

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

2222 Cuming Street, Omaha

(402) 444-6866

BOARD OF DIRECTORS MEETING

Thursday, August 31, 2017

1:30 p.m.

AGENDA

This meeting of the Metropolitan Area Planning Agency Board of Directors will be conducted in compliance with the Nebraska Statutes of the Open Meeting Act. For reference, the Open Meeting Act is posted on the wall of the Board Room.

- A. ROLL CALL / INTRODUCTIONS
- B. BOARD MINUTES of the July 27, 2017 meeting. (ACTION) (Item B)
- C. FINANCE COMMITTEE MINUTES of the August 23, 2017 meeting. (ACTION) (Item C)
- D. AGENCY REPORTS & PRESENTATIONS – (INFO)
  - 1. AGENCY REPORTS (Item D.1)
    - a. Executive Director's Report
    - b. Heartland 2050 Report
- E. PUBLIC COMMENTS – See Footnote
- F. CONSENT AGENDA – (ACTION)

Any individual item may be removed by a Board Member for special discussion and consideration. Unless there is an exception, these items will be approved as one with a single vote of the Board of Directors.

  - 1. CONTRACT FINAL PAYMENTS –
    - a. Black Hills Works – \$8,450.50 (Item F.1.a)
    - b. City of Council Bluffs – \$28,788.20 (Item F.1.b)
    - c. Florence Home – \$8,397.00 (Item F.1.c)
    - d. Douglas County GIS – \$21,752.87 (Item F.1.d)
    - e. Sarpy County Planning – \$3,245.67 (Item F.1.e)
  - 2. CONTRACT FINAL PAYMENTS WITH EXCEPTIONS –
    - a. City of Omaha Public Works – \$12,403.18 (Item F.2.a)
    - b. City of Omaha Planning - \$12,501.33 (Item F.2.b)
  - 3. CONTRACT AMENDMENT – Treynor Comprehensive Plan – Extended to December 31, 2017 (Item F.3)
- G. OLD BUSINESS
  - 1. FY 2017 - 2020 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT #8 – (ACTION) (Item G.1)

The Board will consider approval of amendments to the FY 2017 – 2020 TIP.

2. MAPA LONG RANGE TRANSPORTATION PLAN (LRTP) AMENDMENT 6 – (ACTION) (Item G.2)  
The Board will consider approval of amendment 6 to the 2040 LRTP.

H. NEW BUSINESS

1. NEW CONTRACTS – (ACTION)

The Board will consider approval of the contracts listed below.

- a. HDR On-Call Travel Demand Modeling - \$35,000 (Item H.1.a)
- b. NDOT/MAPA Funding Agreements for mini grants
  - i. City of Omaha 13<sup>th</sup> Street Walkability Study (Resolution 2018 – 03) - \$100,000 (Item H.1.b.i)
  - ii. Metro Transit – Transit Development Plan (Resolution 2018 – 04) - \$87,500 (Item H.1.b.ii)
  - iii. Sarpy County Arterial & Collector Road Study (Resolution 2018 – 05) - \$30,000 (Item H.1.b.iii)

2. HEARTLAND 2050 SITE VISIT TO MINNEAPOLIS, MN – OCTOBER 9-10, 2017 – \$30,000.00 – (ACTION)

The Board will consider for approval the travel of a Heartland 2050 Site Visit to Minneapolis, MN, October 9-10, 2017 for 4 staff members and up to 24 team members for \$30,000.00. (Item H.2)

3. BOARD ADOPTION OF THE GUIDELINES AND PRINCIPLES FOR NONPROFIT EXCELLENCE IN NEBRASKA AND IOWA BY RESOLUTION – (ACTION) (Item H.3)

The Board will consider for approval Resolution 2018 – 02, adopting the Guidelines and Principles for Nonprofit Excellence in Nebraska and Iowa set forth by the Nonprofit Association of the Midlands.

4. IOWA WEST FOUNDATION GRANT – (ACTION) (Item H.4)

The Board will consider authorization of the Executive Director to execute the grant agreement with Iowa West Foundation. The Iowa West Foundation has approved a grant toward Heartland 2050 implementation work for \$65,000. Conditions of the grant include Iowa West funding should not exceed 5% of the total project costs and no Iowa West funding shall be used for the mini grant program.

I. ADDITIONAL BUSINESS

J. DISCUSSION

1. HEARTLAND TRANSPORTATION TASKFORCE – (INFO)

Staff will present information on a proposed taskforce to take a big picture look at future needs and priorities that will guide the Long Range Transportation Plan (LRTP).

K. ADJOURNMENT

**Future Meetings:**

Finance Committee: Wednesday, August 23, 2017

Board of Directors: Thursday, August 31, 2017

Council of Officials Annual Dinner: Wednesday, October 4, 2017 – Livestock Exchange Building – Omaha, NE

\* Individuals interested in addressing the MAPA Board of Directors during the Public Comment period about agenda items should identify themselves by name and address before speaking. Individuals interested in addressing the MAPA Board of Directors regarding non-agenda items must sign the request to speak list located in the Board Room prior to the beginning of the meeting.

Requests to speak may also be made to MAPA in writing by regular U.S. mail or email ([mapa@mapacog.org](mailto:mapa@mapacog.org)) provided that requests are received by close of business on the day prior to the meeting. Speakers will be limited to three minutes. 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.



**OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY  
BOARD OF DIRECTORS REGULAR MEETING**

Minutes  
July 27, 2017

The Board of Directors met at the MAPA offices, 2222 Cuming Street, Omaha. Chairwoman Sanders called the meeting to order at 1:33 p.m.

**A. ROLL CALL/INTRODUCTIONS**

Members/Officers Present

Rita Sanders (Chair)	Mayor, City of Bellevue/Chair
Clare Duda	Douglas County Commissioner
Ben Gray	Omaha City Council
Tom Hanafan	Pottawattamie County Board of Supervisors
Doug Kindig	NE Small Cities/Counties Representative (Mayor, City of La Vista)
Gary Mixan	Sarpy County Commissioner
Cassie Paben (rep. Mayor Jean Stothert)	Deputy Chief of Staff, City of Omaha
Matt Walsh	Mayor, City of Council Bluffs
Carol Vinton	IA Small Cities/Counties Representative (Mills County Board of Supervisors)

Members/Officers Absent

Patrick Bloomingdale	MAPA Secretary/Treasurer, Douglas County
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MAPA Staff

Court Barber	Christina Brownell	Melissa Engel	Don Gross	Mike Helgersen
Travis Halm	Karna Loewenstein	Greg Youell		

**B. APPROVAL OF THE MINUTES of the July 27, 2017 meeting – (Action)**

MOTION by Hanafan, SECOND by Gray to approve the minutes of the July 27, 2017 meeting of the Board of Directors.

AYES: Duda, Gray, Hanafan, Kindig, Mixan, Sanders, Paben, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

**C. APPROVAL OF FINANCE COMMITTEE MINUTES AND REPORT – (Action)**

Mr. Clare Duda reported that the Finance Committee met on July 19, 2017 and approved bills for July, reviewed May financial statements and approved contract payments. Items were forwarded to the Board of Directors for approval.

MOTION by Kindig, SECOND by Gray to approve the minutes of the July 19, 2017 Committee meeting.

AYES: Duda, Gray, Hanafan, Kindig, Mixan, Sanders, Paben, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

**D. AGENCY REPORTS & PRESENTATIONS**

**1. Agency Reports – (Info)**

**a. Executive Directors Report - Greg Youell, Executive Director**

Mr. Youell provided an update to the Board on MAPA activities for the month of June. Mr. Youell introduced Travis Halm, MAPA's new Associate Planner. Mr. Youell updated the Board on the Census "Road to 2020" Event, including a morning session aimed at government employees and an afternoon "Community Dialog" on topics such as messaging, outreach to hard-to-reach groups such as youth and immigrants, and technology. The 2020 Census will allow responses by phone and internet. Gretna held an open house for its Downtown Revitalization project. The DED is moving forward with State

Approved by \_\_\_\_\_  
Patrick Bloomingdale, Secretary/Treasurer

appropriation and will provide MAPA with anticipated \$81,000 each year for the next biennium. MAPA has coordinated with the NRD and local governments to revise and update the Commuter map and Trails map. MAPA is continuing to work with State and local partners to assist in the addition of Platte River Bike Path alongside US-75/34. Mr. Youell updated the Board on the FY18 Federal budget. MAPA has several RFPs coming up including Transit Return-on-Investment Analysis; Bellevue Bridge; L RTP Close the Gap Support; H2050 Advisor; and Heartland 2050 Mini-Grants. Mr. Youell congratulated Melissa Engel, MAPA Director of Finance and Operations on 5 years of service.

b. Heartland 2050 – (Info)

Ms. Loewenstein provided an update to the Board on Heartland 2050 activities for the month of June. Work is continuing with Implementation Committees and work groups and planning for the September Summit and the upcoming site visit to Minneapolis, October 9<sup>th</sup>-11<sup>th</sup>. MAPA has received notification from Iowa West Foundation that they will continue funding for the Heartland 2050 project. The Sherwood Foundation has approved a \$50,000 request to update the Regional Equity Growth Profile. PolicyLink will update the profile and will be partnering with UNO Data Center. The Executive Committee is meeting quarterly and last met in July, and a new chair was appointed, Mr. Tim O'Brien from OPPD. Ms. Spellman will continue to serve on the Executive Committee Emeritus and will chair the task force for rural marketing outreach.

E. PUBLIC COMMENT –

None.

F. CONSENT AGENDA – (Action)

The Board considered Consent Agenda items listed below for approval.

1. Contract Final Payments – Pottawattamie County GIS - \$18,874.11
2. Contract Amendments – Live Well Omaha reduce amount to \$146,562.96
3. Audit Engagement Letter – FY 2017 Audit Fees \$10,800
4. Travel to NARC Conference – Travel for Executive Director and two Board Members to the NARC Executive Director and Board Retreat in San Antonio, TX – \$4,498.00

MOTION by Kindig, SECOND by Duda to approve all items listed on the Consent Agenda.

AYES: Duda, Gray, Hanafan, Kindig, Mixan, Sanders, Paben, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

G. OLD BUSINESS

1. FY 2017 – 2020 Transportation Improvement Program (TIP) Amendment #7 – (Action)

Mr. Court Barber presented to the Board for approval the FY 2017 - 2020 TIP Amendment #7 including a total of four changes. The first two changes are to the City of Omaha Adaptive Traffic Signal Control project, the first is 132<sup>nd</sup> Street adding \$85,875 of HSIP funding in FY 2017 and the second is 144<sup>th</sup> Street adding \$98,143 of HSIP funding in FY 2017. The 3<sup>rd</sup> change is to the description of the East Beltway: Stevens Road – East Segment to be more specific. The final change is the addition of the Phase 3 of the Metro Travel Improvement Study.

MOTION by Hanafan, SECOND by Gray to approve the FY 2017 - 2020 TIP Amendment #7.

AYES: Duda, Gray, Hanafan, Kindig, Mixan, Sanders, Paben, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

H. NEW BUSINESS

1. Health Insurance Renewal – (Action)

Ms. Melissa Engel presented to the Board for approval. MAPA's health insurance renews September 1, 2017. The Benefits Committee met and received a report from SilverStone Group on health insurance options. The Benefits Committee recommends staying with the current plan with a 5% increase over the previous year. The 5% increase is due to a small business group legislation that mandates a minimum renewal with a 5% increase. Other options were reviewed that were ACA compliant and averaged a 9% increase and another option of partial self-insured pool that would have an 8% decrease but would require a health application to be completed by the group.

MOTION by Gray, SECOND by Paben to approve the renewal of major medical insurance for MAPA staff, effective September 1, 2017.

AYES: Duda, Gray, Hanafan, Kindig, Mixan, Sanders, Paben, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

2. New Contracts – (Action)

Mr. Greg Youell presented to the Board for approval the contracts listed below.

a. Job Access Reverse Commute – FTA funded projects

- i. Heartland Family Services JARC Funding - \$22,000 Federal & 22,000 Match
- ii. Southwest Iowa Transit Authority JARC Funding - \$106,000 Federal & \$26,500 Match
- iii. Metro Transit JARC Funding - \$51,646 Federal & \$12,912 Match

MOTION by Paben, SECOND by Walsh to approve the new contracts listed above.

AYES: Duda, Gray, Hanafan, Kindig, Mixan, Sanders, Paben, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

b. Heartland 2050 Mini Grants – Surface Transportation Funding

- i. City of Omaha 13<sup>th</sup> Street Walkability Study - \$100,000 Federal & \$25,000 Match
- ii. Council Bluffs Walkability Master Plan - \$80,000 Federal & \$20,000 Match
- iii. Metro Transit – Transit Development Plan - \$87,500 Federal & \$21,875 Match
- iv. Sarpy Co. Arterial & Collector Road Study - \$30,000 Federal & \$60,000 Match

MOTION by Hanafan, SECOND by Vinton to approve the new contracts listed above.

AYES: Duda, Gray, Hanafan, Kindig, Mixan, Sanders, Paben, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

3. Equal Employment Opportunity (EEO) Policy Amendment – (Action)

Mr. Greg Youell presented to the Board for approval the EEO Policy Amendment. The Sherwood Grant requires that MAPA's personnel policy include a non-discrimination clause that is broader than MAPA's current policy.

MOTION by Gray, SECOND by Walsh to approve the EEO Policy Amendment.

AYES: Duda, Gray, Hanafan, Kindig, Mixan, Sanders, Paben, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

4. Board Members Annual Conflict of Interest Disclosure – (Action)

Mr. Youell presented to the Board for approval the Annual Conflict of Interest Disclosure form. MAPA ask that members and officers of the Board of Directors sign this annually and agree to disclose any Conflict of Interest should any arise.

MOTION by Gray, SECOND by Paben to approve the Annual Conflict of Interest Disclosure Form.

AYES: Duda, Gray, Hanafan, Kindig, Mixan, Sanders, Paben, Vinton, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

I. ADDITIONAL BUSINESS

Mr. Youell announced to the Board that nominations are now open for the Annual Awards. As requested, MAPA staff will send to the Board of Directors a link for the Annual Award nomination forms along with a listing of past award recipients.

J. DISCUSSION

1. Greg Youell will discuss the publication of MAPA's white paper on Transit in the Metropolitan region.
2. 2017 Annual Award nominations.

K. ADJOURNMENT

Chairwoman Sanders adjourned the meeting at 2:25 p.m.

METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha NE 68102-4328  
Finance Committee  
August 23, 2017

The MAPA Finance Committee met August 23, 2017, in the MAPA conference room. Patrick Bloomingdale called the meeting to order at 8:30 a.m.

ROLL CALL

Members Present

Patrick Bloomingdale, Secretary/Treasurer  
Clare Duda, Douglas County  
Tom Hanafan, Pottawattamie County (arrived @ 8:32 a.m.)  
Carl Lorenzen, Washington County  
Gary Mixan, Sarpy County (arrived @ 8:38 a.m.)

Staff

Melissa Engel  
Amanda Morales  
Greg Youell

Members Absent

Carol Vinton, Mills County

A. Monthly Financial Statements (Preliminary June 2017)

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. Statements of Revenues and Expenditures

Ms. Engel presented the preliminary June financials. Mr. Duda asked if the payroll gross of around \$120,000 with net paychecks to employees of \$64,000 is correct. Melissa explained that the \$120,000 includes insurance benefits and pension benefits that the MAPA pays for each employee, and that the employees have elective deferrals and deductions withheld from their paychecks which include retirement contributions, flex spending, optional insurance benefits, and United Way contributions.

Ms. Engel reported that the agency has a CD valued at just over \$100,000 that will mature on September 11<sup>th</sup> of this year. At the next finance meeting reinvestment options will be presented.

The Preliminary Statement of Revenues and Expenditures currently shows a deficit of \$329,000 the agency expects to have a final deficit of \$175,000 for FY 17. Ms. Engel explained that deficit is anticipated because of the budgeting and timing of the actual revenue and expense recognition for the Aerial Photography project. The Agency has an additional \$80,000 in CMAQ funding to recognize along with some additional community development contract revenue to record in FY 17. The Federal Revenue line item currently shows a \$1.7 million variance to budget for FY 2017. Melissa stated that the variance is mostly due to timing. \$350,000 in mini grant contracts were not executed in FY 17 as originally planned, but will be executed in FY 18, and the remaining Veterans grant funding will be contracted and recorded in FY 18.

B. FOR FINANCE COMMITTEE APPROVAL

1. Heartland 2050 Summit- September 27, 2017
  - a. Catering & Space Rental - \$8,000 minimum & \$60 per person in excess of 140 attendees

Mr. Youell presented the Heartland 2050 Summit catering and space rental expense. The summit will be held at the Omaha Marriott Downtown and the keynote speaker will be Ben Pierce. For the first time, there will be a registration fee to attend the summit to offset some of the expenses associated with conducting the summit.

MOTION Hanafan SECOND by Lorenzen, to approve the catering & space rental for the September 27, 2017, Heartland 2050 Summit. MOTION CARRIED.

2. Annual Meeting-October 4, 2017
  - a. Mayor Cornett Speaker Fees - \$5,000
  - b. Brandeis Catering & Rental - \$6,300

Mr. Youell presented the annual meeting expenses. Mayor Mick Cornett is the Mayor in Oklahoma City he is in his fourth term as mayor and is running for governor. MAPA will pay Mayor Cornett a speaking fee of \$5,000 and pay for his travel and lodging expenses. The annual meeting celebrating MAPA's 50<sup>th</sup> anniversary will be held at the Livestock Exchange building. Brandeis Catering is the in-house caterer for the facility. The contracted fee for catering and space rental to accommodate 200 people is \$6,300. To date MAPA has over \$7,000 in sponsorships for the annual meeting.

MOTION Lorenzen SECOND by Hanafan, to approve the Annual Meeting expenses as presented. MOTION CARRIED.

3. Speaker Series – October 20, 2017
  - a. Mark Fenton Speaker Fees - \$6,200

Mr. Youell presented Mark Fenton's speaking fees for the Heartland 2050 speaker series held on October 20, 2017. MAPA is partnering with AARP who is contributing \$5,000 for this speaker series.

MOTION Duda SECOND by Lorenzen, to approve Mark Fenton Speaker Fees as presented. MOTION CARRIED.

4. Contract Payments
  - a. Pictometry - \$288,083.00
  - b. Live Well Omaha – CMAQ - \$2,269.75
  - c. Live Well Omaha – Bike Safety - \$2,406.49

Mr. Youell presented the contract payments. The Pictometry payment is the second-year billing for the three-year contract on the Aerial Photography project. Live Well Omaha's contract payments are for their work in July on the Commuter Challenge and Bike Education projects.

MOTION Hanafan SECOND by Mixan, to approve the contract payments as presented. MOTION CARRIED.

5. Contract Payments with Exceptions
  - a. Lovgren - \$15,754.41

Mr. Youell presented Lovgren's payment request with exceptions for July expenses related to the 2017 CMAQ Air Quality and Reduced Fare Program. The agency is currently waiting to receive additional documentation and minor revisions to the request prior to payment.

MOTION Lorenzen SECOND by Duda, to approve Lovgren's contract payment with exceptions once all necessary documentation is received. MOTION CARRIED.

#### C. RECOMMENDATION TO THE BOARD

1. Final Contract Payments
  - a. Black Hills Works - \$8,450.50
  - b. City of Council Bluffs - \$28,788.20
  - c. Florence Home - \$8,397.00
  - d. Douglas County GIS - \$21,752.87
  - e. Sarpy County Planning - \$3,245.67

Mr. Youell presented the final contract payments. Black Hills Works payment request is for transportation services to and from Offutt for seniors and individuals with disabilities employed by Offutt Air Force Base. The City of Council Bluffs payment is for their contracted paratransit services April 1, 2017 through June 30, 2017, serving the elderly and disabled citizens of Council Bluffs. Florence Home for the Aged is requesting Federal Transit Administration (FTA), 5310 funding for paratransit services provided in May and June, to their elderly, disabled, and veteran residents. Douglas County GIS and Sarpy County Planning are requesting transportation planning funds for their work in the fourth quarter of FY 2017.

MOTION Hanafan SECOND by Duda to recommend that the Board of Directors approve the final contract payment as presented. MOTION CARRIED.

2. Final Contract Payments with Exceptions
  - a. City of Omaha Public Works - \$12,403.18
  - b. City of Omaha Planning - \$12,501.33

Mr. Youell presented the final contract payments with exceptions. The City of Omaha Public Works payment is for the city's traffic counting program for May & June. The City of Omaha Planning is requesting reimbursement for their work on transportation planning for the fourth quarter of FY 2017.

MOTION Hanafan SECOND by Lorenzen to recommend that the Board of Directors approve the final contract payments with exceptions once all necessary documentation is received. MOTION CARRIED.

3. New Contracts:
  - a. HDR On-Call Travel Demand Modeling - \$35,000

Mr. Youell presented the HDR On-Call Travel Demand Modeling contract scope of services. The contract is not yet ready to be executed, but the scope of services is accurate. It is anticipated that the contract will be ready for execution within the next week.

MOTION Lorenzen SECOND by Hanafan to recommend that the Board of Directors approve the HDR contract once the contract is ready for execution. MOTION CARRIED.

- b. NDOT/MAPA Funding Agreements for mini grants
  - i. City of Omaha 13<sup>th</sup> Street Walkability Study - \$100,000 Federal & \$25,000 Match
  - ii. Metro Transit – Transit Development Plan - \$87,500 federal & \$21,875 match
  - iii. Sarpy County Arterial & Collector Road Study - \$30,000 federal & \$7,500 match

Mr. Youell presented the new contracts under item C.3.b. all of which are Nebraska Department of Transportation (NDOT), MAPA funding agreements for Heartland 2050 mini grants. The Omaha 13<sup>th</sup> Street walkability study is for \$100,000 in federal funding with \$25,000 local match and will analyze and determine how to best utilize the existing right-of ways to accommodate all users now and in the future. The Metro Transit contract is for \$87,500 in federal funding and \$21,875 match, and will utilize a qualified consultant and Metro staff to evaluate existing services, prioritize transit projects, identify potential capital and operational funding sources, identify necessary changes to policy, statute, or regional government structure while creating a Transit Development Plan. Sarpy County's Arterial Collector Road Study contract is for \$30,000 federal funding and \$7,500 in match. This is for a county wide project to develop a policy for locating/modifying arterial and major collector routes and completing the first phase of plan development. MAPA has discovered discrepancies in the local match dollars for the Metro transit and Sarpy County printed agreements and has requested revisions to agree with the above stated local match dollars.

MOTION Lorenzen SECOND by Hanafan to recommend that the Board of Directors approve the new contracts under item C.3.b. once all necessary revisions are received from the NDOT. MOTION CARRIED.

- 4. Contract Amendment
  - a. Treynor Comprehensive Plan – Extended to December 31, 2017

Mr. Youell presented the Treynor Comprehensive contract amendment to extend the completion date of the contract to December 31, 2017.

MOTION Hanafan SECOND by Duda to recommend that the Board of Directors approve the Treynor contract amendment as presented. MOTION CARRIED.

- 5. Travel
  - a. Heartland 2050 Site Visit Trip – Minneapolis, MN – 4 Staff + up to 24 Team Members – \$30,000

Mr. Youell presented the Heartland 2050 site visit to Minneapolis, Minnesota on October 9<sup>th</sup> and 10<sup>th</sup>, for up to twenty-eight people at an estimated cost of \$30,000. Mr. Lorenzen asked at a flight cost of \$14,800 did the agency look into a charter bus. Greg commented that yes, they did take that into consideration, there is a large time savings in flying. If the group were to take a bus there would be additional meal costs, lodging costs etc. A large portion of the funding for this trip will come from private foundations. Participants outside of MAPA staff will be asked to contribute between \$400 - \$500 each for the trip.

MOTION Hanafan SECOND by Lorenzen to recommend that the Board of Directors approve the Heartland 2050 site visit travel as presented. MOTION CARRIED

- 6. Assessment
  - a. Internal Principles and Guidelines Assessment

Mr. Youell & Ms. Engel presented the resolution for the Board adoption of the Guidelines & Principles for Nonprofit Excellence in Nebraska and Iowa. As part of the Sherwood Foundation grant MAPA is expected to make a commitment to The Nonprofit Association of the Midlands process to ensure MAPA's use of Best Practices. There is an infrastructure checklist and a practices checklist each of which had twelve sections to be completed that Melissa completed for the agency. Ms. Engel created a summary of the report generated after completing the check lists. The results are organized based on priority level for the agency. Melissa has assigned a timeline to have each of the highest priority items addressed.

MOTION Hanafan SECOND by Mixan to recommend that the Board of Directors approve the Internal Principles and Guidelines Assessment as presented. MOTION CARRIED

#### D. DISCUSSION/INFORMATION

- 1. MAPA Annual Meeting & Annual Award Nominees/Recipients

Friday is the deadline to submit nominations for annual award recipients. Mr. Youell asked the finance committee members to meet next Wednesday at 8:30 a.m. to discuss nominations and recipient recommendations to the Board.

#### E. OTHER

#### F. ADJOURNMENT

The meeting adjourned at 9:30 a.m.

**Metropolitan Area Planning Agency**

**Work Program & Federal Assurances (200) –**

Objective:

To efficiently develop and implement MAPA’s Unified Planning Work Program (UPWP) in accordance with MPO responsibilities and federal requirements

Program Activity:

**Planning Agreements**

- No activity this month.

**Unified Planning Work Program (UPWP)**

- No activity this month.

**Certification Review Action Plan**

- No activity this month.

**Civil Rights & Disadvantaged Business Enterprise (DBE)**

- Reviewed the 2015-2018 Title VI and ADA plan for demographic changes

**RPA**

- No activity this month.

<b>200 End Products</b>		<b>Schedule</b>
1.	Planning Agreements	Ongoing
2.	Unified Planning Work Program (UPWP)	Ongoing
3.	Certification Review Action Plan	Ongoing
4.	Civil Rights & Disadvantaged Business Enterprise (DBE)	Quarterly

**Board & Committee Support (210) –**

Objective:

To support ongoing activities of MAPA’s Council of Officials, Board of Directors, Finance Committee, and Transportation Technical Advisory Committee (TTAC)

Program Activity:

**Council of Officials**

- Selected location for Annual Meeting
- Mailed “Save the Date” for annual meeting
- Invited Oklahoma City Mayor as Annual Meeting Keynote Speaker

**Board of Directors**

- Prepared materials for and held July Board of Directors meeting

## MAPA Monthly Progress Report | Reporting Period July 2017

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- Board members were asked to approve and individually sign an annual conflict of interest disclosure

### Finance Committee

- Reviewed invoices and contracts for July Finance Committee meeting
- Prepared monthly financial statements for Finance Committee

### Transportation Technical Advisory Committee (TTAC)

- Held July TTAC meeting
- Held July CTC meeting

### RPA

- Held July Policy & Technical Committee Meeting

210	End Products	Schedule
1.	Council of Officials	Quarterly
2.	Board of Directors	Monthly
3.	Finance Committee	Monthly
4.	Transportation Technical Advisory Committee	Monthly

## Regional Transportation Planning (220) –

### Objective:

To conduct the transportation planning activities related to the development and implementation of the Long Range Transportation Plan

### Program Activity:

#### LRTP Development and Administration

- Continued work on the 2050 LRTP Vision document

#### Transit Planning Activities

- Received completed Sarpy County Transit Feasibility Study
- Continued to work with the FTA to secure FY2017 5310 funds
- Completed a budget revision of FTA grant NE-37-X008-04 (JARC funds)
- Prepared contracts for close out of Job Access Reverse Commute (JARC) funding
- Heartland Family Services Ways to Work Program - \$22,000
- Southwest Iowa Transit Authority Capital Bus Purchase for Sarpy County workforce transit - \$106,000
- Metro Transit Route Planning Software - \$51,646

#### Bicycles & Pedestrian Planning Activities

- Prepared contract amendment for Bike Education Project with Live Well Omaha

#### Freight Planning & Coordination

- Coordinated with NDOT regarding potential truck counting program for the Omaha-Council Bluffs metropolitan area

- Participated in conference call regarding Critical Urban Freight Corridor Designations in the MAPA MPO area

**Other Long-Range Studies**

- No activity this month.

**RPA**

- Research trail funding for Underwood and Mills County. Write and review REAP and State Trails applications for both Underwood and Mills County.
- Continued coordination with county trail planning groups in Pottawattamie, Mills and Shelby counties
- Continued coordination with Pottawattamie County on recommendations in Tech Memo 3 of the Pottawattamie County Transportation Plan

<b>220 End Products for MAPA Work Activities</b>		<b>Schedule</b>
1.	LRTP Development and Administration (2050 LRTP)	Fall - Winter 2017-2018
2.	Transit Planning Activities	Ongoing
3.	Bicycle & Pedestrian Planning Activities	Ongoing
4.	Freight Planning & Coordination	Ongoing
5.	Other Long-Range Studies	Ongoing

**Transportation Improvement Program (TIP) & Local Projects (230) –**

Objective:

To monitor and maintain a fiscally constrained Transportation Improvement Program for regionally significant transportation projects.

To implement performance-based planning requirements of the FAST Act.

To ensure MAPA staff representation and coordination with local partner projects.

Program Activity:

**Maintenance of FY-2017 and FY-2018 Transportation Improvement Programs (TIPs)**

- Completed Amendment 7 to the FY2017 TIP
- Received approval of the FY2018 TIP from Iowa DOT

**Project Selection Activities (STBG, TAP, 5310)**

- Held focus group meetings with members of the CTC to develop scoring criteria for 5310 funding

**Transportation Funding Analysis**

- Participated in NADO webinar on Federal budget and transportation funding.

**Development of FY-2019 Transportation Improvement Program (TIP)**

- No activity this month.

**Performance Measurement & Reporting**

- Attended webinars on performance measures from FTA and FHWA
- Coordinated with transit agencies on goal setting and reporting

**Local Project Support & Coordination**

- Participated in Complete Streets working group and project team meetings

- Participated in BRT stakeholder committee meetings
- Bi-weekly meetings regarding the bicycle and pedestrian connection across the Platte River Bridge
- Discussed opportunities for transit service with City of La Vista and Metro Transit.

**RPA**

- Finalized FY2018 Transportation Improvement Program and submitted for approval to Iowa DOT
- Approved Amendment 4 to the FY2017 Transportation Improvement Program

<b>230 End Products for MAPA Work Activities</b>		<b>Schedule</b>
1.	Maintenance of FY2017 & FY2018 TIPs	Ongoing
2.	Project Selection Activities	Winter 2018
3.	Transportation Funding Analysis	Ongoing
4.	Development of FY2019 TIP	Spring 2018
5.	Performance Measurement & Reporting	Ongoing
6.	Local Project Support & Coordination	Ongoing

**Communication & Public Involvement (240) –**Objective:

To provide ongoing opportunities for stakeholders & the public to participate in the transportation planning process

To communicate important information and key decisions about the transportation planning process to the public

To conduct and support events, seminars and other activities that support the transportation planning process

Program Activity:**PPP & Public Engagement Activities**

- Continued outreach and promotion of MAPA and partner agency events
- Updated and refined outreach and stakeholder lists for transportation public involvement

**CAC & Citizen's Academy**

- Attended planning meetings for the Citizens Academy
- Updated the CAC on the Van Pooling program that they worked on as stakeholders

**Publications & Newsletters**

- Designed and published Heartland 2050 Close the Gap White Paper
- Began designs for Heartland 2050 Summit materials and MAPA Council of Officials Annual Meeting

**Online Activities (Websites & Social Media)**

- Created social media calendar for agency posts
- Created multiple posts to website and social media on MAPA's projects and programs

**Participation in Partner Forums**

## MAPA Monthly Progress Report | Reporting Period July 2017

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- No activity this month.

### RPA

- No activity this month.

240 End Products		Schedule
1.	PPP & Public Engagement Activities	Ongoing
2.	CAC & Citizen's Academy	Semi-Annually
3.	Publications & Newsletters	Ongoing
4.	Online Activities (Websites & Social Media)	Ongoing
5.	Participation in Partner Forums	Ongoing

## Regional Data, Mapping, & Modeling (250) –

### Objective:

To conduct socioeconomic and demographic forecasts in support of the transportation planning process

To develop and maintain regional Geographic Information Systems (GIS)

To develop and maintain modeling tools to support decision-making at the state, regional, and local level

### Program Activity:

#### Regional Data & GIS

- Creation and maintenance of data for the RDE
- Management of building permit data from member jurisdictions
- Traffic and Crash data aggregation

#### Technical Reports & Forecasts

- Filled two requests for traffic forecast data
- Gave comment on Omaha and Sarpy County development reviews

#### Travel Demand Modeling Activities

- No activity this month.

#### Land Use Activity Allocation Model (LUAAM)

- Development of TOD land use scenario

#### Census

- Prepared and facilitated Road to 2020 Census event with stakeholders in partnership with Nebraska State Data Center (UNO) and Census Bureau.
- Reviewed Local Update of Census Addresses (LUCA) information

### RPA

- Continued development of features in the Regional GIS Database

250 End Products for MAPA Work Activities		Schedule
1.	Regional Data & GIS	Ongoing

2.	Technical Reports & Forecasts	As Needed
3.	Travel Demand Modeling Activities	Ongoing
4.	Land Use Activity Allocation Model (LUAAM)	Ongoing

## Environment & Energy (260) –

### Objective:

Improve air quality by taking proactive measures to reduce environmental impacts and improve energy conservation as related to transportation.

### Program Activity:

#### Little Steps, Big Impact Ozone Awareness Campaign

- Bi-weekly meetings to coordinate with project partners and consultant team
- Continued development of grant applications for next year of LSBI programming
- Meetings with project partners regarding the scope of FY2018 LSBI activities
- Coordinated with area schools to use LSBI handheld ozone monitors to supplement classroom science lessons
- Appeared on The Morning Blend to promote Little Steps Big Impact campaign

#### Alternative Fuels Activities

- Coordinated with the Iowa Clean Cities Coalition on electric vehicle plans and alternative fuel corridors for the state
- Discussed Clean Cities Coalition opportunities with Metropolitan Utilities District.
- Worked with NDOT to advance MAPA Electric Vehicle Infrastructure grant (CMAQ).

#### Travel Demand Management & Other Activities

- Coordinated with NDOT to promote the new statewide vanpooling program
- Worked with partners to populate the Iowa Rideshare platform with content from LSBI and Metro Rideshare

#### Congestion Management Process (CMP)

- Participated in webinar regarding new NPMRDS (National Performance Measurement Research Dataset) contract and the availability of data

#### Metro Area Motorist Assist (MAMA)

- Prepared and assisted with MAMA Annual Volunteer Dinner.
- Updated and Provided MAMA Financial Report.

#### RPA

- Drafted proposal for EV charging infrastructure along I-29 corridor in Harrison and Mills Counties

260 End Products for MAPA Work Activities		Schedule
1.	Little Steps, Big Impact Ozone Awareness Campaign	Summer 2017/18
2.	Alternative Fuels Activities	Ongoing

3.	Travel Demand Management & Other Activities	Ongoing
4.	Congestion Management Process	Ongoing

## Heartland 2050 (270) –

### Objective:

To coordinate the transportation planning process with the implementation of Heartland 2050 Regional Vision

### Program Activity:

#### **27001: Heartland 2050 Mini-Grant Program**

- Executed contracts with local partners for Heartland 2050 Mini-Grants
- Coordinated with NDOT to develop program agreements for Nebraska Mini-Grant projects

#### **27002: Heartland 2050 Committees & Working Groups**

- Executive Committee, Infrastructure, Housing and Development, all had meetings in July.

#### **27003: Heartland 2050 Technical Analysis and Data Support**

- Maps and data for Jeff and Fabiola for fair housing initiatives
- Finalized Close the Gap White Paper on regional transit corridors
- Prepared Executive Summary for Close the Gap White Paper on regional transit corridors.

#### **27004: Heartland 2050 Public Outreach**

- Affirmative Fair Housing Meetings
  - Council Bluffs Stakeholders
  - Latinx - South Omaha
  - Southwest Omaha
- Partnered with Census Bureau to host Community Dialog event to discuss proactive outreach and various topics in preparation for 2020 Census.
- Presented Heartland 2050 and Close the Gap to Black Male Achievement Conference.
- Met with new Omaha by Design Director and discussed projects and opportunities for collaboration.

#### **27005: Heartland 2050 Summits and Speaker Series**

- Summit 9/27/17- Keynote Ben Pierce Transportation Technology Program Lead at HDR
  - Finalizing logistics
  - Securing sponsorships
  - Developing promotional pieces
- Speaker Series 10/20&21 Keynote Mark Fenton Consultant - Walkable Communities/Walk Audits

#### **27006: Heartland 2050 Site Visits**

- Minneapolis/St Paul on 10/9&10 - finalizing travel plans, agenda, team roster

#### **27007: Heartland 2050 Administration**

- Sherwood Foundation Grant Application
- Follow-up meeting with Iowa West Foundation - Development of Evaluation Plan for 2018
- H2050 Website Update - reviewing and finalizing content/visuals - Live Date: 9/1/17

## MAPA Monthly Progress Report | Reporting Period July 2017

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- Contacted jurisdictions for follow up on local funding request

### RPA

- No activity this month.

270 End Products		Schedule
1.	Heartland 2050 Mini-Grant Program	Winter 2017
2.	Heartland 2050 Committee & Working Groups	Ongoing
3.	Heartland 2050 Technical Analysis and Data Support	Ongoing
4.	Heartland 2050 Public Outreach	Ongoing
5.	Heartland 2050 Summits and Speaker Series	Quarterly
6.	Heartland 2050 Site Visit	Fall 2017
7.	Heartland 2050 Administration	Ongoing

## Training & Education (280) –

### Objective:

To provide professional development and training to promote continued development of skills for MAPA staff

### Program Activity:

#### Technical and Policy Education Activities

- 

#### Related Association Participation

- Attended July Iowa Council of Government (ICOG) Board meeting.

#### Professional Certification and Memberships

- No activity this month.

### RPA

- Attended July Iowa Council of Government (ICOG) Board meeting.

280 End Products		Schedule
1.	Technical & Policy Education Activities	As Needed
2.	Related Association Participation	Ongoing
3.	Professional Certifications & Memberships	As Needed

### **Transportation Management (290) –**

Objective:

Provide for leadership and efficient administration of MAPA's transportation programs

Program Activity:

**Program Administration**

- Managed and provided quality control on agency activities (projects, plans, studies).
- Held two management meetings.

**Personnel Management**

- Provided ongoing personnel management.

**Financial Management**

- Managed agency budget.

**Contracts and Agreements**

- Reviewed agency contracts.

**Quarterly Reporting and Invoicing (NDOR & Iowa DOT)**

- Prepared Iowa DOT FY17 Quarter 4 Report and Invoice for MPO.

**RPA**

- Prepared Iowa DOT FY17 Quarter 4 Report and Invoice for RPA-18.

<b>290 End Products</b>		<b>Schedule</b>
1.	Program Administration	Ongoing
2.	Personnel Management	Ongoing
3.	Financial Management	Ongoing
4.	Contracts and Agreements	Ongoing
5.	Quarterly Reporting and Invoicing	Ongoing

### **Membership Services (300) –**

Objective:

Provide assistance to MAPA members, including demographic data, mapping, and other service to local, state and regional projects.

Program Activity:

**Member Data Requests**

- Directed staff from various local governments and nonprofits to existing data sources on the MAPA website
- Provided demographic and traffic information as requested

**Member Mapping Requests**

- Provided assistance with the Metro Area Bike Map

**RPA**

- No activity this month.

300 End Products		Schedule
1.	Member Data Requests	As Needed
2.	Member Mapping Requests	As Needed

**Local and Partner Planning Support (310) –**

Objective:

Provide assistance to local governments and agencies to conduct plans and develop data in support of the regional transportation planning process.

Program Activity:

- No activity this month.

**Community Development Assistance (710) –**

Objective: To provide technical assistance to jurisdictions in identifying community development needs and the resources to meet those needs.

Function	
21	<b>Jurisdictional Visits</b>
	Visited cities of Blair, Emerson, Hastings, Herman, Kennard, Malvern, Pacific Junction, and Washington.
22	<b>Local Planning Assistance</b>
	Mills County Comp Plan (16JEOO01) – Final plan anticipated to be approved in September.
	Treynor Comprehensive Plan (17TREY01) – Met with Planning Commission to review 90% completed plan.

	Mills County Hazard Mitigation Plan (17MILL02) – Solicited volunteers for Hazard Mitigation Plan Update Committee.
	Continued progress on Carson and Macedonia joint CDBG application. Reviewed Frank's Design contract for Carson.
<b>23</b>	<b>Local Management Assistance</b>
	Prepared semi-annual CDBG Program Income Report on behalf of Washington County.
	Conducted property nuisance survey for village of Washington.
<b>24</b>	<b>Grant Writing Assistance</b>
	Discussed with Carson about a possible regional DTR application with Macedonia.
	Wrote NIFA grant for Village of Herman.
	Wrote CDBG planning application for Village of Herman.
	Wrote CDBG Water/Sewer application for City of Hancock.
<b>25</b>	<b>Grant Management</b>
	Mills County CDBG-NDR (17MILL01) – Participated in Nishnabotna planning committee meeting in Oakland. Verified contractor and vendor eligibility. Reviewed draft RFPs for planning services.
	Walnut CDBG Water/Sewer Administration (17WALT01) – Attended bid opening and discussed CDBG provisions with project engineer. Verified contractor and vendor eligibility.
	CITIES Grant Administration (15POTT01 & 16POTT03) – Updated project files and ledgers.

	CITIES Grant Administration (17POTT01) - Facilitated quarterly CITIES Organization Meeting in McClelland; wrote and distributed meeting minutes.
	Walnut CDBG DTR Administration (15WALT01) - Reviewed wage reports, reviewed and submitted draws, updated project file.
	JLUS Implementation (16JLUS01) – Prepared for and had PC/TAC policy committee meeting. Reviewed Sarpy and Douglas county comp plans.
	Gretna DTR Phase 1 (17GRTN01) – Completed semi-annual reporting for NDED on grant status. Attended Gretna Open House on July 26.

**Economic Development Assistance (720) –**

<b>Objective:</b> To provide technical assistance to jurisdictions to identify economic development needs and the resources to meet those needs.	
<b>Function</b>	
<b>21</b>	<b>Economic Development (16EDAA01)</b>
	Submitted semi-annual financial report to EDA.
	Attended 2nd annual Governor’s Economic Development Summit in Lincoln.
	Evaluating content and organization of CEDS document; reviewing CEDS of peer COGs.
	Attended Greater Omaha Chamber Site TAG meeting that included presentation on Regional Industrial Site Analysis and Market Study.
	Met with EDA Regional Director and staff to discuss agency activities and potential opportunities. Provided tour of North Omaha to EDA staff and met with Whispering Roots urban agriculture project.
<b>22</b>	<b>Housing Activities (16NDED01)</b>

	Participated in Blair Housing Task Force meetings.
--	--



## Subcontractor Payment Authorization

Contract Number: 17604400302  
Contract Party: Black Hills Works  
Contract Approved by Board of Directors: January 26, 2017  
Contract Amount: \$21,681.00  
Match Amount: \$21,681.00  
Contract Period: February 1 - December 31, 2017

Payment # Final

Billed to Date: \$ 21,681.00  
Less Previous Payments: \$ 13,230.50  
Amount Due: \$ 8,450.50

Payment Recommended By:

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

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

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

Approved by MAPA Finance Committee:

\_\_\_\_\_  
Date

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

Approved by MAPA Board of Directors:

\_\_\_\_\_  
Date

\_\_\_\_\_  
MAPA Board Chair/Member

Bill To:

Metropolitan Area Planning Agency  
Attn: Court Barber  
2222 Cumming ST  
Omaha NE 68102-4328

Date

INVOICE

AR 3130

7/20/2017 MAPA Grant - Quarterly Billing  
April 1, 2017 to June 30 2017  
NE 37-X008-04

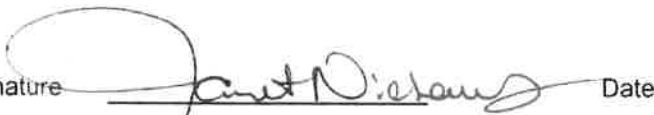
\$8,450.49

**PLEASE PAY FROM THIS INVOICE**

**\$8,450.49**

Black Hills Works, Inc  
46 0341382  
PO Box 2104  
Rapid City SD 57709

Signature



Date

7/20/2017

Janet Niehaus  
Vice President of Finance

[cbarber@mapacog.org](mailto:cbarber@mapacog.org)

server bhws/ DOT NE Grant Billing  
ckh

7/20/2017



## Subcontractor Payment Authorization

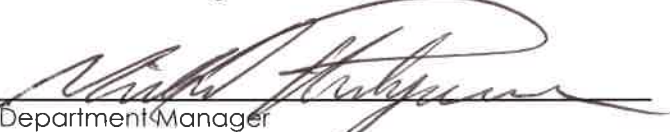
Contract Number: 17904400301  
Contract Party: City of Council Bluffs Paratransit Services  
Contract Approved by Board of Directors: October 27, 2016  
Contact Amount: \$75,190.00  
Match Amount: \$75,190.00  
Contract Period: November 1, 2016 - October 31, 2017

### Final Payment

Billed to Date: \$ 75,190.00  
Less Previous Payments: \$ 46,401.80  
Amount Due: \$ 28,788.20

Payment Recommended By:

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

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

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

Approved by MAPA Finance Committee:

\_\_\_\_\_  
Date

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

Approved by MAPA Board of Directors:

\_\_\_\_\_  
Date

\_\_\_\_\_  
MAPA Board Chair/Member

## PART IV - Project Budget Worksheet

Contact Name: Ann Grober

Treasurer \_\_\_\_\_



## Subcontractor Payment Authorization

Contract Number: 17504400301  
Contract Party: Florence Home for the Aged  
Contract Approved by Board of Directors: October 27, 2016  
Contract Amount: \$43,972.00  
Match Amount: \$43,972.00  
Contract Period: July 1, 2016 - October 31, 2017

Payment # Final

Billed to Date: \$ 43,972.00  
Less Previous Payments: \$ 35,575.00  
Amount Due: \$ 8,397.00

Payment Recommended By: \_\_\_\_\_

MAPA Project Supervisor

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

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

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

\_\_\_\_\_  
Date

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

Approved by MAPA Board of Directors: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
MAPA Board Chair/Member

## Billing Summary

**Project Name:** Florence Home for the Aged

**Contact Name:** Lois Jordan

**Billing Period:** 5/1-6/30/17

BUDGET DETAIL	TOTAL	TOTAL	TOTAL	5/1-6/30/17		TOTAL	Program to Date		Remaining	
	Year 1 Budget	BUDGET 5310	BUDGET Local Match	5310 Request	LOCAL MATCH	COST MONTH	5310 Request	LOCAL MATCH	5310 Request	LOCAL MATCH
<b>A. OPERATING EXPENSES<sup>1</sup></b>										
Grant NE-16-x039-01										
1. Personnel	\$ 16,472.00	\$ 8,236.00	\$ 8,236.00	\$ -	\$ -	\$ -	\$ 8,236.00	\$ 8,236.00	\$ -	\$ -
2. Administrative	\$ 8,436.00	\$ 4,218.00	\$ 4,218.00	\$ 881.50	\$ 881.50	\$ 1,763.00	\$ 4,218.00	\$ 4,218.00	\$ -	\$ -
3. Insurance	\$ 11,800.00	\$ 5,900.00	\$ 5,900.00	\$ 588.66	\$ 588.66	\$ 1,177.32	\$ 5,900.00	\$ 5,900.00	\$ -	\$ -
4. Vehicle Fuel	\$ 5,100.00	\$ 2,550.00	\$ 2,550.00	\$ 780.37	\$ 780.37	\$ 1,560.74	\$ 2,550.00	\$ 2,550.00	\$ -	\$ -
5. Vehicle Repair/Maintenance	\$ 7,556.00	\$ 3,778.00	\$ 3,778.00	\$ 2,250.53	\$ 2,250.53	\$ 4,501.06	\$ 3,778.00	\$ 3,778.00	\$ -	\$ -
Grant NE-16-x039-01 Subtotal	\$ 49,364.00	\$ 24,682.00	\$ 24,682.00	\$ 2,250.53	\$ 2,250.53	\$ 4,501.06	\$ 24,682.00	\$ 24,682.00	\$ -	\$ -
Grant NE-2016-015-00										
1. Personnel	\$ 11,580.00	\$ 5,790.00	\$ 5,790.00	\$ 2,499.56	\$ 2,499.56	\$ 4,999.12	\$ 5,790.00	\$ 5,790.00	\$ -	\$ -
2. Administrative	\$ 27,000.00	\$ 13,500.00	\$ 13,500.00	\$ 3,646.50	\$ 3,646.50	\$ 7,293.00	\$ 13,500.00	\$ 13,500.00	\$ -	\$ -
3. Insurance						\$ -			\$ -	\$ -
4. Vehicle Fuel						\$ -			\$ -	\$ -
5. Vehicle Repair/Maintenance						\$ -			\$ -	\$ -
Grant NE-2016-015-00 Subtotal	\$ 38,580.00	\$ 19,290.00	\$ 19,290.00	\$ 6,146.06	\$ 6,146.06	\$ 12,292.12	\$ 19,290.00	\$ 19,290.00	\$ -	\$ -
<b>Subtotal - Operating Expenses</b>	\$ 87,944.00	\$ 43,972.00	\$ 43,972.00	\$ 8,396.59	\$ 8,396.59	\$ 16,793.18	\$ 43,972.00	\$ 43,972.00	\$ -	\$ -
<b>B. PROGRAM TOTAL BUDGET</b>	\$ 87,944	\$ 43,972	\$ 43,972	\$ 8,397	\$ 8,397	\$ 16,793	\$ 43,972	\$ 43,972	\$ -	\$ -
				19%	19%	19%	100%	100%	0%	0%

<sup>1</sup> 5310 funding for Operating Expenses may not exceed 50% of the total cost.

### MAPA Expense Authorization Voucher

Date 6/30/17 Amt. 8,397.00

Project 44004-01

Account 10-5400

Grant 15FTAA02

Acctg. Dir. MPK

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

Treasurer \_\_\_\_\_

10-5440 8,397.00  
10-4510 (8,397.00)

METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: Douglas County GIS

Project Title: 410.10 Douglas County GIS Activities - FY 17

Contract Approved by Board of Directors: May 18, 2016

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

Final Payment

1. Computation of Payment

Bill to Date	\$	81,985.95
Less Previous Payments	\$	<u>60,233.08</u>
Payment Due this Date	\$	<u>21,752.87</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

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

\_\_\_\_\_  
Program Director

Payment approved by Finance Committee

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

\_\_\_\_\_  
Treasurer

Payment approved by Board of Directors

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

# Cost Breakdown Form for Actual Cost Plus Fixed Fee Agreements

Company Name	Douglas County GIS
Address	1819 Farnam St - Civic Center 402
Employer (FEIN) No.	
Project No.	410 10 Douglas County GIS Activities
Project Location	Omaha
Control No.	
Agreement No.	17504101001
Invoice No. and Date	012 - 2017-06-29
Progress Report Date	2017-06-29
% Work Completed	100
Current Billing Period	Apr 2017 - Jun 2017

Actual Cost plus Fixed Fee Amount ➤	Limiting Max. Amount <del>\$81,988.00</del>	Fixed Fee for Profit	Total Contract Amount <del>\$81,988.00</del>
	<del>81,988</del>	Amount	<del>81,988</del>
	This Period	Previously Billed	To Date
Direct Labor	\$16,144.33	\$44,703.21	\$60,847.54
Overhead @ 34.74% of Direct Labor	\$5,608.54	\$15,529.89	\$21,138.43
Direct Non-Labor Costs	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Fee for Profit = % of Labor and Overhead	\$0.00	\$0.00	\$0.00
Outside Services (Subconsultants)			
10-470 (9322.67)			
10-5440 9322.67			
	Date <u>6/30/17</u> Amt. <u>21,752.87</u>		\$0.00
	Project <u>41010-50</u>		\$0.00
	Account <u>10-5420</u>		\$0.00
	Grant <u>16W0201</u>		\$0.00
	Acctg. Dir. <u>MP2</u>		\$0.00
	Exec. Dir. _____		\$0.00
Subtotal - Outside Services	Treasurer _____ \$0.00	\$0.00	\$0.00
<b>Total Amount Due ➤</b>	<b>\$21,752.87</b>	<b>\$60,233.10</b>	<b>\$81,985.97</b>

**MAPA Expense Authorization Voucher**

Date 6/30/17 Amt. 21,752.87

Project 41010-50

Account 10-5420

Grant 16W0201

Acctg. Dir. MP2

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

Treasurer \_\_\_\_\_

I certify that the billed amounts are actual and in agreement with the contract terms.		Balance:	<u>\$14,05</u> - <del>\$2.03</del>
Signature <u>[Signature]</u>	Title <u>GIS Coordinator</u>	Date <u>06/29/2017</u>	

METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: Sarpy County

Project Title: Sarpy County Planning and GIS Activity FY 17

Contract Approved by Board of Directors: May 2016

0

Final Payment

1. Computation of Payment

Bill to Date	24,070.00
Less Previous Payments	<u>20,824.33</u>
Payment Due this Date	<u>\$ 3,245.67</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

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

\_\_\_\_\_  
Program Director

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

Payment approved by Finance Committee

\_\_\_\_\_  
Treasurer

Payment approved by Board of Directors

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

# Invoice

Invoice Number: 2017-4  
Date: 2017/07/26



Company: MAPA  
Address: ATTN: AMANDA MORALES  
Address: 2222 CUMING STREET  
City, State, Zip: OMAHA, NE 68102  
Phone:  
Fax:  
Contact Name:

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

Item	Description	Quantity	Unit Price	Amount
GIS	REIMBURSE PERSONNEL EXPENSE FOR 4/1/17-6/30/17 70%			
GIS	REIMBURSE BENEFIT EXPENSES FOR 4/1/17-6/30/17 70%			
	TOTAL GIS \$ 0.00 - All funds expended			
PLANNING	REIMBURSE PERSONNEL EXPENSE FOR 4/1/17-6/30/17 70%	1	\$2,527.16	\$2,527.16
PLANNING	REIMBURSE BENEFIT EXPENSES FOR 4/1/17-6/30/17 70%	1	\$718.51	\$718.51
	TOTAL PLANNING \$3,245.67			
<b>MAPA Expense Authorization Voucher</b> Date <u>6/30/17</u> Amt. <u>3,245.67</u> Project <u>41013-606</u> Account <u>10-5420</u> Grant <u>161450201</u> Acctg. Dir. <u>MR</u> Exec. Dir. _____ Treasurer _____				
Sub-total				\$3,245.67
Grand Total				\$3,245.67

Comments:

Thank You.  
We appreciate your business.

41013-60 10-4510 (1,389.56)  
41013-60 10-5440 1389.56  
41014-60 10-4510 (84.74)  
41014-60 10-5440 84.74

## Internal Use Only

Amount Paid	
Date	

METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: Omaha Public Works

Contract Number: 17504101101

Contract Approved by Board of Directors: May 18, 2016

Effective Dates: July 1, 2016 - June 30, 2017

Contract Amount of: not to exceed \$63,000 FHWA PL funds plus minimum \$27,090 match

Final Payment

1. Computation of Payment

Bill to Date	<u>\$59,803.83</u>
Less Previous Payments	<u>\$47,400.65</u>
Payment Due this Date	<u>\$12,403.18</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

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

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

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

Payment approved by Finance Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer

Payment approved by Board of Directors

\_\_\_\_\_  
Date

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

## INVOICE - FOR CITY OF OMAHA TRAFFIC COUNTING PROGRAM

For the period of 1 May 2017 - 30 June 2017      INVOICE NUMBER: 17-4      DATE: 27 July 2017

### DIRECT LABOR EXPENSES

NAME	CLASSIFICATION	HOURS	DIRECT RATE	TOTAL COSTS
Mike Gaughen	Engineering Tech 1	64	\$33.54	\$2,146.56
James Thompson	Secretary II	24	\$15.43	\$370.32
Todd Pfitzer	City Engineer	27	\$52.24	\$1,410.48
Murthy Koti	City Traffic Engineer	14	\$43.79	\$613.06
Full-time Wages				\$4,540.42
Approved O/H Rate 36.22%				\$1,644.54
Full-time Labor Total				\$6,184.96
Garry Williams	Engineering Aide I	208	\$15.93	\$3,313.44
Ron January	Engineering Aide I	216	\$15.93	\$3,440.88
Duane Williams	Engineering Aide I	206	\$14.74	\$3,036.44
Part-time Wages				\$9,790.76
Approved O/H Rate 7.65%				\$748.99
Part-time Labor Total				\$10,539.75
TOTAL LABOR				\$16,724.71

DIRECT NON-LABOR EXPENSES	QUANTITY	RATE	TOTAL COSTS
Mileage	1,589	\$0.54	\$858.06
Reproduction	1200	\$0.12	\$144.00
TOTAL NON-LABOR COSTS			\$1,002.06
TOTAL DIRECT LABOR AND NON-LABOR EXPENSES			\$17,726.77
MAPA'S Contribution			\$12,408.74
Match			\$5,318.03



## Subcontractor Payment Authorization

Contract Number: 17504101201  
Contract Party: City of Omaha Planning Department  
Contract Approved by Board of Directors: May 26, 2016  
Contact Amount: \$60,000.00  
Match Amount: \$25,800.00  
Contract Period: July 1, 2016 - June 30, 2016

### Final Payment

Billed to Date: \$ 60,000.00  
Less Previous Payments: \$ 47,498.67  
Amount Due: \$ 12,501.33

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

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

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

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

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

Approved by MAPA Board of Directors: \_\_\_\_\_  
Date

\_\_\_\_\_  
MAPA Board Chair/Member



# City of Omaha

Date: 24-JUL-17  
Page 1 of 1

1819 Farnam St. Billing Div.  
Omaha NE 68183  
Contact : (402) 444-5453

## Remit To :

City of Omaha Cashier  
RM H10  
1819 Farnam St.  
Omaha NE 68183

## Bill To :

MAPA  
GREG YUELL, DIRECTOR  
2222 CUMING ST  
OMAHA NE 68102

## Ship To :

Customer Number : 28392

Invoice Number : 137478

Terms : 30 NET

Transaction Type : PLANNING

Total due : \$ 12,501.33

**PLEASE RETURN TOP PORTION WITH REMITTANCE**

Item No	Description	Qty Invoiced	Unit Price	Extended Price
1	4Q 2016-2017 - WAGES	1	10378.33	10378.33
2	PROFESSIONAL FEES	1	84.00	84.00
3	SEMINAR REGISTRATION	1	1425.00	1425.00
4	OFFICE SUPPLIES	1	614.00	614.00
	<b>SPECIAL INSTRUCTIONS</b>	<b>DUE DATE</b>		<b>TOTAL DUE</b>
	Invoice Number : 137478	23-AUG-17		\$12,501.33

## MAPA Expense Authorization Voucher

Date 6/30/17 Amt. 12,501.33

Project 41012-50

Account 10-5420

Grant 16ND2801

Acctg. Dir. MLG

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

Treasurer \_\_\_\_\_

City of Omaha Cashier  
RM H10  
1819 Farnam St.  
Omaha NE 68183

Attn: Accounts Payable  
MAPA  
GREG YUELL, DIRECTOR  
2222 CUMING ST  
OMAHA NE 68102

10-4510 (5625.60)  
10-5440 5625.60

# Cost Breakdown Form

## for Actual Cost Plus Fixed Fee Agreements

Company Name:	City of Omaha		
Address:	1819 Farnam Street, Suite 1100		
Project No.:	410.12 Omaha Planning - FY 2017		
Project Location:	OMAHA, NE		
Control No.:			
Agreement No.:	MAPA contract #		
Invoice No. and Date:	137478 3/31/2017		
Progress Report Date:	6/30/2017		
% Work Completed:	SEE ATTACHED SUMMARY		
Current Billing Period:	April 1- June 30 2017		
<b>Actual Cost plus Fixed Fee Amount ➤</b>	<b>Limiting Max. Amount \$60,000.00</b>	<b>Fixed Fee for Profit</b>	<b>Total Contract Amount \$60,000.00</b>
	<b>Amount</b>		
	<b>This Period</b>	<b>Previously Billed</b>	<b>To Date</b>
Direct Labor	\$7,258.50	\$33,220.50	\$40,479.00
Overhead @      % of Direct Labor	\$0.00		\$0.00
Fixed Fee =      % of Labor and Overhead	\$0.00		\$0.00
FCCM @      % of Direct Labor	\$0.00		\$0.00
Direct Non-Labor Costs	\$2,123.00		\$2,123.00
Indirect Costs	\$3,119.83	\$14,278.17	\$17,398.00
Outside Services (Subconsultants)			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Subtotal – Outside Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Due ➤</b>	<b>\$12,501.33</b>	<b>\$47,498.67</b>	<b>\$60,000.00</b>
<i>I certify that the billed amounts are actual and in agreement with the contract terms.</i>		<b>Balance:</b>	<b>\$0.00</b>
Signature: <i>Jennifer Nielsen</i>	Title: Operations Manager		Date: 7/24/2017

MAPA  
Greg Youell, Director  
2222 Cumming St  
Omaha, NE 68102

Total	64,059.25	68,075.00	132,133.86	85,800.00	46,333.86
-------	-----------	-----------	------------	-----------	-----------

Fanslau Registration	1050
Miller Registration	795
Payless supplies	890.79
Pella at Blackstone	120
Miller Registration	190
	3045.79

EXTRA MATCH PROVIDED	46,333.86
----------------------	-----------

EXTRA MATCH PROVIDED	46,333.86
----------------------	-----------

# 2016-2017 Budget

Item	Total	Federal (70%)	Local (30%)	JULY - SEPT 2016	Oct- Dec 2016	Jan - Mar 2017	Apr-Jun 2017	Total Spent	Amount left
<b>Direct Costs</b>									
Training, Travel, Services, Supplies	\$3,118.00	\$2,123.00	\$995.00				3,045.79	3,045.79	72.21
<b>Personnel Costs</b>									
Effective Rate	\$57,828.00	\$40,479.00	\$17,349.00	16,563.60	15,208.69	15,838.99	10,216.72	57,828.00	
Hours	1178								
2016 Indirect cost rate (42.98%)	\$24,854.00	\$17,388.00	\$7,456.00	7,119.04	6,536.69	6,807.60	4,390.67	24,854.00	
<b>Total</b>	<b>\$85,800.00</b>	<b>\$60,000.00</b>	<b>\$25,800.00</b>	<b>23,682.64</b>	<b>21,745.38</b>	<b>22,646.59</b>		<b>85,727.79</b>	<b>72.21</b>

This is match and we provided extra match.

## **MAPA Unified Work Program Funding Request**

### **Omaha City Planning**

**Fiscal year: 2017**

#### **Project #1**

#### **Progress Report Q4**

##### **Project Name:**

Short Range Planning Projects

##### **Current Period Activities:**

- Midtown Downtown Alternatives Analysis Phase II
  - BRT PE/NEPA - Complete
  - Streetcar Financial Analysis Completion - Complete
  - Streetcar Advanced Conceptual Engineering
    - Project kicked off in March, 2017
    - Held two design workshops
    - Will be complete in October, 2017
- North Downtown Pedestrian Bridge Approval and Design
  - 30% plans approved
  - CE-3 document approved June 22
  - Advertised for Final Design Consultants, received two proposals, interviews set for July 12
- Transit Oriented Development Policy and Zoning Amendment Development
  - BRT (Dodge Corridor) –
    - General Policy and draft zoning language has been developed,
    - TOD technical assistance grant was awarded to the City of Omaha by smart growth America in late 2016.
      - The project kicked off in February of 2017
      - First site visit by technical assistance team was held on May 22, 2017.
      - Draft work agreement was delivered to the city in late June.
      - Work will be completed by fall of 2017.
- Development Review
  - Ongoing
- 24<sup>th</sup> Street Road Diet Project

- The project was on hold until recently.
  - The public engagement plan was approved by NDOT
  - We are a part of a multi department / agency team developing the specific engagement with stakeholders and the general public.
  - Will use this process to help inform future street improvement projects.
- 30<sup>th</sup> Street Road Diet Project
  - A consultant has been selected and scoped for the project.
- B-Cycle Implementation
  - CMAQ Grant was approved by City Council.
  - Environmental review by NDOR is underway.
  - Sole source justification was approved June 22.
- Parking Regulation Reform
  - Ongoing
  - Downtown parking and mobility study has been on hold and will resume in August.
  - This will be developed in conjunction with the TOD Study.
- Bicycle and Pedestrian Automatic Counters
  - 2 of the 9 counters were purchased and installed last quarter.
  - Inter-local agreements between the city and funding partners is in process for the remaining counters, which will be installed in the next quarter.
- 20 Mile Loop Implementation
  - Standard Signage Manual – Final draft complete
  - Leavenworth Road Diet Study / Evaluation –Complete
  - Working with partners to how to expand the system.
- Complete Streets Design Manual
  - Public Meetings started in October, 2017.
  - Multiple internal Project Team meetings were held this quarter.
  - A third stakeholder committee and public meeting were held on June 21<sup>st</sup> and 22<sup>nd</sup>.
- Landscape Handbook and Code Update
  - Develop list of acceptable trees and shrubs for omahaplants.org
  - Examine landscape code for areas that need clarification and simplification
  - Begin writing text for new landscape handbook.

## **MAPA Unified Work Program Funding Request**

### **Omaha City Planning**

**Fiscal year: 2017**

### **Project #2**

### **Progress Report Q4**

#### **Project Name:**

Long Range Planning Projects

#### **Project Period Activities:**

- Master Plan updates and implementation
  - Suburban Parks
- Annexation Study
  - Completed annexation evaluation and the mayor's office selected three areas for inclusion into the package. Held a public informational meeting on June 28<sup>th</sup>.
  - The potential areas will be sent to Planning Board and City Council next quarter.
- Citizens Guide to Development Review
  - The Guide is complete and has been posted to the website.
- Creation and adoption of 2018-2023 Capital Improvement Plan (CIP)
  - Completed the development of the CIP
  - Completely changed the document format and is in draft form.
  - A finalized CIP will be adopted in the first quarter of 2018
  - Will continue to adapt the CIP to make it more user friendly and interactive.
- Public Engagement Process Development
  - Received approval by directors and mayor's office to start to develop a city PE guide.
  - City council briefing / input sessions were held April 25<sup>th</sup>.
  - Planning department interviews took place in May.
  - Other department interviews will take place next quarter.
  - A draft guide will be completed in second quarter of 2018.
- Internal and External Agency Coordination
  - MAPA 2050, Bike Ped Plan, etc.
    - H2050 Infrastructure Committee Meetings
    - H2050 Summit

- MTIS
- Metro Transit
  - BRT Stakeholder Committee Meetings
- Omaha Public Works
- Papio Missouri River NRD Meetings
- Other municipal and county jurisdictions

	A	B	C	D	E
L	<b>2016-2017 Budget</b>				
2	Item		Total	Federal (70%)	Local (30%)
3	<i>Direct Costs</i>				
4	Training, Travel, Services		\$3,118.00	\$2,123.00	\$995.00
5					
5					
7	<i>Personnel Costs</i>	<i>Hours</i>			
3	Effective Rate	1178	\$57,828.00	\$40,479.00	\$17,349.00
3					
0	<u>2016 Indirect cost rate (42.98%)</u>				
1			\$24,854.00	\$17,398.00	\$7,456.00
2	<b>Total</b>		<b>\$85,800.00</b>	<b>\$60,000.00</b>	<b>\$25,800.00</b>

**BATCH NUMBER:** \_\_\_\_\_

**Nebraska Planning and Zoning Assoc.**  
**Steve Charleston, Treasurer**  
**PO BOX 94731**  
**Lincoln, NE 68509-4731**

[illegible]

## DISBURSEMENTS

**Authorized Signature**

**Authorized Signature**



## Registered for 2017 NPZA Conference

<b>Conference Registration</b>	30QDP7NT
<b>Organization</b>	City of Omaha Planning Department
<b>Registrant</b>	Derek Miller
<b>Registrant Address</b>	1819 Farnam Street Omaha, NE 68131
<b>Registrant Phone/Email</b>	402-444-5150 x2068 / derek.miller@cityofomaha.org
<b>Conference Selected</b>	Full Conference (Wednesday, Thursday, & Friday - \$190)
<b>Wednesday Institute (if registered)</b>	
<b>Ethics (if registered)</b>	
<b>Guest Tickets</b>	
<b>Wednesday Lunch Guests / Cost</b>	0 / \$0.00
<b>Thursday Lunch Guests / Cost</b>	0 / \$0.00
<b>Thursday Banquet Guests / Cost</b>	0 / \$0.00
<b>Payment Option</b>	Billing Requested (Please complete the following for accurate billing)
<b>Bill To (if Selected)</b>	Same as registrant name
<b>Comment(s)</b>	
<b>Total Due:</b>	\$190.00

If you selected Sponsor or Membership, please complete the appropriate forms.

If you selected Billing Requested, please print this out and submit a payment to:

Nebraska Planning & Zoning Association,

Steve Charleston, Treasurer

P.O. Box 94731

Lincoln, NE 68509-4731

2017-1111-109031<sup>000</sup>-42854-0000

If you have any questions please contact Steve Charleston at (402) 471-3757 or by email at [treasurer@npza.org](mailto:treasurer@npza.org)

BATCH NUMBER: \_\_\_\_\_

PAYMENT DATE (mo/day/year)		BUDGET FISCAL YEAR	REQUESTING ORGANIZATION NAME	TOTAL DOCUMENT COST
3/6/2017		2017	PLANNING	1,050.00

SUPPLIER NUMBER: \_\_\_\_\_

**Dave Fanslau**  
**2114 Liberty Lane**  
**Papillion, NE 68133**

SCHEDULED PAY DATE: \_\_\_\_\_

Month/Day/Year

**SEPARATE CHECK**  
**YES**

[illegible]

## DISBURSEMENTS

**Authorized Signature**

**Authorized Signature**

Hello Dave  [\(/myapa/\)](/myapa/)



[My APA \(/myapa/\)](/myapa/) [Log Out \(/logout/\)](/logout/)



MENU  
Search

Enter keyword or phrase

[Home \(/\)](#) > [MyAPA \(/myapa/\)](/myapa/) >

## Receipt for Order #127705

Thank you for your order!

Thank you for registering for the 2017 National Planning Conference. Let your Twitter followers know you're going to #NPC17

Thank you!

ORDER PLACED: 05/01/2017

311470 | Dave Fanslau | APA ID: #311470

Items	Price	Qty	Total
Exhibitor Meet and Greet	\$0.00	1.00	\$0.00
2017 National Planning Conference	\$1050.00	1.00	\$1050.00
Total Purchased:			\$1050.00

### PAYMENT:

Credit Card

Total

\$1050.00

Balance: \$0.00



2017-21217-109031-0000-42854

<https://www.facebook.com/AmericanPlanningAssociation>



<https://www.youtube.com/user/AmericanPlanningAssn>



[https://twitter.com/APA\\_Planning](https://twitter.com/APA_Planning)



<http://instagram.com/americanplanningassociation>



<https://www.linkedin.com/groups?gid=116818>



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CITY OF OMAHA

BATCH NUMBER: \_\_\_\_\_

PAYMENT DATE (mo/day/year)	BUDGET FISCAL YEAR	REQUESTING ORGANIZATION NAME	TOTAL DOCUMENT COST
2-28-2017			
<del>-7/29/1960-</del>	2017	PLANNING DEPARTMENT	795.00

**SUPPLIER NUMBER:**

**Derek Miller**  
**3705 S 116 St.**  
**Omaha, NE 68144**

**SCHEDULED PAY DATE:**

Month/Day/Year

SEPARATE CHECK  
YES

[illegible]

**Approved for Payment**

## DISBURSEMENTS

prepared by

**Authorized Signature**

**Authorized Signature**



Derek Miller (Ping) <derek.miller@cityofomaha.org>

## American Planning Association - Thank you for your order

1 message

customerservice@planning.org <customerservice@planning.org>  
To: derek.miller@ci.omaha.ne.us

Wed, Jan 11, 2017 at 3:24 PM

Dear Derek Miller,

Thank you for ordering from APA. Your order confirmation number is 114042.

\$795.00 will be charged to your form of payment. You may see and download or print your receipt in the "Invoices & Receipts" section of My APA.

If you have any questions about your order, please email APA at customerservice@planning.org, including your order confirmation number.

2017-1111-109031 - 0000 42854-0000

3705 S 116th St  
L68144

BATCH NUMBER:

PAYMENT DATE (mo/day/year)		BUDGET FISCAL YEAR	REQUESTING ORGANIZATION NAME	TOTAL DOCUMENT COST
7/3/2017		2017	Planning	120.00

SUPPLIER NUMBER:

**SCHEDULED PAY DATE:**

Month/Day/Year

**The Pella at Blackstone**  
**PO BOX 27304**  
**Ralston, NE 68127-0304**

SEPARATE CHECK  
YES

[illegible]

**Approved for Payment**

## DISBURSEMENTS

prepared by

**Authorized Signature**

**Authorized Signature**

# THE PELLA

• AT BLACKSTONE •

No. 1166

**Remit To:**

P.O. Box 27304  
Ralston, NE. 68127-0304  
(402) 502-1885

**Date: June 21, 2017**

City of Omaha Planning Department

Complete Streets  
Open House

**Terms: Payable Upon Receipt**

**VISA And Mastercard Accepted**

Date	Description	✓	Charges	Credits	Balance
6/21/17	Room Rental		\$200.00		\$200.00
	Security Fee		\$120.00		\$120.00
	Credit Balance			(\$200.00)	(\$200.00)
			<b>Subtotal</b>		\$120.00
			<b>Sales Tax</b>		\$22.40
			<b>Total</b>		\$142.40

SD

2017-1111-109031-0000-42239-0000

CITY OF OMAHA

BATCH NUMBER: \_\_\_\_\_

PAYMENT DATE (mo/day/year)		BUDGET FISCAL YEAR	REQUESTING ORGANIZATION NAME	TOTAL DOCUMENT COST
7/5/2017		2017	PLANNING DEPARTMENT	890.79

SUPPLIER NUMBER: \_\_\_\_\_

SCHEDULED PAY DATE: \_\_\_\_\_

Month/Day/Year

PayLess  
PO BOX 390157  
Omaha, NE 68139

SEPARATE CHECK  
YES

INVOICE	DESCRIPTION	YEAR	FUND	ORGN	PROJECT	ACCOUNT NUMBER	AMOUNT
2858747-2	MAPA Supplies Measurer, Bag, Case	2017	11111	109031	0000	43311	\$ 25.87
2858747-1	MAPA Supplies Cable, Projector, Case	2017	11111	109031	0000	43311	\$ 435.44
2858747-0	MAPA Supplies Projector, Labels, Push pins	2017	11111	109031	0000	43311	\$ 429.48
	MAPA						\$
							\$
							\$
							\$
							\$
							\$
							\$ 890.79

Approved for Payment

DISBURSEMENTS

prepared by \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Authorized Signature \_\_\_\_\_



Remit to: Pay-LESS Office Products, Inc.  
 PO Box 390157, Omaha, NE 68139  
 (402) 891-6210 • Fax (402) 891-6221  
 www.paylessoffice.com

DATE	INVOICE#
06/28/17	2858747-0



TIME 17:59:21 PAGE 1

Your Complete Office Solution

## INVOICE

Billing Address	MF# 174683	Shipping Address
CITY OF OMAHA DISBURSEMENTS RM 1007 1819 FARNAM STREET OMAHA NE 68183	ROUTE #1 REPRINT CHARGE	99658/ P&I RICHARD HAWTHORNE 1819 FARNAM ST RM 1110 OMAHA NE 68183

Account#	3155	Dept# 132	PO #1230097	Salesrep# 2213	Writer# AUTO		
Item Number	MFG	Description	Order Qty	B/O Qty	Ship Qty UM	Your Price	Extended Price
MAPA **Attention : Jennie Nielsen Who Called : Jennie Nielsen							
05472	AVE	LABEL, C/C, L/I, .75"D, RMV ** 363452 **	3		3 PK	7.490	22.47
34790	BOS	MEASURER, 100' OPN REEL T ** 0628MTN **	1	1	EA	17.690	.00
40311	AVT	BOX, CRAYON, SUPR STCKR, C ** 062803 **	1	1	EA	1.490	.00
45831-1041	SML	CASE, CATALOG, WHEELED, BL ** 363453 **	1		1 EA	195.000	195.00
5139	KLN	BAG, UTILITY W/ZIPPER ** 062803 **	1	1	EA	11.990	.00
67033	AVT	BOX, ART/PENCIL, STRETCH, ** 363453 **	1		1 EA	3.490	3.49
910-001354	LOG	POINTER, PRSNTER R400, RL ** 363452 **	1		1 EA	56.390	56.39
9841000	AVT	COUNTER, TALLY, HH ** 363452 **	1		1 EA	11.990	11.99
CPALA	GEM	PUSHPIN, ALUM, 1/2" ** 363453 **	1		1 BX	4.890	4.89
P568-010	TRP	CABLE, HDMI, GLD, 10', BLK ** 062803 **	1	1	EA	12.390	.00
V11H692020	EPS	PROJECTOR, POWRLITE, X27, ** 0628S **	1	1	EA	435.440	.00

CONTINUED

2017-1111-109031-0000-443311-0000 MAPA  
 D8 NOTE: Invoices older than 60 days may be subject to a 1.5% finance charge.



Remit to: Pay-LESS Office Products, Inc.  
PO Box 390157, Omaha, NE 68139  
(402) 891-6210 • Fax (402) 891-6221  
www.paylessoffice.com

DATE	INVOICE#
06/28/17	2858747-0



TIME 17:59:21

PAGE 2

*Your Complete Office Solution*

## INVOICE

Billing Address	MF#	Shipping Address
CITY OF OMAHA DISBURSEMENTS RM 1007 1819 FARNAM STREET OMAHA NE 68183	ROUTE #1 REPRINT CHARGE	99658/ P&I RICHARD HAWTHORNE 1819 FARNAM ST RM 1110 OMAHA NE 68183

Account#	3155	Dept#	132	PO #	1230097	Salesrep#	2213	Writer#	AUTO
Item Number	MFG	Description	Order Qty	B/O Qty	Ship Qty	UM	Your Price	Extended Price	
V12H001K67	EPS	CASE, PROJCTR SOFT CARRY ** 0628DFW **	1	1	EA		29.610	.00	
27E	QRT	EASEL, INSTANT, HD, BLK ** H064 **	3		3 EA		20.990	62.97	
27E	QRT	EASEL, INSTANT, HD, BLK ** 363453 ** H064 **	2		2 EA		32.300	64.60	
14121	UNV	FOLDER, HANG, LTR, AST ** K002 **	1		1 BX		7.680	7.68	
Phone: 402-444-5150 x 2015 Email: jennifer.nielsen@cityofomaha.org SHIPPED WEIGHT ( 42.240)									

TOTAL 429.48

MAPA



Remit to: Pay-LESS Office Products, Inc.  
PO Box 390157, Omaha, NE 68139  
(402) 891-6210 • Fax (402) 891-6221  
www.paylessoffice.com

Date	Invoice #
06/29/17	2858747-1



TIME 03:06:54 Page 1 of 30

Your Complete Office Solution

# INVOICE

Billing Address	MF#	Shipping Address
CITY OF OMAHA DISBURSEMENTS RM 1007 1819 FARNAM STREET OMAHA NE 68183 0011	SC# 140006 Route: 1 Pay Code: CHARGE	99658/ P&I RICHARD HAWTHORNE 1819 FARNAM ST RM 1110 OMAHA NE 68183

Account #	3155	Dept #	132	PO #	123009	Salesperson #	2213	Writer #	AUTO
-----------	------	--------	-----	------	--------	---------------	------	----------	------

Item Number	MFG	Description	Order Qty	B/O Qty	Ship Qty	UOM	Your Price	Extended Price
		MAPA **Attention :Jennie Nielsen Who Called : Jennie Nielsen						
34790	BOS	MEASURER,100'OPN REEL T ** 0628MTN ** XXXX **	1	1		EA	17.690	.00
40311	AVT	BOX, CRAYON, SUPR STCKR, C ** 062803 ** XXXX **	1	1		EA	1.490	.00
5139	KLN	BAG, UTILITY W/ZIPPER ** 062803 ** XXXX **	1	1		EA	11.990	.00
P568-010	TRP	CABLE, HDMI, GLD, 10', BLK ** 062803 ** XXXX **	1	1		EA	12.390	.00
V11H692020	EPS	PROJECTOR, POWRLITE, X27, ** 0628S ** **	1		1	EA	435.440	435.44
V12H001K67	EPS	CASE, PROJCTR SOFT CARRY ** 0628DFW ** XXXX ** Phone: 402-444-5150 x 2015 Email: jennifer.nielsen@cityofomaha.org SHIPPED WEIGHT ( 8.550)	1	1		EA	29.610	.00

(1)

2017 11111-109031-0000-43311-0000

MAPA

Thank you for your order! TJ Matgen | tmatgen@paylessoffice.com | (402) 885-7719

STOCK: Box: \_\_\_\_\_ Total: \_\_\_\_\_

Pack: \_\_\_\_\_ Int'l: \_\_\_\_\_

SUB-TOTAL 435.44

TAX

TOTAL 435.44



Your Complete Office Solution

Remit to: Pay-LESS Office Products, Inc.  
PO Box 390157, Omaha, NE 68139  
(402) 891-6210 • Fax (402) 891-6221  
www.paylessoffice.com

Date	Invoice #
06/30/17	2858747-2



TIME 02:17:37 Page 1 of 2

## INVOICE

**Billing Address**

CITY OF OMAHA  
DISBURSEMENTS RM 1007  
1819 FARNAM STREET  
OMAHA NE 68183 0011

MF#

SC# I40006

Route: I

Pay Code: CHARGE

MAPA

\*\*Attention :Jennie Nielsen

**Shipping Address**

99658/ P& I  
RICHARD HAWTHORNE  
1819 FARNAM ST RM 1110  
OMAHA NE 68183

Account #	3155	Dept #	132	PO #	123009	Salesperson #	2213	Writer #	AUTO
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Item Number	MFG	Description	Order Qty	B/O Qty	Ship Qty	UOM	Your Price	Extended Price
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MAPA

\*\*Attention :Jennie Nielsen

Who Called : Jennie Nielsen

34790	BOS	MEASURER, 100' OPN REEL T	1	1		EA	17.690	.00
	**	0628MTN ** XXXX **						
40311	AVT	BOX, CRAYON, SUPR STCKR, C	1		1	EA	1.490	1.49
	**	062803 ** **						
5139	KLN	BAG, UTILITY W/ZIPPER	1		1	EA	11.990	11.99
	**	062803 ** **						
P568-010	TRP	CABLE, HDMI, GLD, 10', BLK	1		1	EA	12.390	12.39
	**	062803 ** **						
V12H001K67	EPS	CASE, PROJCTR SOFT CARRY	1	1		EA	29.610	.00
	**	0628DFW ** XXXX **						
		Phone: 402-444-5150 x 2015						
		Email: jennifer.nielsen@cityofomaha.org						
		SHIPPED WEIGHT ( .670)						

207-1111-109031-0000-43311-0000

MAPA

Thank you for your order! TJ Matgen | tmatgen@paylessoffice.com | (402) 885-7719

STOCK: Box: \_\_\_\_\_ Total: \_\_\_\_\_

Pack: \_\_\_\_\_ Int'l: \_\_\_\_\_

SUB-TOTAL 25.87

TAX

TOTAL 25.87



Kevin Carder		May - 2017																														Monthly Total 118.0	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		31
Project #1 - Short Range Planning Projects																																	
Develop and refine the short range transportation planning process; including project reviews, collect and maintain data to analyze transportation, housing and land use trends; utilize and coordinate geographic information systems (GIS) and aerial photography to develop project plans and proposals; assist in the development of Transportation Improvement Program (TIP); assist in setting the Capital Improvement Plan (CIP); assist in programming, funding and delivery of transportation improvement projects; develop and maintain performance measures to track progress toward regional goals.		6.0	7.0	6.0	5.5	6.0		4.5	6.0	3.0	6.0	7.0					3.0	4.5	6.0	4.0	5.0		6.0	7.5	3.0	5.5	6.0				5.5	5.0	
Project #2 - Long Range Planning Projects																																	
Develop and refine the long range transportation planning efforts; including participation and coordination in external working groups to develop long range transportation plans including but not limited to updates and creation of elements that are part of the Long Range Transportation Plan.																																	
Daily Total		6.0	7.0	6.0	5.5	6.0	0.0	4.5	6.0	3.0	6.0	7.0	0.0	0.0	0.0	3.0	4.5	6.0	4.0	5.0	0.0	6.0	7.5	3.0	5.5	6.0	0.0	0.0	0.0	5.5	5.0		
Non-work days																																	
Grand Total		6.0	7.0	6.0	5.5	6.0	0.0	4.5	6.0	3.0	6.0	7.0	0.0	0.0	0.0	3.0	4.5	6.0	4.0	5.0	0.0	6.0	7.5	3.0	5.5	6.0	0.0	0.0	0.0	5.5	5.0	118.0	





# Manny Cook

[illegible]

Manny Cook

Name		June - 2017																														Monthly Total 43.8
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Project #1 - Short Range Planning Projects																																
Develop and refine the short range transportation planning process; including project reviews, collect and maintain data to analyze transportation, housing and land use trends; utilize and coordinate geographic Information Systems (GIS) and aerial photography to develop project plans and proposals; assist in the development of Transportation Improvement Program (TIP); assist in setting the Capital Improvement Plan (CIP); assist in programming, funding and delivery of transportation improvement projects; develop and maintain performance measures to track progress toward regional goals		0.0	0.0			2.0	2.3	2.3	1.3			3.3	2.3	4.5	4.5	0.0					4.0	2.3	4.5	3.0								
Project #2 - Long Range Planning Projects																																
Develop and refine the long range transportation planning efforts; including participation and coordination in external working groups to develop long range transportation plans including but not limited to updates and creation of elements that are part of the Long Range Transportation Plan.		5.5	3.5			4.5	2.3	2.3	3.3			3.3	2.3	0.0	0.0					2.5	2.3	0.0	1.5									
Daily Total		5.5	3.5	0.0	0.0	6.5	4.5	4.5	4.5	0.0	0.0	5.5	4.5	4.5	4.5	0.0	0.0	0.0	6.5	4.5	4.5	4.5	0.0	0.0	0.0	6.5	4.5	4.5	4.5	4.5	0.0	
Non-work days																																Grand Total

Name		April - 2017																												Monthly Total																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											

Tim Fries

Tim Fries

[illegible]



Stephen Osberg		April - 2017																														Monthly Total
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Project #1 - Short Range Planning Projects		3	5												2			3									4	2		2		
Develop and refine the short range transportation planning process; including project reviews, collect and maintain data to analyze transportation, housing and land use trends; utilize and coordinate geographic Information Systems (GIS) and aerial photography to develop project plans and proposals; assist in the development of Transportation Improvement Program (TIP); assist in setting the Capital Improvement Plan (CIP); assist in programming, funding and delivery of transportation improvement projects; develop and maintain performance measures to track progress forward regional goals.																																
Project #2 - Long Range Planning Projects							3.0	2.0		3.0	3.0								4.0	4.0							4.0					
Develop and refine the long range transportation planning efforts; including participation and coordination in external working groups to develop long range transportation plans including but not limited to updates and creation of elements that are part of the Long Range Transportation Plan.																																
Daily Total		0.0	0.0	3.0	5.0	0.0	3.0	2.0	0.0	0.0	3.0	3.0	0.0	0.0	2.0	0.0	0.0	3.0	4.0	4.0	0.0	0.0	0.0	0.0	0.0	4.0	2.0	0.0	2.0	0.0	0.0	
Non-work days																																
Grand Total																																44.0
																																21.0

Stephen Osberg		May - 2017																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Project #1 - Short Range Planning Projects				2	3					4	4							-2															Monthly Total 15.0
Develop and refine the short range transportation planning process; including project reviews, collect and maintain data to analyze transportation, housing and land use trends; utilize and coordinate geographic Information Systems (GIS) and aerial photography to develop project plans and proposals; assist in the development of Transportation Improvement Program (TIP); assist in setting the Capital Improvement Plan (CIP); assist in programming, funding and delivery of transportation improvement projects; develop and maintain performance measures to track progress toward regional goals.																																	0.0
Project #2 - Long Range Planning Projects			3.0	3.0	3.0						3.0	3.0				4.0	4.0	4.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	23.0	0.0
Develop and refine the long range transportation planning efforts; including participation and coordination in external working groups to develop long range transportation plans including but not limited to updates and creation of elements that are part of the Long Range Transportation Plan.																																0.0	
Daily Total		0.0	3.0	5.0	6.0	0.0	0.0	0.0	0.0	4.0	4.0	3.0	3.0	0.0	0.0	4.0	4.0	4.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	38.0	0.0	
Non-work days																																	





Derek Miller		May - 2017																															Monthly Total 13.0
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Project #1 - Short Range Planning Projects																																	
Develop and refine the short range transportation planning process; including project reviews, collect and maintain data to analyze transportation, housing and land use trends; utilize and coordinate geographic Information Systems (GIS) and aerial photography to develop project plans and proposals; assist in the development of Transportation Improvement Program (TIP); assist in setting the Capital Improvement Plan (CIP); assist in programming, funding and delivery of transportation improvement projects; develop and maintain performance measures to track progress toward regional goals.		3.0	1.5							2.0	1.0									1.5													
Project #2 - Long Range Planning Projects																																	
Develop and refine the long range transportation planning efforts; including participation and coordination in external working groups to develop long range transportation plans including but not limited to updates and creation of elements that are part of the Long Range Transportation Plan.																																	
Daily Total		3.0	3.0	0.0	0.0	0.0	0.0	3.0	0.0	0.0	3.0	1.0	0.0	0.0	0.0	0.0	2.0	0.0	2.0	1.5	0.0	0.0	1.5	2.5	1.0	0.0	0.0	0.0	0.0	5.0	1.0		
Network days																																	
Grand Total																																	26.5



# Fringe Benefit Calculation for Responsible Charge

Kevin Carder

Annual Salary		Estimated hours worked/year	Effective Wage rate
\$	57,627.96	2080	27.71

Insurance Cost (Per Year)	
Health~	\$ 15,516.00
Dental~	\$ 840.00
Accidental Death and Dismemberment (AD&D)	
Life~	\$ 100.00
Vision	
Other Insurance Benefits	
Insurance Cost/Year	\$ 16,456.00
Insurance Cost/Hr	\$ 7.91

\*Shaded areas to be completed by the LPA

~The City of Omaha is self insured, therefore the "quarterly Average per Month/Hour" cost will fluctuate.

## 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	\$ 27.71
Workman's Compensation Insurance Cost	\$ 0.07

## FICA/Medicare (7.65 %)

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$ 1.72
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$ 0.40

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

Vacation days	12.0
Sick Days	15.3
Pers./Adm. Days	1.0
Holidays	12.0
Leave days/year	40.3
Leave hours/year	322.5
Normal Working Hours/day	8.0
Normal Hours/year	2,080.0
Adjusted Working Hours/year	1,757.5
Effective Hourly Wage Rate	\$ 27.71
Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$ 5.08

## Pension

Percent of Effective Wage Rate	18.8%
Pension/Retirement Cost	\$ 5.20

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$7.91	\$0.07	\$1.72	\$0.40	\$5.08	\$5.20	\$20.39

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

Effective hourly rate	\$ 27.71
Fringe benefits per hour	\$ 20.39
Total hourly rate	\$ 48.10

MAPA CONTRACT COVER PLATE  
(Amendment 1)

CONTRACT IDENTIFICATION

1. Contract Parties: MAPA and City of Treynor, Iowa
2. Project Number and Title: 17TREY01 – City of Treynor Iowa Comprehensive Plan Update
3. Effective Date: July 1, 2016
4. Completion Date: December 31, 2017

CONTRACT PARTIES

5. The City: City of Treynor, Iowa  
7 South Eyberg  
Treynor, Iowa 51575
6. The Planning Agency: The Omaha-Council Bluffs Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, Nebraska, 68102

ACCOUNTING DATA

7. Contract - For an amount not to exceed \$ 18,000

DATES OF SIGNING AND MAPA BOARD APPROVAL

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

AMENDMENT TO THE AGREEMENT BETWEEN  
THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY  
AND  
The City of Treynor, Iowa

This amendatory agreement made and entered into as of this twenty-fifth day of May, 2017 by and between The New BLK, 1213 Jones Street, Omaha, Nebraska 68102 (herein called "Consultant") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (herein called the "Planning Agency"),

WITNESSETH:

WHEREAS, the Planning Agency and the Consultant entered into an agreement dated July 1, 2016 and,

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

WHEREAS, the parties hereto do mutually agree as follows:

THAT, the Completion Date, on the Contract Cover plate of said Agreement dated July 1, 2016 be and is hereby amended to read as follows:

"Completion Date: December 31, 2017"

AND THAT, the Time of Performance paragraph on page 2 of said Agreement dated July 1, 2016 be and is hereby amended to read as follows:

"4. Time of Performance. The services of the Consultant are to commence July 1, 2016 and end December 31, 2017."

The parties hereto further agree that except as herein expressly provided the Agreement entered into by the parties on July 1, 2016 shall be unchanged and remain in full force and effect.

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

CITY OF TREYNOR IOWA

Attest: \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Title

OMAHA-COUNCIL BLUFFS METROPOLITAN  
AREA PLANNING AGENCY

Attest: \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_ Date: \_\_\_\_\_  
Board Chair



# Metropolitan Area Planning Agency FY2017-2022 Transportation Improvement Program

## Revision Summary - Amendment 8

<u>Control #</u>	<u>Project Name</u>	<u>Lead Agency</u>	<u>Revision Note</u>
	13th Street Walkability Study	MAPA	\$100,000 of STBG-MAPA funding is programmed in FY2017

<u>Control #</u>	<u>Project Name</u>	<u>Lead Agency</u>	<u>Revision Note</u>
	Sarpy Arterial & Collector Road Location Study	MAPA	\$30,000 of STBG-MAPA funding is programmed in FY2017

<u>Control #</u>	<u>Project Name</u>	<u>Lead Agency</u>	<u>Revision Note</u>
	Transit Development Plan	MAPA	\$87,500 of STBG-MAPA funding is programmed in FY2017



# Metropolitan Area Planning Agency FY2017-2022 Transportation Improvement Program

TIP ID	Project Name				
2017-035	<b>13th Street Walkability Study</b>				
Control Number					
Lead Agency	MAPA	Project Type	Planning		
County	Douglas	Length (mi)	3.00	Total Project Cost*	\$125.00
Location					
13th Street from I-480 to I-80 and 14th Street from I-480 to Leavenworth Street					
Description					
Study to determine how to best utilize existing ROW to accommodate all users					

Fiscal Year	Project Phase	Funding Source	Total Funds*	Federal Funds*	State Funds*	Local Funds*
2017	UTIL-CON-CE	STBG-MAPA	\$125.00	\$100.00	\$0.00	\$25.00

\* Amounts in thousands of U.S. dollars

## Revision History

**8/25/2017**

\$100,000 of STBG-MAPA funding is programmed in FY2017

**Amendment 8**





# Metropolitan Area Planning Agency FY2017-2022 Transportation Improvement Program

TIP ID	Project Name				
2017-036	<b>Sarpy Arterial &amp; Collector Road Location Study</b>				
Control Number					
Lead Agency	MAPA	Project Type	Planning		
County	Sarpy	Length (mi)	0.00	Total Project Cost*	\$90.00
Location	Sarpy County				
Description	Study to identify arterial and major collector roadway network needed to support future development				

Fiscal Year	Project Phase	Funding Source	Total Funds*	Federal Funds*	State Funds*	Local Funds*
2017	UTIL-CON-CE	STBG-MAPA	\$90.00	\$30.00	\$0.00	\$60.00

\* Amounts in thousands of U.S. dollars

## Revision History

**8/25/2017**

\$30,000 of STBG-MAPA funding is programmed in FY2017

**Amendment 8**





# Metropolitan Area Planning Agency FY2017-2022 Transportation Improvement Program

TIP ID	Project Name				
2017-037	<b>Transit Development Plan</b>				
Control Number					
Lead Agency	MAPA	Project Type	Planning		
County	Douglas	Length (mi)	0.00	Total Project Cost*	\$125.00
Location	Omaha-Council Bluffs Metro Area				
Description	Evaluation of existing service, near-term projects, funding sources, and potential need for policy/governance changes				

Fiscal Year	Project Phase	Funding Source	Total Funds*	Federal Funds*	State Funds*	Local Funds*
2017	UTIL-CON-CE	STBG-MAPA	\$125.00	\$87.50	\$0.00	\$37.50

\* Amounts in thousands of U.S. dollars

## Revision History

**8/25/2017**

\$87,500 of STBG-MAPA funding is programmed in FY2017

## Amendment 8



Metropolitan Area Planning Agency

## Long Range Transportation Plan 2040

**TABLE 7.1**  
**ANTICIPATED FEDERAL REVENUES**

**Nebraska Federal Highway Administration (FHWA) Revenues (in \$1,000s)**

Funding Category	Annual Average	2016-2019 (TIP)	2020-2025	2026-2030	2031-2035	2036-2040	Total
CMAQ	\$750	\$1,930	\$4,997	\$4,897	\$5,044	\$5,195	<b>\$22,063</b>
DPU	\$1,000	\$4,360	\$0	\$0	\$0	\$0	<b>\$4,360</b>
HSIP	\$1,600	\$6,248	\$10,660	\$10,447	\$10,761	\$11,084	<b>\$49,200</b>
NHPP	\$18,500	\$79,189	\$3,065	\$0	\$0	\$0	<b>\$82,254</b>
STP-MAPA	\$15,071	<b>\$93,746</b>	\$110,175	\$98,407	\$101,359	\$104,400	<b>\$508,087</b>
STP-HBP	\$1,000	\$5,000	\$6,662	\$6,530	\$6,725	\$6,927	<b>\$31,844</b>
STP-State	\$2,500	\$13,183	\$0	\$0	\$0	\$0	<b>\$13,183</b>
TAP-MAPA	\$1,000	\$4,730	\$6,662	\$6,530	\$6,725	\$6,927	<b>\$31,574</b>
<b>Total</b>	<b>\$41,421</b>	<b>\$208,386</b>	<b>\$142,221</b>	<b>\$126,811</b>	<b>\$130,614</b>	<b>\$134,533</b>	<b>\$742,565</b>

**Iowa Federal Highway Administration (FHWA) Revenues (in \$1,000s)**

Funding Category	Annual Average	2016-2019 (TIP)	2020-2025	2026-2030	2031-2035	2036-2040	Total
CMAQ	\$150	\$864	\$946	\$879	\$897	\$915	<b>\$4,501</b>
DPS	\$1,150	\$4,662	\$0	\$0	\$0	\$0	<b>\$4,662</b>
NHPP	\$98,000	\$388,309	\$84,681	\$0	\$0	\$0	<b>\$472,990</b>
STP-MAPA	\$1,700	\$15,600	\$10,724	\$9,963	\$10,162	\$10,366	<b>\$56,815</b>
STP-HBP	\$2,700	\$0	\$6,308	\$5,861	\$5,978	\$6,097	<b>\$24,244</b>
STP-State	\$5,000	\$0	\$6,557	\$18,400	\$0	\$0	<b>\$24,957</b>
TAP-MAPA	\$300	\$700	\$1,892	\$1,758	\$1,793	\$1,829	<b>\$7,972</b>
<b>Total</b>	<b>\$109,000</b>	<b>\$410,135</b>	<b>\$111,108</b>	<b>\$36,861</b>	<b>\$18,830</b>	<b>\$19,207</b>	<b>\$596,141</b>

**Total Regional Federal Highway Administration (FHWA) Revenues (in \$1,000s)**

Funding Category	Annual Average	2016-2019 (TIP)	2020-2025	2026-2030	2031-2035	2036-2040	Total
CMAQ	\$900	\$2,794	\$5,943	\$5,776	\$5,941	\$6,110	<b>\$26,564</b>
DPS & DPU	\$2,150	\$9,022	\$0	\$0	\$0	\$0	<b>\$9,022</b>
HSIP	\$1,600	\$6,248	\$10,660	\$10,447	\$10,761	\$11,084	<b>\$49,200</b>
NHPP	\$116,500	\$467,498	\$87,746	\$0	\$0	\$0	<b>\$555,244</b>
STP-MAPA	\$16,771	<b>\$109,346</b>	<b>\$120,899</b>	\$108,370	\$111,521	\$114,766	<b>\$564,902</b>
STP-HBP	\$3,700	\$5,000	\$12,970	\$12,391	\$12,703	\$13,024	<b>\$56,088</b>
STP-State	\$7,500	\$13,183	\$6,557	\$18,400	\$0	\$0	<b>\$38,140</b>
TAP-MAPA	\$1,300	\$5,430	\$8,554	\$8,288	\$8,518	\$8,756	<b>\$39,546</b>
<b>Total</b>	<b>\$150,421</b>	<b>\$618,521</b>	<b>\$253,329</b>	<b>\$163,672</b>	<b>\$149,444</b>	<b>\$153,740</b>	<b>\$1,338,706</b>

## 7.6 REGIONALLY SIGNIFICANT TRANSPORTATION INVESTMENTS

The list of street and highway projects eligible for Federal aid funding following in this section is fiscally-constrained to reasonably available local, state, and federal revenues. Project costs take inflation into account and appear in year-of-expenditure dollars. Therefore, project costs for future years appear higher than what they would cost if constructed today. As is described in Section 7.3, federal funding levels were identified based on past trends within the Omaha-Council Bluffs region. Local revenues were identified based on local financial reports and identified operations & maintenance costs.

These projects listed in this LRTP are considered eligible for Federal-Aid funding by the MPO. Projects will be selected for Federal aid funding as they go through the MPO's project selection and prioritization process for the TIP, while some projects may be advanced using solely local funding sources. The following sections divide the projects between Regionally Significant Roadway & Trail Projects, Regionally Significant Transit Investments, and Illustrative Projects.

### 7.5.1— REGIONALLY SIGNIFICANT ROADWAY & TRAIL INVESTMENTS

The tables that follow this section include regionally significant roadway and trail projects identified from the 2035 Long Range Transportation Plan and the scenario planning process described earlier in this chapter. These investments represent the federal-aid eligible portion of this LRTP as the total funding for both local and state projects has been

The FY2016-2019 Transportation Improvement Program serves as the four-year implementation program of this plan. Projects identified in this TIP are included in the first band of projects within this project list.

A summary of the fiscally constrained Roadway & Trail program is included in Table 7.8 below.

**TABLE 7.8**  
**SUMMARY OF REGIONALLY SIGNIFICANT ROADWAY & TRAIL PROJECTS**

	2016-2019 (TIP)	2020-2025	2026-2030	2031-2035	2036-2040	Total
<b>Iowa</b>	\$467,444	\$120,273	\$37,320	\$59,884	\$35,153	<b>\$720,074</b>
<b>Nebraska</b>	<b>\$348,144</b>	<b>\$145,890</b>	\$151,710	\$147,222	\$148,488	<b>\$941,454</b>
<b>Total</b>	<b>\$815,588</b>	<b>\$266,163</b>	<b>\$189,030</b>	<b>\$207,106</b>	<b>\$183,641</b>	<b>\$1,661,528</b>

(Figures in \$1,000s)

## Nebraska TIP Projects | FY 2016-2019

TIP ID	Lead Agency	Project Name	Improvement Location	Project Cost (FY2016-2019)	Total Project Cost
2015-048	Bellevue	36th Street Phase N-370 - Sheridan	36th St - N-370 to Sheridan	\$9,618,500	\$10,871,620
2015-050	Bellevue	36th Street Phase II	Sheridan to Platteview Rd	\$956,130	\$9,911,130
2015-046	Bennington	156th Street	Bennington	\$2,208,750	\$2,929,446
2015-039	Douglas	180th Street (Phase 1)	HWS Cleveland Blvd to Blondo St and Blondo St .25 mile East and West to 180th St	\$28,520,000	\$31,185,000
2016-037	La Vista	Applewood Creek Trail	From Giles Road north along Applewood Creek between Giles and Harrison	\$163,000	\$1,830,500
2016-038	MAPA	Heartland B-Cycle Expansion	Various locations throughout the City of Omaha	\$1,162,909	\$1,162,909
2015-021	Metro	Metro Rolling Stock	Metro Transit service area	\$3,052,500	\$4,466,250
2015-139	Metro	Bus Rapid Transit	Along Dodge/Farnham corridor, from Westroads Mall	\$2,232,500	\$36,012,500
2015-005	NDOR	I-680/US-6 Interchange DMS	Along I-680/US-6 in Omaha. Begin R.P. – 2.29	\$712,000	\$760,000
2015-006	NDOR	N-370: US-75 West, Bellevue	N-370 sections from 1.6 mi east of 72nd Street east 3.15 mi	\$5,474,000	\$5,670,000
2015-008	NDOR	I-80/680 'Q'-'L' CD Rds, Omaha (WB)	WB I-80 CD roads and ramps in the I-80/I-680 interchange area in Omaha. Begin R.P. – 444.23	\$4,197,000	\$4,237,000
2015-015	NDOR	US-75: Plattsmouth - Bellevue, North of Platte River	US-75 from Platte River bridge, north 3.1 miles. Begin R.P. – 76.30	\$32,016,000	\$32,016,000
2015-023	NDOR	I-80: 24th Street - 13th Street	I-80 from 24th Street to 10th Street. Begin R.P. – 453.37	\$13,446,000	\$13,446,000
2015-024	NDOR	Platte River Bridges East of Yutan	On Highway N-92, two bridges over the Platte River 1.5 and 1.8 miles east of Yutan. Begin R.P. – 462.56	\$947,000	\$962,000
2015-025	NDOR	Schramm Park South	N-31, 4.2 miles south of Schramm Park Recreational Area. Begin R.P. – 4.18	\$1,870,000	\$1,925,000
2015-026	NDOR	Giles Road Interchange Ramps	I-80 ramps at Giles Road interchange. Begin R.P. – 442.0	\$2,483,000	\$2,541,000
2015-027	NDOR	Jct N-31/N-36 Intersection Improvements	Junction of Highways N-31 and N-36. Begin R.P. – 30.93	\$2,092,000	\$2,092,000
2015-028	NDOR	Elkhorn River West	On N-36 from Old Highway 275/Reicmuth Road, east to just west of the Elkhorn River	\$5,234,000	\$5,234,000
2015-029	NDOR	N-64 at SE Jct US-275 - Omaha	N-64 (W Maple Road) at junction of US-275 east to Ramblewood Drive/Elkhorn Drive. Begin R.P. – 59.21	\$3,250,000	\$3,360,000
2015-034	NDOR	N-92: Platte River East Structures	Nebraska Highway 92 (W Center Road) at the Platte River. Begin R.P. – 463.30	\$715,000	\$740,000
2015-036	NDOR	EB I-80 at I-680	EB I-80 at interchange with I-680. Begin R.P. – 445.74	\$1,342,000	\$1,342,000
2015-037	NDOR	Ralston Viaduct	N-85/BNSF viaduct in Ralston. Begin R.P. – 4.02	\$10,125,000	\$10,505,000
2015-068	NDOR	N-133: Thomas Creek Bridge North (SB)	On southbound lanes of N-133 from just north of Thomas Creek crossing, north 0.12 miles. Begin R.P. – 5.94	\$532,000	\$534,000
2016-001	NDOR	I-480: Bancroft - Dewey	On I-480, from 0.1 miles north of I-80/US-75, north to miles south of Harney Street. Begin R.P. – 0.50	\$6,692,000	\$6,700,000
2016-002	NDOR	N-31: Schramm Park - US-6	On N-31 from near Schramm Park entrance to south junction with US-6	\$5,088,000	\$5,088,000
2016-003	NDOR	US-275: Waterloo Viaduct	On US-275 from Valley to viaduct at Waterloo. Begin R.P. – 165.74	\$7,570,000	\$7,570,000
2016-004	NDOR	US-275: West Papillion Creek Bridge West	On US-275 from 1.6 mile east of the west limits of Omaha to east of West Papillion Creek bridge. Begin R.P. – 176.33	\$1,556,000	\$1,556,000
2016-005	NDOR	I-680: Fort Street to Missouri River	On I-680 from near Fort Street northeast to Missouri River Bridge. Begin R.P. – 6.04	\$155,000	\$155,000
2016-006	NDOR	I-80/I-480 Bridges	I-80 bridges at I-480 Interchange. Begin R.P. – 451.00	\$4,800,000	\$4,800,000
2016-007	NDOR	I-80/I-480/US-75 Interchange	I-80 and I-480 bridges at I-80/I-480/US-75 Interchange. Begin R.P. – 452.98	\$12,970,000	\$12,970,000
2016-008	NDOR	I-480: 20th Street - Missouri River Bridges (EB)	On eastbound I-480 (including ramps) from 20th Street to the Missouri River. Begin R.P. – 2.95	\$8,600,000	\$8,600,000
2016-009	NDOR	I-480: 20th Street - Missouri River Bridges (WB)	On westbound I-480 (including ramps) from 20th Street to the Missouri River. Begin R.P. – 2.95	\$9,350,000	\$9,350,000
2016-010	NDOR	N-31 Bridges North of N-36	On N-31, approximately 0.7 miles and 5.2 miles north of N-36. Begin R.P. – 31.75	\$2,271,000	\$2,271,000
2016-011	NDOR	US-75: J Street & Gilmore Ave Bridge (SB)	Viaduct on US-75 at Gilmore/Union Pacific Rail Road and bridge at J Street. Begin R.P. – 85.80	\$2,619,000	\$2,619,000
2016-012	NDOR	US-75: Off Ramp to N-64 (NB)	On northbound US-75 off-ramp to N-64 (Cumming Street). Begin R.P. – 91.09	\$258,000	\$258,000
2016-013	NDOR	US-75: Big Papillion Creek, Bellevue	On US-75 over Big Papillion Creek, approximately 0.3 miles south of Bellevue. Being R.P. – 80.03	\$250,000	\$250,000
2016-014	NDOR	District 2 CCTV Cameras	On I-680, at three (3) locations in the Omaha area. Begin R.P. – 9.94	\$131,000	\$136,000
2016-015	NDOR	US-75 Fiber-Optic	Along US-75 from Fort Crook Road to south Junction with I-480	\$755,000	\$759,000
2016-016	NDOR	US-6 Fiber-Optic	Along US-6 from N-31 to Westroads Mall Road in Omah	\$922,000	\$922,000
2016-017	NDOR	I-80/I-480/I-680 Barriers, Omaha	Along I-80, I-480, and I-680 bridge locations in Omaha	\$864,000	\$864,000
2016-018	NDOR	I-80, N-31, N-370, & N-50 Ramps	I-80 interchange ramps at N-31, N-370, and N-50	\$710,000	\$710,000
2016-019	NDOR	US-275: 25th Street - 23rd Street	On US-275 from 1/2 block west of 25th Street to 1/2 block east of 23rd Street. Begin R.P. – 189.14	\$1,668,000	\$1,668,000
2016-020	NDOR	I-680: Mormon Bridge Painting	On I-680 at Mormon Bridge over Missouri River. Begin R.P. – 13.43	\$12,412,000	\$12,412,000
2016-021	NDOR	I-680: Mormon Bridge Deck Overlay	On I-680 at Mormon Bridge over Missouri River. Begin R.P. – 13.43	\$1,610,000	\$1,610,000
2016-022	NDOR	US-75 Bridge Approaches, Bellevue	US-75 bridges approaches from approximately 0.3 miles south Bellevue, north to Chandler Road. Begin R.P. – 80.03	\$1,643,000	\$1,643,000
2016-023	NDOR	24th Street Interstate Bridge	On 24th Street over I-80. Begin R.P. – 453.37	\$460,000	\$460,000
2016-024	NDOR	N-31: Elkhorn Viaduct	On N-31, viaduct over Park/Papio/Union Pacific Railroad approximately 0.7 miles south of N-64. Begin R.P. – 24.40	\$4,500,000	\$4,500,000
2016-025	NDOR	I-680: West Center Road Bridge	On I-680 at West Center Road. Begin R.P. – 0.83	\$1,520,000	\$1,520,000
2016-026	NDOR	I-80: I-480 to 24th Street	On I-80 from I-480 to 24th Street. Begin R.P. – 453.01	\$6,762,000	\$6,762,000
2016-027	NDOR	N-370: I-80 to Bellevue	On N-370 from I-80 to NB US-75 ramp terminal in Bellevue. Begin R.P. – 4.19	\$500,000	\$500,000
2016-028	NDOR	District 2 I-80 Fiber-Optic	Along I-80 from near Mahoney interchange east to the Iowa State line. Begin R.P. – 426.90	\$2,426,000	\$2,426,000
2016-029	NDOR	District 2 I-680 Fiber-Optic	Along I-680 in Omaha	\$1,300,000	\$1,300,000
2016-030	NDOR	District 2 I-480 Fiber-Optic	Along I-480 in Omaha	\$467,000	\$467,000
2016-031	NDOR	US-75: Dynamic Message Signs, Omaha	Along northbound and southbound US-75 from approximately J Street to west of F Street in Omaha. Begin R.P. – 87.33	\$688,000	\$688,000
2016-032	NDOR	District 2 DMS	Along I-80, US-75, and US-34 in District 2. Begin R.P. – 428.92	\$2,065,000	\$2,065,000
2016-033	NDOR	District 2 CCTV Camera Towers	At eleven locations along I-80, I-680, US-75, US-34, and N-370 in District 2	\$485,000	\$485,000
2017-030	NDOR	US-6 Bridges at I-680	Bridge repair and overlay	\$4,500,000	\$4,500,000
2015-001	Omaha	North Downtown Riverfront Pedestrian Bridge	10th and Fahey Drive	\$5,848,500	\$6,558,500
2015-013	Omaha	Omaha Signal Infrastructure - Phase A	Various Locations Throughout City	\$8,562,970	\$8,562,970
2015-016	Omaha	Omaha ATMS Central System Software	Citywide	\$655,000	\$1,573,750
2015-017	Omaha	Omaha Signal Network - System Management	Various locations throughout the City of Omaha	\$500,000	\$500,000
2015-040	Omaha	156th Street Phase Two	Pepperwood Dr. to Corby St.	\$21,087,000	\$22,329,560
2015-044	Omaha	Q Street Bridge	Q St. between 26th St. and 27th St.	\$15,408,750	\$16,870,750
2015-051	Omaha	108th Street	Madison St to Q Street	\$9,240,940	\$9,655,940
2015-052	Omaha	168th Street	West Center Rd to Poppleton	\$272,950	\$8,970,200
2015-053	Omaha	114th Street	Burke to Pacific St	\$4,583,750	\$5,556,250
2015-054	Omaha	168th Street	West Center Rd to Q Street	\$12,292,500	\$12,959,190
2015-065	Omaha	24th Street Road Diet	From L Street to Leavenworth Street.	\$3,395,000	\$3,395,000
2015-132	Omaha	132nd at West Center Road Safety Project	132nd Street from Kingswood to Arbor Plaza and West Center Road from 133rd Plaza to 130th Ave	\$2,001,000	\$2,313,500
2015-157	Omaha	Omaha Signal Infrastructure - Phase B	Various Locations Throughout City	\$0	\$0
2015-158	Omaha	Omaha Signal Infrastructure - Phase C	Various Locations Throughout City	\$0	\$0

Nebraska TIP Projects | FY 2016-2019

TIP ID	Lead Agency	Project Name	Improvement Location	Project Cost (FY2016-2019)	Total Project Cost
2015-159	Omaha	Omaha Signal Infrastructure - Phase D	Various Locations Throughout City	\$1,448,750	\$1,448,750
2016-045	Omaha	Omaha Resurfacing Program	Various locations throughout the City of Omaha	\$12,000,000	\$12,000,000
2015-010	Papillion	Schram Road 84th Street to 90th Street	Schram Road 84th Street to 90th Street	\$437,500	\$5,522,500
2015-041	PMNRD	Western Douglas County Trail Phase 2	City of Valley to Village of Waterloo	\$2,224,910	\$2,543,228
2015-042	PMNRD	Western Douglas County Trail Phase 1	City of Valley to Twin Rivers YMCA	\$3,224,655	\$3,586,055
2015-058	Sarpy	132nd and Giles	132nd and Giles Road	\$2,585,000	\$3,057,713
2015-062	Sarpy	66th and Giles	Harrison St. to 400ft. South of Giles Road and Giles Road from 69th St. to 66th St.	\$1,233,750	\$11,761,250
2015-138	Valley	Valley D.C. Safe Routes to School	Portion of Meigs Street in Valley, NE	\$225,000	\$270,000
<b>Total</b>				<b>\$348,144,214</b>	<b>\$431,752,461</b>

Iowa TIP Projects | FY 2016-2019

TIP ID	Lead Agency	Project Name	Improvement Location	Total Cost
2015-007	Pottawattamie	Pottawattamie County Multi-Use Trail - Phase 1	From Council Bluffs north to 330th Street along the Railroad Highway, approximately 7 miles	\$281,250
2015-014	Council Bluffs	Iowa Riverfront Trail III	Recreation Trail Connection Along Missouri River	\$286,250
2015-045	Council Bluffs	East Beltway Segments A-D	US-6 to IA-92	\$12,060,250
2015-056	Iowa DOT	I-80	I-80/I-29/I-480 Interstate Reconstruction	\$431,454,000
2015-060	Council Bluffs	River Rd. Trail	River Rd to Nebraska Ave.	\$307,500
2015-075	Council Bluffs	Interstate Utility Relocation	On I-29 at Mosquito Creek	\$1,863,000
2015-077	Council Bluffs	Kanesville Blvd Adaptive Traffic Signal Control	On Kanesville Boulevard, from 16th Street to North Avenue	\$486,000
2015-078	Council Bluffs	East Broadway Realignment at Kanesville Blvd	On Kanesville Boulevard from Frank Street to North Broadway	\$593,500
2015-079	Iowa DOT	US 275 Bridge Over Missouri River	US Highway 275 Bridge over Missouri River	\$1,236,000
2015-081	Iowa DOT	I-680 Bridge Over Missouri River - Westbound	On I-680 3.1 miles west of I-29	\$1,679,000
2015-082	Iowa DOT	I-680 Bridge Over Missouri River - Eastbound	On I-680 3.1 miles west of I-29	\$1,558,000
2015-085	Iowa DOT	I-80 Missouri River to Cass County	On I-80 from Missouri River to Cass County line	\$1,200,000
2015-086	Iowa DOT	I-29 Bridge at 9th Avenue - Southbound	I-29 at 9th Ave in Council Bluffs	\$250,000
2015-087	Iowa DOT	I-29 Bridge at 9th Avenue - Northbound	On I-29 at 9th Avenue in Council Bluffs	\$250,000
2016-034	Council Bluffs	North 16th Street Reconstruction	On 16th Street (Highway 192) from Avenue G to Nash Boulevard	\$5,625,000
2016-035	Council Bluffs	South Expressway Reconstruction - Phase 1	On Highway 192 from I-80 north to 21st Street	\$5,781,500
2016-039	Iowa DOT	I-80 Missouri River Bridge - Eastbound	On I-80 at Missouri River crossing in Council Bluffs	\$48,000
2016-040	Iowa DOT	I-80 Missouri River Bridge - Westbound	On I-80 at Missouri River crossing in Council Bluffs	\$48,000
2016-041	Iowa DOT	I-29: Mills County to Iowa 92	On I-29 from Mills County line to Iowa Highway 92 in Council Bluffs	\$250,000
2016-042	Iowa DOT	US-275 Missouri River Bridge	On US-275 at Missouri River crossing	\$572,000
2016-043	Iowa DOT	I-480: Missouri River to I-29	On I-480 from the Missouri River to I-29 in Council Bluffs	\$400,000
2016-044	Iowa DOT	I-480 Missouri River Bridge	On I-480 at the Missouri River crossing in Council Bluffs	\$1,218,000
<b>Total</b>				<b>\$467,447,250</b>

## Nebraska Short-Term Projects | FY 2020-2025

Lead Agency	Roadway	Location	Improvement Description	Program	Year	Total Cost (2020-2025)	Total Project Cost
Bellevue	36th St Phase II	Sheridan Rd to Platteview Rd	Widen 2 Lane Rural to 4 Lane Urban	STP-MAPA	2020	\$8,955,000	\$9,911,130
Douglas County	180th St	Blondo St to Maple St	4 Lane Urban	STP-MAPA	2020	\$9,852,000	\$11,331,250
Douglas County	Q St	192nd St to N-31	4-Lane Divided with LTLs and RTLs	STP-MAPA	2025	\$7,251,234	\$7,251,234
NDOR	I-680	I-680 / US-6 Bridges	On I-680 at US-6. Begin R.P. – 2.89	NHPP	2021	\$3,700,000	\$3,700,000
Omaha	Citywide Resurfacing	Various Locations throughout City of Omaha	Advance Construction (AC) repavement of Omaha resurfacing projects	STP-MAPA	2021	\$6,227,000	\$6,227,000
Omaha	Citywide Resurfacing	Various Locations throughout City of Omaha	Advance Construction (AC) repavement of 2014 Resurfacing Package	STP-MAPA	2021	\$3,313,000	\$3,313,000
Omaha	120th Street	Stonewall Dr to Fort St	Widen 2 Lane to 4 Lane Urban	STP-MAPA	2021	\$10,732,500	\$12,510,720
2015-052	Omaha	168th Street	West Center Rd to Poppleton	STP-MAPA	2022	\$8,697,250	\$8,970,200
Omaha	180th St	West Dodge Road to HWS Cleveland Blvd	6-Lane Urban Divided	STP-MAPA	2021	\$3,641,400	\$3,641,400
Omaha	Industrial Road	132nd St to 144th St	Widen 4 Lane Divided Rural to 6 Lane Urban Divided with Turn Lanes	STP-MAPA	2025	\$11,803,338	\$11,803,338
Papillion	Schram Rd	84th St to 90th St	3 Lane with TWLTL	STP-MAPA	2023	\$5,556,517	\$5,556,517
Sarpy County	66th Street	66th & Giles Intersection	Widening and reconstruction of roadway	STP-MAPA	2022	\$8,422,000	\$12,076,250
Sarpy County	New I-80 Interchange	At 180th Street	I-80 and 180th Street	STP-MAPA	2024	\$36,414,000	\$36,414,000
Sarpy County	Harrison St	168th - 156th St	4-Lane Divided with LTL	STP-MAPA	2025	\$13,684,381	\$13,684,381
Sarpy County	Platteview Rd	36th - 27th St	4-Lane Divided with LTLs	STP-MAPA	2025	\$7,640,429	\$7,640,429
Total						\$145,890,049	\$154,030,849

## Iowa Short-Term Projects | FY 2020-2025

Lead Agency	Roadway	Location	Improvement Description	Program	Year	Total Cost
Council Bluffs	East Beltway	Greenview Road - West Segment	Construct/Widen to a 4 Lane Urban Divided	STP-MAPA	2022	\$3,654,688
Council Bluffs	East Beltway	Stevens Road - West Segment	Construct/Widen to a 4 Lane Urban Divided	STP-MAPA	2023	\$2,420,313
Council Bluffs	23rd Ave Trail	From Mid America Drive to South Expressway	Ped/Bike Grade and Pave	TAP-MAPA	2025	\$884,340
Council Bluffs	West Broadway Reconstruction Phase I	On West Broadway (US 6) from I-29 to 30th Street	Reconstruction of existing roadway	STP-MAPA	2025	\$7,462,500
IDOT	I-80	Along Interstate network in Council Bluffs	Council Bluffs Interstate System Improvements: Madison Avenue Interchange, ITS improvements, and ROW Management	NHPP	2021	\$105,850,696
Total						\$120,272,536

## 7.7 FISCAL CONSTRAINT OVERVIEW FOR ROADWAY & TRAIL PROJECTS

In order to demonstrate fiscal constraint of the projects and revenues identified in this chapter, MAPA has included Tables 7.13 (below) and 7.14 (next page). These tables correlate the anticipated federal-aid highway revenues, local revenues, and estimated project costs to summarize the analysis conducted within this chapter. The positive balances shown in Table 7.13 below demonstrates that the identified Federal-Aid program of projects is fiscally constrained. Balances in the short-term bucket reflects the inability to program funding by year for non-regional sources of federal funding.

Table 7.14 (next page) summarizes non-federal-aid revenue and expenditures identified within this plan. The maps that follow this section show identified Federal-Aid investments, non-federal-aid projects, and all projects together.

**TABLE 7.13**  
**MAPA FEDERAL-AID FISCAL CONSTRAINT OVERVIEW (IN \$1,000S)**

### Anticipated Federal-Aid Revenues (in \$1,000s)

	TIP 2016-2019	Short Term 2020-2025	Medium Term 2026-2030	Long Term		Total
				2031-2035	2036-2040	
Iowa Federal-Aid	\$410,135	\$111,108	\$36,861	\$18,830	\$19,207	<b>\$596,141</b>
Nebraska Federal-Aid	<b>\$208,386</b>	<b>\$142,221</b>	\$126,811	\$130,614	\$134,533	<b>\$742,565</b>
Sub-Total	<b>\$618,521</b>	<b>\$253,329</b>	<b>\$163,672</b>	<b>\$149,444</b>	<b>\$153,740</b>	<b>\$1,338,706</b>
Iowa Match	\$57,309	\$24,055	\$7,464	\$23,423	\$15,946	<b>\$128,197</b>
Nebraska Match	<b>\$139,758</b>	<b>\$29,178</b>	\$28,759	\$16,608	\$13,955	<b>\$228,258</b>
Sub-Total	<b>\$197,067</b>	<b>\$53,233</b>	<b>\$36,223</b>	<b>\$40,031</b>	<b>\$29,901</b>	<b>\$356,455</b>
Iowa Total	<b>\$467,444</b>	<b>\$135,163</b>	<b>\$44,325</b>	<b>\$59,884</b>	<b>\$35,153</b>	<b>\$741,969</b>
Nebraska Total	<b>\$348,144</b>	<b>\$171,399</b>	<b>\$157,153</b>	<b>\$147,222</b>	<b>\$148,488</b>	<b>\$972,406</b>
Total Revenues	<b>\$815,588</b>	<b>\$306,562</b>	<b>\$201,478</b>	<b>\$207,106</b>	<b>\$183,641</b>	<b>\$1,714,375</b>

### Total Federal-Aid Project Costs (in \$1,000s)

	TIP 2016-2019	Short Term 2020-2025	Medium Term 2026-2030	Long Term		Total
				2031-2035	2036-2040	
Federal-Aid - IA	\$467,444	\$120,273	\$37,320	\$59,884	\$35,153	<b>\$720,074</b>
Federal-Aid - NE	<b>\$348,144</b>	<b>\$145,890</b>	\$151,710	\$147,222	\$148,488	<b>\$941,454</b>
Sub Total	<b>\$815,588</b>	<b>\$266,163</b>	<b>\$189,030</b>	<b>\$207,106</b>	<b>\$183,641</b>	<b>\$1,661,528</b>

### Balance of Federal-Aid Revenues & Expenditures (in \$1,000s)

	TIP 2016-2019	Short Term 2020-2025	Medium Term 2026-2030	Long Term		Total
				2031-2035	2036-2040	
Iowa Balance	\$0	\$14,890	\$7,005	\$0	\$0	<b>\$21,895</b>
Nebraska Balance	\$0	<b>\$25,509</b>	\$5,443	\$0	\$0	<b>\$30,952</b>
Regional Balance	<b>\$0</b>	<b>\$40,399</b>	<b>\$12,448</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,847</b>

**Exhibit “A”**

**Scope of Services for**

**Metropolitan Planning Agency On-Call Travel Demand Modeling Services**  
**(2017 – 2021)**

The consultant will utilize travel demand models and micro traffic models to analyze traffic conditions and future transportation scenarios in coordination with the State of Nebraska (Nebraska Department of Transportation), State of Iowa (Iowa Department of Transportation), and local MAPA jurisdictions. Using these models, the consultant will determine future traffic volumes on certain segments of the regional transportation system. In some instances, the consultant will be asked to perform the following tasks:

- Analyze transportation corridors
- Forecast traffic on new alignments
- Determine future traffic volumes on existing alignments
- Conduct on-site traffic counts
- Conduct desire line analysis
- Volume-to-capacity analysis
- Small area forecasting
- Alternative scenario testing
- Model Validation
- Future volume post-processing
- Travel time analysis
- MPO staff training
- Model improvements and script updates

The consultant may also develop, utilize, and analyze socio-economic and land use allocation models to assist in the determination of future traffic projections and sub-area modeling.

# Staffing Plan (CPFF)

# Planning

**Project Name:** MAPA On-Call Travel Demand Modeling Services  
**Consultant:** HDR Engineering, Inc.  
**Consultant PM:** Jason Carbee, 402-312-0260, jason.carbee@hdrinc.com  
**LPA RC:** Michael Helgerson, 402-444-6866 ext 224, m.helgerson@mapacog.org  
**NDOR PC:** Ex: Jane Smith, 402-479-0001, jane.smith@nebraska.gov  
**Date:** June 19, 2017

**Project Number:**  
**Control Number:**



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

<b>Overhead Rate <sup>[1]</sup></b>
156.66%
<b>Fee for Profit Rate <sup>[2]</sup></b>
14.90%
<b>FCCM (if applicable)</b>
0.3537%

## BLENDED RATES TABLE

Template: T-WB-Generic (rev 12-29-2016) CPFF

Employee Name	Job Title & Certifications <sup>[3]</sup>	Hourly Salary Rate <sup>[4]</sup>	% Assigned
<b>Principal</b>			
Matt Tondl	Area Manager	\$119.30	100%
		<b>Blended Rate:</b>	<b>\$119.30</b>
<b>Program Manager</b>			
Jason Carbee	Senior Transportation Planner	\$57.45	100%
		<b>Blended Rate:</b>	<b>\$57.45</b>
<b>Sr. Engineer</b>			
Brian Ray	Vice President	\$70.49	100%
		<b>Blended Rate:</b>	<b>\$70.49</b>
<b>Engineer</b>			
Mike Forsberg	Traffic Engineer	\$44.48	5%
Jacob Weiss	Transportation Planner	\$30.53	85%
Jon Markt	Transportation Planner	\$35.11	10%
		<b>Blended Rate:</b>	<b>\$31.69</b>
<b>Administrative</b>			
Mary Ann Duffy	Administrative Assistant	\$21.12	50%
Paula Nosworthy	Administrative Assistant	\$20.96	50%
		<b>Blended Rate:</b>	<b>\$21.04</b>
<b>Senior Planner / Modeler</b>			
Jason Carbee	Senior Transportation Planner	\$57.45	50%
Mike Rose	Senior Transportation Planner	\$66.75	50%
		<b>Blended Rate:</b>	<b>\$62.10</b>
<b>Project Controller</b>			
Theresa McKinley	Project Controller	\$42.85	100%
		<b>Blended Rate:</b>	<b>\$42.85</b>

# Staffing Plan (CPFF)

Enter General Project Type HERE

**Project Name:** MAPA On-Call Travel Demand Modeling Services  
**Consultant:** Resource Systems Group, Inc. (RSG)  
**Consultant PM:** Vince Bernardin, 812-200-2351, vince.bernardin@rsginc.com  
**LPA RC:**   
**NDOR PC:** Michael Helgerson, 402-444-6866 ext 224, m.helgerson@mapacog.org  
**Date:** June 16, 2017

**Project Number:**   
**Control Number:**



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

<b>Overhead Rate <sup>[1]</sup></b>
182.23%
<b>Fee for Profit Rate <sup>[2]</sup></b>
14.90%
<b>FCCM (if applicable)</b>
0.27%

## BLENDING RATES TABLE

Template: T-WB-Generic (rev 12-29-2016) CPFF

Employee Name	Job Title & Certifications <sup>[3]</sup>	Hourly Salary Rate <sup>[4]</sup>	% Assigned
<b>Principal</b>			
Maren Outwater, PE	Vice President	\$108.51	40%
William Woodford	Principal	\$112.45	40%
Robert Chamberlin, PE, PTO	Senior Director	\$83.22	20%
<b>Blended Rate:</b>		<b>\$105.03</b>	
<b>Program Manager</b>			
Vince Bernardin, PhD	Director	\$66.97	95%
Ben Stabler, GISP	Director	\$62.60	5%
<b>Blended Rate:</b>		<b>\$66.75</b>	
<b>User Defined 1 - Consultant</b>			
Hadi Sadrsadat, PhD	Consultant	\$45.14	50%
Steve Tuttle	Consultant	\$43.61	25%
Jason Chen, PhD	Consultant	\$41.35	25%
<b>Blended Rate:</b>		<b>\$43.81</b>	
<b>User Defined 2 - Analyst</b>			
Sumit Bindra	Senior Analyst	\$37.69	60%
Steven Trevino	Analyst II	\$33.20	40%
<b>Blended Rate:</b>		<b>\$35.89</b>	

## PROGRAM AGREEMENT FY-2018 HEARTLAND 2050 WORK PROGRAM

METROPOLITAN AREA PLANNING AGENCY  
STATE OF NEBRASKA, DEPARTMENT OF ROADS  
PROJECT NO. 22738  
STATE CONTROL NO. MAPA-28(126)  
HEARTLAND 2050 PROGRAM – 13<sup>th</sup> STREET WALKABILITY STUDY

**THIS AGREEMENT** is between the Metropolitan Area Planning Agency (MAPA), an eligible Metropolitan Planning Organization ("MPO"), and the State of Nebraska, Department of Roads ("State"), collectively referred to as the "Parties".

**WITNESSETH:**

**WHEREAS**, State administers certain federal-aid Surface Transportation Block Grant Program (STBG) funds for MAPA MPO transportation projects, and

**WHEREAS**, these STBG funds may only be used for MAPA projects that are eligible for federal-aid transportation funding, and

**WHEREAS**, MAPA is requesting that State set aside \$100,000.00 in MPO STBG funds for use in the Project, and

**WHEREAS**, attached hereto as Exhibit "A" is the 2018 Heartland 2050 Project – 13<sup>th</sup> Street Walkability Study which has been developed by MAPA and pre-approved in concept by State for reimbursement as a part of the Program, and

**WHEREAS**, this agreement governs the reimbursement of activities conducted between for this project, and

**WHEREAS**, MAPA has designated a fully-qualified employee of MAPA or of a city/county within the MAPA region, or elected official of a city/county within the MAPA, to act as "Responsible Charge" (RC) for the planning activities, and

**WHEREAS**, MAPA's RC will be responsible for maintaining the eligibility of Program activities for Federal-aid funding, and

**WHEREAS**, the funding for the project under this Agreement includes monies from the FHWA, therefore, if a non-federal entity expends \$750,000 or more in total federal awards in a fiscal year then the audit requirements of 2 CFR, Subtitle A, Chapter 2, Part 200, Subpart F, must be addressed as explained further in this Agreement, and

**WHEREAS**, the Federal share payable on any portion of an eligible Program activity will be a maximum of 80 percent of the eligible and participating costs; the LPA's share will be the remaining participating costs; and LPA will also be responsible for all other nonparticipating or ineligible costs, and

**WHEREAS**, the total dollar amount of cost reimbursable under this agreement is currently estimated to be \$100,000.00; the LPA has earmarked and has placed in its fiscal budget at least \$25,000.00, which is the amount of the local match and additional project costs,

**WHEREAS**, MAPA desires that the project be developed under the designation of Project No. MAPA-5121(3), as evidenced by the Resolution of MAPA dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, attached as **Exhibit "B"**.

**NOW THEREFORE**, in consideration of these facts, MPO and State agree as follows:

## **SECTION 1. DEFINITIONS**

**WHEREVER** in this Agreement the following terms are used, they mean the following:

**“CFR”** means the Code of Federal Regulations.

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

**“HEARTLAND 2050 WORK PROGRAM”** means the annual pre-reviewed bundle of projects and associated budgets from which MAPA can allocate MPO STBG program funds.

**“MPO STBG FUNDS”** mean Metropolitan Planning Organization Surface Transportation funds.

**“PROGRAM”** mean the Heartland 2050 Vision Program of MAPA

**“MPO”** means a Metropolitan Planning Organization qualified under federal law.

**“NEB. REV. STAT”** means the Nebraska Revised Statutes as set forth in Nebraska law.

**“OMB”** means the Federal Office of Management and Budget.

**“RESPONSIBLE CHARGE” or “RC”** means the employee of MAPA or of a city/county within MAPA region, or elected official of a city/county within the MAPA region, who has been empowered by MAPA to represent MAPA on planning issues and has actual day-to-day working knowledge and responsibility for significant aspects of the MAPA Heartland 2050 program and process. The RC works regularly with Federal-aid MPO projects and is MAPA’s point-of-contact for the program activities. Responsible charge does not mean merely delegating the various tasks; it means active day-to-day involvement in identifying options, working directly with stakeholders, making decisions, and actively monitoring the project. It is understood that RC may delegate or contract certain technical tasks associated with the project so long as RC actively manages and represents MAPA’s interests in the delegated technical tasks.

**“STATE”** means the Nebraska Department of Roads in Lincoln, Nebraska, its Director, or authorized representative. State is a funding liaison between MAPA and the United States.

## **SECTION 2. DURATION OF THE AGREEMENT**

2.1 **Effective Date** – This Agreement is effective but executory immediately on the date it is fully executed by the Parties.

2.2 **Identifying Date** – For convenience, this Agreement’s identifying date will be the date State signed the agreement.

2.3 **Duration** – This Agreement will expire upon completion of the project and will conclude or become inactive upon the happening of either (1) the final completion of an audit review by State or its authorized representative and the resolution of all issues identified in the audit report, or (2) the waiver of an audit review. Invoices must be submitted within sixty (60) days of the completion of the final activities under this agreement.

2.4 **Termination** – State reserves the right to terminate this Agreement as provided herein.

## **SECTION 3. PURPOSE OF AGREEMENT AND RESPONSIBILITIES OF THE PARTIES**

3.1 Purpose

MAPA wishes to be reimbursed for this project using set-aside STBG funds for eligible planning activities. MAPA and State understand that FHWA will not provide funding directly to MAPA; but will provide reimbursement with Federal funding for eligible and participating activities through State. State, pursuant to Neb. Rev. Stat. § 39-1305, will

act under this Agreement as a steward of federal funds and as a liaison between MAPA and FHWA. The purpose of this Agreement is to set forth the understanding of MAPA and State concerning their respective duties to enable the activities to be eligible for federal-aid funding. Under this Agreement, MAPA shall continue to have all duties concerning any aspect of the Heartland 2050 planning processes. Nothing in this Agreement shall be construed to create any duty of State to MAPA concerning MAPA's planning processes.. In the event that FHWA finds that the activities for which reimbursements were ineligible for STBG funding, MAPA will repay the State all previously paid federal funds, as determined by the State, and any costs or expenses the State has incurred under this Agreement. MAPA further agrees that MAPA shall have no claim or right of action against State under this Agreement if FHWA determines that activities are not eligible in whole or in part, for Federal-aid funding. The following sections of this agreement include the Program requirements and other conditions State believes in good faith that MAPA must meet to be reimbursed with STBG funding. MAPA acknowledges that many conditions must be met in order to receive Federal-aid reimbursement. Those conditions include, but are not limited to, the unknown availability of federal funds and the timely and satisfactory completion of all federal-aid funding requirements. Therefore, MAPA agrees to develop its 2018 Work Program and seek reimbursement in an effort to meet all federal eligibility requirements so the activities may be determined eligible for the 2050 Heartland Vision Program.

### 3.2 MAPA RESPONSIBILITIES

- 3.2.1 MAPA has developed the Fiscal Year 2018 Heartland 2050 Work Program (2018 Work Program) which has been pre-approved in concept by State for reimbursement as a part of the Program and appears to meet all federal-aid STBG funding eligibility requirements and the requirements of the State's LPA Guidelines Manual.
- 3.2.2 MAPA assisted State in a review and initial eligibility determination of the project.
- 3.2.3 MAPA shall make changes to the projects and the 2018 Work Program, as necessary, to meet federal requirements or when required or suggested by FHWA or State on FHWA's behalf.
- 3.2.4 MAPA shall be solely responsible for managing the projects in the 2018 Work Program.
- 3.2.5 MAPA shall seek reimbursement for only those eligible and actual costs incurred while performing the tasks or activities under the terms of this Agreement.
- 3.2.6 MAPA shall submit accurate and complete invoices in accordance with SECTION 7. FINANCIAL RESPONSIBILITY, and shall provide additional documentation when requested by State. MPO shall be solely responsible for all non-eligible costs and for the non-federal share of eligible costs under this Agreement.
- 3.2.7 MAPA shall meet all federal-aid STBG funding requirements and shall select and manage necessary committees and staff, and consult, collaborate and coordinate with State to accomplish the tasks and activities of the project.
- 3.2.8 MAPA shall keep detailed cost information and signed time records detailing time spent on tasks or activities, including the date and hours worked. When requested by State, MPO shall submit time records to State.

- 3.2.9 MAPA, when developing and completing activities under this Agreement, shall follow all guidelines and requirements outlined in the State's LPA Guidelines Manual for Federal Aid Projects in regard to the method of procurement, evaluation, selection, and contract types.
- 3.2.10 MAPA shall obtain written approval from State and the Federal Highway Administration, after consultation with State, when MAPA determines that changes to the 2018 Work Program are necessary.
- 3.2.11 MAPA agrees that it is ultimately responsible for complying with all Federal and State requirements and policies applicable to Federal-aid STBG funding. MAPA understands that failure to meet any eligibility requirements for STBG funding may result in the loss of all funds. In the event that the acts or omissions of RC, the MAPA or its agents or representatives result in a finding that the project is ineligible for STBG funding is, MAPA will repay the State all previously paid STBG funds, as determined by the State, including but not limited to, any costs reimbursed for the time and expenses of the RC.
- 3.3 STATE RESPONSIBILITIES
  - 3.3.1 Complete the duties assigned to State in this agreement in a timely manner.
  - 3.3.2 Review and make suggestions to the Heartland 2050 Program and the annual Work Program.
  - 3.3.3 Provide technical assistance to MAPA regarding funding eligibility issues, when requested by MAPA.
  - 3.3.4 Notify MAPA of any additional information needed from MAPA with respect to invoices submitted.
  - 3.3.5 Review the tasks and activities described on each invoice for conformance with the 2018 Work Program.
  - 3.3.6 When determined to be eligible for payment, Pay MAPA the federal share of eligible and actual costs incurred as reflected on a properly submitted invoice.
- 3.4 PARTIES RESPONSIBILITIES
  - 3.4.1 The Parties agree to cooperatively review and adjust, when necessary, the scope, schedules, funding, priorities, or staffing of MAPA's work to make sure the project goals are accomplished by MAPA in accordance with the federal requirements for use of STBG funds.
  - 3.4.2 The Parties will supplement this Agreement to reflect any changes resulting from 3.4.1, with advance approval of the Federal Highway Administration.

#### **SECTION 4. RESPONSIBLE CHARGE (RC) REQUIREMENTS**

- 4.1 MAPA hereby designates Michael Helgerson as the RC for this project.
- 4.2 Duties and Assurances of MAPA concerning its designated RC for this project.
  - 4.2.1 MAPA understands the duties and responsibilities of MAPA and RC as outlined in the LPA Guidelines Manual for Federal-Aid Projects.
  - 4.2.2 MAPA has authorized and fully empowered the RC to be in day-to-day responsible charge of the subject Federal-aid project; this does not mean merely supervising, overseeing or delegating various tasks, it means active day-to-day involvement in the project including identifying issues, investigating options, working directly with stakeholders, and decision making.

- 4.2.3 The RC is a full-time public employee or elected official of MPO, or a full-time employee of another entity as defined in “Public Employee” above.
- 4.2.4 MAPA agrees to take all necessary actions and make its best good faith efforts to ensure that the RC’s work on the project would be deemed to meet the same standards that State must meet under 23 CFR 635.105.
- 4.2.5 If, for whatever reason, the designated RC is no longer assigned to the project, MAPA shall, within one day or sooner if possible, notify verbally and in writing the State’s Representative; after such notification MAPA shall replace the RC no later than thirty (30) calendar days or sooner if possible. With advance written approval by State, MAPA may use a Provisional RC in accordance with State’s Provisional RC Policy.

## **SECTION 5. FEDERAL AID PROJECT REQUIREMENTS**

- 5.1 MAPA agrees to comply with all Federal-aid procedures and requirements applicable to this Agreement, including federal laws, and when applicable, state and local laws, and the LPA Guidelines Manual for Federal-aid Projects.
- 5.2 The Applicable Legal and Contract Requirements.
  - 5.2.1 Title 23 U.S.C., and 23 CFR, – The primary provisions of law applicable to this Agreement are generally found in 23 U.S.C. Section 134; and 23 CFR Part 420, subpart A, and Part 450, subpart C.
  - 5.2.2 LPA Guidelines Manual - MAPA also agrees to strictly comply with the provisions of the LPA Guidelines Manual for Federal Aid Projects (The Manual), which is incorporated herein by this reference. The Manual is a document drafted in part, and formally approved, by FHWA as a document setting out requirements for LPA or MAPA projects funded with PL funds. A current version of The Manual can be found in its entirety at the following internet address:  
<http://www.transportation.nebraska.gov/gov-aff/lpa-guide-man.html>. In the event MAPA believes that The Manual doesn’t clearly address a particular aspect of the project work, MAPA shall seek guidance or clarification from the State’s Local Project Section Engineer, and shall make its best effort to comply with such guidelines or clarification.
- 5.3 Loss of Funding. In order for MAPA to receive federal funds for any part of the activities under this Agreement, MAPA shall perform the services for all aspects of the activities, according to federal procedures and requirements. Although federal funds may be allocated to the activities, all or certain activities may become ineligible for federal funds, if federal procedures and requirements are not met.

## **SECTION 6. SUSPENSION OR TERMINATION**

- 6.1 Suspension.

State, in its sole discretion, reserves the right to suspend MPO’s STBG funding when State determines that there are issues related to responsiveness, quality, project monitoring, eligibility or compliance with the terms of this agreement that must be corrected by MPO. Suspension may include, but is not limited to, State declaring MPO’s continued work on the project ineligible for reimbursement and State discontinuing reimbursement of MPO’s invoices. \ State shall provide MAPA with notice of the suspension including: (1) a description of the reason(s) for the suspension, (2) a

timeframe for MAPA to correct the deficiencies, and (3) a description of the actions that must be taken for State to revoke the suspension.

A suspension may also be imposed by State for any of the reasons listed in the Termination subsection below. Failure to correct the deficiencies identified in a suspension will be grounds for the loss of eligibility for STBG funding and for termination of this Agreement.

**6.2 Termination.** This Agreement may be terminated as follows:

- 6.2.1 State and MPO, by mutual written agreement, may terminate the agreement at any time.
- 6.2.2 State may terminate this agreement for the following reasons:
  - a. A decrease or shift in available STBG funding that will, in the sole discretion of State, make it unlikely or impossible for activities to be prioritized to receive STBG funding.
  - b. MPO’s activities have not properly advanced.
  - c. MAPA has failed to replace a vacant RC position with a State-approved RC within 30 days.
  - d. MPO’s failure to meet the requirements for Federal-aid local projects found in federal, state, or local law or policy, or the requirements of the LPA Guidelines Manual.
  - e. A notice or declaration of FHWA or State that any part of the activities is or has become ineligible for STBG funding.
  - f. MPO’s failure to sign any State requested documents in a timely manner.
  - g. MPO’s breach of a provision of this agreement.
- 6.2.3 MAPA may terminate the agreement upon sixty (60) days written notice of termination to State.
- 6.2.4 Prior to State terminating this agreement, State shall provide written notice to MAPA of the basis for termination and, when determined applicable by State, provide MAPA sixty (60) days to properly resolve all issues identified by State.
- 6.2.5 Whenever the activities are terminated MAPA will thereafter be solely responsible for all costs associated with MPO’s project.

**SECTION 7. FINANCIAL RESPONSIBILITY**

**7.1 TOTAL PROJECT COSTS AND FUNDING COMMITMENTS**

The total cost of the eligible planning activities is \$125,000.00 as set out in the table below:

Phase	Federal	Local Match	Total
Preliminary Engineering	\$100,000.00	\$25,000.00	\$125,000.00
Totals	\$100,000.0	\$25,000.00	\$125,000.00

## 7.2 MAPA RESPONSIBILITY

MAPA understands that payment for the costs of this project, are the sole responsibility of MAPA when Federal participation is not allowable or available or if the project is subsequently determined to be ineligible for Federal-aid funding. Therefore, when the Federal government refuses to participate in the costs of the activities, MAPA is responsible for all costs with no reimbursement under this Agreement.

## 7.3 REIMBURSEMENT OF COSTS INCURRED BY THE MPO

8.3.1 MAPA incurred project costs of those listed in this section may be eligible for reimbursement from federal funds for this project if:

- a. State has obtained federal funds obligation
- b. MAPA submits invoices no more frequently than monthly and no less often than quarterly and in accordance with this Agreement. MAPA is responsible for submitting for reimbursement the total actual costs expended that are eligible for Federal-aid. State, on behalf of FHWA, will review the costs submitted and determine what costs are eligible for reimbursement. State will reimburse MAPA for the Federal share of the eligible actual costs. MAPA shall retain detailed cost records supporting all invoices, and shall submit those records to State upon request.

7.3.1 MAPA is required to submit their reimbursement requests electronically through State's invoice workflow system OnBase for review, approval, and payment. OnBase information, user guide, and instructional videos are available at <http://www.transportation.nebraska.gov/mat-n-tests/onbase/obinfo.html>. Reimbursement requests should be submitted to State's Highway Planning Manager. In addition to a cover sheet showing the amount of the reimbursement request and the local share, the reimbursement request must also include the following:

1. Invoice – the invoice must include the following:
  - a. MAPA name and address
  - b. Invoice number
  - c. Invoice date
  - d. Services provided to and from dates
  - e. Contact person for questions about the invoice
  - f. Breakdown of MPO's expenses
    - i. Direct Labor Costs (hours worked multiplied by the actual labor rate)
    - ii. Labor Fringe Benefits and/or if appropriate Indirect (Overhead) Costs
    - iii. Fee For Profit (as negotiated in the professional services agreement)
    - iv. Direct Non-Labor Costs
  - g. Federal balance due to the MAPA for the current period
  - h. Federal and Local share breakdown of the expenses
2. NDOR Cost Breakdown Form (DR Form 162C or 162D); properly prepared, signed and dated. The form can be found on State's webpage at <http://www.transportation.nebraska.gov/rfp>.
3. Progress Report – must include the following in accordance with 23 CFR 420.117:

- a. Comparison of actual performance with established goals
  - b. Progress in meeting schedules
  - c. Comparison of budgeted (approved) amounts and actual costs incurred.  
Cost overruns and underruns
  - e. Approved program revisions, and
  - f. Other pertinent supporting data
- 4. Breakdown of Subcontractors/Subconsultant expenses and Proof of Payment  
(e.g. canceled checks or funds transfer)
- 7.3.2 It is understood that when utilizing STBG Funds for travel expenses related to activities outside the MAPA area, MAPA will submit detailed travel information to State either prior to the travel, or submitted with the STBG billing statement. The reimbursement for meal and lodging rates shall be limited to the prevailing standard rate as indicated in the current website address for U.S. General Services Administration's (GSA) rates which is indicated below:  
  
<http://www.gsa.gov/portal/category/100120>
- 7.3.3 State will perform an initial check to verify that all necessary documentation is accurate and complete. State will reimburse MAPA for the Federal share of the eligible actual costs and will make a reasonable effort to pay MAPA within thirty (30) days of State's receipt of MPO's reimbursement request.
- 7.3.4 The criteria contained in Part 31 of the Federal Acquisition Regulations System (48 CFR 31) will be applied to determine whether the costs incurred by MAPA are allowable under this agreement, including any Professional Services agreements.
- 7.3.5 Project oversight costs include: direct costs, such as compensation of MAPA employees for their time devoted and related directly to the performance of the project phase for which the federal-aid was approved; cost of materials consumed as part of the project; and indirect costs, with an approved Indirect Cost Allocation Plan as outlined in the LPA Guidelines Manual for Federal Aid Projects.
- 7.4 AUDIT AND FINAL COST SETTLEMENT
  - 7.4.1 The final settlement between State and MAPA will be made after final funding review and approval by State and after an audit, if deemed necessary, has been performed to determine eligible actual costs.
  - 7.4.2 If deemed necessary, an audit will be performed by State to determine whether the actual costs incurred on the project are eligible for reimbursement with federal funds. The amount of the final settlement between State and MAPA will be MAPA's share of the total eligible project costs, plus all ineligible project costs, less the total local funds previously paid to the State by MAPA.

## **SECTION 8. PROCUREMENT OF PROFESSIONAL SERVICES**

When applicable, MAPA shall procure engineering and planning services providers using the Qualifications Based Selection process set out in the LPA Guidelines Manual. Professional services include, but are not limited to; planning studies and preliminary engineering.

## **SECTION 9. PROFESSIONAL PERFORMANCE**

It is understood by the Parties that MAPA is solely responsible for all activities (work product) completed under this Agreement. Any review or examination by State, or acceptance or use of the work product of MAPA or its Consultant will not be considered to be a full and comprehensive review or examination and will not be considered an approval, for funding or for any other purpose, of the work product of MAPA or its Consultant which would relieve MAPA from any expense or liability that would be connected with MPO's sole responsibility for the propriety and integrity of the work product to be accomplished by MAPA or its Consultant.

#### **SECTION 10. INDEMNITY**

MAPA agrees to hold harmless, indemnify, and defend State and FHWA against all liability, loss, damage, or expense, including reasonable attorney's fees and expert fees, that State or FHWA may suffer as a result of claims, demands, costs, or judgments arising out of MPO's work and the terms of this Agreement.

#### **SECTION 11. CONFLICT OF INTEREST LAWS**

- 11.1 MAPA shall review the Conflict of Interest provisions of 23 CFR 1.33 and 49 CFR 18.36(b)(3) and agrees to comply with all the Conflict of Interest provisions (including applicable State and local provisions) in order for the planning activities to remain fully eligible for State or Federal funding. MAPA should review, understand and follow the instructions provided in the NDOR CONFLICT OF INTEREST GUIDANCE DOCUMENT FOR LPA OFFICIALS, EMPLOYEES & AGENTS FOR LOCAL FEDERAL-AID TRANSPORTATION PROJECTS located on State's website at the following location:  
<http://www.transportation.nebraska.gov/gov-aff/lpa/chapter-forms/coi/coi-guidance-doc-lpa.pdf>
- 11.2 MAPA must also complete, sign and submit to State's Representative, the NDOR CONFLICT OF INTEREST DISCLOSURE FORM FOR LPAS FOR LOCAL FEDERAL-AID TRANSPORTATION PROJECTS.. This form is located on State's website at the following location:  
<http://www.transportation.nebraska.gov/gov-aff/lpa/chapter-forms/coi/coi-disclosure-doc-lpa.pdf>
- 11.3 Consultants and Subconsultants providing services for MPO's, or submitting proposals for services, shall submit to MAPA and State's Representative a Conflict of Interest Disclosure Form for Consultants. Consultants and Subconsultants shall submit a revised form for any changes in circumstances, or discovery of any additional facts that could result in someone employed by, or who has an ownership, personal, or other interest with Consultant or Subconsultant having a real or potential conflict of interest on an MAPA federal-aid transportation project.

#### **SECTION 12. DRUG FREE WORKPLACE**

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

#### **SECTION 13. RECORDS RESPONSIBILITY**

- 13.1 MAPA shall maintain all correspondence, files, books, documents, papers, accounting records and other evidence pertaining to costs incurred and shall make such material available at its office. These records shall be available at all reasonable times during the contract period and for at least three years from the date of final cost settlement under this agreement. Such records must be available for inspection by State and the FHWA,

Federal Transit Administration, or any authorized representatives of the Federal government, and MAPA shall furnish copies to those mentioned in this section when requested to do so.

- 13.2 Papers, interim reports, forms or other materials which are a part of the work under contract will not be copyrighted without written approval of State and Federal Highway Administration.
- 13.3 Either party to the Agreement may initiate a request for publication of the final or interim reports, or any portions thereof.
- 13.4 Publication by either party shall give credit to the other party and to the Federal Highway Administration. However, if the State or Federal Highway Administration does not wish to subscribe to the findings or conclusions of the Study the following statement shall be included on the credit sheet: "The opinions, findings and conclusions expressed in this publication are those of the authors and not necessarily those of the State or Federal Highway Administration."
- 13.5 In the event of failure of agreement between State and MAPA relative to the publication of any reports during the period of the contract, each party reserves the right to publish independently, in which event the nonoccurrence of the other party shall be set forth, if requested.

#### **SECTION 14. FAIR EMPLOYMENT PRACTICES**

If MAPA performs any part of the work on this project itself, MAPA shall abide by the provisions of the Nebraska Fair Employment Practices Act as provided by Neb.Rev.Stat. § 48-1101 to 48-1126, and all regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation, Title 49 CFR, Parts 21 and 27 as set forth in the SECTION 30. TITLE VI NONDISCRIMINATION CLAUSES of this agreement. The reference to "Contractor" in this section also means "MPO".

#### **SECTION 15. DISABILITIES ACT**

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

#### **SECTION 16. LAWFUL PRESENCE IN USA AND WORK ELIGIBILITY STATUS PROVISIONS**

MAPA agrees to comply with the requirements of Neb.Rev.Stat. § 4-108 to 4-114 with its Federal-aid project, including, but not limited to, the requirements of § 4-114(2) to place in any contract it enters into with a public contractor a provision requiring the public contractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

#### **SECTION 17. DISADVANTAGED BUSINESS ENTERPRISES (DBE)**

##### **17.1 Policy**

MAPA shall ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal Funds under this agreement.

Consequently, the DBE requirements of 49 CFR Part 26 are hereby made a part of and incorporated by this reference into this agreement.

17.2 Disadvantaged Business Enterprises (DBEs) Obligation

MAPA and State shall ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal Funds provided under this agreement. In this regard, MAPA shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. MAPA shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of FHWA assisted contracts.

MPO, acting as a sub-recipient of Federal-aid funds on this project shall adopt the disadvantaged business enterprise program of State for the Federal-aid contracts MAPA enters into on this project.

Failure of MAPA to carry out the requirements set forth above shall constitute breach of contract and, after the notification of the FHWA, may result in termination of the agreement or contract by State or such remedy as State deems appropriate.

**SECTION 18. TITLE VI NONDISCRIMINATION CLAUSES**

During the performance of this agreement, MPO, for itself, its assignees and successors in interest agrees as follows:

18.1 Compliance with Regulations:

MAPA shall comply with the Regulations of the Department of Transportation relative to nondiscrimination in federally assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Parts 21 and 27, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this agreement.

18.2 Nondiscrimination:

MPO, with regard to the work performed by it after award and prior to completion of the contract work, shall not discriminate on the basis of disability, race, color, sex, religion or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. MAPA shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix "A," "B," and "C" of Part 21 of the Regulations.

18.3 Solicitations for Subcontracts, Including Procurements of Materials and Equipment:

In all solicitations either by competitive bidding or negotiation made by MAPA for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by MAPA of MPO's obligations under this agreement and the Regulations relative to nondiscrimination on the basis of disability, race, color, sex, religion or national origin.

18.4 Information and Reports:

MAPA shall provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by State or FHWA to be pertinent to ascertain compliance with such Regulations, orders and

instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, MAPA shall so certify to State, or FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.

18.5 Sanctions for Noncompliance:

In the event of MPO's noncompliance with the nondiscrimination provisions of this agreement, State will impose such contract sanctions as it or FHWA may determine to be appropriate, including but not limited to,

- (a) Withholding of payments to MAPA under this agreement until MAPA complies, and/or
- (b) Cancellation, termination or suspension of this agreement, in whole or in part.

18.6 Incorporation of Provisions:

MAPA shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. MAPA shall take such action with respect to any subcontract or procurement as State or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, MAPA may request State to enter into such litigation to protect the interests of State, and in addition, MAPA may request the United States to enter into such litigation to protect the interests of the United States.

**SECTION 19. ENTIRE AGREEMENT**

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

IN WITNESS WHEREOF, the Parties hereby execute this agreement pursuant to lawful authority as of the date signed by each party.

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

WITNESS:

METROPOLITAN AREA PLANNING AGENCY  
Greg Youell

\_\_\_\_\_

\_\_\_\_\_  
Director

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

STATE OF NEBRASKA  
DEPARTMENT OF ROADS  
Mick Syslo, P.E.

\_\_\_\_\_  
Materials and Research Engineer

# 13<sup>th</sup> Street Walkability Study

## Scope of Work & Budget

### Project Objectives & Key Tasks

The objective of this Corridor Study is to analyze and determine how to best utilize the existing right-of-way to accommodate all users including automobiles, transit, bicycles, pedestrians, and on-street parking now and in the future. The project should result in concept plans and an implementation program. Public engagement and input will be led by public agencies and will be an essential part of the study. Key tasks include public outreach, an inventory and analysis of existing conditions, development and analysis of alternatives, and recommendations made as part of a final plan.

There are many examples of historic commercial districts in need of revitalization scattered across the region. Many of these districts experienced significant disinvestment in the mid-twentieth century as populations moved from the urban core to the formerly agricultural areas at the fringe of the city. More recently, demand for housing and commercial space has begun to shift back to the historic districts. For example, Omaha's Benson and Blackstone neighborhoods have seen tremendous redevelopment in the past five-to-ten years. In these cases, the streetscape was updated as a result of development pressure, though the configuration of elements in the right-of-way was considered for only short stretches of the street.

The proposed Study will take an alternate approach of proactively examining streetscape elements throughout an entire corridor and recommending multimodal enhancements that will serve existing users and help guide future development. It will set up a process that will be replicable supporting safer and more comfortable pedestrian mobility and opportunities for efficient infill development in similar historic commercial districts throughout the region. In this way, the Corridor Study will serve as a model for implementing a Complete Streets Policy, fulfilling a strategy described under Outcome 5.1 of H2050's Action Plan. In addition, the Study will seek to improve a primary corridor connecting Downtown Omaha to its neighbors to the south

The City of Omaha's Planning and Public Works Departments will work with MAPA to issue an RFP and hire a consultant to carry out the study. City and MAPA staff will work with the South Omaha Neighborhood Alliance on public engagement activities and develop street design alternatives. City staff will direct the consultant in completing a traffic study and determining the final recommendations. MAPA will provide staff support in the public engagement portion of this project.

The City of Omaha and MAPA will hire a consultant and work through the following tasks:

- **Public Outreach** – Will consist of assembling a stakeholder committee, holding at least two public meetings, and presenting findings to the City Council.  
Existing Conditions Analysis – Will include a review of existing planning documents related to the study area, developing an inventory of data describing the existing conditions in the corridor, and analyzing vehicular traffic along with barriers to pedestrian mobility.
- **Alternatives Development and Analysis** – Will involve the development of a microsimulation of current and horizon years, the crafting of performance measures to guide analysis, creation of alternative treatments, and a feasibility evaluation of the alternatives.
- **Recommendations and Plan** – Will include recommendations in a corridor improvement plan along with cost estimates.

The study area boundary is 13th Street from Interstate 480 in the north to Interstate 80 in the south (2.25 miles) and 14th Street from Interstate 480 in the north to Leavenworth Street in the south 0.75 miles).

## Deliverables

Final report of walkability study and associated data

## Project Budget

<b>Consultant Services</b>	\$ 120,000
<b>MAPA Engagement and Outreach Services</b>	<u>5,000</u>
<b>Total Project Cost</b>	\$125,000

### Funding Sources:

<b>H2050 Mini-Grant Funding Award (STBG)</b>	\$ 100,000
<b>Local Financial Match</b>	\$ 25,000

**RESOLUTION**  
**SIGNING OF THE PROJECT PROGRAM AGREEMENT**

METROPOLITAN AREA PLANNING AGENCY (MAPA)

Resolution No. \_\_\_\_\_

**Whereas:** MAPA is proposing a transportation project for which it would like to obtain Federal funds;

**Whereas:** MAPA understands that it must strictly follow all Federal, State and local laws, rules, regulations, policies and guidelines applicable to the funding of the Federal-aid project; and

**Whereas: MAPA** and Nebraska Department of Transportation (NDOT) wish to enter into a Project Program Agreement setting out the various duties and funding responsibilities for the Federal-aid project.

**Be It Resolved:** by the Board of MAPA, Nebraska that:

Greg Youell, Director, is hereby authorized to sign the attached Project Program Agreement between the MAPA and the NDOT.

MAPA is committed to providing local funds for the project as required by the Project Program Agreement.

NDOR Project Number: MAPA-5121(3)

NDOR Control Number: 22738

NDOR Project Name: 13th Street Walkability Study

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017 at \_\_\_\_\_ Nebraska.  
(Month) (Year)

The Board Members of MAPA,

_____	_____
_____	_____
_____	_____
	_____

Board/Council Member \_\_\_\_\_  
Moved the adoption of said resolution  
Member \_\_\_\_\_ Seconded the Motion  
Roll Call: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_ Absent  
Resolution adopted, signed and billed as adopted

Attest:

\_\_\_\_\_  
Signature

## **PROGRAM AGREEMENT FY-2018 HEARTLAND 2050 WORK PROGRAM**

METROPOLITAN AREA PLANNING AGENCY  
STATE OF NEBRASKA, DEPARTMENT OF ROADS  
PROJECT NO. 22739  
STATE CONTROL NO. MAPA-28(126)  
HEARTLAND 2050 PROGRAM – TRANSIT DEVELOPMENT PLAN

**THIS AGREEMENT** is between the Metropolitan Area Planning Agency (MAPA), an eligible Metropolitan Planning Organization ("MPO"), and the State of Nebraska, Department of Roads ("State"), collectively referred to as the "Parties".

**WITNESSETH:**

**WHEREAS**, State administers certain federal-aid Surface Transportation Block Grant Program (STBG) funds for MAPA MPO transportation projects, and

**WHEREAS**, these STBG funds may only be used for MAPA projects that are eligible for federal-aid transportation funding, and

**WHEREAS**, MAPA is requesting that State set aside \$87,500.00 in MPO STBG funds for use in the Project, and

**WHEREAS**, attached hereto as Exhibit "A" is the 2018 Heartland 2050 Project – Transit Development Plan which has been developed by MAPA and pre-approved in concept by State for reimbursement as a part of the Program, and

**WHEREAS**, this agreement governs the reimbursement of activities conducted between for this project, and

**WHEREAS**, MAPA has designated a fully-qualified employee of MAPA or of a city/county within the MAPA region, or elected official of a city/county within the MAPA, to act as "Responsible Charge" (RC) for the planning activities, and

**WHEREAS**, MAPA's RC will be responsible for maintaining the eligibility of Program activities for Federal-aid funding, and

**WHEREAS**, the funding for the project under this Agreement includes monies from the FHWA, therefore, if a non-federal entity expends \$750,000 or more in total federal awards in a fiscal year then the audit requirements of 2 CFR, Subtitle A, Chapter 2, Part 200, Subpart F, must be addressed as explained further in this Agreement, and

**WHEREAS**, the Federal share payable on any portion of an eligible Program activity will be a maximum of 80 percent of the eligible and participating costs; the LPA's share will be the remaining participating costs; and LPA will also be responsible for all other nonparticipating or ineligible costs, and

**WHEREAS**, the total dollar amount of cost reimbursable under this agreement is currently estimated to be \$87,500.00; the LPA has earmarked and has placed in its fiscal budget at least \$21,875.00, which is the amount of the local match and additional project costs,

**WHEREAS**, MAPA desires that the project be developed under the designation of Project No. MAPA-28(126), as evidenced by the Resolution of MAPA dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, attached as **Exhibit "B"**.

**NOW THEREFORE**, in consideration of these facts, MPO and State agree as follows:

## **SECTION 1. DEFINITIONS**

**WHEREVER** in this Agreement the following terms are used, they mean the following:

**“CFR”** means the Code of Federal Regulations.

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

**“HEARTLAND 2050 WORK PROGRAM”** means the annual pre-reviewed bundle of projects and associated budgets from which MAPA can allocate MPO STBG program funds.

**“MPO STBG FUNDS”** mean Metropolitan Planning Organization Surface Transportation funds.

**“PROGRAM”** mean the Heartland 2050 Vision Program of MAPA

**“MPO”** means a Metropolitan Planning Organization qualified under federal law.

**“NEB. REV. STAT”** means the Nebraska Revised Statutes as set forth in Nebraska law.

**“OMB”** means the Federal Office of Management and Budget.

**“RESPONSIBLE CHARGE” or “RC”** means the employee of MAPA or of a city/county within MAPA region, or elected official of a city/county within the MAPA region, who has been empowered by MAPA to represent MAPA on planning issues and has actual day-to-day working knowledge and responsibility for significant aspects of the MAPA Heartland 2050 program and process. The RC works regularly with Federal-aid MPO projects and is MAPA’s point-of-contact for the program activities. Responsible charge does not mean merely delegating the various tasks; it means active day-to-day involvement in identifying options, working directly with stakeholders, making decisions, and actively monitoring the project. It is understood that RC may delegate or contract certain technical tasks associated with the project so long as RC actively manages and represents MAPA’s interests in the delegated technical tasks.

**“STATE”** means the Nebraska Department of Roads in Lincoln, Nebraska, its Director, or authorized representative. State is a funding liaison between MAPA and the United States.

## **SECTION 2. DURATION OF THE AGREEMENT**

2.1 **Effective Date** – This Agreement is effective but executory immediately on the date it is fully executed by the Parties.

2.2 **Identifying Date** – For convenience, this Agreement’s identifying date will be the date State signed the agreement.

2.3 **Duration** – This Agreement will expire upon completion of the project and will conclude or become inactive upon the happening of either (1) the final completion of an audit review by State or its authorized representative and the resolution of all issues identified in the audit report, or (2) the waiver of an audit review. Invoices must be submitted within sixty (60) days of the completion of the final activities under this agreement.

2.4 **Termination** – State reserves the right to terminate this Agreement as provided herein.

## **SECTION 3. PURPOSE OF AGREEMENT AND RESPONSIBILITIES OF THE PARTIES**

3.1 Purpose

MAPA wishes to be reimbursed for this project using set-aside STBG funds for eligible planning activities. MAPA and State understand that FHWA will not provide funding directly to MAPA; but will provide reimbursement with Federal funding for eligible and participating activities through State. State, pursuant to Neb. Rev. Stat. § 39-1305, will

act under this Agreement as a steward of federal funds and as a liaison between MAPA and FHWA. The purpose of this Agreement is to set forth the understanding of MAPA and State concerning their respective duties to enable the activities to be eligible for federal-aid funding. Under this Agreement, MAPA shall continue to have all duties concerning any aspect of the Heartland 2050 planning processes. Nothing in this Agreement shall be construed to create any duty of State to MAPA concerning MAPA's planning processes.. In the event that FHWA finds that the activities for which reimbursements were ineligible for STBG funding, MAPA will repay the State all previously paid federal funds, as determined by the State, and any costs or expenses the State has incurred under this Agreement. MAPA further agrees that MAPA shall have no claim or right of action against State under this Agreement if FHWA determines that activities are not eligible in whole or in part, for Federal-aid funding. The following sections of this agreement include the Program requirements and other conditions State believes in good faith that MAPA must meet to be reimbursed with STBG funding. MAPA acknowledges that many conditions must be met in order to receive Federal-aid reimbursement. Those conditions include, but are not limited to, the unknown availability of federal funds and the timely and satisfactory completion of all federal-aid funding requirements. Therefore, MAPA agrees to develop its 2018 Work Program and seek reimbursement in an effort to meet all federal eligibility requirements so the activities may be determined eligible for the 2050 Heartland Vision Program.

### 3.2 MAPA RESPONSIBILITIES

- 3.2.1 MAPA has developed the Fiscal Year 2018 Heartland 2050 Work Program (2018 Work Program) which has been pre-approved in concept by State for reimbursement as a part of the Program and appears to meet all federal-aid STBG funding eligibility requirements and the requirements of the State's LPA Guidelines Manual.
- 3.2.2 MAPA assisted State in a review and initial eligibility determination of the project.
- 3.2.3 MAPA shall make changes to the projects and the 2018 Work Program, as necessary, to meet federal requirements or when required or suggested by FHWA or State on FHWA's behalf.
- 3.2.4 MAPA shall be solely responsible for managing the projects in the 2018 Work Program.
- 3.2.5 MAPA shall seek reimbursement for only those eligible and actual costs incurred while performing the tasks or activities under the terms of this Agreement.
- 3.2.6 MAPA shall submit accurate and complete invoices in accordance with SECTION 7. FINANCIAL RESPONSIBILITY, and shall provide additional documentation when requested by State. MPO shall be solely responsible for all non-eligible costs and for the non-federal share of eligible costs under this Agreement.
- 3.2.7 MAPA shall meet all federal-aid STBG funding requirements and shall select and manage necessary committees and staff, and consult, collaborate and coordinate with State to accomplish the tasks and activities of the project.
- 3.2.8 MAPA shall keep detailed cost information and signed time records detailing time spent on tasks or activities, including the date and hours worked. When requested by State, MPO shall submit time records to State.

- 3.2.9 MAPA, when developing and completing activities under this Agreement, shall follow all guidelines and requirements outlined in the State's LPA Guidelines Manual for Federal Aid Projects in regard to the method of procurement, evaluation, selection, and contract types.
- 3.2.10 MAPA shall obtain written approval from State and the Federal Highway Administration, after consultation with State, when MAPA determines that changes to the 2018 Work Program are necessary.
- 3.2.11 MAPA agrees that it is ultimately responsible for complying with all Federal and State requirements and policies applicable to Federal-aid STBG funding. MAPA understands that failure to meet any eligibility requirements for STBG funding may result in the loss of all funds. In the event that the acts or omissions of RC, the MAPA or its agents or representatives result in a finding that the project is ineligible for STBG funding is, MAPA will repay the State all previously paid STBG funds, as determined by the State, including but not limited to, any costs reimbursed for the time and expenses of the RC.
- 3.3 STATE RESPONSIBILITIES
  - 3.3.1 Complete the duties assigned to State in this agreement in a timely manner.
  - 3.3.2 Review and make suggestions to the Heartland 2050 Program and the annual Work Program.
  - 3.3.3 Provide technical assistance to MAPA regarding funding eligibility issues, when requested by MAPA.
  - 3.3.4 Notify MAPA of any additional information needed from MAPA with respect to invoices submitted.
  - 3.3.5 Review the tasks and activities described on each invoice for conformance with the 2018 Work Program.
  - 3.3.6 When determined to be eligible for payment, Pay MAPA the federal share of eligible and actual costs incurred as reflected on a properly submitted invoice.
- 3.4 PARTIES RESPONSIBILITIES
  - 3.4.1 The Parties agree to cooperatively review and adjust, when necessary, the scope, schedules, funding, priorities, or staffing of MAPA's work to make sure the project goals are accomplished by MAPA in accordance with the federal requirements for use of STBG funds.
  - 3.4.2 The Parties will supplement this Agreement to reflect any changes resulting from 3.4.1, with advance approval of the Federal Highway Administration.

#### **SECTION 4. RESPONSIBLE CHARGE (RC) REQUIREMENTS**

- 4.1 MAPA hereby designates Michael Helgerson as the RC for this project.
- 4.2 Duties and Assurances of MAPA concerning its designated RC for this project.
  - 4.2.1 MAPA understands the duties and responsibilities of MAPA and RC as outlined in the LPA Guidelines Manual for Federal-Aid Projects.
  - 4.2.2 MAPA has authorized and fully empowered the RC to be in day-to-day responsible charge of the subject Federal-aid project; this does not mean merely supervising, overseeing or delegating various tasks, it means active day-to-day involvement in the project including identifying issues, investigating options, working directly with stakeholders, and decision making.

- 4.2.3 The RC is a full-time public employee or elected official of MPO, or a full-time employee of another entity as defined in “Public Employee” above.
- 4.2.4 MAPA agrees to take all necessary actions and make its best good faith efforts to ensure that the RC’s work on the project would be deemed to meet the same standards that State must meet under 23 CFR 635.105.
- 4.2.5 If, for whatever reason, the designated RC is no longer assigned to the project, MAPA shall, within one day or sooner if possible, notify verbally and in writing the State’s Representative; after such notification MAPA shall replace the RC no later than thirty (30) calendar days or sooner if possible. With advance written approval by State, MAPA may use a Provisional RC in accordance with State’s Provisional RC Policy.

## **SECTION 5. FEDERAL AID PROJECT REQUIREMENTS**

- 5.1 MAPA agrees to comply with all Federal-aid procedures and requirements applicable to this Agreement, including federal laws, and when applicable, state and local laws, and the LPA Guidelines Manual for Federal-aid Projects.
- 5.2 The Applicable Legal and Contract Requirements.
  - 5.2.1 Title 23 U.S.C., and 23 CFR, – The primary provisions of law applicable to this Agreement are generally found in 23 U.S.C. Section 134; and 23 CFR Part 420, subpart A, and Part 450, subpart C.
  - 5.2.2 LPA Guidelines Manual - MAPA also agrees to strictly comply with the provisions of the LPA Guidelines Manual for Federal Aid Projects (The Manual), which is incorporated herein by this reference. The Manual is a document drafted in part, and formally approved, by FHWA as a document setting out requirements for LPA or MAPA projects funded with PL funds. A current version of The Manual can be found in its entirety at the following internet address:  
<http://www.transportation.nebraska.gov/gov-aff/lpa-guide-man.html>. In the event MAPA believes that The Manual doesn’t clearly address a particular aspect of the project work, MAPA shall seek guidance or clarification from the State’s Local Project Section Engineer, and shall make its best effort to comply with such guidelines or clarification.
- 5.3 Loss of Funding. In order for MAPA to receive federal funds for any part of the activities under this Agreement, MAPA shall perform the services for all aspects of the activities, according to federal procedures and requirements. Although federal funds may be allocated to the activities, all or certain activities may become ineligible for federal funds, if federal procedures and requirements are not met.

## **SECTION 6. SUSPENSION OR TERMINATION**

- 6.1 Suspension.

State, in its sole discretion, reserves the right to suspend MPO’s STBG funding when State determines that there are issues related to responsiveness, quality, project monitoring, eligibility or compliance with the terms of this agreement that must be corrected by MPO. Suspension may include, but is not limited to, State declaring MPO’s continued work on the project ineligible for reimbursement and State discontinuing reimbursement of MPO’s invoices. \ State shall provide MAPA with notice of the suspension including: (1) a description of the reason(s) for the suspension, (2) a

timeframe for MAPA to correct the deficiencies, and (3) a description of the actions that must be taken for State to revoke the suspension.

A suspension may also be imposed by State for any of the reasons listed in the Termination subsection below. Failure to correct the deficiencies identified in a suspension will be grounds for the loss of eligibility for STBG funding and for termination of this Agreement.

**6.2 Termination.** This Agreement may be terminated as follows:

- 6.2.1 State and MPO, by mutual written agreement, may terminate the agreement at any time.
- 6.2.2 State may terminate this agreement for the following reasons:
  - a. A decrease or shift in available STBG funding that will, in the sole discretion of State, make it unlikely or impossible for activities to be prioritized to receive STBG funding.
  - b. MPO’s activities have not properly advanced.
  - c. MAPA has failed to replace a vacant RC position with a State-approved RC within 30 days.
  - d. MPO’s failure to meet the requirements for Federal-aid local projects found in federal, state, or local law or policy, or the requirements of the LPA Guidelines Manual.
  - e. A notice or declaration of FHWA or State that any part of the activities is or has become ineligible for STBG funding.
  - f. MPO’s failure to sign any State requested documents in a timely manner.
  - g. MPO’s breach of a provision of this agreement.
- 6.2.3 MAPA may terminate the agreement upon sixty (60) days written notice of termination to State.
- 6.2.4 Prior to State terminating this agreement, State shall provide written notice to MAPA of the basis for termination and, when determined applicable by State, provide MAPA sixty (60) days to properly resolve all issues identified by State.
- 6.2.5 Whenever the activities are terminated MAPA will thereafter be solely responsible for all costs associated with MPO’s project.

**SECTION 7. FINANCIAL RESPONSIBILITY**

**7.1 TOTAL PROJECT COSTS AND FUNDING COMMITMENTS**

The total cost of the eligible planning activities is \$109,375.00 as set out in the table below:

Phase	Federal	Local Match	Total
Preliminary Engineering	\$87,500.00	\$21,875.00	\$109,375.00
Totals	\$87,500.00	\$21,875.00	\$109,375.00

## 7.2 MAPA RESPONSIBILITY

MAPA understands that payment for the costs of this project, are the sole responsibility of MAPA when Federal participation is not allowable or available or if the project is subsequently determined to be ineligible for Federal-aid funding. Therefore, when the Federal government refuses to participate in the costs of the activities, MAPA is responsible for all costs with no reimbursement under this Agreement.

## 7.3 REIMBURSEMENT OF COSTS INCURRED BY THE MPO

8.3.1 MAPA incurred project costs of those listed in this section may be eligible for reimbursement from federal funds for this project if:

- a. State has obtained federal funds obligation
- b. MAPA submits invoices no more frequently than monthly and no less often than quarterly and in accordance with this Agreement. MAPA is responsible for submitting for reimbursement the total actual costs expended that are eligible for Federal-aid. State, on behalf of FHWA, will review the costs submitted and determine what costs are eligible for reimbursement. State will reimburse MAPA for the Federal share of the eligible actual costs. MAPA shall retain detailed cost records supporting all invoices, and shall submit those records to State upon request.

7.3.1 MAPA is required to submit their reimbursement requests electronically through State's invoice workflow system OnBase for review, approval, and payment. OnBase information, user guide, and instructional videos are available at <http://www.transportation.nebraska.gov/mat-n-tests/onbase/obinfo.html>. Reimbursement requests should be submitted to State's Highway Planning Manager. In addition to a cover sheet showing the amount of the reimbursement request and the local share, the reimbursement request must also include the following:

1. Invoice – the invoice must include the following:
  - a. MAPA name and address
  - b. Invoice number
  - c. Invoice date
  - d. Services provided to and from dates
  - e. Contact person for questions about the invoice
  - f. Breakdown of MPO's expenses
    - i. Direct Labor Costs (hours worked multiplied by the actual labor rate)
    - ii. Labor Fringe Benefits and/or if appropriate Indirect (Overhead) Costs
    - iii. Fee For Profit (as negotiated in the professional services agreement)
    - iv. Direct Non-Labor Costs
  - g. Federal balance due to the MAPA for the current period
  - h. Federal and Local share breakdown of the expenses
2. NDOR Cost Breakdown Form (DR Form 162C or 162D); properly prepared, signed and dated. The form can be found on State's webpage at <http://www.transportation.nebraska.gov/rfp>.
3. Progress Report – must include the following in accordance with 23 CFR 420.117:

- a. Comparison of actual performance with established goals
  - b. Progress in meeting schedules
  - c. Comparison of budgeted (approved) amounts and actual costs incurred.  
Cost overruns and underruns
  - e. Approved program revisions, and
  - f. Other pertinent supporting data
- 4. Breakdown of Subcontractors/Subconsultant expenses and Proof of Payment  
(e.g. canceled checks or funds transfer)
- 7.3.2 It is understood that when utilizing STBG Funds for travel expenses related to activities outside the MAPA area, MAPA will submit detailed travel information to State either prior to the travel, or submitted with the STBG billing statement. The reimbursement for meal and lodging rates shall be limited to the prevailing standard rate as indicated in the current website address for U.S. General Services Administration's (GSA) rates which is indicated below:  
  
<http://www.gsa.gov/portal/category/100120>
- 7.3.3 State will perform an initial check to verify that all necessary documentation is accurate and complete. State will reimburse MAPA for the Federal share of the eligible actual costs and will make a reasonable effort to pay MAPA within thirty (30) days of State's receipt of MPO's reimbursement request.
- 7.3.4 The criteria contained in Part 31 of the Federal Acquisition Regulations System (48 CFR 31) will be applied to determine whether the costs incurred by MAPA are allowable under this agreement, including any Professional Services agreements.
- 7.3.5 Project oversight costs include: direct costs, such as compensation of MAPA employees for their time devoted and related directly to the performance of the project phase for which the federal-aid was approved; cost of materials consumed as part of the project; and indirect costs, with an approved Indirect Cost Allocation Plan as outlined in the LPA Guidelines Manual for Federal Aid Projects.
- 7.4 AUDIT AND FINAL COST SETTLEMENT
  - 7.4.1 The final settlement between State and MAPA will be made after final funding review and approval by State and after an audit, if deemed necessary, has been performed to determine eligible actual costs.
  - 7.4.2 If deemed necessary, an audit will be performed by State to determine whether the actual costs incurred on the project are eligible for reimbursement with federal funds. The amount of the final settlement between State and MAPA will be MAPA's share of the total eligible project costs, plus all ineligible project costs, less the total local funds previously paid to the State by MAPA.

## **SECTION 8. PROCUREMENT OF PROFESSIONAL SERVICES**

When applicable, MAPA shall procure engineering and planning services providers using the Qualifications Based Selection process set out in the LPA Guidelines Manual. Professional services include, but are not limited to; planning studies and preliminary engineering.

## **SECTION 9. PROFESSIONAL PERFORMANCE**

It is understood by the Parties that MAPA is solely responsible for all activities (work product) completed under this Agreement. Any review or examination by State, or acceptance or use of the work product of MAPA or its Consultant will not be considered to be a full and comprehensive review or examination and will not be considered an approval, for funding or for any other purpose, of the work product of MAPA or its Consultant which would relieve MAPA from any expense or liability that would be connected with MPO's sole responsibility for the propriety and integrity of the work product to be accomplished by MAPA or its Consultant.

#### **SECTION 10. INDEMNITY**

MAPA agrees to hold harmless, indemnify, and defend State and FHWA against all liability, loss, damage, or expense, including reasonable attorney's fees and expert fees, that State or FHWA may suffer as a result of claims, demands, costs, or judgments arising out of MPO's work and the terms of this Agreement.

#### **SECTION 11. CONFLICT OF INTEREST LAWS**

- 11.1 MAPA shall review the Conflict of Interest provisions of 23 CFR 1.33 and 49 CFR 18.36(b)(3) and agrees to comply with all the Conflict of Interest provisions (including applicable State and local provisions) in order for the planning activities to remain fully eligible for State or Federal funding. MAPA should review, understand and follow the instructions provided in the NDOR CONFLICT OF INTEREST GUIDANCE DOCUMENT FOR LPA OFFICIALS, EMPLOYEES & AGENTS FOR LOCAL FEDERAL-AID TRANSPORTATION PROJECTS located on State's website at the following location:  
<http://www.transportation.nebraska.gov/gov-aff/lpa/chapter-forms/coi/coi-guidance-doc-lpa.pdf>
- 11.2 MAPA must also complete, sign and submit to State's Representative, the NDOR CONFLICT OF INTEREST DISCLOSURE FORM FOR LPAS FOR LOCAL FEDERAL-AID TRANSPORTATION PROJECTS.. This form is located on State's website at the following location:  
<http://www.transportation.nebraska.gov/gov-aff/lpa/chapter-forms/coi/coi-disclosure-doc-lpa.pdf>
- 11.3 Consultants and Subconsultants providing services for MPO's, or submitting proposals for services, shall submit to MAPA and State's Representative a Conflict of Interest Disclosure Form for Consultants. Consultants and Subconsultants shall submit a revised form for any changes in circumstances, or discovery of any additional facts that could result in someone employed by, or who has an ownership, personal, or other interest with Consultant or Subconsultant having a real or potential conflict of interest on an MAPA federal-aid transportation project.

#### **SECTION 12. DRUG FREE WORKPLACE**

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

#### **SECTION 13. RECORDS RESPONSIBILITY**

- 13.1 MAPA shall maintain all correspondence, files, books, documents, papers, accounting records and other evidence pertaining to costs incurred and shall make such material available at its office. These records shall be available at all reasonable times during the contract period and for at least three years from the date of final cost settlement under this agreement. Such records must be available for inspection by State and the FHWA,

Federal Transit Administration, or any authorized representatives of the Federal government, and MAPA shall furnish copies to those mentioned in this section when requested to do so.

- 13.2 Papers, interim reports, forms or other materials which are a part of the work under contract will not be copyrighted without written approval of State and Federal Highway Administration.
- 13.3 Either party to the Agreement may initiate a request for publication of the final or interim reports, or any portions thereof.
- 13.4 Publication by either party shall give credit to the other party and to the Federal Highway Administration. However, if the State or Federal Highway Administration does not wish to subscribe to the findings or conclusions of the Study the following statement shall be included on the credit sheet: "The opinions, findings and conclusions expressed in this publication are those of the authors and not necessarily those of the State or Federal Highway Administration."
- 13.5 In the event of failure of agreement between State and MAPA relative to the publication of any reports during the period of the contract, each party reserves the right to publish independently, in which event the nonoccurrence of the other party shall be set forth, if requested.

#### **SECTION 14. FAIR EMPLOYMENT PRACTICES**

If MAPA performs any part of the work on this project itself, MAPA shall abide by the provisions of the Nebraska Fair Employment Practices Act as provided by Neb.Rev.Stat. § 48-1101 to 48-1126, and all regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation, Title 49 CFR, Parts 21 and 27 as set forth in the SECTION 30. TITLE VI NONDISCRIMINATION CLAUSES of this agreement. The reference to "Contractor" in this section also means "MPO".

#### **SECTION 15. DISABILITIES ACT**

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

#### **SECTION 16. LAWFUL PRESENCE IN USA AND WORK ELIGIBILITY STATUS PROVISIONS**

MAPA agrees to comply with the requirements of Neb.Rev.Stat. § 4-108 to 4-114 with its Federal-aid project, including, but not limited to, the requirements of § 4-114(2) to place in any contract it enters into with a public contractor a provision requiring the public contractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

#### **SECTION 17. DISADVANTAGED BUSINESS ENTERPRISES (DBE)**

##### **17.1 Policy**

MAPA shall ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal Funds under this agreement.

Consequently, the DBE requirements of 49 CFR Part 26 are hereby made a part of and incorporated by this reference into this agreement.

17.2 Disadvantaged Business Enterprises (DBEs) Obligation

MAPA and State shall ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal Funds provided under this agreement. In this regard, MAPA shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. MAPA shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of FHWA assisted contracts.

MPO, acting as a sub-recipient of Federal-aid funds on this project shall adopt the disadvantaged business enterprise program of State for the Federal-aid contracts MAPA enters into on this project.

Failure of MAPA to carry out the requirements set forth above shall constitute breach of contract and, after the notification of the FHWA, may result in termination of the agreement or contract by State or such remedy as State deems appropriate.

**SECTION 18. TITLE VI NONDISCRIMINATION CLAUSES**

During the performance of this agreement, MPO, for itself, its assignees and successors in interest agrees as follows:

18.1 Compliance with Regulations:

MAPA shall comply with the Regulations of the Department of Transportation relative to nondiscrimination in federally assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Parts 21 and 27, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this agreement.

18.2 Nondiscrimination:

MPO, with regard to the work performed by it after award and prior to completion of the contract work, shall not discriminate on the basis of disability, race, color, sex, religion or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. MAPA shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix "A," "B," and "C" of Part 21 of the Regulations.

18.3 Solicitations for Subcontracts, Including Procurements of Materials and Equipment:

In all solicitations either by competitive bidding or negotiation made by MAPA for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by MAPA of MPO's obligations under this agreement and the Regulations relative to nondiscrimination on the basis of disability, race, color, sex, religion or national origin.

18.4 Information and Reports:

MAPA shall provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by State or FHWA to be pertinent to ascertain compliance with such Regulations, orders and

instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, MAPA shall so certify to State, or FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.

18.5 Sanctions for Noncompliance:

In the event of MPO's noncompliance with the nondiscrimination provisions of this agreement, State will impose such contract sanctions as it or FHWA may determine to be appropriate, including but not limited to,

- (a) Withholding of payments to MAPA under this agreement until MAPA complies, and/or
- (b) Cancellation, termination or suspension of this agreement, in whole or in part.

18.6 Incorporation of Provisions:

MAPA shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. MAPA shall take such action with respect to any subcontract or procurement as State or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, MAPA may request State to enter into such litigation to protect the interests of State, and in addition, MAPA may request the United States to enter into such litigation to protect the interests of the United States.

**SECTION 19. ENTIRE AGREEMENT**

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

IN WITNESS WHEREOF, the Parties hereby execute this agreement pursuant to lawful authority as of the date signed by each party.

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

WITNESS:

METROPOLITAN AREA PLANNING AGENCY  
Greg Youell

\_\_\_\_\_

\_\_\_\_\_

Director

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

STATE OF NEBRASKA  
DEPARTMENT OF ROADS  
Mick Syslo, P.E.

\_\_\_\_\_

Materials and Research Engineer

# Transit Development Plan

## Scope of Work & Budget

### Project Objectives and Key Tasks

This study will evaluate existing service, prioritize near-term transit projects, and identify potential capital and operational funding sources, including any necessary changes to policy, statute, or regional governance structure. With the assistance of a qualified consultant, Metro Staff will work closely with regional leadership to ensure the proposed Transit Development Plan aligns with Metro's service goals and the region's transit vision. The RTV created momentum for regional transit in 2013. Heartland 2050 clearly establishes community-wide goals that focus on transit access. MAPA's current study of transit feasibility in Sarpy County is creating a directive for the next level of transit development in our growing region. Building on the RTV as a framework, Metro needs a plan that clearly delineates how to take the steps necessary to implement this growing vision.

Metro is setting the bar for a more modern and accessible transit system through the implementation of the region's first BRT line. We need to understand the lessons learned from this process so that we can be more efficient at moving forward with the next phase of expansion. Considering the substantial momentum for transit improvements in our community, we need to develop a clear understanding of how we can meet and/or exceed the expectations of the region. The completed report will be the framework within which Metro will set service priorities between 2019 and 2025. Specifically, our are to (1) To review the alignment of our current service with the recommendations of the 2013 RTV, (2) to evaluate the function of Metro's current system; (3) to prioritize future service improvements; and (4) to give tangible options for operational and capital funding to evolve the fixed-route bus system to support the proposed improvements. A consultant will be utilized to undertake the following key tasks:

- (1) Analyzing ridership statistics including on-time performance data (including AVL and on-board customer survey data)
- (2) Reviewing development patterns, housing and job density, and home-to-work travel demand
- (3) Evaluating the impact of Heartland 2050's Close the Gap initiative on future Metro operations, and
- (4) Determining tangible financial solutions.

The following project partners will play roles in the Transit Development Plan:

- City of Omaha - Assistance with land use, development patterns, and financial opportunities
- City of Bellevue - Assistance with land use, development patterns, and financial opportunities
- Sarpy County - Assistance with land use, development patterns, and financial opportunities
- City of Council Bluffs - Assistance with land use, development patterns, and financial opportunities
- MAPA - Ongoing technical support and guidance for implementing transit vision

### Deliverables

Final report of transit development plan and associated data

### Project Budget

<b>Total Project Cost (Consultant Services)</b>	\$109,375
<b>H2050 Mini-Grant Funding Award (STBG)</b>	\$87,500
<b>Local Financial Match</b>	\$21,875

**RESOLUTION**  
**SIGNING OF THE PROJECT PROGRAM AGREEMENT**

METROPOLITAN AREA PLANNING AGENCY (MAPA)

Resolution No. \_\_\_\_\_

**Whereas:** MAPA is proposing a transportation project for which it would like to obtain Federal funds;

**Whereas:** MAPA understands that it must strictly follow all Federal, State and local laws, rules, regulations, policies and guidelines applicable to the funding of the Federal-aid project; and

**Whereas: MAPA** and Nebraska Department of Transportation (NDOT) wish to enter into a Project Program Agreement setting out the various duties and funding responsibilities for the Federal-aid project.

**Be It Resolved:** by the Board of MAPA, Nebraska that:

Greg Youell, Director, is hereby authorized to sign the attached Project Program Agreement between the MAPA and the NDOT.

MAPA is committed to providing local funds for the project as required by the Project Program Agreement.

NDOR Project Number: MAPA-28(126)

NDOR Control Number: 22739

NDOR Project Name: Transit Development Plan

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017 at \_\_\_\_\_ Nebraska.  
(Month) (Year)

The Board Members of MAPA,

_____	_____
_____	_____
_____	_____
	_____

Board/Council Member \_\_\_\_\_  
Moved the adoption of said resolution  
Member \_\_\_\_\_ Seconded the Motion  
Roll Call: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_ Absent  
Resolution adopted, signed and billed as adopted

Attest:

\_\_\_\_\_  
Signature

## PROGRAM AGREEMENT FY-2018 HEARTLAND 2050 WORK PROGRAM

METROPOLITAN AREA PLANNING AGENCY  
STATE OF NEBRASKA, DEPARTMENT OF ROADS  
PROJECT NO. 22770  
STATE CONTROL NO. MAPA-77(60)  
HEARTLAND 2050 PROGRAM – SARPY COUNTY ARTERIAL & COLLECTOR

**THIS AGREEMENT** is between the Metropolitan Area Planning Agency (MAPA), an eligible Metropolitan Planning Organization ("MPO"), and the State of Nebraska, Department of Roads ("State"), collectively referred to as the "Parties".

**WITNESSETH:**

**WHEREAS**, State administers certain federal-aid Surface Transportation Block Grant Program (STBG) funds for MAPA MPO transportation projects, and

**WHEREAS**, these STBG funds may only be used for MAPA projects that are eligible for federal-aid transportation funding, and

**WHEREAS**, MAPA is requesting that State set aside \$30,000.00 in MPO STBG funds for use in the Project, and

**WHEREAS**, attached hereto as Exhibit "A" is the 2018 Heartland 2050 Project – Sarpy County Arterial & Connector which has been developed by MAPA and pre-approved in concept by State for reimbursement as a part of the Program, and

**WHEREAS**, this agreement governs the reimbursement of activities conducted between for this project, and

**WHEREAS**, MAPA has designated a fully-qualified employee of MAPA or of a city/county within the MAPA region, or elected official of a city/county within the MAPA, to act as "Responsible Charge" (RC) for the planning activities, and

**WHEREAS**, MAPA's RC will be responsible for maintaining the eligibility of Program activities for Federal-aid funding, and

**WHEREAS**, the funding for the project under this Agreement includes monies from the FHWA, therefore, if a non-federal entity expends \$750,000 or more in total federal awards in a fiscal year then the audit requirements of 2 CFR, Subtitle A, Chapter 2, Part 200, Subpart F, must be addressed as explained further in this Agreement, and

**WHEREAS**, the Federal share payable on any portion of an eligible Program activity will be a maximum of 80 percent of the eligible and participating costs; the LPA's share will be the remaining participating costs; and LPA will also be responsible for all other nonparticipating or ineligible costs, and

**WHEREAS**, the total dollar amount of cost reimbursable under this agreement is currently estimated to be \$30,000.00; the LPA has earmarked and has placed in its fiscal budget at least \$60,000.00 (\$7,500.00 for the required 20% match and the remaining \$52,500.00), which is the amount of the local match and additional project costs,

**WHEREAS**, MAPA desires that the project be developed under the designation of Project No. MAPA-77(60), as evidenced by the Resolution of MAPA dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, attached as **Exhibit "B"**.

**NOW THEREFORE**, in consideration of these facts, MPO and State agree as follows:

## **SECTION 1. DEFINITIONS**

**WHEREVER** in this Agreement the following terms are used, they mean the following:

**“CFR”** means the Code of Federal Regulations.

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

**“HEARTLAND 2050 WORK PROGRAM”** means the annual pre-reviewed bundle of projects and associated budgets from which MAPA can allocate MPO STBG program funds.

**“MPO STBG FUNDS”** mean Metropolitan Planning Organization Surface Transportation funds.

**“PROGRAM”** mean the Heartland 2050 Vision Program of MAPA

**“MPO”** means a Metropolitan Planning Organization qualified under federal law.

**“NEB. REV. STAT”** means the Nebraska Revised Statutes as set forth in Nebraska law.

**“OMB”** means the Federal Office of Management and Budget.

**“RESPONSIBLE CHARGE” or “RC”** means the employee of MAPA or of a city/county within MAPA region, or elected official of a city/county within the MAPA region, who has been empowered by MAPA to represent MAPA on planning issues and has actual day-to-day working knowledge and responsibility for significant aspects of the MAPA Heartland 2050 program and process. The RC works regularly with Federal-aid MPO projects and is MAPA’s point-of-contact for the program activities. Responsible charge does not mean merely delegating the various tasks; it means active day-to-day involvement in identifying options, working directly with stakeholders, making decisions, and actively monitoring the project. It is understood that RC may delegate or contract certain technical tasks associated with the project so long as RC actively manages and represents MAPA’s interests in the delegated technical tasks.

**“STATE”** means the Nebraska Department of Roads in Lincoln, Nebraska, its Director, or authorized representative. State is a funding liaison between MAPA and the United States.

## **SECTION 2. DURATION OF THE AGREEMENT**

2.1 **Effective Date** – This Agreement is effective but executory immediately on the date it is fully executed by the Parties.

2.2 **Identifying Date** – For convenience, this Agreement’s identifying date will be the date State signed the agreement.

2.3 **Duration** – This Agreement will expire upon completion of the project and will conclude or become inactive upon the happening of either (1) the final completion of an audit review by State or its authorized representative and the resolution of all issues identified in the audit report, or (2) the waiver of an audit review. Invoices must be submitted within sixty (60) days of the completion of the final activities under this agreement.

2.4 **Termination** – State reserves the right to terminate this Agreement as provided herein.

## **SECTION 3. PURPOSE OF AGREEMENT AND RESPONSIBILITIES OF THE PARTIES**

3.1 Purpose

MAPA wishes to be reimbursed for this project using set-aside STBG funds for eligible planning activities. MAPA and State understand that FHWA will not provide funding directly to MAPA; but will provide reimbursement with Federal funding for eligible and participating activities through State. State, pursuant to Neb. Rev. Stat. § 39-1305, will

act under this Agreement as a steward of federal funds and as a liaison between MAPA and FHWA. The purpose of this Agreement is to set forth the understanding of MAPA and State concerning their respective duties to enable the activities to be eligible for federal-aid funding. Under this Agreement, MAPA shall continue to have all duties concerning any aspect of the Heartland 2050 planning processes. Nothing in this Agreement shall be construed to create any duty of State to MAPA concerning MAPA's planning processes.. In the event that FHWA finds that the activities for which reimbursements were ineligible for STBG funding, MAPA will repay the State all previously paid federal funds, as determined by the State, and any costs or expenses the State has incurred under this Agreement. MAPA further agrees that MAPA shall have no claim or right of action against State under this Agreement if FHWA determines that activities are not eligible in whole or in part, for Federal-aid funding. The following sections of this agreement include the Program requirements and other conditions State believes in good faith that MAPA must meet to be reimbursed with STBG funding. MAPA acknowledges that many conditions must be met in order to receive Federal-aid reimbursement. Those conditions include, but are not limited to, the unknown availability of federal funds and the timely and satisfactory completion of all federal-aid funding requirements. Therefore, MAPA agrees to develop its 2018 Work Program and seek reimbursement in an effort to meet all federal eligibility requirements so the activities may be determined eligible for the 2050 Heartland Vision Program.

### 3.2 MAPA RESPONSIBILITIES

- 3.2.1 MAPA has developed the Fiscal Year 2018 Heartland 2050 Work Program (2018 Work Program) which has been pre-approved in concept by State for reimbursement as a part of the Program and appears to meet all federal-aid STBG funding eligibility requirements and the requirements of the State's LPA Guidelines Manual.
- 3.2.2 MAPA assisted State in a review and initial eligibility determination of the project.
- 3.2.3 MAPA shall make changes to the projects and the 2018 Work Program, as necessary, to meet federal requirements or when required or suggested by FHWA or State on FHWA's behalf.
- 3.2.4 MAPA shall be solely responsible for managing the projects in the 2018 Work Program.
- 3.2.5 MAPA shall seek reimbursement for only those eligible and actual costs incurred while performing the tasks or activities under the terms of this Agreement.
- 3.2.6 MAPA shall submit accurate and complete invoices in accordance with SECTION 7. FINANCIAL RESPONSIBILITY, and shall provide additional documentation when requested by State. MPO shall be solely responsible for all non-eligible costs and for the non-federal share of eligible costs under this Agreement.
- 3.2.7 MAPA shall meet all federal-aid STBG funding requirements and shall select and manage necessary committees and staff, and consult, collaborate and coordinate with State to accomplish the tasks and activities of the project.
- 3.2.8 MAPA shall keep detailed cost information and signed time records detailing time spent on tasks or activities, including the date and hours worked. When requested by State, MPO shall submit time records to State.

- 3.2.9 MAPA, when developing and completing activities under this Agreement, shall follow all guidelines and requirements outlined in the State's LPA Guidelines Manual for Federal Aid Projects in regard to the method of procurement, evaluation, selection, and contract types.
- 3.2.10 MAPA shall obtain written approval from State and the Federal Highway Administration, after consultation with State, when MAPA determines that changes to the 2018 Work Program are necessary.
- 3.2.11 MAPA agrees that it is ultimately responsible for complying with all Federal and State requirements and policies applicable to Federal-aid STBG funding. MAPA understands that failure to meet any eligibility requirements for STBG funding may result in the loss of all funds. In the event that the acts or omissions of RC, the MAPA or its agents or representatives result in a finding that the project is ineligible for STBG funding is, MAPA will repay the State all previously paid STBG funds, as determined by the State, including but not limited to, any costs reimbursed for the time and expenses of the RC.
- 3.3 STATE RESPONSIBILITIES
  - 3.3.1 Complete the duties assigned to State in this agreement in a timely manner.
  - 3.3.2 Review and make suggestions to the Heartland 2050 Program and the annual Work Program.
  - 3.3.3 Provide technical assistance to MAPA regarding funding eligibility issues, when requested by MAPA.
  - 3.3.4 Notify MAPA of any additional information needed from MAPA with respect to invoices submitted.
  - 3.3.5 Review the tasks and activities described on each invoice for conformance with the 2018 Work Program.
  - 3.3.6 When determined to be eligible for payment, Pay MAPA the federal share of eligible and actual costs incurred as reflected on a properly submitted invoice.
- 3.4 PARTIES RESPONSIBILITIES
  - 3.4.1 The Parties agree to cooperatively review and adjust, when necessary, the scope, schedules, funding, priorities, or staffing of MAPA's work to make sure the project goals are accomplished by MAPA in accordance with the federal requirements for use of STBG funds.
  - 3.4.2 The Parties will supplement this Agreement to reflect any changes resulting from 3.4.1, with advance approval of the Federal Highway Administration.

#### **SECTION 4. RESPONSIBLE CHARGE (RC) REQUIREMENTS**

- 4.1 MAPA hereby designates Michael Helgerson as the RC for this project.
- 4.2 Duties and Assurances of MAPA concerning its designated RC for this project.
  - 4.2.1 MAPA understands the duties and responsibilities of MAPA and RC as outlined in the LPA Guidelines Manual for Federal-Aid Projects.
  - 4.2.2 MAPA has authorized and fully empowered the RC to be in day-to-day responsible charge of the subject Federal-aid project; this does not mean merely supervising, overseeing or delegating various tasks, it means active day-to-day involvement in the project including identifying issues, investigating options, working directly with stakeholders, and decision making.

- 4.2.3 The RC is a full-time public employee or elected official of MPO, or a full-time employee of another entity as defined in “Public Employee” above.
- 4.2.4 MAPA agrees to take all necessary actions and make its best good faith efforts to ensure that the RC’s work on the project would be deemed to meet the same standards that State must meet under 23 CFR 635.105.
- 4.2.5 If, for whatever reason, the designated RC is no longer assigned to the project, MAPA shall, within one day or sooner if possible, notify verbally and in writing the State’s Representative; after such notification MAPA shall replace the RC no later than thirty (30) calendar days or sooner if possible. With advance written approval by State, MAPA may use a Provisional RC in accordance with State’s Provisional RC Policy.

## **SECTION 5. FEDERAL AID PROJECT REQUIREMENTS**

- 5.1 MAPA agrees to comply with all Federal-aid procedures and requirements applicable to this Agreement, including federal laws, and when applicable, state and local laws, and the LPA Guidelines Manual for Federal-aid Projects.
- 5.2 The Applicable Legal and Contract Requirements.
  - 5.2.1 Title 23 U.S.C., and 23 CFR, – The primary provisions of law applicable to this Agreement are generally found in 23 U.S.C. Section 134; and 23 CFR Part 420, subpart A, and Part 450, subpart C.
  - 5.2.2 LPA Guidelines Manual - MAPA also agrees to strictly comply with the provisions of the LPA Guidelines Manual for Federal Aid Projects (The Manual), which is incorporated herein by this reference. The Manual is a document drafted in part, and formally approved, by FHWA as a document setting out requirements for LPA or MAPA projects funded with PL funds. A current version of The Manual can be found in its entirety at the following internet address:  
<http://www.transportation.nebraska.gov/gov-aff/lpa-guide-man.html>. In the event MAPA believes that The Manual doesn’t clearly address a particular aspect of the project work, MAPA shall seek guidance or clarification from the State’s Local Project Section Engineer, and shall make its best effort to comply with such guidelines or clarification.
- 5.3 Loss of Funding. In order for MAPA to receive federal funds for any part of the activities under this Agreement, MAPA shall perform the services for all aspects of the activities, according to federal procedures and requirements. Although federal funds may be allocated to the activities, all or certain activities may become ineligible for federal funds, if federal procedures and requirements are not met.

## **SECTION 6. SUSPENSION OR TERMINATION**

- 6.1 Suspension.

State, in its sole discretion, reserves the right to suspend MPO’s STBG funding when State determines that there are issues related to responsiveness, quality, project monitoring, eligibility or compliance with the terms of this agreement that must be corrected by MPO. Suspension may include, but is not limited to, State declaring MPO’s continued work on the project ineligible for reimbursement and State discontinuing reimbursement of MPO’s invoices. \ State shall provide MAPA with notice of the suspension including: (1) a description of the reason(s) for the suspension, (2) a

timeframe for MAPA to correct the deficiencies, and (3) a description of the actions that must be taken for State to revoke the suspension.

A suspension may also be imposed by State for any of the reasons listed in the Termination subsection below. Failure to correct the deficiencies identified in a suspension will be grounds for the loss of eligibility for STBG funding and for termination of this Agreement.

**6.2 Termination.** This Agreement may be terminated as follows:

- 6.2.1 State and MPO, by mutual written agreement, may terminate the agreement at any time.
- 6.2.2 State may terminate this agreement for the following reasons:
  - a. A decrease or shift in available STBG funding that will, in the sole discretion of State, make it unlikely or impossible for activities to be prioritized to receive STBG funding.
  - b. MPO’s activities have not properly advanced.
  - c. MAPA has failed to replace a vacant RC position with a State-approved RC within 30 days.
  - d. MPO’s failure to meet the requirements for Federal-aid local projects found in federal, state, or local law or policy, or the requirements of the LPA Guidelines Manual.
  - e. A notice or declaration of FHWA or State that any part of the activities is or has become ineligible for STBG funding.
  - f. MPO’s failure to sign any State requested documents in a timely manner.
  - g. MPO’s breach of a provision of this agreement.
- 6.2.3 MAPA may terminate the agreement upon sixty (60) days written notice of termination to State.
- 6.2.4 Prior to State terminating this agreement, State shall provide written notice to MAPA of the basis for termination and, when determined applicable by State, provide MAPA sixty (60) days to properly resolve all issues identified by State.
- 6.2.5 Whenever the activities are terminated MAPA will thereafter be solely responsible for all costs associated with MPO’s project.

**SECTION 7. FINANCIAL RESPONSIBILITY**

**7.1 TOTAL PROJECT COSTS AND FUNDING COMMITMENTS**

The total cost of the eligible planning activities is \$90,000.00 as set out in the table below:

Phase	Federal	20% Local Match remaining Local funds	Total
Preliminary Engineering	\$30,000.00	\$60,000.00	\$90,000.00
Totals	\$30,000.00	\$60,000.00	\$90,000.00

\*\*Required 20% Local Match is \$7,500.00 and remaining project cost to the local is \$52,500.00

## 7.2 MAPA RESPONSIBILITY

MAPA understands that payment for the costs of this project, are the sole responsibility of MAPA when Federal participation is not allowable or available or if the project is subsequently determined to be ineligible for Federal-aid funding. Therefore, when the Federal government refuses to participate in the costs of the activities, MAPA is responsible for all costs with no reimbursement under this Agreement.

## 7.3 REIMBURSEMENT OF COSTS INCURRED BY THE MPO

8.3.1 MAPA incurred project costs of those listed in this section may be eligible for reimbursement from federal funds for this project if:

- a. State has obtained federal funds obligation
- b. MAPA submits invoices no more frequently than monthly and no less often than quarterly and in accordance with this Agreement. MAPA is responsible for submitting for reimbursement the total actual costs expended that are eligible for Federal-aid. State, on behalf of FHWA, will review the costs submitted and determine what costs are eligible for reimbursement. State will reimburse MAPA for the Federal share of the eligible actual costs. MAPA shall retain detailed cost records supporting all invoices, and shall submit those records to State upon request.

7.3.1 MAPA is required to submit their reimbursement requests electronically through State's invoice workflow system OnBase for review, approval, and payment. OnBase information, user guide, and instructional videos are available at <http://www.transportation.nebraska.gov/mat-n-tests/onbase/obinfo.html>. Reimbursement requests should be submitted to State's Highway Planning Manager. In addition to a cover sheet showing the amount of the reimbursement request and the local share, the reimbursement request must also include the following:

1. Invoice – the invoice must include the following:
  - a. MAPA name and address
  - b. Invoice number
  - c. Invoice date
  - d. Services provided to and from dates
  - e. Contact person for questions about the invoice
  - f. Breakdown of MPO's expenses
    - i. Direct Labor Costs (hours worked multiplied by the actual labor rate)
    - ii. Labor Fringe Benefits and/or if appropriate Indirect (Overhead) Costs
    - iii. Fee For Profit (as negotiated in the professional services agreement)
    - iv. Direct Non-Labor Costs
  - g. Federal balance due to the MAPA for the current period
  - h. Federal and Local share breakdown of the expenses
2. NDOR Cost Breakdown Form (DR Form 162C or 162D); properly prepared, signed and dated. The form can be found on State's webpage at <http://www.transportation.nebraska.gov/rfp>.
3. Progress Report – must include the following in accordance with 23 CFR 420.117:

- a. Comparison of actual performance with established goals
  - b. Progress in meeting schedules
  - c. Comparison of budgeted (approved) amounts and actual costs incurred.  
Cost overruns and underruns
  - e. Approved program revisions, and
  - f. Other pertinent supporting data
- 4. Breakdown of Subcontractors/Subconsultant expenses and Proof of Payment  
(e.g. canceled checks or funds transfer)
- 7.3.2 It is understood that when utilizing STBG Funds for travel expenses related to activities outside the MAPA area, MAPA will submit detailed travel information to State either prior to the travel, or submitted with the STBG billing statement. The reimbursement for meal and lodging rates shall be limited to the prevailing standard rate as indicated in the current website address for U.S. General Services Administration's (GSA) rates which is indicated below:  
  
<http://www.gsa.gov/portal/category/100120>
- 7.3.3 State will perform an initial check to verify that all necessary documentation is accurate and complete. State will reimburse MAPA for the Federal share of the eligible actual costs and will make a reasonable effort to pay MAPA within thirty (30) days of State's receipt of MPO's reimbursement request.
- 7.3.4 The criteria contained in Part 31 of the Federal Acquisition Regulations System (48 CFR 31) will be applied to determine whether the costs incurred by MAPA are allowable under this agreement, including any Professional Services agreements.
- 7.3.5 Project oversight costs include: direct costs, such as compensation of MAPA employees for their time devoted and related directly to the performance of the project phase for which the federal-aid was approved; cost of materials consumed as part of the project; and indirect costs, with an approved Indirect Cost Allocation Plan as outlined in the LPA Guidelines Manual for Federal Aid Projects.
- 7.4 AUDIT AND FINAL COST SETTLEMENT
  - 7.4.1 The final settlement between State and MAPA will be made after final funding review and approval by State and after an audit, if deemed necessary, has been performed to determine eligible actual costs.
  - 7.4.2 If deemed necessary, an audit will be performed by State to determine whether the actual costs incurred on the project are eligible for reimbursement with federal funds. The amount of the final settlement between State and MAPA will be MAPA's share of the total eligible project costs, plus all ineligible project costs, less the total local funds previously paid to the State by MAPA.

## **SECTION 8. PROCUREMENT OF PROFESSIONAL SERVICES**

When applicable, MAPA shall procure engineering and planning services providers using the Qualifications Based Selection process set out in the LPA Guidelines Manual. Professional services include, but are not limited to; planning studies and preliminary engineering.

## **SECTION 9. PROFESSIONAL PERFORMANCE**

It is understood by the Parties that MAPA is solely responsible for all activities (work product) completed under this Agreement. Any review or examination by State, or acceptance or use of the work product of MAPA or its Consultant will not be considered to be a full and comprehensive review or examination and will not be considered an approval, for funding or for any other purpose, of the work product of MAPA or its Consultant which would relieve MAPA from any expense or liability that would be connected with MPO's sole responsibility for the propriety and integrity of the work product to be accomplished by MAPA or its Consultant.

#### **SECTION 10. INDEMNITY**

MAPA agrees to hold harmless, indemnify, and defend State and FHWA against all liability, loss, damage, or expense, including reasonable attorney's fees and expert fees, that State or FHWA may suffer as a result of claims, demands, costs, or judgments arising out of MPO's work and the terms of this Agreement.

#### **SECTION 11. CONFLICT OF INTEREST LAWS**

- 11.1 MAPA shall review the Conflict of Interest provisions of 23 CFR 1.33 and 49 CFR 18.36(b)(3) and agrees to comply with all the Conflict of Interest provisions (including applicable State and local provisions) in order for the planning activities to remain fully eligible for State or Federal funding. MAPA should review, understand and follow the instructions provided in the NDOR CONFLICT OF INTEREST GUIDANCE DOCUMENT FOR LPA OFFICIALS, EMPLOYEES & AGENTS FOR LOCAL FEDERAL-AID TRANSPORTATION PROJECTS located on State's website at the following location: <http://www.transportation.nebraska.gov/gov-aff/lpa/chapter-forms/coi/coi-guidance-doc-lpa.pdf>
- 11.2 MAPA must also complete, sign and submit to State's Representative, the NDOR CONFLICT OF INTEREST DISCLOSURE FORM FOR LPAS FOR LOCAL FEDERAL-AID TRANSPORTATION PROJECTS.. This form is located on State's website at the following location: <http://www.transportation.nebraska.gov/gov-aff/lpa/chapter-forms/coi/coi-disclosure-doc-lpa.pdf>
- 11.3 Consultants and Subconsultants providing services for MPO's, or submitting proposals for services, shall submit to MAPA and State's Representative a Conflict of Interest Disclosure Form for Consultants. Consultants and Subconsultants shall submit a revised form for any changes in circumstances, or discovery of any additional facts that could result in someone employed by, or who has an ownership, personal, or other interest with Consultant or Subconsultant having a real or potential conflict of interest on an MAPA federal-aid transportation project.

#### **SECTION 12. DRUG FREE WORKPLACE**

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

#### **SECTION 13. RECORDS RESPONSIBILITY**

- 13.1 MAPA shall maintain all correspondence, files, books, documents, papers, accounting records and other evidence pertaining to costs incurred and shall make such material available at its office. These records shall be available at all reasonable times during the contract period and for at least three years from the date of final cost settlement under this agreement. Such records must be available for inspection by State and the FHWA,

Federal Transit Administration, or any authorized representatives of the Federal government, and MAPA shall furnish copies to those mentioned in this section when requested to do so.

- 13.2 Papers, interim reports, forms or other materials which are a part of the work under contract will not be copyrighted without written approval of State and Federal Highway Administration.
- 13.3 Either party to the Agreement may initiate a request for publication of the final or interim reports, or any portions thereof.
- 13.4 Publication by either party shall give credit to the other party and to the Federal Highway Administration. However, if the State or Federal Highway Administration does not wish to subscribe to the findings or conclusions of the Study the following statement shall be included on the credit sheet: "The opinions, findings and conclusions expressed in this publication are those of the authors and not necessarily those of the State or Federal Highway Administration."
- 13.5 In the event of failure of agreement between State and MAPA relative to the publication of any reports during the period of the contract, each party reserves the right to publish independently, in which event the nonoccurrence of the other party shall be set forth, if requested.

#### **SECTION 14. FAIR EMPLOYMENT PRACTICES**

If MAPA performs any part of the work on this project itself, MAPA shall abide by the provisions of the Nebraska Fair Employment Practices Act as provided by Neb.Rev.Stat. § 48-1101 to 48-1126, and all regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation, Title 49 CFR, Parts 21 and 27 as set forth in the SECTION 30. TITLE VI NONDISCRIMINATION CLAUSES of this agreement. The reference to "Contractor" in this section also means "MPO".

#### **SECTION 15. DISABILITIES ACT**

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

#### **SECTION 16. LAWFUL PRESENCE IN USA AND WORK ELIGIBILITY STATUS PROVISIONS**

MAPA agrees to comply with the requirements of Neb.Rev.Stat. § 4-108 to 4-114 with its Federal-aid project, including, but not limited to, the requirements of § 4-114(2) to place in any contract it enters into with a public contractor a provision requiring the public contractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

#### **SECTION 17. DISADVANTAGED BUSINESS ENTERPRISES (DBE)**

##### **17.1 Policy**

MAPA shall ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal Funds under this agreement.

Consequently, the DBE requirements of 49 CFR Part 26 are hereby made a part of and incorporated by this reference into this agreement.

17.2 Disadvantaged Business Enterprises (DBEs) Obligation

MAPA and State shall ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal Funds provided under this agreement. In this regard, MAPA shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. MAPA shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of FHWA assisted contracts.

MPO, acting as a sub-recipient of Federal-aid funds on this project shall adopt the disadvantaged business enterprise program of State for the Federal-aid contracts MAPA enters into on this project.

Failure of MAPA to carry out the requirements set forth above shall constitute breach of contract and, after the notification of the FHWA, may result in termination of the agreement or contract by State or such remedy as State deems appropriate.

**SECTION 18. TITLE VI NONDISCRIMINATION CLAUSES**

During the performance of this agreement, MPO, for itself, its assignees and successors in interest agrees as follows:

18.1 Compliance with Regulations:

MAPA shall comply with the Regulations of the Department of Transportation relative to nondiscrimination in federally assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Parts 21 and 27, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this agreement.

18.2 Nondiscrimination:

MPO, with regard to the work performed by it after award and prior to completion of the contract work, shall not discriminate on the basis of disability, race, color, sex, religion or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. MAPA shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix "A," "B," and "C" of Part 21 of the Regulations.

18.3 Solicitations for Subcontracts, Including Procurements of Materials and Equipment:

In all solicitations either by competitive bidding or negotiation made by MAPA for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by MAPA of MPO's obligations under this agreement and the Regulations relative to nondiscrimination on the basis of disability, race, color, sex, religion or national origin.

18.4 Information and Reports:

MAPA shall provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by State or FHWA to be pertinent to ascertain compliance with such Regulations, orders and

instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, MAPA shall so certify to State, or FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.

18.5 Sanctions for Noncompliance:

In the event of MPO's noncompliance with the nondiscrimination provisions of this agreement, State will impose such contract sanctions as it or FHWA may determine to be appropriate, including but not limited to,

- (a) Withholding of payments to MAPA under this agreement until MAPA complies, and/or
- (b) Cancellation, termination or suspension of this agreement, in whole or in part.

18.6 Incorporation of Provisions:

MAPA shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. MAPA shall take such action with respect to any subcontract or procurement as State or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, MAPA may request State to enter into such litigation to protect the interests of State, and in addition, MAPA may request the United States to enter into such litigation to protect the interests of the United States.

**SECTION 19. ENTIRE AGREEMENT**

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

IN WITNESS WHEREOF, the Parties hereby execute this agreement pursuant to lawful authority as of the date signed by each party.

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

WITNESS:

METROPOLITAN AREA PLANNING AGENCY  
Greg Youell

\_\_\_\_\_  
Director

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

STATE OF NEBRASKA  
DEPARTMENT OF ROADS  
Mick Syslo, P.E.

\_\_\_\_\_  
Materials and Research Engineer

# Sarpy County

## Project Cost and Community Contribution

<b>Total Estimated Project Cost</b>	\$90,000
<b>H2050 Mini-Grant Funding Request (Consultant Services)</b>	\$30,000
<b>Local Financial Match</b>	\$60,000

### Staff Roles

Staff will serve as overall study project manager. In addition, staff will be responsible for the following:

1. Working with a consultant to develop/document design criteria
2. Provide base mapping and land use data (current and future).
3. Actively participate in workshops
4. Review the corridor location amendment process.
5. Engage landowners and developers to educate them on the process

## Project Information

### Project Name

Arterial and Collector Road Location Study

### Geographic Boundaries

This is a county wide project to develop a policy for locating/modifying arterial and major collector routes as well as completing the first phase of plan development. The specific location for Phase 1 will be developed at the time of study initiation.

### Project Objectives and Key Tasks

Sarpy County is an areas of the metro where there is the need for developable land outside the current city limits of Bellevue, Papillion, La Vista, and Gretna. In most areas of the county, development outside the cities will require extending the infrastructure, including a transportation network.

The proposed project would provide a forward-looking plan identifying the arterial and major collector roadway network to support and complement known and anticipated residential, commercial, industrial and public development of the area outside each of the communities. In addition, the work will also provide a process for amending the initial alignment plan to allow the concept to growth/change as development demands change.

### Explain how you will take the project through implementation

A preliminary work plan from initiation to implementation has been prepared and includes the following:

Task 1 – Project Initiation: Collect mapping and datasets required for Plan development.

Task 2 – Develop the vision/Purpose and Need of the Arterial/Collector Corridor Master Plan

Task 3 – Document applicable road design criteria for each of the street/corridor types (based on functional classification and area type),

Task 4 – Develop an arterial/collector master plan alignment amendment process

Task 5 – Develop the universe of potential collector and arterial alignments

Task 6 – Screen alternatives and identify potential revisions

Task 7 – Select from the universe the technically feasible corridor alternatives

Task 8 – Document and map corridor alignments

Public engagement efforts for this study will be integrated into and frame all of the tasks

## Plan Alignment

**Local Plan or Local Comprehensive Plan?** - Yes

Developing a comprehensive arterial and major collector plan integrates the comprehensive plan and on-going development proposals with the transportation network for communities and the rural areas of Sarpy County. These plans then integrate with the regional transportation plan and 2050 plan.

**Is this project identifies within the Regional Bike Ped Plan?** – No

## Heartland 2050 Action Plan

**Developed by the Heartland 2050 Implementation Committees, the Action Plan, lists a series of desired outcomes and the steps needed to achieve them. Please use the space below to describe how your project relates to elements of the H2050 Action Plan including the “Projects with Momentum” identified within it.**

Each of the Action Plan goals use terms such as "strengthen business", "together", "health", "connected", "choice", and "efficient infrastructure investment". The proposed arterial and major collector network identification, location and amendment process embodies each of these characteristics of the Action Plan. By creating a network logical and efficient access will be provided to employment and business centers. By creating a network, there will be options to the current arterial routes that are seeing more congestion each year as the county continues to grow and enhance the economic base of the metro. By creating a complete network before growth gets to a subarea, a more efficient network can be provided, rather than trying retrofit an area following development. By creating a countywide network, connectivity and opportunity for not only Sarpy County, but the metro will result.

Thus, the proposed arterial and collector concept will support each of the five goals included in the Heartland Action Plan.

## Guiding Principals

**Heartland 2050's Guiding Principals were used to develop the goals, strategies, and action steps in the Action Plan. Projects must demonstrate their relationship to these principals.**

#### Equity, Efficiency, Inclusivity, and Local Control/Regional Benefit

**Equity** - The primary goals of the study are development of a countywide process for locating arterial and major collector routes and establishing logical corridors throughout the county. Thus, a consistent set of parameters will be used throughout the county in identifying alignments. The consistency in route density and use of accepted engineering practices in alignments will enhance the equity of decision making.

**Efficiency** - Without a specific plan that allows staff (and developers) to understand where arterial and collector routes "should" be located the process of roadway planning and development process is piecemeal. A secondary result in there is almost continuous revision (some major, but most are more minor) to concepts for arterials and collectors. Developing a process of defining location, establishing corridors, and creating rules for adjusting routes, a more efficient process is provided.

**Inclusivity**- Routes addressed in the study incorporate all modes of travel available in the county and by having a countywide focus, all areas are considered.

**Local Control/Regional Benefit** - The arterial and major collector routes will almost exclusively fall under county and/or local jurisdiction responsibility. Thus, the focus is on enhancing local control through developing an organized plan for expanding routes. As many of the routes will support continuous/semi-continuous travel across the county, they will aid in maintaining the integrity of the regional network.

#### Employment

Future employment centers throughout the county will require extension of the arterial and major collector networks. The study will initiate/enhance the level of coordination between land use planning efforts for where employment will be located, with the infrastructure planning connecting these areas to the regional network and residential areas.

#### Education

There is the expectation that residential development will continue throughout the county. The added housing units is anticipated to create the need for new schools across all grades K through 12. While specific locations for all potential new facilities is not known, historically new schools have been added on the fringe of the current transportation infrastructure. By understanding where new arterials and collectors are anticipated, an enhanced level of coordination with new school sites can occur.

#### Health Care

A complete arterial and collector network, will provide alternates to the currently limited arterial network that is seeing increased congestion levels every year. With alternates, that can improve the continuity of the system, growth in VHT can be slowed, which can represent lower levels of congestion. Reducing the level of congestion will positively impact emissions, which will provide a health benefit to the community.

## Regional Significance

Through development of the study the county and local jurisdiction partners will develop a conceptual arterial and major collector network for future growth areas. From a regional significance perspective, arterial routes, and major collectors to a lesser extent, will support longer distance travel within and through Sarpy County. In supporting this longer distance travel, the future arterial routes will provide support and complement the capacity and access provided by current arterials such as I-80, US 75, Hwy 370, US 6, Hwy 50.

A key product of the study is also development of a process for establishing the arterial and major collector networks that could be employed by other jurisdictions in the metro. Thus, providing enhanced uniformity in the process of developing and allowing changes to these regional corridors.

Partners

None

**RESOLUTION**  
**SIGNING OF THE PROJECT PROGRAM AGREEMENT**

METROPOLITAN AREA PLANNING AGENCY (MAPA)

Resolution No. \_\_\_\_\_

**Whereas:** MAPA is proposing a transportation project for which it would like to obtain Federal funds;

**Whereas:** MAPA understands that it must strictly follow all Federal, State and local laws, rules, regulations, policies and guidelines applicable to the funding of the Federal-aid project; and

**Whereas: MAPA** and Nebraska Department of Transportation (NDOT) wish to enter into a Project Program Agreement setting out the various duties and funding responsibilities for the Federal-aid project.

**Be It Resolved:** by the Board of MAPA, Nebraska that:

Greg Youell, Director, is hereby authorized to sign the attached Project Program Agreement between the MAPA and the NDOT.

MAPA is committed to providing local funds for the project as required by the Project Program Agreement.

NDOR Project Number: MAPA-77(60)

NDOR Control Number: 22740

NDOR Project Name: Sarpy County Arterial & Collector

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017 at \_\_\_\_\_ Nebraska.  
(Month) (Year)

The Board Members of MAPA,

_____	_____
_____	_____
_____	_____

Board/Council Member \_\_\_\_\_  
Moved the adoption of said resolution  
Member \_\_\_\_\_ Seconded the Motion  
Roll Call: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Abstained \_\_\_\_\_ Absent  
Resolution adopted, signed and billed as adopted

Attest:

\_\_\_\_\_  
Signature



## TRAVEL AUTHORIZATION FORM

Person Traveling :	Greg Youell, Karna Loewenstein, Jeff Spiels, Mike Helgersen & 24 Team Members		
Dates of Travel:	October 9-10, 2017		
Departure Time:	7:00 AM	Return Time:	5:00 PM
Traveling to :	Minneapolis, MN		
Purpose:	Heartland 2050 Learning Site Visit		
Coding:	27006-04 25%-18IAWF01 25%-17PKWF01 Staff-16NDOR02 Remaining-16DUES01		
Block Rate Deadline:			

### Estimated Travel Expenses:

Registration	\$0.00	Transp. Fares	\$1,400.00	Parking	
Flights	\$14,804.44	Auto Rental		Other	\$2,315.56
MAPA Vehicle Mileage	\$0.00	Personal Vehicle Mileage	\$0.00	Rate	\$0.535
Per Diem:	Start Day	Between Days	x # of days	End Day	
Breakfast		\$0.00	x 0		
Lunch		\$0.00	x 0		
Dinner		\$0.00	x 0		
Incidental		\$0.00	x 0		
Meals & Incidental					
Total	\$2,380.00	\$0.00	x 0		\$2,380.00
Lodging	\$5,600.00	\$0.00	x 0		
Taxes & Fees on Lodging	\$1,120.00	\$0.00	x 0		

Deduction for Meals Provided at Conferences \_\_\_\_\_

Total Lodging \$6,720.00 Total Meals and Incidentals \$4,760.00

Total Estimated Travel Expenses: **\$30,000.00**

Date Submitted:	by	<u>Karna Loewenstein</u>	Employee Traveling
Date Approved:	by		Department Director
Date Approved: 8-18-17	by	<u>[Signature]</u>	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)

\* See Notes on Page 2

- \* If travel is outside the MAPA five-county region Travel Authorizations are to be approved in advance.
- \* Attach meeting/conference information to this form prior to submission.
- \* Receipts and the Travel Reconciliation Form are to be submitted upon your return along with a copy of the approved Travel Authorization form. If you need reimbursed you will also need to fill out and include the Expense Reimbursement Form.
- \* Detailed meal receipts itemizing all food and drink must be obtained from vendor. A credit card receipt alone is not sufficient documentation.
- \* Seat upgrade fees are not an allowable expense and will be at your own expense.
- \* Meals provided at conferences need to be deducted from per diem table.
- \* Alcohol is not allowable and will be at your own expense.
- \* Tip Maximum is 20% of before tax subtotal.
- \* Lodging & Registration that exceed the discounted rate for block conference may be at your own expense if request was made after the deadline.
- \* Breakfast is allowable if you are required to leave before 6:30 AM of or overnight travel (stayed away previous night)
- \* Lunch is allowable on overnight travel, if you are required to leave before 11:00 AM or return after 2:00 PM
- \* Dinner is allowable on overnight travel, if you are required to leave before 5:00 PM or return after 7:00 PM
- \* Meals are not reimbursable if the employee eats within 20 miles of Omaha, unless during training or a business meeting is taking place during the meal.



Natasha Barrett <nbarrett@mapacog.org>

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**Fwd: FW: Re: GSS-General Group Travel (KMM74445569V27020L0KM)**

1 message

---

**Karna Loewenstein** <kloewenstein@mapacog.org>  
To: "Natasha M. Barrett (Mapa)" <nbarrett@mapacog.org>

Wed, Aug 16, 2017 at 8:17 AM

Just came in yesterday.

**Karna Loewenstein**

Project Coordinator Heartland 2050 Regional Vision  
Metro Area Planning Agency (MAPA)  
2222 Cuming St  
Omaha NE 68102  
402.444.6866 ex 225  
kloewenstein@mapacog.org

----- Forwarded message -----

From: **Terry Oldenburg** <terry@beaconvacations.com>  
Date: Tue, Aug 15, 2017 at 5:01 PM  
Subject: FW: Re: GSS-General Group Travel (KMM74445569V27020L0KM)  
To: Karna Loewenstein <kloewenstein@mapacog.org>

Karna,

I finally got a quote today for the 24 seats. It is a little higher than expected at 528.73 per seat.

That is the Delta cost of 518.73 per seat shown below and a booking charge from Beacon Vacations of 10.00 per seat. I normally charge 25.00 per seat but since they are all the same I will do 10.00 per seat which is what I did last year. Please let me know as soon as you can if you want these seats so we can lock in the price.

Thank You for Choosing Beacon Vacations.

Terry Oldenburg

Terry@beaconvacations.com

Office: 712-256-4781

Fax: 712-256-4989

**\*\*Prices and availability are not guaranteed until booked and paid.**

**\*\*Be sure to check all cancellation and change penalties prior to making any bookings**

**From:** Terry Oldenburg [mailto:terryoldenburg@cox.net]  
**Sent:** Tuesday, August 15, 2017 4:57 PM

To: Terry Oldenburg <terry@beaconvacations.com>

Subject: Fwd: Re: GSS-General Group Travel (KMM74445569V27020L0KM)

Sent from my Sprint Samsung Galaxy S7 edge.

----- Original message -----

From: Contact Delta <ContactUs.Delta@delta.com>

Date: 8/15/17 2:57 PM (GMT-06:00)

To: TERRYOLDENBURG@COX.NET

Subject: Re: GSS-General Group Travel (KMM74445569V27020L0KM)

**Delta Air Lines Group & Specialty Sales Center**  
8:00AM – 8:00PM Eastern Time / Monday – Friday

**FARE QUOTE**  
08/15/2017

Dear Terry,

This is a **FARE QUOTE ONLY**, the space is NOT confirmed. This fare includes all taxes and carrier imposed fees and is **NOT GUARANTEED** until space is confirmed and it is subject to availability. **Please call Delta Groups and Specialty Sales at 1-800-532-4777 to book your group reservation.** Once space is confirmed a correspondence letter is sent detailing the terms of your agreement.

Passengers: 24

Base fare: 460.31 USD

CXR Surch: 0.00 USD, Tax/Fees: 58.42 USD

Total: 518.73 USD

09OCT 700A OMA-MSP 09OCT 812A (DL #2409 717)

10OCT 545P MSP-OMA 10OCT 710P (DL #4676 CRJ)

Delta connection flight operated by Skywest Airlines

**\*\*In some cases, individual airfares may seem lower when booked online via [www.delta.com](http://www.delta.com); however, when checking fares for individual passengers online, the fares represent availability for individuals, not your entire group. They usually require instant purchase, and are generally more restrictive. Group fares allow for more flexibility regarding the deposit, final payment, deviations and name changes.**

Thank you for your interest in DL/KL/AF Group Products.

Sincerely,  
John Gerard  
Delta Air Lines  
Group and Specialty Sales Center

Original Message Follows: -----

From: terryoldenburg@cox.net  
To: ContactUs.Delta@delta.com  
Subject: GSS-General Group Travel  
Date: August 15, 2017 11:49:25 AM EDT

#### **Delta Air Lines Group Travel Form**

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#### **Group Travel Information**

**Group Customer:** Group Coordinator/Leader  
**Travel Type:** AdhocTravel  
**Group Type:** general

**Country:** US  
**Address Line 1:** 217 Seldin Ave  
**City:** Council Bluffs  
**State:** IA  
**Postal Code:** 51503

---

#### **Customer Information**

**First Name:** Terry  
**Last Name:** Oldenburg  
**Email Address:** terryoldenburg@cox.net  
**Phone Country Code:** 1  
**Phone Number:** 712-355-0015  
**Phone Options:** Mobile  
**Alternate Phone Country Code:** 1  
**Alternate Phone Number:** 712-322-2736  
**Alternate Phone Options:** Other  
**Group Coordinator First Name:** Terry

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#### **Travel Details**

**Group Name:** MAPA  
**Group Description:** GeneralTravel  
**Travel Region Grp:** US  
**Group Flight Info:** Round\_Trip  
**Number of Passenger:** 24  
**Nonstop:** No  
**From:** OMA  
**Leave:** 10/09/2017  
**Cabin:** Main Cabin

**To:** MSP  
**Return:** 10/10/2017  
**Cabin:** Main Cabin  
**Group Flight Info:** Round\_Trip

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### **Special Requests**

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My group would like flight 2409 from Omaha to Minneapolis and flight 4676 from Minneapolis to Omaha. I requested this contract a week ago and have not gotten any response other than that the request was received. Obviously we would like to get this booked before there is a price increase. Please let me know if this space is available so we can get it booked.



## **Board Adoption of the Guidelines & Principles for Nonprofit Excellence in Nebraska and Iowa by Resolution**

We, the Board of Directors of INSERT YOUR ORGANIZATION NAME HERE, herby affirm that our organization is committed to being guided by these Guidelines & Principles and the program's related tools. We affirm that our organization is actively engaged in good faith efforts to meet each of the best practices as is appropriate so that we may achieve the highest in ethical accountability, transparency and organizational effectiveness. We also affirm that we have reviewed and are in compliance with the items listed in the legally required sections of the assessments pertinent to our organization.

The Resolution was passed by a \_\_\_\_\_ (majority/unanimous) vote of the Board of Directors during its regular meeting of \_\_\_\_\_ (date), and this Resolution has been recorded in the permanent minutes.

**Signed by:** \_\_\_\_\_  
Executive Director/CEO

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

**Signed by:** \_\_\_\_\_  
President/Chair of the Board of Directors

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

Connect. Plan. Thrive.

## GUIDELINES & PRINCIPLES: INFRASTRUCTURE CHECKLIST

PREPARED BY: MELISSA ENGEL, DIRECTOR OF FINANCE AND OPERATIONS

AUGUST 2017

### PRIORITY 1: LEGALLY REQUIRED ITEMS FOR WHICH YOU ANSWERED "NO"

Item	Policy	Corrective Action	Date Due	Person Responsible
Whistle Blower Policy	Sarbanes-Oxley Act of 2002; 990	MAPA is not required to be compliant with either Sarbanes-Oxley or the 990 but it would still be best practice to have a policy for whistle blower protection.	1/31/18	Director of Finance and Operations
Whistle Blower place for reporting		MAPA will work with members such as Douglas County to see if we can utilize a hotline that is already operational as an avenue for anonymous reporting financial and operational misconduct.	1/31/18	Director of Finance and Operations
Whistle Blower Protection Act Poster	Human Resources Employment Postings Required	Obtain required employment posting for whistle blower protection act.	10/31/17	Director of Finance and Operations
Sexual Harassment training	Required with 15 or more employees: Human Resources Employment Laws Required	Schedule and execute sexual harassment training for staff	2/28/18	Director of Finance and Operations

Emergency Phone Numbers	Required posting for Nebraska	Post emergency numbers	10/31/17	Director of Finance and Operations
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## PRIORITY 2: LEGALLY REQUIRED ITEMS FOR WHICH YOU ANSWERED "NOT SURE"

Item	Policy	Corrective Action	Date Due	Person Responsible
IRS Determination letter	IRS Determination letter publicly accessible for accountability purposes	Not sure if this is required since we are not a non-profit. Our foundation does not have a separate website	NA	NA
Nursing mothers	NE LB 197; Iowa Code 135.30A	Allow for nursing mothers in the workplace	1/31/18	Director of Finance and Operations
Privacy of Health Information – HIPPA	HIPPA policy to be included in personnel policies	Add a policy in personnel policy manual	1/31/18	Director of Finance and Operations
Recovery of overcompensation	Employment Laws	Add a policy in personnel policy manual	1/31/18	Director of Finance and Operations
Payday Notice	Employment postings required	Post paydays with other employment postings	10/31/17	Director of Finance and Operations
HIPPA data security standards	Information technology	Not sure if required since we do not maintain medical records	1/31/18	GIS Coordinator/ Technology Consultant

## PRIORITY 3: STRONGLY RECOMMENDED ITEMS FOR WHICH YOU ANSWERED "NO"

Item	Policy	Corrective Action	Date Due	Person Responsible
Credit Card Policy and Procedures	Financial Management Strongly Recommended	Add a policy in personnel policy manual	1/31/18	Director of Finance and Operations
Adherence to Association of Fundraising	Fundraising: Strongly Recommended	Research "Code of Conduct" educate	2/28/18	Executive Director

Professionals' Code of Ethics		and implement as it pertains to MAPA		
Do not call/fax/email policy	Fundraising: Strongly Recommended	Research regulation educate and implement as it pertains to MAPA	2/28/18	Information Officer
Gift acceptance, management & recognition policy	Financial Management Strongly Recommended	Add a policy in personnel policy manual	1/31/18	Director of Finance and Operations
Grants management system	System to maintain copies of every proposal, all grants communication, database information, reporting requirements, evaluation & calendar	Research need and execute as appropriate	4/30/18	Community and Economic Development Manager
Prompt acknowledgement & thank you letters to donors/sponsors	Fundraising: Strongly Recommended	Develop a process to ensure prompt acknowledgement of donors and event sponsors	9/30/17	Executive Director, Heartland 2050 Coordinator
Board code of ethics/conduct	Governance: Strongly Recommended	Prepare code of ethics for Board conduct	2/28/18	Executive Director
Board evaluation & review of CEO compensation and performance	Key Documents	The last 2 years the Executive Director review has not been documented in writing	10/31/17	Board Chair
Code of ethics	Human Resources: Policies Key Documents	Add a policy in personnel policy manual	1/31/18	Director of Finance and Operations
Retirement Policy	Human Resources: Policies Key Documents	Add a policy in personnel policy manual	1/31/18	Director of Finance and Operations
Succession Plan	Human Resources: Policies, Key Documents	Prepare a succession plan	2/28/18	Executive Director
Disaster Recovery Plan	Human Resources Key Documents	Prepare Disaster Recovery Plan	4/30/18	Executive Director
Management Information Systems (MIS)	Policies, procedures & protocols (including data sharing, email,	Prepare policies as appropriate for MAPA	4/30/18	GIS Coordinator/ Technology consultant

	internet, list-serve, passwords, security, social media, technology use)			
Fiscal sponsorship policy & Procedures		Not applicable at this time	NA	NA
Joint venture policy			2/28/18	Executive Director

**PRIORITY 4: STRONGLY RECOMMENDED ITEMS FOR WHICH YOU ANSWERED “IN PROGRESS”**

<b>Item</b>	<b>Policy</b>	<b>Corrective Action</b>	<b>Date Due</b>	<b>Person Responsible</b>
Accountability, data collection & monitoring systems	Evaluation: Strongly Recommended		4/30/18	Transportation and Data Manager
Evaluation procedures	Evaluation: Strongly Recommended	Develop and monitor performance measures	4/30/18	Transportation and Data Manager

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## Guidelines & Principles: Infrastructure Checklist

### Prepared for:

**Omaha Council Bluffs Metropolitan Area Planning Agency**  
Omaha, Nebraska 68102

**Melissa Engel**  
Director of Finance Operations

Token: B4RwLniDI43bdFT

**August 14, 2017**

The Infrastructure Checklist is a quick guide to the documentation, systems, policies, procedures, and support mechanisms that nonprofit organizations should have in place to comply with the law and function effectively, efficiently, and transparently.

The Checklist is focused on **WHAT YOU SHOULD HAVE IN PLACE** rather than HOW you should use those systems/processes.

The Checklist recommendations are applicable to small grassroots organizations and large, multi-site networks. It provides a starting point for 501(c)(3) organizations in Nebraska and Iowa. Please keep in mind that your organization may be subject to additional rules or regulations due to your unique mission, subsector, or activities.

**This guidebook is not meant to be construed as legal advice, nor is it a substitute for individualized consultation with an attorney.**

[Read more about the Infrastructure Checklist](#)

	Subquestion	Question
	Subquestion	Question

# On Fire

## Priority 1: Legally Required items for which you answered "No"

Research and consult with your board, staff and legal counsel.

These items deserve your greatest attention.

	Subquestion	Question
	Whistleblower policy (Sarbanes-Oxley Act of 2002; 990) <b>US</b>	Financial Management: Required
	Sexual harassment training (with 15 employees) <b>US</b>	Human Resources: Employment Laws: Required
	Whistleblower protection policy <b>US</b>	Human Resources: Employment Laws: Required
	Emergency Phone Numbers <b>NE</b>	Human Resources: Employment Postings: Required
	Whistleblower's Protection Act poster <b>US</b>	Human Resources: Employment Postings: Required
	Whistleblower policy (Sarbanes-Oxley Act of 2002; 990) <b>US</b>	Transparency & Accountability: Required

# On Fire

## Priority 2: Legally Required items for which you answered "In Progress"

These are items you need to finish. What are the next steps?

	Subquestion	Question
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# On Fire

## Priority 3: Legally Required items for which you answered "Not Sure"

Discuss with your board, staff and legal counsel, then reclassify.

	Subquestion	Question
	IRS Form 1023 & IRS determination letter—publicly accessible for accountability purposes <b>US</b>	Governance: Required
	Nursing mothers (Neb. L.B. 197; Iowa Code § 135.30A) <b>NE, IA</b>	Human Resources: Employment Laws: Required
	Privacy of Health Information—HIPPA (Health Insurance Portability & Accountability Act of 1996) <b>US</b>	Human Resources: Employment Laws: Required
	Recovery of overcompensation <b>US</b>	Human Resources: Employment Laws: Required
	Payday Notice <b>NE</b>	Human Resources: Employment Postings: Required
	Compliance with applicable HIPAA, COPPA, PCI/DSS data security standards (Health Insurance Portability & Accountability Act of 1996; Children's Online Privacy Protection Act of 1998, Payment Card Industry Data Security Standard) <b>US</b>	Information Technology: Required

# Very Important

## Priority 4: Strongly Recommended items for which you answered "No"

Research and discuss implementing these best practices with your board and/or staff.

	Subquestion	Question
	Credit card policy & procedures	Financial Management: Strongly Recommended
	Adherence to Association of Fundraising Professionals' Code of Ethics	Fundraising: Strongly Recommended
	Do not call/fax/email policy	Fundraising: Strongly Recommended
	Gift acceptance, management & recognition policy (including in-kind donations, fair market value & disposal of assets, donor confidentiality policy)	Fundraising: Strongly Recommended
	Grants management system (if the organization has grants)—copies of every proposal, all grants communication, database information, reporting requirements, evaluation & calendar	Fundraising: Strongly Recommended
	Prompt acknowledgment & thank you letters to donors	Fundraising: Strongly Recommended
	Board code of ethics/conduct	Governance: Strongly Recommended
	Board evaluation & review of CEO compensation and performance	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Code of ethics	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Retirement policy	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Succession plan	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Disaster recovery plan	Information Technology: Strongly Recommended
	Management information systems (MIS) policies, procedures & protocols (including data sharing, email, Internet, list-serve, passwords, security, social media, technology use)	Information Technology: Strongly Recommended
	Fiscal sponsorship policy & procedures	Strategic Alliances: Strongly Recommended
	Joint venture policy	Strategic Alliances: Strongly Recommended
	Code of ethics	Transparency & Accountability: Strongly Recommended

# Very Important

## Priority 5: Strongly Recommended items for which you answered "In Progress"

These are items you need to finish. What are the next steps?

	Subquestion	Question
	Accountability, data collection & monitoring systems	Evaluation: Strongly Recommended
	Evaluation procedures	Evaluation: Strongly Recommended

# Very Important

## Priority 6: Strongly Recommended items for which you answered "Not Sure"

Discuss with your board and/or staff and reclassify.

	Subquestion	Question
	Do not pay fundraisers based on percentage of funds raised or commissions	Fundraising: Strongly Recommended
	Bylaws include board liability & indemnification language	Governance: Strongly Recommended
	Compliance with applicable data security standards (PCI, DSS, etc.)	Information Technology: Strongly Recommended

# Important

## Priority 7: Recommended items for which you answered "No"

Research and discuss implementing these best practices with your board and/or staff.

	Subquestion	Question
	Confidentiality policies & procedures	Communication: Recommended
	Distinguish between personal opinion & organizational positions	Communication: Recommended
	Ethics standards	Communication: Recommended
	Internal communication policies & procedures	Communication: Recommended
	Policy & procedures for developing statements & positions on issues	Communication: Recommended
	Privacy policy	Communication: Recommended
	Formative evaluation plan & systems	Evaluation: Recommended
	Outcome evaluation plan & systems	Evaluation: Recommended
	Program evaluation plan & systems	Evaluation: Recommended
	Assess evaluation practices & modify as needed	Evaluation: Recommended
	Appropriate use of benchmarks/industry standards	Financial Management: Recommended
	Board-approved, written risk management plan	Financial Management: Recommended
	Cash flow projection	Financial Management: Recommended
	Financial reserve policy (target of 3-6 months)	Financial Management: Recommended
	Mail handling & receipt of funds procedures	Financial Management: Recommended
	Petty cash policy	Financial Management: Recommended
	Prohibition on loans to key employees	Financial Management: Recommended
	Case statement	Fundraising: Recommended
	Donor database (contributions/restrictions)	Fundraising: Recommended
	Fund development plan	Fundraising: Recommended
	Fundraising budget & system to track expenditures	Fundraising: Recommended
	Policy for donor stewardship	Fundraising: Recommended
	Board attendance policy	Governance: Recommended
	Board member handbook—policies & procedures including, but not limited to (1) Advocacy & lobbying (2) Attendance & dismissal (3) Audit process & auditor selection (4) Board responsibilities/expectations/job descriptions (5) Board transition (term limits, recruitment, selection) (6) Committees (purpose, structure, goals, activities) (7) Conflict of interest policy (8) Crisis communication plan (9) Executive transition (emergency & planned) (10) Orientation, training & evaluation	Governance: Recommended
	Board self-assessment plan & forms	Governance: Recommended

	Subquestion	Question
	Committee policy handbooks	Governance: Recommended
	Disaster recovery plan	Governance: Recommended
	Leadership succession & transition plan (including board & staff leadership)	Governance: Recommended
	Risk evaluation & management systems	Governance: Recommended
	Professional development plan	Human Resources: Personnel Files: Recommended
	Reference check documentation	Human Resources: Personnel Files: Recommended
	Break policy, including lunch	Human Resources: Policies, Procedures, Key Documents: Recommended
	Confidentiality/non-disclosure/non-compete policies & procedures	Human Resources: Policies, Procedures, Key Documents: Recommended
	Diversity plan/cultural competency	Human Resources: Policies, Procedures, Key Documents: Recommended
	Inclement weather policy & procedures	Human Resources: Policies, Procedures, Key Documents: Recommended
	Intellectual property policy	Human Resources: Policies, Procedures, Key Documents: Recommended
	Nonsmoking policy	Human Resources: Policies, Procedures, Key Documents: Recommended
	Orientation, training & evaluation procedures	Human Resources: Policies, Procedures, Key Documents: Recommended
	Professionalism/code of conduct	Human Resources: Policies, Procedures, Key Documents: Recommended
	Reference request policy	Human Resources: Policies, Procedures, Key Documents: Recommended
	Volunteer engagement plan	Human Resources: Policies, Procedures, Key Documents: Recommended
	Hardware, software & vendor inventory	Information Technology: Recommended
	Technology assessment & plan	Information Technology: Recommended
	Technology training plan (staff & volunteers)	Information Technology: Recommended
	Disaster recovery plan	Planning: Recommended
	Executive/leadership transition plan	Planning: Recommended
	Fund development plan (diversification of funds)	Planning: Recommended
	Operational or business plan	Planning: Recommended
	Sustainability plan	Planning: Recommended
	Technology plan	Planning: Recommended
	Constituent engagement plan	Public Policy & Advocacy: Recommended
	Monitor public policy climate	Public Policy & Advocacy: Recommended
	Provide appropriate training/information to organizational advocates	Public Policy & Advocacy: Recommended
	Written public policy & advocacy policy/plan	Public Policy & Advocacy: Recommended
	Share information, best practices, lessons learned	Strategic Alliances: Recommended

	Subquestion	Question
	Confidentiality policies & procedures (all constituents)	Transparency & Accountability: Recommended

# Important

## Priority 8: Recommended items for which you answered "In Progress"

These are already on your radar. What will it take to finish them?

	Subquestion	Question
	Crisis management plan	Communication: Recommended
	External communications/public relations/media plan	Communication: Recommended
	Marketing and/or communications plan	Communication: Recommended
	Database, searchable by strategic constituent groups	Information Technology: Recommended
	Comprehensive organizational plan—including operations, program strategies, fundraising, financial management/budgeting procedures, communications, risk/crisis management	Planning: Recommended
	Marketing & communication plan	Planning: Recommended

# Important

## Priority 9: Recommended items for which you answered "Not Sure"

Discuss with your board and/or staff and reclassify.

	Subquestion	Question
	Committee charter(s)	Governance: Recommended
	Compensation documentation (executive & other staff) Note: See IRS information on	Governance: Recommended
	Executive evaluation plan	Governance: Recommended
	Advocacy plan	Planning: Recommended
	Data backup & recovery plan	Planning: Recommended
	Director liability & indemnification provision	Planning: Recommended
	Risk & disaster management systems	Planning: Recommended
	Values statement	Planning: Recommended

# Excellent

## Priority 10: Legally Required items for which you answered "Yes"

Monitor these items to maintain your 501c3 status and good standing in your community. Identify ongoing filings, board activities, etc. required to remain in compliance.

	Subquestion	Question
	Audit, if organization spends over \$750,000 of federal money/grants (Office of Management & Budget Uniform Guidance; 990) US	Financial Management: Required
	Bulk-rate postage permit, if applicable <b>US</b>	Financial Management: Required
	Financial records & destruction policy (Sarbanes-Oxley Act of 2002; 990) <b>US</b>	Financial Management: Required
	Financial supporting documentation - i.e., grant applications, sales slips, paid bills, invoices, receipts, deposit slips, canceled checks (Internal Revenue Code §501(c)(3)) <b>US</b>	Financial Management: Required
	IRS Form 1099-MISC, if applicable (Internal Revenue Code §501(c)(3)) <b>US</b>	Financial Management: Required
	Personal use of assets/funds policy (Internal Revenue Code §501(c)(3), §4958) <b>US</b>	Financial Management: Required
	Lobbying expense policy & procedures, if applicable (Lobbying Disclosure Act of 1995; Neb. Rev. Stat. §49-1483.03; Iowa Code §68B.37; 990) <b>US, NE, IA</b>	Financial Management: Required
	Payroll - federal, state & local quarterly withholding/filings <b>US, NE, IA</b>	Financial Management: Required
	File biennial report (by April 1st, in odd years) with Secretary of State (Neb. Rev. Stat. §21-125; Iowa Code §504.1613) <b>NE, IA</b>	Financial Management: Required
	Prohibition on loans to board members/officers (Neb. Rev. Stat. §21-1988; Iowa Code §504.834) <b>NE, IA</b>	Financial Management: Required
	Provide appropriate acknowledgement/receipts to donors (Internal Revenue Code §170(f)(17); 990) <b>US</b>	Fundraising: Required
	Conflict of interest policy, procedures & signed forms for board, staff, & volunteers—updated annually (Sarbanes-Oxley Act of 2002; 990) <b>US</b>	Governance: Required
	Articles of incorporation (Neb. Rev. Stat. §21-1921, §21-1922; Iowa Code §504.202) <b>NE, IA</b>	Governance: Required
	Establish within 60 days and continuously maintain a registered office and registered agent (Neb. Rev. Stat. §21-1934, §21-1935, §21-1937; Iowa Code §504.501; Iowa Code §504.1421) <b>NE, IA</b>	Governance: Required

	Subquestion	Question
	File biennial report (by April 1st, in odd years) with Secretary of State (Neb. Rev. Stat. §21-125; Iowa Code §504.1613) <b>NE, IA</b>	Governance: Required
	Hold an organizational meeting after incorporation to elect directors (if not named in the articles) appoint officers, adopt bylaws, and carry on other business (Neb. Rev. Stat. §21-1924; Iowa Code §504.205) <b>NE, IA</b>	Governance: Required
	Required officers—president, secretary and treasurer, or as indicated in bylaws (Neb. Rev. Stat. §21-1990; Iowa Code §504.841) <b>NE, IA</b>	Governance: Required
	Minimum of three board members (Neb. Rev. Stat. §21-1970) <b>NE</b>	Governance: Required
	Notify NE Secretary of State if registered agent or registered office has been changed or discontinued within 120 days (Neb. Rev. Stat. §21-19,137) <b>NE</b>	Governance: Required
	Articles of incorporation must include provisions not inconsistent with law for how assets will be distributed in case of corporate dissolution (Neb. Rev. Stat. §21-1921, §21-1922; Iowa Code §504.202) <b>NE, IA (required for IA corporations incorporated after January 1, 2005; recommended for all others)</b>	Governance: Required
	403b plan documentation <b>US</b>	Human Resources: Employment Laws: Required
	Age Discrimination in Employment Act of 1967—with 20+ employees <b>US</b>	Human Resources: Employment Laws: Required
	All state and federal employment laws <b>US, NE, IA</b>	Human Resources: Employment Laws: Required
	Americans with Disabilities Act of 1990—with 15+ employees <b>US</b>	Human Resources: Employment Laws: Required
	Civil Rights Act of 1964—with 15+ employees <b>US</b>	Human Resources: Employment Laws: Required
	Compensation paid is reasonable & substantiated (Internal Revenue Code §501(c) (3); 990) <b>US</b>	Human Resources: Employment Laws: Required
	Drug Free Workplace Act of 1988—federal contractors & grantees <b>US</b>	Human Resources: Employment Laws: Required
	Employee Retirement Income Security Act of 1974—with 20+ employees <b>US</b>	Human Resources: Employment Laws: Required
	Equal Employment Opportunity Act of 1972 <b>US</b>	Human Resources: Employment Laws: Required
	Fair Credit Reporting Act of 2010 <b>US</b>	Human Resources: Employment Laws: Required
	Fair Labor Standards Act of 1938, including eligibility & classifications <b>US</b>	Human Resources: Employment Laws: Required
	Payroll (federal, state, local quarterly withholdings/filings) <b>US, NE</b>	Human Resources: Employment Laws: Required
	EEOC, with ADA and GINA <b>US, NE, IA</b>	Human Resources: Employment Postings: Required
	Employee Polygraph Protection Act Poster <b>US</b>	Human Resources: Employment Postings: Required
	E-Verify poster (if participating in the program) <b>US</b>	Human Resources: Employment Postings: Required
	Fair Labor Standards Act poster <b>US, NE, IA</b>	Human Resources: Employment Postings: Required

	Subquestion	Question
	Family Medical Leave Act poster (with 50+ employees) <b>US</b>	Human Resources: Employment Postings: Required
	OSHA poster <b>US</b>	Human Resources: Employment Postings: Required
	Unemployment Compensation <b>NE</b>	Human Resources: Employment Postings: Required
	Uniformed Services Employment & Reemployment Rights Act poster <b>US</b>	Human Resources: Employment Postings: Required
	Form I-9 (required), filed separately from other HR documentation (recommended practice) <b>US</b>	Human Resources: Personnel Files: Required
	Immigration & Naturalization Services (INS) documentation <b>US</b>	Human Resources: Personnel Files: Required
	Tax forms—W-4, annual W-2 <b>US, NE</b>	Human Resources: Personnel Files: Required
	Document retention & destruction policy (Sarbanes-Oxley Act of 2002) <b>US</b>	Information Technology: Required
	All necessary/appropriate insurance (i.e., D&O, general liability, etc.) <b>US, NE, IA</b>	Planning: Required
	Mission statement (990) <b>US</b>	Planning: Required
	Workers' compensation insurance (Neb. Rev. Stat. §§48-101 through 48-118.05; Iowa Code §87.1, §87.14A) <b>NE, IA</b> <b>Check your state law—the number of employees may impact your requirement to provide.</b>	Planning: Required
	Compliance with lobbying reporting requirements (Lobbying Disclosure Act of 1995; Neb. Rev. Stat. §49-1483.03; Iowa Code §68B.37; 990) <b>US, NE, IA</b>	Public Policy & Advocacy: Required
	Compliance with prohibition on supporting/opposing candidates or elected officials (Internal Revenue Code §501(c) (3); 990) <b>US</b>	Public Policy & Advocacy: Required
	Compliance with prohibition on using federal funds to lobby (Office of Management & Budget Circular A-122; 990) <b>US</b>	Public Policy & Advocacy: Required
	Nebraska lobbyist registration, if you have lobbyists in NE (Neb. Rev. Stat. §49-1480.01) <b>NE, US</b>	Public Policy & Advocacy: Required
	Understand that nonprofits may support/oppose legislation (subject to lobbying limitations) (Internal Revenue Code §501(c) (3), §501(h); 990) <b>US</b>	Public Policy & Advocacy: Required
	Compliance with legal reporting, tax law, financial requirements (Internal Revenue Code §6033; 990) <b>US</b>	Transparency & Accountability: Required
	Obtain Employer Identification Number (EIN) from the IRS. <b>US</b> <a href="http://www.irs.gov/businesses/small/article/0,,id=98350,00.html">http://www.irs.gov/businesses/small/article/0,,id=98350,00.html</a>	Transparency & Accountability: Required
	Document retention & destruction policy (Sarbanes-Oxley Act of 2002; 990) <b>US</b>	Transparency & Accountability: Required
	IRS Form 1023 & IRS determination letter, publicly available <b>US</b>	Transparency & Accountability: Required
	Articles of incorporation (Neb. Rev. Stat. §21-1921, §21-1922; Iowa Code §504.202) <b>NE, IA</b>	Transparency & Accountability: Required
	File biennial report (by April 1st, in odd years) with Secretary of State (Neb. Rev. Stat. §21-125; Iowa Code §504.1613) <b>NE, IA</b>	Transparency & Accountability: Required

# Excellent

## Priority 11: Strongly Recommended items for which you answered "Yes"

Congratulations on your commitment to best practices! Monitor these practices and identify ongoing activities that will ensure they continue and strengthen.

	Subquestion	Question
	Environmental scan and/or community needs/assets assessment	Evaluation: Strongly Recommended
	Written contracts with external consultants	Evaluation: Strongly Recommended
	Accounts receivable and billing procedures	Financial Management: Strongly Recommended
	Audit, financial review, or compilation	Financial Management: Strongly Recommended
	Bank reconciliations	Financial Management: Strongly Recommended
	Board review & approval of budget	Financial Management: Strongly Recommended
	Board review & approval of tax filings & audits	Financial Management: Strongly Recommended
	Budgets (revenue/expenses)	Financial Management: Strongly Recommended
	Cash disbursements—accounts payable procedures	Financial Management: Strongly Recommended
	Chart of accounts	Financial Management: Strongly Recommended
	Directors & officers liability insurance	Financial Management: Strongly Recommended
	Internal control procedures	Financial Management: Strongly Recommended
	Monthly financial statements with balance sheet	Financial Management: Strongly Recommended
	Procurement & purchasing policies	Financial Management: Strongly Recommended
	Signature authority	Financial Management: Strongly Recommended
	Uphold the public trust	Fundraising: Strongly Recommended
	Board member reimbursement/compensation policy	Governance: Strongly Recommended
	Board resolutions/minutes book	Governance: Strongly Recommended
	Liability insurances (Director & Officer, general, volunteer, etc.)	Governance: Strongly Recommended
	Voting procedures	Governance: Strongly Recommended
	Benefits documentation	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Board review & approval of compensation structure	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Conflict of interest—including annual disclosure of relationships	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended

	Subquestion	Question
	Employee health care information (kept separately from personnel information)	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Health, dental, vision, life insurance policies	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Leave time policy—voting, military service, bereavement, jury duty, FMLA	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Nondiscrimination, diversity & harassment policy	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Performance review & professional development	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Position descriptions	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Retain personnel files in accordance with Document Retention & Destruction Policy	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Social Security, Medicare, Medicaid	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Time off—holidays, vacation, sick, etc.	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Workers' compensation & unemployment insurance	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	Off-site system back-up	Information Technology: Strongly Recommended
	Organizational website and email accounts	Information Technology: Strongly Recommended
	Software license compliance	Information Technology: Strongly Recommended
	Surge protectors, patch management program, intrusion detection system, virus scans, firewalls, SPAM and passwords for all computers	Information Technology: Strongly Recommended
	Uninterruptable Power Supplies on key servers	Information Technology: Strongly Recommended
	Procedures to track lobbying expenses for reporting purposes	Public Policy & Advocacy: Strongly Recommended
	Written memo of agreement/understanding for each collaborative commitment	Strategic Alliances: Strongly Recommended
	Annual report (publicly available)—including program information, organizational performance, financial status, donor (with permission), board & staff listings, organization contact information	Transparency & Accountability: Strongly Recommended
	Nondiscrimination policy	Transparency & Accountability: Strongly Recommended

# Excellent

## Priority 12: Recommended items for which you answered "Yes"

Congratulations on your commitment to best practices! Monitor these practices and identify ongoing activities that will ensure they continue and strengthen.

	Subquestion	Question
	All basic organization information easily accessible (IRS Form 990, annual report, financial statements, fees & services, board & staff members' names)	Communication: Recommended
	Clear brand	Communication: Recommended
	Graphic standards	Communication: Recommended
	Grievance policy & procedures	Communication: Recommended
	Social media policy	Communication: Recommended
	Spokesperson(s) authorized to make public statements	Communication: Recommended
	Process for sharing results with the public	Evaluation: Recommended
	Solicit stakeholder input/feedback	Evaluation: Recommended
	Audit committee policies & procedures	Financial Management: Recommended
	Board-approved, written financial management policies & procedures	Financial Management: Recommended
	Board-approved, written investment plan	Financial Management: Recommended
	Bookkeeping software	Financial Management: Recommended
	Contract management policies & procedures (bidding system, contracts, evaluation & monitoring tools)	Financial Management: Recommended
	Documentation from donors when restricted funds are received	Financial Management: Recommended
	Documentation of accounting policies & systems—meet Financial Accounting Standards Board (FASB) and/or Government Accounting Standards Board (GASB) requirements	Financial Management: Recommended
	Expense reimbursement policy & procedures, including cash advance	Financial Management: Recommended
	Investment policy	Financial Management: Recommended
	Spending limits policy	Financial Management: Recommended
	Annual report	Governance: Recommended
	Board calendar (meetings & organizational events)	Governance: Recommended
	Board member recruitment, selection, orientation, training plans	Governance: Recommended
	Board terms, rotation & removal (bylaws)	Governance: Recommended
	Chief executive hiring & assessment/evaluation plan	Governance: Recommended

	Subquestion	Question
	Committee descriptions (purpose, structure, goals, activities, person responsible)	Governance: Recommended
	Organizational chart	Governance: Recommended
	Process for determining chief executive compensation	Governance: Recommended
	Background check documentation, if applicable	Human Resources: Personnel Files: Recommended
	Documentation of disciplinary action signed by employee	Human Resources: Personnel Files: Recommended
	Documentation of other conditions for employment	Human Resources: Personnel Files: Recommended
	Documentation of receipt of Employee Policies & Procedures Manual	Human Resources: Personnel Files: Recommended
	Driving records/proof of insurance	Human Resources: Personnel Files: Recommended
	Emergency contact information	Human Resources: Personnel Files: Recommended
	Hire letter or contract	Human Resources: Personnel Files: Recommended
	Performance appraisals signed by employee	Human Resources: Personnel Files: Recommended
	Records of salary increases	Human Resources: Personnel Files: Recommended
	Resume	Human Resources: Personnel Files: Recommended
	Alcohol/drug-free workplace policy	Human Resources: Policies, Procedures, Key Documents: Recommended
	Compensation documentation for all employees	Human Resources: Policies, Procedures, Key Documents: Recommended
	Disciplinary action & involuntary termination policies	Human Resources: Policies, Procedures, Key Documents: Recommended
	Expense reimbursement	Human Resources: Policies, Procedures, Key Documents: Recommended
	Grievance/conflict resolution policies & procedures	Human Resources: Policies, Procedures, Key Documents: Recommended
	Hiring & interview procedures	Human Resources: Policies, Procedures, Key Documents: Recommended
	Office hours, work week, hours worked	Human Resources: Policies, Procedures, Key Documents: Recommended
	Organizational chart	Human Resources: Policies, Procedures, Key Documents: Recommended
	Outside employment policy	Human Resources: Policies, Procedures, Key Documents: Recommended
	Performance appraisal policies & procedures	Human Resources: Policies, Procedures, Key Documents: Recommended
	Return of property upon departure/termination	Human Resources: Policies, Procedures, Key Documents: Recommended
	Review to determine that all employee interview questions are legal	Human Resources: Policies, Procedures, Key Documents: Recommended

	Subquestion	Question
	Salary scales & compensation philosophy	Human Resources: Policies, Procedures, Key Documents: Recommended
	Standards & policies for working with contractual employees & consultants—guidelines for selection, hiring & monitoring	Human Resources: Policies, Procedures, Key Documents: Recommended
	Technology/equipment access & use policies	Human Resources: Policies, Procedures, Key Documents: Recommended
	Travel policy	Human Resources: Policies, Procedures, Key Documents: Recommended
	Data collection system—to support continuous improvement & evaluation	Information Technology: Recommended
	Funded equipment depreciation to allow for necessary technology upgrades	Information Technology: Recommended
	Monitor IT developments	Information Technology: Recommended
	Technology budget, including maintenance & upgrades	Information Technology: Recommended
	Organizational assessment/environmental scan	Planning: Recommended
	Periodic review of mission, vision, values	Planning: Recommended
	Strategic plan	Planning: Recommended
	Mission statement	Planning: Recommended
	Advocate on behalf of policies you believe in	Public Policy & Advocacy: Recommended
	Foster relationships with prospective community partners	Strategic Alliances: Recommended
	Meeting agendas & descriptions of significant decisions made by the board of directors (publicly available)	Transparency & Accountability: Recommended

# Not Relevant?

## Priority 13: All items for which you answered "N/A"

These items are not relevant to your organization. If you have second thoughts about their relevance, research them and consult with your colleagues and legal counsel.

	Subquestion	Question
	Applicable IRS 990 Form US	Financial Management: Required
	Appropriate categorization of donated funds: unrestricted, temporarily restricted or permanently restricted (990) US	Financial Management: Required
	Compliance with conditions placed upon donations (990) <b>US</b>	Financial Management: Required
	Qualify as a public charity under "Public Support Test"; or "Facts & Circumstances Test"; (Internal Revenue Code §170(b) (1) (A) (VI), §509(a) (1); 990) <b>US</b>	Financial Management: Required
	Unrelated business income tax (UBIT) reporting, if applicable (Internal Revenue Code §501(c) (3)) <b>US</b>	Financial Management: Required
	Asset & cash management policies & procedures	Financial Management: Strongly Recommended
	File tax exemption on personal property of the organization. Check with your county to see if applicable. (i.e., Permissive Exemption in Douglas County, NE-- <a href="http://www.dccassessor.org/faq-help">http://www.dccassessor.org/faq-help</a> )	Financial Management: Strongly Recommended
	Compliance with fundraising rules & regulations (990) <b>US</b>	Fundraising: Required
	Professional commercial fundraisers must register with the Iowa attorney general and obtain a registration permit. May be required to update registration quarterly. (Iowa Code §13C.2) <b>IA</b>	Fundraising: Required
	Charitable nonprofits fundraising in Iowa must be prepared to provide financial disclosure information to any person requesting it. (Iowa Code §13C) <b>IA</b>	Fundraising: Required
	Obtain liquor license (Neb. Rev. Stat. §53-138.03; Iowa Code §123.30(3) (a)) <b>NE, IA</b>	Fundraising: Required
	Obtain gaming license to conduct bingo, a lottery by the sale of pickle cards, a lottery with gross proceeds in excess of \$1,000, or a raffle with gross proceeds in excess of \$5,000. (Neb. Rev. Stat. §9-232.01(1) (2); Neb. Rev. Stat. §9-424(1)) <b>NE</b>	Fundraising: Required
	Obtain license for games of skill and chance, bingo operations, raffles, and social gambling activities from the Iowa Department of Inspections & Appeals, Social and Charitable Gambling Unit <b>IA</b>	Fundraising: Required

	Subquestion	Question
	Keep track of volunteer hours when conducting gaming	Fundraising: Strongly Recommended
	Individual donor requirements (if the organization has individual donors)	Fundraising: Recommended
	Written contracts with fundraising consultants	Fundraising: Recommended
	Minimum of one board member (Iowa Code §504.803) <b>IA</b>	Governance: Required
	Notify IA Secretary of State if registered agent or registered office has been changed or discontinued within 60 days (Iowa Code §504.1421) <b>IA</b>	Governance: Required
	Board giving policy (100% of board members should give)	Governance: Recommended
	Break Time for Nursing Mothers under the FLSA—with 50+ employees (Patient Protection and Affordable Care Act of 2010) <b>US</b>	Human Resources: Employment Laws: Required
	Children under 16 posting (hours) <b>NE</b>	Human Resources: Employment Laws: Required
	Children's Health Insurance Program Reauthorization Act of 2009—employers with group health plans <b>US</b>	Human Resources: Employment Laws: Required
	Federal WARN Act of 1988—with 100+ employees <b>US</b>	Human Resources: Employment Laws: Required
	National Labor Relations Act of 1935—with 2+ employees <b>US</b>	Human Resources: Employment Laws: Required
	Unemployment Insurance <b>IA</b>	Human Resources: Employment Postings: Required
	Safety & Health Protection on the Job <b>IA</b>	Human Resources: Employment Postings: Required
	Summary of Work-Related Injuries and Illnesses (with more than 10 employees) <b>IA</b>	Human Resources: Employment Postings: Required
	Application with original employee signature	Human Resources: Personnel Files: Recommended
	Medical benefits continuation privileges	Human Resources: Policies, Procedures, Key Documents: Strongly Recommended
	501(h) election, if conducting any lobbying (Internal Revenue Code §501(c) (3), §501(h)) <b>US</b>	Public Policy & Advocacy: Required
	Federal lobbyist registration, if you have lobbyists at the Federal level (Lobbying Disclosure Act of 1995, 2 U.S.C. §1605) <b>US</b>	Public Policy & Advocacy: Required
	Iowa lobbyist registration, if you have lobbyists in IA (Iowa Code §68B.36) <b>IA</b>	Public Policy & Advocacy: Required
	Accreditation information (if applicable)	Strategic Alliances: Recommended
	Written policies & procedures for all collaborative relationships	Strategic Alliances: Recommended
	IRS Form 990 and variants <b>US</b>	Transparency & Accountability: Required
	Obtain liquor license (Neb. Rev. Stat. §53-138.03; Iowa Code §123.30(3) (a)) <b>NE, IA</b>	Transparency & Accountability: Required
	Obtain gaming license to conduct bingo, a lottery by the sale of pickle cards, a lottery with gross proceeds in excess of \$1,000, or a raffle with gross proceeds in excess of \$5,000. (Neb. Rev. Stat. §9-232.01(1) (2); Neb. Rev. Stat. §9-424(1)) <b>NE</b>	Transparency & Accountability: Required

	Subquestion	Question
	Obtain license for games of skill and chance, bingo operations, raffles, and social gambling activities from the Iowa Department of Inspections & Appeals, Social and Charitable Gambling Unit <b>IA</b>	Transparency & Accountability: Required
	Professional commercial fundraisers must register with the Iowa attorney general and obtain a registration permit. May be required to update registration quarterly. (Iowa Code §13C.2) <b>IA</b>	Transparency & Accountability: Required
	Be prepared to provide financial disclosure information to any person requesting it (Iowa Code §13C) <b>IA</b>	Transparency & Accountability: Required
	Information about fees & services provided (publicly available)	Transparency & Accountability: Recommended
	Organizational Needs Assessment (volunteers)	Volunteer Engagement: Strongly Recommended
	Orientation & ongoing training plan	Volunteer Engagement: Strongly Recommended
	Position descriptions	Volunteer Engagement: Strongly Recommended
	Recognition plan	Volunteer Engagement: Strongly Recommended
	Volunteer Policy & Procedures Manual (Anti-Harassment, Attendance, Confidentiality, Discipline, Grievance)	Volunteer Engagement: Strongly Recommended
	Liability/risk information, Non-discrimination, Organizational chart, Travel policy	Volunteer Engagement: Strongly Recommended
	Budget	Volunteer Engagement: Recommended
	Grievance policy & procedure	Volunteer Engagement: Recommended
	Performance review	Volunteer Engagement: Recommended
	Recruitment plan	Volunteer Engagement: Recommended

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## Guidelines & Principles: Practices Assessment

### Prepared for:

**Omaha Council Bluffs Metropolitan Area Planning Agency**  
Omaha, Nebraska 68102

**Melissa Engel**

Director of Finance Operations

Token: dHSEvJhYKe7g4r

**August 21, 2017**

This assessment tool is designed to help you identify what your organization is doing well and create an action plan for addressing organizational challenges. Honesty is critical to conducting a thorough assessment and establishing real goals. Whether your results are a cause for celebration, make you mildly uncomfortable, or send up multiple red flags for potential crisis or conflict, please remember that the results belong to your organization. They are the first step in moving towards making your organization stronger, more efficient, and having greater mission impact.

[Read more about the Practices Assessment](#)

	Subquestion	Question
	Subquestion	Question

# On Fire

## Priority 1: Legally Required items for which you answered "No"

Research and consult with your board, staff and legal counsel. These items deserve your greatest attention.

	Subquestion	Question
	We have a whistle-blower protection policy in place that allows individuals to report financial misconduct without consequence for doing so. <b>US</b>	Financial Management: Required Policies & Plans
	We have a whistleblower policy with specific procedures for reporting violations of organizational policy or applicable laws and ensure that those making such reports are protected from repercussions. <b>US</b>	Human Resources: General - Required
	We have a written document retention and destruction policy that also covers electronic files and voice mail. <b>US</b>	Information Technology: Plans & Policies - Required
	We have a written, mandatory document retention and destruction policy, including guidelines for handling electronic files and voicemail, back-up procedures, archiving of documents and regular check-ups of the reliability of the system. <b>US</b>	Transparency & Accountability - Required
	We have a whistleblower policy with specific procedures for reporting violations of organizational policy or applicable laws and ensure that those making such reports are protected from repercussions. <b>US</b>	Transparency & Accountability: Fairness & Equity Practices - Required

# On Fire

## Priority 2: Legally Required items for which you answered "In Progress"

These are items you need to finish. What are the next steps?

	Subquestion	Question
	We have a board-approved lobbying expense policy and follow all procedures and filings required by law (if applicable). <b>US, NE, IA</b>	Financial Management: Required Policies & Plans
	We have an up-to-date conflict of interest policy and signed disclosure forms for the board, staff, and volunteers. <b>US</b>	Human Resources: General - Required

# On Fire

## Priority 3: Legally Required items for which you answered "Not Sure"

Discuss with your board, staff and legal counsel, then reclassify.

	Subquestion	Question
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# Important

## Priority 4: Strongly Recommended items for which you answered "No"

Research and discuss implementing these best practices with your board and/or staff.

	Subquestion	Question
	Our communication standards are clearly stated in writing and are part of the orientation of all employees, volunteers and board members.	Communication: General
	We copyright or trademark organizational materials as appropriate.	Communication: General
	The line of communication between staff and the board of directors is clearly defined and well understood.	Communication: Internal
	We regularly monitor the needs and satisfaction of stakeholders and provide a grievance procedure to address complaints.	Evaluation: Methodology & Measurement
	We utilize external evaluators when appropriate and feasible. These evaluators follow the Guiding Principles for Evaluators set forth by the American Evaluation Association.	Evaluation: Methodology & Measurement
	We train our personnel in evaluation methods to improve their understanding and utilization of data developed from evaluation activities.	Evaluation: Use of Evaluation Results
	We provide training to all board members on how to read and understand nonprofit financial statements, including an audit or financial review report.	Financial Management: Reporting & Oversight
	We have an audit committee of the board that does not share members with, and works independently of, the finance committee.	Financial Management: Reporting & Oversight
	In the audit process, the auditor is given the opportunity to meet with the board separately from management and staff.	Financial Management: Reporting & Oversight
	We have a board-approved financial management policy that is periodically reviewed and updated.	Financial Management: Policies & Plans
	We have a board-approved risk management plan that is periodically reviewed and updated.	Financial Management: Policies & Plans
	We have a board-approved credit card policy for the organization.	Financial Management: Policies & Plans
	Our board and Executive Director are familiar with the Association of Fundraising Professionals' Code of Ethical Principles and Standards of Professional Practice, and ensure that all fundraising professionals acting on behalf of the organization adhere to these.	Fundraising: Ethics, Responsibilities & Policies

	Subquestion	Question
	We have a board-approved fund development plan that strives to raise funds efficiently so that a significant percentage of funding can be applied to programs/services.	Fundraising: Ethics, Responsibilities & Policies
	We have a grants management system (if applicable) in place to enhance efficiency and transparency, and to ensure proper and timely reporting.	Fundraising: Ethics, Responsibilities & Policies
	Board members are provided with clear job descriptions and understand their roles and responsibilities.	Governance: Board Composition & Roles
	Committee members are provided with clear job descriptions and understand their roles and responsibilities.	Governance: Board Composition & Roles
	We have a code of ethics and conduct for the board.	Governance Documents
	We have an up-to-date committee handbook with each committee's charter (or other clear statement of authority and purpose), policies and procedures.	Governance Documents
	Board members are provided with an orientation and board manual.	Governance: Board Policies & Procedures
	All board members receive relevant financial literacy, legal, lobbying and advocacy training as needed.	Governance: Board Policies & Procedures
	We have a process for educating board members to ensure they can carry out their oversight, fundraising and independence responsibilities.	Governance: Board Policies & Procedures
	The board conducts an annual evaluation of itself.	Governance: Board Responsibilities: Oversight
	Periodically, the board reviews its size, composition and operational structure.	Governance: Board Responsibilities: Oversight
	At a minimum of every two years, the board reviews the organization's bylaws, mission statement, articles of incorporation and corporate policies and amends them as needed to reflect organizational growth and development.	Governance: Board Responsibilities: Oversight
	The board has a succession plan for the chief executive, board members and key staff.	Governance: Board Responsibilities: Oversight
	We have a crisis communication plan written in the board manual.	Governance: Board Responsibilities: Oversight
	Board members volunteer their time and raise funds from external sources.	Governance: Board Responsibilities: Fundraising & Development
	Board members are provided with fundraising training and support materials.	Governance: Board Responsibilities: Fundraising & Development
	We provide training and education so that board members can advocate for the organization.	Governance: Board Responsibilities: Fundraising & Development
	Each board member discloses all material facts and relationships and refrains from voting on any matter where there is a conflict of interest.	Governance: Board Responsibilities: Independence
	We have a plan in place for the succession of the executive director, key board leadership and key employees.	Human Resources: Policies, Procedures & Plans
	We have a formal orientation program for new employees.	Human Resources: Hiring, Development & Retention

	Subquestion	Question
	We provide clear, equitable procedures for taking disciplinary action with staff.	Human Resources: Hiring, Development & Retention
	The board periodically reviews our organization's compensation structure (including benefits) using industry-based salary and benefit surveys.	Human Resources: Performance & Compensation - Required
	We have a written technology plan that is integrated into our short-term and long-term strategic and operational plans.	Information Technology: Plans & Policies
	Our technology policy prescribes how all organizational information is gathered and stored, how accuracy is maintained, how and what information is backed up, and to whom information is made available.	Information Technology: Plans & Policies
	We have a technology security policy, including measures to ensure security if employees or volunteers have remote access to proprietary/confidential information.	Information Technology: Plans & Policies
	Our technology plan includes regular assessments and funds for maintenance and making necessary technology upgrades.	Information Technology: Plans & Policies
	We maintain and are ready to implement a catastrophic recovery plan that includes hardware and software inventory for insurance purposes, off-site back-up of key data and software information, and remote/alternative access in the event of an emergency.	Information Technology: Plans & Policies
	We have a values statement that reflects our core beliefs and principles and drives the work we do.	Planning: Mission
	The strategic plan reflects the results of an environmental assessment that includes information on strengths/challenges the organization faces, as well as opportunities for, and perceived threats to mission achievement.	Planning: Strategic Plan
	The plan clearly defines specific operational, program, financial, fundraising, communication, personnel and evaluation activities; delineates timelines; and assigns specific responsibility for implementation.	Planning: Operational Plan
	The plan clearly identifies goals and performance measurements.	Planning: Operational Plan
	We have a risk management plan that protects the organization's assets—its property, financial and human resources, documents, programmatic content and material.	Planning: Risk & Crisis Management
	We work with our board to monitor the risk management plan on a regular basis and update it as new risks are identified or as circumstances change.	Planning: Risk & Crisis Management
	We have a crisis communication plan.	Planning: Risk & Crisis Management
	We have a fund development (diversification of funds) plan.	Planning: Risk & Crisis Management
	We have a leadership/executive transition plan.	Planning: Risk & Crisis Management

	Subquestion	Question
	We have an advocacy plan.	Planning: Risk & Crisis Management
	We participate in and support the formation and amendment of public policy consistent with our mission.	Public Policy & Lobbying
	For our public policy and advocacy activities, we have adopted a written policy that clarifies the scope of the work, as well as the time and resources to be allocated to those activities.	Advocacy
	The board regularly conducts environmental scans to identify organizations providing similar services and to assess our relationship to those organizations.	Strategic Alliances: Assessment
	We receive assistance from larger, more experienced nonprofits through alliances and resource sharing.	Strategic Alliances: Relationship Building & Strategies
	Our board of directors is open to consolidating or merging with other organizations if it would be in the best interest of our constituents, community, or service area.	Strategic Alliances: Relationship Building & Strategies
	We have researched and understand the tax implications and the potential exempt status impact of partnering with a for-profit entity.	Strategic Alliances: Relationship Building & Strategies
	We have written policies and procedures that guide our organization in assessing, establishing, working in, and dissolving strategic alliances.	Strategic Alliances: Relationship Building & Strategies
	We have a written code of ethics that our board members, staff and volunteers adhere to.	Transparency & Accountability: Fairness & Equity Practices

# Important

## Priority 5: Strongly Recommended items for which you answered "In Progress"

These are items you need to finish. What are the next steps?

	Subquestion	Question
	We have a clearly defined, written communication plan that guides both internal and external communications and supports our comprehensive organizational plan. The communication plan is directly related to the strategic plan and demonstrates accountability to constituents and the public.	Communication: General
	Our communication plan includes goals, target audiences, key messages, strategies, tools, intended outcomes and the means to evaluate results.	Communication: General
	Our communication plan ensures that we are making the appropriate information available to the public and communicating in a clear and timely manner with those who request information.	Communication: General
	Our communications are clear, easily accessed and kept up to date.	Communication: General
	Our internal communications are guided by clear policies and practices.	Communication: Internal
	We have an understood forum for suggestions.	Communication: Internal
	We have a media relations strategy that includes frequently updating all major press, television, radio and internet news sources, builds relationships with individuals in the local media, and coordinates messaging across media.	Communication: External
	We have written policies and procedures for developing public statements and positions on issues, and all internal constituents are aware of and trained on these statements, positions, and policies and procedures.	Communication: External
	We ensure that board and staff distinguish between personal opinion and organizational positions.	Communication: External
	Performance measures are realistic, specific, measurable and appropriate to the size and scope of the organization and its constituents. Measurement includes information on satisfaction, activities, results, and community input; both qualitative and quantitative data; and data on efficiency and effectiveness.	Evaluation: Methodology & Measurement
	The board actively participates in and approves the organization's strategic plan.	Governance: Board Responsibilities: Oversight

	Subquestion	Question
	The board periodically reviews our mission, vision and values to consider societal and community changes.	Planning: Mission
	Our board and staff can and do articulate a shared vision for the organization.	Planning: Mission
	We create a written strategic plan every three to five years.	Planning: Strategic Plan
	The plan includes clearly defined, measurable goals and objectives that are set by the organization to achieve our mission.	Planning: Strategic Plan
	We assist our constituencies in public and civic engagement by encouraging voting and other participation in local, state and federal policy-making efforts.	Public Policy & Lobbying
	We ensure that board and staff distinguish between personal opinion and organizational positions.	Public Policy & Lobbying

# Important

## Priority 6: Strongly Recommended items for which you answered "Not Sure"

Discuss with your board and/or staff and reclassify.

	Subquestion	Question
	We have up-to-date bylaws which include board liability & indemnification language.	Governance Documents
	We have a board attendance policy and abide by it.	Governance: Board Policies & Procedures
	Our bylaws include board liability and indemnification language that clearly define the circumstances under which the organization will indemnify its directors, officers, volunteers and employees against claims arising from the performance of their duties.	Planning: Risk & Crisis Management
	We have a data backup and recovery plan.	Planning: Risk & Crisis Management
	Decisions regarding alliances are consistent with the strategic goals of our organization and will positively impact our brand and image.	Strategic Alliances: Assessment
	We adhere to established, professional standards for the nonprofit sector, our subsector and our particular activity area(s).	Transparency & Accountability: General
	We have established and regularly measure clearly defined levels of performance in our activities, and we share those with the public.	Transparency & Accountability: General

	Subquestion	Question
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	Subquestion	Question
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	Subquestion	Question
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# Excellent

## Priority 7: Legally Required items for which you answered "Yes"

Monitor these items to maintain your 501c3 status and good standing in your community. Identify ongoing filings, board activities, etc. required to remain in compliance.

	Subquestion	Question
	We meet all federal requirements for public disclosure. <b>US</b>	Communication: Required
	We comply with all financial reporting and tax laws, including withholding and payment of federal and state income taxes, Social Security payroll taxes and unrelated business tax reporting (if applicable). <b>US</b>	Financial Management: Required Reporting & Oversight
	We clearly and appropriately categorize our donated funds as unrestricted, temporarily restricted or permanently restricted in our financial statements and communications in accordance with the donor or grantor wishes/stipulations. <b>US</b>	Financial Management: Required Reporting & Oversight
	We have an annual audit, financial review, or compilation. (Audit required if spent over \$500,000 of federal money/grants) <b>US</b>	Financial Management: Required Reporting & Oversight
	We qualify as a public charity either under the "public support test" or the "facts and circumstances test" or by qualifying as a supporting organization to another public charity. <b>US</b>	Financial Management: Required Reporting & Oversight
	We file our biennial report with the Secretary of State on time. <b>NE, IA</b>	Financial Management: Required Reporting & Oversight
	We have a policy in accordance with federal law to handle, store and destroy financial records and supporting documentation. <b>US</b>	Financial Management: Required Policies & Plans
	We do not allow personal use of organizational funds or business credit cards. <b>US</b>	Financial Management: Required Policies & Plans
	Financial loans to staff or board members are strictly prohibited. <b>NE, IA</b>	Financial Management: Required Policies & Plans
	We comply with all federal, state and local laws and regulations concerning fundraising practices. <b>US, NE, IA</b>	Fundraising: Required Ethics, Responsibilities & Policies
	We are prepared to provide financial disclosure information to any person requesting it, for all fundraising done in Iowa. <b>IA</b>	Fundraising: Required Ethics, Responsibilities & Policies
	We provide appropriate acknowledgement and receipts to donors, in accordance with IRS code. <b>US</b>	Fundraising: Required Accountability to Donors

	Subquestion	Question
	We clearly and appropriately categorize our donated funds as unrestricted, temporarily restricted or permanently restricted in our financial statements and communications in accordance with the donor or grantor wishes/stipulations. <b>US</b>	Fundraising: Required Accountability to Donors
	We have the required number of board members (3 in NE, 1 in IA). <b>NE, IA</b>	Governance: Board Composition & Roles - Required
	We have all required officers (president, secretary, treasurer, or as indicated in bylaws). <b>NE, IA</b>	Governance: Board Composition & Roles - Required
	At least two-thirds of the board is independent, as defined by the IRS. <b>US</b>	Governance: Board Composition & Roles - Required
	We have our IRS determination letter. <b>US</b>	Governance Documents - Required
	We have up-to-date articles of incorporation. <b>NE, IA</b>	Governance Documents - Required
	We have an up-to-date registered agent and registered office filing with the Secretary of State. <b>NE, IA</b>	Governance Documents - Required
	We file a biennial report with the Secretary of State. <b>NE, IA</b>	Governance Documents - Required
	We have an up-to-date conflict of interest policy and signed disclosure forms for the board, staff, and volunteers. <b>US</b>	Governance: Board Policies & Procedures - Required
	We held an organizational meeting after incorporation to elect directors (if not named in the articles of incorporation), appoint officers and adopt bylaws. <b>NE, IA</b>	Governance: Board Policies & Procedures - Required
	We comply with all federal, state and local employment laws in hiring and employing personnel. <b>US, NE, IA</b>	Human Resources: General - Required
	We have established and abide by broad and encompassing anti-harassment and nondiscrimination policies. <b>US</b>	Human Resources: General - Required
	We have established employee and volunteer record retention policies and procedures that are consistent with applicable laws and best industry practices. <b>US</b>	Human Resources: General - Required
	We have a personnel file(s) for each employee that includes all required federal and state documentation, as well as relevant employment, performance, disciplinary action and testing records with supporting documentation. This may be two separate files per employee—one accessible to direct supervisors and one held in confidence due to potential discriminatory information (i.e., health records, demographics, litigation, etc.) <b>US, NE</b>	Human Resources: General - Required
	We have workers' compensation insurance. <b>NE, IA</b>	Human Resources: General - Required
	All compensation paid is reasonable and substantiated. <b>US</b>	Human Resources: Performance & Compensation - Required

	Subquestion	Question
	We are aware of and in compliance with all regulations and industry standards relating to the types of data the organization collects, transmits, and stores. Examples include health care information under HIPAA, credit card information under PCI DSS, and online information from children under COPPA. <b>US</b>	Information Technology: Plans & Policies - Required
	We have all necessary/appropriate insurance (i.e., general liability, property, directors and officers, etc.) to protect our organization, employees, volunteers and board members. <b>US, NE, IA</b>	Planning: Risk & Crisis Management - Required
	We have workers' compensation insurance. <b>NE, IA</b>	Planning: Risk & Crisis Management - Required
	We ensure that the activities of the organization are nonpartisan. <b>US</b>	Public Policy & Lobbying - Required
	We adhere to all electioneering laws and regulation, including remaining non-partisan in position, communication and activities. <b>US</b>	Public Policy & Lobbying - Required
	When we promote public participation, we ensure that our activities are nonpartisan and within permissible lobbying limitations. <b>US</b>	Public Policy & Lobbying - Required
	We never use federal funds to pay for lobbying activities. <b>US</b>	Public Policy & Lobbying - Required
	We understand that we may support/oppose legislation subject to lobbying limitations. <b>US</b>	Public Policy & Lobbying - Required
	When we engage in lobbying, we adhere to legal expenditure limitations. <b>US</b>	Public Policy & Lobbying - Required
	Our lobbyists are properly registered at the federal (if applicable) and state levels. <b>US, NE, IA</b>	Public Policy & Lobbying - Required
	We file accurate and timely reports on our lobbying activities. <b>US, NE, IA</b>	Public Policy & Lobbying - Required
	We comply with all legal, tax, financial and other filing/reporting procedures required by the federal government, including the 990. <b>US</b>	Transparency & Accountability - Required
	We meet all federal and state requirements for disclosure. <b>US, NE, IA</b>	Transparency & Accountability - Required
	We comply with all legal, tax, financial and other filing/reporting procedures required by the state, including the biennial report and liquor and gaming licenses (if applicable). <b>NE, IA</b>	Transparency & Accountability - Required
	We have our EIN, IRS determination letter, articles of incorporation, bylaws, resolutions, board meeting minutes, records of actions taken by the board, accounting records, current list of board members and current membership list (if applicable) as readily accessible permanent records. <b>US, NE, IA</b>	Transparency & Accountability: Accessibility & Public Information - Required
	We have a written conflict of interest policy that is signed by board members, staff and volunteers. <b>US</b>	Transparency & Accountability: Fairness & Equity Practices - Required

# Excellent

## Priority 8: Strongly Recommended items for which you answered "Yes"

Congratulations on your commitment to best practices! Monitor these practices and identify ongoing activities that will ensure they continue and strengthen.

	Subquestion	Question
	Our organizational communications adhere to the highest ethical and professional standards, as well as any industry specific standards that may exist, including principles of transparency, fairness and honesty.	Communication: General
	We have a system in place for promptly and respectfully responding to grievances or complaints from both internal and external sources.	Communication: General
	We openly communicate with other nonprofit organizations to share lessons learned and best practices.	Communication: General
	Management actively solicits, carefully listens, and respectfully responds to the views of internal constituents.	Communication: Internal
	Our internal communication welcomes alternative perspectives and encourages participation at all levels in order to minimize defensiveness and build and maintain camaraderie.	Communication: Internal
	We exchange information via regularly scheduled and attended meetings, regularly printed and/or e-mailed informational updates, and reports on meetings of the board of directors and its committees.	Communication: Internal
	Our constituents are provided with ongoing opportunities to interact with the board and management regarding the organization's activities.	Communication: External
	We ensure that information provided to policy makers, the media and the public is timely and accurate, and that the social and political context of information is clear to avoid misunderstanding or manipulation of the message.	Communication: External
	We have one or more spokespersons that are authorized to make public statements on behalf of the organization and all internal constituents are aware of these spokespersons.	Communication: External

	Subquestion	Question
	<p>In serving the public trust, we produce an annual report that contains information regarding activities and performance, including:</p> <ul style="list-style-type: none"> <li>• an explanation of the organization's mission, activities, results</li> <li>• an explanation of how individuals can access programs/services</li> <li>• financial information, including income and expense statements, balance sheet and functional expense allocations</li> <li>• a list of board members, management staff, partners/supports and donors</li> </ul>	Communication: External
	We have a graphics standards policy that governs the fonts, colors, logo and other such details used in all external communications, and this is employed consistently.	Communication: External
	We have defined, ongoing and sustainable procedures in place for evaluating our programs, procedures, and outcomes in relation to our mission.	Evaluation: Methodology & Measurement
	Our evaluation strategy is ongoing and includes input from a wide variety of stakeholders including staff, board, funders, community members, etc.	Evaluation: Methodology & Measurement
	We employ appropriate data collection and analysis tools in order to produce accurate, timely, and useful evaluation information.	Evaluation: Methodology & Measurement
	We conduct evaluations in ways that are culturally sensitive and appropriate to the communities we serve.	Evaluation: Methodology & Measurement
	We have a thorough understanding of the community in which we operate, including the needs of constituents, services provided by the government and other nonprofits, and applicable trends (i.e., economic, demographic, etc.).	Evaluation: Methodology & Measurement
	Our programs take into account and respond to the experience, needs, and satisfaction of the constituents they serve.	Evaluation: Use of Evaluation Results
	We keep complete, current and accurate financial records with supporting documentation in a manner that complies with standard accounting practices from FASB or GASB.	Financial Management: Reporting & Oversight
	We generate accurate, relevant and consistent financial reports which include the comparison of actual to budgeted revenue and expenses, and which identify and explain any significant variances.	Financial Management: Reporting & Oversight
	Board members understand how to read and interpret financial statements and the audit or financial review reports.	Financial Management: Reporting & Oversight
	The board reviews financial reports at least quarterly.	Financial Management: Reporting & Oversight

	Subquestion	Question
	The board reviews and approves the organization's budget annually.	Financial Management: Reporting & Oversight
	Financial audits are approved by the board and certified by the Executive Director and CFO.	Financial Management: Reporting & Oversight
	We have a board-approved investment plan that is in accordance with all legal requirements and is periodically reviewed and updated.	Financial Management: Policies & Plans
	We have a clear expense reimbursement policy for the organization.	Financial Management: Policies & Plans
	We have contract management policies & procedures appropriate for the size and activities of our organization (if applicable).	Financial Management: Policies & Plans
	We have a clear procurement and purchasing policy, including signature authority, for the organization.	Financial Management: Policies & Plans
	We ensure separation of specific financial duties as a system of checks and balances to the extent possible given the size of our organization.	Financial Management: Policies & Plans
	We have appropriate internal controls and procedures to monitor and record assets received, held and expended.	Financial Management: Policies & Plans
	Our annual budget devotes a significant portion of resources to programs that pursue our mission. It also provides sufficient resources for effective administration and for fundraising activities (if applicable).	Financial Management: Policies & Plans
	The board considers applicable industry benchmarks for expenditures on programs, administration and fundraising.	Financial Management: Policies & Plans
	We plan for a balanced budget. If a budget deficit occurs, the board is informed in a timely manner and participates fully in determining a plan to restore the budget to a balanced state.	Financial Management: Policies & Plans
	We maintain a financial reserve equal to three to six months of operating expenses.	Financial Management: Policies & Plans
	We project, monitor and adjust cash flow as needed to ensure appropriate cash flow.	Financial Management: Policies & Plans
	The funds we raise are used solely for the benefit of the organization.	Financial Management: Policies & Plans
	We expend funds responsibly and ensure that funds are used according to funders' wishes and requirements.	Financial Management: Policies & Plans
	We work towards diversifying our funding sources as much as possible in an effort to strengthen the organization's sustainability and to lessen the impact of a potential loss of a significant amount of funding from any one source.	Financial Management: Policies & Plans

	Subquestion	Question
	When undertaking responsibility of fiscal sponsorship for another organization, we do so only with board approval and full knowledge of its legal obligations and liabilities.	Financial Management: Policies & Plans
	We pursue and accept only the funds that are in alignment with our mission; that will not bring about adverse conditions for our constituents; and that we need to reasonably work toward achieving the mission over the foreseeable future.	Fundraising: Ethics, Responsibilities & Policies
	We work towards diversifying our funding sources as much as possible in an effort to strengthen the organization's sustainability and to lessen the impact of a potential loss of a significant amount of funding from any one source.	Fundraising: Ethics, Responsibilities & Policies
	Fundraising communications include clear, accurate, honest information about the organization, its activities and the intended use of funds.	Fundraising: Ethics, Responsibilities & Policies
	Compensation for fundraising personnel and consultants is not based on a percentage of funds or on other commission based formulas.	Fundraising: Ethics, Responsibilities & Policies
	We have a fundraising budget and system to track expenditures.	Fundraising: Ethics, Responsibilities & Policies
	We conduct our fundraising activities in a manner that upholds the public trust in stewardship of contributed funds.	Fundraising: Accountability to Donors
	We use funds according to donor intent and comply with specific conditions for donations.	Fundraising: Accountability to Donors
	We publicly recognize charitable contributions as appropriate and maintain donor confidentiality as requested. We never trade or share donor names with others unless given express permission by the donor.	Fundraising: Accountability to Donors
	We have policies in place regarding the receipt, disposal and management of charitable gifts and grants.	Fundraising: Accountability to Donors
	We regularly communicate with donors about our activities and make information available through multiple outlets.	Fundraising: Accountability to Donors
	The board has no more than one employee (typically the chief executive) serving on the board, and he/she does not serve as the chair, vice-chair, secretary or treasurer.	Governance: Board Composition & Roles
	The board is comprised of individuals who represent the best interests of the organization.	Governance: Board Composition & Roles
	We have an up-to-date board member policies and procedures handbook.	Governance Documents
	We carry the appropriate level of liability insurance, including Director & Officer insurance.	Governance Documents
	Board meetings are held at least quarterly, and regular attendance is required.	Governance: Board Policies & Procedures

	Subquestion	Question
	The board follows the voting procedures as defined in the bylaws.	Governance: Board Policies & Procedures
	We have an up-to-date board calendar with meetings and organizational events.	Governance: Board Policies & Procedures
	We educate the board and staff about what constitutes conflict of interest.	Governance: Board Policies & Procedures
	We regularly and consistently monitor and enforce the conflict of interest policy.	Governance: Board Policies & Procedures
	We keep as permanent records minutes of all board meetings and documentation of any actions taken by the board without a meeting.	Governance: Board Policies & Procedures
	We keep as permanent records all financial information for the organization.	Governance: Board Policies & Procedures
	We strictly prohibit financial loans to members of the board or to personnel.	Governance: Board Policies & Procedures
	The board conducts an annual performance review of the chief executive. The chief executive's performance assessment is based on organizational accomplishments, and the total compensation package is reasonable, reflecting his/her performance as well as industry standards.	Governance: Board Responsibilities: Oversight
	The board has an organizational transition plan to maintain daily operations during a change in executive or board leadership.	Governance: Board Responsibilities: Oversight
	Board members make decisions in the best interest of the organization and not in the interest of another entity, including themselves.	Governance: Board Responsibilities: Independence
	Board members (who are not employees) receive no monetary compensation from the organization.	Governance: Board Responsibilities: Independence
	Our work environment is safe and healthy.	Human Resources: General
	We have a set of personnel policies and procedures. All employees receive a copy and submit a signed acknowledgement of such.	Human Resources: Policies, Procedures & Plans
	We have board-approved employee benefit policies, including medical insurance, retirement benefits, vacation and other paid time off, etc.	Human Resources: Policies, Procedures & Plans
	We consider best industry practices as well as our own unique circumstances when establishing policies and procedures.	Human Resources: Policies, Procedures & Plans
	We have all appropriate documents for our independent contractors on file.	Human Resources: Policies, Procedures & Plans
	We support the training and development of personnel and provide them with opportunities for growth and advancement.	Human Resources: Hiring, Development & Retention
	We employ individuals and utilize the help of volunteers suitable for the positions they occupy and committed to the mission, values and objectives of our organization.	Human Resources: Hiring, Development & Retention

	Subquestion	Question
	We strive to employ staff and volunteers who reflect the diversity of the community, as appropriate for program effectiveness.	Human Resources: Hiring, Development & Retention
	We conduct background checks on those who come in contact with vulnerable populations, who perform financial duties, or who serve in other sensitive areas.	Human Resources: Hiring, Development & Retention
	We work to retain quality employees by providing and periodically assessing factors related to employee satisfaction, including fair compensation, training, and opportunity for advancement.	Human Resources: Hiring, Development & Retention
	The board conducts an annual performance review of the chief executive. The chief executive's performance assessment is based on organizational accomplishments, and the total compensation package is reasonable, reflecting his/her performance as well as industry standards.	Human Resources: Performance & Compensation - Required
	We provide staff and volunteers with clear, current job descriptions and the tools they need to produce quality work.	Human Resources: Performance & Compensation - Required
	We evaluate staff job performance annually.	Human Resources: Performance & Compensation - Required
	A record of all performance evaluations, along with employee signature and comment, are kept in each employee's personnel records, and used to help determine compensation.	Human Resources: Performance & Compensation - Required
	We have a technology use policy that addresses personal use of the organization's information and technology, such as computers, phones, social media, data, etc.	Information Technology: Plans & Policies
	We have a social media policy that outlines clear rules around the use of social media and designates one person to oversee social media efforts.	Information Technology: Plans & Policies
	We have reliable information systems in place that provide timely, accurate, and relevant information to facilitate workflow and track our data.	Information Technology: Systems & Support
	We have appropriate and up-to-date telecommunications equipment, compatible computer hardware and software, and internet access.	Information Technology: Systems & Support
	We have up-to-date virus protection, firewalls, and password protection.	Information Technology: Systems & Support
	More than one individual is responsible for maintaining our information systems. (One person should be primary and at least one should be back-up).	Information Technology: Systems & Support
	Our support agreements are up-to-date.	Information Technology: Systems & Support
	All staff and volunteers receive ongoing training on those systems that are relevant to their work.	Information Technology: Systems & Support
	We monitor ongoing technological developments that have the potential to impact our information systems or mission.	Information Technology: Systems & Support

	Subquestion	Question
	We have a clear, motivating vision statement about the organization's future that reflects a world enhanced by the accomplishment of our mission.	Planning: Mission
	When planning activities, our organization is responsive to community needs and solicits input from a variety of sources with varying perspectives: staff, board members, funders and other constituents.	Planning: Stakeholder Input & Responsiveness
	We openly communicate with counterparts in our field to share best practices, ensure effective resource allocation, and prevent duplication of services.	Planning: Stakeholder Input & Responsiveness
	We create a written operational plan every year which aligns with the strategic plan and specifies how organizational activities will be implemented.	Planning: Operational Plan
	The plan is tied to an approved budget.	Planning: Operational Plan
	The plan provides a framework for regular progress reports and is reviewed and updated regularly by staff and board members.	Planning: Operational Plan
	We have an understanding of the current public climate and the resulting impact on policy.	Public Policy & Lobbying
	We have procedures in place to track lobbying expenses for reporting purposes.	Public Policy & Lobbying
	We proactively develop strategies to address key issues facing our organization, its constituencies and the nonprofit sector, and we include our stakeholders in those efforts.	Advocacy
	We advocate publicly on behalf of our mission and organizational values.	Advocacy
	We encourage our board members, staff, volunteers and constituents to act as advocates and ambassadors for our organization and the entire nonprofit sector.	Advocacy
	We ensure that individuals who are authorized to act as advocates and ambassadors for our organization are knowledgeable and prepared to speak on our behalf.	Advocacy
	We ensure that information provided to policy makers, the media and the public is timely and accurate, and that the social and political context of information is clear to avoid misunderstanding or manipulation of the message.	Advocacy
	We build relationships with elected officials, community leaders and other nonprofits in order to strengthen our ability to effect change and impact public policy.	Advocacy
	We provide stakeholders with nonpartisan resources and training on issues important to us and our constituencies.	Advocacy

	Subquestion	Question
	We are open to strategic alliances as a means to help achieve goals, improve effectiveness and efficiency, ensure effective use of resources, improve services, and strengthen community connections with constituents and others.	Strategic Alliances: Assessment
	We carefully consider how entering into strategic alliances will affect all parties involved and identify the key staff, board, and other stakeholders that should be involved.	Strategic Alliances: Assessment
	We do not create strategic alliances purely to meet funding challenges.	Strategic Alliances: Assessment
	We only create alliances with competent and functioning organizations.	Strategic Alliances: Assessment
	We are aware of and coordinate with other organizations providing similar or complementary services in our community.	Strategic Alliances: Relationship Building & Strategies
	We identify, promote, and provide referrals to other organizations that may be better able to meet the needs of constituents.	Strategic Alliances: Relationship Building & Strategies
	As appropriate, we foster relationships with similar organizations; state, regional, and national associations; government; and business to ensure effective use of charitable resources and to advance our mission.	Strategic Alliances: Relationship Building & Strategies
	As appropriate, we assist smaller and/or less experienced nonprofits through alliances and resource sharing.	Strategic Alliances: Relationship Building & Strategies
	We openly communicate with other nonprofits to gather information and share lessons learned and best practices.	Strategic Alliances: Relationship Building & Strategies
	We work to establish communication channels, mutual understanding, and natural alliances among the government, nonprofit and for-profit sectors.	Strategic Alliances: Relationship Building & Strategies
	We have a written memo of agreement/understanding for every collaborative commitment.	Strategic Alliances: Relationship Building & Strategies
	We use our resources responsibly for the purpose of serving the public interest. Financial audits are approved by the organization's board and certified by the Executive Director and the CFO.	Transparency & Accountability: General
	We provide our constituents with ongoing opportunities to interact with the board and management regarding the organization's activities.	Transparency & Accountability: Accessibility & Public Information
	We engage all stakeholders in the development of goals and service delivery methods.	Transparency & Accountability: Accessibility & Public Information
	We provide multiple means for contacting the organization to request information and provide input.	Transparency & Accountability: Accessibility & Public Information
	We make information about our operations, governance, finances, programs and activities widely available to the public in the form of an annual report	Transparency & Accountability: Accessibility & Public Information

	Subquestion	Question
	We openly communicate with other nonprofit organizations to share lessons learned and best practices.	Transparency & Accountability: Accessibility & Public Information
	We ensure confidentiality and non-discriminatory service to our constituents.	Transparency & Accountability: Fairness & Equity Practices

	Subquestion	Question
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# Not Relevant?

## Priority 9: All items for which you answered "N/A"

These items are not relevant to your organization. If you have second thoughts about their relevance, research them and consult with your colleagues and legal counsel.

	Subquestion	Question
	Information that is collected from persons served is kept confidential, and we never identify specific persons served unless we have their written permission.	Evaluation: Methodology & Measurement
	We have a written memo of agreement/contract with every external evaluator and/or consultant.	Evaluation: Methodology & Measurement
	Evaluation results are communicated to a broad range of constituents including staff, board, constituents, funders, and community members.	Evaluation: Use of Evaluation Results
	Measurement informs the operational plan and is used to evaluate organizational effectiveness.	Evaluation: Use of Evaluation Results
	Evaluation results are used to strengthen and improve our programs and activities by incorporating evaluation findings into strategic planning processes.	Evaluation: Use of Evaluation Results
	We actively assess the usefulness and accuracy of our evaluation practices and modify them as needed.	Evaluation: Use of Evaluation Results
	We share relevant lessons learned with other nonprofits and funding sources.	Evaluation: Use of Evaluation Results
	Our annual tax returns and tax exemption documents are available to the public. <b>US</b>	Financial Management: Required Reporting & Oversight
	We do not consider bequests, planned gifts and pledges when determining the annual budget and do not include these dollars in budgeting for program expenditures until the gift is actualized.	Financial Management: Policies & Plans
	We have secured the appropriate liquor and gaming licenses from the state (if applicable). <b>NE, IA</b>	Fundraising: Required Ethics, Responsibilities & Policies
	We register our professional commercial fundraisers with the Iowa Attorney General, obtain a permit and update it as required. <b>IA</b>	Fundraising: Required Ethics, Responsibilities & Policies
	We comply with all Do-Not-Contact list laws.	Fundraising: Ethics, Responsibilities & Policies
	The board assumes overall responsibility for raising sufficient funds to meet our budgeted objectives. This includes 100% of board members financially supporting the organization in accordance with a written board giving policy, and board members raising funds from external sources.	Fundraising: Ethics, Responsibilities & Policies

	Subquestion	Question
	We have written contracts with fundraising consultants that cover compensation; responsibilities; acknowledgment of applicable fundraising laws, disclosure requirements and proper fund handling; and appropriate fundraising behavior and techniques.	Fundraising: Ethics, Responsibilities & Policies
	We are familiar with the legal distinctions between staff, consultants, and contract employees, and ensure that we have the ability to adequately manage and supervise fundraising activity conducted by contractual providers.	Fundraising: Ethics, Responsibilities & Policies
	We have an established process to recruit and select new board members that ensures board members represent the best interests of the organization, the infusion of new ideas and community perspectives, and the preservation of institutional memory via staggered terms and term limits.	Governance: Board Composition & Roles
	The board includes members with the diverse skills, expertise and experience necessary to fulfill all needed board roles, including at least one person with financial expertise.	Governance: Board Composition & Roles
	We strive to have board representation that reflects the diversity of our community and constituency.	Governance: Board Composition & Roles
	We have a clear policy on board member term limits, rotation (term staggering), number of consecutive terms, and removal written in our bylaws, and we abide by these.	Governance: Board Policies & Procedures
	All board members make personal financial contributions to the organization.	Governance: Board Responsibilities: Fundraising & Development
	We have a set of volunteer policies and procedures; all volunteers receive a copy and submit a signed acknowledgement of such.	Human Resources: Policies, Procedures & Plans
	We have a volunteer engagement plan that fits our needs.	Human Resources: Policies, Procedures & Plans
	We allocate sufficient resources to train our board, employees, and volunteers in the use of technology equipment.	Information Technology: Systems & Support
	We are aware of the 501(h) election. <b>US</b>	Public Policy & Lobbying - Required
	We have written policies and procedures governing the activities of our chapters, branches, and affiliates.	Strategic Alliances: Relationship Building & Strategies
	We ensure board approval with full knowledge of our legal obligations and liabilities when undertaking responsibility for fiscal sponsorship of another organization. (Note: the IRS views fiscal agency differently from fiscal sponsorship; get legal advice before proceeding).	Strategic Alliances: Relationship Building & Strategies
	We register our professional commercial fundraisers with the Attorney General, obtain a permit and update it as required. <b>IA</b>	Transparency & Accountability - Required

	Subquestion	Question
	Information regarding our fees and services is readily available to the public.	Transparency & Accountability: Fairness & Equity Practices
	We have a volunteer engagement plan	Volunteer Engagement - General
	We have a written position description for every volunteer position.	Volunteer Engagement - General
	Volunteer recruitment activities are targeted and specific, clearly identifying the work to be done, the hours to be committed, and the intended impacts of the volunteer activity.	Volunteer Engagement - General
	We have established screening procedures to ensure the safety of clients and minimize potential liability to the organization.	Volunteer Engagement - General
	Volunteer assignments are made with careful consideration of the volunteer's skills, needs, and interests.	Volunteer Engagement - General
	We have current written volunteer policies and procedures that are accessible to all volunteers, including attendance policies, confidentiality policies, grievance procedures, and other key information to minimize risk and maximize effectiveness.	Volunteer Engagement - General
	We have a system whereby volunteers are oriented and trained for the specific skills and knowledge needed to perform their volunteer roles, as well as to understand the limits of their work and the latitude they may have for decision-making on behalf of the organization.	Volunteer Engagement - General
	We have an ongoing orientation/communication plan to keep volunteers apprised of changes within the organization as well as enhanced opportunities for volunteer involvement.	Volunteer Engagement - General
	Each volunteer has a direct connection to an identified supervisor and understands with whom to communicate when the supervisor is unavailable.	Volunteer Engagement - General
	We have a clear and documented grievance procedure whereby volunteers may address issues including (but not limited to) harassment and discrimination.	Volunteer Engagement - General
	We have clearly articulated and documented accountability and discipline procedures for volunteers that address lack of performance as well as policy violations.	Volunteer Engagement - General
	We have a thoughtful recognition system which provides individual and group recognition and celebrates the impact of volunteers.	Volunteer Engagement - General
	Volunteer performance is evaluated regularly (at least annually) with the supervisor through a formal process.	Volunteer Engagement - General
	The volunteer program as a whole is evaluated annually to assess cost and benefits of the program, to document impact on mission achievement, and to direct future volunteer initiatives.	Volunteer Engagement - General





# IOWA WEST FOUNDATION

July 7, 2017

Mr. Greg Youell  
Executive Director  
Omaha-Council Bluffs Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, NE 68102

Dear Mr. Youell,

The Directors of Iowa West Foundation take great pleasure in announcing a grant award to your organization from our **Cycle 2 2017** funding period.

The official announcement of your award will be in a media release appearing in the next two weeks in the local news. We ask, however, that you refrain from making your grant award public before our initial announcement is published in the Council Bluffs *Daily Nonpareil* and on its website. The Foundation encourages collaborative communications, in particular, to assist you in meeting your organization's mission (see the enclosure for details).

Enclosed is the Iowa West Foundation Grant Award Letter of Agreement detailing the amount, conditions, and uses of the award. After making a copy, please sign and return page one of the enclosed original grant award agreement to the foundation office prior to **August 15, 2017**.

A primary objective of the Iowa West Foundation is to improve the lives of people in our area. Through our grant making and initiative program, we have the distinction of working with outstanding charitable and civic organizations in over 100 communities. We are honored to support you as you serve your community.

Should you have questions regarding grants administration, please contact Pam Bierce, Grants Assistant, at (712) 309-3000, or by e-mail at [grantinfo@iowawest.com](mailto:grantinfo@iowawest.com).

Sincerely,



Pete Tulipana, MSW, MPA  
President & CEO

Enclosures

# GRANT AWARD LETTER OF AGREEMENT

Grant No. C2 2017 13

Omaha – Council Bluffs Metropolitan  
Area Planning Agency

This Grant Agreement ("Agreement") is made between the **Iowa West Foundation** ("Foundation") and the Omaha – Council Bluffs Metropolitan Area Planning Agency ("Grantee") for the purpose of providing grant funding for the **Heartland 2050 Implementation/Close the Gap** program or project.

The Iowa West Foundation is a private, charitable foundation serving Southwest Iowa and Eastern Nebraska. Its mission is to improve lives and strengthen communities for current and future generations to achieve our vision of a community where families choose to live and businesses choose to locate because of the quality of life and the standard of living. In furtherance of this mission, the Iowa West Foundation's Board of Directors, during its **Cycle 2 2017** Grants Review Committee meeting approved funding in the amount of **\$65,000.00** for the Grantee to:

*Implement the Close the Gap program.*

## Award Information

Grant Number	C2 2017 13
Title	Heartland 2050 Implementation/Close the Gap
Award %	Not to exceed 5% of the program
Expiration Date	September 15, 2018
Foundation Contact Person	Matthew Henkes, (712) 309-3007, <a href="mailto:MHenkes@iowawestfoundation.org">MHenkes@iowawestfoundation.org</a>
Special Award Conditions	<ul style="list-style-type: none"><li>• <b>Development Plan</b> – the Grantee shall present a plan for raising the remainder of the funding. This should include investigating expanding the participants on site visits who pay their own way.</li><li>• <b>Evaluation Metrics</b> – within the first month of the grant, the Grantee shall establish in partnership with the Foundation's evaluation staff appropriate metrics to track and report for the grant. This must be completed prior to the first disbursement.</li><li>• <b>Community Projects</b> – re-granting is an ineligible use of Foundation funding. As such the community projects, which are awarded through a competitive application process are not eligible for this grant funding.</li></ul>

## Terms and Conditions

Please additionally review the terms and conditions sheet included with this letter. It is incorporated as a critical piece of the agreement. Grantee's deposit, negotiation, or endorsement of the first disbursement check will constitute its agreement to the terms and conditions set forth above and in any attachments. For the Iowa West Foundation's files, please have the enclosed copy of this agreement reviewed and signed where indicated by an authorized officer of Grantee and then returned to the Foundation by **August 15, 2017** Do not forget to retain a copy for your files.

Please sign and return this signature page

Date

7-27-17

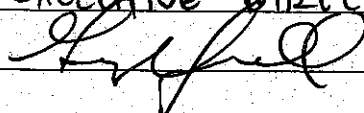
Name of Authorized Agent

GREGORY R. YOUNG

Title of Authorized Agent

EXECUTIVE DIRECTOR

Signature



RECEIVED  
AUG 09 17

## Terms and Conditions

1. **Eligible Organization:** Grantee confirms that it is an organization that is currently recognized by the Internal Revenue Service (the "IRS") as a public charity under sections 501(c)(3) and 509(a)(1), (2), or (3) of the Internal Revenue Code (the "Code"), or, a school district applying through the local area education agency, or another governmental entity. Additionally, Grantee shall inform the Iowa West Foundation immediately of any change in, or IRS proposed or actual revocation (whether or not appealed) of its tax status described above.
2. **Eligible Activities:** This grant may be used only for Grantee's charitable and educational activities.
3. **Misuse of Funds:** Grant funds may not be used for activities or purposes prohibited in the Grant Eligibility and Restrictions section of the Iowa West Foundation Policies and Procedures ([www.iowawestfoundation.org/grantmaking](http://www.iowawestfoundation.org/grantmaking)), such as discriminating against any individual or group, based on race, religious beliefs, or ethnic or national origin. Nor may funds be used for any activity or purpose prohibited by the Internal Revenue Code (such as inurement/private benefit) or other state/federal law.
4. **Purpose and Use of Funds:** The Grantee agrees that all funding disbursed under this Grant Agreement shall be used exclusively towards the attainment of the proposed Grant Activity Description as described in Grantee's grant request submitted to Foundation, which is incorporated by reference and an integral part of this agreement letter, and subject to any Special Award Conditions described on the cover page. Furthermore, if at any time the Grantee should determine that achievement of the stated objectives is no longer feasible, for any reason, the Grantee agrees to notify the Foundation in writing immediately to initiate discussion on steps to be taken.

Grantee accepts responsibility for complying with this agreement's terms and conditions and will exercise full control over the grant and the expenditure of grant funds. The Iowa West Foundation will request that Grantee return any grant unexpended grant funds remaining at the end of the project period.

5. **Leveraging Funds:** The funding granted through this Agreement is based on a percentage of the expected project cost, per the Grantee's application. If the project or program decreases in size and scope post award, the Grantee must ensure that the Foundation-funded portion does not exceed the proportion listed in this section, without prior Foundation approval.
6. **Incorporation of Grant Request:** The grant request proposal submitted by the Grantee to the Foundation is hereby agreed to be an integral part of the agreement. It is expected that the Grantee will complete the work identified in their application, as restricted by the "special award considerations." Any change to the scope should be discussed with the appropriate foundation contact person.
7. **Term of Agreement:** This agreement is effective during the time period specified under the Term of Agreement, unless terminated earlier in accordance with this Agreement. It is agreed that all activities financed with Foundation funds (including for the purposes of calculating the grantee match) will be completed within the period of the grant unless Iowa West Foundation provides approval of extension in writing. *A request-to-extend the contract expiration date must be received in writing 60-days prior to the contract expiration date.*
8. **Termination:** The Foundation reserves the right, in its sole discretion, to discontinue funding if it is not satisfied with the progress of the grant, the content of any required written report, if grant performance standards are not met, or if Grantee spends grant proceeds for purposes other than those approved by the Foundation. In the event of discontinuation or at the close of the grant, any unexpended funds shall immediately be returned to the Foundation, except where the Foundation has agreed in writing to an alternative use of the unused funds. The Grantee also agrees to repay any funds that the Foundation

determines to be misspent pursuant to the terms of this letter. Further, the Foundation may terminate grant disbursements during the grant period if grant performance standards (activities and outputs) are unmet.

9. **Modification:** The Grant Agreement may only be modified by issuance of a formal written Grant Agreement Modification jointly executed by the Grantee's Agent and Foundation's Agent.
10. **Ownership of Intellectual Property:** All reports generated and data collected during this grant shall be considered the joint property of the Grantee and Foundation. This provision extends to third party evaluations conducted for the purposes of the grant and/or as may be required in this agreement.
11. **Performance Management:** The Foundation will use a variety of mechanisms to stay abreast of the Grantee's performance under the grant, and of general progress toward attainment of the grant objectives. These may include:
  - a. Feedback from key partners
  - b. Site visits by Foundation personnel
  - c. Meetings to review and assess periodic work plans and progress reports
  - d. Impact Reports

During the grant period, Grantee agrees to permit The Foundation or its designated agent to inspect Grantee's premises, facilities or the project where the grant is utilized. Grantee shall maintain records of receipts and expenditures involving the award and to make all related books and records available to the Foundation upon request.

12. **Financial / Progress Reporting:** The Grantee agrees to submit required financial and progress report ("Impact Report") to the Foundation. Grantee will be advised if an *interim Impact Report* is also required. The final *Impact Report* on use of funds and grant outcomes is due no later than 30 days after the contract expiration date, and may be submitted early if the grant outcomes are achieved prior to the due date. A web-link to an online *Impact Report* will be made available to grantee by Pam Bierce, Grants Assistant, who is available to assist at (712) 309-3000 and at [grantinfo@iowawestfoundation.org](mailto:grantinfo@iowawestfoundation.org).
13. **Communication:** The Grantee agrees to abide by the Foundation Communications Policy, attached to this agreement, and to acknowledge the award publicly in Grantee's customary fashion, and to copy the Foundation on all announcements. For any questions, contact Director of Communications Nicole Lindquist at (712) 309-3004, or [nlindquist@iowawestfoundation.org](mailto:nlindquist@iowawestfoundation.org).
14. **Staff Contact:** The primary Foundation staff contact(s) for this agreement is indicated on the cover page. Please reference your grant number in your communications with the Foundation.