

**FINANCE COMMITTEE MEETING**

**May 23, 2018 - 8:30 a.m.**

**AGENDA**

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

A. MONTHLY FINANCIAL STATEMENTS (March)

1. [Bank Reconciliation \(American National Bank\) and Statements on Investments](#)
2. [Receipts and Expenditures](#)
3. [Schedule of Accounts Receivable/Accounts Payable](#)
4. [Statement of Financial Position](#)
5. [Statement of Revenues and Expenditures](#)

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments
  - a. [Metro – PMT #3 - \\$27,456.75](#)
  - b. [Florence Home for the Aged – PMT #2 - \\$13,376.60](#)
2. Travel
  - a. [Sue Cutsforth – Kansas City, MO – PRSA Summit - \\$1,200.35](#)

C. RECOMMENDATIONS TO THE BOARD

1. Final Contract Payments
  - a. [Lovgren - \\$8,192.50](#)
2. New Contracts
  - a. [Bellevue Bridge Study not to exceed \\$150,000](#)
  - b. [Douglas County GIS - \\$55,000 federal funds, \\$23,571 local match, \\$2,750 admin Fee](#)
  - c. [Sarpy County GIS and Planning \\$57,000 federal funds, \\$24,429 local match, \\$2,850 admin fee](#)
  - d. [City of Omaha Planning \\$30,000 federal funds, \\$12,857 local match, \\$1,500 admin fee](#)
  - e. [City of Omaha Public Works \\$60,000 federal funds, \\$25,714 local match, \\$3,000 admin fee](#)
3. [Additional FY18 Office Remodel Funds](#)

4. [FY19 Office Remodel Request](#)
5. [TIP Fee Policy Statement](#)
6. [July Insurance Renewals](#)
  - a. [General Insurance](#)
  - b. [Life/AD&D](#)
  - c. [Long Term Disability](#)
  - d. [Dental Plan](#)
7. [FY 2019 Budget](#)
  - a. [Funds Budget](#)
  - b. [Line Item Budget](#)
  - c. [Program Budget](#)
  - d. [Work Program / UPWP](#)
8. [Request from Bennington for a reduction in TIP Fee](#)  
[The finance committee will consider a recommendation to the board to reduce Bennington's TIP for FY 19 should a TIP Fee be approved by the Council of Officials.](#)

D. [RECOMMENDATIONS TO THE MAPA FOUNDATION](#)

1. [17-TFHO-27016 – Valley-Waterloo](#)

E. [DISCUSSION/INFORMATION](#)

1. [Blair NRWHF Award Discussion](#)
2. EDA Application Discussion
3. Banking Service Request for Proposal
4. Wellcom Partnership

F. [OTHER](#)

G. [ADJOURNMENT](#)

Executive Session: We reserve the right to enter into an executive session in order to protect the public interest with respect to discussion regarding litigation and personnel.



**Metropolitan Area Planning Agency**  
**Bank Reconciliation Statement**  
 March 2018

AMERICAN NATIONAL BANK

Balance per bank, March 31, 2018		\$1,020,411.53
Less: Checks Outstanding (3/31/18)	\$111,205.90	<u>(\$111,205.90)</u>
Cash in bank March 31, 2017		<u>\$909,205.63</u>
General Ledger Balance, February 28, 2017		\$579,879.43
Cash Receipts		\$626,411.92
Less:		
Checks (3/2018)	\$117,770.44	
ACH Payroll (3/2018)	\$95,047.15	
ACH Federal Payroll Taxes	\$29,872.46	
Nationwide Payroll Contribution	\$17,444.82	
Blue Cross Blue Shield of NE Health Ins.	\$20,565.69	
Nebraska State withholding Tax	\$3,268.68	
Postalia	\$0.00	
Bank Charges	\$25.81	
Quarterly SUTA	\$0.00	
Nebraska Sales tax	\$0.00	
Pay Flex (3/2018)	\$2,901.04	
Capital Business Systems	\$1,311.57	
Transfer to NPAIT-Capitol Reserve	\$1,200.00	
ACH VISA card (3/2018)	\$7,678.06	
Auto - Gas/Maintenance	\$27.41	
Data Processing	\$79.00	
Due from Employee	\$98.78	
Forums - Green Bellevue	(\$30.00)	
Membership - Reference Materials	\$388.70	
Miscellaneous Expenses	\$738.07	
Career Link	\$703.00	
Other	\$35.07	
Officials Expense - NARC	\$2,469.33	
Supplies	\$203.85	
Travel & Conferences	\$3,702.92	
NARC - MAPA Staff	\$3,278.43	
FredPryor Subsription	\$299.00	
Other	\$125.49	
		<u>\$297,085.72</u>
General Ledger Balances, March 31, 2018		<u>\$909,205.63</u>
Less assigned deposits		<u>(\$206,902.90)</u>
Available Cash Balance		<u>\$702,302.73</u>

**STATEMENT ON INVESTMENT**  
**Treasury Bills**  
 March 2018

Deferred Payroll	Money Market		Securities America	\$ 4,032.38	\$ 814.36	0.030%
Deferred Payroll	CD	9/4/2018	Securities America	\$ 99,977.00	\$ 99,185.64	1.650%
Deferred Payroll	CD	7/23/2019	Securities America	\$ 1,046.86	\$ 1,068.15	2.100%
Equity	CD	7/23/2019	Securities America	\$ 103,639.19	\$ 103,931.85	2.100%
Equity	CD	5/1/2020	Securities America	\$ 49,188.00	\$ 50,000.00	1.750%
Equity	CD	9/27/2022	Securities America	\$ 63,646.05	\$ 64,342.15	2.300%
Equity	CD	9/28/2022	Securities America	\$ 45,740.00	\$35,657.85	0.000%
Undesignated	CD	10/4/2018	Securities America	\$ 99,817.00	\$ 100,000.00	1.450%
Accrued Interest				\$ 1,635.46		
Total				<u>\$ 468,721.94</u>		

**NPAIT INVESTMENTS**

MAPA	General	Capitol	Ortho Quads	Sarpy Co. Revolving	Special Projects	TOTAL
	MAPA	MAPA	(Aerial Photo)	Loan Fund	MAPA	MAPA
Acct #	001	002	004	005	008	
Beginning Balance	265,459.98	61,363.72	58,444.52	46,612.56	2,993.57	<b>434,874.35</b>
Sponsor Fees	168.63					<b>168.63</b>
Interest	274.58	64.43	60.42	48.19	3.09	<b>450.71</b>
Transfer from General checking		1,200.00				<b>1,200.00</b>
Ending Balance	265,903.19	62,628.15	58,504.94	46,660.75	2,996.66	<b>436,693.69</b>
Less Reserve for other projects	3,889.00					
Available for the Agency	<u>262,014.19</u>					

**NPAIT CD Investments**

Special Project	CD	6/29/2018	NPAIT	\$ 134,936.40	\$ 134,936.40	1.05%
Accrued Interest				\$ 720.22		
Total				<u>\$ 135,656.62</u>		

MAPA Foundation	Foundation	NDO	Washington Co.	TOTAL
	MAMA		Revolving Loan Fund	MAPA Foundation
Acct #	003	006	007	
Beginning Balance	33,123.65	127,212.13	185,176.12	<b>345,511.90</b>
Sponsor Fees				
Interest	34.24	132.54	191.43	<b>358.21</b>
Transfer from Foundation checking		1,687.00		<b>1,687.00</b>
Ending Balance	33,157.89	129,031.67	185,367.55	<b>347,557.11</b>

## Metropolitan Area Planning Agency Cash Disbursements

March 2018

Check #	Date	Payee	Payments
16490	3/8/2018	Birdhouse Interior Design Consulting LLC	\$807.50
16491	3/8/2018	The Daily Record	\$20.30
16492	3/8/2018	DAS State Accounting - Central Finance	\$29.99
16493	3/8/2018	Donald Gross	\$62.30
16494	3/8/2018	Douglas County Treasurer	\$84.01
16495	3/8/2018	Fidelity Security Life Insurance Co. (eye med)	\$371.94
16496	3/8/2018	First Nebr. Educators Credit U	\$75.00
16497	3/8/2018	Grant Anderson	\$69.88
16498	3/8/2018	Griff's Delivery Service	\$15.00
16499	3/8/2018	HDR Engineering Inc.	\$1,755.33
16500	3/8/2018	Kissel, Kohout, E&S Associates LLC	\$833.33
16501	3/8/2018	Lincoln Institute of Land Policy	\$2,000.00
16502	3/8/2018	Metro	\$7,175.00
16503	3/8/2018	Michael Helgerson	\$70.25
16504	3/8/2018	Midlands Business Journal	\$480.00
16505	3/8/2018	Omaha Douglas Public Bldg.Comm	\$7.00
16506	3/8/2018	Payless Office Products, Inc.	\$298.46
16507	3/8/2018	PLIC-SBD Grand Island	\$1,260.03
16508	3/8/2018	Sue Cutsforth	\$180.05
16509	3/8/2018	United Way	\$90.00
16510	3/22/2018	AFLAC	\$600.12
16511	3/22/2018	Carol Vinton	\$129.80
16512	3/22/2018	CenturyLink	\$53.68
16513	3/22/2018	City of Council Bluffs	\$45,833.00
16514	3/22/2018	The Daily Nonpareil	\$24.96
16515	3/22/2018	The Daily Record	\$69.30
16516	3/22/2018	Digital Express	\$49.00
16517	3/22/2018	FedEx	\$47.68
16518	3/22/2018	First Nebr. Educators Credit U	\$75.00
16519	3/22/2018	Greater Omaha Chamber of Commerce	\$816.00
16520	3/22/2018	Griff's Delivery Service	\$15.00
16521	3/22/2018	Intercultural Senior Center	\$3,975.00
16522	3/22/2018	Iowa Association of Regional Councils	\$240.00
16523	3/22/2018	Lovgren Marketing Group	\$1,588.07
16524	3/22/2018	Metro	\$47,885.03
16525	3/22/2018	Patti McCoy	\$61.81
16526	3/22/2018	Payless Office Products, Inc.	\$200.22
16527	3/22/2018	Standard Printing Company	\$331.40
16528	3/22/2018	United Way	\$90.00
			<b>\$117,770.44</b>

**Metropolitan Area Planning Agency  
Cash Disbursements**

March 2018

**Check Disbursement Detail**

Advertising	\$ 594.56
Auto - Gas/Maintenance	\$ 84.01
Capital Outlays	\$ 807.50
Data Processing	\$ 1,375.00
Employee Benefits/Withholding	\$ 2,562.09
Membership - Reference Materials	\$ 2,816.00
Office Rent	\$ 5,800.00
Officials Expense	\$ 158.40
Postage	\$ 77.68
Printing	\$ 380.40
Professional Services	\$ 833.33
Supplies	\$ 560.49
Telephone	\$ 83.67
Travel & Conferences	\$ 600.88
MAPA Activites Subtotal	<u>\$ 16,734.01</u>
Contracts	\$ 3,343.40
Pass Through Contracts - Planning	\$ 47,885.03
Pass Through Contracts - STP	\$ 49,808.00
Contracts Subtotal	<u>\$ 101,036.43</u>
Total Disbursements	<u><u><b>\$ 117,770.44</b></u></u>

**Metropolitan Area Planning Agency**  
**Cash Receipts Report**  
 March 2018

<b>Date</b>	<b>Type</b>	<b>Payer</b>	<b>Receipt Number</b>	<b>Deposit Number</b>	<b>Amount</b>
3/1/2018	Received EFT	East Campus Realty	1105	624	\$2,500.00
3/2/2018	Check	St. Frances Cabrini Parish	1106	625	\$48.00
3/2/2018	Check	City of Ralston	1107	625	\$11.00
3/2/2018	Check	City of Gretna	1108	625	\$11.00
3/2/2018	Check	City of Papillion	1109	625	\$11.00
3/2/2018	Check	IOWA COG	1110	625	\$10,294.11
3/2/2018	Check	City of Omaha	1111	625	\$1,023.40
3/2/2018	Check	City of Omaha	1111	625	\$1,250.00
3/2/2018	Check	Lamp, Rynearson & Associates, Inc.	1112	625	\$1,000.00
3/2/2018	Check	Harrison County	1113	625	\$3,571.00
3/2/2018	Check	Sarpy County	1114	625	\$11.00
3/2/2018	Check	City of Bellevue	1115	625	\$22.00
3/7/2018	Check	Douglas County Housing Authority	1118	626	\$5,468.00
3/7/2018	Check	City of Omaha	1119	626	\$9,364.00
3/7/2018	Check	Council Bluffs Area Chamber of Commerce	1120	626	\$335.00
3/12/2018	Received EFT	NDOT- CMAQ	1121	627	\$51,435.74
3/13/2018	Received EFT	FEDERAL TRANSIT ADMINISTRATION	1122	628	\$164,311.49
3/14/2018	Received EFT	FEDERAL TRANSIT ADMINISTRATION	1123	629	\$12,562.00
3/15/2018	Check	Felsburg, Holt & Ullevig	1126	630	\$1,000.00
3/20/2018	Received EFT	IOWA DEPARTMENT OF TRANSPORTATION	1127	631	\$9,046.00
3/20/2018	Received EFT	NDOT	1128	631	\$242,098.12
3/23/2018	Received EFT	FEDERAL TRANSIT ADMINISTRATION	1129	632	\$45,833.00
3/23/2018	Received EFT	FEDERAL TRANSIT ADMINISTRATION	1130	632	\$3,975.00
3/23/2018	Check	Nebraska Children and Families Foundation	1131	633	\$212.96
3/23/2018	Check	Omaha Public Power District	1132	633	\$1,500.00
3/23/2018	Check	Discovery Benefits	1133	633	\$1,246.40
3/23/2018	Check	City of Blair	1134	633	\$11.00
3/23/2018	Check	Shelby County	1135	633	\$2,910.00
3/27/2018	Received EFT	IOWA DEPARTMENT OF TRANSPORTATION	1136	634	\$38,485.00
3/29/2018	Check	Pottawattamie County, Iowa	1137	635	\$4,684.02
3/30/2018	Received EFT	NDOT- CMAQ	1138	636	\$12,181.68
					<b><u>\$626,411.92</u></b>

<b>Account Description</b>	<b>Amount</b>
Contracts	\$19,516.02
Officials Expense	\$1,023.40
Federal Revenue	\$579,928.03
Forums	\$77.00
Health Insurance Payable	\$1,246.40
Heartland 2050 Local Revenue	\$1,500.00
Local Revenue	\$6,481.00
Match Contributions	\$3,750.00
Misc. Cash Sales	\$48.00
Miscellaneous	\$2,547.96
State Revenue	\$10,294.11
	<b><u>\$626,411.92</u></b>

**Metropolitan Area Planning Agency  
Payroll Register  
March 2018**

<b>Pay Types/Benefits</b>	<b>Hours</b>	<b>Amount</b>
ER H.I.	0.00	\$8,628.90
ER H.I. CH	0.00	\$2,696.58
ER H.I. FA	0.00	\$8,111.28
ER H.I. SP	0.00	\$4,724.37
Hourly	501.00	\$7,978.60
Hourly - Reg	961.00	\$20,618.34
Life & Dis	0.00	\$672.90
OT Hourly	3.50	\$37.70
Salary	0.00	\$108,558.00
	Gross Pay	\$137,192.64
	Gross Benefits	\$24,834.03
	Gross Pay/Benefits	\$162,026.67

<b>Deductions/Employee Taxes</b>	<b>Adj. Gross</b>	<b>Amount</b>
457-\$	N/A	\$1,950.00
457-%	N/A	\$1,488.87
457-Roth \$	N/A	\$150.00
457-Roth%	N/A	\$827.31
AFLAC	N/A	\$490.32
AT AFLAC	N/A	\$97.92
Credit Union	N/A	\$225.00
Dental Ins	N/A	\$1,091.88
Flex Plan 18	N/A	\$2,308.29
Health Ins	N/A	\$2,588.76
Pension	N/A	\$1.51
Pension Loan	N/A	\$360.24
Pension Plan	N/A	\$5,332.53
United Way	N/A	\$270.00
VISION	N/A	\$171.78
Federal	121,732.51	\$9,899.48
Medicare	130,541.61	\$1,892.88
Soc Security	130,541.61	\$8,093.61
State - NE	121,732.51	\$4,905.11
	Deductions/Employee Taxes:	\$42,145.49

<b>Employer Expenses</b>	<b>Adj. Gross</b>	<b>Amount</b>
ER Pension	N/A	\$7,332.29
Pension ER	N/A	\$2.07
Medicare	130,541.61	\$1,892.88
Soc Security	130,541.61	\$8,093.61
SUTA	26,182.31	\$99.41
	Additional Employer Expenses:	\$17,420.26

GRAND TOTAL NET PAY: \$95,047.15

GRAND TOTAL EXPENSE: \$179,446.93



**Metropolitan Area Planning Agency**  
**Aged Accounts Receivable Report**  
 March 31, 2018

<b>Aging Balance For</b>	<b>Client ID</b>	<b>Last Paid</b>	<b>current</b>	<b>31-60</b>	<b>61-90</b>	<b>over 90</b>	<b>Balance</b>
<b>City of Council Bluffs</b>		4/4/2018					
<i>City of Council Bluffs</i>		4/4/2018	\$30.00	\$0.00	\$0.00	\$60.00	\$90.00
<b>Totals for City of Council Bluffs:</b>			\$30.00	\$0.00	\$0.00	\$60.00	\$90.00
<b>City of Glenwood</b>							
<i>City of Glenwood</i>			\$0.00	\$11.00	\$0.00	\$0.00	\$11.00
<b>Totals for City of Glenwood:</b>			\$0.00	\$11.00	\$0.00	\$0.00	\$11.00
<b>City of Gretna</b>		4/12/2018					
<i>City of Gretna</i>		4/12/2018	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
<b>Totals for City of Gretna:</b>			\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
<b>City of Omaha</b>		4/20/2018					
<i>City of Omaha</i>		4/20/2018	\$35.00	\$1,250.00	\$3,000.00	\$0.00	\$4,285.00
<b>Totals for City of Omaha:</b>			\$35.00	\$1,250.00	\$3,000.00	\$0.00	\$4,285.00
<b>City of Walnut</b>		4/12/2018					
<i>City of Walnut</i>		4/12/2018	\$4,737.36	\$0.00	\$0.00	\$0.00	\$4,737.36
<b>Totals for City of Walnut:</b>			\$4,737.36	\$0.00	\$0.00	\$0.00	\$4,737.36
<b>Cornhusker Motor Club Foundation</b>		5/27/2018					
<i>Cornhusker Motor Club Foundation</i>		5/27/2018	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00
<b>Totals for Cornhusker Motor Club Foundation</b>			\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00
<b>Department of Defense</b>		4/23/2018					
<i>Department of Defense</i>		4/23/2018	\$0.00	\$14,971.00	\$0.00	\$22,775.00	\$37,746.00
<b>Totals for Department of Defense:</b>			\$0.00	\$14,971.00	\$0.00	\$22,775.00	\$37,746.00
<b>Greater Omaha Chamber of Commerce</b>		4/20/2018					
<i>Greater Omaha Chamber of Commerce</i>		4/20/2018	\$816.00	\$0.00	\$0.00	\$0.00	\$816.00
<b>Totals for Greater Omaha Chamber of Commerce</b>			\$816.00	\$0.00	\$0.00	\$0.00	\$816.00
<b>Greg Youell</b>		4/27/2018					
<i>Greg Youell</i>		4/27/2018	\$0.95	\$0.00	\$0.00	\$0.00	\$0.95
<b>Totals for Greg Youell:</b>			\$0.95	\$0.00	\$0.00	\$0.00	\$0.95

# Metropolitan Area Planning Agency Aged Accounts Receivable Report

March 31, 2018

Aging Balance For	Client ID	Last Paid	current	31-60	61-90	over 90	Balance
<b>IOWA COG</b>		3/2/2018					
<i>IOWA COG</i>		3/2/2018	\$0.00	\$15,800.00	\$0.00	\$0.00	\$15,800.00
<b>Totals for IOWA COG:</b>			<u>\$0.00</u>	<u>\$15,800.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$15,800.00</u>
<b>IOWA WEST FOUNDATION</b>		8/25/2017					
<i>IOWA WEST FOUNDATION</i>		8/25/2017	\$0.00	\$0.00	\$0.00	\$16,250.00	\$16,250.00
<b>Totals for IOWA WEST FOUNDATION:</b>			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$16,250.00</u>	<u>\$16,250.00</u>
<b>Kiewit Corporation</b>		4/20/2018					
<i>Kiewit Corporation</i>		4/20/2018	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
<b>Totals for Kiewit Corporation:</b>			<u>\$0.00</u>	<u>\$5,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$5,000.00</u>
<b>Metro Transit</b>		4/27/2018					
<i>Metro Transit</i>		4/27/2018	\$2,270.53	\$0.00	\$0.00	\$0.00	\$2,270.53
<b>Totals for Metro Transit:</b>			<u>\$2,270.53</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,270.53</u>
<b>Mills County Emergency Management</b>		11/22/2013					
<i>Mills County Emergency Management</i>		11/22/2013	\$0.00	\$8,404.44	\$0.00	\$0.00	\$8,404.44
<b>Totals for Mills County Emergency Manageme</b>			<u>\$0.00</u>	<u>\$8,404.44</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$8,404.44</u>
<b>Mills County</b>		4/27/2018					
<i>Mills County</i>		4/27/2018	\$8,289.85	\$0.00	\$0.00	\$0.00	\$8,289.85
<b>Totals for Mills County:</b>			<u>\$8,289.85</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$8,289.85</u>
<b>NDOT- CMAQ</b>		4/3/2018					
<i>NDOT- CMAQ</i>		4/3/2018	\$39,934.20	\$0.00	\$0.00	\$0.00	\$39,934.20
<b>Totals for NDOT- CMAQ:</b>			<u>\$39,934.20</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$39,934.20</u>
<b>NDOT</b>		5/11/2018					
<i>NDOT</i>		5/11/2018	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
<b>Totals for NDOT:</b>			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$20,000.00</u>	<u>\$0.00</u>	<u>\$20,000.00</u>
<b>Nebraska Ethanol Industry Coalition</b>		2/3/2017					
<i>Nebraska Ethanol Industry Coalition</i>		2/3/2017	\$0.00	\$7,200.00	\$0.00	\$0.00	\$7,200.00
<b>Totals for Nebraska Ethanol Industry Coalitio</b>			<u>\$0.00</u>	<u>\$7,200.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,200.00</u>

# Metropolitan Area Planning Agency Aged Accounts Receivable Report

March 31, 2018

Aging Balance For	Client ID	Last Paid	current	31-60	61-90	over 90	Balance
<b>Peter Kiewit Foundation</b>		12/22/2017					
<i>Peter Kiewit Foundation</i>		12/22/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals for Peter Kiewit Foundation:</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Pottawattamie County, Iowa</b>		5/4/2018					
<i>Pottawattamie County, Iowa</i>		5/4/2018	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00
<b>Totals for Pottawattamie County, Iowa:</b>			\$0.00	\$0.00	\$15.00	\$0.00	\$15.00
<b>Security National Trust</b>							
<i>Security National Trust</i>			\$0.00	\$0.00	\$0.00	\$35.00	\$35.00
<b>Totals for Security National Trust:</b>			\$0.00	\$0.00	\$0.00	\$35.00	\$35.00
<b>Grand Totals:</b>			<b>\$56,113.89</b>	<b>\$52,636.44</b>	<b>\$23,015.00</b>	<b>\$42,650.00</b>	<b>\$174,415.33</b>

**Metropolitan Area Planning Agency**  
**Aged Accounts Payable Report**  
 March 31, 2018

<b>Vendor Name</b>	<b>Trans. No.</b>	<b>Description</b>	<b>current</b>	<b>31-60</b>	<b>61-90</b>	<b>over 90</b>	<b>Credits</b>	<b>Net Due</b>
<b>Brenda Koger</b>								
Brenda Koger	3.7.18	5-2-1-0	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
<i>Totals for Brenda Koger:</i>			<u>\$500.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$500.00</u>
<b>City of Omaha Cashier</b>								
City of Omaha Cashier	149399		\$17,136.12	\$0.00	\$0.00	\$0.00	\$0.00	\$17,136.12
<i>Totals for City of Omaha Cashier:</i>			<u>\$17,136.12</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$17,136.12</u>
<b>The Daily Record</b>								
The Daily Record	111710		\$27.50	\$0.00	\$0.00	\$0.00	\$0.00	\$27.50
<i>Totals for The Daily Record:</i>			<u>\$27.50</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$27.50</u>
<b>DAS State Accounting - Central Finance</b>								
DAS State Accounting - Central Finance	1106863		\$17.33	\$0.00	\$0.00	\$0.00	\$0.00	\$17.33
<i>Totals for DAS State Accounting - Central Finance:</i>			<u>\$17.33</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$17.33</u>
<b>Daydream Believer's Daycare</b>								
Daydream Believer's Daycare	3.8.2018	5-2-1-0	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
<i>Totals for Daydream Believer's Daycare:</i>			<u>\$500.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$500.00</u>
<b>Douglas County GIS</b>								
Douglas County GIS	15	Final Payment	\$19,600.29	\$0.00	\$0.00	\$0.00	\$0.00	\$19,600.29
<i>Totals for Douglas County GIS:</i>			<u>\$19,600.29</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$19,600.29</u>
<b>Douglas County Treasurer</b>								
Douglas County Treasurer	4987		\$133.05	\$0.00	\$0.00	\$0.00	\$0.00	\$133.05
<i>Totals for Douglas County Treasurer:</i>			<u>\$133.05</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$133.05</u>
<b>First Nebr. Educators Credit U</b>								
First Nebr. Educators Credit U	3.24.18	3.24.18 Payroll Contribution	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
<i>Totals for First Nebr. Educators Credit U:</i>			<u>\$75.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$75.00</u>
<b>Florence Home for the Aged</b>								
Florence Home for the Aged	3.31.18	Payment # 1	\$12,056.68	\$0.00	\$0.00	\$0.00	\$0.00	\$12,056.68
<i>Totals for Florence Home for the Aged:</i>			<u>\$12,056.68</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$12,056.68</u>
<b>Ideal Pure Water</b>								
Ideal Pure Water	1456243		\$104.90	\$0.00	\$0.00	\$0.00	\$0.00	\$104.90
<i>Totals for Ideal Pure Water:</i>			<u>\$104.90</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$104.90</u>
<b>Jeff Spiehs</b>								
Jeff Spiehs	3.2018		\$46.34	\$0.00	\$0.00	\$0.00	\$0.00	\$46.34



# Metropolitan Area Planning Agency Aged Accounts Payable Report

March 31, 2018

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
United Way	3.24.18	3.24.18 Payroll Contribution	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
		<i>Totals for United Way:</i>	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
<b>Verizon</b>								
Verizon	9803753924		\$84.15	\$0.00	\$0.00	\$0.00	\$0.00	\$84.15
		<i>Totals for Verizon:</i>	\$84.15	\$0.00	\$0.00	\$0.00	\$0.00	\$84.15
<b>GRAND TOTALS:</b>			<b>\$55,540.72</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$141,476.59</b>	<b>\$0.00</b>	<b>\$197,017.31</b>

A total of 25 transaction(s) listed

# Metropolitan Area Planning Agency Statement of Financial Position

March 31, 2018

		<b>Actual</b>
<b>Assets</b>		
10-1000	Petty Cash	\$378.89
10-1005	Paypal Account	\$2,742.97
10-1010	Cash - American National Bank	\$909,205.63
10-1030	Treasury Bills	\$468,721.94
10-1040	NPAIT Investments General	\$262,014.19
10-1045	NPAIT Investments Capitol Reserve	\$62,628.15
10-1050	NPAIT Investments Ortho Quads	\$58,504.94
10-1100	Accounts Receivable	\$174,415.33
10-1110	Due To/Due From Funds	(\$306,599.22)
10-1140	Due from Employee	\$34.77
10-1300	Prepaid Expenses	\$11,978.35
10-1310	Prepaid Insurance	\$4,388.72
11-1110	Due To/Due From Funds	\$1,138.40
12-1055	NPAIT Investments Sarpy Co. Revolving Loan	\$46,660.75
13-1200	Furniture, Fixtures & Equipment	\$144,304.70
13-1205	Vehicles	\$51,215.35
13-1220	Less: Accumulated Depreciation	\$161,457.69
15-1040	NPAIT Investments General	\$3,889.00
15-1045	NPAIT Investments Special Projects	\$2,996.66
15-1057	NPAIT CD Investments	\$135,656.62
15-1110	Due To/Due From Funds	\$281,628.06
20-1020	Cash - ANB Foundation	\$21,069.26
20-1060	NPAIT Investments Foundation	\$33,157.89
20-1065	NPAIT Investments FD NDO	\$129,031.67
20-1070	NPAIT Investments FD Washington County Revolving	\$185,367.55
20-1110	Due To/Due From Funds	\$23,832.76
20-1415	Note Receivable - Sterling Ambitions, LLC	\$31,943.00
20-1425	Note Receivable KB Quality Meats	\$13,378.00
40-1100	Accounts Receivable	\$356,104.02
<b>Total Assets</b>		<b>\$2,948,330.66</b>

## Liabilities and Fund Balance

### Liabilities

10-2000	Accounts Payable	\$196,933.16
10-2105	Nebraska Withholding	\$4,905.11
10-2115	AFLAC W/H Payable	(\$172.31)
10-2125	Dental Insurance W/H Payable	(\$970.20)
10-2126	Life & Disability Insurance Payable	(\$644.34)
10-2130	Flex W/H Payable	\$986.39
10-2132	Vision Insurance Payable	(\$25.12)
10-2135	Health Insurance Payable	(\$10,929.03)

# Metropolitan Area Planning Agency Statement of Financial Position

March 31, 2018

		<u>Actual</u>
10-2160	SUTA Tax	\$716.83
10-2210	Accrued Compensated Absences	\$119,579.83
10-2220	Accrued Audit Fees	\$10,800.00
20-2000	Accounts Payable	\$83.95
20-2430	Deferred Revolving Loan	\$261,109.01
40-2000	Accounts Payable	\$462,232.00
<b>Total Liabilities</b>		<u><b>\$1,044,605.28</b></u>

## Fund Balance

10-3000	Fund Balance Undesignated	\$906,245.57
10-3010	Fund Balance Assigned	\$65,988.77
10-3020	Fund Balance Committed	\$355,000.00
11-3000	Fund Balance Undesignated	\$1,138.40
12-3100	Fund Balance Restricted	\$46,660.75
13-3005	Invested in Capital Assets	\$34,062.36
15-3010	Fund Balance Assigned	\$424,170.34
20-3000	Fund Balance Undesignated	\$75,995.96
20-3100	Fund Balance Restricted	\$100,591.21
40-3010	Fund Balance Assigned	(\$106,127.98)
<b>Total Fund Balance</b>		<u><b>\$1,903,725.38</b></u>

## Total Liabilities and Fund Balance

**\$2,948,330.66**



# Metropolitan Area Planning Agency Statement of Revenues and Expenditures

March 31, 2018

		3/1/18 - 3/31/18		7/1/17 - 3/31/18		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2018 Budget
		Actual	Budget	Acutual YTD	Budget YTD				
Revenues									
Federal and State Revenue									
10-4100	Federal Revenue	\$64,677.88	\$977,867.25	\$1,709,324.70	\$2,933,801.75	58.26 %	\$1,347,134.47	26.89 %	\$3,850,969.00
10-4200	State Revenue	\$0.00	\$38,144.00	\$106,789.37	\$114,432.00	93.32 %	\$146,845.33	(27.28)%	\$152,576.00
<b>Total Federal and State Revenue</b>		<b>\$64,677.88</b>	<b>\$1,016,011.25</b>	<b>\$1,816,114.07</b>	<b>\$3,048,233.75</b>	<b>59.58 %</b>	<b>\$1,493,979.80</b>	<b>21.56 %</b>	<b>\$4,003,545.00</b>
Local Government Revenue									
10-4300	Local Revenue	\$816.00	\$0.00	\$400,328.00	\$392,378.00	102.03 %	\$391,171.00	2.34 %	\$392,378.00
10-4350	Heartland 2050 Local Revenue	\$0.00	\$19,800.00	\$41,223.33	\$59,400.00	69.40 %	\$35,576.04	15.87 %	\$79,200.00
15-4300	Local Revenue	\$0.00	\$0.00	\$35,000.00	\$0.00	0.00 %	\$40,000.00	(12.50)%	\$0.00
<b>Total Local Government Revenue</b>		<b>\$816.00</b>	<b>\$19,800.00</b>	<b>\$476,551.33</b>	<b>\$451,778.00</b>	<b>105.48 %</b>	<b>\$466,747.04</b>	<b>2.10 %</b>	<b>\$471,578.00</b>
Charges for Services									
10-4400	Contracts	\$19,981.76	\$145,652.00	\$69,337.49	\$436,956.00	15.87 %	\$28,271.33	145.26 %	\$831,850.00
<b>Total Charges for Services</b>		<b>\$19,981.76</b>	<b>\$145,652.00</b>	<b>\$69,337.49</b>	<b>\$436,956.00</b>	<b>15.87 %</b>	<b>\$28,271.33</b>	<b>145.26 %</b>	<b>\$831,850.00</b>
Forums Revenue									
10-4500	Forums/Annual Dinner	\$1,890.00	\$4,000.00	\$20,806.00	\$12,000.00	173.38 %	\$4,347.00	378.63 %	\$17,887.00
<b>Total Forums Revenue</b>		<b>\$1,890.00</b>	<b>\$4,000.00</b>	<b>\$20,806.00</b>	<b>\$12,000.00</b>	<b>173.38 %</b>	<b>\$4,347.00</b>	<b>378.63 %</b>	<b>\$17,887.00</b>
In-kind Revenue									
10-4510	In-Kind Revenue	\$27,800.79	\$208,578.00	\$419,552.42	\$625,734.00	67.05 %	\$162,650.40	157.95 %	\$670,092.00
<b>Total In-kind Revenue</b>		<b>\$27,800.79</b>	<b>\$208,578.00</b>	<b>\$419,552.42</b>	<b>\$625,734.00</b>	<b>67.05 %</b>	<b>\$162,650.40</b>	<b>157.95 %</b>	<b>\$670,092.00</b>
Investment Income									
10-4520	Investment Earnings	\$311.38	\$0.00	(\$469.51)	\$0.00	0.00 %	\$1,534.45	(130.60)%	\$0.00
15-4520	Investment Earnings	\$121.16	\$0.00	\$1,132.37	\$0.00	0.00 %	\$140.24	707.45 %	\$0.00
<b>Total Investment Income</b>		<b>\$432.54</b>	<b>\$0.00</b>	<b>\$662.86</b>	<b>\$0.00</b>	<b>0.00 %</b>	<b>\$1,674.69</b>	<b>(60.42)%</b>	<b>\$0.00</b>
Miscellaneous Revenue									
10-4310	Match Contributions	\$0.00	\$18,638.50	\$0.00	\$55,915.50	0.00 %	\$0.00	0.00 %	\$107,054.00

# Metropolitan Area Planning Agency Statement of Revenues and Expenditures

March 31, 2018

		3/1/18 - 3/31/18		7/1/17 - 3/31/18		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2018 Budget
		Actual	Budget	Acutual YTD	Budget YTD				
10-4530	Misc. Cash Sales	\$0.00	\$0.00	\$48.00	\$0.00	0.00 %	\$15.00	220.00 %	\$0.00
10-4540	Miscellaneous	\$381.59	\$104,375.00	\$26,786.13	\$313,125.00	8.55 %	\$24,486.60	9.39 %	\$240,000.00
15-4310	Match Contributions	\$0.00	\$0.00	\$40,500.00	\$0.00	0.00 %	\$0.00	0.00 %	\$0.00
15-4540	Miscellaneous	\$0.00	\$0.00	\$165,000.00	\$0.00	0.00 %	\$26,400.00	525.00 %	\$0.00
Total Miscellaneous Revenue		\$381.59	\$123,013.50	\$232,334.13	\$369,040.50	62.96 %	\$50,901.60	356.44 %	\$347,054.00
Total		\$115,980.56	\$1,517,054.75	\$3,035,358.30	\$4,943,742.25	61.40 %	\$2,208,571.86	37.44 %	\$6,342,006.00
Total Reveunes		\$115,980.56	\$1,517,054.75	\$3,035,358.30	\$4,943,742.25	61.40 %	\$2,208,571.86	37.44 %	\$6,342,006.00
Expenses									
MAPA Activities									
MAPA Personnel Expenses									
	Salaries	\$131,384.42	\$130,439.50	\$961,058.26	\$1,173,955.50	81.87 %	\$888,832.71	8.13 %	\$1,490,314.00
	Payroll Taxes	\$10,085.90	\$9,722.00	\$70,295.24	\$87,498.00	80.34 %	\$65,976.18	6.55 %	\$111,084.00
	Employee Benefits	\$32,168.39	\$26,914.76	\$199,782.97	\$242,232.72	82.48 %	\$184,864.35	8.07 %	\$307,504.00
Total MAPA Personnel Expenses		\$173,638.71	\$167,076.26	\$1,231,136.47	\$1,503,686.22	81.87 %	\$1,139,673.24	8.03 %	\$1,908,902.00
MAPA Non-personnel									
10-5200	Advertising	\$121.76	\$1,500.00	\$2,221.62	\$13,500.00	16.46 %	\$3,060.35	(27.41)%	\$13,000.00
10-5210	Membership - Reference Mater	\$1,440.19	\$1,250.00	\$18,966.68	\$16,250.00	116.72 %	\$15,655.82	21.15 %	\$22,000.00
	Data Processing	\$2,151.26	\$3,750.00	\$23,784.84	\$33,750.00	70.47 %	\$26,556.25	(10.44)%	\$45,000.00
10-5320	Professional Services	\$986.58	\$2,000.00	\$19,319.39	\$34,000.00	56.82 %	\$37,968.74	(49.12)%	\$40,000.00
10-5600	Forums	\$2,292.07	\$14,625.00	\$50,286.23	\$48,875.00	102.89 %	\$38,021.58	32.26 %	\$80,000.00
10-5650	Miscellaneous Expenses	\$833.07	\$125.00	\$1,973.56	\$1,125.00	175.43 %	\$696.15	183.50 %	\$2,000.00
10-5730	Bank Charges	\$25.81	\$83.34	\$306.29	\$749.98	40.84 %	\$313.50	(2.30)%	\$1,000.00
10-5800	Office Rent	\$5,800.00	\$6,250.00	\$52,200.00	\$56,250.00	92.80 %	\$51,775.20	0.82 %	\$75,000.00
	Office Expense	\$4,752.40	\$7,333.35	\$38,679.68	\$65,999.95	58.61 %	\$45,113.00	(14.26)%	\$86,000.00
	Travel and Conferences	\$5,947.56	\$8,333.34	\$58,082.29	\$74,999.98	77.44 %	\$61,220.52	(5.13)%	\$100,000.00
	Transfers	\$0.00	(\$1,866.66)	\$0.00	(\$16,800.02)	0.00 %	\$0.00	0.00 %	(\$22,400.00)
10-5950	Capital Outlays	\$807.50	\$0.00	\$5,082.50	\$70,000.00	7.26 %	\$0.00	0.00 %	\$70,000.00

# Metropolitan Area Planning Agency Statement of Revenues and Expenditures

March 31, 2018

		<u>3/1/18 - 3/31/18</u>		<u>7/1/17 - 3/31/18</u>		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2018 Budget
		Actual	Budget	Actual YTD	Budget YTD				
Total MAPA Non-personnel		\$25,158.20	\$43,383.37	\$270,903.08	\$398,699.89	67.95 %	\$280,381.11	(3.38)%	\$511,600.00
<b>Total MAPA Activities</b>		<b>\$198,796.91</b>	<b>\$210,459.63</b>	<b>\$1,502,039.55</b>	<b>\$1,902,386.11</b>	<b>78.96 %</b>	<b>\$1,420,054.35</b>	<b>5.77 %</b>	<b>\$2,420,502.00</b>
Contracts and Pass-through									
10-5400	Contracts	\$2,500.00	\$112,382.75	\$126,249.59	\$1,011,444.75	12.48 %	\$477,908.39	(73.58)%	\$1,472,835.00
10-5420	Pass Through Contracts - Planni	\$48,793.09	\$362,769.25	\$272,086.51	\$1,088,307.75	25.00 %	\$340,543.79	(20.10)%	\$1,451,077.00
10-5430	Pass Through Contracts - STP	\$0.00	\$112,718.75	\$1,008,515.76	\$338,156.25	298.24 %	\$3,123.91	32.183.76 %	\$450,875.00
10-5440	In-Kind Expense	\$27,800.79	\$177,734.25	\$419,552.42	\$533,202.75	78.69 %	\$162,650.40	157.95 %	\$546,717.00
Subtotal Contracts and Pass-Through		\$79,093.88	\$765,605.00	\$1,826,404.28	\$2,971,111.50	61.47 %	\$984,226.49	85.57 %	\$3,921,504.00
Total Expenses		\$277,890.79	\$976,064.63	\$3,328,443.83	\$4,873,497.61	68.30 %	\$2,404,280.84	38.44 %	\$6,342,006.00
<b>NET SURPLUS/(DEFICIT)</b>		<b>(\$161,910.23)</b>	<b>\$540,990.12</b>	<b>(\$293,085.53)</b>	<b>\$70,244.64</b>	<b>(417.24)%</b>	<b>(\$195,708.98)</b>	<b>49.76 %</b>	<b>\$0.00</b>

# Metropolitan Area Planning Agency Statement of Revenues and Expenditures

March 31, 2018

		<u>3/1/18-3/31/18</u>	<u>7/1/17 - 3/31/18</u>
		<u>Actual</u>	<u>YTD</u>
<b>Revenues</b>			
20-4520	Investment Earnings	\$34.36	\$201.75
20-4700	Motorist Assist Income	\$0.00	\$37,126.00
<b>Total Revenues</b>		<b><u>\$34.36</u></b>	<b><u>\$37,327.75</u></b>
 <b>Expenses</b>			
20-6000	Auto - Gas/Maintenance	\$0.00	\$866.90
20-6075	Miscellaneous Foundation	\$0.00	\$2,699.22
20-6083	Insurance - Foundation	\$0.00	\$500.00
20-6088	Telephone - Foundation	\$84.15	\$759.15
20-6098	Vehicle Purchases - Foundation	\$0.00	\$28,389.40
<b>Total Expenses</b>		<b><u>\$84.15</u></b>	<b><u>\$33,214.67</u></b>
 <b>NET SURPLUS/(DEFICIT)</b>		 <b><u>(\$49.79)</u></b>	 <b><u>\$4,113.08</u></b>



# Subcontractor Payment Authorization

Contract Number: 18503100103  
Contract Party: Metro Transit Authority  
Contract Description: Transit Activates - FY 2018  
Contract Approved by Board of Directors: June 29, 2017  
Contract Amount: \$80,000.00  
Match Amount: \$34,286.00  
Contract Period: July 1, 2017 - June 30, 2018

## Payment # 3

Billed to Date: \$ 75,341.78  
Less Previous Payments: \$ 47,885.03  
Amount Due: \$ 27,456.75

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

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

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

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

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



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

Invoice No. 034019

**INVOICE**

MAPA CONTRACT  
 2222 Cuming Street  
 Omaha, NE 68102

Date March 31, 2018  
 PO \_\_\_\_\_  
 Reference # \_\_\_\_\_  
 Customer # 20-20112

Qty	Description	Unit Price	TOTAL
0.00	2020112 - 2017-2018 MAPA CONTR	0.00	27,456.75
0.00	2020112 - JAN-MAR 2018 3RD QTR	0.00	0.00

10-4570 (11,767.18)  
 10-5440 11,767.18

**MAPA Expense Authorization Voucher**

Date 3/31/18 Amt. 27456.75  
 Project ~~3000~~ 31000-50  
 Account 10-5420  
 Grant 16 FTAA01  
 Acctg. Dir. MK  
 Exec. Dir. \_\_\_\_\_  
 Treasurer \_\_\_\_\_

<b>Payment Details</b> <input type="radio"/> Cash <input type="radio"/> Check <input type="radio"/> _____	SubTotal	27,456.75
	<b>TOTAL</b>	27,456.75
Office Use Only		

**METRO AREA TRANSIT**  
**MAPA EXPENSES 2017-2018 CONTRACT**  
**Billing Period: January 1, 2018 to March 31, 2018**

MAPA Billing

Evan Schweitz 3rd Qtr Wages & Fringes	13,348.04
Sylvia Sherman 3rd Qtr Wages & Fringes	0.00
Emily Baarson 3rd Qtr Wages	4,400.20
Alicia Andry 3rd Qtr Wages	<u>9,708.51</u>
<b>2017 - 2018 MAPA Contract - Federal Share</b>	<b>27,456.75</b>

Evan Schweitz 3rd Qtr Wages & Fringes	5,720.59
Sylvia Sherman 3rd Qtr Wages & Fringes	0.00
Emily Baarson 3rd Qtr Wages	1,885.80
Alicia Andry 3rd Qtr Wages	<u>4,160.79</u>
<b>2017 - 2018 MAPA Contract - Local Match</b>	<b>11,767.18</b>

<b>2017 - 2018 MAPA Contract</b>	<b><u>39,223.93</u></b>
----------------------------------	-------------------------

<b>MAPA March Billing</b>	<b><u>27,456.75</u></b>
---------------------------	-------------------------







**MAPA Unified Work Program  
FY-2018 Progress Report  
Third Quarter**

**TRANSIT/HUMAN SERVICE TRANSPORTATION (440)**

**440.01 Transit Planning Administration**

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

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

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: Ongoing

**440.02 Short-Range and Service Planning**

- A. Metro staff has worked to alleviate issues with routes as they arise, such as the placement of bus stops and transfer points, requests for increased service to several locations, or potential adjustments to bus travel times on specific corridors. Staff is planning for the relocation of a transit center and reviewing several minor schedule adjustments concurrent with that change. Staff is analyzing network travel patterns based on new geocoded onboard survey responses from October/November 2017, which will provide important information for future service planning.

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

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: 75%

**440.03 Long Range Transit Planning**

- A. Metro staff has begun coordinating with partner agencies in the region to complete a Transit Development Plan, which will outline specific and achievable service changes over the next six years. The plan will analyze the impact of the 2015 system changes, determine where and why service gaps exist today, understand what can feasibly be changed to close these gaps, and make recommendations for phased implementation over the next six years. These staff hours will support consultant work being funded by a Heartland 2050 mini grant, and the Transit Development Plan is expected to conclude in second quarter of FY2019. Additionally, staff continues to coordinate with other Heartland 2050 efforts as the region works to implement the 2050 vision.

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

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: 25%

**440.08 Transit Service Standards**

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

SCOPE: Work activity conforms to the approved Unified Work Program.  
SCHEDULE: Work is on schedule.  
PERCENT COMPLETION: Ongoing

440.11 Transit Management Objectives

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

SCOPE: Work activity conforms to the approved Unified Work Program.  
SCHEDULE: Work is on schedule.  
PERCENT COMPLETION: Ongoing

440.13 Transit Service Development Update

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

SCOPE: Work activity conforms to the approved Unified Work Program.  
SCHEDULE: Work is on schedule.  
PERCENT COMPLETION: Ongoing

440.15 Special Studies

- A. Metro contributed to several projects during the quarter, including the Development Review Committee for the City Planning Department, MAPA's Transportation Alternatives Program (TAP) selection committee, and coordination with the City of Omaha Planning staff to develop action steps after the conclusion of the Transit-Oriented Development technical assistance grant program through the Federal Transit Administration and Smart Growth America.

SCOPE: Work activity conforms to the approved Unified Work Program.  
SCHEDULE: Work is on schedule.  
PERCENT COMPLETION: 75%

440.16 Program Certification

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

SCOPE: Work activity conforms to the approved Unified Work Program.  
SCHEDULE: Work is on schedule.  
PERCENT COMPLETION: Ongoing



Subcontractor Payment Authorization

Contract Number: 18013100003  
 Grant Number: MAPA :16FTAA02 / FTA: 2016-015-03  
 Contract Party: Florence Home for the Aged  
 Contract Description: Paratransit Service  
 Contract Approved by Board of Directors: January 25, 2018  
 Contact Amount: \$45,580.00  
 Match Amount: \$45,580.00  
 Contract Period: October 1, 2017 - December 31, 2018

Payment # 1

Billed to Date: \$ 25,433.28  
 Less Previous Payments: \$ 12,056.68  
 Amount Due: \$ 13,376.60

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

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

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

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

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

## Billing Summary

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

**Contact Name:** Lois Jordan

**Billing Period:** 1/1/18-3/31/18

BUDGET DETAIL	TOTAL	TOTAL	TOTAL	1/1/18-3/31/18		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>										
1. Personnel	\$ 31,760.00	\$ 15,880.00	\$ 15,880.00	\$ 3,682.67	\$ 3,682.67	\$ 7,365.34	\$ 7,373.36	\$ 7,373.36	\$ 8,506.64	\$ 8,506.64
2. Administrative	\$ 40,000.00	\$ 20,000.00	\$ 20,000.00	\$ 6,667.37	\$ 6,667.37	\$ 13,334.74	\$ 12,952.84	\$ 12,952.84	\$ 7,047.16	\$ 7,047.16
3. Insurance	\$ 11,800.00	\$ 5,900.00	\$ 5,900.00	\$ 1,371.66	\$ 1,371.66	\$ 2,743.32	\$ 2,743.32	\$ 2,743.32	\$ 3,156.68	\$ 3,156.68
4. Vehicle Fuel	\$ 5,100.00	\$ 2,550.00	\$ 2,550.00	\$ 650.32	\$ 650.32	\$ 1,300.64	\$ 1,247.32	\$ 1,247.32	\$ 1,302.68	\$ 1,302.68
5. Vehicle Repair/Maintenance	\$ 2,500.00	\$ 1,250.00	\$ 1,250.00	\$ 1,004.58	\$ 1,004.58	\$ 2,009.16	\$ 1,116.44	\$ 1,116.44	\$ 133.56	\$ 133.56
	\$ 91,160.00	\$ 45,580.00	\$ 45,580.00	\$ 13,376.60	\$ 13,376.60	\$ 26,753.20	\$ 25,433.28	\$ 25,433.28	\$ 20,146.72	\$ 20,146.72
1. Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Vehicle Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Vehicle Repair/Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal - Operating Expenses</b>	\$ 91,160.00	\$ 45,580.00	\$ 45,580.00	\$ 13,376.60	\$ 13,376.60	\$ 26,753.20	\$ 25,433.28	\$ 25,433.28	\$ 20,146.72	\$ 20,146.72
<b>B. PROGRAM TOTAL BUDGET</b>	\$ 91,160	\$ 45,580	\$ 45,580	\$ 13,377	\$ 13,377	\$ 26,753	\$ 25,433	\$ 25,433	\$ 20,147	\$ 20,147
				29%	29%	29%	56%	56%	44%	44%

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

## Florence Home Vehicle and Driver Summary

Dates of Service	Employee Name	Total Minutes Drive Time	Drive Time in Hours	Hourly Wage	Total Cost
<b>Vehicle</b>	<b>2012 Van</b>				
1/1/2018-1/31/2018	Mindy Manning	2,935	48.92	✓ \$21.98	\$1,075.26
1/1/2018-1/31/2018	Tammy Bradley	300	5.00	✓ \$28.91	\$144.55
2/1/2018-2/28/2018	Mindy Manning	1,990	33.17	✓ \$21.98	\$729.08
2/1/2018-2/28/2018	Greta Elliott	1,184	19.73	✓ \$17.00	\$335.41
3/1/2018-3/31/2018	Mindy Manning	2,205	36.75	✓ \$21.98	\$807.77
3/1/2018-3/31/2018	Tammy Bradley	75	1.25	✓ \$28.91	\$36.14
3/1/2018-3/31/2018	Greta Elliott	1,047	17.45	✓ \$17.00	\$296.65
<b>Vehicle</b>	<b>2014 Van</b>				
1/1/2018-1/31/2018	Mindy Manning	490	8.17	✓ \$21.98	\$179.58
2/1/2018-2/28/2018	Tammy Bradley	90	1.50	✓ \$28.91	\$43.37
2/1/2018-2/28/2018	Mindy Manning	630	10.50	✓ \$21.98	\$230.79
3/1/2018-3/31/2018	Greta Elliott	1,215	20.25	✓ \$17.00	\$344.25
3/1/2018-3/31/2018	Mindy Manning	465	7.75	✓ \$21.98	\$170.35
3/1/2018-3/31/2018	Tammy Bradley	255	4.25	✓ \$28.91	\$122.87
<b>Vehicle</b>	<b>2001 Moby Van</b>				
<b>Vehicle</b>	<b>2015 Toyota</b>				
1/1/2018-1/31/2018	Roger Evans	1,305	21.75	✓ \$25.75	\$560.06
2/1/2018-2/28/2018	Roger Evans	1,752	29.20	✓ \$25.75	\$751.90
3/1/2018-3/31/2018	Roger Evans	1,919	31.98	✓ \$25.75	\$823.49
<b>Vehicle</b>	<b>2016 Van</b>				
1/1/2018-1/31/2018	Melissa Hart	85	1.42	✓ \$17.60	\$24.99
2/1/2018-2/28/2018	Roger Evans	35	0.58	✓ \$25.75	\$14.94
2/1/2018-2/28/2018	Melissa Hart	135	2.25	✓ \$17.60	\$39.60
3/1/2018-3/31/2018	Michelle Blesh	120	2.00	✓ \$26.51	\$53.02
3/1/2018-3/31/2018	Melissa Hart	90	1.50	✓ \$17.60	\$26.40
3/1/2018-3/31/2018	Roger Evans	49	0.82	✓ \$25.75	\$21.12
<b>Vehicle</b>	<b>2017 Dodge Van</b>				
1/1/2018-1/31/2018	Roger Evans	369	6.15	✓ \$25.75	\$158.36
2/1/2018-2/28/2018	Roger Evans	356	5.93	✓ \$25.75	\$152.70
3/1/2018-3/31/2018	Roger Evans	519	8.65	✓ \$25.75	\$222.74
<b>Total</b>		<b>19,615</b>	<b>326.92</b>		<b>\$7,365.35</b>

12.00 Tammy Bradley's hours

# Admin Documentation

## PR Check History 01/19/2018 thru 04/13/2018

004424		Bradley-Larsen, Tammy M															
Check Number DD00053761				Check Date 03/16/2018				Check Type C				Pay Period 02/26/2018 - 03/11/2018					
Dept	Loc	Job Class	Earning Code	Add Hrs	Visits	Hours	Rate	Earnings	Earnings GL Account Code	Deduct Code	Ded Type	Deduct Amount	Deduction GL Account Code	Benefit Code	Benefits Taken	Benefits Earned	Benefits Adjusted
										401ROT	D	15.00	01-23180-00-00		0.00	0.00	0.00
<b>Weeks Worked 2</b>						<b>92.00</b>		<b>\$1,908.19</b>				<b>\$1,908.19</b>	<b>Net Amount \$0.00</b>		<b>0.00</b>	<b>9.00</b>	<b>0.00</b>

Check Number DD00053923				Check Date 03/30/2018				Check Type C				Pay Period 03/12/2018 - 03/25/2018					
Dept	Loc	Job Class	Earning Code	Add Hrs	Visits	Hours	Rate	Earnings	Earnings GL Account Code	Deduct Code	Ded Type	Deduct Amount	Deduction GL Account Code	Benefit Code	Benefits Taken	Benefits Earned	Benefits Adjusted
57	00	MRCOR	OT	Yes		0.25	0.00	7.30	01-60200-57-00	TAXST	T	49.38	01-23110-00-00	PTOFEX	11.25	7.50	0.00
57	00	MRCOR	PTO	Yes		11.25	0.00	219.05	01-60400-57-00	UC-ST	X	0.00					
57	00	MRCOR	REG	Yes		68.75	0.00	1,338.62	01-60000-57-00	TAXFED	T	100.70	01-23100-00-00				
										TAXFIC	T	97.03	01-23120-00-00				
										TAXMED	T	22.69	01-23120-00-00				
										ACH-%	Z	1,280.17	01-10200-00-00				
										401ROT	D	15.00	01-23180-00-00				
<b>Weeks Worked 2</b>						<b>80.25</b>		<b>\$1,564.97</b>				<b>\$1,564.97</b>	<b>Net Amount \$0.00</b>				

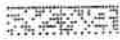
Check Number DD00054081				Check Date 04/13/2018				Check Type C				Pay Period 03/26/2018 - 04/08/2018					
Dept	Loc	Job Class	Earning Code	Add Hrs	Visits	Hours	Rate	Earnings	Earnings GL Account Code	Deduct Code	Ded Type	Deduct Amount	Deduction GL Account Code	Benefit Code	Benefits Taken	Benefits Earned	Benefits Adjusted
57	00	MRCOR	OT	Yes		15.50	0.00	452.76	01-60200-57-00	TAXST	T	75.30	01-23110-00-00				
57	00	MRCOR	REG	Yes		80.00	0.00	1,557.67	01-60000-57-00	UC-ST	X	0.00					
										TAXFED	T	147.89	01-23100-00-00				
										TAXFIC	T	121.41	01-23120-00-00				
										TAXMED	T	28.39	01-23120-00-00				
										ACH-%	Z	1,486.73	01-10200-00-00				
										MD6S3	D	52.24	01-23130-00-00				
										LIFE S	D	4.50	01-23157-00-00				
										LIFDEP	D	1.35	01-23157-00-00				
										401ROT	D	15.00	01-23180-00-00				
										UNIMED	D	77.62	01-23195-00-00				
<b>Weeks Worked 2</b>						<b>95.50</b>		<b>\$2,010.43</b>				<b>\$2,010.43</b>	<b>Net Amount \$0.00</b>				

Admin time 473.25  
 Less drive time <12.00>  
 Net hours 461.25 ✓  
 Admin time ↓  
 461.25 ✓  
 Hourly Rate x \$28.91 ✓  
 plus benefits \$13,334.74 ✓

Totals for Employee ID: 004424	Earning Code	Hours	Rate	Earnings	Deduction Description	Deduct Code	Deduct Amount	Benefit Description
Holiday	HOL	24.00	19.47	467.31	401(k) Roth Contrib	401ROT	105.00	Vacation - Full Time
Overtime	OT	47.50	29.21	1,387.49	ACH Direct Deposit	ACH-%	10,298.26	Sick Pay - Exempt
PTO	PTO	36.25	19.47	705.82	Dental Insurance Sir	DENTS	21.69	
Regular	REG	513.25	19.47	9,993.42	Life Ins - Dependent	LIFDEP	8.10	
		0.00	0.00	0.00	Life Ins - Employee	LIFE S	27.00	
		0.00	0.00	0.00	Med Ins Employee 3	MD6S3	313.44	
		0.00	0.00	0.00	Fed Inc Tax	TAXFED	248.59	

513.25  
 {40.00}  
 473.25 ✓

# Insurance Documentation



2/2 169800

Account number 79157131

PHILADELPHIA INSURANCE COMPANIES

Page 2 of 4

## Your account summary

## Your balance breakdown

Product	Policy	Term / Bill plan	Premium charged (\$)	Premium applied (\$)	Previous balance (\$)	Installment amount (\$)	Taxes / surcharge (\$)	Fees (\$)	Payment / credits	Balance due (\$)
79157131 Midwest Geriatrics, Inc.										
Nrs Hom Pkg	PHPK1642387	05/01/2017 - 18 25% & 9	13,676.00	0.00	0.00	3,419.00	0.00	0.00	-745.00	2,674.00
			13,676.00	0.00	0.00	3,419.00	0.00	0.00	-745.00	2,674.00
									Payment will be allocated towards these charges first	
										Total Balance: 2,674.00

*Sil attached*

*endorsement credits*

*Paula - Please make copies for GA + Eric - Thanks! DJ*

*15/12/17*

*5/1/17-5/1/18 policy year  
Less Gerimed pharmacy car  
Less Empower Home Care car  
Net Premium  
Monthly Expense*

*\$ 13,676.00 ✓  
(1,316.89) ✓  
(1,385.89) ✓  
-----  
\$ 10,973.22 / 12 ✓  
\$ 914.44 ✓*

*May-June 17 Expense \$ 914.44 x 2 = \$ 1828.88  
Oct-Dec 17 Expense \$ 914.44 x 3 = \$ 2743.32 ✓  
Jan-March 18 Expense \$ 914.44 x 3 = 2743.32 ✓  
23/17*

*\$ 2674.00*

*03-1400-50-00 11  
04-1200-50-00 467<sup>00</sup>*

Service	Vehicle	Date	Amount
O'Reilly Automotive, Inc	2012 Caravan	2/28/2018	✓ \$22.37
Unique Auto	2014 Ford Van	3/29/2018	✓ \$1,986.80
Total			\$2,009.17

✓  
✓  
✓



**Unique Auto**  
 4504 Cuming Street  
 Omaha, NE. 68132  
 Phone: 402-991-3111 Fax: 402-991-3762  
 Any Car Any Problem

**INVOICE**

**26105**

Org. Est. # 056979

**Invoice from History**

Work Completed : 03/29/2018

Date: 03/29/2018

**Florence Home**

7915 N 30th st

Omaha, NE 68112

Cellular 402-679-9081 \* -- Home 402-827-6037 \*

2014 Ford - E-450 Super Duty - 6.8L, V10 (415CI) VIN(S)

Lic # : UGJ 427

Odometer In : 29975

VIN # : 1FDFE4FS2 EDA75936

Part Description	Qty	Sale	Ext	Labor Description	Ext
Converter	1.00	1,187.99	1,187.99	7915 North 30th st, Keys at the front desk, at the end of the parking lot. CAT was cut out.	n/c
O2 Sensor	1.00	41.04	41.04		
gasket	1.00	8.33	8.33	Tow / Action	94.25
exhaust hanger / one day out	1.00	34.76	34.76	Customer says someone got on property and cut out the Cat Converter, and now the muffler is hanging. please check and advise.	n/c
Exhaust Hangers / one day out	3.00	84.28	252.84		
Exhaust Clamps	1.00	12.32	12.32		n/c
Shop Supplies			39.73		
				CATALYTIC CONVERTER - Remove & Replace - V10 After,Y-Pipe Tech replaced catalytic converter. Checked for leaks. No leaks found at this time.	108.77
				EXHAUST HANGER - Remove & Replace - One Tech replaced exhaust hanger on tailpipe	32.63
				EXHAUST HANGER - Remove & Replace - Each Additional	65.26
				Welding	98.88
				Hazardous Materials	10.00

**[ Recommendations ]**

Perform Lube, Oil & Filter Exchange on 12/30/2016 or 20500 Miles.

Tech found the TBody is gunked up and would suggest to have an Induction Cleaning performed on the vehicle every 15,000 miles

*OK  
 UAM  
 3/29/18  
 01-71200-45-00*

[ Payments - ]

I hereby authorize the above repair work or any additional work approved verbally to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien as well as Storage lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair. A storage fee will be assessed 5 business days after estimate is given/ 5 business days after work complete if not prior approval. Storage fee is 25 dollars a day.

<b>Labor:</b>	<b>305.54</b>
<b>Parts:</b>	<b>1,577.01</b>
<b>Sublet:</b>	<b>94.25</b>
<b>HazMat:</b>	<b>10.00</b>
<b>Sub:</b>	<b>1,986.80</b>
<b>Tax:</b>	<b>0.00</b>
<b>Total:</b>	<b>\$1,986.80</b>
<b>Bal Due:</b>	<b>\$1,986.80</b>

Customer Number : 3169

Vehicle Received: 3/29/2018

Service Advisor : Percy, Vinca Tech : Perez Burgus, Jose



DEDICATED TO THE PROFESSIONAL

Store 298, 4405 NORTH 30TH STREET,  
 OMAHA, NE 68111 (402) 455-0533

Bill To:

FLORENCE HOME

7915 N 30TH ST  
 OMAHA, NE 68112  
 (402) 457-4111

Invoice	0290-162475
Sale Type	CHARGE SALE
Date	02/28/2018 1:20 PM
Ship Via	
PO Number	shuttle bus

Counter #	Customer Account	Ordered By	Special Instructions
421419	80631	harold	

Qty	Line	Item Number	Description	Warr	Unit	Tax	List	Net	Extended
1	BOS	C2007	WIPER BLADE	1Y	EA	NA	18.63	8.79	8.79
1	BOS	C2007	WIPER BLADE	1Y	EA	NA	18.63	8.79	8.79
1	RNX	5066517	GL-WIPER FLD	MD	EA	NA	8.12	4.79	4.79

*\$13.97 discrepancy*

*01-7/200 45-11*

3 Items

Ask your Sales Representative about our Battery Stocking program today!

Sub-Total 22.37  
 Sales Tax 0.00  
**Total 22.37**

X \_\_\_\_\_  
 Customer Signature



WWW.FIRSTCALLONLINE.COM

WE APPRECIATE YOUR BUSINESS!

Please visit [www.firstcallonline.com/warranty](http://www.firstcallonline.com/warranty) for Warranty details

1/1

Remit To: PO BOX 9464, SPRINGFIELD, MO 65801-9464

2014 Ford Bus #5936

Welcome to Shell

mm

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

01/31/2018 7:42:35 AM  
Register: 1 Trans #: 2178 Op ID: 1  
Your cashier: AL

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA - PUMP# 7		
26,554 GAL @ \$2.599/GAL	\$69.01	99
	-----	
Subtotal =	\$69.01	
Tax =	\$0.00	
	-----	
Total =	\$69.01	

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$69.01 ✓

Credit	USD\$69.01
XXXXXXXXXXXXXXXXX8003, SHELL COMM	
Swiped	
APPROVED	
AUTH # 031886	INV # 429563

Customer Copy

Your Bonus Savings  
Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART

2014 Ford Bus #5936

Welcome to Shell

mm

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

01/05/2018 10:25:47 AM  
Register: 1 Trans #: 3111 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA - PUMP# 6		
23.526 GAL @ \$2.359/GAL	\$55.50	99
	-----	
Subtotal =	\$55.50	
Tax =	\$0.00	
	-----	
Total =	\$55.50	

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$55.50 ✓

Credit	USD\$55.50
XXXXXXXXXXXXXXXXX8003, SHELL COMM	
Swiped	
APPROVED	
AUTH # 005182	INV # 250126

Customer Copy

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AND  
HAVE A GREAT DAY!!

Please come again

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30TH  
Omaha NE 68104

SHELL  
724 NORTH 30TH ST.  
OMAHA, NE 68104  
0006613003

*2012  
Little Jon  
JD*

01/08/2018 10:52:40 AM  
Register: 1 Trans #: 5262 Op ID: 1  
Your cashier: AL

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 3  
11.127 GAL @ \$2.359/GAL \$26.25 99  
-----  
Subtotal = \$26.25  
Tax = \$0.00  
-----  
Total = \$26.25

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$26.25 ✓

Credit USD\$26.25  
XXXXXXXXXXXXXXXX8003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 008470 INV # 270355

Customer Copy

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AND  
HAVE A GREAT DAY!!

THANKS, COME AGAIN  
402-453-1103  
ST# AB123 TILL XXXX DR# 1 TRAN# 1028502  
CSH: 8 01/08/18 10:33:25

91140  
Your 5 digit Car Wash code(s)  
Good thru Mon 01/22/18

Amount Qty Description  
9.00 1 CM DLX  
Subtotal 9.00  
Tax 0.63  
CASH \$ 10.00  
Change \$ -0.37  
TOTAL 9.63

WELCOME TO  
CUBBY'S CENEX  
MORMON BRIDGE  
9220 MORMON BRIDGE ROAD  
OMAHA, NE 68152  
WV1078987994601  
NBS

RO AL/HOH Transport

Van 1983 Toyota

Welcome to Shell

2015

SPEEDEE MART 2732

8724 N. 30th

Omaha NE 68104

*Reg Burns*

11  
24 NORTH 30TH ST  
OMAHA, NE 68104  
306613003

01/08/2018 10:03:32 AM

Register: 1 Trans #: 5235 Op ID: 1

Your cashier: AL

\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR GA PUMP# 2  
172 GAL @ \$2.359/GAL \$15.50 99

Subtotal = \$15.50

Tax = \$0.00

Total = \$15.50

\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

debit \$15.50 ✓

debit USD\$15.50

XXXXXXXXXXXX8003, SHELL COMM

ped

PROVED

H # 008662

INV # 270082

Customer Copy

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AND  
HAVE A GREAT DAY!!

Please come again

2012 Dodge # 6931

MMR

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

01/16/2018 3:50:58 PM  
Register: 1 Trans #: 1269 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 7  
9.205 GAL @ \$2.499/GAL \$23.00 99

Subtotal = \$23.00  
Tax = \$0.00

Total = \$23.00

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$23.00 ✓

Credit USD\$23.00  
XXXXXXXXXXXXXXXX8003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 016159 INV # 328062

Customer Copy

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AND  
HAVE A GREAT DAY!!

Please come again

2012 Dodge # 6931

MMN

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

01/10/2018 3:12:10 PM  
Register: 1 Trans #: 7099 Op ID: 4  
Your cashier: Rita

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 3  
10.005 GAL @ \$2.199/GAL \$22.00 99

Subtotal = \$22.00  
Tax = \$0.00

Total = \$22.00

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$22.00 ✓

Credit USD\$22.00  
XXXXXXXXXXXXXXXX8003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 010597 INV # 288175

Customer Copy

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AND  
HAVE A GREAT DAY!!

Please come again

Ro/Hott Trans part  
2017 Dodge

Vin  
2959

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
3006613003

01/10/2018 11:14:27 AM  
Register: 1 Trans #: 6920 Op ID: 4  
Your cashier: Rita

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 3		
1.824 GAL @ \$2.199/GAL	\$23.80	99
	-----	
Subtotal =	\$23.80	
Tax =	\$0.00	
	-----	
Total =	\$23.80	

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

credit \$23.80 ✓

credit	USD\$23.80
XXXXXXXXXXXXXXXX8003, SHELL COMM	
Approved	
APPROVED	
JTH # 010945	INV # 286229

Customer Copy

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AND  
HAVE A GREAT DAY!!

Please come again

Ro/HOH Transportation  
2015 Toyota

Welcome to Shell *vin*

SPEEDEE MART 2732 *1983*  
8724 N. 30th  
Omaha NE 68104

*Roger Evans*

HELL  
24 NORTH 30TH ST  
OMAHA, NE 68104  
006613003

01/18/2018 9:03:34 AM  
Register: 1 Trans #: 2548 Op ID: 1  
Your cashier: AL

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 3  
682 GAL @ \$2.499/GAL \$16.70 99  
-----  
Subtotal = \$16.70  
Tax = \$0.00  
-----  
Total = \$16.70

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

credit \$16.70 ✓

credit USD\$16.70  
<XXXXXXXXXXXX8003, SHELL COMM  
viped  
APPROVED  
JTH # 018916 INV # 339887

Customer Copy

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AND  
HAVE A GREAT DAY!!

Please come again



2012 Dodge # 6931

mm

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

01/26/2018 10:36:53 AM  
Register: 1 Trans #: 8500 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA	PUMP# 2		
14.805 GAL @ \$2.499/GAL		\$37.00	99
Subtotal =		\$37.00	
Tax =		\$0.00	
Total =		\$37.00	

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due =	\$0.00
Credit	\$37.00 ✓

Credit USD\$37.00  
XXXXXXXXXXXXXXXX8003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 026186 INV # 395426

Customer Copy

Your Bonus Savings  
Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART

2012 Dodge # 6931

mm

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

01/23/2018 8:43:52 AM  
Register: 1 Trans #: 6057 Op ID: 1  
Your cashier: AL

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA	PUMP# 7		
10.004 GAL @ \$2.499/GAL		\$25.00	99
Subtotal =		\$25.00	
Tax =		\$0.00	
Total =		\$25.00	

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due =	\$0.00
Credit	\$25.00 ✓

Credit USD\$25.00  
XXXXXXXXXXXXXXXX8003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 023922 INV # 372870

Customer Copy

Your Bonus Savings  
Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

2017

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

01/26/2018 10:30:55 AM  
Register: 1 Trans #: 8498 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA	PUMP# 6	
20.846 GAL @ \$2.499/GAL		\$52.09 99
	Subtotal =	\$52.09
	Tax =	\$0.00
	Total =	\$52.09

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$52.09

-----

Credit	USD\$52.09
XXXXXXXXXXXXXXXX8003, SHELL COMM	
Swiped	
APPROVED	
AUTH # 026508	INV # 395400

Customer Copy

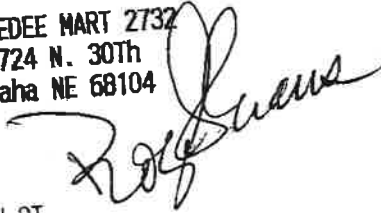
-----

Your Bonus Savings  
Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AND  
HAVE A GREAT DAY!!

RQ/NOA Transportation  
VIN 1983 2015  
Welcome to Shell Toyota

SPEEDEE MART 2732  
8724 N. 30TH  
Omaha NE 68104



SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

01/29/2018 10:39:13 AM  
Register: 1 Trans #: 754 Op ID: 1  
Your cashier: AL

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

V-POWER91 CA PUMP# 3  
8.827 GAL @ \$3.399/GAL \$30.00 99  
-----  
Subtotal = \$30.00  
Tax = \$0.00  
-----  
Total = \$30.00

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$30.00 ✓

Credit USD\$30.00  
XXXXXXXXXXXXXXXX8003, SHELL COMM

Swiped  
APPROVED  
AUTH # 029645

INV # 416511

-----  
Customer Copy

2012 Dodge #6421

Welcome to Shell

mm

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

02/01/2018 12:33:14 PM  
Register: 1 Trans #: 3255 Op ID: 2  
Your cashier: Loraine

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 1		
13.371 GAL @ \$2.599/GAL	\$34.75	99
	-----	
Subtotal =	\$34.75	
Tax =	\$0.00	
	-----	
Total =	\$34.75	

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$34.75 ✓

Credit USD\$34.75 -  
XXXXXXXXXXXXXXXX8003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 001104 INV # 439323

Customer Copy

Your Bonus Savings  
Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART

2012 Dodge #6431

Welcome to Shell

mm

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

02/07/2018 9:01:45 AM  
Register: 1 Trans #: 7761 Op ID: 1  
Your cashier: AL

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 7		
9.402 GAL @ \$2.499/GAL	\$23.50	99
	-----	
Subtotal =	\$23.50	
Tax =	\$0.00	
	-----	
Total =	\$23.50	

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$23.50 ✓

Credit USD\$23.50  
XXXXXXXXXXXXXXXX8003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 007036 INV # 480566

Customer Copy

Your Bonus Savings  
Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART

КО/ПУ П Иван Иванович  
2015 Toyota Vii 1983

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

ELL  
4 NORTH 30TH ST  
IHA, NE 68104  
06613003

02/06/2018 10:48:27 AM  
Register: 1 Trans #: 7048 Op ID: 5  
Your cashier: Mike

\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

SULAR CA PUMP# 3  
382 GAL @ \$2.499/GAL \$19.70 99  
Subtotal = \$19.70  
Tax = \$0.00  
Total = \$19.70

\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

edit \$19.70 ✓

edit USD\$19.70  
XXXXXXXXXXXX8003, SHELL COMM  
iped  
PROVED  
TH # 006550 INV # 473793

Customer Copy

MOB 2014

WELCOME TO SHELL  
SPEEDEE MART 2732  
8724 N. 30TH  
OMAHA NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

02/09/2018 12:49:10 PM  
Register Trans #: 9498 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR GAS PUMP# 2  
27.213 GAL @ \$2.499/GAL \$68.01 99

Subtotal = \$68.01  
Tax = \$0.00  
Total = \$68.01

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$68.01 ✓

Credit USD\$68.01

XXXXXXXXXXXXXXXX8003, SHELL COMM

Swiped  
APPROVED

AUTH # 009170

INV # 496950

Customer Copy

Your Bonus Savings  
Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART

2012 Dodge #16931

Welcome to Shell *MM*

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

02/12/2018 9:36:57 AM  
Register: 1 Trans #: 1614 Op ID: 1  
Your cashier: AL

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 3  
14.004 GAL @ \$2.499/GAL \$35.00 99

Subtotal = \$35.00  
Tax = \$0.00

Total = \$35.00

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$35.00 ✓

Credit USD\$35.00  
XXXXXXXXXXXXXXXXX8003, SHELL COMM

Swiped  
APPROVED  
AUTH # 012874 INV # 517151

Customer Copy

Your Bonus Savings  
Save at least \$0.05/gal on every fuel  
purchase. Join the Fuel Rewards program  
and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at  
fuelrewards.com/gold today.

THANK YOU  
FOR SHOPPING AT

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

2014

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

02/13/2018 12:01:51 PM  
Register: 1 Trans #: 2494 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 6  
30.512 GAL @ \$2.499/GAL \$76.25 99

Subtotal = \$76.25  
Tax = \$0.00  
Total = \$76.25

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$76.25

Credit USD\$76.25  
XXXXXXXXXXXXXXXX8003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 013886 INV # 525642

Customer Copy

Your Bonus Savings  
Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

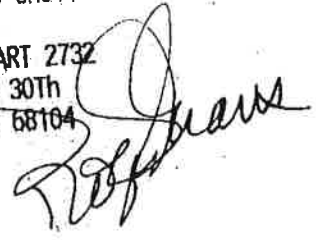
THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART



2/16/18  
2015 Toyota Ven 1783

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30TH  
Omaha NE 68104



SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

02/16/2018 11:22:00 AM  
Register: 1 Trans #: 4958 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 4  
8.915 GAL @ \$2.389/GAL \$21.30 99

Subtotal = \$21.30  
Tax = \$0.00

Total = \$21.30

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$21.30 ✓

Credit USD\$21.30  
XXXXXXXXXXXXXXXX8003, SHELL COMM

Swiped  
APPROVED  
AUTH # 016696

INV # 548974

Customer Copy

Your Bonus Savings  
Save at least \$0.05/gal on every fuel  
purchase. Join the Fuel Rewards program  
and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at  
fuelrewards.com/gold today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AND  
HAVE A GREAT DAY!!

2012 Dodge #

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

mm

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

02/18/2018 11:18:33 AM  
Register: 1 Trans #: 6483 Op ID: 5  
Your cashier: Mike

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA	PUMP# 2		
13.394 GAL @ \$2.389/GAL		\$32.00	99
		-----	
	Subtotal =	\$32.00	
	Tax =	\$0.00	
		-----	
	Total =	\$32.00	

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$32.00 ✓

Credit	USD\$32.00
XXXXXXXXXXXXXXXX8003, SHELL COMM	
Swiped	
APPROVED	
AUTH # 018916	INV # 563650

Customer Copy

-----

Your Bonus Savings  
 Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
 Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART

R6/140 H Transport  
2017 Dodge Van

Welcome to Shell

in  
2959

SPEEDEE MART 2732  
8724 N. 30TH  
Omaha NE 68104

*[Handwritten Signature]*

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
3006613003

02/20/2018 2:32:04 PM  
Register: 1 Trans #: 8165 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 7  
0.212 GAL @ \$2.389/GAL \$24.40 99  
-----  
Subtotal = \$24.40  
Tax = \$0.00  
-----  
Total = \$24.40

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$24.40 ✓

-----  
Credit USD\$24.40  
XXXXXXXXXXXXXXXX8003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 020728 INV # 579656

Customer Copy

-----  
Your Bonus Savings  
Save at least \$0.05/gal on every fuel  
purchase. Join the Fuel Rewards program  
and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at  
fuelrewards.com/gold today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AM

KO/ADH - Transportation  
2015 Toyota  
Welcome to Shell

via  
1943

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104



SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

02/23/2018 10:44:11 AM  
Register: 1 Trans #: 406 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 3  
8.560 GAL @ \$2.389/GAL \$20.45 99

Subtotal = \$20.45  
Tax = \$0.00  
Total = \$20.45

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$20.45 ✓

Credit USD\$20.45  
XXXXXXXXXXXXXXXX8003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 023489 INV # 601351

Customer Copy

Your Bonus Savings  
Save at least \$0.05/gal on every fuel  
purchase. Join the Fuel Rewards program  
and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at  
fuelrewards.com/gold today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AMN

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

2012  
College

02/26/2018 12:53:35 PM  
Register: 1 Trans #: 2649 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 3  
13.394 GAL @ \$2.389/GAL \$32.00 99  
-----  
Subtotal = \$32.00  
Tax = \$0.00  
-----  
Total = \$32.00

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$32.00 ✓

-----  
Credit USD\$32.00  
XXXXXXXXXXXXXXXX8003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 026190 INV # 622399

Customer Copy  
-----

-----  
Your Bonus Savings  
Save at least \$0.05/gal on every fuel  
purchase. Join the Fuel Rewards program  
and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at  
fuelrewards.com/gold today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART.  
AND  
HAVE A GREAT DAY!!

Please come again

2012 Dodge

JE

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

03/05/2018 8:42:45 AM  
Register: 1 Trans #: 8358 Op ID: 5  
Your cashier: Mike

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 1  
12.243 GAL @ \$2.389/GAL. \$29.25 99

Subtotal = \$29.25  
Tax = \$0.00

Total = \$29.25

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$29.25 ✓

Credit USD\$29.25  
XXXXXXXXXXXXXXXX8003, SHELL COMM

Swiped  
APPROVED

AUTH # 005641

INV # 675330

Customer Copy

Your Bonus Savings  
Save at least \$0.05/gal on every fuel  
purchase. Join the Fuel Rewards program  
and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at  
fuelrewards.com/gold today.

THANK YOU  
FOR SHOPPING AT

2015 Toyota Camry  
2015 Toyota Camry

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
3006613003

03/07/2018 11:06:01 AM  
Register: 1 Trans #: 100 Op ID: 4  
Your cashier: Rita

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 3  
.242 GAL @ \$2.499/GAL \$20.60 99  
-----  
Subtotal = \$20.60  
Tax = \$0.00  
-----  
Total = \$20.60

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

credit \$20.60 ✓

credit USD\$20.60  
XXXXXXXXXXXXXXXX8003, SHELL COMM  
#iped  
#PROVED  
JTH # 007401 INV # 691055

Customer Copy

our Bonus Savings  
ave at least \$0.05/gal on every fuel  
urchase. Join the Fuel Rewards program  
nd get INSTANT GOLD STATUS!  
ick up a FREE card and register at  
uelrewards.com/gold today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART

Mobil  
9/2 2014

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

03/08/2018 9:15:52 AM  
Register: 1 Trans #: 799 Op ID: 5  
Your cashier: Mike

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 8  
24.423 GAL @ \$2.499/GAL \$61.03 99

Subtotal =	\$61.03
Tax =	\$0.00
Total =	\$61.03

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$61.03 ✓

Credit USD\$61.03  
XXXXXXXXXXXXXXXX8003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 008275 INV # 697946

Customer Copy

Your Bonus Savings  
Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART



2012 Dodge  
2/2/18

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

03/09/2018 8:52:30 AM  
Register: 1 Trans #: 1654 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA	PUMP# 8		
15.498 GAL @ \$2.499/GAL		\$38.73	99
		Subtotal =	\$38.73
		Tax =	\$0.00
		Total =	\$38.73

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$38.73 ✓

Credit USD\$38.73  
XXXXXXXXXXXXXXXX8003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 009820 INV # 705848

Customer Copy

-----  
Your Bonus Savings  
Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

THANK YOU  
FOR SHOPPING AT

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30Th.  
Omaha NE 68104

2017

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

03/09/2018 11:10:43 AM  
Register: 1 Trans #: 1761 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA	PUMP# 6		
14.686 GAL @	\$2.499/GAL	\$36.70	99
		Subtotal =	\$36.70
		Tax =	\$0.00
		Total =	\$36.70

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$36.70

Credit USD\$36.70  
XXXXXXXXXXXXXXXX8003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 009018 INV # 706846

Customer Copy

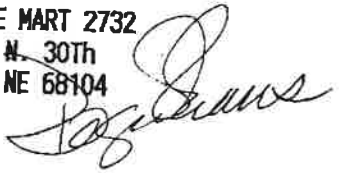
Your Bonus Savings  
Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AND  
HAVE A GREAT DAY!!

KY/HOH Transport  
2015 Toyota Vm 1983

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104



SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

03/13/2018 10:04:53 AM  
Register: 1 Trans #: 4816 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 4  
.344 GAL @ \$2.499/GAL \$20.85 99  
-----  
Subtotal = \$20.85  
Tax = \$0.00  
-----  
Total = \$20.85

\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

edit \$20.85 ✓

-----  
dit USD\$20.85  
XXXXXXXXXXXX1003, SHELL COMM  
ped  
ROVED  
i # 013886 INV # 735118

Customer Copy

Moby 2014  
JE

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

03/14/2018 1:55:38 PM  
Register: 1 Trans #: 5792 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 3	
25.803 GAL @ \$2.399/GAL	\$61.90 99
	-----
Subtotal =	\$61.90
Tax =	\$0.00
	-----
Total =	\$61.90 ✓

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due =	\$0.00
Credit	\$51.90

Credit	USD\$61.90
XXXXXXXXXXXXXXXX1003, SHELL COMM	
Swiped	
APPROVED	
AUTH # 014829	INV # 744037

Customer Copy

---

---

Your Bonus Savings  
Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

THANK YOU  
FOR SHOPPING AT

2012 Dodge # 6931

mm

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30Th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
QMAHA, NE 68104  
10006613003

03/15/2018 10:50:32 AM  
Register: 1 Trans #: 6484 Op ID: 2  
Your cashier: Loraine

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 2  
13.550 GAL @ \$2.399/GAL \$32.51 99

Subtotal = \$32.51  
Tax = \$0.00

Total = \$32.51

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$32.51 ✓

Credit USD\$32.51  
XXXXXXXXXXXXXXXX1003, SHELL COMM

Swiped  
APPROVED

AUTH # 015442

INV # 750497

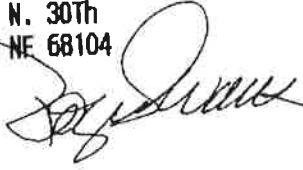
Customer Copy

Your Bonus Savings  
Save at least \$0.05/gal on every fuel  
purchase. Join the Fuel Rewards program  
and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at  
fuelrewards.com/gold today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AND

RO/HOH Transportation  
2015 Toyota Vin  
1983  
Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104



HELL  
724 NORTH 30TH ST  
MAHA, NE 68104  
0006613003

03/23/2018 10:16:51 AM  
Register: 1 Trans #: 2992 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 3  
9.026 GAL @ \$2.549/GAL \$23.01 99  
-----  
Subtotal = \$23.01  
Tax = \$0.00  
-----  
Total = \$23.01

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$23.01

-----  
Credit USD\$23.01  
XXXXXXXXXXXXXXXX1003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 023316 INV # 810523

Customer Copy

-----  
Your Bonus Savings  
Save at least \$0.05/gal on every fuel  
purchase. Join the Fuel Rewards program  
and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at  
fuelrewards.com/gold today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART

2012 Dodge # 6731

mm

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30Th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

03/26/2018 8:38:24 AM  
Register: 1 Trans #: 5157 Op ID: 5  
Your cashier: Mike

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA	PUMP# 3	
13.730 GAL @ \$2.549/GAL		\$35.00 99
	Subtotal =	\$35.00
	Tax =	\$0.00
	Total =	\$35.00

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

	Change Due =	\$0.00
Credit		\$35.00

Credit	USD\$35.00
XXXXXXXXXXXXXXXX1003, SHELL COMM	
Swiped	
APPROVED	
AUTH # 026646	INV # 830653

Customer Copy

-----

Your Bonus Savings  
 Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
 Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AND

2014 Ford Bw #5936

MM

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

03/28/2018 11:05:04 AM  
Register: 1 Trans #: 6750 Op ID: 4  
Your cashier: Rita

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA	PUMP# 3		
24.715 GAL @	\$2,549/GAL	\$63.00	99
		-----	
Subtotal =		\$63.00	
Tax =		\$0.00	
		-----	
Total =		\$63.00	

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$63.00

-----

Credit	USD\$63.00
XXXXXXXXXXXXXXXX1003, SHELL COMM	
Swiped	
APPROVED	
AUTH # 028684	INV # 845909

Customer Copy

-----

Your Bonus Savings  
 Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
 Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

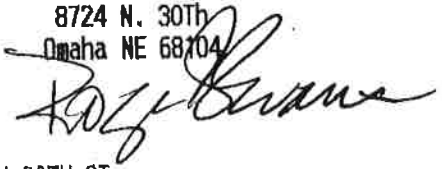
THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART



VIM  
2959  
2017

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30TH  
OMAHA NE 68104



SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

03/29/2018 10:11:28 AM  
Register: 1 Trans #: 7482 Op ID: 2  
Your cashier: Loraine

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA	PUMP# 4		
13.182 GAL @ \$2.549/GAL		\$33.60	99
		-----	
		Subtotal =	\$33.60
		Tax =	\$0.00
		-----	
		Total =	\$33.60

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

	Change Due =	\$0.00
Credit		\$33.60
	-----	
Credit	USD\$33.60	
XXXXXXXXXXXXXXXX1003, SHELL COMM		
Swiped		
APPROVED		
AUTH # 029899		INV # 852806

Customer Copy

-----

Your Bonus Savings  
 Save at least \$0.05/gal on every fuel purchase. Join the Fuel Rewards program and get INSTANT GOLD STATUS!  
 Pick up a FREE card and register at [fuelrewards.com/gold](http://fuelrewards.com/gold) today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AND  
HAVE A GREAT DAY!!

Dodge 2012

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30Th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

03/31/2018 12:44:22 PM  
Register: 1 Trans #: 9480 Op ID: 6  
Your cashier: Jennifer

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 2  
15.495 GAL @ \$2.549/GAL \$39.50 99  
-----  
Subtotal = \$39.50  
Tax = \$0.00  
-----  
Total = \$39.50

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$39.50

-----  
Credit USD\$39.50  
XXXXXXXXXXXXXXXX1003, SHELL COMM  
Swiped  
APPROVED  
AUTH # 031472 INV # 870576

Customer Copy  
-----

-----  
Your Bonus Savings  
Save at least \$0.05/gal on every fuel  
purchase. Join the Fuel Rewards program  
and get INSTANT GOLD STATUS!  
Pick up a FREE card and register at  
fuelrewards.com/gold today.

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
4 1/2

2012 Dodge #16931

mm

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

01/03/2018 8:28:12 AM  
Register: 1 Trans #: 1270 Op ID: 1  
Your cashier: AL

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

REGULAR CA PUMP# 2  
9.218 GAL @ \$2.359/GAL \$21.75 99

Subtotal = \$21.75

Tax = \$0.00

Total = \$21.75

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

Change Due = \$0.00

Credit \$21.75 ✓

Credit USD\$21.75

XXXXXXXXXXXXXXXX8003, SHELL COMM

Swiped

APPROVED

AUTH # 003649

INV # 234146

Customer Copy

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART  
AND  
HAVE A GREAT DAY!!

Please come again

Gas Date	Amount
1/3/2018	\$21.75
1/5/2018	\$55.50
1/8/2018	\$26.25
1/8/2018	\$15.50
1/10/2018	\$22.00
1/10/2018	\$23.80
1/16/2018	\$23.00
1/18/2018	\$16.70
1/23/2018	\$25.00
1/26/2018	\$37.00
1/26/2018	\$52.09
1/29/2018	\$30.00
1/31/2018	\$69.01
2/1/2018	\$34.75
2/6/2018	\$19.70
2/7/2018	\$23.50
2/9/2018	\$68.01
2/12/2018	\$35.00
2/13/2018	\$76.25
2/16/2018	\$21.30
2/18/2018	\$32.00
2/20/2018	\$24.40
2/23/2018	\$20.45
2/26/2018	\$32.00
3/5/2018	\$29.25
3/7/2018	\$20.60
3/8/2018	\$61.03
3/9/2018	\$38.73
3/9/2018	\$36.70
3/13/2018	\$20.85
3/14/2018	\$61.90
3/15/2018	\$32.51
3/23/2018	\$23.01
3/26/2018	\$35.00
3/28/2018	\$63.00
3/29/2018	\$33.60
3/31/2018	\$39.50
Total	\$1,300.64

**Fringe Benefit Calculation for Responsible Charge**

Greta Elliott

Annual Salary	Estimated hours worked/year	Effective Wage rate
\$ 29,120.00	2080	\$ 14.00

*New Hire - replaced  
Scott Ried*

**Insurance Cost (Per Month)**

Health	\$	-
Dental	\$	-
Accidental Death and Dismemberment (AD&D)	\$	-
Life	\$	1.27
Vision	\$	-
Other Insurance Benefits	\$	-
<b>Insurance Cost/month</b>	\$	<b>1.27</b>
<b>Insurance Cost/hour</b>	\$	<b>0.01</b>

**Workmen's Compensation**

Workman's Compensation Insurance - rate = (rate + \$100 x Wage Rate = \$ per hr.)		
Rate per \$100 of coverage	\$	3.84
<b>Effective Hourly Effective Wage Rate</b>	\$	<b>14.00</b>
<b>Workman's Compensation Insurance Cost</b>	\$	<b>0.54</b>

**FICA/Medicare (7.65 %)**

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$	0.87
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$	0.20

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

Vacation days	9.8
Sick Days	3.3
Pers/Adm. Days	-
Holidays	8.0
<b>Leave days/year</b>	<b>21.1</b>
<b>Leave hours/year</b>	<b>168.8</b>
Normal Working Hours/day	8.0
Normal Hours/year	2,080.0
Adjusted Working Hours/year	1,911.2
<b>Effective Hourly Wage Rate</b>	<b>\$ 14.00</b>
<b>Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost</b>	<b>\$ 1.24</b>

**Pension**

Percent of Effective Wage Rate	1.02%
<b>Pension/Retirement Cost</b>	<b>\$ 0.14</b>

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$0.01	\$0.54	\$0.87	\$0.20	\$1.24	\$0.14	\$3.00

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

<b>Effective hourly rate</b>	\$	<b>14.00</b>
<b>Fringe benefits per hour</b>	\$	<b>3.00</b>
<b>Total hourly rate</b>	\$	<b>17.00</b>

**Contractor Name:** Florence Home Transportation

**Billing Period:** 1-1-2018 to 3-31-2018

## **Progress Report Form**

### **Work Completed for Current Billing Period:**

29% of transportation expenses are being requested in this reporting period. Transportation was conducted for residents of Florence Home, Royale Oaks and House of Hope. Time was calculated based on boarding time; drive time to doctor visits, essential shopping, van trips and dental visits; time to assist residents off the vehicles and to their visit and then back on the vehicles; and drive time back to the facilities.

### **Anticipated Work for Next Billing Period:**

Anticipated work for the next billing period will be the same – transporting to and from doctor visits and outings.

### **Information Needed from MAPA/FTA:**

None at this time

### **Percent of Work Completed to Date:**

56%

### **Outstanding Issues:**

None at this time.



TRAVEL AUTHORIZATION FORM

Person Traveling: Sue Cutsforth
Dates of Travel: June 14 through June 16
Departure Time: 1 p.m. Return Time: 5 p.m.
Traveling to: Kansas City, MO
Purpose: PRSA Public Affairs and Government Summit
Coding: 28000/03/16NDOR02
Block Rate Deadline: May 24, 2018
# Traveling: 1

Estimated Travel Expenses:

Registration \$710.00 Transp. Fares Flights Auto Rental Parking \$24.00 Other
MAPA Vehicle Miles 210 MAPA Vehicle Mileage \$114.45
Personal Vehicle Miles Personal Vehicle Mileage \$0.00 Rate \$0.545

Table with columns: Per Diem, Start Day, Between Days, # of days, End Day. Rows include Day's Max, Breakfast, Lunch, Dinner, Incidental, Meals & Incidental, Total, Lodging, Taxes & Fees on Lodging.

Deduction for Meals Provided at Conferences

Total Lodging \$290.40 Total Meals and Incidentals \$61.50

Total Estimated Travel Expenses: \$1,200.35

Date Submitted: 05/17/18 by Sue Cutsforth Employee Traveling
Date Approved: 5/18/18 by Department Director
Date Approved: 5/18-19 by Executive Director
Date Approved: Finance Committee Chair/Member (if amount is over \$1000)
Date Approved: Board of Directors Chair/Member (if amount is over \$2000)

\* See Notes on Page 2



36

## For public affairs professionals and government communicators, staying current with today's quickly evolving trends is vital.

The PRSA Public Affairs and Government Summit, will focus on the multidisciplinary interests of public affairs professionals, and share valuable resources for communicators who hold public affairs roles in the private and NGO sectors, as well as in local, state and/or national government bodies and the military.

The Summit will feature informative sessions on a wide variety of topics, including social media, crisis management, the use of polling to define messaging, public record requests, and best practices for issue advocacy campaigns. It will offer productive opportunities for professional development, idea exchange *and* networking.

Designed *by* public affairs professionals *for* public affairs professionals, this conference has been developed in collaboration with the PRSA Public Affairs and Government Section (<https://www.prsa.org/public-affairs-government-section/>).

Experience firsthand the power of strong colleague connections!

Ready to join the conference conversation? Check out #pagprsa (<https://twitter.com/search?q=%23pagprsa>).

Download Roster (<http://apps.prsa.org/Conferences/PAG/Program/pages/roster>)

PRSA Public Affairs and Government Summit

**What people are saying**  
(<https://twitter.com/hashtag/pagprsa>)





3

95

The 2018 program is now available! Please note that speakers, sessions and conference events are subject to change without notice.

## 2018 Summit Program

### Thursday, June 14

- 3–6 p.m.                    **Registration**  
*Phillips Foyer, Third Floor*
- 6–7:30 p.m.                **Welcome Reception**  
*Regency Room, Lower Level*

### Friday, June 15

- 8 a.m.–5 p.m.              **Registration**  
*Phillips Foyer, Third Floor*
- All sessions will occur in the Phillips Room on the Third Floor.*
- 8:30–10 a.m.                **Breakfast & Introductions**
- 10:15–11:15 a.m.         **Slacktivism to Activism: An Online Engagement Platform for Local Government** (<http://apps.prsa.org/Conferences/PAG/Program/2018%20Session:>  
**Amy McConnell**, public information officer, City of Mesa  
**Julia Thompson**, chief digital officer, City of Mesa
- 11:30 a.m.–12:30 p.m.    **Understanding and Surviving Intergovernmental Collaboration**  
(<http://apps.prsa.org/Conferences/PAG/Program/2018%20Sessions/IntergovernmentalCollaboration>)**Jennifer N. Day**, APR, Great Lakes regional coordination  
Administration (NOAA)
- 12:30–1:45 p.m.          **Keynote Luncheon: Leadership by Communicators: Speaking Truth to Power and Developing the Next Generation**  
(<http://apps.prsa.org/Conferences/PAG/Program/2018%20Sessions/Leadership%20by%20Communicators%20Speaking%20Truth%20to%20Power>)  
**Christopher O'Neil**, chief of media relations, National Transportation Safety Board
- 1:45–2:45 p.m.            **Arm Wrestling With Your Lawyer: How to Win Every Time** (<http://apps.prsa.org/Conferences/PAG/Program/2018%20Sessions/ArmWrestlingWithYo>  
**Mark R. Weaver**, founder and president, Communications Counsel
- 3–3:30 p.m.                **Personally Responding to Employees When Their Identities Are in Danger**  
(<http://apps.prsa.org/Conferences/PAG/Program/2018%20Sessions/EmployeesIdentitiesInDanger>)**Jennifer P. Elting**, senior public information specialist
- 3:30–4 p.m.                **Afternoon Break**

- 4–5 p.m. **Leveraging Crises to Develop Homegrown Spokespersons** (<http://apps.prsa.org/Conferences/PAG/Program/2018%20Sessions/LeveragingCrises>)  
**Racheal Peters**, director of public affairs, Georgia Department of Community Supervision  
**Jamelle Washington**, communications specialist, Georgia Department of Community Supervision
- 6–8 p.m. **Networking Reception at the National World War I Museum and Memorial**  
*2 Memorial Dr., Kansas City, MO 64108*

## Saturday, June 16

*All sessions will occur in the Phillips Room on the Third Floor.*

- 8–8:30 a.m. **Networking Breakfast**
- 8:30–9:30 a.m. **Infrastructure and Interviews: A Blueprint to Earn News Coverage You Deserve** (<http://apps.prsa.org/Conferences/PAG/Program/2018%20Sessions/>)  
**Susan M. Appgood**, president and co-founder, News Generation, Inc.  
**Becky Moylan**, senior manager, public affairs and media relations, American Society of Civil Engineers
- 9:45–10:45 a.m. **Engaging Business Units to Ensure Public Affairs Success** (<http://apps.prsa.org/Conferences/PAG/Program/2018%20Sessions/EngagingBusinessL>)  
**Rick L. Callender, Esq.**, chief of external affairs, Santa Clara Valley Water District  
**Rachael Gibson**, deputy administrative officer, Santa Clara Valley Water District
- 11 a.m.–Noon **Channeling Your Inner Aristotle to Become a Superhero Spokesperson** (<http://apps.prsa.org/Conferences/PAG/Program/2018%20Sessions/Channe>)  
**Dr. Joseph V. Trahan, APR, Fellow PRSA**, president/CEO/international media relations trainer, Trahan & Associates
- Noon–1 p.m. **Closing Luncheon**
- 1–6 p.m. **Post-Conference Session\***  
**Standing Up a Joint Information Center Under the National Incident Management System** (<http://apps.prsa.org/Conferences/PAG/Program/2018%2>)  
**Lauri-Ellen Smith, APR**, director of community relations, City of Pascagoula, Miss.  
**Dr. Joseph V. Trahan, APR, Fellow PRSA**, president/CEO/international media relations trainer, Trahan & Associates  
*\*Additional registration fee required. The Post-Conference Session is available for a fee of \$99.*

Download 2017 Final Presentations ([http://apps.prsa.org/Conferences/PAG/Program/pages/display/7812/Session\\_Handouts](http://apps.prsa.org/Conferences/PAG/Program/pages/display/7812/Session_Handouts))

© 2018, Public Relations Society of America, Inc. All rights reserved.  
 PRSA Website (<http://apps.prsa.org/>)

METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: Lovgren Marketing Group

Project Title: 2017 CMAQ Air Quality and Reduced Fare Program

Contract Approved by Board of Directors: February 23, 2017

Effective: February 1, 2017 - January 31, 2018

Contract Amount of: \$196,000

Final Payment

1. Computation of Payment

Bill to Date	\$179,929.94
Less Previous Payments	<u>\$171,737.44</u>
Payment Due this Date	<u>\$8,192.50</u>

2. Payment Approved

RECOMMENDED PAYMENT BY:

\_\_\_\_\_  
Staff Member

\_\_\_\_\_  
Responsible Charge & Department Manager

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

Payment approved by Finance Committee

\_\_\_\_\_  
Treasurer

Payment approved by Board of Directors

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

**LOVGREN MARKETING GROUP**

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

**INVOICE**



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

Invoice #
19602
4/25/2018

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

5/1/2017 - 10/30/17 Add'l Hrs  
Project #CM-D2 (107)

Services	Amount
<i>CMAQ Reduced Fare Campaign**Project #CM-D2-(107)</i>	
<b>TASK 3 * CREATIVE/GRAPHICS</b>	
Graphics Manager* Tom Nemitz 56.50 Hours @ \$145	\$8,192.50
<b>AMOUNT DUE*PLEASE REMIT</b>	<b>\$8,192.50</b>

**LOVGREN MARKETING GROUP**

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

**STATEMENT**



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

Date
4/25/2018

5/1/2017 - 10/30/17 Add'l Hrs  
Project #CM-D2 (107)

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

Date	Invoice	Transaction	Amount
4/25/2018	19602	CMAQ REDUCED FARE CAMPAIGN	\$8,192.50
		<b>AMOUNT DUE*PLEASE REMIT</b>	<b>\$8,192.50</b>

**TIMESHEET**

<b>Date</b>	<b>Name</b>	<b>Duration</b>	<b>Notes</b>
05/01/2017	Tom Nemitz	2.25	RESEARCH EPA AIR QUALITY PROGRAMS FOR POSSIBLE ADDITIONS TO CAMPAIGN
05/02/2017	Tom Nemitz	0.75	PREPARE NOTES FROM RESEARCH ON EPA
05/12/2017	Tom Nemitz	1.50	DISCUSS EDITS TO NRG TRAFFIC/WEATHER SCRIPT WITH FEEDBACK
05/16/2017	Tom Nemitz	1.00	COORDINATE DETAILS FOR FRIDAY EVENT AT KUM & GO FOR PHOTOS
05/18/2017	Tom Nemitz	2.00	REVISE LETTER ON SCHOOL CURRICCULUM, USE SPECIFIC INFO REQUEST FROM OPS
06/08/2017	Tom Nemitz	2.00	DEVELOP LIST OF QUESTIONS FOR VIDEOS-SEND TO SUE
06/09/2017	Tom Nemitz	0.75	COORDINATE TIMES FOR TRANSPORTATION VIDEOS
06/13/2017	Tom Nemitz	3.25	VIDEO SHOOT FOR ACTIVE TRANSPORTATION VIDEOS DAN SITZMAN
06/13/2017	Tom Nemitz	2.50	WORK ON VIDEO EDITING-OPEN/CLOSE
06/14/2017	Tom Nemitz	3.25	VIDEO SHOOT FOR ACTIVE TRANSPORTATION VIDEO KEN CURRAN
07/05/2017	Tom Nemitz	2.25	WORK ON FORMATTING APPROVED ACTIVE TRANSPORTATION VIDEOS FOR FB/TWITTER
07/06/2017	Tom Nemitz	3.25	ACTIVE TRANSPORT VIDEO SHOOT AT METRO WITH M NEVADA
07/12/2017	Tom Nemitz	2.25	EXPORT FINAL VERSIONS OF FIRST FOUR ACTIVE TRANSPORTATION VIDEOS FOR FB AND TWITTER
07/13/2017	Tom Nemitz	2.25	UPLOAD ACTIVE TRANSPORTATION VIDEOS TO UTUBE
07/14/2017	Tom Nemitz	2.25	UPLOAD ACTIVE TRANSPORT VIDEOS TO UTUBE AND POST ON WEBSITE
08/11/2017	Tom Nemitz	2.00	SHOOT PHOTOS OF SCHOOL OZONE AIR QUALITY METERS AT KENNEDY ELEMENTARY
08/16/2017	Tom Nemitz	1.50	PDF PROOFS OF DISPLAY PANELS AND INTERIOR BUS PANELS ADS
08/23/2017	Tom Nemitz	2.00	UPLDAD FILES FOR DISPLAY* OUT TO RENZE VENDOR
08/23/2017	Tom Nemitz	3.00	REEDIT ACTIVE TRANSPORTATION VIDEOS INTO :30 PRE-ROLL ADS FOR KETV, PKG ALONG WITH EXISTING :15
08/28/2017	Tom Nemitz	2.00	PHOTO SHOOT AT MANCHESTER ELEMENTARY - ELKHORN
08/28/2017	Tom Nemitz	2.75	EDIT RESIZE PHOTOS FROM MANCHESTER SHOOT FOR SOCIAL MEDIA AND POST TO WEBSITE
09/01/2017	Tom Nemitz	3.00	PHOTO SHOOT AT ST GERALDS ELEMENTARY -RALSTON; EDIT-POST TO WEBSITE
09/06/2017	Tom Nemitz	3.00	PHOTO SHOOT AT ST GERALDS ELEMENTARY FIELD TRIP 84TH L; EDIT - POST TO WEBSITE
09/07/2017	Tom Nemitz	1.00	MEETING CLT AND COMMITTEE DISCUSS CAMPAIGN
09/07/2017	Tom Nemitz	2.50	EDIT RESIZE PHOTOS FROM ST GERALDS SEND TO RANDA FOR SOCIAL MEDIA
09/08/2017	Tom Nemitz	1.25	SET UP LSBI DISPLAY TO TAKE PHOTOS
10/17/2017	Tom Nemitz	1.00	FORMAT SAMPLE PHOTO OF BB; FLYER TV SPOT RADIO SPOT USE IN SURVEY
		56.50	
		56.50	
		56.50	



MAPA - CMAQ Reduced Fare Campaign\*\*Project #CMAQ-107

Task Name ** % of Services Completed	Task Order Total	Invoice #19491 January 2017	Invoice #19464 December 2017	Invoice #19449 November 2017	Invoice #19358 October 2017	Invoice #19285 September 2017	Invoice #19244 August 2017	Invoice #19177 July 2017	Invoice #19114 June 2017	Invoice #19086 May 2017	Invoice #19113 April 2017	Billed to Date	Remaining Budget	% of Project Completed
Task 1 Project Management & Administration*Direct Labor	\$ 22,820.00	\$ 387.50	\$ 170.00	\$ 170.00	\$ 407.50	\$ 550.00	\$ 1,066.25	\$ 815.00	\$ 2,102.50	\$ 2,491.25	\$ 5,282.50	\$ 13,442.50	\$ 9,377.50	59%
Task 2 Air Quality Awareness Survey*Direct Labor	\$ 3,990.00	\$ -	\$ 1,425.00	\$ 652.50	\$ 997.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,075.00	\$ 915.00	77%
Task 3.1 Graphic Design * Direct Labor	\$ 18,125.00	\$ -	\$ -	\$ -	\$ -	\$ 688.75	\$ 398.75	\$ 1,921.25	\$ 4,422.50	\$ 7,105.00	\$ 3,588.75	\$ 26,317.50	\$ (8,192.50)	145%
Task 4 Media Planning & Placement * Direct Labor	\$ 11,965.00	\$ -	\$ 170.00	\$ 765.00	\$ 557.50	\$ 1,002.50	\$ 2,180.00	\$ 557.50	\$ 2,220.00	\$ 522.50	\$ 1,532.50	\$ 9,507.50	\$ 2,437.50	79%
Task 5 Public Relations * Direct Labor	\$ 11,020.00	\$ 47.50	\$ 190.00	\$ -	\$ 712.50	\$ 1,615.00	\$ 1,140.00	\$ 237.50	\$ 332.50	\$ 1,377.50	\$ 1,947.50	\$ 7,600.00	\$ 3,420.00	69%
Sub-Total:	\$ 67,920.00	\$ 435.00	\$ 1,955.00	\$ 1,587.50	\$ 2,675.00	\$ 3,856.25	\$ 4,785.00	\$ 3,531.25	\$ 9,077.50	\$ 11,496.25	\$ 12,351.25	\$ 59,942.50	\$ 7,977.50	88%
Direct Expenses														
Direct Costs:														
Printing Collateral, Production-Radio, TV, Outdoors, Website	\$ 16,080.00	\$ -	\$ -	\$ -	\$ -	\$ 1,797.85	\$ 1,202.68	\$ -	\$ -	\$ -	\$ 2,817.48	\$ 5,818.01	\$ 10,261.99	36%
Media*Print Ads, Radio Spots, TV, Outdoor Bids, On-line, Social Media	\$ 85,000.00	\$ 53.07	\$ 219.41	\$ 226.85	\$ 5,042.64	\$ 18,328.67	\$ 36,000.00	\$ 11,823.16	\$ 15,576.83	\$ 2,503.80	\$ -	\$ 90,174.43	\$ (5,174.43)	106%
Social Media Consultant	\$ 12,000.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 400.00	\$ 1,800.00	\$ 1,100.00	\$ -	\$ 9,900.00	\$ 2,100.00	83%
Survey*Survey: Subcontract	\$ 15,000.00	\$ -	\$ 7,384.75	\$ -	\$ 6,710.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,095.00	\$ 905.00	94%
Sub-Total:	\$ 128,080.00	\$ 1,153.07	\$ 8,704.16	\$ 1,326.85	\$ 12,852.89	\$ 21,226.52	\$ 38,302.68	\$ 12,223.16	\$ 17,376.83	\$ 4,003.80	\$ 2,817.48	\$ 119,987.44	\$ 8,092.56	94%
<b>GRAND TOTAL:</b>	\$ 196,000.00	\$ 8,197.50	\$ 1,588.07	\$ 2,914.35	\$ 15,527.89	\$ 25,082.77	\$ 43,087.68	\$ 15,758.41	\$ 26,454.33	\$ 18,500.05	\$ 15,168.73	\$ 179,939.94	\$ 16,070.06	92%

Loygreen Marketing Group		MAPA CMAQ Reduced Fare Campaign**Project #CMA-D2-1107													
Task Name **HOURS RECAP	Task Order Hrs Budgeted	Invoice #16092 April 2018 Hrs Billed	Invoice #18491 Jan 2018 Hrs Billed	Invoice #20444 Dec 2017 Hrs Billed	Invoice #19450 Nov 2017 Hrs Billed	Invoice #19288 Oct 2017 Hrs Billed	Invoice #19285 Sept 2017 Hrs Billed	Invoice #19744 Aug 2017 Hrs Billed	Invoice #19177 July 2017 Hrs Billed	Invoice #19114 June 2017 Hrs Billed	Invoice #19086 May 2017 Hrs Billed	Invoice #19013 April 2017 Hrs Billed	Hrs Billed to Date	Budget Hrs Remaining	% of Budget Hrs Completed
Task 1 Project Management & Administration*Direct Labor	143.00	0.00	4.25	2.00	2.00	3.25	4.00	7.25	5.75	13.00	14.00	28.75	84.25	58.75	59%
Task 2 Air Quality Awareness Survey*Direct Labor	21.00	0.00	0.00	7.50	4.50	5.25	0.00	0.00	0.00	0.00	0.00	0.00	17.25	3.75	82%
Task 3.1 Graphic Design * Direct Labor	125.00	56.50	0.00	0.00	0.00	0.00	4.75	2.75	13.25	30.50	49.00	24.75	181.50	-56.50	145%
Task 4 Media Planning & Placement * Direct Labor	100.00	0.00	0.00	2.00	9.00	6.25	10.25	17.00	6.25	15.00	2.75	15.25	83.75	16.25	84%
Task 5 Public Relations * Direct Labor	58.00	0.00	0.25	1.00	0.00	3.75	8.50	6.00	1.25	1.75	7.25	10.25	40.00	18.00	69%
<b>Total Hours:</b>	<b>447.00</b>	<b>56.50</b>	<b>4.50</b>	<b>12.50</b>	<b>15.50</b>	<b>18.50</b>	<b>27.50</b>	<b>33.00</b>	<b>26.50</b>	<b>60.25</b>	<b>73.00</b>	<b>79.00</b>	<b>406.75</b>	<b>40.25</b>	<b>91%</b>



**Lowgren Marketing Group\*\*Progress Report**

**Bill To:** METROPOLITAN AREA PLANNING AGENCY (MAPA)

2222 Cumung Street  
Omaha NE 68102-4328

Date: 4-25-2018  
Invoice #19602

Project #: CM-D2 (107)  
Control #: 22553  
Agreement #: BK1710  
Location: Douglas County & Sarpy County

**Project Activity During This Period:**

The following is a summary of project work performed by the Lowgren Marketing Group Team for CMAQ AIR QUALITY & REDUCED FARE PROGRAM 2017

<b>Task #</b>	<b>Description of Services</b>
<b>Task 1 Project Management</b>	No Activity
<b>Task 2 Air Quality Awareness Survey</b>	No Activity
<b>Task 3 Creative/Graphics</b>	Coordinate video shoots and photo sessions at schools-video shoots with edits & uploads; Photo shoots at gas station & elementary schools with edits & uploads; photos* display, billboards; research air quality programs; revise school curriculum letter
<b>Task 4 Media Coordination</b>	No Activity
<b>Task 5 Public Relations</b>	No Activity
<b>Direct Costs * Printing/Production; Media Advertising</b>	No Activity

**EXHIBIT "A"****FHU SCOPE OF SERVICES****BELLEVUE BRIDGE STUDY****STBG-MAPA #####, CN 2#####****PROJECT DESCRIPTION**

The Metropolitan Area Planning Agency (MAPA), in conjunction with the Bellevue Bridge Commission, has commissioned a study to examine the potential of the Bellevue Bridge, officially called the Grand Army of the Republic Bridge. The Bellevue Bridge was formerly Highway 370 and spans the Missouri River to connect Old Towne Bellevue with Mills County Iowa, including access to Interstate 29. Since the completion of the Highway 34 Missouri River Bridge in 2014, the Bellevue Bridge has seen a decrease in traffic of about 50 percent.

The purpose of this study will be to determine whether future conditions in the area warrant replacement of the bridge, alternatives for reconstruction, and the impacts of closing the bridge.

The Bellevue Bridge is owned and operated by the Bellevue Bridge Commission. The Commission has sufficient funding to maintain the bridge for the foreseeable future. Replacement of the bridge will eventually become necessary and preliminary plans for a new bridge on the north side of the current structure have been designed. However, there is no current plan for the significant expense that would be required to reconstruct the bridge. This study will guide the Commission and adjacent communities to form the long-term plans for the bridge's future.

As part of the analysis, consideration will be given to the Bellevue Bridge's importance as a farm to-market route, bicycle connection, a nuclear escape route (related to OPPD's Ft. Calhoun plant), access route for Old Towne Bellevue, and a connection to Offutt Air Force Base. Stakeholder and public input is essential to weighing these factors and is a priority of this project.

The study area includes Bellevue Bridge, all Missouri River crossings within a ten-mile radius of Bellevue Bridge, and major roadways connecting to Bellevue Bridge.

A total of six (6) bridge alternatives will be evaluated. The alternatives will include:

1. Preservation & Maintenance of Existing Facility
2. Bridge Closure (demolition)
3. New Bridge Construction (including one alternative alignment)
4. Bridge Conversion to a Recreational Trail Facility (both lanes)
5. Bridge Preservation / Load or Time Restriction (one lane for vehicles, one lane to Trail facility)
6. One (1) Additional Alternative as Developed through Stakeholder Engagement

## SCOPE OF SERVICES

Work will be conducted on this project as part of the following tasks:

- **Task 1** – Project Management and Administration
- **Task 2** – Stakeholder Outreach and Input
- **Task 3** – Data Gathering and Research
- **Task 4** – Analysis of Alternatives
- **Task 5** – Final Report

### Task 1: Project Management and Administration

#### 1.1 Detailed Workplan

FHU/RDG will provide a detailed work plan that outlines key steps, processes, and milestones necessary to complete the agreed-upon scope of work. The plan will include a detailed schedule for each task and corresponding deliverables, as well as details on data maintenance and file management.

##### 1.1.1 Stop Milestones

The nine-month project will be broken into three three-month time periods, and stop milestones will be established at the 1/3 and 2/3 points. This will allow FHU/RDG and the steering committee to jointly assess the direction of the project and findings at each stop milestone. If desired, minor modifications to the project goals or desired outcomes can be made at the stop milestone points.

##### 1.1.2 Methods & Assumptions Document

FHU/RDG will facilitate a discussion during the project kickoff meeting to determine the assumptions to be used during the study. Resulting from that meeting, FHU/RDG will develop a Methods & Assumptions document. The effort associated with this task includes compiling information and evaluation of current standards, meeting preparation, attendance and distribution of the Methods & Assumptions document for review, comment and approval.

#### 1.2 Reporting and Administration

FHU/RDG shall submit monthly progress reports to the MAPA project manager. The progress reports will conform to the required reporting schedule identified in the programmatic agreed upon between the grantor and MAPA. FHU/RDG shall also take necessary steps to follow regulations and guidelines applicable to various funding sources.

### Task 2: Stakeholder Outreach and Input

#### 2.1 Project Information content generation

FHU/RDG will periodically generate project status reports to MAPA staff, including (but not limited to) graphic/pictorial content, written content or videos. These informational pieces will provide stakeholders, staff and the public a report on progress and findings of the process as it is undergone.

#### 2.2 Bridge Commission

FHU/RDG will meet with the Bellevue Bridge Commission throughout the study to deliver project presentations and keep the Commission updated. Four (4) meetings with the Commission are anticipated.

## 2.3 Steering Committee

MAPA has developed a project steering committee consisting of key stakeholders for this study. FHU/RDG will present to and interact with the steering committee monthly. Bi-monthly meeting topics will include project updates, budget, direction of study, and project goals.

## 2.4 ~~Public & Stakeholder Workshop~~ Community Engagement Plan

### 2.4.1 *Kickoff and Community Roundtable*

Once notice to proceed has been received, FHU/RDG will attend a kickoff meeting with the client and steering committee. In tandem with the kickoff meeting, our team will host a community roundtable discussion, inviting the public to participate in identifying goals, issues, and aspirations with their peers. The workshop will be organized to achieve desired outcomes and will provide engaging and interactive design activities created to maximize conversation and the exchange of ideas.

### 2.4.2 *Focus Group Interviews*

FHU/RDG will attend up to 3 days of focus group interviews. FHU/RDG will set up focus group interviews with key stakeholders selected during the project kickoff meeting. FHU/RDG will send invites to selected stakeholders and select the location.

### 2.4.3 *Open Houses*

FHU/RDG will attend two open house meetings. FHU/RDG will select location and set up open house meetings including sending out invitations. The first open house is related to the community roundtable and the second open house is related to the design charrette.

### 2.4.4 *Social Media and Survey Monkey*

FHU/RDG will schedule and create copy for any existing social media platforms. FHU/RDG will develop a questionnaire to understand community perspectives based on input from MAPA and the Bellevue Bridge Commission.

### 2.4.5 *Establish Project Stakeholders Group*

FHU/RDG will work with MAPA and the Bellevue Bridge Commission to identify key stakeholders to assemble a project stakeholders group. Stakeholders related to the Bellevue Bridge are expected to include major nearby employers, industries, utilities, elected officials, business organizations, community leaders, and resource agencies (US-Army Corps of Engineers, etc.). The project stakeholders group will be engaged throughout the study and will be called upon for input to help guide the direction of the study. Project stakeholders group meeting times and locations will be established as part of this task.

## Task 3: Data Gathering and Analysis

### 3.1 Inventory of Existing Conditions

FHU/RDG will inventory current conditions in the study area. Existing data, such as traffic data collected by the Bellevue Bridge Commission, will be made available by MAPA to the consultant. This analysis will include:

- Traffic conditions for the Bellevue Bridge and other nearby crossings of the Missouri River
- Bridge condition
- Existing land use
- Employment and commuting patterns
- Commodity flows

- Tolling revenue
- Recent preservation and maintenance activities and expenses
- Bridge inspection reports
- Economic Impact

### 3.1.1 Traffic Study

FHU/RDG will conduct a traffic analysis for the study area including a detailed intersection analysis and a high-level planning capacity analysis for both the existing conditions and for the future year 2040 traffic conditions. This study will need to consider the future land uses in the study area and the impacts of the proposed alternatives to the Bellevue Bridge. MAPA will provide Year 2040 traffic projections which will be used for the opening year and future year traffic analysis.

Historic count data from several sources including the Bellevue Bridge Commission, City of Bellevue, NDOT, IowaDOT and MAPA will be requested for this project. To supplement historic counts, 24-hour counts and 4-hour peak period counts will be conducted at key locations on both the Nebraska and Iowa sides of the Bellevue Bridge. This information will be used to compare with model output and historic count information, and will help identify peak hour traffic flows.

FHU/RDG will complete 24-hour turning movement counts at the following intersections:

- E. Mission Avenue with S. 15<sup>th</sup> Street/Payne Drive just west of the Bellevue Bridge
- Mills County Highway H10/Bunge Avenue with the I-29 Frontage Road

FHU/RDG will complete 4-hour peak period turning movement counts at the following intersections:

- Harlan Drive with Galvin Road
- E. Mission Avenue with Lincoln Road
- E. Mission Avenue with Franklin Street (Harvell Drive connection)
- E. Mission Avenue with Hancock Street (Harlan Lewis Road connection)
- Harlan Lewis Road with US 34
- County Highway H10/Bunge Avenue with I-29 Southbound Ramps
- County Highway H10/Bunge Avenue with I-29 Northbound Ramps

Existing and future traffic operations will be evaluated at the study area intersections for two alternatives; Bridge Closure (demolition) and New Bridge Construction. Impacts to the study area intersections will be identified and any needed improvements will be recommended. MAPA shall provide future year ADT volumes all legs at the study area intersections for both these scenarios.

FHU/RDG will complete a high-level future year, planning capacity analysis for the six bridge alternatives as identified in the project description:

1. Preservation & Maintenance of Existing Facility (strawman)
2. Bridge Closure (demolition)
3. New Bridge Construction (including I alternative alignment)
4. Bridge Conversion to a Recreational Trail Facility (both lanes)
5. Bridge Preservation / Load or Time Restriction (1 lane for vehicles, 1 lane to Trail facility)
6. One (1) additional Alternative as Developed through Stakeholder Engagement

The planning level analysis will evaluate the cross-sections of primary roadway facilities in the 10-mile screenline area to determine if adequate capacity is provided with changes in travel patterns with each alternative. The analysis will use future year ADT volumes for the six alternatives. ADT thresholds from the MAPA long range transportation plan will be used. MAPA will complete transportation model runs and provide future year ADT data for the following roadways within the 10-mile screenline area:

- I-29 from US 34/Platteview Road to I-480
- US 75 from US 34/Platteview Road to I-80
- I-480 from I-29 to I-80
- I-80 from US 75/I-480 to I-29
- US 275/NE 92/Veterans Memorial Highway from US 75 to I-29
- US 34/Platteview Road from US 75 to I-29

The roadway cross-section (width and number of travel lanes) of the Bellevue Bridge and the adjacent Missouri River Bridge crossings will also be evaluated and will include the following structures:

- Bellevue Bridge
- I-480/US 6 Bridge
- I-80 Bridge
- US 275 Veterans Memorial Bridge
- US 34 Bridge
- Plattsmouth Bridge

A draft report will be prepared summarizing the results of this traffic study and will include graphical illustrations of the study area and analysis. FHU/RDG will identify traffic operational or roadway deficiencies in the immediate study area and will develop high-level improvement recommendations.

**Assumptions:**

- NDOT or IowaDOT to provide US 75/US 34 Traffic Study(s)
- NDOT to provide Nebraska Statewide Freight Plan
- IowaDOT and NDOT to provide historic ADT volumes for the study area
- MAPA to provide any available data from MTIS Study
- MAPA will complete transportation model runs as requested by FHU/RDG and will provide future year ADT volumes for the study area for the six alternatives

**3.1.2 Baseline Structural Conditions Analysis**

FHU/RDG will acquire current bridge inspection information as well as: existing bridge plans, maintenance history records, underwater inspections, correspondence, posting history, field testing reports and original construction documents to develop an independent assessment of the bridge overall condition. Immediate structural needs will be noted, (for example fracture critical members needing replacement or repair) and recommended actions identified. A determination of remaining useful life will be based on using the bridge in its current function (two-way toll traffic) into the future. Major and minor repairs required for this baseline level of service and project life will be identified and presented in a proposed maintenance schedule.

### 3.2 ~~Origin-Destination Analysis~~ Screen Line Needs Analysis

Evaluation of the regional east-west vehicular movements between Nebraska and Iowa will be considered for existing and future demand. A screen line along the river including all bridge crossings between I-480/ US 6 and Plattsmouth Bridge will be developed for the existing daily vehicle demand to gain insight into vehicle flows potentially affected by a change to the Bellevue Bridge. Future traffic forecasts at the same screen line locations will be prepared using the Omaha -Council Bluffs Metropolitan Area Planning Agency regional travel demand model and forecasts prepared for the Nebraska DOT MTIS to understand future travel demand. These evaluations will consider the total vehicular flows as well as bridge specific forecasts to understand the future volumes and available capacity at crossings expected to be impacted by changes to the Bellevue Bridge.

Data from the U.S. Census LEHD Origin-Destination Employment Statistics (LODES) dataset will be generated at the Census Block level for 2015, the latest year available. LODES data is provided at the statewide level and will be generated in four datasets for Nebraska and Iowa, with an intrastate dataset for each state that enumerates the number of jobs and residences by Census Block within the state, and an interstate dataset that provides the flow of job commutes crossing state borders by Census Block for each state. An origin-destination matrix, along with heat maps depicting these flows, will be created and analyzed. Federal versus private jobs are enumerated in separate tables that can be generated if needed for the analysis. The LODES data is limited to commuter job flow trip type.

## Task 4: Alternatives Analysis

### 4.1 Initial Screening

Using a series of potential impacts, FHU/RDG will evaluate scenarios for the future of the Bellevue Bridge. The analysis will be based on existing planning documents and MAPA's Travel Demand Model.

FHU/RDG will analyze each of the six bridge alternatives to determine a comparable list of benefits and shortcomings of each alternative, along with an estimated cost (by year) for each alternative. Costs will include planning level estimates for ROW easements, engineering services, construction costs, and other costs associated with each improvement of each scenario. Using a planning decision matrix, the improvement scenarios will be screened for fatal flaws to determine which scenarios are feasible to be included within a preliminary list of solutions. This matrix will be presented to the steering committee to determine which conceptual alternatives are to advance to the refinement stage. There will be at least three alternatives advanced to the refinement stage.

Completion of the baseline structural analysis and environmental desktop reviews prior to the development of the improvement scenarios will allow the project team to incorporate potential impacts to environmental resources as a part of the decision matrix.

Impacts to consider will include, but are not limited to:

- Travel time
- Bicycle and pedestrian connectivity
- Environmental review
- Future land use
- Emergency services
- Economic development impacts

### Bridge Alternatives

A total of six (6) bridge alternatives will be evaluated. The alternatives will include:

1. Preservation & Maintenance of Existing Facility
2. Bridge Closure (demolition)
3. New Bridge Construction (including 1 alternative alignment)
4. Bridge Conversion to a Recreational Trail Facility (both lanes)
5. Bridge Preservation / Load or Time Restriction (1 lane for vehicles, 1 lane to Trail facility)
6. One (1) Additional Alternative as Developed through Stakeholder Engagement

**Assumptions:**

- 1.) Preservation of the bridge will provide for increased future traffic under the same use as today. This assumes no change to the bridge current function and will terminate with bridge demolition at an optimal future point in time determined in the baseline conditions analysis.
- 2.) Bridge demolition will be considered at some optimal point in the bridge useful life. Determination of this point is a function of traffic demand and construction of a replacement structure or closure and demolition where a replacement structure is deemed not necessary.
- 3.) The need for a new bridge will be evaluated for its contribution to area economic development, local and regional traffic demand, safety, river traffic, area recreation, sustainability.
- 4.) Bridge conversion of both lanes to recreational traffic only will be evaluated for the associated loading and suspected additional life due to the less frequent, lighter pedestrian and bicycle traffic. Bridge retrofit with appropriate guardrails and fencing along with associated installation and maintenance costs will be included in this analysis.
- 5.) Bridge conversion to one lane signalized vehicular traffic and one lane recreational traffic will be evaluated for the associated loading and suspected additional life due to the single lane of vehicular traffic in combination with recreational traffic. Bridge retrofit with appropriate guardrails and fencing along with associated installation and maintenance costs will be included in this analysis. In addition, an automated toll system and signal will be evaluated for viability.
- 6.) One additional alternative future use (as defined in the public engagement process) will be analyzed for viability. Examples may include adding overlook platforms to the bridge to cantilevering a continuous walkway along the length of the bridge.

## 4.2 Refinements to Bridge Alternatives

Once three recommended bridge options are identified they will be weighed according to their: cost, ability to meet traffic and use demands, impacts to area commerce, impacts to area recreational facilities, structural viability, permitting needs, environmental impacts, land use, and ROW requirements.

Each alternative advancing from Task 3.3.1 will be refined to address the following information:

- Conceptual structure types, length(s) & width(s) for scenarios that include replacement/widening bridge projects.
- Estimated structure touchdown points for scenarios that include replacement bridge projects.
- General location of bridge piers relative to road, river, trail and utility crossings for scenarios that include replacement / widening bridge projects.
- General vertical and horizontal alignment and typical section of the mainline highway and all streets and trails affected by improvement scenarios.



- Lane requirements on the mainline highway (including the structure) and all intersecting streets necessary to maintain the minimum corridor traffic level of service for each bridge location corridor per its functional classification.
- Right of Way limits
- Local street connection modifications that may be needed as a result of implementing the option.
- Impacts to recreational facilities, including the trail systems and watercraft access and crossings.
- Pedestrian and bicycle facilities along the highway (including the structure) and other connecting streets and the connection to any trail systems.
- Impacts to the river flood plain and floodway, including navigational clearances where applicable.

#### **4.3 Innovation Workshop**

FHU/RDG will hold a half-day innovation workshop at the first stop milestone (1/3 point) with selected members of the project stakeholder group and agencies. During the innovation workshop, the project team will identify infrastructural, ITS, operational, and financial issues and solutions to promote the long-term viability of a Missouri River Crossing in Bellevue.

Upon completion of the workshop, we will create a matrix to identify innovative solutions to determine if any are viable for implementation in the short-term or long-term. Considerations will include: technology hurdles, generalized (planning level) measures of effectiveness, traffic efficiency, relative costs, funding sources, environmental impacts, and right-of-way impacts. Potential ITS solutions will be consistent with the national and local ITS architecture.

#### **4.4 Bicycle Pedestrian Analysis**

FHU/RDG will create an analysis diagram that will portray the pedestrian and bicycle connectivity of an area defined during the study with the steering committee. Bicycle/pedestrian connectivity concepts will be incorporated into each bridge alternative.

FHU/RDG will prepare an opinion of costs for bicycle and pedestrian improvements to each bridge alternative.

#### **4.5 Environmental & Historical Resource Review**

FHU/RDG shall prepare an Environmental/Historical Review for the project. The review will address existing environmental conditions in the study area and analyze impacts of six alternatives (including a maintenance only alternative, new bridge on new alignment alternative, and several existing bridge modification alternatives). Findings will be included as a chapter in the overall project report with supporting documentation, such as agency coordination, contained in the appendices.

The Environmental Review will contain a discussion of the following general topics:

- Project description, and purpose and need for the proposed action
- Discussion of alternatives considered and selection of the preferred alternative
- Discussion of social, economic, and environmental resources and impacts of the range of alternatives (affected environment and environmental consequences).
- Listing of agencies and persons consulted, and a summary of issues and concerns
- Listing of permits needs and a summary of required information necessary to obtain the permit.

The focus will be on important resources and permit requirements; issues of less importance will only briefly be discussed. Based on the extent of adverse impacts, mitigation will be identified as required.

Detailed mitigation plans with specific criteria and associated monitoring activities are outside the scope of this study.

It is anticipated that the development of the Environmental Review will require the following tasks:

#### 4.5.1 *Agency Coordination*

Contact various agencies and interested stakeholders, including City of Bellevue, Sarpy and Mills Counties, Nebraska and Iowa Departments of Transportation, US Army Corps of Engineers (USACE), US Fish and Wildlife Service, US Environmental Protection Agency, Nebraska and Iowa State Historic Preservation Offices, Nebraska Department of Environmental Quality, Nebraska Department of Natural Resources, Nebraska Game and Parks Commission, Iowa Department of Natural Resources, and any other applicable agencies or stakeholders (such as the Mills County Conservation Board (IA) or Papio-Missouri River Natural Resource District (NE)).

#### 4.5.2 *Data Collection and GIS Documentation*

Gather information from existing resources and databases, and prepare GIS mapping for use as report figures for the Environmental Review and for presentation materials for public meetings.

#### 4.5.3 *Wetland Delineation and Habitat Investigation*

A wetland delineation will be conducted of the project study area. This will include a review of existing data such as National Wetland Inventory maps, NHDS streams, NRCS soil survey data, and aerial photographs. The field investigation will follow methodology of the US Army Corps of Engineers (USACE) Wetlands Delineation Manual (1987), including investigation of hydrology, vegetation, and soils. Wetlands boundaries will be identified using GPS equipment, and a map will be developed showing the extent of wetlands and other waters of the U.S. A jurisdictional wetland report will be prepared documenting findings and will be included as an appendix to the project document. The delineation report will include photographs of the site, wetland determination data sheets, and mapping. Future permitting and mitigation requirements will be discussed.

#### 4.5.4 *Endangered Species Review*

FHU/RDG will conduct an on-line CERT review for State and Federally listed threatened or endangered species that potentially could inhabit the project study area. Suitable habitat for these species, if any, will be identified at the same time as the wetland delineation. Mitigation measures will be included for any species likely to be impacted by the proposed project. Coordination letters will be sent to Nebraska and Iowa agencies requesting concurrence on findings.

#### 4.5.5 *Cultural Resources (Historic/Archeological) Review*

The Bellevue Bridge was previously evaluated for eligibility for the National Register of Historic Places and was not considered eligible. As part of this environmental/historical review, FHU/RDG will summarize publicly available information on previously recorded historic sites or districts within the project study area. Results of the records search will be submitted to the Nebraska and Iowa State Historic Preservation Offices with a request for concurrence regarding the effect of the proposed project on known resources. An archeological pedestrian survey will not be conducted; a Phase I survey report will not be prepared as party of this study.

#### 4.5.6 *Other Resources*

Other social, economic, and natural environmental resources will be evaluated in less detail. These are likely to include, but only as applicable, floodplains and levees; land use and zoning; prime farmland; community facilities and services; neighborhoods; recreational resources and public lands (Section 6(f) of the Land and Water Conservation Fund Act); visual and aesthetic considerations; hazardous materials;

utilities; construction impacts (air, noise, water, detours, traffic congestion, safety, etc.); and erosion control. This scope assumes that a traffic noise study will not be required.

#### 4.5.7 *Prepare Environmental Review*

Findings of the Environmental/Historical Review will be included as a chapter in the overall project report.

### 4.6 **Financial Analysis**

FHU/RDG will evaluate the fiscal analysis for the various bridge alternatives. Funding options for reconstruction, maintenance, repurposing and closure will be researched and proposed.

#### 4.6.1 *Market Analysis*

FHU/RDG will prepare a market analysis of the area that is most impacted by the bridge. This area will be defined with the help of MAPA.

#### 4.6.2 *Case Study Examples*

RDG will also prepare case studies of similar bridge conversion projects and will include the economic impact of these similar projects.

## **Task 5: Final Report**

### 5.1 **Draft Report Production and Editing**

FHU/RDG shall document all work performed under Tasks 2 & 3 and draft a final document for review by MAPA staff and the project steering committee. The Final Report shall contain an Executive Summary that can function as a stand-alone item. FHU/RDG shall edit and revise the document according to feedback given by MAPA staff and the project steering committee. A public meeting shall also be held to offer the draft plan for public comment and feedback (identified as the second public open house in Task 2.4).

### 5.2 **Final Report and Documentation**

FHU/RDG shall incorporate feedback on the draft report into the final report. The report should be written as a free-standing document.

FHU/RDG shall package and deliver the final plan document in both PDF and an editable format (Microsoft Word or Adobe InDesign), as well as a specified number of hard copies. All graphic content shall also be made available in PDF format as well as native live format (Adobe Illustrator or Photoshop).

FHU/RDG shall package and deliver to MAPA all data generated, analyzed or refined over the course of their engagement. GIS data shall be delivered in file geodatabase or shapefile format, along with map documents. Any and all data generated, analyzed or refined under this contract shall become property of MAPA upon conclusion of the contract.

**PROPOSED SCHEDULE**

1. **June 1, 2018** Notice to Proceed. Begin inventory of existing conditions.
  2. **June 7, 2018** Project Kickoff Meeting
  3. **August 2, 2018** Public Stakeholder Workshop #1 / Innovation Workshop
  4. **August 6, 2018** Begin Alternatives Analysis & Development
  5. **August 13-17, 2018** Focus Group Interviews
  6. **August 31, 2018** **Stop Milestone #1 / Steering Committee Meeting**
  7. **September 27, 2018** Public Stakeholder Workshop #2
  8. **November 1, 2018** Begin Draft Plan Development
  9. **November 15, 2018** Alternatives Screening Meeting
  10. **November 29, 2018** **Stop Milestone #2 / Steering Committee Meeting**
  11. **January 10, 2019** Public Open House / Present Draft Recommendations
  12. **January 14, 2019** Begin Final Plan Development
  13. **February 1, 2019** Submit Final Plan Report for Review / Begin Agency Review Period
  14. **February 22, 2019** Agencies Submit Final Plan Report Review Comments.
  15. **March 21, 2019** Final Plan Report Submitted. Presentation to Bridge Commission.
  16. **March 25, 2019** Project Complete.
- Assumes bi-monthly progress meetings with steering committee; some not shown on schedule.
  - Assumes four meetings with Bridge Commission; some not shown on schedule.

MAPA WORKING BUDGET									
	COST PER UNIT	QUANTITY	ESTIMATED COST		LEAD TIME	INSTALL PHASE	PHASE 1 BUDGET	PHASE 2 BUDGET	
							Before July	After July	
<b>Workstations</b>									
Full size workstations: 6' x 6.5'		14	\$ 26,753.70		4-6 weeks	phase 1	\$ 26,753.70		
Adjustable height option		14			4-6 weeks	phase 1			
Touchdown Benches w/ storage	\$ 649.00	4	\$ 2,422.58		4-6 weeks	phase 1	\$ 2,422.58		
Receptionist work station	\$ 1,678.34	1	\$ 1,678.34		4-6 weeks	phase 1	\$ 1,678.34		
Desk Chairs	\$ 240.00	5	\$ 1,200.00		1-2 weeks	phase 2		\$ 1,200.00	
Guest Chairs									
<b>Workstation Accessories</b>									
Monitor Arm	\$ 190.03	18	\$ 3,800.60		2-3 weeks	phase 1	\$ 3,800.60		
Individual Coat hook	\$ 11.00	14	\$ 154.00		2-3 weeks	phase 1	\$ 204.80		
Overhead Storage (included in workstation price)		2							
cable management									
<b>Conference Room/Co-working area</b>									
Conference Room Table (re-use existing)	\$ 1,307.53				4-6 weeks	phase 2			
Conference Room Chairs (re-use existing)					2-3 weeks	phase 2			
Breakout room coffee table	\$ 500.00	1	\$ 500.00		6-8 weeks	phase 2		\$ 500.00	
Breakout room chairs	\$ 250.00	3	\$ 750.00		3-4 weeks	phase 2		\$ 750.00	
Shipping/Delivery for coffee table and breakout room chairs			\$ 250.00					\$ 250.00	
Loftwall Wall System for Conference Room (estimate)					6-8 weeks	phase 2		\$ 5,841.87	
Frieght for wall systems								\$ 331.33	
High top work (and break room) table	\$ 588.94	1	\$ 588.94		4-6 weeks	phase 1	\$ 588.94		
Barstools for high top table + shipping and delivery	\$ 315.00	4	\$ 1,260.00		2-3 weeks	phase 2		\$ 1,260.00	
<b>Reception Area</b>									
Reception area lounge chairs	\$ 620.00	2	\$ 1,240.00		4-6 weeks	phase 2		\$ 1,240.00	
Reception area coffee table	\$ 500.00	1	\$ 500.00		4-6 weeks	phase 2		\$ 500.00	
Reception area coffee bar					2-3 weeks			\$ 200.00	
Shipping/Delivery			\$ 185.00			phase 2		\$ 185.00	
<b>Breakroom</b>									
Chairs		8	\$ 973.50		2-3 weeks	phase 1	\$ 973.50		
30"x30" Round Tables	\$ 222.99	2	\$ 445.98		4-6 weeks	phase 1	\$ 445.98		
Walls for Break room (included in Conference room quote)			\$ 5,000.00		6-8 weeks	phase 2			
Cabinets: 3 base 36"x36" + toe kick		3	\$ 1,220.00		1-2weeks	phase 2		\$ 1,220.00	
Cabinets: 3 upper 36"x36" (no trim)	\$ 195.00	3	\$ 585.00		1-2weeks	phase 2		\$ 585.00	
Countertops 9' wide x 25" D + backsplash			\$ 400.00		1-2weeks	phase 2		\$ 400.00	
hardware: 3, 11" drawer pulls and 12 cabinet knobs			\$ 120.00		1-2weeks	phase 2		\$ 120.00	
Recycling bins	\$ 15.00	2	\$ 40.00					\$ 40.00	
Refrigerator			\$ 500.00					\$ 500.00	
installation labor, tax and delivery (strong estimate)			\$ 2,500.00		3-4 weeks	phase 2		\$ 2,500.00	
<b>Systems Room Storage</b>			\$ 3,553.96		6-8 weeks	phase 1	\$ 3,553.96		
<b>Private Office with adjustable desk</b>			\$ 3,045.66		6-8 weeks	phase 2	\$ 3,045.66		

MAPA WORKING BUDGET								
	COST PER UNIT	QUANTITY	ESTIMATED COST	LEAD TIME	INSTALL PHASE	PHASE 1 BUDGET	PHASE 2 BUDGET	
						Before July	After July	
<b>DECOR UPGRADES</b>								
Wall Mural in Reception Area (approx 8' x 6')								
Cork boards/dry erase boards			\$ 1,600.00	2-4 weeks	phase 2		\$ 1,500.00	
Bike storage			\$ 500.00	2-4 weeks	phase 2		\$ 800.00	
Group Coat rack	\$ 183.91	1	\$ 183.91	2-3 weeks	phase 2		\$ 183.91	
Painting file cabinets								
additional greenery for conference room			\$ 350.00		phase 2		\$ 350.00	
<b>INSTALLATION/LABOR</b>								
Installation: workstations, systems room, office,			\$ 8,548.41		phase 1	\$ 7,192.95		
Painting Quote (including offices, walls and trim)			\$ 6,500.00		phase 1	\$ 6,500.00		
Installation: break room and conference room walls					phase 2		\$ 1,475.90	
Birdhouse Design Fee			\$ 8,550.00		phase 1 and 2	\$ 7,480.00	\$ 1,070.00	
Additional electrical work					phase 1			
<b>Total Budget Estimates</b>			<b>\$ 85,899.58</b>			<b>\$ 64,641.01</b>	<b>\$ 23,003.01</b>	<b>\$ 87,644.02</b>
					contingency 5%	3,232.00		
						<b>\$ 67,873.01</b>		



encompas

www.encompas.com

kansas city  
1512 grand boulevard  
kansas city, missouri 64108  
p: 816.300.1122  
f: 816.300.1123

wichita  
801 east douglas, suite 106  
wichita, kansas 67202  
p: 316.448.0427  
f: 316.448.0428

omaha  
707 south 15th street  
omaha, nebraska 68102  
p: 402.991.7471  
f: 402.991.7472

# PROPOSAL

DATE: 05/10/18  
PROPOSAL #: 12212  
PROJECT #: 104-1

<b>PROPOSAL FOR</b>	<b>CLIENT #:</b> 3114	<b>INSTALL AT</b>
MAPA 2222 Cuming Street  Omaha, NE 68102		MAPA 2222 Cuming Street  Omaha, NE 68102

<b>CUSTOMER CONTACT</b>	<b>ENCOMPAS CONTACT</b> Ginger McCandless	<b>VALID THRU</b> 06/11/18
-------------------------	--	-------------------------------

LN#	QTY	ITEM NUMBER	DESCRIPTION	UNIT SELL	EXTENDED
-----	-----	-------------	-------------	-----------	----------

1	1	TVRA-3672-L JSNGG7A	Jive, Table, Rectangular, Laminate, 36"x72", 42"h, Painted Based	588.94	588.94
2	2	TN1	Allermuir Tonina Chair (Pack of 4)	486.75	973.50
3	2	TARP-3030-L TSNXC4A	Planes, Table, Pebble, Laminate, 30"x30", 29"H, Painted Base, Casters	222.99	445.98
5	1	LOT	AIS Private Office	3,045.66	3,045.66
6	1	LOT	AIS Storage Room	3,553.96	3,553.96
7	1	LOT	AIS Intern Workstations	2,422.58	2,422.58
8	1	LOT	AIS Workstations	27,519.49	27,519.49
9	1	LOT	AIS Reception Station	1,667.59	1,667.59
10	20	MF21W1C12	Humanscale M/Flex Monitor Arm	190.03	3,800.60
11	20	A-CHM	AIS, Divi, Panel Coat Hook	10.24	204.80
12	1	LABOR	OIS Labor	7,192.95	7,192.95



encompas

www.encompas.com

kansas city
1512 grand boulevard
kansas city, missouri 64108
p: 816.300.1122
f: 816.300.1123

wichita
801 east douglas, suite 106
wichita, kansas 67202
p: 316.448.0427
f: 316.448.0428

omaha
707 south 15th street
omaha, nebraska 68102
p: 402.991.7471
f: 402.991.7472

PROPOSAL

DATE: 05/10/18
PROPOSAL #: 12212
PROJECT #: 104-1

Table with 3 columns: PROPOSAL FOR, CLIENT #: 3114, INSTALL AT. Rows include MAPA address and Omaha, NE 68102.

Table with 3 columns: CUSTOMER CONTACT, ENCOMPAS CONTACT (Ginger McCandless), VALID THRU (06/11/18).

Table header with columns: LN#, QTY, ITEM NUMBER, DESCRIPTION, UNIT SELL, EXTENDED.

Thank you for the opportunity to quote. Payment Terms: Net Due Upon Receipt

PRODUCT 44,223.10
INSTALL 7,192.95

DEPOSIT REQUIRED: 17,996.00

A contingency fee equal to 10% of all installation costs may apply based on job site conditions

TOTAL 51,416.05

Terms and Conditions

By signing and dating this document, the Customer agrees to all terms and conditions shown herein and furthermore agrees, in good faith, that a purchase order, addressed to encompas Corporation (encompas), or as otherwise specified, is forthcoming for the product(s) and/or service(s) shown on the proposal.
1. encompas will not place an order without a signed and dated terms and conditions, which indicates that Customer agrees to all terms and conditions stated herein.
2. The attached proposal is valid for no more than 30 days from the proposal date.
3. encompas will require a deposit of thirty-five percent (35%) of the sell price shown on the proposal to place any and/or all orders, unless otherwise noted by encompas. encompas must receive the deposit before the order is placed. encompas remains harmless from any detriment to the Customer when order entry is delayed due to non-receipt of a deposit.
4. Unless otherwise noted, all labor quoted is non-union and will occur during normal business hours, which is 8:00AM to 4:00PM CST, Monday through Friday.
5. All labor is quoted as a single-phase installation unless noted otherwise. Additional trips or phases will result in added cost to the labor quotation.
6. Unless otherwise and previously noted, a completely accessible and operable elevator will be available for use by the installation crew during these hours.
7. Installation of any and all product will only occur after the jobsite has received either a Certificate of Occupancy (CO) or a Temporary Certificate of Occupancy (TCO), and is free and clear of all debris, and all other trades are off the jobsite.
8. Unless previously agreed to or otherwise stated by encompas, the Customer must provide a signed and dated purchase order to place an order for any and all product(s) and/or service(s) listed on the proposal.
9. Unless otherwise noted by encompas, all orders are non-returnable and non-refundable.
10. Any change to an order, including but not limited to, date moves, product changes/deletions, and ship to changes may incur additional fees once the order has been placed.
11. The Customer agrees to pay any and all restocking fees that may result from any revision, by the Customer, to any part of an order related to this proposal.
12. Payment terms are net due upon receipt of invoice, which is initiated upon shipment of product. If the project is postponed for any reason, other than that caused by encompas, payment is still due as specified.
13. The Customer agrees to pay a Transaction Convenience Fee of three and one half percent (3.5%) of the sell price shown on the proposal (plus applicable tax) when the method of payment is in any form other than encompas' standard payment methods, which are cash, check, or ACH/direct deposit.
14. The Customer further agrees to pay encompas a late fee for any invoice that is more than 60 days past due. The late fee will be calculated at 2% of any and all unpaid and/or open balances that are more than 60 days old.
15. Unless otherwise noted the proposal does not include applicable sales tax. However any sales tax noted on the proposal is estimated. Applicable sales tax will be included on the invoice unless a valid Sales Tax Exemption Certificate or a valid Resale Certificate is provided to encompas by the time the order is placed.

ACCEPTED BY \_\_\_\_\_ (Signature) \_\_\_\_\_ (Print Name)

TITLE \_\_\_\_\_ DATE \_\_\_\_\_



# Client Summary

Prepared for:

Patty McCoy  
2222 Cuming Street 68102



## Project Summary

Description		Cost			
		Labor	Materials	Total	
1	Paint Walls	Sherwin-Williams Duration	\$ 3,690.00	\$ 1,535.10	\$ 5,225.10
2	Paint Ceilings	Sherwin-Williams Eminence	\$ -	\$ -	\$ -
3	Paint Trim & Doors	Sherwin-Williams ProClassic	\$ 1,180.00	\$ 249.95	\$ 1,429.95
4	Drywall Repairs		\$ -	\$ -	\$ -
5	Paint Cabinetry	Sherwin-Williams ProClassic	\$ -	\$ -	\$ -
6	Wallpaper Removal		\$ -	\$ -	\$ -
7	Exterior Re-Paint				
8	Deck/Fence Staining				
9					
<b>Total Project Cost</b>			<b>\$ 4,870.00</b>	<b>\$ 1,785.05</b>	<b>\$ 6,655.05</b>

## Payment Terms:

Preferred Client Discount - Labor Only  
Cash Discount  
Credit Card Processing Fees

Discounts/Fees	
-5%	\$ (243.50)
0%	\$ -
0%	\$ -

**Project Balance: \$ 6,411.55**

Date	Amount	Method	Ref #
		Check	

Deposit	
Suggested	Actual
\$ 2,115.81	\$ -

**Remaining Balance \$ 6,411.55**

Date	Amount	Method	Ref #
		Check	

Final Payment	
0%	\$ -
0%	\$ -
	\$ -

**Remaining Balance \$ 6,411.55**

Terms: 1/3rd of the estimated cost due at scheduling; remaining balance due upon project completion.

**Credit card payments incur a 3% processing fee.**

Furniture moving not included. Cost to move furniture is \$90.00/hr.

**www.WePaintOmaha.com**

2939 Scott Street • Omaha, NE 68112 • (402) 871-7785

# Painting Estimate - Walls

Prepared for:

Patty McCoy  
2222 Cuming Street 68102



Description		Cost
1	Utility Room	1.94 Gal. \$ 211.50
2	Lobby	2.69 Gal. \$ 292.50
3	Cubicle Area	14.11 Gal. \$ 1,525.50
4	Karna's Office	2.19 Gal. \$ 238.50
5	Don's Office	2.19 Gal. \$ 238.50
6	Mike's Office	2.48 Gal. \$ 270.00
7	Sue's Office	1.86 Gal. \$ 202.50
8	Amanda's Office	1.99 Gal. \$ 216.00
9	Greg's Office	2.48 Gal. \$ 270.00
10	Melissa's Office	2.07 Gal. \$ 225.00
11	0	0.00 Gal. \$ -
12	0	0.00 Gal. \$ -
13	0	0.00 Gal. \$ -
14	0	0.00 Gal. \$ -
15	0	0.00 Gal. \$ -
16	0	0.00 Gal. \$ -
17	0	0.00 Gal. \$ -
18	0	0.00 Gal. \$ -
19	0	0.00 Gal. \$ -
20	0	0.00 Gal. \$ -
21	0	0.00 Gal. \$ -
22	0	0.00 Gal. \$ -
23	0	0.00 Gal. \$ -
24	0	0.00 Gal. \$ -
25	0	0.00 Gal. \$ -
26	0	0.00 Gal. \$ -
27	0	0.00 Gal. \$ -
28	0	0.00 Gal. \$ -
29	0	0.00 Gal. \$ -
30	0	0.00 Gal. \$ -

**Labor Subtotal \$ 3,690.00**

**\*Cost of wall paint not included.**

**Please see Interior Paint Sheet for paint options and pricing.**

Terms: 1/3rd of the estimated cost due at scheduling; remaining balance due upon project completion.

**Credit card payments incur a 3% processing fee.**

Furniture moving not included. Cost to move furniture is \$90.00/hr.

**www.WePaintOmaha.com**

2939 Scott Street • Omaha, NE 68112 • (402) 871-7785

# Painting Estimate - Doors and Trim

Prepared for:

Patty McCoy  
2222 Cuming Street 68102



		Description					Cost
1	Utility Room	Trim	\$ 20.00	Doors	\$ -	0.08 Gal.	\$ 20.00
2	Lobby	Trim	\$ 80.00	Doors	\$ -	0.32 Gal.	\$ 80.00
3	Cubicle Area	Trim	\$ 400.00	Doors	\$ -	1.60 Gal.	\$ 400.00
4	Karna's Office	Trim	\$ 40.00	Doors	\$ -	0.16 Gal.	\$ 40.00
5	Don's Office	Trim	\$ 40.00	Doors	\$ -	0.16 Gal.	\$ 40.00
6	Mike's Office	Trim	\$ 100.00	Doors	\$ -	0.40 Gal.	\$ 100.00
7	Sue's Office	Trim	\$ 100.00	Doors	\$ -	0.40 Gal.	\$ 100.00
8	Amanda's Office	Trim	\$ 100.00	Doors	\$ -	0.40 Gal.	\$ 100.00
9	Greg's Office	Trim	\$ 200.00	Doors	\$ -	0.80 Gal.	\$ 200.00
10	Melissa's Office	Trim	\$ 100.00	Doors	\$ -	0.40 Gal.	\$ 100.00
11	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
12	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
13	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
14	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
15	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
16	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
17	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
18	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
19	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
20	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
21	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
22	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
23	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
24	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
25	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
26	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
27	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
28	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
29	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -
30	0	Trim	\$ -	Doors	\$ -	0.00 Gal.	\$ -

**Labor Subtotal \$ 1,180.00**

**\*Cost of trim & door paint not included.**

**Please see Summary Page for trim and door paint pricing.**

Terms: 1/3rd of the estimated cost due at scheduling; remaining balance due upon project completion.

**Credit card payments incur a 3% processing fee.**

Furniture moving not included. Cost to move furniture is \$90.00/hr.

[www.WePaintOmaha.com](http://www.WePaintOmaha.com)

2939 Scott Street • Omaha, NE 68112 • (402) 871-7785





# Interior Paint Options



Prepared for:

Patty McCoy

2222 Cumming Street 68102

Contractor Grade	Good	Better	Best																																								
 <p><b>Sherwin-Williams ProMar 200</b></p> <p><b>Professional Grade - Zero VOC</b> Mold &amp; mildew resistant. Meets most stringent VOC requirements including LEED &amp; GEI. Available in all colors and various sheens. <b>Suggested Uses</b> hospitals, nursing homes, retirement homes, commercial spaces, rental property</p> <table border="1"> <thead> <tr> <th>Retail</th> <th>Your Price</th> </tr> </thead> <tbody> <tr> <td>\$ / gal</td> <td>n/a</td> </tr> <tr> <td>qty.</td> <td>35</td> </tr> <tr> <td>cost</td> <td>\$1,057.00</td> </tr> <tr> <td><b>Savings</b></td> <td><b>n/a</b></td> </tr> </tbody> </table>	Retail	Your Price	\$ / gal	n/a	qty.	35	cost	\$1,057.00	<b>Savings</b>	<b>n/a</b>	 <p><b>Sherwin-Williams SuperPaint</b></p> <p><b>Paint and Primer in One</b> Self priming. Very durable with a long lasting finish. Can be occasionally wiped down with a cloth/sponge. <b>Suggested Uses</b> rental property, residential repaints, commercial spaces</p> <table border="1"> <thead> <tr> <th>Retail</th> <th>Your Price</th> </tr> </thead> <tbody> <tr> <td>\$ / gal</td> <td>\$56.71</td> </tr> <tr> <td>qty.</td> <td>35</td> </tr> <tr> <td>cost</td> <td>\$1,984.85</td> </tr> <tr> <td><b>Savings</b></td> <td><b>27%</b></td> </tr> </tbody> </table>	Retail	Your Price	\$ / gal	\$56.71	qty.	35	cost	\$1,984.85	<b>Savings</b>	<b>27%</b>	 <p><b>Sherwin-Williams Duration</b></p> <p><b>Excellent Washability</b> Self priming. Most stains wipe clean with water. Mold &amp; mildew resistant. Flat sheen offers same washability while hiding imperfections <b>Suggested Uses</b> residential repaints, high traffic areas, commercial spaces</p> <table border="1"> <thead> <tr> <th>Retail</th> <th>Your Price</th> </tr> </thead> <tbody> <tr> <td>\$ / gal</td> <td>\$65.27</td> </tr> <tr> <td>qty.</td> <td>35</td> </tr> <tr> <td>cost</td> <td>\$2,284.45</td> </tr> <tr> <td><b>Savings</b></td> <td><b>33%</b></td> </tr> </tbody> </table>	Retail	Your Price	\$ / gal	\$65.27	qty.	35	cost	\$2,284.45	<b>Savings</b>	<b>33%</b>	 <p><b>Sherwin-Williams Emerald</b></p> <p><b>Best-in-Class Performance</b> Outstanding scrub, water spotting, &amp; stain resistance. VOC compliant. Available in washable flat sheen. Two coat coverage over bare drywall. <b>Suggested Uses</b> new construction, residential repaints, high traffic areas, commercial spaces</p> <table border="1"> <thead> <tr> <th>Retail</th> <th>Your Price</th> </tr> </thead> <tbody> <tr> <td>\$ / gal</td> <td>\$69.54</td> </tr> <tr> <td>qty.</td> <td>35</td> </tr> <tr> <td>cost</td> <td>\$2,433.90</td> </tr> <tr> <td><b>Savings</b></td> <td><b>10%</b></td> </tr> </tbody> </table>	Retail	Your Price	\$ / gal	\$69.54	qty.	35	cost	\$2,433.90	<b>Savings</b>	<b>10%</b>
Retail	Your Price																																										
\$ / gal	n/a																																										
qty.	35																																										
cost	\$1,057.00																																										
<b>Savings</b>	<b>n/a</b>																																										
Retail	Your Price																																										
\$ / gal	\$56.71																																										
qty.	35																																										
cost	\$1,984.85																																										
<b>Savings</b>	<b>27%</b>																																										
Retail	Your Price																																										
\$ / gal	\$65.27																																										
qty.	35																																										
cost	\$2,284.45																																										
<b>Savings</b>	<b>33%</b>																																										
Retail	Your Price																																										
\$ / gal	\$69.54																																										
qty.	35																																										
cost	\$2,433.90																																										
<b>Savings</b>	<b>10%</b>																																										

MAPA WORKING BUDGET									
	COST PER UNIT	QUANTITY	ESTIMATED COST		LEAD TIME	INSTALL PHASE	PHASE 1 BUDGET	PHASE 2 BUDGET	
							Before July	After July	
<b>Workstations</b>									
Full size workstations: 6' x 6.5'		14	\$ 26,753.70		4-6 weeks	phase 1	\$ 26,753.70		
Adjustable height option		14			4-6 weeks	phase 1			
Touchdown Benches w/ storage	\$ 649.00	4	\$ 2,422.58		4-6 weeks	phase 1	\$ 2,422.58		
Receptionist work station	\$ 1,678.34	1	\$ 1,678.34		4-6 weeks	phase 1	\$ 1,678.34		
Desk Chairs	\$ 240.00	5	\$ 1,200.00		1-2 weeks	phase 2		\$ 1,200.00	
Guest Chairs									
<b>Workstaion Accessories</b>									
Monitor Arm	\$ 190.03	18	\$ 3,800.60		2-3 weeks	phase 1	\$ 3,800.60		
Individual Coat hook	\$ 11.00	14	\$ 154.00		2-3 weeks	phase 1	\$ 204.80		
Overhead Storage (included in workstation price)		2							
cable management									
<b>Conference Room/Co-working area</b>									
Conference Room Table (re-use existing)	\$ 1,307.53				4-6 weeks	phase 2			
Conference Room Chairs (re-use existing)					2-3 weeks	phase 2			
Breakout room coffee table	\$ 500.00	1	\$ 500.00		6-8 weeks	phase 2		\$ 500.00	
Breakout room chairs	\$ 250.00	3	\$ 750.00		3-4 weeks	phase 2		\$ 750.00	
Shipping/Delivery for coffee table and breakout room chairs			\$ 250.00					\$ 250.00	
Loftwall Wall System for Conference Room (estimate)					6-8 weeks	phase 2		\$ 5,841.87	
Frieght for wall systems								\$ 331.33	
High top work (and break room) table	\$ 588.94	1	\$ 588.94		4-6 weeks	phase 1	\$ 588.94		
Barstools for high top table + shipping and delivery	\$ 315.00	4	\$ 1,260.00		2-3 weeks	phase 2		\$ 1,260.00	
<b>Reception Area</b>									
Reception area lounge chairs	\$ 620.00	2	\$ 1,240.00		4-6 weeks	phase 2		\$ 1,240.00	
Reception area coffee table	\$ 500.00	1	\$ 500.00		4-6 weeks	phase 2		\$ 500.00	
Reception area coffee bar					2-3 weeks			\$ 200.00	
Shipping/Delivery			\$ 185.00			phase 2		\$ 185.00	
<b>Breakroom</b>									
Chairs		8	\$ 973.50		2-3 weeks	phase 1	\$ 973.50		
30"x30" Round Tables	\$ 222.99	2	\$ 445.98		4-6 weeks	phase 1	\$ 445.98		
Walls for Break room (included in Conference room quote)			\$ 5,000.00		6-8 weeks	phase 2			
Cabinets: 3 base 36"x36" + toe kick		3	\$ 1,220.00		1-2weeks	phase 2		\$ 1,220.00	
Cabinets: 3 upper 36"x36" (no trim)	\$ 195.00	3	\$ 585.00		1-2weeks	phase 2		\$ 585.00	
Countertops 9' wide x 25" D + backsplash			\$ 400.00		1-2weeks	phase 2		\$ 400.00	
hardware: 3, 11" drawer pulls and 12 cabinet knobs			\$ 120.00		1-2weeks	phase 2		\$ 120.00	
Recycling bins	\$ 15.00	2	\$ 40.00					\$ 40.00	
Refrigerator			\$ 500.00					\$ 500.00	
installation labor, tax and delivery (strong estimate)			\$ 2,500.00		3-4 weeks	phase 2		\$ 2,500.00	
<b>Systems Room Storage</b>			\$ 3,553.96		6-8 weeks	phase 1	\$ 3,553.96		
<b>Private Office with adjustable desk</b>			\$ 3,045.66		6-8 weeks	phase 2	\$ 3,045.66		

MAPA WORKING BUDGET									
	COST PER UNIT	QUANTITY	ESTIMATED COST		LEAD TIME	INSTALL PHASE	PHASE 1 BUDGET	PHASE 2 BUDGET	
							Before July	After July	
<b>DECOR UPGRADES</b>									
Wall Mural in Reception Area (approx 8' x 6')									
Cork boards/dry erase boards			\$ 1,600.00		2-4 weeks	phase 2		\$ 1,500.00	
Bike storage			\$ 500.00		2-4 weeks	phase 2		\$ 800.00	
Group Coat rack	\$ 183.91	1	\$ 183.91		2-3 weeks	phase 2		\$ 183.91	
Painting file cabinets									
additional greenery for conference room			\$ 350.00			phase 2		\$ 350.00	
<b>INSTALLATION/LABOR</b>									
Installation: workstations, systems room, office,			\$ 8,548.41			phase 1	\$ 7,192.95		
Painting Quote (including offices, walls and trim)			\$ 6,500.00			phase 1	\$ 6,500.00		
Installation: break room and conference room walls						phase 2		\$ 1,475.90	
Birdhouse Design Fee			\$ 8,550.00			phase 1 and 2	\$ 7,480.00	\$ 1,070.00	
Additional electrical work/data						phase 1	\$ 5,000.00		
<b>Total Budget Estimates</b>			<b>\$ 85,899.58</b>				<b>\$ 69,641.01</b>	<b>\$ 23,003.01</b>	<b>\$ 92,644.02</b>
						contingency 5%	3,232.00	1,150.15	<b>\$ 4,382.15</b>
							<b>\$ 72,873.01</b>	<b>\$ 24,153.16</b>	<b>\$ 97,026.17</b>

MAPA WORKING BUDGET									
	COST PER UNIT	QUANTITY	ESTIMATED COST		LEAD TIME	INSTALL PHASE	PHASE 1 BUDGET	PHASE 2 BUDGET	
							Before July	After July	
<b>Workstations</b>									
Full size workstations: 6' x 6.5'		14	\$ 26,753.70		4-6 weeks	phase 1	\$ 26,753.70		
Adjustable height option		14			4-6 weeks	phase 1			
Touchdown Benches w/ storage	\$ 649.00	4	\$ 2,422.58		4-6 weeks	phase 1	\$ 2,422.58		
Receptionist work station	\$ 1,678.34	1	\$ 1,678.34		4-6 weeks	phase 1	\$ 1,678.34		
Desk Chairs	\$ 240.00	5	\$ 1,200.00		1-2 weeks	phase 2		\$ 1,200.00	
Guest Chairs									
<b>Workstaion Accessories</b>									
Monitor Arm	\$ 190.03	18	\$ 3,800.60		2-3 weeks	phase 1	\$ 3,800.60		
Individual Coat hook	\$ 11.00	14	\$ 154.00		2-3 weeks	phase 1	\$ 204.80		
Overhead Storage (included in workstation price)		2							
cable management									
<b>Conference Room/Co-working area</b>									
Conference Room Table (re-use existing)	\$ 1,307.53				4-6 weeks	phase 2			
Conference Room Chairs (re-use existing)					2-3 weeks	phase 2			
Breakout room coffee table	\$ 500.00	1	\$ 500.00		6-8 weeks	phase 2		\$ 500.00	
Breakout room chairs	\$ 250.00	3	\$ 750.00		3-4 weeks	phase 2		\$ 750.00	
Shipping/Delivery for coffee table and breakout room chairs			\$ 250.00					\$ 250.00	
Loftwall Wall System for Conference Room (estimate)					6-8 weeks	phase 2		\$ 5,841.87	
Frieght for wall systems								\$ 331.33	
High top work (and break room) table	\$ 588.94	1	\$ 588.94		4-6 weeks	phase 1	\$ 588.94		
Barstools for high top table + shipping and delivery	\$ 315.00	4	\$ 1,260.00		2-3 weeks	phase 2		\$ 1,260.00	
<b>Reception Area</b>									
Reception area lounge chairs	\$ 620.00	2	\$ 1,240.00		4-6 weeks	phase 2		\$ 1,240.00	
Reception area coffee table	\$ 500.00	1	\$ 500.00		4-6 weeks	phase 2		\$ 500.00	
Reception area coffee bar					2-3 weeks			\$ 200.00	
Shipping/Delivery			\$ 185.00			phase 2		\$ 185.00	
<b>Breakroom</b>									
Chairs		8	\$ 973.50		2-3 weeks	phase 1	\$ 973.50		
30"x30" Round Tables	\$ 222.99	2	\$ 445.98		4-6 weeks	phase 1	\$ 445.98		
Walls for Break room (included in Conference room quote)			\$ 5,000.00		6-8 weeks	phase 2			
Cabinets: 3 base 36"x36" + toe kick		3	\$ 1,220.00		1-2weeks	phase 2		\$ 1,220.00	
Cabinets: 3 upper 36"x36" (no trim)	\$ 195.00	3	\$ 585.00		1-2weeks	phase 2		\$ 585.00	
Countertops 9' wide x 25" D + backsplash			\$ 400.00		1-2weeks	phase 2		\$ 400.00	
hardware: 3, 11" drawer pulls and 12 cabinet knobs			\$ 120.00		1-2weeks	phase 2		\$ 120.00	
Recycling bins	\$ 15.00	2	\$ 40.00					\$ 40.00	
Refrigerator			\$ 500.00					\$ 500.00	
installation labor, tax and delivery (strong estimate)			\$ 2,500.00		3-4 weeks	phase 2		\$ 2,500.00	
<b>Systems Room Storage</b>			\$ 3,553.96		6-8 weeks	phase 1	\$ 3,553.96		
<b>Private Office with adjustable desk</b>			\$ 3,045.66		6-8 weeks	phase 2	\$ 3,045.66		

MAPA WORKING BUDGET									
	COST PER UNIT	QUANTITY	ESTIMATED COST		LEAD TIME	INSTALL PHASE	PHASE 1 BUDGET	PHASE 2 BUDGET	
							Before July	After July	
<b>DECOR UPGRADES</b>									
Wall Mural in Reception Area (approx 8' x 6')									
Cork boards/dry erase boards			\$ 1,600.00		2-4 weeks	phase 2		\$ 1,500.00	
Bike storage			\$ 500.00		2-4 weeks	phase 2		\$ 800.00	
Group Coat rack	\$ 183.91	1	\$ 183.91		2-3 weeks	phase 2		\$ 183.91	
Painting file cabinets									
additional greenery for conference room			\$ 350.00			phase 2		\$ 350.00	
<b>INSTALLATION/LABOR</b>									
Installation: workstations, systems room, office,			\$ 8,548.41			phase 1	\$ 7,192.95		
Painting Quote (including offices, walls and trim)			\$ 6,500.00			phase 1	\$ 6,500.00		
Installation: break room and conference room walls						phase 2		\$ 1,475.90	
Birdhouse Design Fee			\$ 8,550.00			phase 1 and 2	\$ 7,480.00	\$ 1,070.00	
Additional electrical work/data						phase 1	\$ 5,000.00		
<b>Total Budget Estimates</b>			<b>\$ 85,899.58</b>				<b>\$ 69,641.01</b>	<b>\$ 23,003.01</b>	<b>\$ 92,644.02</b>
						contingency 5%	3,232.00	1150.1505	<b>\$ 4,382.15</b>
							<b>\$ 72,873.01</b>	<b>\$ 24,153.16</b>	<b>\$ 97,026.17</b>



<b>MAPA Insurance Renewal Summary</b> <b>2018-2019</b>
---

	Expiring Premium	Renewal Premium	Difference
<b>Business Owner's Package (BOP) - 7/1/18 Renewal</b>			
\$1M Occurrence/\$2M Aggregate / \$250 Deductible The Hartford			
Billed directly by The Hartford	\$ 3,997.00	\$ 4,288.00	
General Liability, Property, & Umbrella EPLI \$10K Deductible			
	\$0.00	\$0.00	
	<b>\$ 3,997.00</b>	<b>\$ 4,288.00</b>	\$291.00 7%
<b>Workers Compensation - 7/1/18 Renewal</b>			
The Hartford			
	<b>\$2,279.00</b>	<b>\$2,462.00</b>	\$183.00
Billed directly by The Hartford			
<i>Workcomp renewal will not be issued until Late May. Expect rates/premium to remain flat. Current payroll is listed at \$888,600. Should payroll be adjusted?</i>			
			8%
<b>Director's and Officers (D&amp;O) - 6/30/18 Renewal</b>			
Altru			
	<b>\$3,882.00</b>	<b>\$3,882.00</b>	\$0.00
			0%
<b>Commercial Auto - 7/1/18 Renewal</b>			
\$1M CSL/ <b>\$500 Deductible</b> 2006 Ford, 2010 Ford, 2016 Ford (Added)			
The Hartford			
Billed directly by The Hartford	\$5,069.00	\$5,240.00	
Ford Added Nov 2015	Annualized		
Hired & Nonowned	End		
	<b>\$5,069.00</b>	<b>\$5,240.00</b>	\$171.00 Added 3rd Unit 3%
<b>Crime Bond - 1/1/19 Renewal</b>			
The Hartford			
	<b>\$434</b>	<b>\$434</b>	\$0.00
<b>Total Premium</b>	<b>\$ 15,661.00</b>	<b>\$ 16,306.00</b>	<b>\$645.19</b> 4%

# MAPA Coverage Comparison 2018-2019

## Business Owners Policy

**Hartford**  
**A Rated Carrier**

### Property

Building	\$0
BPP	\$350,000
Money & Securities	\$10,000/\$5,000
Computers & Media	\$100,000
Business Income	Included
Extra Expense	Included
Deductible	\$250

### General Liability

Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products-Completed Operations	\$2,000,000
Damage to Rented Premises	\$300,000
Medical Expenses - One Person	\$10,000
Employment Practices Liability	\$5,000
Retroactive Date	7/1/2013

### Umbrella

Each Occurrence	\$1,000,000
General Aggregate	\$1,000,000
Products - Completed Operations	\$1,000,000
Bodily Injury by Disease	\$1,000,000

*Supplemental To* General Liability  
Auto Liability  
Employers Liability (workers compensation)

---

## Business Auto Policy

**Hartford**  
**A Rated Carrier**

CSL	\$1,000,000
UM/UIM	\$1,000,000
Medical Payments	\$2,000
Comp	\$500 Deductible
Coll	\$500 Deductible
Vehicles	2006 Ford #54025 2010 Ford #02858 2016 Ford #64593

**Deductible** \$500

---

## Directors & Officers Policy

### Old Republic

#### A Rated Carrier

Limit \$1,000,000  
Retention \$5,000  
Prior Litigation Date 6/30/2004  
Policy Exclusion Workplace Violence

---

## Workers' Compensation Policy

### Hartford

#### A Rated Carrier

Bodily Injury by Accident \$500,000 each accident  
Bodily Injury by Disease \$500,000 policy limit  
Bodily Injury by Disease \$500,000 each employee

<i>Class Code/Description</i>	<i>Estimated Payroll</i>	<i>Estimated Premium</i>
8810 - Clerical Employees	\$1,173,600	
8864- All other/Drivers/Sales/C	\$15,700	

---

## Crime Bond

### Hartford

#### A Rated Carrier

Limit \$500,000

**Premium \$443**

---



**Metropolitan Area Planning Agency  
Basic Life and AD&D Analysis**

Renewal Date: July 1, 2018

Carrier	Principal	
Life & AD&D Amount	\$25,000	
Guarantee Issue Limit	\$25,000	
Benefit Reduction	to 65% at age 70 to 45% at age 75	
Benefits Terminate Upon Retirement	Yes	
Waiver of Premium	Included	
Accelerated Benefit	Included	
Conversion	Included	
Actively at Work	Provision applies	
Employer Contribution	100%	
Participation Requirement	100%	
Rate Guarantee	1 Year	
Monthly Cost	<b>Current Rates</b>	<b>Renewal Rates</b>
Benefit Volume	\$475,000	\$475,000
Basic Life Rate per \$1,000	\$0.217	\$0.217
AD&D Rate per \$1,000	\$0.020	\$0.020
Total Monthly Cost	<b>\$112.58</b>	<b>\$112.58</b>
Total Annual Cost*	<b>\$1,350.90</b>	<b>\$1,350.90</b>
Percent Change from Current		<b>0.0%</b>

\*Final Rates are based on actual enrollment on the effective date.



## Metropolitan Area Planning Agency Long Term Disability Analysis

Renewal Date: July 1, 2018

Carrier	Principal	
Monthly Benefit	66.67%	
Maximum Monthly Benefit	\$6,000	
Minimum Monthly Benefit	\$100 or 10% of monthly benefit	
Elimination Period	90 days	
Definition of Disability Own Occupation Period	to age 65	
Partial Disability	Included	
Residual Disability	Included	
Duration of Benefits	SSNRA	
Mental & Nervous	24 months	
Survivor Benefit	3 months	
Social Security Integration	Full Family	
Preexisting Conditions	3/12	
Actively at Work	Provision Applies	
Employer Contribution	100%	
Participation Requirement	100%	
Rate Guarantee	1 Year	
<b>Monthly Cost</b>	<b>Current Rates</b>	<b>Renewal Rates</b>
Insurable Monthly Payroll	\$77,176	\$77,176
Rate per \$100	\$0.38	\$0.38
Total Monthly Cost	<b>\$293.27</b>	<b>\$293.27</b>
Total Annual Cost*	<b>\$3,519.23</b>	<b>\$3,519.23</b>
Percent Change from Current		<b>0.0%</b>

\* Final rates are based on actual enrollment on the effective date.

[www.silverstonegroup.com](http://www.silverstonegroup.com)

This schedule is provided for convenience in comparing proposed coverage.  
In the event of inconsistency between the schedule and the policy, the policy governs.



## Metropolitan Area Planning Agency Voluntary Dental Analysis

Renewal Date: July 1, 2018

Carrier	Principal			Principal	
	PPO	Non-PPO		PPO	Non-PPO
<b>Usual &amp; Customary Percentile</b>		80%		80%	
<b>Deductible</b>					
Single	\$50	\$50		\$50	\$50
Family	\$150	\$150		\$150	\$150
Waived for Preventive Services	Yes	Yes		Yes	Yes
<b>Coinsurance</b>					
Preventive	100%	80%		100%	80%
Basic	80%	60%		80%	60%
Major	50%	40%		50%	40%
<b>Endodontics</b>		Major		Major	
<b>Periodontics</b>		Major		Major	
<b>Orthodontics (Child Only)</b>					
Deductible		N/A		\$0	\$0
Coinsurance		N/A		50%	50%
<b>Maximums</b>		Includes Max Accumulation		Includes Max Accumulation	
Preventive, Basic, Major - Annual		\$1,000		\$1,000	
Orthodontics - Lifetime		N/A		\$1,000	
<b>Waiting Periods (New Hires)</b>					
Preventive/Basic/Major/Ortho		0/0/0/N/A		0/0/0/0	
<b>Employer Contribution</b>					
Eligible employees		0%		0%	
Eligible dependents		0%		0%	
<b>Participation Requirement</b>					
Eligible employees		20% or 5 enrolled employees, whichever is greater		20% or 5 enrolled employees, whichever is greater	
Eligible dependents		none		none	
<b>Rate Guarantee</b>		1 Year		1 Year	
<b>Monthly Cost</b>	<b># EES</b>	<b>Current Rates</b>	<b>Renewal Rates</b>	<b>Final Rates</b>	
Single	10	\$28.65	\$30.05	\$29.65	\$29.65
Employee & Spouse	2	\$58.26	\$61.11	\$60.30	\$60.30
Employee & Child(ren)	2	\$55.85	\$58.58	\$57.80	\$68.38
Family	3	\$91.43	\$95.91	\$94.63	\$106.48
<b>Administration Fee</b>					
<b>Total Monthly Cost</b>		<b>\$789.01</b>	<b>\$827.61</b>	<b>\$816.59</b>	<b>\$873.30</b>
<b>Total Annual Cost*</b>		<b>\$9,468.12</b>	<b>\$9,931.32</b>	<b>\$9,799.08</b>	<b>\$10,479.60</b>
<b>Percent Change from Current</b>			<b>4.9%</b>	<b>3.5%</b>	<b>10.7%</b>

\* Final rates are based on actual enrollment on the effective date.



## FY19 Funds Budget

	FY19			FY18			Increase/ (Decrease) FY18-FY19
	Gross Award	Less Pass Through/Vendor Agreements	Net Award	Gross Award	Less Pass Through/ Vendor Agreements	Net Award	
<b>Federal Grants</b>							
<b>Transportation</b>							
FHWA - Nebraska PL	\$ 1,070,876	\$ 213,600	\$ 857,276	\$ 1,030,502	\$ 331,900	\$ 698,602	\$ 158,674
FHWA - Nebraska PL-C/O	-	-	-	200,000	32,125	167,875	(167,875)
FHWA- CMAQ	340,000	284,000	56,000	334,216	306,208	28,008	27,992
FHWA - IDOT, MPO PL	110,618	31,800	78,818	108,161	41,500	66,661	12,157
FHWA - IDOT, MPO PL-C/O	80,000	80,000	-	-	-	-	-
FHWA - STPG/TE	358,000	358,000	-	493,500	477,500	16,000	(16,000)
FHWA - STPG/TE-C/O	213,750	213,750	-	-	-	-	-
FHWA - IDOT, RPA SPR	44,510	-	44,510	30,604	-	30,604	13,906
FTA - 5310 Funding	241,500	191,500	50,000	550,000	500,000	50,000	-
FTA - Veteran's One -Call Center	-	-	-	448,382	421,875	26,507	(26,507)
FTA - Nebraska 5305d	370,180	184,100	186,080	362,780	184,591	178,189	7,891
FTA - Nebraska 5305d - C/O	80,000	80,000	-	-	-	-	-
FTA - JARC/NF Grants	-	-	-	87,847	59,302	28,545	(28,545)
FTA - IDOT MPO 5305d	36,931	-	36,931	34,578	10,500	24,078	12,853
FTA - IDOT RPA 5311	22,692	-	22,692	22,299	-	22,299	393
<b>Subtotal Transportation Federal Grants</b>	<b>\$ 2,969,057</b>	<b>\$ 1,636,750</b>	<b>\$ 1,332,307</b>	<b>\$ 3,702,869</b>	<b>\$ 2,365,501</b>	<b>\$ 1,337,368</b>	<b>\$ (5,061)</b>
<b>Community Development</b>							
HUD Mills Co. Disaster Resilience	\$ 20,000	-	\$ 20,000	\$ 25,000	-	25,000	\$ (5,000)
FEMA Mills Co. Hazard Mitigation Plan	15,000	-	15,000	30,000	-	30,000	(15,000)
Economic Development Administration	70,000	-	70,000	70,000	-	70,000	-
Eppley Corridor Connector Study	150,000	150,000	-	-	-	-	-
Dept. of Defense - JLUS	-	-	-	84,000	-	84,000	(84,000)
<b>Subtotal Comm Dev Federal Grants</b>	<b>\$ 255,000</b>	<b>\$ 150,000</b>	<b>\$ 105,000</b>	<b>\$ 209,000</b>	<b>\$ -</b>	<b>\$ 209,000</b>	<b>\$ (104,000)</b>
<b>Total Federal Grants</b>	<b>\$ 3,224,057</b>	<b>\$ 1,786,750</b>	<b>\$ 1,437,307</b>	<b>\$ 3,911,869</b>	<b>\$ 2,365,501</b>	<b>\$ 1,546,368</b>	<b>\$ (109,061)</b>



FY19 Funds Budget

	FY19			FY18			Increase/ (Decrease) FY18-FY19
	Gross Award	Less Pass Through/Vendor Agreements	Net Award	Gross Award	Less Pass Through/Vendor Agreements	Net Award	
<b>State Funding</b>							
<b>Transportation - NET Little Steps Big Impact</b>	\$ 55,000	\$ 44,000	\$ 11,000	\$ -	\$ -	\$ -	\$ 11,000
<b>Community Development</b>							
Nebraska DED	\$ 71,000	\$ -	\$ 71,000	\$ 141,400	\$ 84,000	\$ 57,400	\$ 13,600
Nebraska Affordable Housing Trust Fund	315,000	290,000	25,000				25,000
Iowa COG Assistance	10,000	-	10,000	11,176	-	11,176	(1,176)
	<b>\$ 396,000</b>	<b>\$ 290,000</b>	<b>\$ 106,000</b>	<b>\$ 152,576</b>	<b>\$ 84,000</b>	<b>\$ 68,576</b>	<b>\$ 37,424</b>
<b>Local Funding</b>							
<b>Transportation</b>							
RPA County Dues	\$ 6,481		\$ 6,481	\$ 6,481		\$ 6,481	\$ -
Aerial Photography	296,454	296,454	-	462,233	462,233	-	-
5310 Grants - In-kind	155,125	155,125	-	220,000	220,000	-	-
STBG Local Match	117,938	117,938	-	123,375	123,375	-	-
Transit ROI Carryover Match	20,000	20,000	-	-	-	-	-
In-kind Match-NE PL	86,571	86,571	-	114,643	114,643	-	-
In-kind Match-IA PL	12,857	12,857	-	12,857	12,857	-	-
In-kind Match - NE FTA	25,714	25,714	-	34,286	34,286	-	-
In-kind Match - NE FTA - mini grant	25,000	25,000	-	-	-	-	-
In-kind Match - IA PL - mini grant	20,000	20,000	-	-	-	-	-
In-kind Match - Veteran's	-	-	-	105,469	105,469	-	-
In-kind Match - JARC/NF	-	-	-	21,962	21,962	-	-
In-kind Match-CMAQ	-	-	-	9,000	9,000	-	-
CMAQ Match	30,000	27,000	3,000	74,554	67,552	7,002	(4,002)
<b>Subtotal Transportation Local Funding</b>	<b>\$ 796,140</b>	<b>\$ 786,659</b>	<b>\$ 9,481</b>	<b>\$ 1,184,860</b>	<b>\$ 1,171,377</b>	<b>\$ 13,483</b>	<b>\$ (4,002)</b>
<b>Community Development</b>							
JLUS Local In-kind Match	\$ -	\$ -	\$ -	\$ 21,000	\$ 21,000	\$ -	\$ -
Eppley Corridor Connector Study	37,500	37,500	-				-
Existing Community Development Contracts	10,000		10,000	57,000	-	57,000	(47,000)
Projected Community Development Contracts	20,000	-	20,000	44,500	-	44,500	(24,500)
CITIES Admin	5,250		5,250				5,250
Council Bluffs Housing Trust Fund Admin	15,000		15,000				15,000
CDBG Admin: Hancock Sewer	15,000		15,000				15,000
CDBG Admin: Pott Co. Downtown Revitalization	20,000		20,000				20,000
<b>Subtotal Comm Dev Local Funding</b>	<b>\$ 122,750</b>	<b>\$ 37,500</b>	<b>\$ 85,250</b>	<b>\$ 122,500</b>	<b>\$ 21,000</b>	<b>\$ 101,500</b>	<b>\$ (16,250)</b>





FY19 Funds Budget

	FY19			FY18			Increase/ (Decrease) FY18-FY19
	Gross Award	Less Pass Through/Vendor Agreements	Net Award	Gross Award	Less Pass Through/ Vendor Agreements	Net Award	
<b>Heartland 2050</b>							
Member Contributions	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000	\$ (60,000)
City of Omaha Grant	5,000		5,000	10,000		10,000	(5,000)
Foundations	80,000	21,000	59,000	417,500	147,884	269,616	(210,616)
Travel fees for site visit	49,000	49,000	-	9,200		9,200	(9,200)
Event registration and sponsorship	10,000		10,000	10,000		10,000	-
H2050 In-kind	-	-	-	171,720	171,720	-	-
<b>Subtotal H2050 Local Funding</b>	<b>\$ 144,000</b>	<b>\$ 70,000</b>	<b>\$ 74,000</b>	<b>\$ 678,420</b>	<b>\$ 319,604</b>	<b>\$ 358,816</b>	<b>\$ (284,816)</b>
<b>General</b>							
County Memberships	\$ 385,897	\$ -	\$ 385,897	\$ 385,897	\$ -	\$ 385,897	\$ -
TIP Fee	180,000	25,000	155,000				155,000
Capital Funds Transfer	80,000		80,000	50,000		50,000	30,000
Administrative Fees on Contracts	14,600	-	14,600	18,875	-	18,875	(4,275)
Event Registrations/Sponsor	6,000	-	6,000	6,000	-	6,000	-
<b>Subtotal General Local Funding</b>	<b>\$ 666,497</b>	<b>\$ 25,000</b>	<b>\$ 641,497</b>	<b>\$ 460,772</b>	<b>\$ -</b>	<b>\$ 460,772</b>	<b>\$ 180,725</b>
<b>Total Local Funding</b>	<b>\$ 1,729,387</b>	<b>\$ 919,159</b>	<b>\$ 810,228</b>	<b>\$ 2,446,552</b>	<b>\$ 1,511,981</b>	<b>\$ 934,571</b>	<b>\$ (124,343)</b>
<b>Total Funding</b>	<b>\$ 5,404,444</b>	<b>\$ 3,039,909</b>	<b>\$ 2,364,535</b>	<b>\$ 6,510,997</b>	<b>\$ 3,961,482</b>	<b>\$ 2,549,515</b>	<b>\$ (184,980)</b>
Transportation	3,820,197	2,467,409	1,352,788	4,887,729	3,536,878	1,350,851	(9,063)
Community Development	773,750	477,500	296,250	484,076	105,000	379,076	(82,826)
Heartland 2050	144,000	70,000	74,000	678,420	319,604	358,816	(284,816)
General	666,497	25,000	641,497	460,772	-	460,772	180,725
	5,404,444	3,039,909	2,364,535	6,510,997	3,961,482	2,549,515	(195,980)
						Change in Net Award %	-8%

5/18/2018

	FY2018	FY2019		Variance to PY	% Variance to PY
	Modified Budget	Original			
Federal Revenue	\$ 3,850,969	\$ 3,224,057	59.7%	\$ (626,912)	-16%
State Revenue	152,576	451,000	8.3%	298,424	196%
Local Revenue	392,378	392,378	7.3%	-	0%
TIP and Administration Fee	-	194,600	3.6%		
Match Contributions	107,054	67,500	1.2%	(39,554)	-37%
Heartland 2050 Local Revenue	79,200	54,000	1.0%	(25,200)	-32%
Foundations	240,000	80,000	1.5%	(160,000)	-67%
Contracts	831,850	381,704	7.1%	(450,146)	-54%
Forums	17,887	16,000	0.3%	(1,887)	-11%
In-kind	670,092	463,205	8.6%	(206,887)	-31%
Capital Funds Reserve	50,000	80,000	1.5%	30,000	100%
<b>Funds Available for MAPA</b>	<b>\$ 6,392,006</b>	<b>\$ 5,404,444</b>	<b>100.0%</b>	<b>\$ (987,562)</b>	<b>-15%</b>
<b>Personnel Expenses</b>					
Direct Salaries and Benefits	\$ 1,527,100	\$ 1,461,720	27.0%	\$ (65,380)	-4%
Indirect Salaries and Benefits	381,802	351,865	6.5%	(29,937)	-8%
<b>Total Personnel</b>	<b>\$ 1,908,902</b>	<b>\$ 1,813,585</b>	<b>33.6%</b>	<b>\$ (95,317)</b>	<b>-5%</b>
Non-Personnel	4,483,104	3,590,859	66.4%	(892,245)	-20%
<b>Total MAPA</b>	<b>\$ 6,392,006</b>	<b>\$ 5,404,444</b>	<b>100.0%</b>	<b>\$ (987,562)</b>	<b>-15%</b>
<b>Non Personnel Expenses</b>					
5200 Public Notices/Advertising	\$ 13,000	\$ 13,000	0.2%	-	0%
5210 Member/Reference	22,000	20,000	0.4%	(2,000)	-9%
5220 Printing	34,000	24,300	0.4%	(9,700)	-29%
5300 Insurance	16,000	17,600	0.3%	1,600	10%
5310 Data Processing General	45,000	23,000	0.4%	(22,000)	-49%
5311 Data Processing GIS		6,000	0.1%	6,000	
5312 Data Processing Public Relations/Website		6,000	0.1%	6,000	
5320 Professional Services	40,000	29,000	0.5%	(11,000)	-28%
5500 Equipment/Maintenance/Rental	8,500	8,500	0.2%	-	0%
5600 Council of Officials Annual Meeting	80,000	17,000	0.3%	(63,000)	-79%
5601 Council of Officials Quarterly Meeting		5,000	0.1%	5,000	
5605 Heartland 2050 Summit		30,000	0.6%	30,000	
5606 Heartland 2050 Speaker Series		15,000	0.3%	15,000	
5650 Miscellaneous	2,000	2,000	0.0%	-	0%
5700 Postage	5,500	3,500	0.1%	(2,000)	-36%
5710 Supplies	19,000	17,000	0.3%	(2,000)	-11%
5730 Bank Charges	1,000	1,000	0.0%	-	0%
5800 Rent	75,000	77,250	1.4%	2,250	3%
5810 Telephone	3,000	3,000	0.1%	-	0%
5900 Agency Travel and Education	100,000	35,000	0.6%	(65,000)	-65%
5901 Staff Certifications		2,000	0.0%	2,000	
5905 Heartland 2050 Site Visit		87,500	1.6%	87,500	
5950 Capital Outlay	70,000	80,000	1.5%	10,000	14%
Transfer to Officials Fund	13,200	13,900	0.3%	700	5%
Transfer to Capital Fund	14,400	14,400	0.3%	-	0%
Subtotal MAPA Non Personnel	\$ 561,600	\$ 550,950	10.2%	\$ (10,650)	-2%
<b>Contracts and Pass Through Funding</b>					
5400 Transportation	\$ 3,766,504	\$ 2,562,409	47.4%	(1,204,095)	-32%
5420 Community Development	105,000	477,500	8.8%	372,500	355%
5440 Heartland 2050	50,000	-	0.0%	(50,000)	-100%
Subtotal Contracts and Pass Through	\$ 3,921,504	\$ 3,039,909	56.2%	\$ (881,595)	-22%
<b>Total Non Personnel</b>	<b>\$ 4,483,104</b>	<b>\$ 3,590,859</b>	<b>66.4%</b>	<b>\$ (892,245)</b>	<b>-20%</b>



MAPA FY - 2019 Program Budget Table

Work Activity	Total		Total Heartland		MAPA Total
	Transportation Funding	Total Comm & Econ Development	2050 - Non Federal Transportation	Capital Projects	
MAPA Activities					
Direct Personnel	943,660	331,660	186,400		1,461,720
Direct Non-personnel	134,380	62,380	103,480	80,000	380,240
Indirect	356,096	125,810	70,669		552,575
Contracts - Passthrough	2,562,409	477,500	-		3,039,909
<b>Total</b>	<b>3,996,545</b>	<b>997,350</b>	<b>360,549</b>	<b>80,000</b>	<b>5,434,444</b>
200 UPWP and Federal Assurances	13,180	-	-		13,180
210 Board and Committee Support	190,340	360	-		190,700
220 Regional Transportation Planning	167,310	-	-		167,310
230 TIP and Local Projects	134,570	-	-		134,570
240 Communication and Public Involvement	180,150	240	-		180,390
250 Regional Data, Mapping & Forecasting	285,875	-	-		285,875
260 Environment and Energy	79,880	80	-		79,960
270 Heartland 2050 - Transpiration Eligible	211,910	-	-		211,910
280 Training and Education	79,870	14,220	-		94,090
290 Management	76,251	9,000	-	80,000	165,251
300 Membership Services	14,800	-	-		14,800
27001 Heartland 2050 Mini Grant Program	-	-	570		570
27002 Heartland 2050 Committee & Working Groups	-	2,210	12,610		14,820
27003 Heartland 2050 Technical Analysis & Data Support	-	-	860		860
27004 Heartland 2050 Public Outreach	-	-	122,920		122,920
27005 Heartland 2050 Summits & Speaker Series	-	-	98,528		98,528
27006 Heartland 2050 Site Visits	-	-	27,800		27,800
27007 Heartland 2050 Administration	-	-	91,700		91,700
27008 Heartland 2050 Smart Cities	-	-	570		570
71002 Comprehensive/Strategic Planning	-	3,010	-		3,010
71005 CDBG Administration	-	-	-		-
71020 Comm & Econ Development Management	-	31,320	-		31,320
71021 Jurisdictional Visits	-	40,560	-		40,560
71022 Local Planning Assistance	-	133,930	-		133,930
71023 Management Assistance	-	7,010	-		7,010
71024 Grant Writing Assistance	-	43,990	-		43,990
71025 Grant Management	-	105,340	-		105,340
72001 Maintenance of CEDS	-	-	-		-
72021 Economic Development Assistance	-	75,560	-		75,560
72022 Housing Activities	-	53,020	-		53,020
72023 Revolving Loan Fund	-	-	-		-
Subtotal MAPA Activities - Federal Share	1,332,307	105,000	-		1,437,307
Subtotal MAPA Activities - State Share	11,000	106,000	-		117,000
Subtotal MAPA Activities - Local Share	90,829	308,850	360,549	50,000	810,228
<b>Subtotal MAPA Activities</b>	<b>1,434,136</b>	<b>519,850</b>	<b>360,549</b>	<b>50,000</b>	<b>2,364,535</b>

MAPA FY - 2019 Program Budget Table

Work Activity	Total		Total Heartland		MAPA Total
	Transportation Funding	Total Comm & Econ Development	2050 - Non Federal Transportation	Capital Projects	
<b>Contracts and Subrecipients</b>					
22001 LRTP Support	125,000	-			125,000
23000 Epley Corridor Connector Study	187,500	-			187,500
23006 Bellevue Bridge Study	112,500	-			112,500
24001 Survey	15,000	187,500			202,500
25001 Aerial Photography	296,454	-			296,454
25003 On-Call Modeling	35,000	-			35,000
26001 Little Steps Big Impact Education Campaign	200,000	-			200,000
26001 Little Steps Big Active Commuting Outreach	155,000	-			155,000
27001 Heartland 2050 Mini Grants - FY19	225,000	-			225,000
27001 Heartland 2050 Mini Grants - Carryover	254,688	-			254,688
27003 Transit ROI Assessment	100,000	-			100,000
27006 Heartland 2050 Railvolution Site Visit	87,500	-			87,500
28000 National Association of Regional Conference - Hosted by MAPA	5,000	-			5,000
31001 5310 Subrecipients	346,625	-			346,625
31001 Planning Local Subrecipients	417,142	-			417,142
72022 Owner Occupied Housing Rehab	-	290,000			290,000
<b>Subtotal Contracts &amp; Subrecipients - Federal Share</b>	<b>1,636,750</b>	<b>150,000</b>			<b>1,786,750</b>
<b>Subtotal Contracts &amp; Subrecipients - State Share</b>	<b>44,000</b>	<b>290,000</b>			<b>334,000</b>
<b>Subtotal Contracts &amp; Subrecipients- Local Share</b>	<b>881,659</b>	<b>37,500</b>			<b>919,159</b>
<b>Subtotal Contracts &amp; Subrecipients</b>	<b>2,562,409</b>	<b>477,500</b>			<b>3,039,909</b>
<b>Total Federal Share</b>	<b>2,969,057</b>	<b>255,000</b>	<b>-</b>		<b>3,224,057</b>
<b>Total State Share</b>	<b>55,000</b>	<b>396,000</b>	<b>-</b>		<b>451,000</b>
<b>Total Local Share</b>	<b>972,488</b>	<b>346,350</b>	<b>360,549</b>	<b>50,000</b>	<b>1,729,387</b>
<b>Total Activities</b>	<b>3,996,545</b>	<b>997,350</b>	<b>360,549</b>	<b>50,000</b>	<b>5,404,444</b>
<b>Match Funding</b>					
Local/Subrecipient Cash	162,829	261,100	286,549	50,000	760,478
State Funding	55,000	396,000	-		451,000
Contracts	-	85,250	10,000		95,250
Heartland 2050 Foundation Cash	70,000	-	64,000		134,000
Aerial Photography Match	296,454	-	-		296,454
In-kind Match	443,205	-	-		443,205
<b>Total Match</b>	<b>1,027,488</b>	<b>742,350</b>	<b>360,549</b>	<b>50,000</b>	<b>2,180,387</b>
<b>Match %</b>	<b>25.71%</b>	<b>74%</b>	<b>100%</b>		<b>40%</b>

MAPA FY - 2019 Program Budget Table

Work Activity	FHWA PL			FTA 5305d			RPA-18	CMAQ	FHWA - STBG		FTA	Aerial Photography	Total Transportation Funding	Hours
	NE FY19	IA FY19	IA FY18	NE FY19	NE FY18	IA FY19	IA SPR & 5311	NE	NE-STBG	IA-STBG	5310			
MAPA Activities														
Direct Personnel													943,660	
Direct Non-personnel													134,380	
Indirect													356,096	
Contracts - Passthrough													2,562,409	
Total													3,996,545	
200 UPWP and Federal Assurances	8,450	550	-	1,490	-	260	2,430	-	-	-	-	-	13,180	203
210 Board and Committee Support	133,280	11,270	-	28,280	-	5,280	12,230	-	-	-	-	-	190,340	2,928
220 Regional Transportation Planning	83,540	4,890	-	17,310	-	2,290	19,230	-	-	-	40,050	-	167,310	2,574
230 TIP and Local Projects	90,110	7,490	-	15,070	-	3,510	16,140	-	-	-	2,250	-	134,570	2,070
240 Communication and Public Involvement	135,160	10,800	-	27,360	-	5,060	1,770	-	-	-	-	-	180,150	2,772
250 Regional Data, Mapping & Forecasting	214,954	17,418	-	44,100	-	8,151	1,252	-	-	-	-	-	285,875	4,398
260 Environment and Energy	5,630	1,500	-	2,050	-	700	-	70,000	-	-	-	-	79,880	1,229
270 Heartland 2050 - Transpiration Eligible	147,360	12,450	-	34,980	-	5,840	5,530	-	-	-	5,750	-	211,910	3,260
280 Training and Education	58,190	5,280	-	4,280	-	2,470	9,650	-	-	-	-	-	79,870	1,229
290 Management	49,750	6,540	-	9,490	-	3,070	5,451	-	-	-	1,950	-	76,251	1,173
300 Membership Services	12,200	630	-	1,670	-	300	-	-	-	-	-	-	14,800	228
Subtotal MAPA Activities - Federal Share	857,276	78,818	-	186,080	-	36,931	67,202	56,000	-	-	50,000	-	1,332,307	22,064
Subtotal MAPA Activities - State Share								11,000					11,000	
Subtotal MAPA Activities - Local Share	81,348	-	-	-	-	-	6,481	3,000					90,829	
Subtotal MAPA Activities	938,624	78,818	-	186,080	-	36,931	73,683	70,000	-	-	50,000	-	1,434,136	
Contracts and Subrecipients														
22001 LRTP Support	-	-	-	-	-	-	-	-	125,000	-	-	-	125,000	
23000 Eppley Corridor Connector Study	-	-	-	-	-	-	-	-	187,500	-	-	-	187,500	
23006 Bellevue Bridge Study	-	-	-	-	-	-	-	-	112,500	-	-	-	112,500	
24001 Survey	6,600	1,800	-	6,600	-	-	-	-	-	-	-	-	15,000	
25001 Aerial Photography	99,800	14,797	-	-	-	9,233	16,801	-	-	-	-	155,823	296,454	
25003 On-Call Modeling	-	-	-	-	-	-	-	-	35,000	-	-	-	35,000	
26001 Little Steps Big Impact Education Campaign	-	-	-	-	-	-	-	200,000	-	-	-	-	200,000	
26001 Little Steps Big Active Commuting Outreach	-	-	-	-	-	-	-	155,000	-	-	-	-	155,000	
27001 Heartland 2050 Mini Grants - FY19	-	-	-	125,000	-	-	-	-	-	100,000	-	-	225,000	
27001 Heartland 2050 Mini Grants - Carryover	-	-	100,000	-	-	-	-	-	154,688	-	-	-	254,688	
27003 Transit ROI Assessment	-	-	-	-	100,000	-	-	-	-	-	-	-	100,000	
27006 Heartland 2050 Railvolution Site Visit	-	-	-	87,500	-	-	-	-	-	-	-	-	87,500	
28000 National Association of Regional Conference - Hosted by MAPA	5,000	-	-	-	-	-	-	-	-	-	-	-	5,000	
31001 5310 Subrecipients	-	-	-	-	-	-	-	-	-	-	346,625	-	346,625	
31001 Planning Local Subrecipients	288,571	42,857	-	85,714	-	-	-	-	-	-	-	-	417,142	
72022 Owner Occupied Housing Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Contracts & Subrecipients - Federal Share	213,600	31,800	80,000	184,100	80,000	-		284,000	491,750	80,000	191,500		1,636,750	
Subtotal Contracts & Subrecipients - State Share								44,000					44,000	
Subtotal Contracts & Subrecipients- Local Share	186,371	27,654	20,000	120,714	20,000	9,233	16,801	27,000	122,938	20,000	155,125	155,823	881,659	
Subtotal Contracts & Subrecipients	399,971	59,454	100,000	304,814	100,000	9,233	16,801	355,000	614,688	100,000	346,625	155,823	2,562,409	
Total Federal Share	1,070,876	110,618	80,000	370,180	80,000	36,931	67,202	340,000	491,750	80,000	241,500		2,969,057	
Total State Share								55,000					55,000	
Total Local Share	267,719	27,654	20,000	120,714	20,000	9,233	23,282	30,000	122,938	20,000	155,125	155,823	972,488	
Total Activities	1,338,595	138,272	100,000	490,894	100,000	46,164	90,484	425,000	614,688	100,000	396,625	155,823	3,996,545	
Match Funding														
Local/Subrecipient Cash	81,348	-	-	-	20,000	-	6,481	30,000	25,000	-	-	-	162,829	
State Funding	-	-	-	-	-	-	-	55,000	-	-	-	-	55,000	
Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-	
Heartland 2050 Foundation Cash	-	-	-	70,000	-	-	-	-	-	-	-	-	70,000	
Aerial Photography Match	99,800	14,797	-	-	-	9,233	16,801	-	-	-	-	155,823	296,454	
In-kind Match	86,571	12,857	20,000	50,714	-	-	-	-	97,938	20,000	155,125	-	443,205	
Total Match	267,719	27,654	20,000	120,714	20,000	9,233	23,282	85,000	122,938	20,000	155,125	155,823	1,027,488	
Match %	20.00%	20.00%	20.00%	24.59%	20.00%	20.00%	25.73%	20.00%	20.00%	20.00%	39.11%	100.00%	25.71%	

---

# YOUNG & WHITE

---

LAW OFFICES

DUNCAN A. YOUNG  
JEFF C. MILLER  
DAVID J. SELBY  
KEITH I. KOSAKI

8742 FREDERICK STREET  
P.O. BOX 241358  
OMAHA, NEBRASKA 68124-5358

Telephone (402) 393-5600  
Facsimile (402) 393-6823  
lawoffices@youngandwhite.com  
www.youngandwhite.com

MALCOLM D. YOUNG  
(1920 - 2012)  
LELAND C. WHITE  
(1899 - 1981)

April 6, 2018

Mr. Greg Youell, Executive Director  
Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, NE 68102-4328

Via Email: [gyouell@mapacog.org](mailto:gyouell@mapacog.org)

Re: Proposed New MAPA TIP Fee

Dear Mr. Youell:

Our law firm serves as the City Attorney for the City of Bennington, and in that capacity we are submitting this letter on behalf of Bennington in response to your March 28, 2018 email to Bennington regarding the proposed new MAPA TIP fee.

Bennington certainly appreciates all of the services and assistance provided and available through MAPA, but Bennington respectfully opposes the proposed new MAPA TIP fee. Bennington has for the past several years been progressing on its 156<sup>th</sup> Street Project and that Project will be moving into the right-of-way acquisition and construction phases - - - the most expensive phases of the Project. During the past several years Bennington has planned for its financial obligations associated with the 156<sup>th</sup> Street Project, but that financial planning did not include, and did not foresee, the proposed new MAPA TIP fee. And with the 156<sup>th</sup> Street Project having some \$3.2 Million in STBG funding, the proposed new MAPA TIP fee of \$32,000 for Bennington is significant.

Bennington is a small community and like others its financial resources are tight and the proposed new MAPA TIP fee will be a significant financial hardship. It is also a new non-Project related surprise expense, which if it was in existence and was known years ago Bennington could have then financially planned for and accommodated it as part of the 156<sup>th</sup> Street Project.

If the proposed new MAPA TIP fee is implemented, then Bennington respectfully requests that it included exceptions or exemptions for smaller communities which have existing projects and

which would incur financial hardships as a result of the new proposed MAPA TIP fee.

MAPA's thoughtful consideration of this matter and of Bennington's concerns and circumstances is greatly appreciated. Please feel free to contact either Bennington's elected officials or staff, or myself, if we can be of further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff C. Miller". The signature is written in a cursive style with a long, sweeping underline that extends across the width of the signature.

Jeff C. Miller  
JCM/ch

cc: Mayor Matt John  
City Clerk Mindi Laaker

**STATE OF NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT  
NEBRASKA AFFORDABLE HOUSING TRUST FUND PROGRAM  
CONTRACT NO. 17-TFHO-27016**

This contract is entered into between the State of Nebraska Department of Economic Development ("Department") and the MAPA Foundation, a Non-Profit 501(c)(3), 2222 Cuming St., Omaha, Nebraska 68102, ("Recipient") upon the date of signature by both parties.

**RECITALS:**

**A.** Pursuant to the Nebraska Affordable Housing Act ("Act"), the Department is directed to administer the Affordable Housing Trust Fund ("Trust Fund") and make the funds on deposit therein available to qualified recipients ("Trust Funds").

**B.** The Department has been designated and empowered to receive, administer, and disburse Trust Funds to achieve an adequate supply of affordable housing for low-to-moderate income Nebraskans. The Department's and the Recipient's use of Trust Funds is governed by the Act; the Rules and Regulations Concerning the Administration of the Affordable Housing Act, Title 86, Nebraska Administrative Code, Chapter 5 ("Rules"); the Nebraska Affordable Housing Trust Fund Program Guidelines ("Guidelines") published by the Department; and the NAHTF Administration Manual ("NAHTF Manual") published by the Department. The Act, Rules, Guidelines, and NAHTF Manual are incorporated herein by this reference (collectively referred to as the "Program").

**C.** The Recipient has submitted an application ("Application") to the Department setting forth a project to provide affordable housing for low-to-moderate income Nebraskans using Trust Funds. The Application has been approved and is incorporated herein by this reference. The Trust Funds assistance will provide funds for an owner-occupied rehabilitation program on housing that will be rehabilitated in accordance with the required rehabilitation standards of the Program. The project consists of housing units located, or to be located, in Valley and Waterloo, Nebraska (the "Project"). The units and the project requirements are further described in the Application and in the *Table of Project Requirements* found on the next page of this contract.

**D.** The Project housing units are to be owned by homebuyers or owner-occupiers who qualify as eligible for assistance under the Program and the terms of the Project approved in the Application.



All percentage references in this table, e.g. 60%, include the implied phrase "at or below" prior to the % and the implied phrase "of the area median income per the most recent HUD income limits" after the %.

Table of Project Requirements						
Requirement Descriptions		Data/Comment				
Total number of units in the Project→		<b>10</b>				
Total number of NAHTF-assisted units→		<b>10</b>				
Number of NAHTF units <b>120%</b> for HOME 60% Income Limits x 2		<b>10</b>				
Number of NAHTF units <b>100%</b> for HOME Very Low-Income Limits x 2		00				
Number of NAHTF units <b>80%</b> for HOME Low-Income Limits		00				
Number of NAHTF units <b>60%</b> for HOME 60% Income Limits		00				
Number of NAHTF units <b>50%</b> for HOME Very-Low Income Limits		00				
Affordability period, if any (source and duration)→		<input type="checkbox"/> HUD-imposed affordability period, specified in Part III of this contract		<input checked="" type="checkbox"/> Nebraska-imposed affordability period, specified in Part III of this contract		
<p>Project is subject to: resale restrictions; recapture provisions; or other affordability ensuring provisions as checkbox marked here and as described in Part III of this contract. If no checkbox is marked here, the omission was inadvertent in the preparation of this contract, and the invocation of <u>recapture</u> provisions will be deemed to apply to this contract.</p> <p> <input type="checkbox"/> Resale restrictions  <input checked="" type="checkbox"/> Recapture provisions will be invoked  <input type="checkbox"/> Other         </p>						
Categories of homebuyers/homeowners to be served→	<input checked="" type="checkbox"/> No restrictions	<input type="checkbox"/> Elderly aged <b>62</b> and older	<input type="checkbox"/> Elderly aged <b>55</b> and older	<input type="checkbox"/> Persons w/ disabilities (particulars below*)	<input type="checkbox"/> 'Other' (particulars below*)	[Reserved]
*Particulars as to persons w/disabilities or as to 'Other' category→ Not applicable.						

## **AGREEMENT:**

Premised on the Recitals above and in consideration of the mutual promises and understandings of the parties set forth below, the parties agree as follows:

### **PART I: TERMS AND CONDITIONS.**

#### **§1.01 Amount of and Conditional Nature of the Award of Trust Funds; Manner of Disbursement to Recipient.**

The Department will disburse Trust Funds to the Recipient in a total amount not to exceed **Three Hundred Fifteen Thousand Dollars (\$315,000.00)**.

The Trust Funds are a **conditional** grant and must be used by the Recipient to carry out the Project. The conditions attached to the grant generally include compliance with all the terms and conditions of this contract and more particularly include monitoring and enforcing:

- (a) the eligibility requirements (including the income eligibility, ownership of the property eligibility, and the occupancy as the principal residence of the homebuyer/homeowner requirement); and
- (b) the affordability period requirements through the imposition of liens, recapture requirements, or resale restrictions as required under the Program.

The Recipient will be held responsible for full repayment of the conditional grant to the Department unless and until unconditional grant status is achieved. The grant will be declared unconditional if and when all conditions are satisfied. If the Recipient is required to repay all or any portion of the conditional grant to the Department, the Recipient may pursue reimbursement of such funds (the funds repaid to the Department) from the homeowner through enforcement of whatever contractual arrangements for repayment the Recipient may have. This may include, but is not limited to: promissory notes, attendant collateral lien instruments, land use restriction agreements, deed restrictions, or any combination of one or more of the above. The Recipient is solely responsible for securing its position with respect to the homeowner and the real estate involved in the Project.

Upon the request of the Recipient, disbursements will be made in the form and manner prescribed by the Department. All requests must be supported by documentation as required by the Department. All administrative and fiscal requirements for drawing Trust Funds will be the responsibility of the Recipient.

Disbursements may not be requested until the Trust Funds are needed for payment of eligible costs. The amount of disbursement requests must be limited to the amount needed. Available Trust Funds must be used before the Recipient may request additional Trust Funds from the Department.

### **§1.02 Use of Trust Funds.**

The Trust Funds must be used for the Project, which is more particularly described in the Application and in Paragraph C of the Recitals. The Trust Funds may only be used for the stated and approved purposes set forth in the Application and this contract.

### **§1.03 Time of Performance.**

The time of performance under this contract will be 24 months from November 15, 2017 (“Time of Performance”). All of the Project activities must be completed by the Recipient within the Time of Performance; however, this contract will continue in effect until the affordability period for the Project is complete and all related requirements are fulfilled.

### **§1.04 Incorporation of RECITALS.**

All provisions of the Recitals are incorporated as agreed provisions of the contract.

## **PART II: SPECIAL CONDITIONS FOR RELEASE OF FUNDS.**

Funding of the amount stipulated in §1.01 will not occur until the following Special Conditions for Release of Funds are met. These special conditions must be satisfactorily completed no later than February 15, 2018. The Department reserves the right to cancel the contract if these special conditions are not met within this specified time frame.

### **§2.01 NAHTF Program Grantee Information Sheet.**

The Recipient must submit a completed NAHTF Program Grantee Information Sheet to the Department as prescribed.

### **§2.02 NAHTF Authorization to Request Funds.**

The Recipient must complete and return a NAHTF Authorization to Request Funds form as prescribed by the Department.

### **§2.03 Environmental Review.**

The Recipient must submit documentation to the Department evidencing the completion of the Recipient’s responsibilities for environmental review and decision making pertaining to the Project.

### **§2.04 Implementation Schedule.**

The Recipient must submit a Project Implementation Schedule to the Department for the Department’s approval.

### **§2.05 Program Guidelines.**

The Recipient must submit program guidelines to the Department for the Project that is the subject of this award of Trust Funds for the Department's approval. The program guidelines must be in compliance with the requirements of the Program, the Department's NAHTF Manual, and other written policies issued by the Department (including, but not limited to, policies on underwriting, predatory lending, and refinancing).

### **§2.06 Procurement Standards.**

The Recipient must submit documentation to the Department evidencing adoption of appropriate procurement standards as specified in the portions of the NAHTF Manual that address procurement.

### **§2.07 Fair Housing.**

The Recipient must submit documentation identifying its fair housing representative, and it must include the representative's name and contact information. The Recipient must submit a description of the actions it will take during the course of the Project to fulfill any requirements to affirmatively further fair housing and must also submit documentation demonstrating the actions that were actually taken, including the details of such actions (e.g. when the actions occurred, who participated, who benefitted, etc.). The requirement to submit documentation demonstrating the actions that were actually taken need not be submitted within the time frame for completion of the special conditions, but such documentation must be submitted prior to closeout of the Project.

### **§2.08 Documentation from the Nebraska Energy Office.**

If the Project involves new construction, the Recipient must submit documentation from the Nebraska Energy Office that shows the plans and specifications for the Project are in compliance with the most recent version of the International Energy Conservation Code.

### **§2.09 Other Special Conditions.**

All of the following must be approved, in writing, by the Program Representative for the Recipient's program:

- (a) The Recipient's program guidelines for the Project which is the subject of this award of Trust Funds.
- (b) The Recipient's plan for the reuse of program income and recaptured funds derived from the Recipient's program. The Department's approval of such plan will allow the Recipient to retain such funds for use in additional eligible activities.

**PART III: SOURCES AND USES OF FUNDS; CONDITIONS GOVERNING THE USE OF TRUST FUNDS.**

**§3.01 Sources and Uses of Funds.**

Sources and Uses of Funds for the Project are shown in the table below.

<b>SOURCES→</b>	<b>NAHTF</b>	<b>OTHER</b>	<b>TOTAL</b>
<b>USES (Activities)↓</b>			
<b>0530 Housing Rehabilitation</b>	<b>\$250,000</b>	<b>\$37,500</b>	<b>\$287,500</b>
<b>0580 Housing Management</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>
<b>0181 General Administration</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$25,000</b>
<b>TOTAL</b>	<b>\$315,000</b>	<b>\$37,500</b>	<b>\$352,500</b>

**§3.02 Affordability Restrictions.**

The conditional grant awarded by this contract must be repaid by the Recipient if the Project housing does not meet the affordability requirements of the Program and this contract throughout the entire appropriate period of affordability.

The affordability requirements relate to the eligibility requirements (including the income eligibility, ownership of the property eligibility, and the occupancy as the principal residence of the homebuyer/homeowner requirement) which must be enforced throughout the affordability period by the Recipient.

The Recipient must enforce the eligibility and affordability requirements through the imposition of liens, deed restrictions, recapture requirements, resale restrictions, or any combination of such legal instruments as required under the Program. Any time during the Time of Performance of this contract and during the period of affordability, the Department may require documentation verifying the existence of and the proper recordation of the legal instrument used by the Recipient to enforce the eligibility and affordability requirements. The legal instrument used must "touch and concern" the land, "burden and benefit" the respective parties, and "run with the land" so as to be binding upon the homeowner and any successors in title to the applicable Project real estate and upon their heirs, legal representatives, successors, or assigns.

Beginning the date of Project completion, the Trust Fund assisted units must remain affordable for the affordability period established in the Recipient's own program guidelines as reflected in the Application or for the affordability period reflected in the following table, whichever is longer.

Trust Funds invested per Trust Funds-assisted unit:	State imposed length of period of affordability:
Under \$15,000	5 years
\$15,000 to \$40,000	5 years
Over \$40,000	5 years

If the housing does not continue to be the principal residence of the original homeowner for the duration of the period of affordability, then:

Resale restrictions will apply. Resale restrictions must ensure that the housing is made available for subsequent sale only to a Program eligible buyer and that such buyer will use the property as their principal residence.

or

Recapture provisions will apply. Recapture provisions ensure recouping of Trust Funds. The Recipient will be required to reuse any recaptured funds in accordance with the approved plan for reuse of program income. Several recapture options are available, and two of the most commonly used are:

The entire amount of the Trust Fund subsidy or the "net proceeds" from sale if such net proceeds are less than the entire amount of the subsidy will be recaptured. Net proceeds in this context means the sales price of the home minus loan repayments (other than repayment of Trust Funds) and minus normal closing costs.

or

The Trust Fund subsidy to be recaptured may be reduced on a pro rata basis by dividing the years (rounded down to the nearest whole year) the homeowner has owned and occupied the housing by the required affordability period and multiplying the result by the total subsidy amount. Example: A homeowner was granted \$20,000 of Trust Funds, the home has a 10-year affordability period, and the homeowner has owned it for four (4) years, eight (8) months. The calculation of the pro rata required recapture would be:

- (owned whole years (4) ÷ affordability period (10)) × subsidy amount (\$20,000) = \$8,000 pro rata credit.
- Total Trust Fund subsidy (\$20,000) minus the pro rata credit (\$8,000) = \$12,000 to be recaptured.

The applicability of resale restrictions, or recapture provisions for this contract is determined by the checkbox markings in the *Table of Project Requirements* referred to and found in the Recitals. The particulars of the resale restrictions and/or recapture provisions that the Recipient must comply with for the Project are further specified in the Department's resale and/or recapture requirements.

Affordability restrictions may terminate upon the occurrence of events such as foreclosure or a transfer in lieu of foreclosure. Affordability restrictions shall be revived according to their original terms if, during the original affordability period, the owner of record before the termination event or any newly formed entity that includes the former owner or those with whom the former has or had family or business ties obtains an ownership interest in the housing.

### **§3.03 Monitoring Duties of the Recipient and Project Documentation.**

During the period of affordability, the Recipient will undertake, be responsible for, and complete all monitoring activities required by the Department and must maintain documentation of such monitoring activities on a current basis and for five (5) years after the period of affordability.

The Recipient must review any and all transfers of Project property to ensure that it is affordable to subsequent purchasers and that subsequent purchasers are eligible or, if such is not the case, ensure that recapture requirements are met.

### **§3.04 Other Required Conditions Governing the Use of Trust Funds.**

The Project must comply with all the requirements of the Program (the Act, the Rules, the Guidelines, and the NAHTF Manual). Requirements of the Program include meeting many of the requirements of the *HOME Investment Partnership Program*, including the federal rules and regulations promulgated as the final HOME Rules at 24 C.F.R. Part 92 ("HOME Rules").

### **§3.05 Insurance.**

The Recipient agrees to provide insurance coverage for real property acquired or improved with Trust Funds that is, at a minimum, equivalent to the insurance that the Recipient provides for its other property or agrees to ensure that such insurance coverage is provided by the owner of the real property.

## **PART IV: OTHER CONTRACTUAL CONDITIONS.**

### **§4.01 Accounting For Trust Funds by the Recipient.**

A separate bank account for the Trust Funds is not required; however, the Trust Funds must be accounted for separately in the books and records of the Recipient in such a manner as to allow funds tracing and a current status review of the Trust Funds at all times. Upon request, the Recipient must provide evidence to the Department that other sources of funding for the Project have been contributed pursuant to the Application and the Sources and Uses of Funds Table contained in §3.01.

The Recipient must keep all records concerning the Trust Funds in a manner which is consistent with generally accepted accounting principles. Payments from such Trust Funds will be obligations incurred in the performance of this contract and must be supported by contracts, invoices, brochures, and other data, as appropriate, evidencing the necessity for such expenditures.

Requirements regarding disbursements from the Department to the Recipient are addressed in §1.01 of this contract.

#### **§4.02 Designation of Officials to Execute Contract and Amendments.**

The Director of the Department or their designee is the official authorized to execute this contract and any amendments to this contract on behalf of the Department.

The Chief Elected Official (if the Recipient is a unit of general local government) or the Executive Officer (if the Recipient is not a government entity) of the Recipient is the official authorized to execute this contract and any amendments to this contract on behalf of the Recipient. By signing this contract, the Recipient certifies that it possesses the legal authority to accept Trust Funds under the Program and to carry out the Project.

Either party may request amendments to this contract; however, amendments will not take effect until mutually agreed to in writing by both parties.

#### **§4.03 Waiver in Writing; Non-Waiver.**

No conditions or provisions of this contract can be waived unless approved by the Department in writing.

The Department's failure to insist upon the strict performance of any provision of this contract or to exercise any right based upon breach will not constitute a waiver of any rights under this contract.

#### **§4.04 Assignment of Interest.**

The Recipient may not assign or transfer any interest in this contract without the written consent of the Department.

#### **§4.05 Records and Record Retention Requirements.**

The duration of the eligibility monitoring requirements and the need to retain the records reflecting such monitoring for five (5) years after the period of affordability for the Project are more fully described earlier in this contract. In addition, the Recipient agrees to keep other general records concerning the Project that the Department may require for five (5) years after the Department issues a Certificate of Completion to the Recipient.



If any claim, litigation, or audit is started before the expiration of the record retention periods, the records must be retained until all claims, litigation, or audit findings involving the records have been resolved.

#### **§4.06 Access to and Inspection of Records; Performance Reviews; Reports.**

The Department and any duly authorized officials of the state and federal government will have full access to and the right to examine, audit, excerpt, and transcribe any of the Recipient's records pertaining to the Project.

The Department may conduct performance review monitoring visits and may audit the Recipient's records, including records that pertain to the required matching contribution, for compliance with this contract. In addition, a cost certification audit may either be conducted by the Department or requested by the Department to be done by independent accountants at the Recipient's expense. Further information about audits can be found in the Program Guidelines.

Within ninety (90) days following completion of the Project and final disbursement of the Trust Funds, the Recipient shall provide to the Department, in a format as prescribed, a Final Performance Report and a Final Financial Report.

#### **§4.07 Conflict of Interest.**

No officer, employee, or agent of the Recipient will participate in the selection or the award or administration of a contract supported by Trust Funds if a conflict of interest, real or perceived, would be involved. Such a conflict would arise when the officer, employee, or agent; any member of the immediate family of the officer, employee, or agent; any partner of the officer, employee, or agent; or any organization which employs or is about to employ any of the above has a financial or other interest in the firm selected for award.

The Recipient's officers, employees, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements during office tenure or for one year after the closeout of the Project. This stipulation must be included in all other contracts and subcontracts related to the Project.

In the event a prohibited conflict of interest arises, the Recipient must inform the Department. Upon written request, exceptions may be granted by the Department on a case-by-case basis when it is determined that such an exception will serve to further the purposes of the Program.

#### **§4.08 Early Termination.**

The Department may terminate this contract for any reason upon sixty (60) days written notice to Recipient.

This contract may also be terminated, in whole or in part, prior to the completion of the Project when both parties agree that continuation is not feasible or would not produce beneficial results commensurate with the further expenditure of funds. In the event of mutual termination, the parties must agree on the termination conditions, including effective date and the portion to be terminated.

The Recipient may not incur new obligations for the terminated portion after the effective date and must cancel as many outstanding obligations as possible. If a release of funds has been achieved, the Department will make funds available to the Recipient to pay for allowable expenses incurred before the effective date of termination.

#### **§4.09 Termination of Contract Due to Loss of Funding to Department.**

This contract may terminate in full or in part, at the discretion of the Department, in the event the Department suffers a loss of funding which permits it to fund the Recipient. In the event the Department suffers such a loss of funding, the Department will give the Recipient written notice which will set forth the effective date of full or partial termination or, if a change in funding is required, setting forth the change in funding and the changes in the approved budget.

#### **§4.10 Suspension or Termination of Contract for Material Breach.**

In the event of a material breach of the terms of this contract by the Recipient, the Department may take the following actions:

- (a) Suspend the contract, withhold further payments, and prohibit the Recipient from incurring additional obligations pending corrective action by the Recipient.
- (b) Terminate the contract, in whole or in part, at any time before Project completion. The Department will notify the Recipient in writing of the determination of, the reasons for, and the effective date of the termination. Payments made to the Recipient or recoveries by the Department will be in accord with the legal rights and liabilities of the parties. The Recipient will return to the Department all unencumbered funds. Any costs previously paid by the Department which are subsequently determined to be unallowable through audit and close-out procedures may be recovered from present Trust Funds or deducted from future awards to the Recipient, if any.

#### **§4.11 Force Majeure.**

Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under the contract due to a natural disaster or other similar event outside the control of and not the fault of the affected party ("Force Majeure Event"). A Force Majeure Event shall not constitute a breach of the contract. The party so affected shall immediately give notice to the other party of the Force Majeure Event.

The Department may grant relief from performance of the contract if the Recipient is prevented from performance by a Force Majeure Event. The burden of proof for the need for such relief shall rest upon the Recipient. To obtain release based on a Force Majeure Event, the Recipient must file a written request for such relief with the Department.

Labor disputes with the impacted party's own employees will not be considered a Force Majeure Event and will not suspend performance requirements under the contract.

#### **§4.12 Applicability to Subrecipients and Contractors; Other Requirements.**

All provisions of this contract will be made binding on any subrecipient or contractor of the Recipient, and the Recipient will, nonetheless, remain fully obligated under the provisions of this contract.

Any such subrecipient or contractor of the Recipient must be authorized to transact business in the State of Nebraska. All subrecipients and contractors are expected to comply with all Nebraska Secretary of State and Department of Revenue registration requirements, including any registration requirements pertaining to types of business entities (e.g. person, partnership, foreign/domestic limited liability company, association, or foreign/domestic corporation). Construction contractors are expected to meet all applicable requirements of the Nebraska Contractor Registration Act and provide a current, valid certificate of registration to the Recipient for Recipient's records. Upon request, the Recipient must submit copies of written agreements executed between the Recipient and any subrecipients or contractors relating to the Project.

#### **§4.13 State Liability Non-Liability/Hold Harmless.**

The Recipient will hold the State of Nebraska and the Department harmless from any and all claims, demands, and actions based upon or arising out of any services performed by the Recipient or its associates, employees, contractors, or subcontractors.

#### **§4.14 Debarment, Suspension, and Ineligibility.**

By executing this contract, Recipient certifies, represents, and warrants that the Recipient and all subrecipients or contractors to be used by Recipient in performing this contract are not debarred, suspended, proposed for debarment, placed in ineligibility status, or voluntarily excluded from covered transactions by HUD or any other federal agency under the provisions of Executive Order 12549 "Debarment and Suspension" and 24 C.F.R. Part 24 (government debarment and suspension regulations). The Recipient also agrees to include the above requirements in any and all subcontracts into which it enters.

The Recipient shall immediately notify the Department if, during the term of this contract, the Recipient or any of its subrecipients or contractors become debarred, etc. The Recipient acknowledges that suspension or debarment or the use of suspended/debarred subrecipients or contractors is cause for termination of this contract.

#### **§4.15 Verification of Work Eligibility Status for New Employees.**

The Recipient is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

In this context, "new employees" means employees hired on or after the effective date of this contract. A "federal immigration verification system" means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (8 U.S.C. 1324a), known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

This contractual obligation to verify work eligibility status for new employees physically performing services within the State of Nebraska also applies to any and all subcontractors utilized by the Recipient in performing this contract. The Recipient will be responsible to the Department for enforcing this requirement with its subcontractors.

A failure by the Recipient to adhere to these requirements violates the statutory requirements in Neb. Rev. Stat. §4-114 and, as such, will be deemed a substantial breach of this contract which could result in the Department declaring Recipient to be in default on the contract.

#### **§4.16 Verification of Lawful Presence for Public Benefits Eligibility.**

The Department of Economic Development is prohibited by state law (Neb. Rev. Stat. §4-108) from providing public benefits to a person not lawfully present in the United States. Public benefits are statutorily defined broadly (see Neb. Rev. Stat. §4-109); however, some exemptions from the verification of lawful presence requirement are set forth in Neb. Rev. Stat. §4-110.

For the purposes of this contract, the Department has determined that, in the performance of its contractual duties, the Recipient is providing public benefits to individuals or households under the statutory definition of public benefits. Consequently, pursuant to this contract and Neb. Rev. Stat. §§4-108 through 4-114, the Recipient shall have each applicant for public benefits under this contract complete the United States Citizenship Attestation Form attached to this contract and available on the State of Nebraska Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us). The Attestation Form serves as the applicant's attestation that he or she is a U.S. citizen or a qualified alien under the federal Immigration and Nationality Act (8 U.S.C. 1101 et seq.). If the applicant attests they are a qualified alien, the Recipient shall verify the applicant's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.

The Recipient must:

1. retain the attestation form and any additional verification documentation required because the applicant attested they were a qualified alien;
2. provide such attestation form and other documentation (or copies thereof) to the Department upon request;
3. maintain aggregate records for the duration of the contract showing: (a) the number of applicants for public benefits under this contract and (b) the number of applicants rejected pursuant to the lawful presence requirement; and
4. provide a summary report to the Department no later than December 31<sup>st</sup> each calendar year reflecting data for such calendar year (or portion of such year when there is not a full calendar year of activity under this contract) so that the Department can fulfill its annual reporting obligation to the Nebraska Legislature concerning these "lawful presence" requirements.

#### **§4.17 Notification of Project Staff Changes.**

The Recipient must make reasonable efforts to keep the Department informed of changes in its staff that relate to the project, such as the departure of key persons.

#### **§4.18 Notice.**

Except as otherwise expressly specified herein, all notices, requests, or other communications shall be in writing and shall be deemed to have been given if delivered personally or mailed by U.S. Mail, postage prepaid and return receipt requested, to the parties at their respective addresses set forth in the Application, in this contract, or at such other addresses as may be specified in writing by either of the parties. All notices, requests, or communications shall be deemed effective upon personal delivery or four (4) calendar days following deposit in the mail.

#### **§4.19 Drug Free Workplace.**

The Recipient certifies that it maintains a drug free workplace environment to ensure worker safety and workplace integrity and agrees to provide a copy of its drug free workplace policy to the Department at any time upon request.

#### **§4.20 Authorization of Project Publicity and Information Sharing.**

Prior to announcing or referring to the Project or Project activities in news releases, press conferences, or other media, the Recipient must inform the Department and, if requested, include an acknowledgement or reference to the funding made available for the Project under this contract.

The Recipient agrees to allow the Department to issue news releases and otherwise share information and/or make announcements about the Project. The Department is not required to obtain any approval, written or otherwise, from the Recipient prior to releasing information about the Project.

#### **§4.21 Requirement to Provide Project Photographs.**

The Recipient agrees to provide the Department with before and after photographs of the Project whenever possible and agrees to obtain written consent from the homebuyers, renters, or owner-occupiers when necessary.

#### **§4.22 Entire Agreement; Binding Effect; Counterparts; Governing Law.**

This contract and any attachments, the approved Project application, and those items incorporated by reference or statutes or regulations referenced herein contain the entire agreement between the parties. Any statements, inducements, or promises not contained therein are not binding upon the parties.

This agreement will be binding upon and will inure to the benefit of the successors, assigns, and legal representatives of the parties.

This agreement and any amendment of this agreement may be signed in any number of counterparts; each of which will be considered an original, and all of which taken together will constitute one agreement or amendment, as the case may be.

This agreement shall be governed by, construed according to the laws and regulations of, and subject to the jurisdiction of the State of Nebraska.

### **PART V: SPECIAL REQUIREMENTS AND ASSURANCES.**

Per relevant federal/state statutes and the Guidelines, the Recipient acknowledges it may not discriminate in its operation or in Project activities on the basis of age, religion, sex, race, color, national origin, disability, or familial status.

The Recipient further agrees to comply with all provisions of the Americans with Disabilities Act (ADA) with respect to hiring, training, and employment practices including reasonable accommodation of persons with disabilities in hiring, training, and employment practices and in assuring access by persons with disabilities to facilities and services provided by the Recipient to the general public.

The Recipient agrees to comply with all applicable provisions of the Revised Statutes of Nebraska including, but not limited to, the following:

- Relocation Assistance Act, §§ 76-1214 to 76-1242, Reissue Revised Statutes of Nebraska (1996).

- Nebraska Fair Housing Act, §§ 20-301 to 20-344, Reissue Revised Statutes of Nebraska (1997).
- Uniform Procedures for Acquiring Private Property for Public Use, §§ 25-2501 to 25-2506, Reissue Revised Statutes of Nebraska (1995).
- Nebraska Uniform Energy Efficiency Standards, §§81-1608 to 81-1626, Reissue Revised Statutes of Nebraska (2011).

The Recipient agrees to comply with all federal and local laws applicable to the Project and applicable to the use of Trust Funds including, but not limited to, the following:

- Civil Rights Act of 1964.
- Age Discrimination Act of 1975.
- Section 504 of the Rehabilitation Act of 1973.
- Architectural Barriers Act of 1968.
- The Equal Employment Opportunity Act.
- Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988.
- The Vietnam Era Veterans' Readjustment Act of 1974 (revised Jobs for Veterans Act of 2002).
- The Immigration Reform and Control Act of 1986.
- The Nebraska Fair Employment Practices Act.
- The Housing for Older Persons Act of 1995.
- Flood Disaster Protection Act of 1973.
- National Environmental Policy Act of 1969.
- National Historic Preservation Act of 1966.
- Lead-Based Paint Poisoning Prevention Act of 1971, the Residential Lead-Based Paint Hazard Reduction Act, and regulations at 24 C.F.R. Part 35.
- Clean Air and Federal Water Pollution Control Act, as amended.
- Fair Labor Standards Act of 1938, as amended.
- Contract Work Hours and Safety Standards Act.
- Section 3 of the Housing and Urban Development Act of 1968; and 24 C.F.R. Part 135.

**ACCEPTANCE PROVISIONS.**

The parties acknowledge they have read and understand this contract, they agree to its provisions, and that it will be effective on the date when both parties have signed.

<b>NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT</b>	<b>RECIPIENT → MAPA FOUNDATION</b>
By: _____ (Director or Designee)	By: _____ (Authorized Official)
_____ (Typed or Printed Name/Title)	_____ (Typed or Printed Name/Title)
_____ (Date)	_____ (Date)



# United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

I am a citizen of the United States.

— OR —

I am a qualified alien under the federal Immigration and Nationality Act, my immigration status and alien number are as follows:

\_\_\_\_\_,  
and I agree to provide a copy of my USCIS documentation upon request.

**I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate, and I understand that this information may be used to verify my lawful presence in the United States.**

**PRINT NAME**

\_\_\_\_\_  
(First, Middle, Last)

**SIGNATURE**

**DATE**

**LINCOLN** – Today, Governor Pete Ricketts and the Nebraska Department of Economic Development (DED) announced the first grants from a new rural workforce housing program that was recently established. Following a recently-concluded grant application period, the Nebraska Rural Workforce Housing Investment Act (LB518) is poised to support rural communities in their efforts to attract and retain a skilled, robust labor force.

“The Rural Workforce Housing Investment Act will lead to better housing opportunities in rural communities,” said Governor Ricketts. “By serving the needs of working families and attracting residents and businesses, the Rural Workforce Housing Investment Fund will generate new workforce momentum and expand opportunities for hardworking families in communities throughout our state.”

LB518 channeled approximately \$7 million from the Affordable Housing Trust Fund into a new fund, the Rural Workforce Housing Investment Fund (RWHF). The RWHF, in turn, will fund regional rural workforce housing investment funds. These will be used to finance affordable housing development projects in communities within counties of less than 100,000 residents. LB518 will bolster rural communities’ workforce recruitment efforts by helping them expand and improve their affordable housing stock.

Following a competitive application process that ended in March, DED announced 14 organizations selected to receive RWHF grant awards.

As the appointed administrator of the RWHF program, DED’s duties included choosing the most qualified funding recipients from nearly two dozen applicants. Eligibility for the program was limited to non-profit development organizations, each of whom submitted an application that was scored on the basis of factors such as ongoing local workforce housing needs and the demonstrated ability to manage housing and investment projects. All 14 awardees also showed they were capable of contributing the dollar-for-dollar match required of award recipients.

Projects allowed under RWHF included the construction of new owner-occupied housing at no more than \$275,000 per unit, or rental units costing no more than \$200,000. Home rehabilitation projects were also eligible, with certain restrictions, as were upper-story housing development projects.

No applicant was eligible under the RWHF to receive more than \$1,000,000 over a two-year period. The top amount actually awarded by DED was \$850,000. All RWHF program funds have been allotted as of April 30.

DED Director Dave Rippe expressed his appreciation for a program that he says will make significant impacts in rural Nebraska.

“We are very grateful for the work of Governor Ricketts and our state legislators who brought the RWHF program to fruition,” said Director Rippe. “Affordable, adequate housing is a frequent discussion point when referring to the workforce challenges and opportunities faced by our rural communities. This program addresses that need directly, and in a big way, in locations throughout the state.”

More information on the RWHF program can be found at <https://opportunity.nebraska.gov/program/workforce-housing-fund/>.

Information can also be obtained by contacting DED’s Director of Housing and Field Operations, Sheryl Hiatt, at [sheryl.hiatt@nebraska.gov](mailto:sheryl.hiatt@nebraska.gov) or (402) 340-6180.

RWHF program recipients and their funding allotments are listed below.

- Central Nebraska Economic Development, Inc.: \$239,630
- Economic Development Council of Buffalo County: \$319,500
- Greater Fremont Development Council: \$850,000

- Hastings Economic Development Corporation: \$850,000
- Holdrege Development Corporation: \$319,500
- Lincoln County Community Development Corporation: \$159,750
- MAPA Foundation: \$351,450
- NeighborWorks Northeast Nebraska: \$850,000
- North Platte Area Chamber and Development Corporation: \$383,400
- Schuyler Community Development, Inc.: \$810,000
- SEND, Inc.: \$639,000
- South Central Development District, Inc.: \$274,700
- Wayne Community Housing Development Corporation: \$639,000
- York County Development Corporation: \$323,000

Introduced by Senator Matt Williams during the 2017 session and signed into law by Governor Ricketts on April 27, 2017, following a 49-0 vote, LB518 is intended to address rural workforce needs by tackling a key issue: workforce housing availability.

###

**Taylor Gage**

*Director of Strategic Communications*

**Office of Governor Pete Ricketts**

OFFICE 402-471-1970

CELL 402-499-8351

taylor.gage@nebraska.gov

**governor.nebraska.gov | Facebook | Twitter**

---

To unsubscribe from the DED-HOUSING list, click the following link:  
<https://listserv.nebraska.gov/Scripts/wa.exe?TICKET=NzM2ODQ3IGRncm9zc0BNQVBBQ09HLk9SRyBERUQtSE9VU0I0R7VL3YSJ5fu%2F&c=SIGNOFF>