borne by the Consultant without liability or expense to the LPA.

#### SECTION 9. CHANGE OF PLAN, ABANDONMENT, SUSPENSION, AND TERMINATION

Additions to the schedule of services, if approved in writing, will require negotiation of a supplemental agreement. For any work beyond the schedule of services, the Consultant shall document the additional work, estimate the cost to complete the work, and receive written approval from the LPA before the Consultant begins the work. Any such work performed by the Consultant prior to written approval of the LPA will be done at the expense of the Consultant.

The LPA has the absolute right to abandon the project or to change the general scope of work at any time and such action on its part will in no event be deemed a breach of agreement. The LPA can suspend or terminate this agreement at any time. Such suspension or termination may be affected by the LPA giving the Consultant seven days written notice.

If the LPA abandons or subtracts from the work, or suspends or terminates the agreement as presently outlined, the Consultant will be compensated in accordance with the provisions of 48 CFR 31, provided however, that in case of suspension, abandonment, or termination for breach of this agreement or for tender of improper work, the LPA can suspend payments, pending the Consultant's compliance with the provisions of this agreement. In determining the percentage of work completed, the LPA will consider the work performed by the Consultant prior to abandonment or termination to the total amount of work contemplated by this agreement. The ownership of all project plans and supporting documents completed or partially completed at the time of such termination or abandonment will be retained by the LPA and the Consultant shall immediately deliver all project plans and supporting documents to the LPA.

## SECTION 10. OWNERSHIP OF DOCUMENTS

All project data prepared or obtained under the terms of this agreement are the property of the LPA and the Consultant shall deliver them to the LPA without restriction or limitation as to further use.

LPA acknowledges that such data may not be appropriate for use on an extension of the work covered by this agreement or on other projects. Any use of the data for any purpose other than that for which it was intended without the opportunity for Consultant to review the data and modify it if necessary for the intended purpose will be at the LPA's sole risk and without legal exposure or liability to Consultant.

## SECTION 11. USE AND/OR RELEASE OF PRIVILEGED OR CONFIDENTIAL INFORMATION

Certain information provided by the LPA or State to the Consultant is confidential information contained within privileged documents protected by 23 U.S.C. §409. "Confidential information" means any information that is protected from disclosure pursuant to state and federal law and includes, but is not limited to, accident summary information, certain accident reports, diagnostic evaluations, bridge inspection reports, and any other documentation or information that corresponds with said evaluations or reports, and any other information protected by 23 U.S.C. §409. "Privileged document" means any document pertaining to any file or project maintained by the LPA or State that is privileged and protected from disclosure, pursuant to appropriate state and federal law, including any document containing attorney-client communications between an LPA or State employee and Legal Counsel. This confidential and privileged information is vital and essential to the Consultant in order that the Consultant adequately complete the work under this agreement on behalf of the LPA or State.

The Consultant agrees it will only use any information or documentation that is considered to be privileged or confidential for the purposes of executing the services by which it has agreed to render for the LPA or State. The Consultant agrees not to reveal, disseminate, or provide copies of any document that is confidential and privileged to any individual or entity. The LPA agrees that any information or documentation that is considered to be privileged or confidential that is provided to Consultant will be marked with the following information:

**“CONFIDENTIAL INFORMATION:** Federal Law, 23 U.S.C §409, prohibits the production of this document or its contents in discovery or its use in evidence in a State or Federal Court. The LPA has not waived any privilege it may assert as provided by that law through the dissemination of this document and has not authorized further distribution of this document or its contents to anyone other than the original recipient.”

The Consultant agrees to obtain the written approval by the State prior to the dissemination of any privileged or confidential information or documentation if it is unclear to the Consultant whether such information or documentation is in fact privileged or confidential.

The Consultant and the LPA agree that any unauthorized dissemination of any privileged or confidential information or documentation on the part of the Consultant will create liability on the part of the Consultant to the LPA for any damages that may occur as a result of the unauthorized dissemination. The Consultant agrees to hold harmless, indemnify, and release the LPA for any liability that may ensue on the part of the LPA for any unauthorized dissemination of any privileged or confidential information or documentation on the part of the Consultant.

#### SECTION 12. FORBIDDING USE OF OUTSIDE AGENTS

The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Consultant, to solicit or secure this agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this agreement. For breach or violation of this warranty, the LPA has the right to annul this agreement without liability or, in its discretion, to deduct from the agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

#### SECTION 13. NON-RAIDING CLAUSE

The Consultant shall not engage the services of any person or persons presently in the employ of the LPA or the State for work covered by this agreement without the prior written consent of the employer of the persons.

#### SECTION 14. GENERAL COMPLIANCE WITH LAWS

The Consultant hereby agrees to comply with all federal, state, and local laws and ordinances applicable to the work.

#### SECTION 15. DISPUTES

Any dispute concerning a question of fact in connection with the work covered under this agreement will be addressed in accordance with LPA Manual Section 4.4.3.5 DISPUTE RESOLUTION.

## SECTION 16. RESPONSIBILITY FOR CLAIMS AND LIABILITY

The Consultant agrees to save harmless the LPA from all claims and liability due to the activities of the Consultant or those of the Consultant's agents or employees in the performance of work under this agreement. In this connection, the Consultant shall for the life of this agreement, carry insurance as outlined in Exhibit "C" and attached hereto, and hereby made a part of this agreement.

## SECTION 17. PROFESSIONAL REGISTRATION

This section has intentionally been left blank.

## SECTION 18. SUCCESSORS AND ASSIGNS

This agreement is binding on successors and assigns of either party.

## SECTION 19. DRUG-FREE WORKPLACE POLICY

The Consultant shall have an acceptable and current drug-free workplace policy on file with the State.

## SECTION 20. FAIR EMPLOYMENT PRACTICES ACT

The Consultant agrees to abide by the Nebraska Fair Employment Practices Act, as provided by Neb.Rev.Stat. 48-1101 through 48-1126, which is hereby made a part of and included in this agreement by reference.

## SECTION 21. DISABILITIES ACT

The Consultant agrees to comply with the Americans with Disabilities Act of 1990 (P.L. 101-366), as implemented by 28 CFR 35, which is hereby made a part of and included in this agreement by reference.

## SECTION 22. DISADVANTAGED BUSINESS ENTERPRISES

The Consultant shall ensure that disadvantaged business enterprises, as defined in 49 CFR 26, have the maximum opportunity to compete for and participate in the performance of subagreements financed in whole or in part with federal funds under this agreement. Consequently, the disadvantaged business requirements of 49 CFR 26 are hereby made a part of and included in this agreement by reference.

The Consultant shall not discriminate on the basis of race, color, sex, or national origin in the award and performance of FHWA-assisted contracts. Failure of the Consultant to carry out the requirements set forth above will constitute a breach of this agreement and, after the notification of the FHWA, may result in termination of this agreement by the LPA or such remedy as the LPA deems appropriate.

## SECTION 23. NONDISCRIMINATION

- A. Compliance with Regulations: During the performance of this agreement, the Consultant, for itself and its assignees and successors in interest, agrees to comply with the regulations of the DOT relative to nondiscrimination in federally-assisted programs of the DOT (49 CFR 21 and 27, hereinafter referred to as the Regulations), which are hereby made a part of and included in this agreement by reference.
- B. Nondiscrimination: The Consultant, with regard to the work performed by it after award and prior to completion of this agreement, shall not discriminate on the basis of race, color, sex, or national origin in the selection and retention of Subconsultants, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR 21.5, including employment practices when the agreement covers a program set forth in Appendixes A, B, and C of 49 CFR 21.
- C. Solicitations for Subagreements, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subagreement, including procurements of materials or equipment, each potential Subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations under this agreement and the Regulations relative to nondiscrimination on the basis of race, color, sex, or national origin.
- D. Information and Reports: The Consultant shall provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the LPA, State or FHWA to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall certify to the LPA, State or FHWA, as appropriate, and set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this agreement, the LPA will impose such

agreement sanctions as it or the State and FHWA may determine to be appropriate, including but not limited to withholding of payments to the Consultant under this agreement until the Consultant complies, and/or cancellation, termination, or suspension of this agreement, in whole or in part.

- F. Incorporation of Provisions: The Consultant shall include the provisions of paragraphs A through E of this section in every subagreement, including procurements of materials and leases of equipment, unless exempt by the Regulations, orders, or instructions issued pursuant thereto. The Consultant shall take such action with respect to any subagreement or procurement as the LPA, State or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance, provided however, that in the event a Consultant becomes involved in or is threatened with litigation with a Subconsultant/ Subcontractor as a result of such direction, the Consultant may request that the LPA enter into such litigation to protect the interests of the LPA and, in addition, the Consultant may request that the State and United States enter into such litigation to protect the interests of the State and United States.

#### SECTION 24. SUBLETTING, ASSIGNMENT, OR TRANSFER

The Subconsultant/Subcontractor will provide services to conduct a survey and written report and motion graphics animation.

Any other subletting, assignment, or transfer of any professional services to be performed by the Consultant is hereby prohibited unless prior written consent of the LPA is obtained.

The Consultant shall enter into an agreement with its Subconsultants/Subcontractors for work covered under this agreement. All Subconsultant/Subcontractor agreements for work covered under this agreement, in excess of \$10,000, must contain similar provisions to those in this agreement. No right-of-action against the LPA will accrue to any Subconsultant/Subcontractor by reason of this agreement.

As outlined in the DISABILITIES ACT Section of this agreement, the Consultant shall take all necessary and reasonable steps to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform subagreements. Any written request to sublet any other work must include documentation of efforts to employ a disadvantaged business enterprise.



## SECTION 25. CONFLICT OF INTEREST

The LPA shall review the Conflict of Interest provisions of 23 CFR 1.33 and 49 CFR 18.36(b)(3) and agrees to comply with all the Conflict of Interest provisions in order for the project to remain fully eligible for State or Federal funding. LPA should review, understand and follow the instructions provided in the **NDOR CONFLICT OF INTEREST GUIDANCE DOCUMENT for LPA OFFICIALS, EMPLOYEES & AGENTS for LOCAL FEDERAL-AID TRANSPORTATION PROJECTS** located on the State website at the following location:

<http://www.dor.state.ne.us/gov-aff/lpa/chapter-forms/coi/coi-guidance-doc-lpa.pdf>.

In the event a consultant is used by the LPA on this project, the consultant must also complete and sign the **CONFLICT OF INTEREST DISCLOSURE FORM FOR CONSULTANTS for Local Federal-aid Transportation Projects**, for each project. This form is located on the State website at the following location: <http://www.dor.state.ne.us/gov-aff/lpa/chapter-forms/coi/coi-disclosure-doc-consultant.pdf>.

Consultants and sub-consultants providing services for LPA's, or submitting proposals for services, shall have the duty to notify the LPA and the NDOR LPD PC and submit a revised Conflict of Interest Disclosure Form for Consultants for any changes in circumstances, or discovery of any additional facts, that could result in someone employed by, or who has an ownership, personal, or other interest with Consultant or sub-consultant having a real or potential conflict of interest on an LPA federal-aid transportation project.

## SECTION 26. CONSULTANT CERTIFICATIONS

The undersigned duly authorized representatives of the Consultant, by signing this agreement, hereby swears, under the penalty of law, the truth of the following certifications, and agrees as follows:

- A. **Neb.Rev.Stat. § 81-1715(1)**. I certify compliance with the provisions of Section 81-1715 and, to the extent that this contract is a lump sum or actual cost-plus-a-fixed fee professional service contract, I hereby certify that wage rates and other factual unit costs supporting the fees in this agreement are accurate, complete, and current as of the date of this agreement. I agree that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the LPA determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. Neb.Rev.Stat. §§ 81-1701 through 81-1721.

- B. Neb. Rev. Stat. §§ 81-1717 and 1718. I hereby certify compliance with the provisions of Sections 81-1717 and 1718 and, except as noted below neither I nor any person associated with the firm in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position involving the administration of federal funds:
1. Has employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this agreement, or
  2. Has agreed, as an express or implied condition for obtaining this agreement, to employ or retain the services of any firm or person in connection with carrying out this agreement, or
  3. Has paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with procuring or carrying out this agreement, except as here expressly stated (if any).

C. **Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions.** Section C1 below contains 10 instructions that consultant agrees to follow in making the certifications contained in C2.

**1. Instructions for Certification**

- a. By signing this agreement, the Consultant is providing the certification set out below.
- b. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this project. The Consultant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the LPA's determination whether to enter into this agreement. However, failure of the Consultant to furnish a certification or an explanation will disqualify the Consultant from participation in this agreement.

- c. The certification in this clause is a material representation of fact upon which reliance was placed when the State determined to enter into this agreement. If it is later determined that the Consultant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the LPA may terminate this agreement for cause or default.
- d. The Consultant shall provide immediate written notice to the LPA if at any time the Consultant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- e. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
- f. The Consultant agrees that should the proposed covered transaction be entered into, it will not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the LPA before entering into this agreement.
- g. The Consultant further agrees to include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the State without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- h. The Consultant in a covered transaction may rely upon a certification of a prospective Subconsultant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A Consultant may decide the

method and frequency by which it determines the eligibility of its principals.

- i. Nothing contained in the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of the Consultant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- j. Except for transactions authorized under paragraph (f) of these instructions, if the Consultant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the LPA may terminate this agreement for cause or default.

**2. Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions**

- a. By signing this agreement, the Consultant certifies to the best of its knowledge and belief, that it and its principals:
  - i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - ii. Have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph A.(ii) of this certification; and
  - iv. Have not within a three-year period preceding this agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- b. Where the Consultant is unable to certify to any of the statements in this certification, such Consultant shall attach an explanation to this agreement. I acknowledge that this certification is to be furnished to the State and the FHWA in connection with this agreement involving participation of federal-aid highway funds and is subject to applicable, state and federal laws, both criminal and civil.

#### SECTION 27. LPA CERTIFICATION

By signing this agreement, I, do hereby certify that, to the best of my knowledge, the Consultant or its representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this agreement to:

- (a) employ or retain, or agree to employ or retain, any firm or person, or
- (b) pay or agree to pay to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind.

I acknowledge that this certification is to be furnished to the FHWA, upon their request, in connection with this agreement involving participation of Federal-Aid highway funds and is subject to applicable state and federal laws, both criminal and civil.

#### SECTION 28. ALL ENCOMPASSED

This instrument embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than contained herein, and this agreement supersedes all previous communications, representations, or other agreements or contracts, either oral or written hereto.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their proper officials thereunto duly authorized as of the dates below indicated.

After being duly sworn on oath, I do hereby acknowledge the foregoing certification and state that I am authorized to sign this agreement.

EXECUTED by the Consultant this \_\_\_\_ day of \_\_\_\_\_, 2017 .

LOVGREN MARKETING GROUP  
Linda Lovgren

\_\_\_\_\_  
President

STATE OF NEBRASKA )  
                                  )ss.  
DOUGLAS COUNTY    )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Notary Public

EXECUTED by the LPA this \_\_\_\_ day of \_\_\_\_\_, 2017.

METROPOLITAN AREA PLANNING  
AGENCY  
Greg Youell

\_\_\_\_\_  
Executive Director

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Clerk

STATE OF NEBRASKA  
DEPARTMENT OF ROADS  
Form of Agreement Approved for  
Federal Funding Eligibility:

\_\_\_\_\_  
Date



**General Scope of Work**  
**2017 Summer CMAQ Air Quality Improvement Campaign**  
**February 1, 2017-January 31, 2018**

## **Task 1 – Project Management**

### **Objective:**

To plan, develop, coordinate and implement the *Little Steps. Big Impact.* project. This implementation will be executed between Lovgren Marketing Group (LMG) team, Metro Area Planning Agency (MAPA) and the campaign's partner organizations (together known as the LSBI Campaign Team) through regularly planned meetings, collaboration and communications.

### **Deliverables:**

Project strategic plan, project execution plan, timeline, creative services, media buy, social media strategy and engagement, website updates and redevelopment, campaign monitoring, earned media planning and coordination, monthly progress reports, coordination of meetings as necessary, meeting minutes and other communications determined by the year-long campaign plan.

### **Project Management and Administration:**

- 1.1 Project strategic plan.** Through collaboration with the LSBI Campaign Team the Logic Model developed in 2016 will be reviewed. The essential element of that model will be translated into a strategic marketing plan for the 2017 LSBI campaign which will establish target goals, strategies and tactics to meet those goals.
- 1.2 Project execution plan.** Utilizing the Strategic Plan as the guide, an overall campaign execution plan which utilizes survey results, graphic design, creative approach, media buy, social media, the website and public relations efforts will be provided to the LSBI Campaign Team for discussion and approval. The execution plan will include a timeline and milestones for measuring campaign progress. This plan continues the effort to expand the reach of the campaign across a 12-month period.
- 1.3 Paid Media buy.** Develop a robust media plan across both traditional and digital platforms including negotiated value added elements to extend the reach of the plan, implement associated promotions and provide a timeline for placements of the plan. Extend the campaign plan reach by utilizing additional social and digital media options throughout the year. The plan will create reasonable measurements to monitor effectiveness.
- 1.4 Plan monthly or bi-monthly progress meetings with LSBI Campaign Team.** Develop meeting agendas, provide appropriate meeting notes, report activities and events the team partners are participating in or leading, evaluate available data toward the goals and monitor the campaign's overall progress.
- 1.5 Conduct planning meetings with LSBI Campaign Team.** Such meetings would include discussion and presentation of creative approach, potential earned media opportunities, message points

prior to news conferences or media interviews, review materials for presentations and other campaign ideas or issues pertinent to the project.

- 1.6 **Administrative duties.** Assist with plan execution, prepare and distribute invoicing for media buys, monitor sub-contracts and all costs associated with the contract.

## **Task 2 – Air Quality Awareness Survey**

### **Objective:**

To monitor public awareness of air quality issues, measure the effectiveness of the current campaign, track the attitude of metro-area residents regarding barriers to using alternate forms of transportation, determine incentives, real or perceived, which would increase overall participation, determine which messages are most effective in altering public behavior and attitudes toward improving air quality in the targeted market.

### **Deliverables:**

Review and provide estimates for a survey to be conducted in Pottawattamie, Sarpy and Douglas counties, determine whether this should be a one-time survey or a tracking survey over the course of the complete year, based on our target audience and implemented as either a phone or on-line survey, provide a sample of the survey instrument for the team to review, develop a timeline for start/ completion of survey, along with the survey contractor provide an analysis and reporting to include comparisons of respondents, and an executive summary with supporting documents and data. The survey will be completed in early Fall after the conclusion of the primary paid media campaign.

- 2.1 **Survey Management and Administration.** LMG will provide survey management and administration including:

- 2.1.1 Request and assess bids from qualified research firms as a sub-contract. Negotiate contract, present to MAPA for approval of the selected firm. Invoice client for completed and satisfactory work.

- 2.1.2 LMG will prepare, in conjunction with the selected research firm, an on-line and/or phone survey instrument that will meet the objectives defined regarding the survey results. Present the survey questionnaire to MAPA for approval of the questions and the process. Share the questionnaire with the coordinating organizations and campaign partners for input.

- 2.2 **Survey Development.**

- 2.2.1 Meet with research firm to develop/approve survey instrument, including level of information about air quality issues in the Metro area, barriers to alternate modes of transportation or reduced vehicle trips.

- 2.2.2 Monitor progress, schedule and facilitate coordination of both the phone and/or on-line survey design and implementation.

- 2.2.3 Maintain communication with coordinating organizations and campaign partners during the survey process.

- 2.3 **Survey Results.** LMG will provide, in conjunction with the selected research firm;

- 2.3.1 A summary presentation of the survey for MAPA and the Campaign team.

- 2.3.2 An executive summary.



**2.3.3** Full detailed cross-tab version of the survey.

**2.3.4** Monitoring of the survey deliverables for completion and provide the contractor invoice to MAPA.

### **Task 3 – Graphics, Creative, Production and Web Design**

#### **Objective:**

Continue to refine the creative approach established in 2016, graphics and visual brand to reflect the new broader campaign strategy emphasizing the messages of improving air quality. *Little Steps. Big Impact.* will be implemented across the year-long timeframe of the 2017 campaign promoting the importance of reducing ozone and improving air quality in the three county metro-area. The campaign will provide tips on how the public can help by changing small routines, promoting alternative fuels, emphasizing modes of transportation that would improve air quality such as bicycling, carpooling, riding the bus and walking.

#### **Deliverables:**

Graphic design concepts: broadcast, print and digital ads, web design and content updates, copywriting and production to implement the media campaign, video bites to tell compelling stories for social media and other content strategies. MAPA must approve all recommended deliverables prior to purchase or implementation.

- 3.1 Graphic design.** LMG will use the existing *Little Steps. Big Impact.* concept as the foundation for the updated design. New design elements will be developed and presented to the LSBI Campaign Team based on their input and the campaign's goals.
- 3.2 Creative Development and Production.** LMG will update the creative concept previously used with *Little Steps. Big Impact.* focusing on air quality and incorporating the messaging of alternative fuels and everyday changes people can make to improve health and quality of life. This includes review and updates of creative elements for print, outdoor, broadcast, digital and social media platforms.
- 3.3 Web design.** LMG will update the *Little Steps. Big Impact.* Website highlighting key elements of the new aspects of the program as they are developed. LMG will link with key partners including the Commuter Challenge, Douglas County Health, Live Well, Ethanol Board and other partner organizations as well as organizations with like-minded goals.
- 3.4 Web content.** LMG will update content to the website throughout the campaign which could include links to pertinent data, blogs or social media links, news stories related to the campaign, links to LSBI partners and maximize connectivity to relevant sites and information.
- 3.5 Social and Digital.** Along with our social media contractor, Canary and Coal, we will implement effective new strategies, relevant social media content and graphics to target audiences. Social media goals will encompass multiple channels and serve to cost-effectively extend the program's reach.

### **Task 4 – Media Planning and Placement**

#### **Objective:**

To develop a multi-media campaign designed to build awareness of the CMAQ message during the summer of 2017 through the purchase of paid media, reaching 75% of targeted adults age 25-55 in the

Omaha Metro Area. In addition, the campaign would leverage the purchased media to gain value added positions on air, on-line and to develop promotional opportunities with the media. This plan will be built with extended media channels to provide messaging and engagement through the 12-month period. MAPA must approve the multi-media campaign prior to placement or implementation.

**Deliverables:**

A strategic media buy incorporating traditional mass media, social media, an online presence and website.

- 4.1 Media buying.** LMG is responsible for building awareness of the CMAQ air quality message through the strategic purchase of broadcast television, radio, print, outdoor, digital and social media sites, or any combination of platforms within the available budget.
  - 4.1.1** Research the rates and ranking necessary to make buying decisions.
  - 4.1.2** Negotiate rates along with value added and pro bono extensions to be reviewed and approved by MAPA prior to purchase.
  - 4.1.3** Provide a recommended schedule of spots/insertions with costs for the campaign.
  - 4.1.4** Develop insertion orders for each outlet/medium selected and provide to the outlets.
- 4.2 Social/Digital Placement.** Along with our contractor, we will develop placements appropriate for the situation, increase the duration of the campaign across 12-months and make it available for the approval process and implement the plan.
- 4.3 Insertions/Traffic.** LMG will provide each media appropriately formatted content for air/placement.
- 4.4 Monitoring.** LMG will provide oversight to:
  - 4.4.1** Monitor the placements to assure correct scheduling and billing.
  - 4.4.2** Coordinate invoicing and payment of placements.
  - 4.4.3** Provide to the MAPA a detailed billing summary of campaign budget and the value added placements provided by media. Overall budgeting will be shared with the LSBI campaign team.

## **Task 5 – Public Relations**

**Objective:**

To educate metro-area residents about the Little Steps. Big Impact. campaign, to build overall awareness of declining air quality, to provide steps individuals, businesses and organizations can take to improve air quality, as well as options for reducing vehicle trips on a regular basis.

**Deliverables:**

Develop consistent messaging about the program, air quality, and ozone reduction to be communicated through LSBI Campaign Team and public spokespersons; provide the media with information about the program in the development of targeted television, radio and print stories; develop social media

content; provide quantitative accounting from third party sources on reach and impact of media relations' efforts.

- 5.1 Consistent messaging.** Develop consistent message/talking points to be provided to the LSBI Campaign Team and identified spokespersons for the program. Using the results of the survey, target objectives, and partner feedback determine the messages that most resonate with the stakeholders and the general population.
- 5.2 Media relations.** LMG will implement media relations across the extended period as follows:
  - 5.2.1** Plan key media briefings to educate media and news management on the objectives of the campaign.
  - 5.2.2** Initiate media opportunities – write news releases, organize news conferences, seek out media opportunities.
  - 5.2.3** Provide on-going background information to news media about the campaign; provide story ideas, interesting interviews and other opportunities for story development.
- 5.3 Editorials.** Solicit positive opinion pieces to support the campaign in area newspapers and on broadcast media.
- 5.4 Engage social media.** Utilize the established Twitter and Facebook accounts to extend the campaign impact, share earned media stories, and provide news briefs.
  - 5.4.1** Coordinate with other like-minded individuals/organizations to expand the social media reach.
  - 5.4.2** Develop and implement a plan for populating social media sites. Increase the activity level and improve content for Twitter and Facebook.

Facebook:

- Increase the total number of page likes by 40%
- Increase the total page user engagement by 50%
- Increase the total reach by 100%

Twitter:

- Increase the total number of followers by 30%
- Increase the total feed user engagement by 40%
- Increase the total impressions by 50%

- 5.5 Develop community partners.** Expand our reach through community involvement activities.
  - 5.5.1** Coordinate with all local radio and television meteorologists and traffic reporters to be more aware of the campaign and to assist in the dissemination of information about the high ozone alert days; health risk levels; or other thought-provoking information.
  - 5.5.2** Contact a minimum of 25 corporations/businesses to develop connections related to advantages for employees who could use alternate transportation such as carpooling or bus and that could benefit from partnering with this campaign.
  - 5.5.3** Utilize our partnership with metro cities to promote the campaign in public places such as 12 Omaha City parking garages, 12 Omaha public libraries and four additional libraries systems in the targeted Counties, public building lobbies of at least four suburban communities in the targeted Counties.

- 5.5.4 Expand coordination with County health officials and health departments in four major surrounding counties to help emphasize the health benefits of improved air quality.
- 5.5.5 Expand the youth engagement program to three additional school districts.
  - 5.5.5.1 Expand the outreach to curriculum specialists to determine appropriate involvement.
  - 5.5.5.2 Continue to encourage youth projects to help build awareness about air quality.
  - 5.5.5.3 Engage students in Little Steps like idle free zone campaigns, biking to school or other efforts to raise awareness of ozone pollution with students, educators and parents.
  - 5.5.5.4 Build on the early successes last year and reach out to other similar programs across the country to learn best practices.
- 5.6 **Develop print, audio or visual materials** as needed for meetings, briefings, presentations and other activities as determined by the project execution plan.

# Staffing Plan (SRC)

# Consultant

**Project Name:** Little Steps Big Impact Ozone Awareness Campaign  
**Consultant:** Lovgren Marketing Group  
**Consultant PM:** Linda Lovgren 402-397-7158 lovgren@lovgren.com  
**NDOR PC:** \_\_\_\_\_  
**Date:** January 30, 2017

**Project Number:** \_\_\_\_\_  
**Control Number:** \_\_\_\_\_



#	Code	Classification	#	Code	Classification
1	PR	Principal	6	DES	Designer
2	PM	Program Manager	7	TECH	Technician
3	SENG	Sr. Engineer	8	ADM	Administrative
4	ENG	Engineer	9	UD1	User Defined 1
5	SDES	Sr. Designer	10	UD2	User Defined 2

<b>Overhead Rate</b> <sup>[1]</sup>	_____ %
<b>Fee for Profit Rate</b> <sup>[2]</sup>	_____ %
<b>FCCM (if applicable)</b>	_____ %

## SPECIFIC RATES OF COMPENSATION TABLE

Template: T-WB-Generic SRC (rev 1-04-2017)

Employee Name	Job Title & Certifications <sup>[3]</sup>	Hourly Rate <sup>[4]</sup>	Billing Rate <sup>[5]</sup>	% Assigned
<b>Principal</b>				
Linda Lovgren	President, Project Manager	\$190.00	\$190.00	100%
	Accredited PR Counselor			
<b>Weighted Rate for Classification:</b>			<b>\$190.00</b>	
<b>Administrative</b>				
Pam Hill	Project Assistant	\$85.00	\$85.00	50%
Donna Maxey	Project Assistant	\$85.00	\$85.00	50%
<b>Weighted Rate for Classification:</b>			<b>\$85.00</b>	
<b>User Defined 1</b>				
Tom Nemitz	Creative Manager/Web Designer	\$145.00	\$145.00	100%
<b>Weighted Rate for Classification:</b>			<b>\$145.00</b>	
<b>User Defined 2</b>				
<b>Weighted Rate for Classification:</b>				

<b>Consultant's Estimate of Hours</b>	<b>Consultant</b>
---------------------------------------	-------------------

**Project Name:** Little Steps Big Impact Ozone Awareness Campaign  
**Consultant:** Lovgren Marketing Group  
**Consultant PM:** Linda Lovgren 402-397-7158 lovgren@lovgren.com  
**NDOR PC:** \_\_\_\_\_  
**Date:** January 30, 2017

TASKS	PERSONNEL CLASSIFICATIONS			
	PR	ADM	UD1	Total
<b>I. Project Management</b>	<b>93</b>	<b>35</b>	<b>15</b>	<b>143</b>
1.1 Project Execution Plan	5			5
1.2 Media Planning	10			10
1.3 Progress & Client Meetings	30		15	45
1.4 Project Implementation	38			38
1.5 Administrative Duties	10	35		45
<b>Sub-Total:</b>				
<b>II. Air Quality Awareness Survey</b>	<b>21</b>			<b>21</b>
2.1.1 Collect Bids/Negotiate Contract with Research Firm	2			2
2.1.2 Meet with research firm to develop survey	3			3
2.1.3 Present survey questionnaire for approval	2			2
2.1.4 Monitor Progress, schedule & facilitate implementation	5			5
2.3.1 Coordinate Survey-executive summary	3			3
2.3.2 Present survey results	3			3
2.3.3 Coordinate Full detail survey results report	3			3
<b>Sub-Total:</b>				
<b>III. Creative/Graphics</b>			<b>125</b>	<b>125</b>
3.1 Graphic Design			45	45
3.2 Broadcast Creative/Production			20	20
3.3 Web Design			20	20
3.4 Web Content			20	20
3.5 Social & Digital			20	20
<b>Sub-Total:</b>				
<b>IV. Media Coordination</b>	<b>33</b>	<b>67</b>		<b>100</b>
4.1.1 Research rates for buying decisions	9			9
4.1.2 Negotiate rates with value added/pro bono extensions	20			20
4.1.3 Provide recommended media schedule	4			4
4.1.4 Complete Insertion Orders & Traffic		20		20
4.4.1 Monitor placement for accurate schedules/billing		12		12
4.4.2 Coordinate invoicing/payments		15		15
4.4.3 Provide detailed billing summary		20		20
<b>Sub-Total:</b>				
<b>V. Public Relations</b>	<b>58</b>			<b>58</b>
5.2.1 Plan key media briefings	6			6
5.2.2 Initiate earned media opportunities	12			12
5.4.2 Develop strategic plan for social media platforms	10			10
5.5.1 Coordinate with meteorologists/traffic reporters	5			5
5.5.2 Develop network of corporation/businesses/schools	15			15
5.6.1 Meetings, briefings, presentations, other activities	10			10
<b>Sub-Total:</b>				
<b>Total Days</b>	<b>25.6</b>	<b>12.8</b>	<b>18</b>	<b>56</b>
<b>Total Hours</b>	<b>205</b>	<b>102</b>	<b>140</b>	<b>447.0</b>

<b>Direct Expenses</b>	<b>Consultant</b>
------------------------	-------------------

Project Name: Little Steps Big Impact Ozone Awareness Campaign	Project Number: _____
Consultant: Lovgren Marketing Group	Control Number: _____
Consultant PM: Linda Lovgren 402-397-7158 lovgren@lovgren.com	
NDOR PC: _____	
Date: January 30, 2017	

<b>Subconsultants:</b>			<b>Amount</b>
Survey Subconsultant			\$15,000.00
Social Media Consultant			\$12,000.00
<b>Subtotal</b>			<b>\$27,000.00</b>
<b>Printing and Reproduction:</b>			
	<b>Qty</b>	<b>Unit Cost</b>	<b>Amount</b>
Printing /Production* Collateral, Display, Ozone Monitors, Banners, Backpacks, Radio, Outdoor	1	\$16,080.00	\$16,080.00
Media*Print Ads, Radio Spots, Television, Outdoor, On-Line, Social Media	1	\$85,000.00	\$85,000.00
<b>Subtotal</b>			<b>\$101,080.00</b>
<b>Other Miscellaneous Costs:</b>			
	<b>Qty</b>	<b>Unit Cost</b>	<b>Amount</b>
<b>Subtotal</b>			
<b>TOTAL DIRECT EXPENSES</b>			<b>\$128,080.00</b>

# Project Cost & Breakdown

# Consultant

**Project Name:** Little Steps Big Impact Ozone Awareness Campaign  
**Consultant:** Lovgren Marketing Group  
**Consultant PM:** Linda Lovgren 402-397-7158 lovgren@lovgren.com  
**NDOR PC:** \_\_\_\_\_  
**Date:** January 30, 2017

**Project Number:** \_\_\_\_\_  
**Control Number:** \_\_\_\_\_

LABOR COSTS			
Classification	Hours	Weighted Rate	Amount
Principal	205	\$190.00	\$38,950.00
Administrative	102	\$85.00	\$8,670.00
User Defined 1	140	\$145.00	\$20,300.00
	447	<b>Subtotal</b>	<b>\$67,920.00</b>

DIRECT EXPENSES		Amount
Subconsultants:		\$27,000.00
Printing And Reproduction:		\$101,080.00
Other Miscellaneous Costs:		
	<b>Subtotal</b>	<b>\$128,080.00</b>

TOTAL PROJECT COSTS		Amount
Labor Costs		\$67,920.00
Direct Expenses		\$128,080.00
	<b>TOTAL COST</b>	<b>\$196,000.00</b>

LABOR COST BY MAJOR TASKS	Direct Labor			Amount
I. Project Management	\$22,820.00			\$22,820.00
II. Air Quality Awareness Survey	\$3,990.00			\$3,990.00
III. Creative/Graphics	\$18,125.00			\$18,125.00
IV. Media Coordination	\$11,965.00			\$11,965.00
V. Public Relations	\$11,020.00			\$11,020.00
	\$67,920.00			\$67,920.00





**1. PAYMENT METHOD**

Payments under this Agreement will be made based on a Specific Rates of Compensation (SRC) payment method up to a maximum not-to-exceed amount.

**2. TOTAL AGREEMENT AMOUNT**

For completion of the Services as outlined in this Agreement, Consultant will be paid for actual services performed up to the total agreement amount of \$196,000.00. Consultant's total compensation shall not exceed this maximum amount without prior written approval of LPA.

**3. FEE FOR PROFIT** – *This section has intentionally been left blank.*

**4. ALLOWABLE COSTS**

Payment for Services under this Agreement will be made based on the payment method identified in Section 1. PAYMENT METHOD, up to the maximum amount identified in Section 2. TOTAL AGREEMENT AMOUNT. Allowable costs include wages and direct non-labor costs (including Subconsultant costs).

A. Wages are defined as the actual hours an employee worked directly on the project

multiplied by the specific rate of compensation for that employee, as indicated on the staffing plan in Exhibit "A" Consultant's Fee Proposal. For employees not listed on the staffing plan, the specific rate of compensation for that employee shall be calculated in the same manner as employees listed on the staffing plan, using the same overhead and fee for profit rate, if applicable.

1) Time reports: The hours charged to the project must be supported by adequate time distribution records that clearly indicate the distribution of hours to all projects/activities on a daily basis for the entire pay period. Time reports must provide a clear identifying link to the projects: such as project description, project number, pertinent work phase, dates of service, and the employee's name and classification. There must be an adequate system of internal controls in place to ensure that time charges are correct and have the appropriate supervisory approval.

B. Direct Non-Labor Costs: These costs include all necessary, actual, properly documented, and allowable costs related to the Consultant completing the Services. All costs must be supported by detailed receipts or invoices. Direct non-labor costs include, but are not limited to, the following:

*Transportation, mileage, lodging, and meals, subject to limitations specified below; Communication costs; Reproduction and printing costs; Special equipment and materials required for the project and approved by LPA; Special insurance premiums if required solely for this Agreement; Subconsultant costs (includes Subconsultant's wages and direct non-labor costs); Such other allowable items as approved by LPA.*

1) Subconsultant costs may not exceed the costs shown on the attached Consultant's Fee Proposal for each Subconsultant unless agreed upon by the Consultant and LPA. Subconsultant costs (wages and direct non-labor costs) must have the same level of documentation as required for Consultant.

2) The following direct non-labor costs will be reimbursed at actual costs, not to exceed the rates as shown below.

- a) TRANSPORTATION – Automobile rentals, air fares, and taxi/shuttle transportation will be actual reasonable cost and if discounts are applicable, the Consultant shall give LPA the benefit of all discounts. Receipts must be submitted with invoices.
- b) MILEAGE – The reimbursement for mileage associated with the use of company owned vehicles will be the prevailing standard rate as established by the Internal Revenue Service (IRS) through its Revenue Procedures. Reimbursement for mileage associated with the use of a privately owned vehicle (POV), is limited to the lesser of:
- (i) The mileage rate that the Consultant reimbursed to the person who submitted the claim for POV use, or
  - (ii) The prevailing standard rate as established by the IRS.
- c) LODGING – The reimbursement for lodging rates will be limited to the prevailing standard rate as indicated on the U.S. General Services Administration's (GSA) website at <http://www.gsa.gov/portal/category/100120>. Consultant shall give LPA the benefit of all lodging discounts. Receipts must be submitted with invoices.
- d) MEALS – The reimbursement for meals will be limited to the prevailing standard rate as indicated on the GSA website noted above. Expenses for alcoholic beverages are not allowed. Consultant shall give LPA the benefit of all meal discounts.
- (i) For Consultant and its employees to be eligible for the meal allowance, the following criteria must be met.
    - Breakfast:
      - Employee is required to depart at or before 6:30 a.m., or
      - Employee is on overnight travel.
    - Lunch:
      - Employee must be on overnight travel. No reimbursement for same day travel.
      - Employee is required to leave for overnight travel at or before 11:00 a.m., or
      - Employee returns from overnight travel at or after 2:00 p.m.
    - Dinner:
      - Employee leaves for overnight travel at or before 5:00 p.m, or
      - Employee returns from overnight travel or work location at or after 7:00 p.m., or
      - Employee is on overnight travel.
  - (ii) Meals are not eligible for reimbursement if the employee eats within 20 miles of the headquarters town of the employee.
  - (iii) Meal receipts must itemize all food and drink purchased. A credit card receipt alone is not sufficient documentation.
  - (iv) Reimbursement for meal gratuities/tips will be whatever is usual, or customary, but will not exceed 20 percent.

## 5. INVOICES AND PROGRESS REPORTS

- A. Documents submitted to LPA, including invoices, supporting documentation, and other information are subject to disclosure by State under the Nebraska Public Records Act found at Neb.Rev.Stat. § 84-712 et.seq. Accordingly, Consultant shall redact or not

submit to LPA information that is confidential, including, but not limited to, financial information such as social security numbers, tax ID numbers, or bank account numbers. Consultant understands that State does not have sufficient resources to review and redact confidential information submitted by Consultant. If such confidential information is submitted, Consultant shall have no right of action of any kind against State for the disclosure of such information.

B. Consultant shall promptly submit invoices to LPA, no more frequently than monthly. Invoices must present actual wages, actual direct non-labor costs, and a progress report. State law may prohibit the payment of an invoice that includes charges for services rendered more than two (2) years prior to State's receipt of the invoice.

C. Content for Invoice Package

1) Consultant's Invoice:

- i. The first page of an invoice must have an invoice number, invoice date, and an invoicing period (beginning date and ending date of services).
- ii. The invoices must identify each employee by name and classification, the hours worked, and the specific rate of compensation for each employee.
- iii. Direct non-labor expenses:
  1. Direct non-labor expenses, other than travel-related expenses, must be itemized and provide a complete description of each item billed with supporting receipts or invoices.
  2. Travel-related expenses must be summarized and submitted on DR Form 163 (see below). Supporting receipts, except meal receipts, must be submitted with DR Form 163 when invoicing for these expenses. All supporting receipts, including meal receipts, must be kept as required in Section 16. CONSULTANT COST RECORD RETENTION. State or LPA may request submittal of meal receipts for auditing purposes during invoicing.
- iv. Subconsultant Services: Consultant shall require subconsultants to provide the same supporting documentation, invoices, and receipts as Consultant is required to retain and submit.

2) Cost Breakdown Form: Each invoice package must include a completed "Cost Breakdown Form" (DR Form 162a). This form is available on the Department of Roads' website at <http://www.transportation.nebraska.gov/rfp/>.

3) Travel Log: If invoice also contains any travel-related expenses, a completed "Invoice Travel Log" (DR Form 163) must be submitted with the invoice package. This form is available on the Department of Roads' website at <http://www.transportation.nebraska.gov/rfp/>. Upon approval by State, Consultant may use a substitute Invoice Travel Log provided it documents substantially the same information as DR Form 163. The Travel Log must document the employee name, locations traveled, date/time of departure to the project, date/time of return to the headquarters town, and expenses for transportation, meals, and lodging.

4) Progress Report: A Progress Report must accompany the invoice package and document Consultant's work during the service period. If an invoice is not submitted monthly, a Progress Report must be submitted at least quarterly, either with an invoice or, if Consultant does not submit an invoice, via email to LPA and State's

Project Coordinator. Progress Report must include, but is not limited to, the following:

- i. A description of the Services completed for the service period to substantiate the invoiced amount.
- ii. A description of the Services anticipated for the next service period
- iii. Listing of information Consultant determines is needed from LPA
- iv. Percent of Services completed to date

D. All invoice packages (invoice, progress report, required DR Forms, supporting material) must be submitted LPA, for review, approval, and payment.

**6. PROGRESS PAYMENTS**

LPA will pay Consultant upon receipt of Consultant's invoice and determination by LPA that the invoice and progress report adequately substantiate the Services provided, and the Services were completed in accordance with this Agreement. Payments will not be made if the progress reports do not provide adequate substantiation for the Services or LPA or State determines that the Services have not been properly completed. LPA's will make a reasonable effort to pay Consultant within 30 days of receipt of Consultant's invoices.

**7. PROMPT PAYMENT CLAUSE**

Consultant shall include a "Prompt Payment Clause" as a part of every subcontract (including second tier subcontracts) for work. The "Prompt Payment Clause" will require payment to all subconsultants for all work completed, within twenty (20) calendar days of receipt of progress payments from the State for said work. The "Prompt Payment Clause" will also stipulate the return of retainage within thirty (30) calendar days after the subconsultants achieves the specified work as verified by payment from the State. Failure by Consultant to carry out the requirements of the "Prompt Payment Clause" and/or timely return of any retainage, without just cause, is a material breach of this Agreement, which may result in the State withholding payment from Consultant until all delinquent payments have been made (no interest will be paid for the period that payment was withheld), termination of this Agreement, or other such remedy as the State deems appropriate.

Consultant may withhold payment only for just cause, and must notify the NDOR in writing of its intent to withhold payment prior to actually withholding payment. Consultant shall not withhold, delay or postpone payment without first receiving written approval from the State.

**8. SUSPENSION OF PAYMENTS**

When work is suspended on this project, payments shall be suspended until the work resumes or this Agreement is terminated. Consultant shall not be compensated for any work completed or costs incurred on the project after the date of suspension. When work is suspended for convenience, Consultant shall be compensated for work completed or costs incurred prior to the date of suspension. When work is suspended for cause, payments shall be withheld until all remedial action is completed by Consultant to the satisfaction of LPA and State, at Consultant's sole cost.

**9. FINAL INVOICE AND PAYMENT**

Upon completion of the Services under this Agreement, Consultant shall submit their final invoice. Upon receipt of final invoice and determination by LPA and State that the invoice

and Progress Report adequately substantiate the Services provided and the Services were completed in accordance with this Agreement, LPA will pay Consultant. The acceptance by Consultant of the final payment will constitute and operate as a release to LPA and State for all claims and liability to Consultant, its representatives, and assigns, for any and all things done, furnished, or relating to the Services rendered by or in connection with this Agreement or any part thereof.

**10. AGREEMENT CLOSE-OUT**

Upon submitting its final invoice, the Consultant must complete and submit to the LPA a Notification of Completion Form (DR Form 39). The form is available on the Department of Roads' website at <http://www.transportation.nebraska.gov/rfp/> and must be submitted electronically in accordance with the instructions on the form.

**11. INELIGIBLE COSTS**

LPA is not responsible for costs incurred prior to the Notice to Proceed date or after the completion deadline date set out in SECTION 6. NOTICE TO PROCEED AND COMPLETION SCHEDULE of this Agreement or as approved in writing by LPA.

**12. FEDERAL COST PRINCIPLES**

LPA will not make payments directly to Consultant for services performed under this agreement. Instead, the State will serve as a paying agent for LPA, and will pay Consultant directly for properly submitted and approved invoices using both LPA and Federal funds based on the applicable project federal cost participation percentage. The following process shall apply whenever the LPA, the State or the FHWA determines that certain costs, previously paid to Consultant, should not have been paid with federal funds by the State to Consultant. Consultant shall immediately repay the State the federal share of the previously paid amount and may invoice LPA for the costs repaid to the State. LPA shall promptly pay the full amount of the invoice from its own funds unless LPA, in good faith, disputes whether the Consultant is entitled to the payment under the agreement or the amount of the invoice. In the event of a dispute between LPA and Consultant, the dispute resolution process of Section 18 herein shall be used by the parties. For performance of Services as specified in this Agreement, State, on LPA's behalf, will pay Consultant subject to the terms of this Agreement and all requirements and limitations of the federal cost principles contained in the Federal Acquisition Regulations [48 CFR 31 \(Contract Cost Principles and Procedures\)](#).

**13. SUBCONSULTANT OVER-RUNS AND UNDER-RUNS**

Consultant shall require any Subconsultant to notify Consultant if at any time the Subconsultant determines that its costs will exceed its negotiated fee estimate (over-run). Consultant shall not allow any Subconsultant costs to over-run without prior written approval of the LPA. Consultant understands that the amount of any Subconsultant cost under-run will be subtracted from the total compensation to be paid to Consultant under this Agreement, unless prior written approval is obtained from LPA and, when applicable, Federal Highway Administration (FHWA).

**14. OUT-OF-SCOPE SERVICES AND CONSULTANT WORK ORDERS**

LPA may request that Consultant provide services that, in the opinion of Consultant, are in addition to or different from those set out in the Scope of Services. When LPA decides that

these out-of-scope services may require an adjustment in costs, Consultant shall provide in writing:

- A. A description of the out-of-scope services,
- B. An explanation of why Consultant believes that the out-of-scope services are not within the original Scope of Services and additional work effort is required,
- C. An estimate of the cost to complete the out-of-scope services.

Consultant must receive written approval from LPA before proceeding with the out-of-scope services. Before written approval will be given by LPA, LPA must determine that the situation meets the following criteria:

- A. The out-of-scope services are not within the original Scope of Services and additional work effort is required;
- B. The out-of-scope services are within the basic scope of services under which Consultant was selected and Agreement entered into; and
- C. It is in the best interest of LPA that the out-of-scope services be performed under this Agreement.

Once the need for a modification to the Agreement has been established, the State, on LPA's behalf, will prepare a supplemental agreement. If the additional work requires the Consultant to incur costs prior to execution of a supplemental agreement, the LPA may issue a written notice to proceed prior to completing the supplemental agreement (for non-Federal aid projects) or shall use the process set out below (for Federal aid PE projects):

The Consultant Work Order (CWO) – DR Form 251 shall be used to describe and provide necessary justification for the additional scope of services, effort, the deliverables, modification of schedule, and to document the cost of additional services. The CWO form is available on the Department of Roads' website at <http://www.transportation.nebraska.gov/rfp/>. The CWO must be executed to provide authorization for the additional work and to specify when that work may begin. The agreement will be supplemented after one or more CWOs have been authorized and approved for funding.

**15. TERMINATION COST ADJUSTMENT**

If the Agreement is terminated prior to project completion, State and LPA will compare the percentage of work actually completed by Consultant, to the total amount of work contemplated by this Agreement. This comparison will result in a payment by the State, on LPA's behalf, for any underpayment, no adjustment, or a billing to Consultant for overpayment. The State's final audit may result in an additional cost adjustment.

**16. AUDIT AND FINAL COST ADJUSTMENT**

Upon LPA's and State's determination that Consultant has completed Services under this Agreement, State, or its authorized representative, may complete an audit review of the payments made under this Agreement. The Parties understand that the audit may require an adjustment of the payments made under this Agreement. Consultant agrees to reimburse State for any overpayments identified in the audit review, and State agrees to pay Consultant for any identified underpayments.

**17. CONSULTANT COST RECORD RETENTION**

Consultant shall maintain, and also require that its Subconsultants/Subcontractors maintain, all books, documents, papers, detailed receipts, accounting records, and other evidence

pertaining to costs incurred and shall make such material available for examination at its office at all reasonable times during the agreement period and for three (3) years from the date of final cost settlement by FHWA and project closeout by the State. Such materials must be available for inspection by the State, FHWA, or any authorized representative of the federal government, and when requested, Consultant shall furnish copies.



**AGREEMENT BETWEEN**  
**THE METROPOLITAN COMMUNITY COLLEGE AREA**  
**AND**  
**METROPOLIAN AREA PLANNING AGENCY (MAPA)**

This Agreement is hereby entered into this 25<sup>th</sup> day of January, 2017, by and between the Metropolitan Community College Area ("College"), a body corporate and political subdivision of the State of Nebraska, and Metropolitan Area Planning Agency (MAPA) ("Contractor"), for the sole purpose of employing Contractor to assist College with Data Analysis.

**1. Duties of the Parties**

- A. Contractor agrees to provide College with Geographic Information Systems (GIS) analysis as requested by the College on an as needed basis. If the requested work is not included in the College's membership benefits an hourly rate will be charged based on MAPA's current fee schedule. Contractor shall not perform work which is not included in the College's membership benefits without first receiving written authorization from the College to perform such work.
- B. Prior to performing any work pursuant to this Agreement, Contractor shall provide to College a written project estimate outlining specific costs of the project and shall acquire written authorization to proceed from an authorized College official.

**2. Additional Terms**

**A. MAPA as Contractor**

Both Parties understand and agree that Contractor is an independent contractor under the provisions of this Agreement and not employed by or otherwise affiliated with College. Employees of Contractor are not employees of College. The Parties are not, by virtue of this Agreement, or otherwise, agents, employees, employers, joint employers or joint venturers of one another. Both Parties understand and agree that each is solely responsible for providing workers' compensation insurance coverage, payment of unemployment taxes, social security taxes, income tax withholding and any and all other payments or benefits incident to employment as may be required by contract or law. Contractor will determine the method, details, and means of performing its services under this Agreement, including the determination of the need for and hiring of employees of Contractor or subcontractors at Contractor's expense. College may not control, direct, or otherwise supervise Contractor's employees or subcontractors in the performance of services performed pursuant to this Agreement. Contractor will establish its own working hours and shall use its own materials in the performance of this Agreement. Contractor may work in the offices of the College or remotely. Contractor will supply all tools, equipment, and supplies required to perform the services under this Agreement. College shall provide Contractor with access to its premises

and property to the extent necessary for the performance of its services under this Agreement. Neither Party shall have authority to bind the other.

**B. Release and Indemnity**

The Contractor shall assume all risk of loss, and indemnify College against loss and hold College, its employees, agents, assignees and legal representatives harmless from all liabilities, demands, claims, suits, losses, causes of action, fines or judgments and all expenses incident thereto, including attorney fees, for injuries to persons and for loss of, damage to, or destruction of property, arising out of or in connection with this Agreement and proximately caused by the negligent or intentional acts or omissions of the Contractor, its officers, employees or agents, and assigns, for any losses caused by failure by the Contractor to comply with terms and conditions of the Agreement, and for any losses caused by other parties which represent, are agents of or have entered into agreements with the Contractor.

**C. Confidentiality**

All student information acquired or used in the performance of this Agreement, whether held or possessed by Contractor or College, shall be owned by and remain a public record of College. All student information acquired or used in the performance of this Agreement is confidential pursuant to the Family Educational Rights and Privacy Act (FERPA) and College policy. Contractor agrees to abide by FERPA and College policy and not to disclose or provide any student information to anyone other than its employees as may be necessary in performance of Contractor's duties under this Agreement and in the regular course of business, College employees as may be required by College, or as otherwise may be required by law. All student information disclosed to Contractor under this Agreement shall only be used by Contractor for the purposes set forth in this Agreement and must be promptly returned to College or destroyed by Contractor upon termination or expiration of this Agreement or on demand of College. No information is to be disclosed to any other party without the College's prior express written permission.

If the Contractor receives a public records request involving such student information, the Contractor shall notify the College of such request, and the parties shall coordinate a response to the request. The College shall indemnify, defend and hold harmless the Contractor for all claims, damages, liabilities, causes of action, judgments or other costs, including attorney fees, arising from the denial of any such public records request.

**D. Amendment/Merger**

This instrument contains the entire Agreement between the parties and shall be binding on all successors and assigns of the respective parties. Any and all previous agreements, promises or conditions, whether written or unwritten, are null and void. No amendments, deletions, or additions shall be made to this Agreement except in writing signed by all parties.

**E. Nondiscrimination Clause**

In accordance with the Nebraska Fair Employment Practice Act, Neb.Rev.Stat. § 48-1122, and College policy, both Parties agree that neither Party, nor any of their subcontractors, if

any, shall discriminate against any employee, or applicant for employment, to be employed in the performance of this Agreement with respect to hire, tenure, terms, conditions, or privileges of employment because of the age, race, color, national origin, religion, sex, sexual orientation, gender identity, transgender status, disability, prior or current military service, protected veteran status or the employee or applicant's membership in any other class that is protected by local, state or federal law or regulation.

**F. Duration**

This Agreement shall become effective upon execution by the Parties and shall terminate two years from the date of the execution. . This Agreement may be terminated upon mutual written consent of the Parties or by either of the Parties giving thirty (30) days written notice to the other of its intention to terminate the Agreement. Upon expiration, this Agreement may be extended or renewed by written agreement of the Parties.

**G. Licensing**

Contractor agrees to comply with any and all applicable required licensing provisions of the Nebraska Revised Statutes and other relevant local, state or federal law or regulation in the performance of this Agreement.

**H. Choice of Law**

This Agreement shall be governed in all respects by the laws of the State of Nebraska and the venue for any litigation with respect hereto shall be in the state or federal courts in Omaha, Douglas County, Nebraska.

**I. Assignment and Delegation**

This Agreement is exclusive to the Parties and rights may not be assigned nor duties delegated by Contractor except on prior written consent of the College. Any attempted assignment without such approval shall be void and shall constitute a breach of contract.

**J. Sufficiency of Performance**

College reserves the right to demand that Contractor assign a different employee(s) to perform duties under this Agreement if the worker(s) assigned by Contractor fail to perform said duties to the College's satisfaction. Such reassignment(s) must be made within thirty (30) days of written demand by the College.

**K. Insurance**

Each Party agrees to provide, at their own expense, sufficient liability insurance to indemnify the other in the event that it becomes liable for the payment of a judgment based upon the acts or omissions of the other's agents and employees in performing this Agreement. Each Party shall provide proof of said insurance to the other Party upon request.

**L. Drug Free Policy**

Contractor assures the College that it has established and maintains a drug free workplace policy.

**M. Severability/Waiver**

If any part of this Agreement shall be adjudged contrary to law, or rendered to likely be contrary to law by superseding court action, legislation or regulation, the remaining provisions hereof shall remain in full force and effect to the greatest extent possible, and the Parties agree to negotiate terms to replace those that are adjudged or rendered to be contrary to law. The waiver of enforcement of any term, provision or default by either Party shall not constitute the continuing or future waiver of said or any other term, provision or default.

**N. Data Ownership**

All data gathered and intellectual property created during performance of or as a result of this Agreement shall be the property of the Metropolitan Community College Area. Contractor hereby expressly disclaims any right, title or interest in or to said data, information or intellectual property in favor of College.

**O. Documents Incorporated by Reference**

All reference in this Agreement to documents, laws, rules, regulations, guidelines, and directives which set forth standards and procedures to be followed by Contractor in discharging its obligations under this Agreement, as well as any amendments thereto, during the term of this Agreement shall be deemed incorporated by reference and made a part of this Agreement, with the same force and effect as if fully set forth herein.

**P. Classification of Workers**

Contractor, and all lower-tiered subcontractors under Contractor, if any, shall properly classify all workers as either employees of Contractor, or lower tiered subcontractor, or as independent contractors according to applicable law, and shall treat them accordingly for purposes of workers' compensation insurance coverage, unemployment taxes, social security taxes, income tax withholding and any and all other payments or benefits incident to or affected by such status.

Contractor, and all lower-tiered subcontractors under Contractor, if any, utilizing the services of workers who are properly and according to applicable law **not** classified as employees under this subsection shall provide written notice to said workers of their status as independent contractors. Said notice shall include a provision advising said workers that they are not eligible for workers' compensation insurance coverage, unemployment taxes, social security taxes, income tax withholding and any and all other payments or benefits incident to or affected by such status, from Contractor or lower-tiered subcontractor(s). Copies of such notices shall be made available to College upon request. Failure by Contractor, or any lower-tiered subcontractor engaged by Contractor, to fully comply with the terms of this provision shall be considered and treated by College as a material breach of this Agreement.

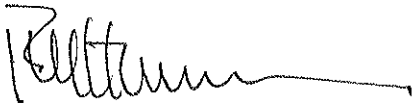
**Q. E-Verification**

Pursuant to Neb.Rev.Stat. §§4-108 through 114, Contractor is required, and hereby agrees, to use a federal immigration verification system to determine the work eligibility status of new

employees physically performing services within the State of Nebraska. Contractor is further required, and hereby agrees, to require that all subcontractors use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

EXECUTED this \_\_\_\_\_ day of February, 2014.

METROPOLITAN COMMUNITY  
COLLEGE AREA, a body corporate  
and political subdivision of the  
State of Nebraska

By   
\_\_\_\_\_  
Rich Hanneman  
Director of Administrative Management

METROPOLIAN AREA PLANNING AGENCY

By \_\_\_\_\_  
Authorized Representative



## FY18 Funds Budget

	FY18			FY17			Increase/ (Decrease) FY17-FY18
	Gross Award	Less Pass Through/Vendor Agreements	Net Award	Gross Award	Less Pass Through/ Vendor Agreements	Net Award	
<b>Federal Grants</b>							
<b>Transportation</b>							
FHWA - Nebraska PL	1,030,502	306,810	723,692	1,038,839	413,810	625,029	98,663
FHWA- CMAQ	334,216	306,208	28,008	329,000	311,400	17,600	10,408
FHWA - IDOT, MPO PL	108,161	24,500	83,661	149,937	35,000	114,937	(31,276)
FHWA - STP/TE	210,000	202,000	8,000	370,000	370,000	-	8,000
FHWA - IDOT, RPA SPR	30,604		30,604	40,904		40,904	(10,300)
ATCMTD HMEP		-	-	64,000	64,000		
FTA - 5310 Funding	550,000	500,000	50,000	618,000	550,000	68,000	(18,000)
FTA - Veteran's One -Call Center	448,382	421,875	26,507	330,000	300,000	30,000	(3,493)
FTA - Nebraska 5305d	285,000	100,000	185,000	416,780	152,000	264,780	(79,780)
FTA - JARC/NF Grants	87,847	59,302	28,545	100,000	100,000	-	28,545
FTA - IDOT MPO 5305d	34,578		34,578	34,722		34,722	(144)
FTA - IDOT RPA 5311	22,299		22,299	22,324		22,324	(25)
<b>Subtotal Transportation Federal Grants</b>	<b>3,141,589</b>	<b>1,920,695</b>	<b>1,220,894</b>	<b>3,514,506</b>	<b>2,296,210</b>	<b>1,218,296</b>	<b>2,598</b>
<b>Community Development</b>							
EPA - Brownfields	-		-	160,200	120,000	40,200	(40,200)
HUD Mills Co. Disaster Resilance	20,354		20,354				20,354
FEMA Mills Co. Hazard Mitigation Plan	30,000		30,000				30,000
Economic Development Administration	70,000		70,000	66,000	-	66,000	4,000
Dept. of Defense - JLUS	70,000	-	70,000	64,143	-	64,143	5,857
<b>Subtotal Comm Dev Federal Grants</b>	<b>190,354</b>	<b>-</b>	<b>190,354</b>	<b>290,343</b>	<b>120,000</b>	<b>170,343</b>	<b>20,011</b>
<b>Total Federal Grants</b>	<b>3,331,943</b>	<b>1,920,695</b>	<b>1,411,248</b>	<b>3,804,849</b>	<b>2,416,210</b>	<b>1,388,639</b>	<b>22,609</b>



## FY18 Funds Budget

	FY18			FY17			Increase/ (Decrease) FY17-FY18
	Gross Award	Less Pass Through/Vendor Agreements	Net Award	Gross Award	Less Pass Through/ Vendor Agreements	Net Award	
<b>State Funding</b>							
<b>Community Development</b>							
Nebraska DED		-	-	81,391	-	81,391	(81,391)
Iowa COG Assistance	11,176	-	11,176	12,000	-	12,000	(824)
	<b>11,176</b>	<b>-</b>	<b>11,176</b>	<b>93,391</b>	<b>-</b>	<b>93,391</b>	<b>(82,215)</b>
<b>Local Funding</b>							
<b>Transportation</b>							
RPA County Dues	6,481		6,481	5,500		5,500	981
Aerial Photography	462,233	462,233	(0)	462,233	462,233	(0)	-
Omaha Active Transportation Coordinator			-	10,000		10,000	(10,000)
Pottawattamie Co. Transportation Master			-	12,000			
Plan			-				
5310/JARC Grants - In-kind	220,000	220,000	-	170,000	170,000	-	-
Transit Studies			-	13,500	13,500	-	-
Platteview Road Study Match			-	170,000	170,000		
STP Local Match	52,500	52,500	-	92,500	92,500	-	-
ATCMTD HMEP Match			-	16,000	16,000		
In-kind Match-NE PL	92,000	92,000	-	116,100	116,100	-	-
In-kind Match-IA PL	7,350	7,350	-	15,050	15,050		
In-kind Match - NE FTA	30,000	30,000	-	42,000	42,000		
In-kind Match - Veteran's	105,469	105,469	-	100,000	100,000		
In-kind Match - JARC/NF	91,000	91,000	-	25,000	25,000		
In-kind Match-CMAQ	9,000	9,000	-	9,000	9,000		
CMAQ Match	83,554	76,552	7,002	73,250	-	73,250	(66,248)
<b>Subtotal Transportation Local Funding</b>	<b>1,159,586</b>	<b>1,146,104</b>	<b>13,483</b>	<b>1,332,133</b>	<b>1,231,383</b>	<b>88,750</b>	<b>(75,267)</b>
<b>Community Development</b>							
JLUS Local In-kind Match	17,500	17,500	-	8,000	-	8,000	(8,000)
Existing Comm Dev Contracts	24,000		24,000	420,425	414,675	5,750	18,250
New Comm Dev Contracts	75,000	-	75,000	62,000	-	62,000	13,000
<b>Subtotal Comm Dev Local Funding</b>	<b>116,500</b>	<b>17,500</b>	<b>99,000</b>	<b>490,425</b>	<b>414,675</b>	<b>75,750</b>	<b>23,250</b>



### FY18 Funds Budget

	FY18			FY17			Increase/ (Decrease) FY17-FY18
	Gross Award	Less Pass Through/Vendor Agreements	Net Award	Gross Award	Less Pass Through/ Vendor Agreements	Net Award	
<b>Heartland 2050</b>							
Member Contributions	60,000	-	60,000	88,000	-	88,000	(28,000)
City of Omaha Grant	10,000		10,000				10,000
Foundations	415,000	131,000	284,000	73,500	9,360	64,140	219,860
<b>Subtotal H2050 Local Funding</b>	<b>485,000</b>	<b>131,000</b>	<b>354,000</b>	<b>161,500</b>	<b>9,360</b>	<b>152,140</b>	<b>201,860</b>
<b>General</b>							
County Memberships	385,897	-	385,897	366,819	-	366,819	19,078
Administrative Fees on Contracts	21,566	-	21,566	30,041	-	30,041	(8,475)
Event Registrations/Sponsor	16,000	-	16,000	7,000	-	7,000	9,000
<b>Subtotal General Local Funding</b>	<b>423,463</b>	<b>-</b>	<b>423,463</b>	<b>403,860</b>	<b>-</b>	<b>403,860</b>	<b>19,603</b>
<b>Total Local Funding</b>	<b>2,184,549</b>	<b>1,294,604</b>	<b>889,946</b>	<b>2,387,918</b>	<b>1,655,418</b>	<b>720,500</b>	<b>169,446</b>
<b>Total Funding</b>	<b>5,527,668</b>	<b>3,215,299</b>	<b>2,312,369</b>	<b>6,286,158</b>	<b>4,071,628</b>	<b>2,202,530</b>	<b>109,840</b>
Transportation	4,301,175	3,066,799	1,234,377	4,846,639	3,527,593	1,307,046	(72,669)
Community Development	318,030	17,500	300,530	874,159	534,675	339,484	(38,954)
Heartland 2050	485,000	131,000	354,000	161,500	9,360	152,140	201,860
General	423,463	-	423,463	403,860	-	403,860	19,603
	5,527,668	3,215,299	2,312,369	6,286,158	4,071,628	2,202,530	109,840
					Net Award % increase		5%



	Current	Bishop	Capital	Capital	Bishop	Bishop	Capital	Access	Access
Lease Term	48mo	48mo	48mo	36mo	48mo	48mo	36mo	60 mo (36 mo upgrade)	
Monthly Lease Payment	592.00	407.00	363.55	444.00	891.00	772.00	783.56	1,199.28	1,137.87
Early termination monthly fee			64.00	78.00					
Monthly Service Base	100.00		56.00	56.00			52.00		
			Includes	Includes			Includes		
			8,000	8,000			8,000 monthly	Includes 8,000	
Avg BW	11.79	52.25	monthly	monthly	52.25	52.25	284.21	Included 15,000	
Avg Color	658.11	444.07	399.66	399.66	444.07	444.07			
Total Monthly Spend	1,361.90	903.32	819.21	899.66	1,387.32	1,268.32	1,119.77	1,199.28	1,137.87
Option for 2nd copier									
Monthly service base			25.00	25.00			20.00		
			844.21	924.66			1,139.77		
Lease Term w/ early termination			43,594.26	36,095.90					
Lease Term w/o early termin	65,371.40	43,359.40	40,522.26	33,287.90	66,591.40	60,879.40	41,031.55	57,565.44	54,617.76

Machine	Xerox Work Centre 7970	Canon Image Runner Advance C5560i	Canon Image Runner Advance C5560i	Xerox C70	Xerox C70	Ricoh Pro C5110	Sharp MX-6070N, 4 Printers	Lexmark Printers	MX-6070N, includes maintenance on existing printers plus one new printer
Pages per minute	70.00	60.00	60.00	70.00	70.00				
Booklet Finisher	Y	Y	Y	Y	Y	Y	Y	Y	Y
Fiery	N	N	N	Y	N	Y	N	N	N
Hole Puncher	Y	Y	Y	Y	Y	Y	Y	Y	Y
Fax	Y	Y	Y	Y	Y	On desktop	Y	Y	Y
Folder (\$1,200 or incl in lease)	Y	Separate	Separate	Y	Y	Separate	?	?	?
Annual Increase	12-15% on maintenance, negotiable	maintenance set for 36 months		12-15% on maintenance, negotiable		maintenance set for 36 months			

18 month history to get average monthly counts

Counts	BW		Color		Base	BW		Color	
9/19/16-12/18/16	18,099.00	Incl	19,488.00	\$ 1,444.06	300.00	\$ 0.01250	\$ 0.07410		
6/19/16-9/18/16	32,272.00	\$ 103.40	37,183.00	\$ 2,755.26	300.00	\$ 0.01250	\$ 0.07410	15% increase	
3/19/16-6/18/16	29,363.00	\$ 58.46	41,216.00	\$ 2,654.31	300.00	\$ 0.01090	\$ 0.06440		
12/19/15-3/18/16	21,922.00	Incl	39,022.00	\$ 2,513.02	261.60	\$ 0.01090	\$ 0.06440		
9/19/15-12/18/15	26,956.00	\$ 32.22	34,128.00	\$ 2,197.84	261.60	\$ 0.01090	\$ 0.06440		
6/19/15-9/18/15	32,157.00	\$ 88.91	42,117.00	\$ 2,712.33	261.60	\$ 0.01090	\$ 0.06440		
	160,769.00	282.99	213,154.00						
	6,698.71		8,881.42						