

FINANCE COMMITTEE MEETING

March 22, 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 (January)

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. [Olsson Associates – PMT #12 - \\$19,521.78](#)
 - b. [The New BLK – PMT #1 - \\$1,875.00](#)
2. Contract Payments with exceptions
 - a. [Live Well Omaha – CMAQ – PMT #8 - \\$332.98](#)
 - b. [Live Well Omaha- Bike Ed – PMT #27 - \\$1,313.25](#)

C. RECOMMENDATIONS TO THE BOARD

1. New Contracts
 - a. [Nebraska Ethanol Board – Clean Fuels Omaha - \\$10,000](#)
 - b. [Affirmative Fair Housing Assessment – Douglas County - \\$5,468](#)
 - c. [Affirmative Fair Housing Assessment – Fremont - \\$7,040](#)
 - d. [Affirmative Fair Housing Assessment – Council Bluffs - \\$7,040](#)
2. [Interlocal Agreement Amendment](#)
3. Housing Owner Occupied Rehab Commitment
 - a. [Grant Description](#)
 - b. [Grant Budget](#)
 - c. [Resolution of Committed Funds](#)
4. Budget
 - a. [Draft UPWP](#)

5. Travel

- a. [NARC Conference and Exhibition- Monterey, CA – June 4-7, 2017 – 2 MAPA Staff and up to 4 MAPA Board Members- \\$13,876.00](#)

D. DISCUSSION/INFORMATION

1. Membership Fee Survey
2. Going forward with paperless meetings.

E. OTHER

F. ADJOURNMENT



METROPOLITAN AREA PLANNING AGENCY
BANK RECONCILIATION STATEMENT
January 2017

AMERICAN NATIONAL BANK

Balance per bank, January 31, 2017						\$787,326.12
Less:	Checks Outstanding (1/31/17)				\$132,897.50	
						<u>(\$132,897.50)</u>
Cash in bank January 31, 2017						<u>\$654,628.62</u>
General Ledger Balance, December 31, 2016						\$796,373.53
Cash Receipts						\$99,732.96
Less:	Checks (1/2017)				\$125,538.25	
	ACH Payroll (1/2017)				\$58,138.87	
	ACH Federal Payroll Taxes				\$19,812.12	
	Nationwide Payroll Contribution				\$10,107.26	
	Blue Cross Blue Shield of NE Health Ins.				\$16,114.83	
	Nebraska State withholding Tax				\$2,854.30	
	Postalia				\$0.00	
	Bank Charges				\$8.64	
	Quarterly SUTA				\$29.61	
	Nebraska Sales tax				\$1.03	
	Pay Flex (1/2017)				\$4,439.32	
	Withdrawal for Petty Cash Bank				\$100.00	
	ACH VISA card (1/2017)				\$3,733.64	
	Advertising		\$354.95			
	Auto - Gas/Maintenance		\$54.60			
	Data Processing		\$1,284.03			
	Caliper Corporation	\$1,200.00				
	Forums		\$334.73			
	Membership - Reference Materials		\$373.80			
	Miscellaneous Expenses		\$23.46			
	Officials Expense - NARC flights		\$766.10			
	Telephone		\$57.72			
	Travel & Conferences		\$484.25			
	Transfer to NPAIT-Capitol Reserve				\$600.00	
						<u>\$241,477.87</u>
General Ledger Balances, January 31, 2017						<u>\$654,628.62</u>
Less deposits held for other jurisdictions						<u>(\$36,217.22)</u>
Available Cash Balance						<u>\$618,411.40</u>

STATEMENT ON INVESTMENT
Treasury Bills
January 2017

Equity	CD	9/11/2017	Securities America	\$ 100,243.00	\$ 100,000.00	1.350%
Deferred Payroll	Money Market		Securities America	\$ 11,481.01	\$ 11,481.01	0.010%
Deferred Payroll	CD	9/4/2018	Securities America	\$ 100,734.00	\$ 100,000.00	1.650%
Deferred Payroll	CD	7/23/2019	Securities America	\$ 1,064.02	\$ 1,050.00	2.100%
Equity	CD	7/23/2019	Securities America	\$ 105,337.73	\$ 103,950.00	2.100%
Equity	CD	5/1/2020	Securities America	\$ 50,229.00	\$ 50,000.00	1.750%

Accrued Interest	\$ 1,490.12
Total	<u>\$ 370,578.88</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	
Beg Balance	311,185.09	47,782.61	58,043.14	46,292.46	30,186.03	493,489.33
Sponsor Fees	118.99					118.99
Interest	72.15	11.18	13.45	10.73	7.00	114.51
Transfer from General checking		600.00				600.00
	311,376.23	48,393.79	58,056.59	46,303.19	30,193.03	494,322.83
Less Reserve for other projects	3,889.00					
Available for the Agency	<u>307,487.23</u>					

MAPA Foundation	Foundation	NDO	Washington Co.	TOTAL
	MAMA		Revolving Loan Fund	MAPA Foundation
Acct #	003	006	007	
Beg Balance	32,896.18	105,560.91	133,973.58	272,430.67
Sponsor Fees				-
Interest	7.62	24.50	31.05	63.17
Transfer from General checking		298.00		298.00
	<u>32,903.80</u>	<u>105,883.41</u>	<u>134,004.63</u>	<u>272,791.84</u>

Metropolitan Area Planning Agency
Cash Receipts Report
January 2017

Date	Type	Payer	Receipt Number	Deposit Number	Amount
1/3/2017	Received EFT	FEDERAL TRANSIT ADMINISTRATION	734	506	\$3,842.00
1/10/2017	Check	Sterling Ambitions	735	507	\$500.00
1/13/2017	Check	City of Walnut	737	508	\$1,860.47
1/13/2017	Check	City of Minden	738	508	\$100.00
1/13/2017	Check	City of Bellevue	349	509	\$36.00
1/13/2017	Check	Council Bluffs Airport Authority	350	509	\$12.00
1/13/2017	Check	K Watson Group LLC	351	509	\$12.00
1/13/2017	Check	Patrick Bloomingdale	352	509	\$12.00
1/20/2017	Check	Pottawattamie County, Iowa	740	511	\$21,241.00
1/20/2017	Check	Metro Transit	741	511	\$12.00
1/20/2017	Check	City of Council Bluffs	742	511	\$12.00
1/24/2017	Received EFT	FEDERAL TRANSIT ADMINISTRATION	739	510	\$2,293.00
1/25/2017	Received EFT	ECONOMIC DEVELOPMENT ADMINISTRATION	743	512	\$1,500.00
1/25/2017	Received EFT	ECONOMIC DEVELOPMENT ADMINISTRATION	744	512	\$15,000.00
1/25/2017	Received EFT	NDOR- Bike Education (Live Well)	745	512	\$3,804.99
1/27/2017	Received EFT	FEDERAL TRANSIT ADMINISTRATION	746	513	\$2,665.00
1/27/2017	Received EFT	FEDERAL TRANSIT ADMINISTRATION	747	513	\$10,178.00
1/27/2017	Check	Metropolitan Community College	748	514	\$12.00
1/27/2017	Check	Pottawattamie County, Iowa	749	514	\$24.00
1/27/2017	Check	City of Omaha	750	514	\$400.00
1/27/2017	Check	Sarpy County	751	514	\$36,216.50
					<u>\$99,732.96</u>

Account Description	Amount
Contracts	\$1,860.47
Federal Revenue	\$39,282.99
Forums/Annual Dinner	\$132.00
Heartland 2050 Local Revenue	\$500.00
Local Revenue	\$57,457.50
Miscellaneous Revenue	\$500.00
	<u>\$99,732.96</u>

Metropolitan Area Planning Agency
Bank Register Report - Operating Account
 January 2017

Transaction Number	Transaction Date	Reference	Payments
15945	1/19/2017	CenturyLink	\$53.92
15946	1/19/2017	The Daily Record	\$60.90
15947	1/19/2017	Douglas County Treasurer	\$72.52
15948	1/19/2017	FedEx	\$34.51
15949	1/19/2017	First Nebr. Educators Credit U	\$200.00
15950	1/19/2017	Gary Young	\$23.22
15951	1/19/2017	Heartland Family Services	\$2,293.19
15952	1/19/2017	The Journal Herald	\$25.00
15953	1/19/2017	Kissel/ E&S Associates L.L.C.	\$833.33
15954	1/19/2017	Metro	\$7,102.80
15955	1/19/2017	No More Empty Pots	\$1,078.53
15956	1/19/2017	Omaha Douglas Public Bldg.Comm	\$2.75
15957	1/19/2017	PRSA	\$295.00
15958	1/19/2017	Steve Jensen	\$3,737.50
15959	1/19/2017	Steve Platt	\$127.00
15960	1/19/2017	United Way	\$185.00
15961	1/26/2017	AFLAC	\$389.87
15962	1/26/2017	Court Barber	\$44.98
15963	1/26/2017	The Daily Record	\$37.60
15964	1/26/2017	Firespring	\$74.80
15965	1/26/2017	First Nebr. Educators Credit U	\$200.00
15966	1/26/2017	Florence Home for the Aged	\$12,843.00
15967	1/26/2017	Francotyp-Postalia, Inc.	\$124.60
15968	1/26/2017	Hamilton Associates, P.C.	\$3,485.00
15969	1/26/2017	Live Well Omaha	\$5,606.96
15971	1/26/2017	Metro	\$195.00
15972	1/26/2017	Olsson Associates	\$24,306.04
15973	1/26/2017	PLIC-SBD Grand Island	\$1,040.10
15974	1/26/2017	Pottawattamie County GIS	\$16,125.89
15975	1/26/2017	Sarpy County GIS	\$9,505.13
15976	1/26/2017	Sarpy County Planning	\$6,313.58
15977	1/26/2017	Toshiba Financial Services	\$592.00
15978	1/26/2017	United Healthcare	\$141.19
15979	1/26/2017	United States Postal Service	\$225.01
15980	1/26/2017	United Way	\$185.00
15981	1/26/2017	Exis Design Shop	\$3,000.00
15982	1/26/2017	Lovgren Marketing Group	\$24,977.33
			\$125,538.25

Metropolitan Area Planning Agency
Bank Register Report - Operating Account
January 2017

Check Disbursement Detail

Advertising	1,900.47
Auto - Gas/Maintenance	72.52
Contracts	56,020.87
Copier Lease/Charges	592.00
Data Processing	1,350.00
Employee Benefits/Withholding	2,341.16
Equipment Maintenance	127.00
Forums	1,078.53
Membership - Reference Materials	320.00
Miscellaneous Expenses	195.00
Office Rent	5,752.80
Pass Through Contracts - Planning	50,885.78
Postage	34.51
Prepaid Expenses (Bulk Mail Acct.)	225.01
Printing	74.80
Professional Services	4,318.33
Supplies	124.60
Telephone	53.92
Travel & Conferences	70.95
	<u>\$ 125,538.25</u>

Metropolitan Area Planning Agency
Payroll Register
January 2017

Pay Types/Benefits	Hours	Amount
ER H.I.	0.00	\$5,707.30
ER H.I. CH	0.00	\$891.75
ER H.I. FA	0.00	\$5,364.76
ER H.I. SP	0.00	\$2,083.14
GC Earnings	0.00	\$10.77
Hourly	412.50	\$7,463.80
Hourly - Reg	842.00	\$18,136.28
Life & Dis	0.00	\$344.47
One-Time	3.00	\$89.08
Salary	0.00	\$59,517.99
	Gross Pay	\$85,217.92
	Gross Benefits	\$14,391.42
	Gross Pay/Benefits	\$99,609.34

Deductions/Employee Taxes	Adj. Gross	Amount
457-\$	N/A	\$700.00
457-%	N/A	\$1,137.96
457-Roth \$	N/A	\$100.00
457-Roth%	N/A	\$540.89
AFLAC	N/A	\$374.88
Credit Union	N/A	\$400.00
Dental Ins	N/A	\$565.11
Flex Plan 17	N/A	\$1,385.82
Gift Cards	N/A	\$10.00
Health Ins	N/A	\$1,523.50
Pension Loan	N/A	\$92.78
Pension Plan	N/A	\$3,113.07
Retirement	N/A	\$142.04
United Way	N/A	\$370.00
VISION	N/A	\$95.38
Federal	76,322.20	\$7,377.28
Medicare	81,273.23	\$1,178.51
Soc Security	81,273.23	\$5,038.91
State - NE	76,322.20	\$2,932.92
	Deductions/Employee Taxes:	\$27,079.05

Employer Expenses	Adj. Gross	Amount
ER Pension	N/A	\$4,280.52
Medicare	81,273.23	\$1,178.51
Soc Security	81,273.23	\$5,038.91
SUTA	81,273.23	\$524.83
	Additional Employer Expenses:	\$11,022.77
	GRAND TOTAL NET PAY:	\$58,138.87
	GRAND TOTAL EXPENSE:	\$110,632.11

Metropolitan Area Planning Agency

Aged Accounts Receivable Report

January 31, 2017

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
City of Glenwood						
City of Glenwood		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals for City of Glenwood:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
City of Henderson						
City of Henderson	7/29/2016	(\$1.00)	\$0.00	\$0.00	\$0.00	(\$1.00)
Totals for City of Henderson:		(\$1.00)	\$0.00	\$0.00	\$0.00	(\$1.00)
City of La Vista						
City of La Vista	2/17/2017	\$96.00	\$0.00	\$0.00	\$0.00	\$96.00
Totals for City of La Vista:		\$96.00	\$0.00	\$0.00	\$0.00	\$96.00
City of Macedonia						
City of Macedonia	8/12/2016	(\$0.26)	\$0.00	\$0.00	\$0.00	(\$0.26)
Totals for City of Macedonia:		(\$0.26)	\$0.00	\$0.00	\$0.00	(\$0.26)
City of Omaha						
City of Omaha	3/3/2017	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Totals for City of Omaha:		\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
City of Papillion						
City of Papillion	2/17/2017	\$12.00	\$0.00	\$0.00	\$10.00	\$22.00
Totals for City of Papillion:		\$12.00	\$0.00	\$0.00	\$10.00	\$22.00
Department of Defense						
Department of Defense	1/15/2016	\$0.00	\$0.00	\$0.00	\$6,191.00	\$6,191.00
Totals for Department of Defense:		\$0.00	\$0.00	\$0.00	\$6,191.00	\$6,191.00
Douglas County Engineers						
Douglas County Engineers	4/8/2016	\$0.00	\$65,006.00	\$0.00	\$0.00	\$65,006.00
Totals for Douglas County Engineers:		\$0.00	\$65,006.00	\$0.00	\$0.00	\$65,006.00
Douglas County						
Douglas County	2/3/2017	\$0.00	\$52,899.00	\$0.00	\$0.00	\$52,899.00
Totals for Douglas County:		\$0.00	\$52,899.00	\$0.00	\$0.00	\$52,899.00
FEDERAL TRANSIT ADMINISTRATION						
FEDERAL TRANSIT ADMINISTRATION	3/8/2017	\$112,520.81	\$0.00	\$0.00	\$0.00	\$112,520.81
Totals for FEDERAL TRANSIT ADMINIS		\$112,520.81	\$0.00	\$0.00	\$0.00	\$112,520.81
IOWA DEPARTMENT OF TRANSPORTATION						
IOWA DEPARTMENT OF TRANSPORTATION	3/15/2017	\$1,531.00	\$43,026.31	\$0.00	\$8,172.69	\$52,730.00
Totals for IOWA DEPARTMENT OF TR		\$1,531.00	\$43,026.31	\$0.00	\$8,172.69	\$52,730.00
Lower Platte South NRD						
Lower Platte South NRD	5/20/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals for Lower Platte South NRD:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Metro Transit						
Metro Transit	3/14/2017	\$2,110.76	\$616.00	\$0.00	\$0.00	\$2,726.76

Metropolitan Area Planning Agency

Aged Accounts Receivable Report

January 31, 2017

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
Totals for Metro Transit:		<u>\$2,110.76</u>	<u>\$616.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,726.76</u>
Mills County						
<i>Mills County</i>	2/17/2017	<u>\$0.00</u>	<u>\$3,433.50</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,433.50</u>
Totals for Mills County:		<u>\$0.00</u>	<u>\$3,433.50</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,433.50</u>
NDOR- Bike Education (Live Well)						
<i>NDOR- Bike Education (Live Well)</i>	3/6/2017	<u>\$2,153.77</u>	<u>\$3,070.58</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$5,224.35</u>
Totals for NDOR- Bike Education (Live Well):		<u>\$2,153.77</u>	<u>\$3,070.58</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$5,224.35</u>
NDOR- CMAQ						
<i>NDOR- CMAQ</i>	10/17/2016	<u>\$32,500.94</u>	<u>\$1,801.97</u>	<u>\$0.00</u>	<u>\$2,797.34</u>	<u>\$37,100.25</u>
Totals for NDOR- CMAQ:		<u>\$32,500.94</u>	<u>\$1,801.97</u>	<u>\$0.00</u>	<u>\$2,797.34</u>	<u>\$37,100.25</u>
NDOR						
<i>NDOR</i>	12/21/2016	<u>\$174,006.40</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$174,006.40</u>
Totals for NDOR:		<u>\$174,006.40</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$174,006.40</u>
Nebraska Department of Economic Development						
<i>Nebraska Department of Economic Deve</i>	12/27/2016	<u>(\$90.00)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$90.00)</u>
Totals for Nebraska Department of Ecc		<u>(\$90.00)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$90.00)</u>
Nebraska Ethanol Industry Coalition						
<i>Nebraska Ethanol Industry Coalition</i>	2/3/2017	<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10,000.00</u>
Totals for Nebraska Ethanol Industry C		<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10,000.00</u>
NROC						
<i>NROC</i>	3/3/2017	<u>\$41.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$41.00</u>
Totals for NROC:		<u>\$41.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$41.00</u>
Papio-Missouri River Natural Resources District						
<i>Papio-Missouri River Natural Resources</i>	12/17/2017	<u>\$12.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$50.00</u>	<u>\$62.00</u>
Totals for Papio-Missouri River Natura		<u>\$12.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$50.00</u>	<u>\$62.00</u>
Pottawattamie County, Iowa						
<i>Pottawattamie County, Iowa</i>	3/14/2017	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$25.00</u>	<u>\$25.00</u>
Totals for Pottawattamie County, Iowa		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$25.00</u>	<u>\$25.00</u>
Prochaska and Associates						
<i>Prochaska and Associates</i>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Totals for Prochaska and Associates:		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Robert B. Daugherty Foundation						
<i>Robert B. Daugherty Foundation</i>	1/3/2014	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Totals for Robert B. Daugherty Founda		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Washington County						
<i>Washington County</i>	2/3/2017	<u>\$0.00</u>	<u>\$4,613.50</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$4,613.50</u>
Totals for Washington County:		<u>\$0.00</u>	<u>\$4,613.50</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$4,613.50</u>

Metropolitan Area Planning Agency
Aged Accounts Receivable Report
January 31, 2017

Grand Totals:	\$354,893.42	\$174,466.86	\$0.00	\$17,246.03	\$546,606.31
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Metropolitan Area Planning Agency
Aged Accounts Payable Report
January 31, 2017

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
BenefitPlansInc.								
BenefitPlansInc.	13762		\$492.50	\$0.00	\$0.00	\$0.00	\$0.00	\$492.50
BenefitPlansInc.	15689		\$93.75	\$0.00	\$0.00	\$0.00	\$0.00	\$93.75
		<i>Totals for BenefitPlansInc.:</i>	<i>\$586.25</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$586.25</i>
Bishop Business								
Bishop Business	366899		\$111.58	\$0.00	\$0.00	\$0.00	\$0.00	\$111.58
		<i>Totals for Bishop Business:</i>	<i>\$111.58</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$111.58</i>
City of Omaha Cashier								
City of Omaha Cashier	130194		\$15,068.20	\$0.00	\$0.00	\$0.00	\$0.00	\$15,068.20
		<i>Totals for City of Omaha Cashier:</i>	<i>\$15,068.20</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$15,068.20</i>
The Daily Nonpareil								
The Daily Nonpareil	012917		\$115.24	\$0.00	\$0.00	\$0.00	\$0.00	\$115.24
		<i>Totals for The Daily Nonpareil:</i>	<i>\$115.24</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$115.24</i>
The Daily Record								
The Daily Record	145203		\$20.90	\$0.00	\$0.00	\$0.00	\$0.00	\$20.90
		<i>Totals for The Daily Record:</i>	<i>\$20.90</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$20.90</i>
DAS State Accounting - Central Finance								
DAS State Accounting - Central Finance	10466773		\$21.24	\$0.00	\$0.00	\$0.00	\$0.00	\$21.24
		<i>Totals for DAS State Accounting - Central Finance:</i>	<i>\$21.24</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$21.24</i>
Davis Insurance Agency, Inc.								
Davis Insurance Agency, Inc.	11198		\$425.00	\$0.00	\$0.00	\$0.00	\$0.00	\$425.00
		<i>Totals for Davis Insurance Agency, Inc.:</i>	<i>\$425.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$425.00</i>
Digital Express								
Digital Express	211431	Hiring Announcement Postcard	\$129.37	\$0.00	\$0.00	\$0.00	\$0.00	\$129.37
		<i>Totals for Digital Express:</i>	<i>\$129.37</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$129.37</i>
Douglas County GIS								
Douglas County GIS	10		\$0.00	\$22,252.63	\$0.00	\$0.00	\$0.00	\$22,252.63
		<i>Totals for Douglas County GIS:</i>	<i>\$0.00</i>	<i>\$22,252.63</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$22,252.63</i>
Francotyp-Postalia, Inc.								
Francotyp-Postalia, Inc.	RII03116376		\$58.33	\$0.00	\$0.00	\$0.00	\$0.00	\$58.33
Francotyp-Postalia, Inc.	RII03127286		\$84.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84.00
		<i>Totals for Francotyp-Postalia, Inc.:</i>	<i>\$142.33</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$142.33</i>

Metropolitan Area Planning Agency
Aged Accounts Payable Report
January 31, 2017

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
HDR Engineering Inc.								
HDR Engineering Inc.	1200032065		\$6,243.04	\$0.00	\$0.00	\$0.00	\$0.00	\$6,243.04
		<i>Totals for HDR Engineering Inc.:</i>	<i>\$6,243.04</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$6,243.04</i>
Heartland Family Services								
Heartland Family Services	NOV2016		\$1,138.93	\$0.00	\$0.00	\$0.00	\$0.00	\$1,138.93
		<i>Totals for Heartland Family Services:</i>	<i>\$1,138.93</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,138.93</i>
Ideal Pure Waster								
Ideal Pure Waster	013117	Water Delivery	\$39.90	\$0.00	\$0.00	\$0.00	\$0.00	\$39.90
		<i>Totals for Ideal Pure Waster:</i>	<i>\$39.90</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$39.90</i>
Intercultural Senior Center								
Intercultural Senior Center	157		\$0.00	\$970.14	\$0.00	\$0.00	\$0.00	\$970.14
		<i>Totals for Intercultural Senior Center:</i>	<i>\$0.00</i>	<i>\$970.14</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$970.14</i>
Live Well Omaha								
Live Well Omaha	23	Bike Safety	\$0.00	\$3,070.58	\$0.00	\$0.00	\$0.00	\$3,070.58
Live Well Omaha	24	Bike Safety Education	\$2,153.77	\$0.00	\$0.00	\$0.00	\$0.00	\$2,153.77
		<i>Totals for Live Well Omaha:</i>	<i>\$2,153.77</i>	<i>\$3,070.58</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$5,224.35</i>
Lovgren Marketing Group								
Lovgren Marketing Group	19006		\$1,627.83	\$0.00	\$0.00	\$0.00	\$0.00	\$1,627.83
		<i>Totals for Lovgren Marketing Group:</i>	<i>\$1,627.83</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,627.83</i>
Matt Roth								
Matt Roth	122916		\$0.00	\$30.45	\$0.00	\$0.00	\$0.00	\$30.45
Matt Roth	013017		\$40.65	\$0.00	\$0.00	\$0.00	\$0.00	\$40.65
		<i>Totals for Matt Roth:</i>	<i>\$40.65</i>	<i>\$30.45</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$71.10</i>
Metro								
Metro	32350		\$0.00	\$29,124.49	\$0.00	\$0.00	\$0.00	\$29,124.49
		<i>Totals for Metro:</i>	<i>\$0.00</i>	<i>\$29,124.49</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$29,124.49</i>
Olsson Associates								
Olsson Associates	269216		\$8,526.03	\$0.00	\$0.00	\$0.00	\$0.00	\$8,526.03
		<i>Totals for Olsson Associates:</i>	<i>\$8,526.03</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$8,526.03</i>
Omaha World-Herald								
Omaha World-Herald	11521-170129		\$60.18	\$0.00	\$0.00	\$0.00	\$0.00	\$60.18
		<i>Totals for Omaha World-Herald:</i>	<i>\$60.18</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$60.18</i>

January 31, 2017

A total of 29 transaction(s) listed

Metropolitan Area Planning Agency

Statement of Financial Position

January 31, 2017

		<u>Actual</u>
Assets		
10-1000	Petty Cash	\$264.95
10-1005	Paypal Account	\$320.07
10-1010	Cash - American National Bank	\$654,628.62
10-1030	Treasury Bills	\$370,578.88
10-1040	NPAIT Investments General	\$307,487.23
10-1045	NPAIT Investments Capitol Reserve	\$48,393.79
10-1050	NPAIT Investments Ortho Quads	\$58,056.59
10-1100	Accounts Receivable	\$546,606.31
10-1110	Due To/Due From Funds	(\$265,142.99)
10-1300	Prepaid Expenses	\$12,725.48
10-1310	Prepaid Insurance	\$6,718.10
11-1110	Due To/Due From Funds	\$2,695.87
12-1055	NPAIT Investments Sarpy Co. Revolving Loan	\$46,303.19
13-1200	Furniture, Fixtures & Equipment	\$139,222.20
13-1205	Vehicles	\$51,215.35
13-1220	Less: Accumulated Depreciation	\$142,016.19
15-1040	NPAIT Investments General	\$3,889.00
15-1045	NPAIT Investments Special Projects	\$30,193.03
15-1110	Due To/Due From Funds	\$264,905.10
20-1020	Cash - ANB Foundation	\$24,639.02
20-1060	NPAIT Investments Foundation	\$32,903.80
20-1065	NPAIT Investments FD NDO	\$105,883.41
20-1070	NPAIT Investments FD Washington County Revolving	\$134,004.63
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
Total Assets		<u><u>\$3,488,071.09</u></u>

Liabilities and Fund Balance

Liabilities

10-2000	Accounts Payable	\$92,088.73
10-2105	Nebraska Withholding	\$2,932.92
10-2115	AFLAC W/H Payable	(\$106.96)
10-2125	Dental Insurance W/H Payable	(\$935.22)
10-2126	Life & Disability Insurance Payable	(\$602.73)
10-2130	Flex W/H Payable	\$1,025.80
10-2132	Vision Insurance Payable	(\$171.45)
10-2135	Health Insurance Payable	(\$8,101.09)
10-2160	SUTA Tax	\$524.83

**Metropolitan Area Planning Agency
Statement of Financial Position**

January 31, 2017

		<u>Actual</u>
10-2210	Accrued Compensated Absences	\$114,495.41
10-2220	Accrued Audit Fees	\$10,600.00
20-2000	Accounts Payable	\$258.04
20-2430	Deferred Revolving Loan	\$307,438.04
20-2500	Note Payable Invest NE	\$235,997.62
40-2000	Accounts Payable	\$758,315.00
Total Liabilities		<u><u>\$1,513,758.94</u></u>

Fund Balance

10-3000	Fund Balance Undesignated	\$1,102,757.27
10-3010	Fund Balance Assigned	\$71,129.52
10-3020	Fund Balance Committed	\$355,000.00
11-3000	Fund Balance Undesignated	\$2,695.87
12-3100	Fund Balance Restricted	\$46,303.19
13-3005	Invested in Capital Assets	\$48,421.36
15-3010	Fund Balance Assigned	\$269,021.18
15-3100	Fund Balance Restricted	\$29,965.95
20-3000	Fund Balance Undesignated	\$55,124.80
40-3010	Fund Balance Assigned	(\$6,106.99)
Total Fund Balance		<u><u>\$1,974,312.15</u></u>

Total Liabilities and Fund Balance	<u><u><u>\$3,488,071.09</u></u></u>
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Metropolitan Area Planning Agency
Statement of Revenues and Expenditures
January 31, 2017

		1/1/17-1/31/17		7/1/16-1/31/17		% to YTD Budget	Variance to YTD Budget	FY 2017 Adjusted Budget
		Actual	Adjusted Budget	Actual YTD	Adjusted Budget YTD			
Revenues								
10-4100	Federal Revenue	\$339,212.93	\$0.00	\$1,006,229.98	\$1,902,424.50	52.89 %	\$896,194.52	\$3,804,849.00
10-4200	State Revenue	\$0.00	\$0.00	\$146,845.33	\$46,695.50	314.47 %	(\$100,149.83)	\$93,391.00
10-4300	Local Revenue	\$0.00	\$186,159.50	\$390,355.00	\$372,319.00	104.84 %	(\$18,036.00)	\$372,319.00
10-4310	Match Contributions	\$0.00	\$0.00	\$0.00	\$129,625.00	0.00 %	\$129,625.00	\$259,250.00
10-4350	Heartland 2050 Local Revenue	\$20,000.00	\$80,750.00	\$39,450.00	\$161,500.00	24.43 %	\$122,050.00	\$161,500.00
10-4400	Contracts	\$2,151.76	\$0.00	\$15,866.58	\$502,349.50	3.16 %	\$486,482.92	\$1,004,699.00
10-4410	Pass Through Contracts - Planning	\$0.00	\$0.00	\$0.00	\$91,750.00	0.00 %	\$91,750.00	\$183,500.00
10-4420	Pass Through Contracts - STP	\$0.00	\$0.00	\$0.00	\$46,250.00	0.00 %	\$46,250.00	\$92,500.00
10-4500	Forums/Annual Dinner	\$384.00	\$0.00	\$4,347.00	\$3,500.00	124.20 %	(\$847.00)	\$7,000.00
10-4510	In-Kind Revenue	\$8,354.55	\$0.00	\$123,902.28	\$153,575.00	80.68 %	\$29,672.72	\$307,150.00
10-4520	Investment Earnings	\$794.99	\$0.00	\$1,422.22	\$0.00	0.00 %	(\$1,422.22)	\$0.00
10-4530	Misc. Cash Sales	\$0.00	\$0.00	\$15.00	\$0.00	0.00 %	(\$15.00)	\$0.00
10-4540	Miscellaneous	\$118.99	\$0.00	\$17,469.42	\$0.00	0.00 %	(\$17,469.42)	\$0.00
15-4300	Local Revenue	\$10,000.00	\$0.00	\$10,000.00	\$0.00	0.00 %	(\$10,000.00)	\$0.00
15-4520	Investment Earnings	\$7.00	\$0.00	\$124.65	\$0.00	0.00 %	(\$124.65)	\$0.00
15-4540	Miscellaneous	\$0.00	\$0.00	\$10,150.00	\$0.00	0.00 %	(\$10,150.00)	\$0.00
Total Revenues		\$381,024.22	\$266,909.50	\$1,766,177.46	\$3,409,988.50	51.79 %	\$1,643,811.04	\$6,286,158.00
Expenses								
10-5000	Salaries	\$68,827.35	\$97,881.00	\$537,316.68	\$685,167.00	78.42 %	\$147,850.32	\$1,174,572.00
10-5100	FICA	\$6,217.42	\$7,500.00	\$49,113.39	\$52,500.00	93.55 %	\$3,386.61	\$90,000.00
10-5105	Unemployment Taxes	\$524.83	\$150.00	\$690.52	\$1,050.00	65.76 %	\$359.48	\$1,800.00
10-5110	Health Insurance	\$14,546.90	\$19,000.00	\$104,853.58	\$133,000.00	78.84 %	\$28,146.42	\$228,000.00
10-5115	Life & Disability Insurance	\$344.63	\$652.08	\$2,543.36	\$4,564.56	55.72 %	\$2,021.20	\$7,825.00
10-5120	Retirement Contributions	\$4,280.52	\$5,666.67	\$32,111.77	\$39,666.65	80.95 %	\$7,554.88	\$68,000.00
10-5125	Accrued Salaries & Compensated Absences	\$7,504.64	\$50,000.00	\$147,587.26	\$200,000.00	73.79 %	\$52,412.74	\$200,000.00
10-5200	Advertising	\$760.64	\$1,250.00	\$2,358.88	\$8,750.00	26.96 %	\$6,391.12	\$15,000.00
10-5210	Membership - Reference Materials	\$886.50	\$1,000.00	\$12,567.07	\$16,000.00	78.54 %	\$3,432.93	\$21,000.00

Metropolitan Area Planning Agency
Statement of Revenues and Expenditures
January 31, 2017

		1/1/17-1/31/17		7/1/16-1/31/17		% to YTD Budget	Variance to YTD Budget	FY 2017 Adjusted Budget
		Actual	Adjusted Budget	Actual YTD	Adjusted Budget YTD			
10-5220	Printing	\$1,550.16	\$2,916.67	\$18,326.46	\$20,416.65	89.76 %	\$2,090.19	\$35,000.00
10-5300	Business Insurance Expense	\$898.32	\$1,333.33	\$7,017.71	\$9,333.31	75.19 %	\$2,315.60	\$16,000.00
10-5310	Data Processing	\$2,566.29	\$3,083.33	\$23,188.47	\$21,583.31	107.44 %	(\$1,605.16)	\$37,000.00
10-5320	Professional Services	\$1,477.33	\$850.00	\$37,027.66	\$31,750.00	116.62 %	(\$5,277.66)	\$36,000.00
10-5400	Contracts	\$8,474.44	\$0.00	\$451,204.89	\$838,739.00	53.80 %	\$387,534.11	\$1,677,478.00
10-5420	Pass Through Contracts - Planning	\$16,207.13	\$0.00	\$252,352.56	\$912,250.00	27.66 %	\$659,897.44	\$1,824,500.00
10-5430	Pass Through Contracts - STP	\$2,153.77	\$0.00	\$3,123.91	\$0.00	0.00 %	(\$3,123.91)	\$0.00
10-5440	In-Kind Expense	\$8,354.55	\$0.00	\$123,902.28	\$284,825.00	43.50 %	\$160,922.72	\$569,650.00
10-5500	Equipment Maintenance	\$490.95	\$750.00	\$4,801.02	\$5,250.00	91.45 %	\$448.98	\$9,000.00
10-5600	Forums	\$352.53	\$2,500.00	\$32,520.00	\$26,250.00	123.89 %	(\$6,270.00)	\$42,000.00
10-5650	Miscellaneous Expenses	\$13.46	\$132.75	\$231.66	\$929.25	24.93 %	\$697.59	\$1,593.00
10-5700	Postage	\$162.80	\$458.33	\$1,696.67	\$3,208.31	52.88 %	\$1,511.64	\$5,500.00
10-5710	Supplies	\$323.87	\$1,625.00	\$4,048.02	\$11,375.00	35.59 %	\$7,326.98	\$19,500.00
10-5730	Bank Charges	\$8.64	\$83.33	\$233.78	\$583.31	40.08 %	\$349.53	\$1,000.00
10-5800	Office Rent	\$5,752.80	\$5,753.33	\$40,269.60	\$40,273.31	99.99 %	\$3.71	\$69,040.00
10-5810	Telephone	\$132.88	\$210.00	\$958.16	\$8,950.00	10.71 %	\$7,991.84	\$10,000.00
10-5900	Travel & Conferences	\$2,474.72	\$3,810.00	\$52,359.31	\$57,860.00	90.49 %	\$5,500.69	\$81,900.00
10-5950	Capital Outlays	\$0.00	\$12,500.00	\$0.00	\$25,000.00	0.00 %	\$25,000.00	\$25,000.00
10-8000	Transfers	\$0.00	\$1,650.00	\$0.00	\$11,550.00	0.00 %	\$11,550.00	\$19,800.00
Total Expenses		\$155,288.07	\$220,755.82	\$1,942,404.67	\$3,450,824.66	56.29 %	\$1,508,419.99	\$6,286,158.00
 NET SURPLUS/(DEFICIT)		 \$225,736.15	 \$46,153.68	 (\$176,227.21)	 (\$40,836.16)	 431.55 %	 \$135,391.05	 \$0.00

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 # 12

1. Computation of Payment

Bill to Date	\$134,728.47
Less Previous Payment	115,206.69
Payment Due this Date	<u>\$19,521.78</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

February 20, 2017

Invoice No: 271301

Invoice Total \$19,521.78

OA Project No. 016-0237 MAPA Sarpy County Transit Feasibility Study
Professional Services rendered January 1, 2017 through February 4, 2017 in accordance with Agreement dated December 10, 2015. Project Number and Title: 16604400101 - Sarpy County Transit Planning - FY16

Professional Personnel

	Hours	Rate	Amount	
Donahue, Corinne	47.00	43.27	2,033.69	
Weander, Nicholas	42.00	36.06	1,514.52	
Totals	89.00		3,548.21	
Total Labor				3,548.21

Additional Fees

Overhead	✓ 176.84 % of 3,548.21	6,274.65	
Fixed Fee	✓ 13.15 % of 9,822.86	1,291.71	
Total Additional Fees		7,566.36	7,566.36

Consultants

Vireo				
11/10/2016	Vireo	P15128-7	5,194.07	
1/9/2017	Vireo	P15128-9	3,177.82	
Total Consultants			8,371.89	8,371.89

Reimbursable Expenses

Personal Vehicle Mileage				
1/11/2017	Weander, Nicholas	Sarpy Transit Mileage (Google Map Print)	24.08 ✓	
1/18/2017	Donahue, Corinne	mileage Round 3 public mtgs	11.24	
Total Reimbursables			35.32	35.32

Billing Limits

	Current	Prior	To-Date
Total Billings	19,521.78	115,206.69	134,728.47
Limit			135,000.00
Balance Remaining			271.53

AMOUNT DUE THIS INVOICE \$19,521.78 ✓

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

Project	016-0237	MAPA Sarpy Co Transit Feasiblility Study	Invoice	271301
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Billings to Date

	Current	Prior	Total
Labor	3,548.21	30,417.48	33,965.69
Consultant	8,371.89	19,362.89	27,734.78
Expense	35.32	431.88	467.20
Internal Unit	0.00	130.86	130.86
Add-on	7,566.36	64,863.58	72,429.94
Totals	19,521.78	115,206.69	134,728.47

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

Authorized By: Corinne Donahue

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

Project	016-0237	MAPA Sarpy Co Transit Feasibility Study	Invoice	271301
EX 000000143946 1/18/2017	Donahue, Corinne / mileage Round 3 public mtgs / travel during Round 3 public meetings / 21.00 miles @ 0.535		11.24	
Total Reimbursables			35.32	35.32
			Total this Project	\$11,955.42
			Total this Report	\$11,955.42

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

Billing Backup

Monday, February 20, 2017

Olsson Associates, Inc.

Invoice 271301 Dated 2/20/2017

1:07:31 PM

OA Project No. 016-0237

MAPA Sarpy County Transit Feasibility Study

Professional Personnel

		Hours	Rate	Amount
Donahue, Corinne	1/3/2017	9.00	43.27	389.43
Donahue, Corinne	1/6/2017	4.00	43.27	173.08
Donahue, Corinne	1/9/2017	5.00	43.27	216.35
Donahue, Corinne	1/10/2017	9.00	43.27	389.43
Donahue, Corinne	1/11/2017	9.00	43.27	389.43
Donahue, Corinne	1/12/2017	2.00	43.27	86.54
Donahue, Corinne	1/13/2017	2.00	43.27	86.54
Donahue, Corinne	1/17/2017	2.00	43.27	86.54
Donahue, Corinne	1/18/2017	2.00	43.27	86.54
Donahue, Corinne	1/26/2017	1.00	43.27	43.27
Donahue, Corinne	1/31/2017	2.00	43.27	86.54
Weander, Nicholas	1/3/2017	7.00	36.06	252.42
Weander, Nicholas	1/4/2017	3.00	36.06	108.18
Weander, Nicholas	1/5/2017	2.00	36.06	72.12
Weander, Nicholas	1/6/2017	1.00	36.06	36.06
Weander, Nicholas	1/9/2017	3.00	36.06	108.18
Weander, Nicholas	1/10/2017	8.00	36.06	288.48
Weander, Nicholas	1/11/2017	9.00	36.06	324.54
Weander, Nicholas	1/12/2017	1.00	36.06	36.06
Weander, Nicholas	1/16/2017	2.00	36.06	72.12
Weander, Nicholas	1/17/2017	1.00	36.06	36.06
Weander, Nicholas	1/18/2017	4.00	36.06	144.24
Weander, Nicholas	1/31/2017	1.00	36.06	36.06
Totals		89.00		3,548.21
Total Labor				3,548.21

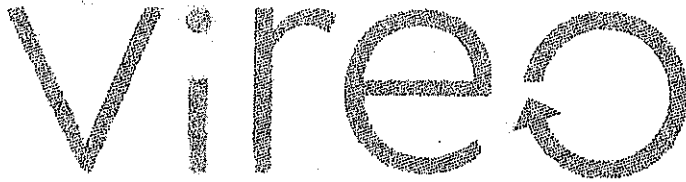
Consultants

Vireo				
AP 202925	11/10/2016	Vireo / P15128-7 / Invoice: P15128-7, 11/10/2016	5,194.07	✓
AP 203263	1/9/2017	Vireo / P15128-9 / Invoice: P15128-9, 1/9/2017	3,177.82	✓
Total Consultants			8,371.89	8,371.89

Reimbursable Expenses

Personal Vehicle Mileage				
EX 000000143945	1/11/2017	Weander, Nicholas / Sarpy Transit Mileage (Google Map Print) / Mileage to meetings. / 45.00 miles @ 0.535	24.08	✓

INVOICE PAYMENT IS REQUESTED WITHIN 30 DAYS

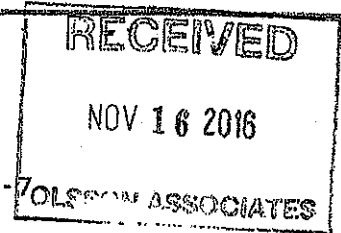


* Clyde

Remittance address:

929 Walnut Suite 700 | Kansas City, Missouri 64106

phone: 816.756.5690 | www.BeVireo.com



November 10, 2016

Invoice No:

P15128 -

ZOLSON ASSOCIATES

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

Project P15128 Sarpy County Transit Feasibility Study
Professional Services from October 01, 2016 to October 31, 2016
Professional Personnel

	Hours	Rate	Amount
French, Lindsay	9.00	25.24	227.16
Penelton, Triveece	44.00	28.85	1,269.40
Totals	53.00		1,496.56
Total Labor			1,496.56

Additional Fees

Overhead	182.13 % of 1,496.56	2,725.68
Profit	13.15 % of 4,222.24	555.22
Total Additional Fees		3,280.90

Reimbursable Expenses

Hotel-Project		
9/29/2016 Hotel		283.58
Car Rental/Taxi		
9/29/2016 Car Rental		133.03
Total Reimbursables		416.61

Billing Limits

	Current	Prior	To-Date
Total Billings	5,194.07	10,631.52	15,825.59
Limit			24,786.27
Remaining			8,960.68

Total this Invoice \$5,194.07

Outstanding Invoices

Number	Date	Balance
5	9/15/2016	241.42
6	10/10/2016	4,896.56
Total		5,137.98

Prepared by _____
Reviewed by _____
Date _____

C.D.

Remittance address:

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

JAN 13 2017

OLSSON ASSOCIATES

January 09, 2017

Invoice No: P15128 - 9

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

Project P15128 Sarpy County Transit Feasibility Study
Professional Services from December 01, 2016 to December 31, 2016
 Professional Personnel

	Hours	Rate	Amount
French, Lindsay	2.00	25.24	50.48
Penelton, Triveece	3.50	28.85	100.98
Penelton, Triveece	23.00	31.25	718.75
Totals	28.50		870.21
Total Labor			870.21

Additional Fees

Overhead	182.13 % of 870.21	1,584.91
Profit	13.15 % of 2,455.12	322.85
Total Additional Fees		1,907.76

Reimbursable Expenses

Outside Services		
12/27/2016 Facebook		399.85
Total Reimbursables		399.85

Billing Limits

	Current	Prior	To-Date
Total Billings	3,177.82	18,565.48	21,743.30
Limit			24,786.27
Remaining			3,042.97

Total this Invoice \$3,177.82

Outstanding Invoices

Number	Date
5	9/15/2016
7	11/10/2016
8	12/6/2016
Total	

Vendor #	8744	PWP	Pmt Date	
Balance Due	010917	e	Invoice Amt	3177.82
Ref #	P15128-9			
5,194.07				
2,739.89				
8,175.38	10-0131	100	0006	5100 3177.82 11
Check Number				



15128
02

09-29-16

Triveece Penelton
929 Walnut St Ste 200
Kansas City Mo
Kansas City MO 64106
United States

Folio No. :
A/R Number :
Group Code :
Company : Patti Banks Ass
Membership No. :
Invoice No. :

Room No. : 115
Arrival : 09-27-16
Departure : 09-29-16
Conf. No. : 65122266
Rate Code : IGCOR
Page No. : 1 of 1

Date	Description	Charges	Credits
09-27-16	*Accommodation	119.99	
09-27-16	Lodging Tax- 5.28%	6.34	
09-27-16	City/State Sales Tax- 7.38%	8.86	
09-27-16	Ralston Lodging Tax -5.5%	6.60	
09-28-16	*Accommodation	119.99	
09-28-16	Lodging Tax- 5.28%	6.34	
09-28-16	City/State Sales Tax- 7.38%	8.86	
09-28-16	Ralston Lodging Tax -5.5%	6.60	
09-29-16	MasterCard		283.58
Total		283.58	283.58
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Express
7306 Q ST
Ralston, NE 68127
(402) 991-0084

ENTERPRISE LEASING COMPANY OF KANSAS, 600 GRAND BLVD, KANSAS CITY, MO 641061404 (816) 842-4700

RENTAL AGREEMENT
357954

REF#
5RF83N

SUMMARY OF CHARGES

RENTER
HARVEY, TRIVEECE

DATE & TIME OUT
09/27/2016 04:40 PM

DATE & TIME IN
09/29/2016 01:05 PM

BILLING CYCLE
24-HOUR

CAR CLASS CHARGED
SCAR

VEH #1 2016 TOYO CAMR LE4
VIN# 4T1BF1FK2GU529020
LIC# GLL6629
MILES DRIVEN 630
CAR CLASS: FCAR

BILL TO ACCOUNT
PATTI BANKS ASSOCIATES
ATTN: UNKNOWN
929 WALNUT SUITE 200
KANSAS CITY, MO 64106

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	09/27 - 09/29	2	DAY	\$42.00	\$84.00
FUEL SERVICE OPTION	09/27 - 09/29				\$29.75

Subtotal: \$113.75

Taxes & Surcharges

ARENA FEE	09/27 - 09/29	2	DAY	\$4.00	\$8.00
SALES TAX	09/27 - 09/29			8.35%	\$7.96
VEHICLE LICENSE FEE	09/27 - 09/29	2	DAY	\$1.66	\$3.32

Total Charges: \$133.03

Bill-To / Deposits

PATTI BANKS ASSOCIATES

TIME & DISTANCE	09/27 - 09/29	2	DAY		
FUEL SERVICE OPTION	09/27 - 09/29				
ARENA FEE	09/27 - 09/29	2	DAY		
SALES TAX	09/27 - 09/29	1	PERCENT	8.35%	
VEHICLE LICENSE FEE	09/27 - 09/29	2	DAY		
RECOVERY	09/27 - 09/29	2	DAY		
Subtotal:					(\$133.03)

Total Estimated Amount Due

\$0.00

PAYMENT INFORMATION

AMOUNT PAID
\$133.03

TYPE
Mastercard

CREDIT CARD NUMBER
XXXXXXXXXX0048 PENDING



Facebook, Inc.
1601 Willow Road
Menlo Park, CA 94025-1452
United States

Account: 45704237
Business: Vireo
929 Walnut
Suite 700
Kansas City, MO 64106
United States

P15128 Sarpy County \$399.85

Transaction #940959796016390-2195010

Description	Facebook Ads Payment
Account	45704237
Transaction Date	10/31/2016 6:52am
Amount Billed	\$633.56 USD
Billing Reason	Remaining ad costs at the end of the month.
Method	MasterCard xxxx xxxx 0048 - Reference Number EPBLJ9ABB2
Status	Payment Completed

Billing Activity

For advertising services provided from 10/21/2016 12:00am to 10/21/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	574 Impressions	\$4.11 USD
Total			\$4.11 USD

Billing Activity

For advertising services provided from 10/20/2016 12:00am to 10/20/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	1 Impression	\$0.01 USD
Total			\$0.01 USD

Billing Activity

For advertising services provided from 10/20/2016 12:00am to 10/20/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	2,581 Impressions	\$15.43 USD
Total			\$15.43 USD

Billing Activity

For advertising services provided from 10/19/2016 12:00am to 10/19/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	1,930 Impressions	\$13.14 USD
Total			\$13.14 USD

Billing Activity

For advertising services provided from 10/19/2016 12:00am to 10/19/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	5 Impressions	\$0.05 USD

Total \$0.05 USD

Billing Activity

For advertising services provided from 10/18/2016 12:00am to 10/18/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	1,805 Impressions	\$13.13 USD

Total \$13.13 USD

Billing Activity

For advertising services provided from 10/18/2016 12:00am to 10/18/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	3 Impressions	\$0.03 USD

Total \$0.03 USD

Billing Activity

For advertising services provided from 10/17/2016 12:00am to 10/17/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	3,225 Impressions	\$15.49 USD

Total \$15.49 USD

Billing Activity

For advertising services provided from 10/16/2016 12:00am to 10/16/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	3 Impressions	\$0.04 USD

Total \$0.04 USD

Billing Activity

For advertising services provided from 10/16/2016 12:00am to 10/16/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	3,804 Impressions	\$14.70 USD

Total \$14.70 USD

Billing Activity

For advertising services provided from 10/15/2016 12:00am to 10/15/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	3,443 Impressions	\$13.80 USD

Total \$13.80 USD

Billing Activity

For advertising services provided from 10/15/2016 12:00am to 10/15/2016 11:59pm

Ad ID	Ad Name	Details	Amount
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Ad ID	Ad Name	Details	Amount
6056405285385	Post: "If bus and paratransi...ervice were improved in..."	275 Impressions	\$3.03 USD
6056666889785	Post: "Have you seen our latest news?"	3,155 Impressions	(\$13.86 USD)
Total			\$16.89 USD

Billing Activity

For advertising services provided from 10/10/2016 12:00am to 10/10/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056405285385	Post: "If bus and paratransi...ervice were improved in..."	1 Impression	\$0.02 USD
6056666889785	Post: "Have you seen our latest news?"	5 Impressions	(\$0.04 USD)
Total			\$0.06 USD

Billing Activity

For advertising services provided from 10/10/2016 12:00am to 10/10/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056401109785	Post: "http://www.como.gov/t...6/09/27/como-bus-system..."	506 Impressions	\$4.49 USD
6056405285385	Post: "If bus and paratransi...ervice were improved in..."	949 Impressions	\$11.66 USD
6056585881785	[10/06/2016] Promoting Sarpy...y Transit Feasibility Study	1,867 Impressions	(\$28.76 USD)
6056666889785	Post: "Have you seen our latest news?"	3,736 Impressions	(\$14.97 USD)
Total			\$59.88 USD

Billing Activity

For advertising services provided from 10/09/2016 12:00am to 10/09/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056401109785	Post: "http://www.como.gov/t...6/09/27/como-bus-system..."	2,391 Impressions	\$17.01 USD
6056405285385	Post: "If bus and paratransi...ervice were improved in..."	931 Impressions	\$10.32 USD
6056585881785	[10/06/2016] Promoting Sarpy...y Transit Feasibility Study	3,181 Impressions	(\$50.00 USD)
6056666889785	Post: "Have you seen our latest news?"	4,076 Impressions	(\$13.89 USD)
Total			\$91.22 USD

Billing Activity

For advertising services provided from 10/09/2016 12:00am to 10/09/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056401109785	Post: "http://www.como.gov/t...6/09/27/como-bus-system..."	4 Impressions	\$0.04 USD
6056405285385	Post: "If bus and paratransi...ervice were improved in..."	1 Impression	\$0.01 USD
6056666889785	Post: "Have you seen our latest news?"	2 Impressions	(\$0.02 USD)
Total			\$0.07 USD

Billing Activity

For advertising services provided from 10/08/2016 12:00am to 10/08/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056401109785	Post: "http://www.como.gov/t...6/09/27/como-bus-system..."	1,658 Impressions	\$16.46 USD
6056405285385	Post: "If bus and paratransi...ervice were improved in..."	701 Impressions	\$10.97 USD

6056666869785	Post: "Have you seen our latest news?"	3 Impressions	\$0.12 USD
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Total \$0.12 USD

Billing Activity

For advertising services provided from 10/14/2016 12:00am to 10/14/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	6 Impressions	(\$0.04 USD)

Total \$0.04 USD

Billing Activity

For advertising services provided from 10/14/2016 12:00am to 10/14/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	3,134 Impressions	(\$13.60 USD)

Total \$13.60 USD

Billing Activity

For advertising services provided from 10/13/2016 12:00am to 10/13/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	10 Impressions	(\$0.08 USD)

Total \$0.08 USD

Billing Activity

For advertising services provided from 10/13/2016 12:00am to 10/13/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	3,489 Impressions	(\$14.16 USD)

Total \$14.15 USD

Billing Activity

For advertising services provided from 10/12/2016 12:00am to 10/12/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	3,813 Impressions	(\$13.45 USD)

Total \$13.45 USD

Billing Activity

For advertising services provided from 10/12/2016 12:00am to 10/12/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	3 Impressions	(\$0.03 USD)

Total \$0.03 USD

Billing Activity

For advertising services provided from 10/11/2016 12:00am to 10/11/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056666869785	Post: "Have you seen our latest news?"	3 Impressions	(\$0.03 USD)

Total \$0.03 USD

Billing Activity

For advertising services provided from 10/11/2016 12:00am to 10/11/2016 11:59pm

6056585881785	[10/06/2016] Promoting Sarpy...y Transit Feasibility Study	2,797 Impressions	(\$50.00 USD)
6056666669785	Post: "Have you seen our latest news?"	2,643 Impressions	(\$15.74 USD)
Total			\$93.17 USD

Billing Activity

For advertising services provided from 10/08/2016 12:00am to 10/08/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056401109785	Post: "http://www.como.gov/t...6/09/27/como-bus-system..."	1 Impression	\$0.02 USD
6056666669785	Post: "Have you seen our latest news?"	3 Impressions	(\$0.03 USD)
Total			\$0.05 USD

Billing Activity

For advertising services provided from 10/07/2016 12:00am to 10/07/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056401109785	Post: "http://www.como.gov/t...6/09/27/como-bus-system..."	1,814 Impressions	\$17.81 USD
6056405285385	Post: "If bus and paratransi...ervice were improved in..."	770 Impressions	\$9.89 USD
6056585881785	[10/06/2016] Promoting Sarpy...y Transit Feasibility Study	2,058 Impressions	(\$50.00 USD)
6056666669785	Post: "Have you seen our latest news?"	1,086 Impressions	(\$9.90 USD)
Total			\$87.60 USD

Billing Activity

For advertising services provided from 10/07/2016 12:00am to 10/07/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056401109785	Post: "http://www.como.gov/t...6/09/27/como-bus-system..."	1 Impression	\$0.01 USD
6056666669785	Post: "Have you seen our latest news?"	1 Impression	(\$0.01 USD)
Total			\$0.02 USD

Billing Activity

For advertising services provided from 10/06/2016 12:00am to 10/06/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056401109785	Post: "http://www.como.gov/t...6/09/27/como-bus-system..."	1,623 Impressions	\$17.67 USD
6056405285385	Post: "If bus and paratransi...ervice were improved in..."	737 Impressions	\$10.87 USD
6056585881785	[10/06/2016] Promoting Sarpy...y Transit Feasibility Study	648 Impressions	(\$21.20 USD)
Total			\$48.74 USD

Billing Activity

For advertising services provided from 10/05/2016 12:00am to 10/05/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056401109785	Post: "http://www.como.gov/t...6/09/27/como-bus-system..."	1,450 Impressions	\$17.28 USD
6056405285385	Post: "If bus and paratransi...ervice were improved in..."	712 Impressions	\$10.27 USD
Total			\$27.55 USD

Billing Activity

For advertising services provided from 10/05/2016 12:00am to 10/05/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056401109785	Post: "http://www.como.gov/t...6/09/27/como-bus-system..."	2 Impressions	\$0.01 USD
6056405285385	Post: "If bus and paratransi...ervice were improved in..."	1 Impression	\$0.01 USD
Total			\$0.02 USD

Billing Activity

For advertising services provided from 10/04/2016 12:00am to 10/04/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6055654886985	Post: "Join us!"	435 Impressions	\$3.01 USD
6056401109785	Post: "http://www.como.gov/t...6/09/27/como-bus-system..."	773 Impressions	\$9.20 USD
6056405285385	Post: "If bus and paratransi...ervice were improved in..."	716 Impressions	\$7.91 USD
Total			\$20.12 USD

Billing Activity

For advertising services provided from 10/04/2016 12:00am to 10/04/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056405285385	Post: "If bus and paratransi...ervice were improved in..."	2 Impressions	\$0.04 USD
Total			\$0.04 USD

Billing Activity

For advertising services provided from 10/03/2016 12:00am to 10/03/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6055654886985	Post: "Join us!"	1,574 Impressions	\$10.75 USD
Total			\$10.75 USD

Billing Activity

For advertising services provided from 10/03/2016 12:00am to 10/03/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6055654886985	Post: "Join us!"	1 Impression	\$0.01 USD
Total			\$0.01 USD

Billing Activity

For advertising services provided from 10/02/2016 12:00am to 10/02/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6055654886985	Post: "Join us!"	1,462 Impressions	\$10.83 USD
Total			\$10.83 USD

Billing Activity

For advertising services provided from 10/02/2016 12:00am to 10/02/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6055654886985	Post: "Join us!"	1 Impression	\$0.01 USD
Total			\$0.01 USD

Billing Activity

For advertising services provided from 10/01/2016 12:00am to 10/01/2016 11:59pm

Ad ID	Ad Name	Details	Amount

6055654886985	Post: "Join us!"	1,403 Impressions	\$11.43 USD
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Total \$11.43 USD

Billing Activity

For advertising services provided from 10/01/2016 12:00am to 10/01/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6055654886985	Post: "Join us!"	4 Impressions	\$0.06 USD

Total \$0.06 USD

Billing Activity

For advertising services provided from 09/30/2016 12:00am to 09/30/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6055654886985	Post: "Join us!"	1,005 Impressions	\$11.10 USD
6055710206185	[09/23/2016] Promoting COMO Bus Service Evaluation	581 Impressions	\$11.33 USD

Total \$22.43 USD

Billing Activity

For advertising services provided from 09/30/2016 12:00am to 09/30/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6055654886985	Post: "Join us!"	3 Impressions	\$0.05 USD

Total \$0.05 USD

Billing Activity

For advertising services provided from 09/29/2016 12:00am to 09/29/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6055654886985	Post: "Join us!"	2 Impressions	\$0.13 USD

Total \$0.13 USD

AFFIDAVIT FOR PAYMENT

Subcontractor's Name: Patti Banks Associates d/b/a Vireo

Project Name: Sarpy Co. Transit Feasibility Study Project Number: P15128

Payment Request Number: P15128-9 Date: January 9, 2017

The undersigned, on behalf of Patti Banks Associates dba Vireo, Subcontractor on the above-referenced project, submits this Affidavit in conjunction for Payment in favor of Subcontractor. This Affidavit is submitted as an inducement for Olsson Associates to make payment to Subcontractor, in connection with work and labor performed and provided on the above-referenced Project and in conjunction with Subcontractor's efforts, the undersigned, on behalf of Subcontractor, states, and deposes as follows:

- (1) Not including retainage, Subcontractor is presently owed the sum of \$ 11,353.20 from Olsson Associates for work and labor performed on the Project. The following is a true and accurate accounting of all amounts either paid or due and owing Subcontractor on the Project, and the amount indicated in the following accounting is the total amount due Subcontractor for work and labor performed on the Project through the date of this Affidavit:

- | | | |
|-----|--------------------------|-------------|
| (a) | Original Contract Amount | \$24,786.27 |
| (b) | Approved Change Orders | |

[illegible]

- | | | |
|-----|------------------------------------|-------------|
| (c) | Approved Contract Amount (a and b) | \$24,786.27 |
| (d) | Value of Work Performed to Date | 21,743.3 |
| (e) | Value of Work Previously Billed | 18,565.48 |
| (f) | Value of Work Previously Paid | 10,390.10 |
| (g) | Amount Due This Billing | \$11,353.20 |

(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 contractor 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 January 9, 2017

[Signature]
Subcontractor,

By: Lisa Lassman Briscoe

Its: Owner

This Affidavit for Payment was executed this 9th day of January, 2017 on behalf of Vireo by Lisa Lassman Briscoe Its owner

NOTARY PUBLIC:



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

Linda M. deFlon

Detailed Expense Report

Wednesday, February 15, 2017

12:13:29 PM

Olsson Associates, Inc.

Employee: 04043 Weander, Nicholas B

Signed:

Weander, Nicholas B

Posted

Approved

McKerrow, Jeff D

Organization: 02-2-02-15-37

Expense Report: w/e 1/14/2017

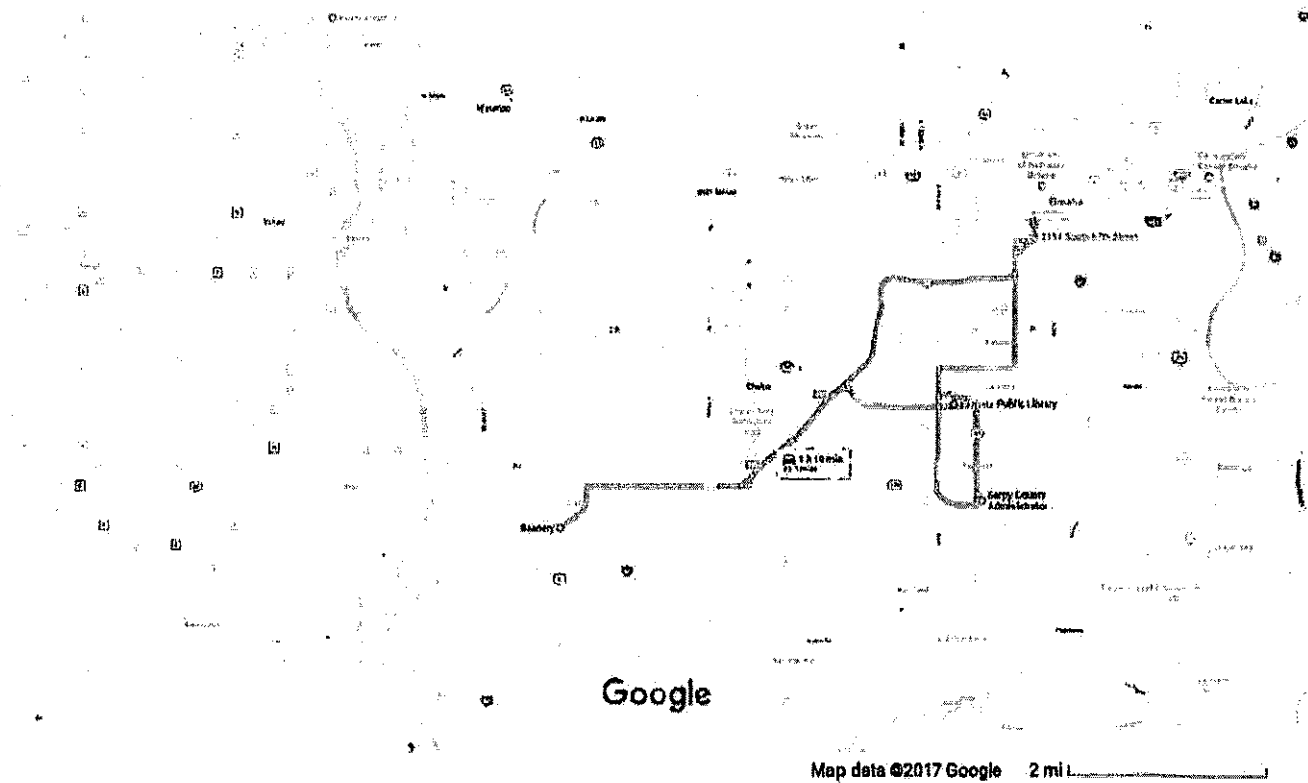
Report Date: 1/16/2017

Date	Category	Description	Project	Phase	Task	Bill	Company Paid	Credit Card	Account	Amount
1/11/2017	Mileage: (Personal Auto)	Sarpy Transit Mileage (Google Map Print)	016-0237	100	100003	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5125	24.08
Business Reason: Mileage to meetings.										
MAPA Sarpy Co Transit Feasibility Study										
Travel From/To: Aksarben to Gretna, Gretna to La Vista Public Library, La Vista Public Library to Sarpy Administration Building, Sarpy Administration Building to La Vista Public Library.										
Travel: 45.00 mi @ 0.535										
Total Expenses										24.08
Amount Advanced										
Company Paid										
Total Due										24.08

1/18/2017

2111 S 67th St, Omaha, NE 68106 to 2111 South 67th Street, Omaha, NE - Google Maps

Google Maps 2111 S 67th St, Omaha, NE 68106 to 2111 South Drive 45.3 miles, 1 h 19 min
67th Street, Omaha, NE



Map data ©2017 Google

2 mi

- 5 min (1.7 mi)
- 302 ft
- 0.5 mi
- 0.9 mi
- 0.3 mi
- 10 min (9.9 mi)
- 2.5 mi
- 6.9 mi

1/18/2017

2111 S 67th St, Omaha, NE 68106 to 2111 South 67th Street, Omaha, NE - Google Maps



0.4 mi



9 min (5.6 mi)



9. Turn left onto US-6 W

4.1 mi



1.4 mi

Destination will be on the left

390 ft



16 s (331 ft)



13 min (9.4 mi)



1.4 mi

Continue to follow NE-370 E



4.3 mi



3.2 mi

0.4 mi



10 min (4.2 mi)



2.6 mi



0.3 mi



0.4 mi



0.5 mi

0.3 mi

1/18/2017

2111 S 67th St, Omaha, NE 68106 to 2111 South 67th Street, Omaha, NE - Google Maps



Destination will be on the right

0.3 mi



0.4 mi



2.2 mi



1.2 mi



0.3 mi



276 ft



Destination will be on the right

0.2 mi



0.2 mi



276 ft



2.3 mi



Destination will be on the right

0.6 mi

La Vista Public Library

1/16/2017

2111 S 67th St, Omaha, NE 68106 to 2111 South 67th Street, Omaha, NE - Google Maps

- ↑ 0.4 mi
 - ↗ 1.0 mi
 - ↗ 2.0 mi
 - ↖ 2.8 mi
 - ↗ 0.3 mi
 - ↗ 0.4 mi
 - ↖ 0.1 mi
- Destination will be on the right

2111 S 67th St

Detailed Expense Report

Wednesday, February 15, 2017

12:14:01 PM

Olsson Associates, Inc.

Employee 04044 Donahue, Corinne L

Signed

Donahue, Corinne L

Posted

Approved

Weander, Nicholas B

Organization 02-2-02-15-37

Expense Report: w/s 1.14.17

Report Date: 1/15/2017

Date	Category	Description	Project	Phase	Task	Bill	Company Paid	Credit Card	Account	Amount
1/18/2017	Mileage (Personal Auto)	mileage Round 3 public mtgs	016-0237	100	100003	<input checked="" type="checkbox"/>	<input type="checkbox"/>		6126	11.24
MAPA Sarpy Co Transit Feasibility Study										
Business Reason: travel during Round 3 public meetings										
Travel From/To: La Vista Library - Sarpy County - Bellevue Planning - La Vista Library										
Travel: 21.00 mi @ 0.535										

Total Expenses	11.24
Amount Advanced	
Company Paid	
Total Due	11.24

Agreement Invoice Travel Log

Agreement #: _____

Travel Date: **Wednesday 1/11/2017** **Wednesday 1/18/2017** **Saturday** **Saturday** **Saturday**

[1] Travel Info	Traveler's Name	Nick Weander	Corinne Donahue			
	Departure Time	10:00am	10:00am			
	Return Time	4:00pm	2:00pm			
[2] Personal Mileage Expenses	Location(s) Travelled	*See note below	** See note below			
	Miles Travelled	45	21			
	Mileage Rate	\$ 0.54	\$ 0.54	\$ 0.54	\$ 0.54	\$ 0.54
	Allowable Mileage Cost	\$ 24.08	\$ 11.24	\$ -	\$ -	\$ -
[3] Meals Expenses	Meal Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -
	Actual Cost - Breakfast	\$ -	\$ -	\$ -	\$ -	\$ -
	Actual Cost - Lunch	\$ -	\$ -	\$ -	\$ -	\$ -
	Actual Cost - Dinner	\$ -	\$ -	\$ -	\$ -	\$ -
	Allowable M&IE	\$ -	\$ -	\$ -	\$ -	\$ -
[4] Lodging Expenses	Per Diem (excl taxes)	\$ -	\$ -	\$ -	\$ -	\$ -
	Actual Lodging Rate	\$ -	\$ -	\$ -	\$ -	\$ -
	Actual Lodging Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
	Allowable Lodging Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other Travel Expenses	Airfare	\$ -	\$ -	\$ -	\$ -	\$ -
	Rental Auto	\$ -	\$ -	\$ -	\$ -	\$ -
	Rental Auto Fuel	\$ -	\$ -	\$ -	\$ -	\$ -
	Transportation (i.e. taxi)	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
	Allowable Other Expense	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL ALLOWABLE COSTS:	\$ 24.08	\$ 11.24	\$ -	\$ -	\$ -
	\$ 35.32					

Detailed meal receipts itemizing all food and drink must be obtained from vendor. A credit card receipt alone IS NOT sufficient documentation. RECEIPTS for meals under \$5 are not required to be included with the invoice.

Notes: (provide clarification of expenses or additional breakdown of expenses by project, if applicable)

*Office to Gretna, Gretna to LaVista Library, Library to Sarpy Admin, Sarpy Admin to Library

**La Vista Library to Sarpy County, then to Bellevue Planning, then to Library

[1] Enter traveler's name (different column for each traveler), enter Departure Time on first day of travel, Return Time on last day of travel.

[2] Enter travel origination, primary destination, and daily miles traveled.

[3] Meals and Lodging Per Diem rates obtained from: <http://www.gsa.gov/portal/category/100120>. (based on work location)

[4] Enter lodging rate and taxes separately. Reimbursement of lodging taxes is prorated, if necessary.



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: 4/30/2017		
Invoice No.:	271301	Invoice Date: 2/20/2017	
% Work Completed:	100%		
Current Billing Period:	1/1/2017 thru 2/20/2017		

Agreement No:	Max Actual costs	Max Fixed Fee (Profit)	Total Contract Amount
Agreement amount thru supplement # 000	\$119,310.65	\$15,689.35	\$135,000.00
	Amount		
	This Period	Previously Billed	To Date
Direct Labor	\$3,548.21	\$30,417.48	\$33,965.69
Overhead @ 176.96% of direct labor	\$6,274.65	\$53,790.27	\$60,064.92
Fixed Fee @ 13.15% of labor+overhead	\$1,291.71	\$11,073.31	\$12,365.02
FCCM @ 0.000% of direct labor	\$0.00	\$120.68	\$120.68
Direct Costs (Non-Labor)	\$35.32	\$442.06	\$477.38
Outside Services (Subconsultants):			
<u>Name</u>	<u>Max Amount</u>		
CDM Smith	\$16,186.65	\$0.00	\$10,888.04
Vireo	\$24,786.27	\$8,371.89	\$8,474.85
Adjustments:			
fixed fee for profit			
Other:			
Total Amount DUE >>		\$19,521.78	\$115,206.69
			\$134,728.47

By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract.		Total Agreement Amount Remaining:	\$271.53
		Total Fixed Fee Remaining:	\$3,324.33
Signature (typed or signed name required):	Title:	Date:	
Rhonda Jelinek	Billing Coordinator	2/20/2017	
Consultant's email contact for invoice-related questions: rjelinek@olssonassociates.com			



PROGRESS REPORT

Project No.:	MAPA Sarpy County Transit Feasibility Study 16604400101 - Sarpy County Transit Planning - FY16 Olsson Associates: 016-0237		
Location:	Sarpy County, Nebraska	Invoice Date:	1/1/2017-2/4/2017
Type of Work:	Transportation Planning	Progress Report No.:	12 Invoice #271301

Project progress this reporting period:

1. OA prepared materials and presentations for third round of public meetings to be held in December 2016, which were later moved to January 10 and 11, 2017.
2. OA continued work on Technical Memorandum 3 with refinements from the December 1, 2016 Working Group meeting.
3. OA completed and distributed TM3 in January 2017.
4. OA provided continued notices for Round 3 public engagement in January 2017. Comments were received through January 31, 2017.
5. OA prepared meeting summaries for the January 2017 public engagement and meetings.
6. OA prepared for Working Group meeting in February to clarify final budget and project timeframes.
7. OA prepared and presented Preferred Transit Package information to the CTC on January 18, 2017.

Upcoming project tasks to be accomplished:

1. OA will conduct project team calls approximately every two to three weeks.
2. OA will continue to coordinate with MAPA on the final presentations for the study.
3. OA will continue work on the Draft Final Report.
4. OA will prepare summary feedback from the 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.



February 22, 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 12 & Invoice #271301

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 January 1, 2017 to February 4, 2017. 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



Subcontractor Payment Authorization

Contract Number: 17420090401
Contract Party: The New BLK
Contract Approved by Board of Directors: December 8, 2017
Contract Amount: \$24,960.00
Contract Period: December 15, 2016 - June 30, 2017

Payment # 1

Billed to Date: \$ 1,875.00
Less Previous Payments: \$ -
Amount Due: \$ 1,875.00

Payment Recommended By: _____

Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____

Date

MAPA Treasurer/Finance Committee Member



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

Invoice ID **NB0024-754**
Issue Date **03/09/2017**
Due Date **03/19/2017**
Subject **Heartland 2050 web site - Phase I: Discovery**

Invoice For **MAPA Heartland 2050**

Item Type	Description	Quantity	Unit Price	Amount
Service	Discovery: business and technical requirements, key success metrics, content/assets gathering. % Complete: 100%	15.00	\$125.00	\$1,875.00

Amount Due \$1,875.00

Notes

Percentage of Total Project Completed: 7%
Contract Amount Billed to Date: \$1,875.00
Amount Remaining on Contract: \$23,085.00

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, Nebraska 68102

Subcontractors Payment Authorization

Contractor: Live Well Omaha

Project Number & Title: 159045004 Live Well Omaha Commuter Challenge

Contract Approved by Board of Directors: April 20, 2016
Amendment: December 2, 2016

Effective: 04/11/2016 – 12/31/2017

Contract Amount of: \$19,440
Amendment: \$ 33,440

Payment #8

1. Computation of Payment

Bill to Date	\$9,026.69
Less Previous Payments	8,693.71
Payment Due this Date	<u>\$332.98</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

Program Supervisor

Department Manager/Responsible Charge

Executive Director

Payment approved by Finance Committee _____

Treasurer

**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 13, March 10, 2017
progress Report Date:	10-Mar-17
% Work Completed:	16%
Current Billing Period:	2-1-17 to 2-28-17

Actual Costs	This Period	Previously Billed To Date	
Direct Labor	\$497.13 369.28	\$359.65	\$856.78
Direct Expenses	\$9.00	\$9.00	\$48.00
Indirect Expenses	\$50.64 37.84	\$36.87	\$87.48
Local Match	\$111.35 83.24	\$81.10	\$192.45
TOTAL AMOUNT DUE	\$445.40 322.98		

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

Signature:

Title

Date

Project Manager

3/10/2017

Madison Haugland

BILL TO:

Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102

Attn: Sue Cutsforth

REMIT TO:

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



Project Name	Live Well Omaha Commuter Challenge
Contract Number	
Project Manager	Madison Haugland
Billing Period	2-1-17 to 2-28-17

LABOR

Name	Title	Hours	Rate	Amount	Amount
Sarah Sjolie	Exec Director	1.00	\$54.85	\$54.85	\$54.85
Courtney Brewer	Comm Coord	0	\$35.10	\$0.00	\$0.00
Madison Haugland	Active Living Coord	13.83	\$31.98	\$442.28	\$442.28
Labor reimbursement request:				\$497.13	

Sarah's Adj
 $\$127.75 = \369.38

Project Summary

Category	Project Amount	Previously		Current Billing	Amount		% Billed
		Billed	Billed to Date		Remaining		
Direct Labor	\$17,600.44	\$359.65	\$497.13	\$856.78	\$16,743.66	5%	
Direct Expenses			<i>369.38</i>				
Data Tool	\$7,928.00	\$9.00	\$9.00	\$18.00	\$7,910.00	0%	
Postage and Delivery	\$287.97			\$0.00	\$287.97	0%	
Office Supplies	\$298.01			\$0.00	\$298.01	0%	
Bike Valet Services	\$2,375.00			\$0.00	\$2,375.00	0%	
Direct Expenses Subtotal	\$10,888.98	\$9.00	\$9.00	\$18.00	\$10,870.98	0%	
Indirect Expenses 10%	\$2,848.94	\$36.87	<i>37.84</i> \$50.64	\$87.48	\$2,761.46	3%	
TOTALS	\$31,338.36	\$405.52	\$556.75	\$962.27	\$30,376.09	3%	

TOTAL REIMBURSEMENT REQUEST:

\$556.75

$\$416.22 \times 80\% = \332.98

Commuter Challenge Hours 2-1-17 to 2-28-17						
Day	User	Project	Task	Entry Notes	Madison's Hours	Sarah's Hours
02/01/2017	Madison Hauglanc	LWO Commuter Challenge	Admin Tasks		0.33	
02/02/2017	Madison Hauglanc	LWO Commuter Challenge	Admin Tasks		1	
02/02/2017	Madison Hauglanc	LWO Commuter Challenge	Admin Tasks		0.33	
02/03/2017	Madison Hauglanc	LWO Commuter Challenge	Admin Tasks		0.5	
02/03/2017	Madison Hauglanc	LWO Commuter Challenge	Admin Tasks		0.33	
02/03/2017	Madison Hauglanc	LWO Commuter Challenge	Admin Tasks		1.17	
02/06/2017	Madison Hauglanc	LWO Commuter Challenge	*Business Participant Outreach		0.5	
02/08/2017	Sarah Sjolie	LWO Commuter Challenge	Admin Tasks			0.5
02/08/2017	Madison Hauglanc	LWO Commuter Challenge	*Event Coordination	Talked about Bike to Work Week and Bike Mon	1	
02/08/2017	Madison Hauglanc	LWO Commuter Challenge	Admin Tasks		0.5	
02/14/2017	Madison Hauglanc	LWO Commuter Challenge	*Data Analysis		0.5	
02/14/2017	Madison Hauglanc	LWO Commuter Challenge	*Data Analysis		0.67	
02/15/2017	Madison Hauglanc	LWO Commuter Challenge	*Data Analysis		1	
02/17/2017	Madison Hauglanc	LWO Commuter Challenge	*Data Analysis		0.5	
02/17/2017	Madison Hauglanc	LWO Commuter Challenge	*Data Analysis		0.5	
02/20/2017	Madison Hauglanc	LWO Commuter Challenge	*Business Participant Outreach		0.5	
02/20/2017	Madison Hauglanc	LWO Commuter Challenge	*Participant Communication		0.67	
02/20/2017	Madison Hauglanc	LWO Commuter Challenge	*Participant Communication		0.17	
02/21/2017	Madison Hauglanc	LWO Commuter Challenge	*Business Participant Outreach		2.5	
02/21/2017	Madison Hauglanc	LWO Commuter Challenge	*Participant Communication		0.33	
02/22/2017	Madison Hauglanc	LWO Commuter Challenge	*Event Coordination		0.33	
2/24/2017	Sarah Sjolie	LWO Commuter Challenge	Admin Tasks			0.5
02/27/2017	Madison Hauglanc	LWO Commuter Challenge	*Business Participant Outreach		0.5	
Total:					13.83	1.00

X 
 Manager Approval

Live Well Omaha
Sarah's hourly Wage

Bike Education

Invoice Period	Invoice Number	Invoice Date	Sarah's Billed Hours	Sarah's Billed Hourly Wage	\$ Billed	Sarah's Actual Hourly Wage	\$	Overpayment	80% Paid	20% Match
04/11/16-06/07/16	18	6/8/2016	6	\$ 56.21	337.26	\$ 51.10	\$ 306.60	\$ 30.66	\$ 24.53	\$ 6.13
06/09/16-06/30/16	19	8/5/2016	1.5	\$ 56.21	84.32	\$ 51.10	\$ 76.65	\$ 7.66	\$ 6.13	\$ 1.53
07/01/16-08/05/16	20	8/5/2016	1.5	\$ 56.21	84.32	\$ 51.10	\$ 76.65	\$ 7.66	\$ 6.13	\$ 1.53
08/08/16 - 09/30/16	21	10/8/2016	4	\$ 56.21	224.84	\$ 51.10	\$ 204.40	\$ 20.44	\$ 16.35	\$ 4.09
10/01/16 - 10/31/16	22	10/31/2016	1.5	\$ 56.21	84.32	\$ 51.10	\$ 76.65	\$ 7.66	\$ 6.13	\$ 1.53
11/01/16-12/31/16	23	1/6/2017	7	\$ 56.21	393.47	\$ 51.10	\$ 357.70	\$ 35.77	\$ 28.62	\$ 7.15
01/01/17-01/31/17	24	2/3/2017	1.5	\$ 56.21	84.32	\$ 51.10	\$ 76.65	\$ 7.66	\$ 6.13	\$ 1.53
Total			23		1,292.83		\$ 1,175.30	\$ 117.53	\$ 94.02	\$ 23.51

CMAQ

Invoice Period	Invoice Number	Invoice Date	Sarah's Billed Hours	Sarah's Billed Hourly Wage	\$ Billed	Sarah's Actual Hourly Wage	\$	Overpayment	80% Paid	20% Match	
04/11/16-06/03/16	6	6/9/2016	9	\$ 56.21	\$ 505.89	\$ 51.10	\$ 459.90	\$ 45.99	\$ 36.79	\$ 9.20	This invoice was included on a grant request for a closed grant
06/06/16-06/30/16	7	8/5/2016	1	\$ 56.21	\$ 56.21	\$ 51.10	\$ 51.10	\$ 5.11	\$ 4.09	\$ 1.02	
07/01/16-08/05/16	8	8/5/2016	2.5	\$ 56.21	\$ 140.53	\$ 51.10	\$ 127.75	\$ 12.78	\$ 10.22	\$ 2.56	
08/06/16-09/30/16	9	10/8/2016	2	\$ 56.21	\$ 112.42	\$ 51.10	\$ 102.20	\$ 10.22	\$ 8.18	\$ 2.04	
10/01/16 - 10/31/16	10	11/16/2016	1.5	\$ 56.21	\$ 84.32	\$ 51.10	\$ 76.65	\$ 7.66	\$ 6.13	\$ 1.53	
11/01/16 - 12/31/16	11	1/6/2017	9	\$ 56.21	\$ 505.89	\$ 51.10	\$ 459.90	\$ 45.99	\$ 36.79	\$ 9.20	
01/01/17-01/31/17	12	2/3/2017	0	\$ 56.21	\$ -	\$ 51.10	\$ -	\$ -	\$ -	\$ -	
Subtotal			25		\$ 1,405.25		\$ 1,277.50	\$ 127.75	\$ 102.20	\$ 25.55	\$ -
10% Indirect Expense					\$ 140.53		\$ 127.75	\$ 12.78	\$ 10.22	\$ 2.56	
Total					\$ 1,545.78	\$ -	\$ 1,405.25	\$ 140.53	\$ 112.42	\$ 28.11	

Category	Date	Name	Hours	Current Billing
<u>Direct Labor</u>				
	2-1-17 to 2-28-17	Sarah Sjolie	1.00	\$54.85
	2-1-17 to 2-28-17	Courtney Brewer	0	\$0.00
	2-1-17 to 2-28-17	Madison Haugland	13.83	\$442.28
				\$497.13
<u>Direct Expenses</u>				
Data Tool	02/07/17	Heroku Hosting		\$9.00
Data Tool Total				\$9.00
Postage and Delivery				
P & D Total				\$0.00
Office Supplies				
Office Supplies Total				\$0.00
Bike Valet Services				
Bike Valet Services Total				\$0.00
Direct Expenses Subtotal				\$9.00
TOTALS				\$506.13

Account:
omahacommutterchallengeops@gmail.com

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

Billing period:
January 01, 2017 - February 01, 2017

Invoice #:
10051171

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

Live Well Omaha

TRANSACTION DETAIL BY ACCOUNT

February 2017

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
6550 Office/General Administrative									
6160 Dues and Subscriptions									
02/07/2017	Expense	10051171	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	



Progress Report

Project No: Live Well Omaha Commuter Challenge

Location: Omaha Metro, Nebraska
Type of Work: Commuter Challenge

Dates Covered: February 1 – 28, 2017
Progress Report No: 13

Project progress this reporting period:

1. Community Catalyst Events
 - a. None held during this time frame – out of challenge period
 - b. Began talking/thinking about Bike to Work Week activities
2. Communications Strategy
 - a. Attended LSBI planning meetings to work on this year's strategy
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/Funded Start-Up Collaborative Showcase

Upcoming project tasks to be accomplished:

1. Work to update Commuter Challenge website info
2. Learn about new National Bike Challenge site and format
3. Reach out to Midtown on the Move for opportunities to collaborate
4. Coordinate with Omaha Bikes on promoting LSBI at Bike Valet Events in 2017
5. Challenge begins May 1!

Items required from client:

None

Unresolved project issues affecting the schedule:

None

Fringe Benefit Calculation for Responsible Charge

Madison

Annual Salary	Estimated hours worked/year	Effective Wage rate
\$ 48,817.60	2080	\$ 23.47
\$ 48,817.60		

*Shaded areas to be completed by the LPA

Insurance Cost (Per Month)

Health	\$ 300.00
Dental	\$ 32.01
Accidental Death and Dismemberment (AD&D)	\$ 1.10
Life	\$ 10.35
Vision	
Other Insurance Benefits	\$ 41.98
Insurance Cost/month	\$ 385.44
Insurance Cost/hour	\$ 2.22

Workmen's Compensation

Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate ÷ \$100 x Wage Rate = \$.09 per hr.)	\$ 0.06
Rate per \$100 of coverage	\$ 0.27
Effective Hourly Effective Wage Rate	\$ 23.47
Workman's Compensation Insurance Cost	\$ 0.06

FICA/Medicare (7.65 %)

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$ 1.46
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$ 0.34

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

Vacation days	16.3
Sick Days	12.0
Pers/Adm. Days	
Holidays	13.0
Leave days/year	41.3
Leave hours/year	330.0
Normal Working Hours/day	8.0
Normal Hours/year	2,080.0
Adjusted Working Hours/year	1,750.0
Effective Hourly Wage Rate	\$ 23.47
Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$ 4.43

Pension

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

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$2.22	\$0.06	\$1.46	\$0.34	\$4.43	\$0.00	\$8.51

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

Effective hourly rate	\$ 23.47
Fringe benefits per hour	\$ 8.51
Total hourly rate	\$ 31.98

Fringe Benefit Calculation for Responsible Charge

Sarah

Annual Salary	Estimated hours worked/year	Effective Wage rate
\$ 88,400.00	2080	\$ 42.50

*Shaded areas to be completed by the LPA

Insurance Cost (Per Month)

Health	\$ 300.00
Dental	\$ 32.01
Accidental Death and Dismemberment (AD&D)	\$ 1.10
Life	\$ 10.35
Vision	\$
Other Insurance Benefits	\$ 68.40
Insurance Cost/month	\$ 411.86
Insurance Cost/hour	\$ 2.38

Workmen's Compensation

Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate ÷ \$100 x Wage Rate = \$.09 per hr.)	\$ 0.11
Rate per \$100 of coverage	\$ 0.27
Effective Hourly Effective Wage Rate	\$ 42.50
Workman's Compensation Insurance Cost	\$ 0.11

FICA/Medicare (7.65 %)

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$ 2.64
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$ 0.62

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

Vacation days	10.0
Sick Days	12.0
Pers/Adm. Days	
Holidays	13.0
Leave days/year	35.0
Leave hours/year	280.0
Normal Working Hours/day	8.0
Normal Hours/year	2,080.0
Adjusted Working Hours/year	1,800.0
Effective Hourly Wage Rate	\$ 42.50
Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$ 6.61

Pension

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

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$2.38	\$0.11	\$2.64	\$0.62	\$6.61	\$0.00	\$12.35

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

Effective hourly rate	\$ 42.50
Fringe benefits per hour	\$12.35
Total hourly rate	\$ 54.85

Fringe Benefit Calculation for Responsible Charge

Courtney

Annual Salary	Estimated hours worked/year	Effective Wage rate
\$ 55,702.40	2080	\$ 26.78

*Shaded areas to be completed by the LPA

Insurance Cost (Per Month)

Health	\$ 300.00
Dental	\$ 11.10
Accidental Death and Dismemberment (AD&D)	\$ 18.35
Life	\$ 41.98
Vision	\$ 353.43
Other Insurance Benefits	\$ 2.04
Insurance Cost/month	\$ 353.43
Insurance Cost/hour	\$ 2.04

Workmen's Compensation

Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate ÷ \$100 x Wage Rate = \$.09 per hr.)	\$ 0.07
Rate per \$100 of coverage	\$ 0.27
Effective Hourly Effective Wage Rate	\$ 26.78
Workman's Compensation Insurance Cost	\$ 0.07

FICA/Medicare (7.65 %)

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$ 1.66
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$ 0.39

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

Vacation days	10.0
Sick Days	12.0
Pers/Adm. Days	13.0
Holidays	13.0
Leave days/year	35.0
Leave hours/year	280.0

Normal Working Hours/day	8.0
Normal Hours/year	2,080.0

Adjusted Working Hours/year	1,800.0
Effective Hourly Wage Rate	\$ 26.78

Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$ 4.17
--	---------

Pension

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

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$2.04	\$0.07	\$1.66	\$0.39	\$4.17	\$0.00	\$8.32

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

Effective hourly rate	\$ 26.78
Fringe benefits per hour	\$8.32
Total hourly rate	\$ 35.10

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 # 27

1. Computation of Payment

Bill to Date	\$86,253.11
Less Previous Payments	<u>\$84,939.86</u>
Payment Due this Date	<u>\$1,313.25</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

BILL TO:
Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102

Attn: Mike Helgerson

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



Project Name	Bike Safety Education
Project Number	ENH-28(111)
Control Number	22492
Project Manager	Madison Haugland
Billing Period	2-1-17 to 2-28-17

LABOR					
Name	Title	Hours	Rate	Amount	
Sarah Sjolie	Exec Director	1.00 ✓		\$54.85	\$54.85
Madison Haugland	Program Manager	21.99 ✓		\$31.98	\$703.24
Labor reimbursement request:					\$758.09

Project Summary						
Category	Project Amount	Previously Billed	Current Billing	Billed to Date	Amount Remaining	% Billed
Direct Labor	\$55,787.06	\$44,851.51	✓ \$758.09	\$45,609.60	\$10,177.46	82%
Direct Expenses						
Sub-Consultants	\$64,050.00	\$22,054.23	\$640.00 ✓	\$22,694.23	\$41,355.77	35%
Printing and Reproduction	\$14,550.00	\$5,382.73		\$5,382.73	\$9,167.27	37%
Mileage/Travel	\$247.50	\$299.06		\$299.06	\$51.56	121%
Lodging/Meals	\$480.00	\$15.06		\$15.06	\$464.94	3%
Other Misc. Costs	\$54,725.00	\$33,572.24	\$361.00	\$33,933.24	20791.76	62%
Direct Expenses Subtotal	\$134,052.50	\$61,323.32	\$1,001.00	\$62,324.32	\$71,728.18	
TOTALS	\$189,839.56	\$106,174.83	\$1,759.09	\$107,933.92	\$81,905.64	✓ 132%

TOTAL REIMBURSEMENT REQUEST: \$1,759.09

Credit for Sarah's wage $\frac{117537}{1,641.50} \times 80\% = \$1,313.25$

Cost Breakdown Form

for Actual Costs Fixed
Fee Agreement

Company Name:	Live Well Omaha
Address:	P.O. Box 31518, Omaha, NE
Employer No:	68131
Project No.:	47-0834161
	ENH-28(111)
Project Location:	Douglas and Sarpy Counties
Control No.:	22492
Agreement No.:	
Invoice No. and Date:	Invoice 25, March 10, 2017
progress Report Date:	10-Mar-17
% Work Completed:	132%
Current Billing Period:	2-1-17 to 2-28-17

Actual Costs	This Period	Previously Billed	To Date
Direct Labor	\$758.09 640.50	\$44,851.51	\$45,609.00
Direct Expenses	\$1,001.00	\$61,323.32	\$62,324.32
Local Match	\$351.82 328.31	\$21,234.97	\$21,586.78
TOTAL AMOUNT DUE	\$1,407.27 1313.25		

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

Signature:

Title


Date

Project Manager

3/10/2017

Madison Hangland

TE Grant Hours 2-1-17 to 2-28-17						
Day	User	Project	Task	Entry Notes	Madison's Hours	Sarah's Hours
02/01/2017	Madison Haugland	TE Grant	Paperwork		1.33	
02/01/2017	Madison Haugland	TE Grant	Paperwork		0.5	
02/02/2017	Madison Haugland	TE Grant	Invoicing		1	
02/02/2017	Madison Haugland	TE Grant	Invoicing		0.5	
02/02/2017	Madison Haugland	TE Grant	Invoicing		1.33	
02/03/2017	Madison Haugland	TE Grant	Invoicing		1.5	
02/06/2017	Madison Haugland	TE Grant	Paperwork		1.33	
02/08/2017	Madison Haugland	TE Grant	Scheduling Classes		0.5	
02/17/2017	Madison Haugland	TE Grant	Bike Map Coordination		0.5	
02/17/2017	Madison Haugland	TE Grant	Coordinating Instructors		0.5	
02/20/2017	Madison Haugland	TE Grant	Scheduling Classes		1	
02/20/2017	Madison Haugland	TE Grant	Scheduling Classes		0.5	
02/21/2017	Madison Haugland	TE Grant	Scheduling Classes		1	
02/21/2017	Madison Haugland	TE Grant	Scheduling Classes		0.5	
02/22/2017	Madison Haugland	TE Grant	Scheduling Classes		0.5	
02/23/2017	Madison Haugland	TE Grant	Promoting Class	Safe Kids Douglas County Meeting	2	
02/23/2017	Madison Haugland	TE Grant	Promoting Class		2	
02/24/2017	Sarah Sjolie	TE Grant	Admin Tasks			0.5
02/24/2017	Madison Haugland	TE Grant	Bike Map Coordination		0.5	
02/24/2017	Madison Haugland	TE Grant	Scheduling Classes		0.5	
02/27/2017	Sarah Sjolie	TE Grant	Admin Tasks			0.5
02/27/2017	Madison Haugland	TE Grant	Scheduling Classes		1	
02/27/2017	Madison Haugland	TE Grant	Coordinating Incentives		1	
02/28/2017	Madison Haugland	TE Grant	Paperwork		1	
02/28/2017	Madison Haugland	TE Grant	Scheduling Classes		1.5	
Totals:					21.99	1

X 
 Manager Approval

Live Well Omaha
Sarah's hourly Wage

Bike Education

Invoice Period	Invoice Number	Invoice Date	Sarah's Billed Hours	Sarah's Billed Hourly Wage	\$ Billed	Sarah's Actual Hourly Wage	\$	Overpayment	80% Paid	20% Match
04/11/16-06/07/16	18	6/8/2016	6	\$ 56.21	337.26	\$ 51.10	\$ 306.60	\$ (30.66)	\$ (24.53)	\$ (6.13)
06/09/16-06/30/16	19	8/5/2016	1.5	\$ 56.21	84.32	\$ 51.10	\$ 76.65	\$ (7.66)	\$ (6.13)	\$ (1.53)
07/01/16-08/05/16	20	8/5/2016	1.5	\$ 56.21	84.32	\$ 51.10	\$ 76.65	\$ (7.66)	\$ (6.13)	\$ (1.53)
08/08/16 - 09/30/16	21	10/8/2016	4	56.21	224.84	\$ 51.10	\$ 204.40	\$ (20.44)	\$ (16.35)	\$ (4.09)
10/01/16 - 10/31/16	22	10/31/2016	1.5	56.21	84.32	\$ 51.10	\$ 76.65	\$ (7.66)	\$ (6.13)	\$ (1.53)
11/01/16-12/31/16	23	1/6/2017	7	\$ 56.21	393.47	\$ 51.10	\$ 357.70	\$ (35.77)	\$ (28.62)	\$ (7.15)
01/01/17-01/31/17	24	2/3/2017	1.5	\$ 56.21	84.32	\$ 51.10	\$ 76.65	\$ (7.66)	\$ (6.13)	\$ (1.53)
Total			23		1,292.83		\$ 1,175.30	\$ (117.53)	\$ (94.02)	\$ (23.51)

CMAQ

Invoice Period	Invoice Number	Invoice Date	Sarah's Billed Hours	Sarah's Billed Hourly Wage	\$ Billed	Sarah's Actual Hourly Wage	\$	Overpayment	80% Paid	20% Match
04/11/16-06/03/16	6	6/9/2016	9	\$ 56.21	\$ 505.89	\$ 51.10	\$ 459.90	\$ (45.99)	\$ (36.79)	\$ (9.20)
06/06/16-06/30/16	7	8/5/2016	1	\$ 56.21	\$ 56.21	\$ 51.10	\$ 51.10	\$ (5.11)	\$ (4.09)	\$ (1.02)
07/01/16-08/05/16	8	8/5/2016	2.5	\$ 56.21	\$ 140.53	\$ 51.10	\$ 127.75	\$ (12.78)	\$ (10.22)	\$ (2.56)
08/06/16-09/30/16	9	10/8/2016	2	\$ 56.21	\$ 112.42	\$ 51.10	\$ 102.20	\$ (10.22)	\$ (8.18)	\$ (2.04)
10/01/16 - 10/31/16	10	11/16/2016	1.5	\$ 56.21	\$ 84.32	\$ 51.10	\$ 76.65	\$ (7.66)	\$ (6.13)	\$ (1.53)
11/01/16 - 12/31/16	11	1/6/2017	9	\$ 56.21	\$ 505.89	\$ 51.10	\$ 459.90	\$ (45.99)	\$ (36.79)	\$ (9.20)
01/01/17-01/31/17	12	2/3/2017	0	\$ 56.21	\$ -	\$ 51.10	\$ -	\$ -	\$ -	\$ -
Total			25		1,405.25		\$ 1,277.50	\$ (127.75)	\$ (102.20)	\$ (25.55)

This invoice was included on a grant request for a closed grant



AMERICAN SPECIALTY*

Customer Service

Toll: (800) 245-2744

Email: lab@amerspec.com

Web: <http://www.amerspec.com/lab>

Confirmation Number: 5045347-2039859991

**Thank you for your recent League of American Wheelmen dba League of American Bicyclists insurance purchase
This payment will appear on your statement as **AMERICAN SPECIALTY INS****

Company Information

American Specialty Insurance & Risk Services, Inc.
7609 W. Jefferson Blvd.
Suite 100
Fort Wayne, Indiana 46804

Contact Information

MADISON HAUGLAND
PO BOX 31518
OMAHA, NE 68131

Email: madison@livewellomaha.org
Phone: [402-850-9470](tel:402-850-9470)

Date	Description	Amount
02/01/2017	LAB Insurance	\$361.00

If you have any questions regarding your purchase, please call us at [\(800\) 245-2744](tel:(800)245-2744) or email us at lab@amerspec.com.

Category	Date	Name	Hours	Current Billing
Direct Labor				
	2-1-17 ro 2-28-17	Sarah Sjolie	1.00	\$54.85
	2-1-17 ro 2-28-17	Madison Haugland	21.99	\$703.24
Direct Labor Total				\$758.09
Direct Expenses				
Sub-Consultants	2/6/2017	Pell Duvall Invoice #19		\$640.00
Sub-consultants total				\$640.00
Printing and Reproduction				
P&R Total				\$0.00
Mileage				
Milage Total				\$0.00
Other Misc. Costs	2/1/2017	American Specialty Insurance		\$361.00
Other Misc. Costs total				\$361.00
Direct Expenses Subtotal				\$1,001.00
TOTAL REIMBURSEMENT REQUEST:				\$1,759.09



Progress Report

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

Location: Omaha Metro, Nebraska
Type of Work: Bike Safety Education

Progress: February 1 – 28, 2017
Progress Reoport No: 25

Project progress this reporting period:

1. Taught 0 adult bike safety class
 - a. Continued planning and outreach for future adult classes
2. Taught 0 youth bike safety class
 - a. Continued planning and outreach for future youth classes
3. Continued outreach to community to plan future classes and get the word out on the grant:
4. Continuing to support Pell Duvall on LCI Seminar scheduled for April 2017
5. Began working toward updating bike map
6. Continued communication with MAPA and NDOR on 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

Progress Report No. 25
Project Name: Bike Safety Education
Project Number: ENH-28(111)
Control Number: 22492

Project Manager: Madison Haugland

Biling Period: 2-1-17 to 2-28-17

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 out reach determined that train the trainer for PE teachers not possible.

Curriculum development and supporting documentation drafted; performals 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.

PELL DUVALL CONSULTING

INVOICE

402.630.7181
pell.duvall@gmail.com

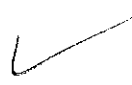
511 N 36th St
Omaha, NE 68131

Live Well Omaha
1516 Cuming St
Omaha, NE 68102
Date: 2/3/17

Project Title: Bike Education - TE Grant
Project Description: Education and Planning
P.O. Number: N/A
Invoice Number: LWO0019
Terms: payable upon receipt

Description	Quantity	Unit Price	Cost
Billable time - TS101 prep, recruitment, and documentation 1/15/2017	3.0	\$ 40.00	\$ 120.00
Billable time - TS101 class time 1/24 & 1/30	5.0	\$ 40.00	\$ 200.00
Billable time - Correspondence for LCI seminar prep	4.0	\$ 40.00	\$ 160.00
Billable time - Liberty Elementary bike safety education	4.0	\$ 40.00	\$ 160.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
		Subtotal	\$ 640.00
	Tax		\$ 0.00
		Total	\$ 640.00

Thank you for your business!



Live Well Omaha

TRANSACTION DETAIL BY ACCOUNT

February 2017

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
6180 Insurance									
02/01/2017	Expense	RB8250636766	No	American Specialty	Temporarily Restricted:TE		1006 Dundee Bank	361.00	361.00
					Grant				
Total for 6180 Insurance								\$361.00	
6450 Contract Labor									
6454 Contract Services									
02/06/2017	Bill	LWO0019	No	Pell Duvall	Temporarily Restricted:TE		2000 Accounts Payable	640.00	640.00
					Grant				
Total for 6454 Contract Services								\$640.00	
Total for 6450 Contract Labor								\$640.00	

Fringe Benefit Calculation for Responsible Charge

Sarah

Annual Salary	Estimated hours worked/year	Effective Wage rate
\$ 88,400.00	2080	\$ 42.50

*Shaded areas to be completed by the LPA

Insurance Cost (Per Month)

Health	\$ 300.00
Dental	\$ 32.01
Accidental Death and Dismemberment (AD&D)	\$ 1.10
Life	\$ 10.35
Vision	
Other Insurance Benefits	\$ 68.40
Insurance Cost/month	\$ 411.86
Insurance Cost/hour	\$ 2.38

Workmen's Compensation

Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate + \$100 x Wage Rate = \$.09 per hr.)	\$ 0.11
Rate per \$100 of coverage	\$ 0.27
Effective Hourly Effective Wage Rate	\$ 42.50
Workman's Compensation Insurance Cost	\$ 0.11

FICA/Medicare (7.65 %)

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$ 2.64
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$ 0.62

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

Vacation days	10.0
Sick Days	12.0
Pers/Admin. Days	
Holidays	13.0
Leave days/year	35.0
Leave hours/year	280.0

Normal Working Hours/day 8.0

Normal Hours/year 2,080.0

Adjusted Working Hours/year 1,800.0

Effective Hourly Wage Rate \$ 42.50

Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost \$ 6.61

Pension

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

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$2.38	\$0.11	\$2.64	\$0.62	\$6.61	\$0.00	\$12.35

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

Effective hourly rate	\$ 42.50
Fringe benefits per hour	\$12.35
Total hourly rate	\$ 54.85

Fringe Benefit Calculation for Responsible Charge

Madison

Annual Salary	Estimated hours worked/year	Effective Wage rate
\$ 48,817.60	2080	\$ 23.47
\$ 48,817.60		

*Shaded areas to be completed by the LPA

Insurance Cost (Per Month)

Health	\$ 300.00
Dental	\$ 32.01
Accidental Death and Dismemberment (AD&D)	\$ 1.10
Life	\$ 10.35
Vision	
Other Insurance Benefits	\$ 41.98
Insurance Cost/month	\$ 385.44
Insurance Cost/hour	\$ 2.22

Workmen's Compensation

Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate ÷ \$100 x Wage Rate = \$.09 per hr.)	\$ 0.06
Rate per \$100 of coverage	\$ 0.27
Effective Hourly Effective Wage Rate	\$ 23.47
Workman's Compensation Insurance Cost	\$ 0.06

FICA/Medicare (7.65 %)

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$ 1.46
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$ 0.34

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

Vacation days	16.3
Sick Days	12.0
Pers/Adm. Days	
Holidays	13.0
Leave days/year	41.3
Leave hours/year	330.0
Normal Working Hours/day	8.0
Normal Hours/year	2,080.0
Adjusted Working Hours/year	1,750.0
Effective Hourly Wage Rate	\$ 23.47
Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$ 4.43

Pension

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

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$2.22	\$0.06	\$1.46	\$0.34	\$4.43	\$0.00	\$8.51

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

Effective hourly rate	\$ 23.47
Fringe benefits per hour	\$ 8.51
Total hourly rate	\$ 31.98

Fringe Benefit Calculation for Responsible Charge

Courtney

Annual Salary	Estimated hours worked/year	Effective Wage rate
\$ 55,702.40	2080	\$ 26.78

*Shaded areas to be completed by the LPA

Insurance Cost (Per Month)

Health	\$ 300.00
Dental	
Accidental Death and Dismemberment (AD&D)	\$ 1.10
Life	\$ 10.35
Vision	
Other Insurance Benefits	\$ 41.98
Insurance Cost/month	\$ 353.43
Insurance Cost/hour	\$ 2.04

Workmen's Compensation

Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate ÷ \$100 x Wage Rate = \$.09 per hr.)	\$ 0.07
Rate per \$100 of coverage	\$ 0.27
Effective Hourly Effective Wage Rate	\$ 26.78
Workman's Compensation Insurance Cost	\$ 0.07

FICA/Medicare (7.65 %)

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$ 1.66
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$ 0.39

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

Vacation days	10.0
Sick Days	12.0
Pers/Admin. Days	
Holidays	13.0
Leave days/year	35.0
Leave hours/year	280.0
Normal Working Hours/day	8.0
Normal Hours/year	2,080.0
Adjusted Working Hours/year	1,800.0
Effective Hourly Wage Rate	\$ 26.78
Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$ 4.17

Pension

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

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$2.04	\$0.07	\$1.66	\$0.39	\$4.17	\$0.00	\$8.32

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

Effective hourly rate	\$ 26.78
Fringe benefits per hour	\$8.32
Total hourly rate	\$ 35.10

Memorandum of Agreement

**NEB Contract No. 60-00-298
Metro Area Planning Agency**

BACKGROUND

The Nebraska Ethanol Board, hereinafter referred to as the NEB, has statutory authority to expend funds in support of public information and education programs designed to inform consumers about the benefits of ethanol use. The NEB is employing a variety of media through which messages about the benefits are communicated. This Agreement is intended to increase general consumer awareness about ethanol fuels. It is the intention of the NEB to support the Metro Area Planning Agency, hereinafter referred to as MAPA, and their Clean Fuels Omaha program that will assist with the implementation of this educational effort to increase public awareness of ethanol use.

PURPOSE

The NEB hereby agrees to provide a grant in the amount of \$10,000.00 to support the MAPA Clean Fuels Omaha program. The purpose of this grant is to increase general consumer awareness about the environmental impacts of using ethanol fuels.

SCOPE OF SERVICES

The following specific tasks are to be completed in fulfillment of this Agreement:

- 1) Collaboration with the Metro Area Planning Agency, the NE Corn Board, Clean Fuels Development Coalition and other public and private partners working to integrate ethanol fuels into the Metro Area pollution mitigation program.
- 2) These entities will cooperate with the Nebraska Ethanol Board in a variety of educational and promotional activities related to the use of ethanol fuels and biodiesel.
- 3) This contribution will be used to support a consumer education project, data collection, and mobile-source ozone education.

OBLIGATIONS

MAPA cooperators agree to perform the tasks identified under the Scope of Services section. MAPA holds harmless the NEB and its representatives and concurs that this Agreement in no way creates liability for the NEB or its representatives.

The NEB agrees to issue payment of the grant to MAPA within 60 days of the signing date of this Agreement up to a total of \$10,000. The NEB agrees to provide all educational information necessary for the team in a timely manner.

DURATION

The Agreement shall be in effect from Jan.1, 2017, through Dec. 31, 2017. Any changes to this Agreement shall be in writing and shall be signed by both parties to be valid.

Agreed and Signed:

NEBRASKA ETHANOL BOARD

By *Shirley Conner*

Title *Administrator*

Date *3-1-17*

Metro Area Planning Agency

Signed _____

Date _____

MAPA CONTRACT COVER PLATE

CONTRACT IDENTIFICATION

Contract Parties: MAPA and Douglas County Housing Authority

Project Number and Title: 17DOUG01 – Douglas County Housing Authority Affirmative Fair Housing Assessment

Effective Date: March 1, 2017

Completion Date: April 30, 2018

CONTRACT PARTIES

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

Douglas County Housing Authority
5404 N 107th Plaza
Omaha, NE 68134

ACCOUNTING DATA

Contract – Not to exceed \$5,468

DATES OF SIGNING AND MAPA BOARD APPROVAL

Date of Legal Review:

Date of MAPA Finance Committee Approval:

Date of Agency Approval:

AGREEMENT

THIS CONTRACT, effective this first day of March 2017 by and between Douglas County Housing Authority, 5404 N 107 Plaza, Fremont, Nebraska 68134 (herein called the "Housing Authority") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (herein called the "Planning Agency"),

WITNESSETH THAT:

WHEREAS, the Housing Authority desires to engage the Planning Agency to render certain technical and professional services hereafter described by Housing Authority in carrying out the Scope of Service of a Affirmative Housing Assessment.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. Employment of Planning Agency. The Housing Authority hereby agrees to engage the Planning Agency and the Planning Agency hereby agrees to perform services herein set forth.

2. Area Covered. The Planning Agency shall perform all of the necessary services provided under this Contract in connection with and respecting the following area, herein called the "planning area": Douglas County, Nebraska.

3. Scope of Work. The Planning Agency shall do, perform and carry out in a satisfactory and proper manner, all of the services as stated. Said services shall include, but not be limited to the following:

A. Objective. The objective of this program is to assist the Housing Authority with an Affirmative Fair Housing Assessment.

B. Work Activity. The Planning Agency will complete the activities in the attached Scope of Work for the Housing Authority's Fair Housing Assessment. See Attachment A.

4. Personnel. The Planning Agency shall furnish the necessary personnel, materials and services, equipment and transportation and otherwise do all things necessary for or incidental to the performance of the work set forth in the Scope of Work.

All of the services required hereunder shall be performed by the Planning Agency or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized by the Planning Agency to perform such services.

None of the work or services covered by this Contract shall be subcontracted by the Planning Agency without prior written approval by the Housing Authority.

5. Time of Performance. The services of the Planning Agency are to commence March 1, 2017 and end April 30, 2018.

6. Compensation. The Housing Authority agrees to compensate the Planning Agency according to the following schedule:

- A. Senior - hourly rate \$91 per hour multiplied by number of hours;
- B. Principal - hourly rate of \$80 per hour multiplied by number of hours;
- C. Professional - hourly rate of \$56 per hour multiplied by number of hours;

- D. Support staff and Interns - hourly rate of \$38 per hour multiplied by number of hours;
- E. Mileage - 53.5 cents per mile or IRS rate.
- F. Printing expenses, long distance telephone toll charges, supplies, postage, and miscellaneous expenses - actual cost.

The total charge to the Housing Authority for salaries and expenses shall not exceed five thousand four hundred sixty-eight dollars (\$5,468) for the Affirmative Fair Housing Assessment.

7. Method of Payment. The Planning Agency may request partial payment for services performed under this Contract on a monthly schedule. Such requests shall be based on the number of hours worked and actual direct expenses incurred to date, as determined by the Planning Agency. Final payment of services under this contract shall be made by the Housing Authority within sixty (60) days following satisfactory completion of the Planning Agency's obligations under this Contract.

8. Records and Audits. The Planning Agency shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the Housing Authority to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit purposes to the Housing Authority, the Inspector General, the Government Accounting Office, the State Auditor's Office, or any authorized representative, and will be retained for five years after the expiration of this Contract unless permission to destroy them is granted, in writing, by the Housing Authority.

9. Civil Rights Provisions.

- A. Discrimination in Employment - The Planning Agency shall not discriminate against any qualified employee or applicant for employment because of race, color, religion, sex, national origin, age, or disability. The Planning Agency shall take affirmative action to ensure that applicants are employed and that employees are treated without regard to their race, color, religion, sex, national origin, age or disability. Such action shall include but may not be limited to the following: employment, upgrading, demotion or transfers, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including an apprenticeship. The Planning Agency agrees to post notices setting forth the provisions of the nondiscrimination clause in conspicuous places so as to be available to employees.
- B. Considerations for Employment - The Planning Agency shall, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or disability.

Solicitation and Advertisement - The Planning Agency shall list all suitable employment openings with the State Employment Service local offices.

- C. Civil Rights Compliance in Employment - The Planning Agency shall comply with all relevant provisions of the Federal Executive Order 11246, as amended by Federal Executive Order 11375, Title VII of the U.S. Civil Rights Act of 1964, as amended, the Fair Labor Standards Act (29 USC Section 201 et. seq.), Section 504 of the Vocational Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, as amended, and the Vietnam Veterans Readjustment Act of 1974. The Planning Agency will furnish all information and reports requested by the State of Iowa or required by or pursuant to the rules and regulations thereof and will permit access to payroll and employment records by the State of Iowa to investigate compliance with these rules and regulations.
- D. Program Nondiscrimination - The Planning Agency shall conform with requirements of Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) and DHUD regulations issued pursuant thereto

contained in 24 CFR Part 1. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available through this contract. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 USC 6101 et. seq.) or with respect to an otherwise qualified disabled individual as provided in Section 504 of the Vocational Rehabilitation Act of 1973, (29 USC Section 794) shall also apply to any such program or activity.

- E. Fair Housing - The Planning Agency (if applicable) shall comply with Title VIII of the Civil Rights Act of 1968 (42 USC 3601 et seq.), generally known as the Fair Housing Act, and with HUD regulations found at 24 CFR Part 107, issued in compliance with Federal Executive Order 11063, as amended by Federal Executive Order 12259. The Planning Agency shall also comply with Section 109, Title I of the Housing and Community Development Act of 1974, as amended.
- F. Training and Employment - The Planning Agency shall comply with provisions for training, employment, and contracting in accordance with Section 3 of the Housing and Urban Development Act of 1968 (12 USC 1701u).
- G. Noncompliance with the Civil Rights Laws - In the event of The Planning Agency's noncompliance with the nondiscrimination clauses of this contract or with any of the aforesaid rules, regulations, or requests, this contract may be canceled, terminated, or suspended either wholly or in part. In addition, the State of Iowa may take further action, imposing other sanctions and invoking additional remedies as provided.

10. Termination of Contract for Cause. If, through any cause, the Planning Agency shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Planning Agency shall violate any of the covenants, agreements, or stipulations of this Contract, the Housing Authority shall thereupon provide the Planning Agency an opportunity to cure. Should the Planning Agency not cure within a reasonable time, the Housing Authority shall have the right to terminate this Contract by giving written notice to the Planning Agency of such termination and specifying the effective date thereof, at least five (5) working days before the effective date of such termination. In that event, the Planning Agency shall be compensated for work performed and expenses incurred to date in accordance with the schedule set forth in paragraph 6.

11. Changes. The Housing Authority may, from time to time, require changes in the scope of the services of the Planning Agency to be performed hereunder. Such changes, including any increase or decrease in the amount of the Planning Agency's compensation, which are mutually agreed upon by and between the Housing Authority and the Planning Agency, shall be incorporated in written amendments to this Contract.

12. Interest of Members of the Housing Authority and Others. No employee of the Housing Authority and no members of its governing body, and no other public official of the governing body of the locality in which the Project is situated or being carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this Project, shall participate in any decision relating to this Contract which affects a personal interest or have any personal or pecuniary interest, direct or indirect, in this Contract or the proceeds thereof.

13. Interest of the Planning Agency. The Planning Agency covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The Planning Agency further covenants that in the performance of this Contract no person having any such interest shall be employed.

14. The Planning Agency hereby agrees to comply with all federal, state and local laws, rules and ordinances applicable to the Scope of Work and to this Agreement.

15. This Agreement shall be binding on successors and assigns of either party.

16. The Planning Agency warrants that it has not employed or retained any company, or persons, other than a bona fide employee working solely for the Planning Agency to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Planning Agency, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty the Housing Authority shall have the right to annul this Contract without liability.

17. Equal Employment Opportunity. During the performance of this contract, the Planning Agency agrees as follows:

(A) The Planning Agency will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Planning Agency will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Planning Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(B) The Planning Agency will, in all solicitations or advertisements for employees placed by or on behalf of the Planning Agency, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(C) The Planning Agency will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Planning Agency's commitments under Section 202 of the Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(D) The Planning Agency will comply with all provisions of Executive Order No. 11246 "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(E) The Planning Agency will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and order of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(F) In the event of the Planning Agency's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the Planning Agency may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(G) The Planning Agency will include the provisions of Paragraphs (A) through (G) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued

pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Planning Agency will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Planning Agency becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Planning Agency may request the United States to enter into such litigation to protect the interests of the United States.

18. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)—The Planning Agency or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

19. Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)—The Planning Agency and subcontractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

20. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)—The Planning Agency and subcontractors shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

21. Rights to Inventions Made Under a Contract or Agreement—Any performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

22. Debarment and Suspension (E.O.s 12549 and 12689)—The Planning Agency and all subcontractors assert the organization or individuals are not listed on the government-wide Excluded Parties List System, in accordance with the OMB guidelines at 2 CFR part 180 that implement E.O.s 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.[69 FR 26281, May 11, 2004, as amended at 70 FR 51879, Aug. 31, 2005]

23. Hold Harmless. The Planning Agency agrees to and shall indemnify, save and hold harmless the Planning Agency, its members, officers, employees, and agents, from all claims and liability of whatsoever kind or character due to or arising out of the acts and conduct of the Planning Agency, its officers, agents, employees, subcontractors, and others acting for or under the direction of the Planning Agency doing the work herein contracted for, or by or in consequence of any negligence in the performance of this Agreement, or by or on account of any omission in the performance of this Agreement, and also from all claims of damage for infringement of any patent in fulfilling this Agreement. The Planning Agency will procure and maintain adequate public liability and property damage insurance to protect the Planning Agency, its members, officers, employees, and agents, and will, upon request of the Planning Agency, furnish proof of

compliance with this requirement.

24. Entire Agreement. This Agreement contains the entire agreement of the Parties. The provisions of this Agreement may not be explained, supplemented, or qualified through evidence of trade usage or prior course of dealings. No representations were made or relied upon by either Party other than those that are expressly set forth herein. No agent, employee or other representative of either Party is empowered to alter any of the terms hereof except as provided herein.

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

DOUGLAS COUNTY HOUSING AUTHORITY

Attest _____

By _____ Date: _____
Authorized Official

Title

OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

Attest _____

By _____ Date: _____
Chairman, Board of Directors

Approved as to Legal Form

Date: _____

Signed _____
MAPA Legal Counsel

Scope of Work: Affirmative Fair Housing Assessment

			Estimated Hours
Round 1			
Step 1:	All Participant Meeting	Initial/kickoff meeting to be held with AFH participants. Facilitate a discussion to identify: overall AFFH goals; identify the decision makers and local stakeholders; and public participation goals. Meeting prep, meeting materials, meeting facilitation & meeting summary	10
Round 2			
Step 2:	Stakeholder Meeting	Entity and collaboratives (those that the entity will need throughout the process) meet to identify goals for their service area. This meeting is intended to get buy in from local stakeholders. The meeting will explain AFH and its process as well as share goals of the AFFH. Meeting prep, meeting materials, meeting facilitation & meeting summary	17
Round 3			
Step 3:	Public Meeting	Community forums will take questions answered in Step 2 to public to affirm answers and maps (1-3 locations per entity). Meeting prep, meeting materials, meeting facilitation & meeting summary	18
Step 4:	Public Meeting	Work with PHA Resident Advisory Boards (1 meeting per entity - all sites included) Meeting prep, meeting materials, meeting facilitation & meeting summary	10
Round 4			
Step 5:	Survey	Create survey based on Publicly Supported Housing Analysis. MAPA will create and administer the survey. Once survey is complete, results will be given to local entities for analysis. Survey prep, survey materials & survey administration	10
Step 6:	Stakeholder Meeting	Analyze disability and access. Meeting prep, meeting materials, meeting facilitation & meeting summary	5
Round 5			
Step 7:	Public Meeting	General town hall meeting OR identify communities meetings and get on agenda Meeting prep, meeting materials, meeting facilitation & meeting summary	10
Step 8:	Internal Work	Draft summary of the public participation process for the AFFH effort. Draft narrative of Community Participation Process	15
			95

MAPA CONTRACT COVER PLATE

CONTRACT IDENTIFICATION

Contract Parties: MAPA and Fremont, Nebraska Housing Agency

Project Number and Title: 17FRMT01 – Fremont Housing Authority Affirmative Fair Housing Assessment

Effective Date: March 1, 2017

Completion Date: April 30, 2018

CONTRACT PARTIES

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

Fremont Housing Agency
2510 North Clarkson
Fremont, NE 68025

ACCOUNTING DATA

Contract – Not to exceed \$7,040

DATES OF SIGNING AND MAPA BOARD APPROVAL

Date of Legal Review:

Date of MAPA Finance Committee Approval:

Date of Agency Approval:

AGREEMENT

THIS CONTRACT, effective this first day of March 2017 by and between Fremont Housing Agency, 2510 North Clarkson, Fremont, Nebraska 68025 (herein called the "Housing Authority") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (herein called the "Planning Agency"),

WITNESSETH THAT:

WHEREAS, the Housing Authority desires to engage the Planning Agency to render certain technical and professional services hereafter described by Housing Authority in carrying out the Scope of Service of a Affirmative Housing Assessment.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. Employment of Planning Agency. The Housing Authority hereby agrees to engage the Planning Agency and the Planning Agency hereby agrees to perform services herein set forth.

2. Area Covered. The Planning Agency shall perform all of the necessary services provided under this Contract in connection with and respecting the following area, herein called the "planning area": Fremont, Nebraska.

3. Scope of Work. The Planning Agency shall do, perform and carry out in a satisfactory and proper manner, all of the services as stated. Said services shall include, but not be limited to the following:

A. Objective. The objective of this program is to assist the Housing Authority with an Affirmative Fair Housing Assessment.

B. Work Activity. The Planning Agency will complete the activities in the attached Scope of Work for the Housing Authority's Fair Housing Assessment. See Attachment A.

4. Personnel. The Planning Agency shall furnish the necessary personnel, materials and services, equipment and transportation and otherwise do all things necessary for or incidental to the performance of the work set forth in the Scope of Work.

All of the services required hereunder shall be performed by the Planning Agency or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized by the Planning Agency to perform such services.

None of the work or services covered by this Contract shall be subcontracted by the Planning Agency without prior written approval by the Housing Authority.

5. Time of Performance. The services of the Planning Agency are to commence March 1, 2017 and end April 30, 2018.

6. Compensation. The Housing Authority agrees to compensate the Planning Agency according to the following schedule:

- A. Senior - hourly rate \$125 per hour multiplied by number of hours;
- B. Principal - hourly rate of \$105 per hour multiplied by number of hours;
- C. Professional - hourly rate of \$78 per hour multiplied by number of hours;

- D. Support staff and Interns - hourly rate of \$52 per hour multiplied by number of hours;
- E. Mileage - 53.5 cents per mile or IRS rate.
- F. Printing expenses, long distance telephone toll charges, supplies, postage, and miscellaneous expenses - actual cost.

The total charge to the Housing Authority for salaries and expenses shall not exceed seven thousand forty dollars (\$7,040) for the Affirmative Fair Housing Assessment.

7. Method of Payment. The Planning Agency may request partial payment for services performed under this Contract on a monthly schedule. Such requests shall be based on the number of hours worked and actual direct expenses incurred to date, as determined by the Planning Agency. Final payment of services under this contract shall be made by the Housing Authority within sixty (60) days following satisfactory completion of the Planning Agency's obligations under this Contract.

8. Records and Audits. The Planning Agency shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the Housing Authority to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit purposes to the Housing Authority, the Inspector General, the Government Accounting Office, the State Auditor's Office, or any authorized representative, and will be retained for five years after the expiration of this Contract unless permission to destroy them is granted, in writing, by the Housing Authority.

9. Civil Rights Provisions.

A. Discrimination in Employment - The Planning Agency shall not discriminate against any qualified employee or applicant for employment because of race, color, religion, sex, national origin, age, or disability. The Planning Agency shall take affirmative action to ensure that applicants are employed and that employees are treated without regard to their race, color, religion, sex, national origin, age or disability. Such action shall include but may not be limited to the following: employment, upgrading, demotion or transfers, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including an apprenticeship. The Planning Agency agrees to post notices setting forth the provisions of the nondiscrimination clause in conspicuous places so as to be available to employees.

B. Considerations for Employment - The Planning Agency shall, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or disability.

Solicitation and Advertisement - The Planning Agency shall list all suitable employment openings with the State Employment Service local offices.

C. Civil Rights Compliance in Employment - The Planning Agency shall comply with all relevant provisions of the Federal Executive Order 11246, as amended by Federal Executive Order 11375, Title VII of the U.S. Civil Rights Act of 1964, as amended, the Fair Labor Standards Act (29 USC Section 201 et. seq.), Section 504 of the Vocational Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, as amended, and the Vietnam Veterans Readjustment Act of 1974. The Planning Agency will furnish all information and reports requested by the State of Iowa or required by or pursuant to the rules and regulations thereof and will permit access to payroll and employment records by the State of Iowa to investigate compliance with these rules and regulations.

D. Program Nondiscrimination - The Planning Agency shall conform with requirements of Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) and DHUD regulations issued pursuant thereto

contained in 24 CFR Part 1. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available through this contract. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 USC 6101 et. seq.) or with respect to an otherwise qualified disabled individual as provided in Section 504 of the Vocational Rehabilitation Act of 1973, (29 USC Section 794) shall also apply to any such program or activity.

- E. Fair Housing - The Planning Agency (if applicable) shall comply with Title VIII of the Civil Rights Act of 1968 (42 USC 3601 et seq.), generally known as the Fair Housing Act, and with HUD regulations found at 24 CFR Part 107, issued in compliance with Federal Executive Order 11063, as amended by Federal Executive Order 12259. The Planning Agency shall also comply with Section 109, Title I of the Housing and Community Development Act of 1974, as amended.
- F. Training and Employment - The Planning Agency shall comply with provisions for training, employment, and contracting in accordance with Section 3 of the Housing and Urban Development Act of 1968 (12 USC 1701u).
- G. Noncompliance with the Civil Rights Laws - In the event of The Planning Agency's noncompliance with the nondiscrimination clauses of this contract or with any of the aforesaid rules, regulations, or requests, this contract may be canceled, terminated, or suspended either wholly or in part. In addition, the State of Iowa may take further action, imposing other sanctions and invoking additional remedies as provided.

10. Termination of Contract for Cause. If, through any cause, the Planning Agency shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Planning Agency shall violate any of the covenants, agreements, or stipulations of this Contract, the Housing Authority shall thereupon provide the Planning Agency an opportunity to cure. Should the Planning Agency not cure within a reasonable time, the Housing Authority shall have the right to terminate this Contract by giving written notice to the Planning Agency of such termination and specifying the effective date thereof, at least five (5) working days before the effective date of such termination. In that event, the Planning Agency shall be compensated for work performed and expenses incurred to date in accordance with the schedule set forth in paragraph 6.

11. Changes. The Housing Authority may, from time to time, require changes in the scope of the services of the Planning Agency to be performed hereunder. Such changes, including any increase or decrease in the amount of the Planning Agency's compensation, which are mutually agreed upon by and between the Housing Authority and the Planning Agency, shall be incorporated in written amendments to this Contract.

12. Interest of Members of the Housing Authority and Others. No employee of the Housing Authority and no members of its governing body, and no other public official of the governing body of the locality in which the Project is situated or being carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this Project, shall participate in any decision relating to this Contract which affects a personal interest or have any personal or pecuniary interest, direct or indirect, in this Contract or the proceeds thereof.

13. Interest of the Planning Agency. The Planning Agency covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The Planning Agency further covenants that in the performance of this Contract no person having any such interest shall be employed.

14. The Planning Agency hereby agrees to comply with all federal, state and local laws, rules and ordinances applicable to the Scope of Work and to this Agreement.

15. This Agreement shall be binding on successors and assigns of either party.

16. The Planning Agency warrants that it has not employed or retained any company, or persons, other than a bona fide employee working solely for the Planning Agency to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Planning Agency, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty the Housing Authority shall have the right to annul this Contract without liability.

17. Equal Employment Opportunity. During the performance of this contract, the Planning Agency agrees as follows:

(A) The Planning Agency will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Planning Agency will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Planning Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(B) The Planning Agency will, in all solicitations or advertisements for employees placed by or on behalf of the Planning Agency, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(C) The Planning Agency will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Planning Agency's commitments under Section 202 of the Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(D) The Planning Agency will comply with all provisions of Executive Order No. 11246 "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(E) The Planning Agency will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and order of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(F) In the event of the Planning Agency's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the Planning Agency may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(G) The Planning Agency will include the provisions of Paragraphs (A) through (G) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued

pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Planning Agency will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Planning Agency becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Planning Agency may request the United States to enter into such litigation to protect the interests of the United States.

18. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)—The Planning Agency or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

19. Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)—The Planning Agency and subcontractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

20. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)—The Planning Agency and subcontractors shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

21. Rights to Inventions Made Under a Contract or Agreement—Any performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

22. Debarment and Suspension (E.O.s 12549 and 12689)—The Planning Agency and all subcontractors assert the organization or individuals are not listed on the government-wide Excluded Parties List System, in accordance with the OMB guidelines at 2 CFR part 180 that implement E.O.s 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.[69 FR 26281, May 11, 2004, as amended at 70 FR 51879, Aug. 31, 2005]

23. Hold Harmless. The Planning Agency agrees to and shall indemnify, save and hold harmless the Planning Agency, its members, officers, employees, and agents, from all claims and liability of whatsoever kind or character due to or arising out of the acts and conduct of the Planning Agency, its officers, agents, employees, subcontractors, and others acting for or under the direction of the Planning Agency doing the work herein contracted for, or by or in consequence of any negligence in the performance of this Agreement, or by or on account of any omission in the performance of this Agreement, and also from all claims of damage for infringement of any patent in fulfilling this Agreement. The Planning Agency will procure and maintain adequate public liability and property damage insurance to protect the Planning Agency, its members, officers, employees, and agents, and will, upon request of the Planning Agency, furnish proof of

compliance with this requirement.

24. Entire Agreement. This Agreement contains the entire agreement of the Parties. The provisions of this Agreement may not be explained, supplemented, or qualified through evidence of trade usage or prior course of dealings. No representations were made or relied upon by either Party other than those that are expressly set forth herein. No agent, employee or other representative of either Party is empowered to alter any of the terms hereof except as provided herein.

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

FREMONT HOUSING AGENCY

Attest _____

By _____ Date: _____
Authorized Official

Title

OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

Attest _____

By _____ Date: _____
Chairman, Board of Directors

Approved as to Legal Form

Date: _____

Signed _____
MAPA Legal Counsel

Scope of Work: Affirmative Fair Housing Assessment

			Estimated Hours
Round 1			
Step 1:	All Participant Meeting	Initial/kickoff meeting to be held with AFH participants. Facilitate a discussion to identify: overall AFFH goals; identify the decision makers and local stakeholders; and public participation goals. Meeting prep, meeting materials, meeting facilitation & meeting summary	6
Round 2			
Step 2:	Stakeholder Meeting	Entity and collaboratives (those that the entity will need throughout the process) meet to identify goals for their service area. This meeting is intended to get buy in from local stakeholders. The meeting will explain AFH and its process as well as share goals of the AFFH. Meeting prep, meeting materials, meeting facilitation & meeting summary	15
Round 3			
Step 3:	Public Meeting	Community forums will take questions answered in Step 2 to public to affirm answers and maps (1-3 locations per entity). Meeting prep, meeting materials, meeting facilitation & meeting summary	15
Step 4:	Public Meeting	Work with PHA Resident Advisory Boards (1 meeting per entity - all sites included) Meeting prep, meeting materials, meeting facilitation & meeting summary	9
Round 4			
Step 5:	Survey	Create survey based on Publicly Supported Housing Analysis. MAPA will create and administer the survey. Once survey is complete, results will be given to local entities for analysis. Survey prep, survey materials & survey administration	10
Step 6:	Stakeholder Meeting	Analyze disability and access. Meeting prep, meeting materials, meeting facilitation & meeting summary	3
Round 5			
Step 7:	Public Meeting	General town hall meeting OR identify communities meetings and get on agenda Meeting prep, meeting materials, meeting facilitation & meeting summary	6
Step 8:	Internal Work	Draft summary of the public participation process for the AFFH effort. Draft narrative of Community Participation Process	16
			80

MAPA CONTRACT COVER PLATE

CONTRACT IDENTIFICATION

Contract Parties: MAPA
City of Council Bluffs
Municipal Housing Agency of Council Bluffs

Project Number and Title: 17COBL01 – Council Bluffs Affirmative Fair Housing Assessment

Effective Date: March 1, 2017

Completion Date: April 30, 2018

CONTRACT PARTIES

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

City of Council Bluffs
209 Pearl Street
Council Bluffs, Iowa 51503

Municipal Housing Agency of Council Bluffs
505 South 6th Street
Council Bluffs, Iowa 51501

ACCOUNTING DATA

Contract – Not to exceed \$7,040

DATES OF SIGNING AND MAPA BOARD APPROVAL

Date of Legal Review:

Date of MAPA Finance Committee Approval:

Date of Agency Approval:

AGREEMENT

THIS CONTRACT, effective this first day of March 2017 by and between City of Council Bluffs, 209 Pearl Street, Council Bluffs, Iowa 51503 and Municipal Housing Agency of Council Bluffs, 505 South 6th Street, Council Bluffs, Iowa 51501 (together herein called the "Housing Agency") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (herein called the "Planning Agency"),

WITNESSETH THAT:

WHEREAS, the Housing Agency desires to engage the Planning Agency to render certain technical and professional services hereafter described by Housing Agency in carrying out the Scope of Service of an Affirmative Housing Assessment.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. Employment of Planning Agency. The Housing Agency hereby agrees to engage the Planning Agency and the Planning Agency hereby agrees to perform services herein set forth.

2. Area Covered. The Planning Agency shall perform all of the necessary services provided under this Contract in connection with and respecting the following area, herein called the "planning area": Council Bluffs, Iowa.

3. Scope of Work. The Planning Agency shall do, perform and carry out in a satisfactory and proper manner, all of the services as stated. Said services shall include, but not be limited to the following:

- A. Objective. The objective of this program is to assist the Housing Agency with an Affirmative Fair Housing Assessment.
- B. Work Activity. The Planning Agency will complete the activities in the attached Scope of Work for the Housing Agency's Fair Housing Assessment. See Attachment A.

4. Personnel. The Planning Agency shall furnish the necessary personnel, materials and services, equipment and transportation and otherwise do all things necessary for or incidental to the performance of the work set forth in the Scope of Work.

All of the services required hereunder shall be performed by the Planning Agency or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized by the Planning Agency to perform such services.

None of the work or services covered by this Contract shall be subcontracted by the Planning Agency without prior written approval by the Housing Agency.

5. Time of Performance. The services of the Planning Agency are to commence March 1, 2017 and end April 30, 2018.

6. Compensation. The Housing Agency agrees to compensate the Planning Agency according to the following schedule:

- A. Senior - hourly rate \$100 per hour multiplied by number of hours;
- B. Principal - hourly rate of \$88 per hour multiplied by number of hours;

- C. Professional - hourly rate of \$62 per hour multiplied by number of hours;
- D. Support staff and Interns - hourly rate of \$42 per hour multiplied by number of hours;
- E. Mileage - 53.5 cents per mile or IRS rate.
- F. Printing expenses, long distance telephone toll charges, supplies, postage, and miscellaneous expenses - actual cost.

The total charge to the Housing Agency for salaries and expenses shall not exceed seven thousand forty dollars (\$7,040) for the Affirmative Fair Housing Assessment.

7. Method of Payment. The Planning Agency may request partial payment for services performed under this Contract on a monthly schedule. Such requests shall be based on the number of hours worked and actual direct expenses incurred to date, as determined by the Planning Agency. Final payment of services under this contract shall be made by the Housing Agency within sixty (60) days following satisfactory completion of the Planning Agency's obligations under this Contract.

8. Records and Audits. The Planning Agency shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the Housing Agency to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit purposes to the Housing Agency, the Inspector General, the Government Accounting Office, the State Auditor's Office, or any authorized representative, and will be retained for five years after the expiration of this Contract unless permission to destroy them is granted, in writing, by the Housing Agency.

9. Civil Rights Provisions.

A. Discrimination in Employment - The Planning Agency shall not discriminate against any qualified employee or applicant for employment because of race, color, religion, sex, national origin, age, or disability. The Planning Agency shall take affirmative action to ensure that applicants are employed and that employees are treated without regard to their race, color, religion, sex, national origin, age or disability. Such action shall include but may not be limited to the following: employment, upgrading, demotion or transfers, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including an apprenticeship. The Planning Agency agrees to post notices setting forth the provisions of the nondiscrimination clause in conspicuous places so as to be available to employees.

B. Considerations for Employment - The Planning Agency shall, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or disability.

Solicitation and Advertisement - The Planning Agency shall list all suitable employment openings with the State Employment Service local offices.

C. Civil Rights Compliance in Employment - The Planning Agency shall comply with all relevant provisions of the Federal Executive Order 11246, as amended by Federal Executive Order 11375, Title VII of the U.S. Civil Rights Act of 1964, as amended, the Fair Labor Standards Act (29 USC Section 201 et. seq.), Section 504 of the Vocational Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, as amended, and the Vietnam Veterans Readjustment Act of 1974. The Planning Agency will furnish all information and reports requested by the State of Iowa or required by or pursuant to the rules and regulations thereof and will permit access to payroll and employment records by the State of Iowa to investigate compliance with these rules and regulations.

D. Program Nondiscrimination - The Planning Agency shall conform with requirements of Title VI of

the Civil Rights Act of 1964 (42 USC 2000d et seq.) and DHUD regulations issued pursuant thereto contained in 24 CFR Part 1. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available through this contract. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 USC 6101 et. seq.) or with respect to an otherwise qualified disabled individual as provided in Section 504 of the Vocational Rehabilitation Act of 1973, (29 USC Section 794) shall also apply to any such program or activity.

- E. Fair Housing - The Planning Agency (if applicable) shall comply with Title VIII of the Civil Rights Act of 1968 (42 USC 3601 et seq.), generally known as the Fair Housing Act, and with DHUD regulations found at 24 CFR Part 107, issued in compliance with Federal Executive Order 11063, as amended by Federal Executive Order 12259. The Planning Agency shall also comply with Section 109, Title I of the Housing and Community Development Act of 1974, as amended.
- F. Training and Employment - The Planning Agency shall comply with provisions for training, employment, and contracting in accordance with Section 3 of the Housing and Urban Development Act of 1968 (12 USC 1701u).
- G. Noncompliance with the Civil Rights Laws - In the event of The Planning Agency's noncompliance with the nondiscrimination clauses of this contract or with any of the aforesaid rules, regulations, or requests, this contract may be canceled, terminated, or suspended either wholly or in part. In addition, the State of Iowa may take further action, imposing other sanctions and invoking additional remedies as provided.

10. Termination of Contract for Cause. If, through any cause, the Planning Agency shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Planning Agency shall violate any of the covenants, agreements, or stipulations of this Contract, the Housing Agency shall thereupon provide the Planning Agency an opportunity to cure. Should the Planning Agency not cure within a reasonable time, the Housing Agency shall have the right to terminate this Contract by giving written notice to the Planning Agency of such termination and specifying the effective date thereof, at least five (5) working days before the effective date of such termination. In that event, the Planning Agency shall be compensated for work performed and expenses incurred to date in accordance with the schedule set forth in paragraph 6.

11. Changes. The Housing Agency may, from time to time, require changes in the scope of the services of the Planning Agency to be performed hereunder. Such changes, including any increase or decrease in the amount of the Planning Agency's compensation, which are mutually agreed upon by and between the Housing Agency and the Planning Agency, shall be incorporated in written amendments to this Contract.

12. Interest of Members of the Housing Agency and Others. No employee of the Housing Agency and no members of its governing body, and no other public official of the governing body of the locality in which the Project is situated or being carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this Project, shall participate in any decision relating to this Contract which affects a personal interest or have any personal or pecuniary interest, direct or indirect, in this Contract or the proceeds thereof.

13. Interest of the Planning Agency. The Planning Agency covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The Planning Agency further covenants that in the performance of this Contract no person having any such interest shall be employed.

14. The Planning Agency hereby agrees to comply with all federal, state and local laws, rules and ordinances applicable to the Scope of Work and to this Agreement.

15. This Agreement shall be binding on successors and assigns of either party.

16. The Planning Agency warrants that it has not employed or retained any company, or persons, other than a bona fide employee working solely for the Planning Agency to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Planning Agency, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty the Housing Agency shall have the right to annul this Contract without liability.

17. Equal Employment Opportunity. During the performance of this contract, the Planning Agency agrees as follows:

(A) The Planning Agency will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Planning Agency will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Planning Agency agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(B) The Planning Agency will, in all solicitations or advertisements for employees placed by or on behalf of the Planning Agency, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

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(D) The Planning Agency will comply with all provisions of Executive Order No. 11246 "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

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24. Entire Agreement. This Agreement contains the entire agreement of the Parties. The provisions of this Agreement may not be explained, supplemented, or qualified through evidence of trade usage or prior course of dealings. No representations were made or relied upon by either Party other than those that are expressly set forth herein. No agent, employee or other representative of either Party is empowered to alter any of the terms hereof except as provided herein.

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

MUNICIPAL HOUSING AGENCY OF COUNCIL
BLUFFS

Attest _____

By _____ Date: _____
Authorized Official

Title

CITY OF COUNCIL BLUFFS, IOWA

Attest _____

By _____ Date: _____
Authorized Official

Title

OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

Attest _____

By _____ Date: _____
Chairman, Board of Directors

Approved as to Legal Form

Date: _____

Signed _____
MAPA Legal Counsel

Scope of Work: Affirmative Fair Housing Assessment

			Estimated Hours
Round 1			
Step 1:	All Participant Meeting	Initial/kickoff meeting to be held with AFH participants. Facilitate a discussion to identify: overall AFFH goals; identify the decision makers and local stakeholders; and public participation goals. Meeting prep, meeting materials, meeting facilitation & meeting summary	10
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Step 6:	Stakeholder Meeting	Analyze disability and access. Meeting prep, meeting materials, meeting facilitation & meeting summary	5
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Step 8:	Internal Work	Draft summary of the public participation process for the AFFH effort. Draft narrative of Community Participation Process	20
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Omaha - Council Bluffs
Metropolitan Area
Planning Agency

Connect. Plan. Thrive.

ARTICLES OF INTERLOCAL COOPERATION AGREEMENT

AMENDED

As of April 12, 2017

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ARTICLE I. ORGANIZATION

SECTION 1.01 NAME OF ORGANIZATION The name of the organization formed by these Articles of Interlocal Cooperation Agreement (hereinafter referred to as the Agreement) shall be the Omaha-Council Bluffs Metropolitan Area Planning Agency (herein referred to as MAPA).

SECTION 1.02 STATUTORY AUTHORITY The undersigned general and special purpose units of governments, boards, agencies, commissions and authorities enter into this agreement under and by virtue of the power to do so granted by the Interlocal Cooperation Act, Sections 13-801 through 13-807, Revised Statutes of Nebraska, 1983 as amended and by Chapter 28-E, Sections 28-E.1 through 28-E.14, entitled "Joint Exercise of Governmental Powers", Code of Iowa as amended.

SECTION 1.03 PURPOSE MAPA is a regional planning agency, the purpose of which is to promote and preserve the public health, safety and welfare of the citizens in the MAPA region. The purpose of MAPA shall be achieved through:

- | | |
|--|--|
| • preparation and adoption of comprehensive and technical physical development and service plans | • provision of technical, advisory and administrative services |
| • studies and reports | • review of proposed planning and development or service programs and projects |
| • dissemination of information | • and providing a forum for encouraging coordination of actions |

SECTION 1.04 GEOGRAPHIC LIMITS The MAPA region shall be synonymous with the geographic limits of MAPA. The geographic limits within which MAPA will perform its normal functions under this Agreement shall be that geographic area comprised of Cass, Douglas, Sarpy, and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa and such other counties as may be admitted under SECTION 1.05 and/or 1.06 of this Agreement.

SECTION 1.05 EXPANSION OR CONTRACTION OF GEOGRAPHIC LIMITS Upon recommendation of the Board of Directors, the geographic limits of MAPA may be expanded or contracted upon an affirmative vote of sixty-six and two-thirds percent (66 2/3%) of the total membership of the Council of Officials.

SECTION 1.06 TEMPORARY EXPANSION OF GEOGRAPHIC LIMITS The geographic limits of MAPA may be expanded temporarily by a special interlocal cooperation agreement upon an affirmative vote of sixty-six and two-thirds percent (66 2/3%) of the total membership of the Board of Directors.

Commented [ME1]: Jennifer, do all of this sections referenced here still exist?

Commented [ME2]: Inserted table format

Commented [ME3]: Added Cass County

Commented [ME4]: Capitalized Agreement

Commented [ME5]: Jennifer, should this be capitalized and defined?

ARTICLE II. DEFINITIONS

Commented [ME6]: Entire section added

Agreement: Articles of Interlocal Cooperation Agreement

Associate Member: Non-voting non-profit and private businesses.

Board of Directors: MAPA governing body.

Council of Officials: MAPA policy board.

Equity Member County: County member which shared in the financial investment of MAPA upon joining MAPA.

MAPA: Omaha-Council Bluffs Metropolitan Area Planning Agency

MAPA Region: Cass, Douglas, Sarpy, and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa

Member City, Villages and Towns: Membership of City, Villages and Towns shall be open to any such general government within the geographic limits of MAPA.

Non-equity Member County: County member which did not shared in the financial investment of MAPA upon joining MAPA.

Small Communities Representative: A member of the Council of Officials who is an elected official from either Nebraska or Iowa elected to represent both the Member Counties of 50,000 or less population as per the last decennial census and any member cities/communities in their respective state other than Omaha and Bellevue, Nebraska and Council Bluffs, Iowa.

Special Purpose Government Member: Other general or special purpose units of governments, boards, agencies, commissions or authorities within the geographical limit of MAPA.

ARTICLE III. MEMBERSHIP

SECTION 3.01 MEMBERS Membership in MAPA shall be synonymous with membership on the Council of Officials. Each member general and special purpose unit of government, board, agency, commission and authority shall be represented on the Council of Officials by the principal elected or appointed official of such member. Elected public officials shall comprise at least sixty-six and two-thirds percent (66 2/3%) of the total membership of the Council of Officials.

SECTION 3.02 MEMBER COUNTIES Member counties shall be represented on the Council of Officials by the Chairman of their respective Board of County Commissioners or Board of Supervisors. Additional counties within the geographical limits of MAPA, Section 1.04, shall be admitted as a Member County upon sixty-six and two-thirds percent (66 2/3%) of the total Council of Officials membership.

Commented [ME7]: Added this provision for 66 2/3% of COO membership to vote in a new Member County. In old Section 3.04 required 66 2/3% COO approval for any new member. The new Section 3.04 allows for special purpose governments and associate members to be added with the majority of BOD membership.

SECTION 3.02.01 EQUITY MEMBER COUNTY An equity member county shall be defined as a county which shared in the financial investment of MAPA for property holdings and operating capital when the county first joined the membership of MAPA. Calculation of the financial investment is described SECTION 7.06. Equity county members include: Douglas, Sarpy, and Washington counties in Nebraska and Mills and Pottawattamie counties in Iowa.

Commented [ME8]: New membership types. Wanted to specify which counties classifies as which as a matter of record keeping.

SECTION 3.02.02 NON-EQUITY MEMBER COUNTY A non-equity member county shall be defined as a county that did not share in the financial investment of MAPA when the county first joined the membership of MAPA. This class of membership shall be done on a case-by-case basis as approved by at least sixty-six and two-thirds percent (66 2/3%) of the total membership of the Council of Officials. Non-Equity Member Counties shall have the same powers as an Equity Member Counties except they will not be entitled to distribution of assets upon withdrawal or dissolution as described in SECTIONS 9.01 and 9.02. Cass County Nebraska joined as a Non-Equity County Member.

SECTION 3.03 MEMBER CITIES, VILLAGES AND TOWNS Member cities, villages and towns shall be represented on the Council of Officials by the mayor or chairman of the board of each respective city, village or town. In addition, the City of Omaha shall also be represented on the Council of Officials by the President of the City Council, and the Chairman of the City Planning Board; in addition, the City of Council Bluffs shall also be represented on the Council of Officials by the Chairman of the Planning Commission.

SECTION 3.04 SPECIAL PURPOSE GOVERNMENT MEMBERS Other general or special purpose units of governments, boards, agencies, commissions or authorities within the geographic limits of MAPA may be accepted as Special Purpose Government Members of MAPA by an affirmative vote of the majority of the Board of Directors. Such additional members shall be represented on the Council of Officials as prescribed in Sections 3.01 and 3.05 of this Agreement. Financial obligations of such additional members to MAPA shall be as prescribed in Article VII of this Agreement. Privileges and responsibilities of all members of MAPA shall be extended to and accepted by additional members upon the effective date of such additional membership.

Commented [ME9]: Changed Section title.

Commented [ME10]: Changed from 66 2/3% of total membership of the Board of Directors.

SECTION 3.05 ASSOCIATE MEMBERS Any nonprofit or private business whose mission closely aligns with MAPA and its projects may be accepted as an Associate Member by an affirmative majority vote of the majority of the Board of Directors. Associate Members shall not have voting privileges at official meetings of the Council of Officials. They shall be invited to all meetings of the Council of Officials and receive member pricing on services.

Commented [ME11]: New type of membership

Commented [ME12]: Are there concerns of accepting private business in the membership of MAPA that may participate in competitive bids?

SECTION 3.06 ALTERNATE REPRESENTATIVES Members of the Council of Officials and the Board of Directors may officially designate, by written notice to the presiding officer, a maximum of two (2) alternate representatives to act in their behalf during such member's absence at official meetings of the Council of Officials and the Board of Directors.

SECTION 3.07 RESPONSIBILITIES OF MEMBERS All members of MAPA shall have the responsibility to adopt and execute the MAPA Articles of Interlocal Cooperation Agreement; to attend and participate

in all appropriate and officially called meetings of the Council of Officials and, as appropriate, the Board of Directors; to provide technical cooperation with MAPA and members of MAPA; to accept appointments to advisory committees, and to perform other related duties as requested by the Council of Officials and the Board of Directors.

SECTION 3.08 PRIVILEGES OF MEMBERS All members of MAPA shall have the privilege to attend all meetings of the MAPA Council of Officials, Board of Directors, and advisory committees and boards; to vote at official meetings of the MAPA Council of Officials, Board of Directors or advisory committees or boards to which their membership extends as prescribed in the Agreement, except "Associate Members"; and to avail their respective organization of the technical and advisory services provided by MAPA.

Commented [ME13]: Added for new membership classifications

SECTION 3.09 NON-VOTING MEMBERS The Council of Officials may appoint non-voting members to the Council of Officials and the Board of Directors may appoint non-voting members to the Board of Directors. All non-voting members have no responsibilities or voting privileges, but may participate in official meetings.

SECTION 3.10 MEMBERS IN GOOD STANDING County members of MAPA shall be members in good standing when the respective member county has fulfilled its financial obligations to MAPA as prescribed in ARTICLE VII. Members of MAPA, other than county members, shall be members in good standing as long as their respective parent county is considered to be in good standing.

ARTICLE IV. POWERS

SECTION 4.01 GENERAL POWERS MAPA shall have the power to:

- Establish, expand or contract the geographic limits of MAPA for performance of its normal functions under this Agreement
- Review and amend this Agreement
- Establish policies, goals and objective to guide the operations of MAPA
- Establish and adopt operating by-laws for the official bodies of MAPA
- Appoint advisory committees and boards to assist the official bodies of MAPA, and
- Designate both voting and non-voting members to the official bodies of MAPA as set forth in ARTICLES II, V AND VI of this Agreement

SECTION 4.02 FUNDS MAPA shall also have the power to:

- Designate an official depository and an official depository for the receipt, deposit and disbursement of MAPA, state federal and other funds entrusted to MAPA
- Solicit and receive funds from governmental a non-governmental agencies and organizations
- Provide for a fiscal accounting and record system and provide for an annual audit thereof, and
- Invest idle funds.

SECTION 4.03 PERSONNEL, PROPERTY, EQUIPMENT MAPA shall also have the power to:

- Recruit, hire and maintain staff personnel to assist the official bodies of MAPA
- Provide for legal counsel to advise and assist the official bodies of MAPA
- Lease or acquire office and other space necessary for the normal functions of MAPA
- Acquire and hold title to and to lease equipment and other property, and
- Provide for appropriate insurance, compensation and bonding coverage for protection of personnel, property, funds and records of MAPA or of other governmental or non-governmental agencies or organizations entrusted to MAPA

SECTION 4.04 PLANNING POWERS MAPA shall also have the power to:

- Undertake planning studies, adopt program and project plans or reports and recommend implementation of such plans or reports
- Consider matters which may or should involve interlocal governmental coordination or cooperation
- Perform regional clearinghouse review and comment concerning planning and development programs and projects, and
- Schedule and conduct public hearings

SECTION 4.05 CONTRACT POWERS MAPA shall also have the power to:

- Contract with member and non-member general and special purpose units of government, boards, agencies, commissions and authorities for the provision of planning and administrative services
- Contract with state, federal and private agencies or organizations for technical or financial participation in planning and administrative programs and projects, and
- Contract with consulting firms and professional organizations for technical and professional services

SECTION 4.06 OTHER POWERS MAPA shall exercise other powers consistent with the purposes of MAPA as prescribed in Section 1.03 of this Agreement, provided that such powers may also be legally and independently exercised by each general-purpose unit of government.

SECTION 4.07 CONSTRAINTS ON POWERS OF MAPA MAPA does not have the power, except under contract with such jurisdiction, to exercise administrative authority other than to conduct planning studies for or within any general or special purpose units of government, boards, agencies, commissions and authorities; to levy taxes for the support of MAPA operations; or to implement programs or projects recommended by adopted studies, plans or reports.

ARTICLE V. COUNCIL OF OFFICIALS

SECTION 5.01 NAME OF POLICY BODY The name of the policy body of MAPA shall be the Council of Officials.

SECTION 5.02 COMPOSITION OF THE COUNCIL OF OFFICIALS The membership of the MAPA Council of Officials shall be those members prescribed in ARTICLE III of this Agreement.

SECTION 5.03 INCREASE AND DECREASE IN MEMBERSHIP OF COUNCIL OF OFFICIALS The membership of the MAPA Council of Officials may be increased as prescribed in ARTICLE III and may be decreased as prescribed in Section 7.04 of this Agreement or by notification of action by the governing board of the member to withdraw from the agency.

SECTION 5.04 QUALIFICATIONS FOR OFFICERS OF COUNCIL OF OFFICIALS The offices of the Council of Officials shall consist of a President and Vice-President. The President and Vice-President of Council of Officials shall be elected officials officially representing their respective member jurisdictions. The President and Vice-President shall not be representatives from the same state.

SECTION 5.05 ELECTION AND APPOINTMENT OF OFFICERS The President and the Vice President of the Council of Officials shall be elected by an affirmative vote of a majority of the members present at the regularly scheduled meeting of the Council of Officials immediately preceding July 1 of each year and shall assume office on July 1 following the election.

SECTION 5.06 VACANCIES IN APPOINTIVE OR ELECTIVE OFFICES A vacancy of the offices of President or Vice-President shall be filled by an affirmative vote of a majority of members present at the next official meeting of the Council of Officials after the vacancy occurs.

SECTION 5.07 SMALL COMMUNITIES REPRESENTATIVE There shall be two members of the Council of Officials who are elected officials of a member county, city, village or town who are residents of Nebraska (1) or Iowa (1) and who will represent both the Member Counties of 50,000 or less population as per the last decennial census and any member cities/communities in their respective state other than Omaha and Bellevue, Nebraska and Council Bluffs, Iowa. The Small Communities Representative may also serve as the President or Vice-President of the Council of Officials but it is not required.

SECTION 5.08 ELECTION OF SMALL COMMUNITIES REPRESENTATIVE The Small Community representative shall be elected annually in a manner directed by the President of the Council of Officials.

Commented [ME14]: Added this section from section 5.02 composition of Board of Directors

SECTION 5.09 TERMS OF OFFICE The term of President, Vice-President and Small Community Representatives of the Council of Officials shall be one year and said officers or representatives may be duly reelected or reappointed. The term of an officer or representative selected to fill a vacancy shall terminate concurrent with the term of office being filled.

SECTION 5.10 REMOVAL OF OFFICERS The President and Vice-President may be removed from office for good and sufficient cause spread upon the minutes of the Council of Officials by an affirmative vote of seventy-five percent (75%) of the members present.

Commented [ME15]: Relevant term? Never heard of this before.

SECTION 5.11 DUTIES OF OFFICERS The President of the Council of Officials shall:

- Preside at all meetings of the Council of Officials
- Shall appoint advisory committees as necessary
- Shall preside at all public hearings conducted by the Council of Officials
- Shall execute council resolutions and other official documents of the Council of Officials
- Shall provide for official notice of all official meetings of the Council of Officials

In the absence of the President, the Vice-President of the Council of Officials shall perform the duties of the President and shall record, certify, and publish minutes of all official regular meetings, special meetings, and public hearings of the Council of Officials; and shall certify true copies of all official documents of the Council of Officials.

In the absence of the President and Vice-President, a presiding officer shall be elected from the members present by an affirmative vote of a majority of the members present.

SECTION 5.12 MEETINGS OF THE COUNCIL OF OFFICIALS The Council of Officials shall schedule and hold regular official meetings of the Council of Officials at a minimum of at least three meetings per year.

SECTION 5.13 ANNUAL MEETING OF THE COUNCIL OF OFFICIALS The Council of Officials shall hold an annual meeting in October of each year at which meeting the Council of Officials will review progress of the various planning programs and projects and other activities of the MAPA Board of Director for the previous fiscal year.

SECTION 5.14 SPECIAL MEETINGS OF THE COUNCIL OF OFFICIALS Special meetings of the Council of Officials may be called by the President or upon written request of five (5) members of the Board Directors, or the Council of Officials. Items of business to be considered at special meetings shall be limited to the items listed in the meeting agenda.

SECTION 5.15 NOTICE OF MEETINGS OF THE COUNCIL OF OFFICIALS Written notice stating the time, date, and place of all regular, annual and special meetings for the Council of Officials and an agenda enumerating items of business to be considered at such meetings shall be served upon or mailed to each member of the Council of Officials at least six (6) days in advance of regular meetings and at least twenty-four (24) hours in advance of special meetings.

SECTION 5.16 THE TIME, DATE, AND PLACE OF MEETINGS OF THE COUNCIL OF OFFICIALS The time, date, and place of all regular, annual and special meetings of the Council of Officials shall be determined by the President of the Council of Officials.

SECTION 5.17 QUORUM FOR MEETING OF THE COUNCIL OF OFFICIALS The presence of ten (10) or more members of the total membership of the Council of Officials, or their designated alternate representative at an officially called meeting shall constitute a quorum.

SECTION 5.18 VOTING Each voting class member in good standing of the Council of Officials shall have one vote on matters of business before the Council of Officials. Actions concerning matters of business, except as otherwise prescribed in Sections 1.05, 5.08, and 10.02 of this Agreement, shall be decided by an affirmative vote of a majority of members present at duly constituted official meetings.

Commented [ME16]: Add voting class

SECTION 5.19 PRESIDING OFFICER-CONDUCT OF BUSINESS The presiding officer shall have authority to establish time limits for discussions or presentations by members and nonmembers of the Council of Officials and to take other appropriate actions necessary to conduct all business in an orderly manner. Roberts of Rules of Order Newly Revised shall govern the conduct of meetings where not otherwise specifically provided by this Agreement.

SECTION 5.20 RESPONSIBILITIES OF THE COUNCIL OF OFFICIALS The responsibilities of the Council of Officials are to:

- Establish and adopt policies, goals and objectives for the overall operations of MAPA
- Review and recommend amendments to this Agreement
- Represent local, general and special purpose units of governments, boards, agencies, commissions and authorities in deliberations of MAPA
- Consider matters concerning planning and other governmental operations which may or should involve interlocal governmental coordination or cooperation
- Recommend matters to the Board of Directors that may be studied by the Board of Directors and recommend priorities for scheduling such studies
- Review progress of current planning programs and projects being prepared by MAPA
- Recommend additions, deletions or modifications regarding current planning programs and projects being prepared by MAPA
- Receive from the Board of Directors recommended reports
- Schedule and conduct public hearings concerning plans, studies or reports under consideration for adoption by MAPA
- Adopt planning program and project plans, studies and reports
- Instruct the Board of Directors to effect additions, deletions or modifications of plans, studies or reports as adopted by the Council of Officials
- Recommend implementation of adopted plans, studies and reports to members and non-members
- Refer matters to advisory boards and committees for recommendations therefrom
- Establish, expand and contract limits of MAPA as prescribed in this Agreement, and
- Consider and decide other matters regarding the overall Agency which are deemed appropriate consideration of the Council of Officials

Commented [ME17]: Defined?

ARTICLE VI. BOARD OF DIRECTORS

SECTION 6.01 NAME OF GOVERNING BODY The name of the governing body of MAPA shall be the Board of Directors.

SECTION 6.02 COMPOSITION OF THE BOARD OF DIRECTORS The MAPA Board of Directors shall be comprised of:

- The Chairman of the member County Boards of Commissioners or Supervisors of those counties exceeding 50,000 population as per the last decennial census
- The Mayors of the Cities of Omaha, Council Bluffs, and Bellevue
- The President of the City Council of Omaha
- The Small Communities Representatives (2) from the Council of Officials, see Section 5.07

Commented [ME18]: Made lower case.

SECTION 6.03 QUALIFICATIONS FOR OFFICERS AND LEGAL COUNSEL OF BOARD OF DIRECTORS The officers and Legal Counsel of the Board of Directors shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer and Legal Counsel.

The Chairman and Vice-Chairman shall be elected officials officially representing their respective member jurisdictions on the Board of Directors. The Chairman and Vice-Chairman shall not be representative from the same state.

The Secretary and the Treasurer shall be an elected or appointed official officially representing their respective member jurisdictions on the Board of Directors.

The Legal Counsel shall be an attorney-at-law licensed to practice law in either the State of Iowa and/or the State of Nebraska, and may be a paid employee of one of the member jurisdictions party to this Agreement.

SECTION 6.04 ELECTION AND APPOINTMENT OF OFFICERS AND LEGAL COUNSEL The Chairman and the Vice Chairman of the Board of Directors shall be elected by an affirmative vote of a majority of the members present from the membership of the Board of Directors at the regular April meeting of the Board of Directors, and newly elected Chairman and Vice Chairman shall assume office July following the election.

The Secretary and the Treasurer of the Board of Directors shall be appointed by the newly elected Chairman of the Board of Directors and ratified by an affirmative vote of the majority of the members present at the June meeting of the Board of Directors. The Chairman may appoint the same person to a joint office of Secretary-Treasurer. The Board of Directors may set compensation for the Secretary and the Treasurer for performance of their duties.

The Legal Counsel of MAPA shall be appointed by the newly elected Chairman of the Board of Directors and ratified by an affirmative vote of a majority of the members present at the regular June meeting of the Board of Directors. The Board of Directors may set compensation for performance of duties of Legal Counsel unless said appointed Legal Counsel is Counsel for one of the member jurisdictions in which event the Legal Counsel shall receive no compensation.

SECTION 6.05 TERMS FOR OFFICERS AND LEGAL COUNSEL The Chairman, Vice Chairman, Secretary and Treasurer of the Board of Directors and the Legal Counsel of MAPA shall be duly elected or

appointed for a term of one year. All officers and Legal Counsel are eligible to succeed themselves through duly appointive or elective action.

SECTION 6.06 VACANCIES IN OFFICE OF BOARD OF DIRECTORS A vacancy in the offices of Chairman or Vice Chairman shall be filled by an affirmative vote of a majority of the members present at the meeting of the Board of Directors after the vacancy occurs. A vacancy in the offices of Secretary, Treasurer or Legal Counsel shall be filled as soon as possible in a manner prescribed in Section 6.04. Any vacancy so filled shall be for the remainder of the unexpired term.

SECTION 6.07 REMOVAL OF OFFICERS OR LEGAL COUNSEL The Chairman, Vice Chairman, Secretary, Treasurer or Legal Counsel may be removed from office for good and sufficient cause spread upon the minutes of the Board of Directors by an affirmative vote of sixty-six and two-thirds percent (66 2/3%) of all the members of the Board of Directors.

SECTION 6.08 DUTIES OF OFFICERS AND LEGAL COUNSEL The Chairman of the Board of Directors shall:

- Preside at all meetings of the Board of Directors
- Shall appoint advisory committee members as necessary
- Shall execute Board of Directors resolutions, planning assistance grant applications, contracts and other official documents of the Board of Directors
- Shall provide for official notice of the official meetings of the Board of Directors

In the absence of the Chairman, the Vice Chairman of the Board of Directors shall perform the duties of the Chairman.

The Secretary of the Board of Directors shall:

- Perform the duties of the Chairman and Vice Chairman in the absence of both Officers
- Record, certify and publish minutes of all regular and special meetings of the Board of Directors, and
- Certify true copies of all official documents of MAPA

The Treasurer of the Board of Directors shall:

- Perform the duties of the Chairman, Vice Chairman and Secretary in the absence of those Officers
- Receive, deposit with the official MAPA depository, and co-sign warrants for disbursement of MAPA funds as authorized by the Board of Directors
- Keep complete records of all financial transactions of MAPA
- Prepare a monthly financial report for the Board of Directors and an annual financial report for the Council of Officials, and
- Prepare other reports upon request of the Board of Directors

The Legal Counsel of the MAPA shall:

- Render opinions on legality of proposed actions by MAPA Council of Officials, Board of Directors and MAPA staff
- Review contracts for services being considered by MAPA and advise Officials and MAPA staff as to legal form
- Render opinions on legal status of MAPA, and
- Otherwise provide advice and legal services to MAPA as may be requested by officials of MAPA

SECTION 6.09 MEETINGS OF BOARD OF DIRECTORS The Board of Directors shall schedule one official meeting of the Board of Directors during at least eleven months of the year. The Board of Directors may reschedule such meeting to another date.

Commented [ME19]: Was of each month of the year. We have been combining the Nov and Dec meeting. Changed language to reflect that.

SECTION 6.10 SPECIAL MEETINGS OF THE BOARD OF DIRECTORS Special meeting of the Board of Directors may be called by the Chairman or at the written request of any five (5) members of the Board of Directors. Items of business to be considered at special meetings of the Board of Directors shall be limited to items listed in the meeting agenda.

SECTION 6.11 THE TIME, DATE AND PLACE OF MEETINGS OF THE BOARD OF DIRECTORS The time, date and place of all monthly and special meetings of the Board of Directors shall be determined by the Chairman of the Board of Directors.

SECTION 6.12 NOTICE OF MEETINGS OF THE BOARD OF DIRECTORS Written notice stating the time, date and place of all monthly meetings of the Board of Directors and an agenda enumerating items of business to be considered at such meetings shall be served upon or mailed to each member of the Board of Directors at least six (6) days in advance of monthly meetings and at least twenty-four (24) hours in advance of special meetings.

Commented [ME20]: Is e-mail acceptable or shall it be spelled out?

SECTION 6.13 QUORUM FOR MEETINGS OF THE BOARD OF DIRECTORS The presence of fifty percent (50%) of the total membership of the Board of Directors at an officially called meeting shall constitute a quorum.

SECTION 6.14 VOTING Each member in good standing of the Board of Directors shall have one vote on matters of business before the Board of Directors with the exception of the following:

The member representing Douglas County will be entitled to two votes; and either member representing the City of Omaha may cast all of the votes to which the City of Omaha is entitled if the other member is not present.

And further provided, in the case of matters of business involving project reviews, each member representing the applicant with the exception of Douglas County shall be entitled to an additional vote, or in cases of an application of Douglas County, that member representing Douglas County would be entitled to two additional votes. Any City or County applicant who is also a member of the Council of Officials and who is represented on the Board of Directors by the Small

Communities Representative would be entitled to cast one vote on behalf of its jurisdiction when an elected official appears from that jurisdiction on behalf of the application.

Commented [ME21]: Capitalized for new definition in 5.07

Actions concerning matters of business, except as otherwise prescribed in Sections 1.06 and 6.07 of this Agreement before the Board of Directors shall be decided by an affirmative vote of a majority of members present at duly constituted official meetings.

Commented [ME22]: Removed 3.04 because changed to majority vote vs. 66 2/3

SECTION 6.15 PRESIDING OFFICER CONDUCT OF BUSINESS The presiding officer shall have authority to limit discussion or presentation by members and non-members of the Board of Directors or to take other appropriate actions necessary to conduct all business in an orderly manner. Roberts Rules of Order Newly Revised shall govern the conduct of meetings where not otherwise specifically provided by this Agreement.

SECTION 6.16 RESPONSIBILITIES OF THE BOARD OF DIRECTORS Responsibilities of the Board of Directors are to:

- Implement policies adopted by the Council of Officials
- Orient work programs to goals and objectives adopted by the Council of Officials
- Establish and adopt policies governing activities of the Board of Directors
- Establish, adopt and amend operating by-laws for the Board of Directors
- Consider matters concerning planning or other governmental operations which may or should involve interlocal governmental coordination or cooperation
- Review progress of current planning programs and projects being prepared by MAPA
- Recommend additions, deletions or modifications regarding current planning programs and project plans, studies and reports for recommendation and transmittal to the Council of Officials
- Instruct the MAPA staff to effect the additions, deletions or modifications of plans, studies or reports
- Recommend planning program or project plans, studies or reports for consideration of adoption to the Council of Officials
- Recommend implementation of adopted plans, studies and reports to members and non-members
- Prepare and adopt an annual work program and supporting budget for MAPA for each fiscal year
- Perform regional clearinghouse review and comment for federally assisted or insured programs and projects, and for other programs and projects submitted by other organizations
- Approve or disapprove membership for members within the geographic limits of MAPA
- Appoint and fix compensation for qualified professional planner as the Executive Director
- Determine type of and MAPA participation in employee benefit programs
- Contract with state, federal or private agencies or organizations for participation in planning projects and programs
- Contract with consulting firms and professional organizations for technical and professional services
- Contract for use and maintenance of equipment

- Lease office space, equipment and other property
- Acquire and hold title to equipment and other property
- Solicit, review and expend planning assistance grants and other funds, and to invest idle funds
- Designate official MAPA Depository and Depository for all MAPA and grant funds
- Develop and maintain a fiscal accounting and record system
- Provide for an annual audit of MAPA fiscal and record system
- Provide for surety of fidelity insurance of MAPA officials and employees to protect MAPA and grant funds
- Provide for casualty insurance protection of MAPA property and important documents
- Provide for automobile insurance protection for MAPA officials, employees and automobiles
- Provide for workmen's compensation insurance on MAPA employees
- Set compensation for Legal Counsel to advise MAPA Council of Officials and the Board of Directors
- Publish and disseminate plans, studies, reports and other information
- Authorize special appropriations
- Create and adopt operating rules for, advisory committees and boards to assist the Board of Directors and Council of Officials
- Refer matters to advisory committees and boards to solicit recommendations for action by the Board of Directors
- Exercise powers with reference to increase or decrease of membership as set forth in this Agreement
- Consider and decide other matters regarding the Agency which are deemed appropriate considerations of the Board of Directors
- Contract with member jurisdictions and agencies for provision of planning services

Through the approved MAPA Administrative Procedures, the Board of Directors shall have the power to delegate administrative responsibilities to the Finance Committee or Executive Director.

- Finance Committee Responsibilities
 - Monitor the financial status of the agency
 - Recommend policies governing financial activities to the Board of Directors
 - Act on any expenditure, which does not exceed the threshold identified in MAPA's Administrative Procedures, as delegated by the Board of Directors when such expenditure is provided for in the adopted budget and reviewed by the Board of Directors each month
- Executive Director Responsibilities
 - Hire and fix compensation for such additional personnel as may be required to conduct planning programs or projects of MAPA
 - Implement discharges, demotions, promotions and compensation adjustments of all MAPA employees
 - Act on any expenditure, which does not exceed the threshold identified in MAPA's Administrative Procedures, as delegated by the Board of Directors when such expenditure is provided for in the adopted budget and reviewed by the Board of Directors each month

Commented [ME23]: Reordered to be before the responsibilities of such parties

Commented [ME24]: Changed from a specified \$ amount.

Commented [ME25]: Changed from a specified \$ amount.

- o Contract for services in amounts specified in the MAPA Administrative Procedures, and
- o Invest idle funds with review by the Finance Committee

Commented [ME26]: Changed from specified amount

ARTICLE VII. FINANCING

SECTION 7.01 ANNUAL BUDGET An annual budget for the Agency's operations shall be adopted no later than the month of May of the current year. It shall be based on the adopted work program and shall be for a fiscal year from July 1 of the current year through June 30 of the succeeding year.

Commented [ME27]: Changed from during the month of May to no later than the month of May to allow for flexibility

SECTION 7.02 LOCAL APPROPRIATIONS FOR ANNUAL BUDGET Local appropriations for normal budgeted activities will be provided to MAPA by the Member Counties of MAPA and shall be based on the ratio of each respective Member County's population to the total population of all Member Counties according to the latest official census. Local appropriations shall be requisitioned of each Member County and shall be due and payable to the Treasurer of MAPA in equal payments, the first payment being due and payable within sixty (60) days following the first day of the fiscal year of MAPA and the second payment being due and payable within one-hundred eighty (180) days following the first day of the fiscal year.

Commented [ME28]: Capitalized all references in this Article of Member County

SECTION 7.03 SPECIAL APPROPRIATIONS Special appropriations as may be required shall be authorized by the Board of Directors and shall be requisitioned of the Member Counties. Special appropriations based on Board approved allocations requisitioned of each Member County shall be due and payable to the Treasurer of MAPA as soon as possible following the date of the requisition. Appropriations required for support of budgeted special planning programs or projects for which MAPA may contract with members or non-members shall be provided to MAPA by such members or non-members.

SECTION 7.04 DEFAULT IN REQUISITIONED APPROPRIATIONS In the event that one or more Member Counties defaults in its requisitioned appropriation for support of MAPA annual budget or support of requisitioned special appropriations, the Member County is default and all members within such Member County surrender membership in good standing in MAPA and surrender all voting and other privileges of members of both the Council of Officials and the Board of Directors. Members not in good standing may have their membership reinstated upon satisfactory correction of default in requisitioned appropriations. All defaulted appropriations shall be requisitioned of each Member County remaining in good standing and shall be based on the ratio of the respective remaining Member County's population to the total population of all remaining Member Counties according to the latest official census.

SECTION 7.05 APPROPRIATIONS BY ADDITIONAL PROSPECTIVE MEMBER Additional counties under consideration for membership in MAPA shall enter into a mutually acceptable agreement with MAPA for the preparation of a work program and budget describing work that may be required to update existing and current planning and projects of MAPA to include such additional counties. Under the terms of such Agreement, the Board of Directors shall requisition of each such additional county, the estimated

cost to complete such preparation of a work program and budget, with reconciliation of cost under such agreement being based on actual costs at the time of such work is completed.

SECTION 7.06 APPROPRIATIONS BY ADDITIONAL MEMBER COUNTIES Additional counties which may be accepted as members of MAPA as set forth in Section 3.02 subsequent to the adoption of this Agreement, shall provide to MAPA all appropriations required to share the financial investment of MAPA for property holdings and operating capital. Such Member Counties shall be considered an Equity Member County see Section 3.02.01. Each such additional Equity Member County's share of the MAPA property holdings and operating capital shall be determined by the ratio of each respective Equity Member County's total population to the total population of all Equity Member Counties; such ratio shall be applied to the value of such property holdings and operating capital as reflected in the accounting records of MAPA at the close of the previous fiscal year and shall be due and payable prior to or on the effective date of, and shall be a condition to, membership of such additional county.

Commented [ME29]: Changed reference with changes to section 3.02

Commented [ME30]: Added for clarification

Commented [ME31]: Added Equity Member County or Non-equity Member County where appropriate in this section for clarification.

The Council of Officials may consider the addition a Member County and exempt them from making appropriations to share in the financial investment of MAPA for property holdings and operating capital. Member Counties admitted in this manner shall be considered a Non-equity Member County as described in Section 3.02.02. Non-equity Member Counties shall have the same privileges and responsibilities as described in this Agreement as Equity Member Counties expect for Section 9.01 Withdrawal and 9.02 Dissolution.

Commented [ME32]: This paragraph is all new

In addition, each such additional Member County shall provide to MAPA, prior to initiating work, all local appropriation support required to update existing and current planning programs and projects of MAPA by including such additional Member County in such planning programs and projects; such appropriations by additional Member Counties shall be based on estimated costs to complete such update planning work with reconciliation of cost being based on actual cost at the time such work is completed. In addition, each such additional Member County shall provide to MAPA an annual appropriation required of all Member Counties as described in Sections 7.01 through 7.04 of this Agreement.

Commented [ME33]: Made a separate paragraph to apply to both Equity and Non-equity Member Counties.

SECTION 7.07 APPROPRIATIONS BY MEMBERS OTHER THAN MEMBER COUNTIES The Board of Directors may set a membership fee schedule for Special Purpose Government Members and Associate Members with an affirmative vote of sixty-six and two thirds percent (66 2/3%) of the total membership of the Board of Directors. Annual increases or decreases in fees charged shall be approved annually by the Board of Directors and Council of Officials as part of the annual budget process.

Commented [ME34]: This section is completely new. MAPA does not currently charge membership fees to any members other than Member Counties.

Commented [ME35]: Does it matter if Member County contributions are called appropriations and other Member contributions are called fees.

The Council of Officials may set a membership fee schedule for Member Cities, Villages and Towns with an affirmative vote of sixty-six and two thirds percent (66 2/3%) of the total membership of the Council of Officials. Annual increases or decreases in fees charged shall be approved annually by the Board of Directors and Council of Officials as part of the annual budget process.

Commented [ME36]: Consider broadening language about default and member in good standing to apply to all Members not just Member Counties

ARTICLE VIII. DURATION

SECTION 8.01 DURATION It is the intent of the signators of this Agreement that MAPA be a permanent organization.

ARTICLE IX. WITHDRAWAL OR DISSOLUTION

SECTION 9.01 WITHDRAWAL In the event of the withdrawal of any Equity Member County from MAPA such Equity Member County shall be entitled to a share of the value of MAPA property and operating capital as reflected in said County's equity record of MAPA as of the close of the fiscal year during which such withdrawal is effected. Any withdrawing Equity Member County may waive rights to its share of the value of MAPA property and operating capital in possession of MAPA. The Board of Directors shall authorize funds for payment to withdrawing Equity Member Counties which shall be provided for in the next succeeding MAPA annual budget and shall be due and payable to the respective withdrawing Equity Member County within six (6) months following the first of the fiscal year during which such funds are budgeted.

Commented [ME37]: Added Equity Member County where appropriate in this section.

SECTION 9.02 DISSOLUTION In the event of complete dissolution of MAPA, all MAPA property shall be sold and the proceeds from such sale be combined with the current MAPA cash assets to determine total cash assets of MAPA. The total cash assets of MAPA shall be distributed to the respective Equity Member Counties which are parties to the complete dissolution of MAPA. The share of the total cash assets to be distributed to each Equity Member County shall be according to the ratio of the current equity record of each respective Equity Member County to the total equity of all remaining Equity Member Counties.

Commented [ME38]: Is it sufficient to remain silent on the treatment of dissolution and withdrawal for Non-equity Member Counties or should a section be added?

ARTICLE X. AMENDMENT OF ARTICLES OF INTERLOCAL COOPERATION AGREEMENT

SECTION 10.01 REVIEW OF ARTICLES The Council of Officials or the Board of Directors may provide for periodic review of the MAPA Articles of Interlocal Cooperation Agreement to determine possible need for amendment of the Articles.

SECTION 10.02 AMENDMENT OF ARTICLES Amendments of the MAPA Articles of Interlocal Cooperation Agreement shall be proposed by the Council of Officials or the Board of Directors. The MAPA Articles of Interlocal Cooperation Agreement shall be amended by an affirmative vote of a majority of the total membership of the Council of Officials except the following sections of the MAPA Articles of Interlocal Cooperation Agreement which must be amended by an affirmative vote of seventy-five percent (75%) of the total membership of the Council of Officials:

Commented [ME39]: Changed from 3/4

- 3.01 Members
- 3.02 Member Counties
- 3.03 Member Cities, Villages and Towns
- 3.04 Special Purpose Government Member
- 3.05 Associate Member

- 4.07 Constraints on Powers of MAPA
- 5.01 Name of Policy Body
- 5.02 Composition of the Council of Officials
- 5.03 Increase and Decrease in Membership of Council of Officials
- 5.04 Qualifications for Officers of Council of Officials
- 5.18 Voting
- 6.01 Name of Governing Body
- 6.02 Composition of the Board of Directors
- 6.14 Voting
- 7.01 Annual Budget
- 7.02 Local Appropriations for Annual Budget
- 7.03 Special Appropriations
- 7.04 Default in Requisitioned Appropriations
- 7.05 Appropriations by Additional Prospective Members
- 7.06 Appropriations by Additional Member Counties
- 7.07 Appropriations by Members Other Than Member Counties
- 9.01 Withdrawal
- 9.02 Dissolution
- 10.02 Amendment of Articles

Commented [ME40]: Put in bullet format. Added Section title and updated sections as appropriate for additions and changes in this amendment

ARTICLE XI. SUPERSESSION OF PREVIOUS ARTICLES

SECTION 11.01 SUPERSESSION OF PREVIOUS ARTICLES Adoption and execution of these Articles of Agreement thereby supersedes and renders null and void all previous Articles of Interlocal Cooperation Agreement for the organization of MAPA, but does not affect any other existing official actions by MAPA special purpose Interlocal Cooperation Agreements or contracts between MAPA and other general or special purpose units of governments, boards, agencies, commissions or authorities.

Project Description
MAPA Nebraska Affordable Housing Program Annual Cycle
Owner Occupied Rehabilitation Program Description

The MAPA Owner-Occupied Rehabilitation housing program is initially planned for the communities of Valley and Waterloo in western Douglas County, Nebraska.

The proposed program will provide funds to rehabilitate at least 10 homes in the communities of Valley and Waterloo. These communities were chosen as the initial communities for what is planned to be an ongoing owner occupied housing rehabilitation program in the rural communities in Sarpy, Douglas and Washington counties.

The communities of Valley and Waterloo both have a high percentage of homes constructed prior to 1939, or over 75 years old. Research utilizing the American Community Survey indicate over 29% of Valley's housing stock, and over 19% of Waterloo's housing stock, are over 75 years of age. These percentages translate to approximately 175 homes in these two communities. 'Windshield' surveys of both communities have indicated a pool of homes in need of rehabilitation exists.

Successful applicants for the program will be at or below 120% of area median income for the Omaha Metropolitan area/Douglas County. A sliding scale application process will award more points to families with incomes below 120% of area median income, those over 62 years of age and disabled applicants. This scoring system will provide lower income, older and disabled home owners an increased ability to participate in the program.

All housing rehabilitation will be done in conformity with the Nebraska Department of Economic Development Minimum Standards for Rehabilitation, which covers the following areas: Basic Equipment and Facilities, Light, Ventilation and Heating, Structural and Space, Use and Location. Copies of the requirements are being provided to the Housing Committees in each community so the members of the committees can become familiar with the requirements. In addition, the Minimum Standards for Rehabilitation will be discussed during community meetings in both Valley and Waterloo. A brief 'initial' qualifying application will also be provided at the community meetings in order to get an initial indication of the housing rehabilitation needs for each community.

Both the general administration and the individual owner occupied housing rehabilitation administration of the program will be performed by MAPA, who is also the applicant for the grant funding.

Both Valley and Waterloo city councils have passed the necessary resolutions agreeing to provide a 15% match for the program. In addition, Valley has completed the forming of a Housing Committees to work with the program in Valley. An initial meeting with Valley's committee has been held to discuss responsibilities and the program in general. Waterloo is in the process of forming it's Housing Committee and will have completed doing so in March.

The MAPA Owner Occupied Housing Rehabilitation program for Valley and Waterloo will provide the initial participants in the program with a better home to live in as well as assisting the communities with the process of providing housing assistance for community members.

Part II Budget Calculator for OOR Projects	
Number of Units (Enter # in Project)	10
Estimated \$ Amount for Rehab	\$25,000
Total amount of NAHTF funds for rehab [530]	\$250,000
Lead Based Paint \$1,500 per unit [580a]	\$15,000
Other Activity (i.e. demolition) [enter the amount]	
Subtotal	\$265,000
Total Estimated Request	\$331,250
Housing Management maximum 10% of Total NAHTF hard costs [580]	\$25,000
General Administration maximum 10% of Total NAHTF hard costs [181]	\$25,000
Final Part II Budget	
0530 Rehabilitation	\$250,000
0580(a) LBP Testing	\$15,000
0#### [Other Activity]	\$0
0580 Housing Management (enter maximum noted above)	\$25,000
0181 General Administration (enter maximum noted above)	\$25,000
Total Budget Request	\$315,000

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

RESOLUTION NUMBER 2017 - 13

WHEREAS, the members of the Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) have been formally designated by their respective legislative bodies to act as the official representative in planning matters of mutual concern; and

WHEREAS, MAPA desires to implement an Owner-Occupied Housing Rehabilitation Program for the communities of Valley and Waterloo in Douglas County, Nebraska through the application for grant funds administered by the Nebraska Department of Economic Development; and

WHEREAS, the Nebraska Department of Economic Development requires assurance of financial capabilities for the awarding of the grant as well as the implementation of the program; and

WHEREAS, MAPA has the financial capabilities to finance the MAPA Owner-Occupied Housing Rehabilitation Program from existing funding available to the agency; and therefore, be it resolved:

RESOLVED, that the MAPA Board of Directors approves the financing of the MAPA Owner-Occupied Housing Rehabilitation Program from existing funding sources.

PASSED this 30th day of March 2017

Rita Sanders
Chair, MAPA Board of Directors

Appendix I: MAPA FY - 2018 UPWP Budget Table																							
Work Activity	FHWA PL				FTA 5305d		RPA-18	CMAQ	FHWA-STBG		FTA-Admin	Total Transportation Funding	Hours										
	Neb.	FY-18	Neb. FY-17	Iowa FY-18	Neb FY-18	Iowa FY-18	Iowa SPR & 5311	Neb CMAQ	Neb STBG	Iowa STBG	5310 VTCLI JARC/NF												
MAPA Activities																							
200 UPWP and Federal Assurances		14,000	2,100	2,000	7,500	1,000	1,115					27,715	550										
210 Board and Committee Support		90,000	13,560	10,000	15,000	4,000	7,153				2,500	142,213	2,840										
220 Regional Transportation Planning		70,000	10,550	20,161	24,280	20,177	5,580				83,052	233,800	4,680										
230 TIP and Local Projects		60,000	9,050	7,500	20,000	5,901	4,785		8,000		7,500	122,736	2,450										
240 Communication and Public Involvement		100,000	15,050	15,000	12,000	1,500	7,970				5,000	156,520	3,130										
250 Regional Data, Mapping & Forecasting		132,000	20,000	8,000	3,000	500	10,500					174,000	3,480										
260 Environment and Energy		22,700	3,420		3,000		1,800	28,008				58,928	1,180										
270 Heartland 2050		30,000	4,500	8,000	20,000		2,400		8,000			72,900	1,460										
280 Training and Education		20,000	3,000	1,500	3,000	1,500	1,600					30,600	610										
290 Management		110,000	16,500	10,000	3,000		8,800				7,000	155,300	3,110										
300 Membership Services		15,000	2,270	1,500			1,200					19,970	400										
310 Local and Partner Planning Support		-	-									-	-										
Subtotal MAPA Activities-Federal Share	\$	663,700	\$	100,000	\$	83,661	\$	110,780	\$	34,578	\$	52,903	\$	28,008	\$	16,000	\$	-	\$	105,052	\$	1,194,682	
Subtotal MAPA Activities-Local Share	\$	111,139	\$	25,000	\$	16,540	\$	27,695	\$	8,645	\$	13,226	\$	7,002	\$	4,000	\$	-	\$	26,263	\$	239,509	
Subtotal MAPA Activities	\$	774,839	\$	125,000	\$	100,201	\$	138,475	\$	43,223	\$	66,128	\$	35,010	\$	20,000	\$	-	\$	131,315	\$	1,434,191	23,890
Contracts and Subrecipients																							
220 xxxxx - LRTP Summary & Communications		30,000										30,000											
230 xxxxx - Bellevue Bridge Study									112,000			112,000											
250 xxxxx - On-Call Modeling		20,000	5,000									25,000											
260 xxxxx - Little Steps Big Impact Project								306,208				306,208											
280 xxxxx - H2050 Mini-Grant Nebraska									210,000	80,000		290,000											
280 xxxxx - H2050 Mini-Grant Iowa												-											
280 xxxxx - Transit ROI Assessment					152,000							152,000											
310 xxxxx - Planning Local Subrecipients		306,802		24,500		10,500						341,802											
310 xxxxx - Transit Planning Subrecipient					100,000							100,000											
310 xxxxx - Live Well Omaha Bike Education												-											
310 xxxxx - 5310 Subrecipients											500,000	500,000											
310 xxxxx - JARC/NF Subrecipients											59,302	59,302											
310 xxxxx - VTCLI Subrecipients											421,875	421,875											
Additional Studies to be identified			91,000									91,000											
310 xxxxx - Rideshare / Travel Demand Mgmt.		10,000	4,000									14,000											
Subtotal Contracts and Subrecipients-Federal Share		366,802	100,000	24,500	252,000	10,500		306,208	322,000	80,000	981,177	2,443,187											
Subtotal Contracts and Subrecipients-Local Share		146,487	25,000	10,500	63,000	10,500		76,552	80,500	20,000	245,294	677,833											
Subtotal Contracts and Subrecipients		513,289	125,000	35,000	315,000	21,000	-	382,760	402,500	100,000	1,226,471	3,121,020	-										
Total Federal Share		1,030,502	200,000	108,161	362,780	45,078	52,903	334,216	338,000	80,000	1,086,229	3,637,869											
Total Local Share		257,626	50,000	27,040	90,695	19,145	13,226	83,554	84,500	20,000	271,557	917,342											
Total		1,288,128	250,000	135,201	453,475	64,223	66,128	417,770	422,500	100,000	1,357,786	4,555,211											
Total Hours		25,760	5,000	2,700	9,070	1,280	1,320	8,360	8,450	2,000	27,160	91,100											
Match Funding																							
Local / Subrecipient Cash		177,626	50,000	15,040	67,795	19,145		83,554	84,500	20,000	271,557	789,217											
Heartland 2050 Foundation Cash		80,000	-	12,000	22,900	-		-	-	-	-	114,900											
Match %		20.0%	20.0%	20.0%	20.0%	29.8%		20.0%	20.0%	20.0%	20.0%	20.1%											



TRAVEL AUTHORIZATION FORM

Project : 17002-01 16NDOR02 Date of Travel : June 4-7, 2017

Request for Travel To: Monterey, CA and return.

Purpose: NARC Annual Conference and Exhibition

Persons Traveling: 2 MAPA Staff & 4 MAPA Board Members

Submitted by: _____ Date Submitted: _____

Standard Request:

Lodging: Actual _____

Meals: Actual _____

Special Request

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

Date Approved: _____ by _____
Department Director

Date Approved: _____ by _____
Executive Director

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

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

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



TRAVEL EXPENSE FORM

Name 2 MAPA Staff & 4 MAPA Board Members

Destination Monterey, CA

Purpose of Trip NARC Annual Conference and Exhibition

Inclusive Dates 6/4/2017 through 6/7/2017

Expense Item	Estimated Cost	Prepaid Advance	Actual Cost*
Round-trip Transportation	\$ <u>4,000.00</u>	\$ _____	\$ _____
MAPA Auto ()			
Personal auto use requested ()			
Transportation at Destination	_____	_____	_____
Registration Fee			(P.O.)
6 @ \$600	<u>3,600.00</u>		
Hotel			
6 @ \$250/night	<u>4,500.00</u>	_____	_____
Telephone	_____	_____	_____
Meals & Incidentals			
6 @ \$74/day	<u>1,776.00</u>	_____	_____
Other:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL: \$ 13,876.00 \$ _____ \$ _____

Prepaid Advance \$ _____

* To Be substantiated by an Expense Form