

FINANCE COMMITTEE MEETING

August 22, 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 (June- Preliminary)

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. [Intercultural Senior Center – PMT 3 - \\$1,127.94](#)
 - b. [Lovgren – PMT #2 - \\$30,275.00](#)
 - c. [Steve Jensen – PMT #12 - \\$1,105.00](#)
2. Contract Payments with exceptions
 - a. [Florence Home – PMT #3 – Not to exceed \\$12,248.44](#)
3. Travel
 - a. [NROC All Staff Retreat – Kearney, NE - September 11-12, 2018 – Youell, Gross, Cutsforth, Anderson, Roth - \\$1,132.67](#)
4. Purchases
 - a. [Council of Officials - Annual Dinner Meeting - \\$8,693.85](#)
 - b. [Mid America Regional Council – Central Plains Heartland Freight Technology Plan – up to \\$5,700](#)

C. RECOMMENDATIONS TO THE BOARD

1. Final Contract Payments
 - a. [Birdhouse Interior Design - \\$760.00](#)
 - b. [Metro - \\$4,658.20](#)
 - c. [City of Omaha Public Works - \\$17,328.14](#)
2. New Contracts
 - a. [City of Hancock – CDBG Administration - \\$10,000.00](#)

- b. [Pottawattamie County – CDBG Administration - \\$30,000.00](#)

D. RECOMMENDATIONS TO FOUNDATION BOARD

- 1. [Resolution 2019-02 amending the MAPA Foundation Bylaws regarding Nebraska NDO status](#)
- 2. [Resolution 2019-03 amending the MAPA NDO RLF Administrative Plan](#)
- 3. [Valley and Waterloo Housing Rehabilitation \(17-TFHO-2716\)](#)
 - a. [Resolution 2019-04 amending the Housing Rehabilitation Guidelines](#)
 - b. [Resolution 2019-05 selecting CDS Inspections to perform lead based paint and rehabilitation inspection service](#)
- 4. [Blair Rural Workforce Housing Fund \(Blair RWHF\)](#)
 - a. [Resolution 2019-06 approving NIFA Match Program Agreement](#)
 - b. [Resolution 2019-07 designating depositories for the Blair RWHF](#)
 - c. [Resolution 2019-08 amending the Fund Investment Plan for the Blair RWHF](#)
 - d. [Resolution 2019-09 approving MOU with City of Blair](#)

E. DISCUSSION/INFORMATION

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

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
June 2018

AMERICAN NATIONAL BANK

Balance per bank, June 30, 2018		\$1,050,205.02
Less: Checks Outstanding (6/30/18)		\$766,114.57
		<u>(\$766,114.57)</u>
Cash in bank June 30, 2017		<u>\$284,090.45</u>
General Ledger Balance, May 31, 2018		\$854,484.83
Cash Receipts		\$365,560.11
Less:		
Checks (6/2018)		\$798,937.05
ACH Payroll (6/2018)		\$65,080.70
ACH Federal Payroll Taxes		\$20,456.03
Nationwide Payroll Contribution		\$11,061.09
Blue Cross Blue Shield of NE Health Ins.		\$18,633.76
Nebraska State withholding Tax		\$3,309.12
Postalia		\$200.00
Bank Charges		\$16.01
Quarterly SUTA		\$0.00
Nebraska Sales tax		\$0.00
Pay Flex (6/2018)		\$2,771.92
Capital Business Systems		\$1,048.25
Transfer to NPAIT-Capitol Reserve		\$1,200.00
ACH VISA card (6/2018)		\$13,240.56
Advertising	\$16.03	
Auto - Gas/Maintenance	\$19.81	
Contracts - 5-2-1-0	\$2,223.55	
Data Processing	\$1,159.99	
Adobe	\$1,027.07	
Other	\$132.92	
Forums		\$1,067.00
H2050 Summit	\$931.87	
Other	\$135.13	
Officials Expense - NARC		\$4,649.91
Supplies		\$1,102.91
New Computer and Monitors - Ower	\$940.51	
Other	\$162.40	
Travel & Conferences		\$3,001.36
NARC	\$2,908.10	
Other	\$93.26	
		<u>\$935,954.49</u>
General Ledger Balances, June 30, 2018		<u>\$284,090.45</u>
Less assigned deposits		<u>\$0.00</u>
Available Cash Balance		<u>\$284,090.45</u>

STATEMENT ON INVESTMENT
Treasury Bills
 June 2018

Deferred Payroll	Money Market		Securities America	\$ 4,466.66	\$ 814.36	0.040%
Deferred Payroll	CD	9/4/2018	Securities America	\$ 99,952.00	\$ 99,185.64	1.650%
Deferred Payroll	CD	7/23/2019	Securities America	\$ 1,045.38	\$ 1,068.15	2.100%
Equity	CD	7/23/2019	Securities America	\$ 103,492.62	\$ 103,931.85	2.100%
Equity	CD	5/1/2020	Securities America	\$ 49,111.00	\$ 50,000.00	1.750%
Equity	CD	9/27/2022	Securities America	\$ 62,769.85	\$ 64,342.15	2.300%
Equity	CD	9/28/2022	Securities America	\$ 44,900.00	\$35,657.85	0.000%
Undesignated	CD	10/4/2018	Securities America	\$ 99,850.00	\$ 100,000.00	1.450%

Accrued Interest	\$ 3,115.04
Total	<u>\$ 468,702.55</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	266,860.04	65,168.70	58,633.05	46,762.93	3,003.23	440,427.95
Sponsor Fees	206.19					206.19
Interest	335.72	83.11	73.71	58.79	21.32	572.65
Transfer from General checking		1,200.00				1,200.00
Transfer from NPAIT CD					136,006.90	
Ending Balance	267,401.95	66,451.81	58,706.76	46,821.72	139,031.45	578,413.69
Less Reserve for other projects	3,889.00					
Available for the Agency	<u>263,512.95</u>					

NPAIT CD Investments

Special Project	CD	6/29/2018	NPAIT	\$ 134,936.40	\$ 134,936.40	1.05%
			Accrued Interest	\$ 1,070.50		
			Total	\$ 136,006.90		
			Transferred to NPAIT Special Projects Account 6/30/2018	\$ (136,006.90)		
				\$ =		

MAPA Foundation	Foundation	NDO	Washington Co.	TOTAL
	MAMA		Revolving Loan Fund	MAPA Foundation
Acct #	003	006	007	
Beginning Balance	33,230.49	132,692.16	185,773.47	351,696.12
Sponsor Fees				-
Interest	41.78	168.01	233.55	443.34
Transfer from Foundation checking		1,687.00		1,687.00
Ending Balance	<u>33,272.27</u>	<u>134,547.17</u>	<u>186,007.02</u>	353,826.46

Metropolitan Area Planning Agency
Cash Receipts Report
June 2018

Date	Type	Payer	Receipt Number	Deposit Number	Amount
6/1/2018	Check	City of Omaha	1187	652	\$19,240.98
6/1/2018	Check	City of Plattsmouth	1188	652	\$10.33
6/1/2018	Check	City of Norfolk	1189	652	\$17,390.66
6/1/2018	Check	City of Schuyler	1190	652	\$5,007.66
6/1/2018	Check	Saunders County	1191	652	\$14,809.00
6/1/2018	Check	Douglas County Administrative / Commissioners	1192	652	\$1,558.00
6/1/2018	Check	Sarpy County	1193	652	\$30,900.00
6/1/2018	Check	City of Bellevue	1194	652	\$20.66
6/1/2018	Check	Cass County	1195	652	\$17,687.66
6/1/2018	Received EFT	City of Council Bluffs	1228	660	\$30.00
6/6/2018	Check	City of Ralston	1196	653	\$50.00
6/6/2018	Check	City of Omaha	1197	653	\$17,889.74
6/7/2018	Received EFT	NDOT- CMAQ	1198	654	\$39,934.20
6/15/2018	Check	Douglas County	1201	655	\$7,011.00
6/15/2018	Check	Douglas County Engineers	1202	655	\$12,984.00
6/15/2018	Check	Metropolitan Utilities District	1203	655	\$5,000.00
6/15/2018	Check	Metro Transit	1204	655	\$2,935.52
6/15/2018	Check	Village of Arlington	1205	655	\$150.00
6/15/2018	Check	City of Omaha	1206	655	\$2,597.00
6/15/2018	Check	City of Gretna	1207	655	\$10.33
6/15/2018	Check	The Lerner Company	1208	655	\$128.40
6/15/2018	Check	Omaha Airport Authority	1209	655	\$15,000.00
6/15/2018	Check	City of Papillion	1210	655	\$30.99
6/15/2018	Check	Douglas County 911	1211	655	\$4,674.00
6/15/2018	Check	City of Walnut	1212	655	\$1,474.32
6/15/2018	Check	City of Fremont	1213	655	\$10,032.66
6/15/2018	Check	City of Blair	1214	655	\$4,810.66
6/15/2018	Check	City of Blair	1214	655	\$10.33
6/22/2018	Check	Douglas County	1215	656	\$21,034.00
6/22/2018	Check	Discovery Benefits	1216	656	\$623.20
6/22/2018	Check	Papio-Missouri River Natural Resources District	1217	656	\$25,000.00
6/22/2018	Check	City of Wahoo	1218	656	\$2,308.00
6/22/2018	Check	City of Henderson	1219	656	\$25.00
6/22/2018	Check	IOWA COG	1220	656	\$500.00
6/25/2018	Received EFT	NDOT- CMAQ	1221	657	\$24,466.48
6/27/2018	Received EFT	FEDERAL TRANSIT ADMINISTRATION	1222	658	\$13,377.00
6/27/2018	Received EFT	FEDERAL TRANSIT ADMINISTRATION	1223	658	\$37,770.00
6/29/2018	Check	City of Ralston	1224	659	\$10.33
6/29/2018	Check	Metropolitan Community College	1225	659	\$310.00
6/29/2018	Check	Nebraska Ethanol Industry Coalition	1226	659	\$7,200.00
6/29/2018	Check	Douglas County	1227	659	\$1,558.00
					<u>\$365,560.11</u>

Account Description	Amount
Contracts	\$1,784.32
Federal Revenue	\$115,547.68
Forums	\$92.97
Forums/Annual Dinner	\$30.00
Health Insurance Payable	\$623.20
Local Revenue	\$243,693.02
Misc. Cash Sales	\$3,288.92
State Revenue	\$500.00
<u>\$365,560.11</u>	

Metropolitan Area Planning Agency
Cash Disbursements
June 2018

Check #	Date	Payee	Payments
16596	6/1/2018	AFLAC	\$227.28
16597	6/1/2018	APF fbo My Staff, Inc.	\$819.20
16598	6/1/2018	The Daily Record	\$21.50
16599	6/1/2018	DAS State Accounting - Central Finance	\$44.58
16600	6/1/2018	Fidelity Security Life Insurance Co. (eye med)	\$247.96
16601	6/1/2018	Firespring	\$66.92
16602	6/1/2018	First Nebr. Educators Credit U	\$75.00
16603	6/1/2018	Griff's Delivery Service	\$15.00
16604	6/1/2018	Megan Walker	\$1,064.40
16605	6/1/2018	MyStaff, Inc.	\$3,000.00
16606	6/1/2018	PLIC-SBD Grand Island	\$1,240.98
16607	6/1/2018	Praetorian Digital	\$1,495.00
16608	6/1/2018	United Way	\$78.00
16609	6/8/2018	United Way	\$78.00
16610	6/8/2018	The Union for Contemporary Art	\$300.00
16611	6/8/2018	One Source The Background Check Co	\$93.00
16612	6/8/2018	Omaha Douglas Public Bldg.Comm	\$2.75
16613	6/8/2018	Metro	\$7,400.00
16614	6/8/2018	Lovgren Marketing Group	\$8,192.50
16615	6/8/2018	Griff's Delivery Service	\$33.00
16616	6/8/2018	First Nebr. Educators Credit U	\$75.00
16617	6/8/2018	encompas	\$4,971.91
16618	6/8/2018	DMANDZ Industrial, LLC	\$214.00
16619	6/8/2018	The Daily Record	\$63.40
16620	6/8/2018	City of Malvern	\$525.00
16621	6/13/2018	Marquez Painting	\$3,643.37
16622	6/13/2018	Marquez Painting	\$1,500.00
16627	6/27/2018	AFLAC	\$227.28
16628	6/27/2018	APF fbo My Staff, Inc.	\$1,843.20
16629	6/27/2018	Birdhouse Interior Design Consulting LLC	\$997.50
16630	6/27/2018	CenturyLink	\$53.68
16631	6/27/2018	The Daily Nonpareil	\$61.92
16632	6/27/2018	The Daily Record	\$49.00
16633	6/27/2018	Douglas County Treasurer	\$170.40
16635	6/27/2018	First Nebr. Educators Credit U	\$75.00
16636	6/27/2018	Florence Home for the Aged	\$13,376.60
16637	6/27/2018	Greg Youell	\$45.88
16638	6/27/2018	Griff's Delivery Service	\$18.00
16639	6/27/2018	The Hartford	\$12,788.00
16640	6/27/2018	Ideal Pure Water	\$42.90
16641	6/27/2018	Jeannie Barney	\$436.87
16642	6/27/2018	Kissel, Kohout, E&S Associates LLC	\$833.33
16643	6/27/2018	Michael Helgerson	\$85.12
16644	6/27/2018	Omaha's Henry Doorly Zoo and Aquarium	\$946.00
16645	6/27/2018	Pictometry International Corp.	\$462,232.00
16646	6/27/2018	Pictometry International Corp.	\$230,350.00
16647	6/27/2018	PLIC-SBD Grand Island	\$1,268.56
16648	6/27/2018	Pottawattamie County GIS	\$9,136.32
16649	6/27/2018	Steve Platt	\$625.00
16650	6/27/2018	Sue Cutsforth	\$86.48
16651	6/27/2018	United Way	\$78.00
16652	6/27/2018	WellCom	\$500.00
16653	6/28/2018	encompas	\$27,122.26

\$798,937.05

**Metropolitan Area Planning Agency
Cash Disbursements**

June 2018

Check Disbursement Detail

Advertising	\$ 195.82
Auto - Gas/Maintenance	\$ 211.95
Capital Outlays	\$ 38,235.04
Data Processing	\$ 2,122.50
Employee Benefits/Withholding	\$ 3,671.06
Employee Elected Deduction	\$ 946.00
Equipment Maintenance	\$ 625.00
Forums	\$ 300.00
Membership - Reference Materials	\$ 500.00
Miscellaneous Expenses	\$ 318.00
Office Rent	\$ 5,800.00
Outside Office Help	\$ 5,662.40
Postage	\$ 66.00
Prepaid Expenses	\$ 747.50
Prepaid Insurance	\$ 12,788.00
Printing	\$ 66.92
Professional Services	\$ 833.33
Supplies	\$ 42.90
Telephone	\$ 98.26
Travel & Conferences	\$ 1,243.08
MAPA Activities Subtotal	<u>\$ 74,473.76</u>
Contracts	\$ 701,950.37
Pass Through Contracts - Planning	\$ 9,136.32
Pass Through Contracts - STP	\$ 13,376.60
Contracts Subtotal	<u>\$ 724,463.29</u>
Total Disbursements	<u><u>\$ 798,937.05</u></u>

Metropolitan Area Planning Agency
Payroll Register
 June 2018

Pay Types/Benefits	Hours	Amount
ER H.I.	0.00	\$6,026.55
ER H.I. CH	0.00	\$1,797.72
ER H.I. FA	0.00	\$5,407.52
ER H.I. SP	0.00	\$2,099.72
Hourly	359.00	\$5,623.25
Hourly - Reg	718.50	\$15,058.89
Life & Dis	0.00	\$432.42
Salary	0.00	\$72,372.00
	Gross Pay	\$93,054.14
	Gross Benefits	\$15,763.93
	Gross Pay/Benefits	\$108,818.07

Deductions/Employee Taxes	Adj. Gross	Amount
457-\$	N/A	\$1,000.00
457-%	N/A	\$992.58
457-Roth \$	N/A	\$100.00
457-Roth%	N/A	\$551.54
AFLAC	N/A	\$157.72
AT AFLAC	N/A	\$65.28
Credit Union	N/A	\$150.00
Dental Ins	N/A	\$727.92
Flex Plan 18	N/A	\$1,556.72
Health Ins	N/A	\$1,567.64
Pension Loan	N/A	\$240.16
Pension Plan	N/A	\$3,442.85
United Way	N/A	\$156.00
VISION	N/A	\$118.03
Zoo	N/A	\$143.11
Federal	83,040.68	\$6,850.23
Medicare	88,926.11	\$1,289.45
Soc Security	88,926.11	\$5,513.45
State - NE	83,490.68	\$3,350.76
	Deductions/Employee Taxes:	\$27,973.44

Employer Expenses	Adj. Gross	Amount
ER Pension	N/A	\$4,733.96
Medicare	88,926.11	\$1,289.45
Soc Security	88,926.11	\$5,513.45
SUTA	6,961.88	\$26.46
	Additional Employer Expenses:	\$11,563.32

GRAND TOTAL NET PAY: \$65,080.70

GRAND TOTAL EXPENSE: \$120,381.39

Metropolitan Area Planning Agency Aged Accounts Receivable Report

June 30, 2018 - Preliminary

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
Carol Vinton						
<i>Carol Vinton</i>	7/20/2018	\$0.00	\$90.00	\$0.00	\$0.00	\$90.00
Totals for Carol Vinton:		\$0.00	\$90.00	\$0.00	\$0.00	\$90.00
City of Glenwood						
<i>City of Glenwood</i>		\$25.00	\$0.00	\$0.00	\$11.00	\$36.00
Totals for City of Glenwood:		\$25.00	\$0.00	\$0.00	\$11.00	\$36.00
City of Lincoln						
<i>City of Lincoln</i>	5/31/2018	\$0.00	\$168,893.50	\$0.00	\$0.00	\$168,893.50
Totals for City of Lincoln:		\$0.00	\$168,893.50	\$0.00	\$0.00	\$168,893.50
City of Omaha						
<i>City of Omaha</i>	6/15/2018	\$0.00	\$0.00	\$15.00	\$3,000.00	\$3,015.00
Totals for City of Omaha:		\$0.00	\$0.00	\$15.00	\$3,000.00	\$3,015.00
Council Bluffs Housing Trust						
<i>Council Bluffs Housing Trust</i>		\$1,477.84	\$0.00	\$0.00	\$0.00	\$1,477.84
Totals for Council Bluffs Housing Tru		\$1,477.84	\$0.00	\$0.00	\$0.00	\$1,477.84
Department of Defense						
<i>Department of Defense</i>	7/30/2018	\$39,377.00	\$0.00	\$0.00	\$0.00	\$39,377.00
Totals for Department of Defense:		\$39,377.00	\$0.00	\$0.00	\$0.00	\$39,377.00
FEDERAL TRANSIT ADMINISTRATION						
<i>FEDERAL TRANSIT ADMINISTRATION</i>	6/27/2018	\$140,815.00	\$0.00	\$53,587.16	\$0.00	\$194,402.16
Totals for FEDERAL TRANSIT ADMINIS		\$140,815.00	\$0.00	\$53,587.16	\$0.00	\$194,402.16
IOWA WEST FOUNDATION						
<i>IOWA WEST FOUNDATION</i>	8/25/2017	\$0.00	\$0.00	\$0.00	\$16,250.00	\$16,250.00
Totals for IOWA WEST FOUNDATION:		\$0.00	\$0.00	\$0.00	\$16,250.00	\$16,250.00
Melissa Engel						
<i>Melissa Engel</i>	5/11/2018	\$0.00	\$76.35	\$0.00	\$0.00	\$76.35
Totals for Melissa Engel:		\$0.00	\$76.35	\$0.00	\$0.00	\$76.35
Metro Transit						
<i>Metro Transit</i>	7/13/2018	\$4,092.43	\$0.00	\$0.00	\$0.00	\$4,092.43
Totals for Metro Transit:		\$4,092.43	\$0.00	\$0.00	\$0.00	\$4,092.43
Metropolitan Utilities District						
<i>Metropolitan Utilities District</i>	6/15/2018	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Totals for Metropolitan Utilities Distric		\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Mills County Emergency Management						
<i>Mills County Emergency Management</i>	11/22/2013	\$0.00	\$0.00	\$0.00	\$8,404.44	\$8,404.44
Totals for Mills County Emergency Mai		\$0.00	\$0.00	\$0.00	\$8,404.44	\$8,404.44
Mills County						
<i>Mills County</i>	7/20/2018	\$0.00	\$0.00	\$17,961.66	\$0.01	\$17,961.67

Metropolitan Area Planning Agency Aged Accounts Receivable Report

June 30, 2018 - Preliminary

Aging Balance For	Last Paid	current	31-60	61-90	over 90	Balance
Totals for Mills County:						
		\$0.00	\$0.00	\$17,961.66	\$0.01	\$17,961.67
NDOT						
<i>NDOT</i>	7/6/2018	\$0.00	\$0.00	\$243,449.81	\$0.00	\$243,449.81
Totals for NDOT:		\$0.00	\$0.00	\$243,449.81	\$0.00	\$243,449.81
Papio-Missouri River Natural Resources District						
<i>Papio-Missouri River Natural Resources</i>	6/22/2018	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00
Totals for Papio-Missouri River Natura		\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00
Pottawattamie County, Iowa						
<i>Pottawattamie County, Iowa</i>	8/1/2018	\$0.00	\$63,477.37	\$0.00	\$15.00	\$63,492.37
Totals for Pottawattamie County, Iowa		\$0.00	\$63,477.37	\$0.00	\$15.00	\$63,492.37
Rita Sanders						
<i>Rita Sanders</i>	7/20/2018	\$0.00	\$65.00	\$0.00	\$0.00	\$65.00
Totals for Rita Sanders:		\$0.00	\$65.00	\$0.00	\$0.00	\$65.00
Robert Blair						
<i>Robert Blair</i>		\$0.00	\$10.33	\$0.00	\$0.00	\$10.33
Totals for Robert Blair:		\$0.00	\$10.33	\$0.00	\$0.00	\$10.33
Sarpy County						
<i>Sarpy County</i>	6/1/2018	\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00
Totals for Sarpy County:		\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00
Security National Trust						
<i>Security National Trust</i>		\$0.00	\$0.00	\$0.00	\$35.00	\$35.00
Totals for Security National Trust:		\$0.00	\$0.00	\$0.00	\$35.00	\$35.00
Troy Anderson						
<i>Troy Anderson</i>		\$237.54	\$0.00	\$0.00	\$0.00	\$237.54
Totals for Troy Anderson:		\$237.54	\$0.00	\$0.00	\$0.00	\$237.54
United Way						
<i>United Way</i>	7/20/2018	\$39.23	\$0.00	\$0.00	\$0.00	\$39.23
Totals for United Way:		\$39.23	\$0.00	\$0.00	\$0.00	\$39.23
Wellcom						
<i>Wellcom</i>	7/13/2018	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Totals for Wellcom:		\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Grand Totals:		\$186,564.04	\$267,612.55	\$350,013.63	\$27,715.45	\$831,905.67

Metropolitan Area Planning Agency
Aged Accounts Payable Report
 June 30, 2018 - Preliminary

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
ABM Parking Services								
ABM Parking Services	6.6.18	July 25, 2018 Credit Card Statement	\$24.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24.00
		<i>Totals for ABM Parking Services:</i>	<u>\$24.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$24.00</u>
Adobe*Creative Cloud								
Adobe*Creative Cloud	6.20.18	July 25, 2018 Credit Card Statement	\$903.26	\$0.00	\$0.00	\$0.00	\$0.00	\$903.26
		<i>Totals for Adobe*Creative Cloud:</i>	<u>\$903.26</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$903.26</u>
Amazon MktPlace								
Amazon MktPlace	6.29.18	July 25, 2018 Credit Card Statement	\$14.29	\$0.00	\$0.00	\$0.00	\$0.00	\$14.29
Amazon MktPlace	6.28.18	July 25, 2018 Credit Card Statement	\$11.99	\$0.00	\$0.00	\$0.00	\$0.00	\$11.99
Amazon MktPlace	6.29.18	July 25, 2018 Credit Card Statement	\$168.86	\$0.00	\$0.00	\$0.00	\$0.00	\$168.86
		<i>Totals for Amazon MktPlace:</i>	<u>\$195.14</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$195.14</u>
Amazon.com								
Amazon.com	6.26.18	July 25, 2018 Credit Card Statement	\$10.32	\$0.00	\$0.00	\$0.00	\$0.00	\$10.32
Amazon.com	6.28.18	July 25, 2018 Credit Card Statement	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
Amazon.com	6.28.18	July 25, 2018 Credit Card Statement	\$48.13	\$0.00	\$0.00	\$0.00	\$0.00	\$48.13
Amazon.com	6.26.18	July 25, 2018 Credit Card Statement	\$96.25	\$0.00	\$0.00	\$0.00	\$0.00	\$96.25
		<i>Totals for Amazon.com:</i>	<u>\$164.70</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$164.70</u>
Antojitos								
Antojitos	6.4.18	July 25, 2018 Credit Card Statement	\$104.20	\$0.00	\$0.00	\$0.00	\$0.00	\$104.20
		<i>Totals for Antojitos:</i>	<u>\$104.20</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$104.20</u>
B & S Inc.								
B & S Inc.	6.12.18	July 25, 2018 Credit Card Statement	\$22.59	\$0.00	\$0.00	\$0.00	\$0.00	\$22.59
		<i>Totals for B & S Inc.:</i>	<u>\$22.59</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$22.59</u>
BLUEHOST								
BLUEHOST	6.29.18	July 25, 2018 Credit Card Statement	\$287.76	\$0.00	\$0.00	\$0.00	\$0.00	\$287.76
		<i>Totals for BLUEHOST:</i>	<u>\$287.76</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$287.76</u>
Budget Rent-A-Car								
Budget Rent-A-Car	6.6.18	July 25, 2018 Credit Card Statement	\$24.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24.00
		<i>Totals for Budget Rent-A-Car:</i>	<u>\$24.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$24.00</u>
Caseys General Store								
Caseys General Store	6.12.18	July 25, 2018 Credit Card Statement	\$35.79	\$0.00	\$0.00	\$0.00	\$0.00	\$35.79
		<i>Totals for Caseys General Store:</i>	<u>\$35.79</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$35.79</u>

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Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
City of Council Bluffs								
City of Council Bluffs	May 31		\$31,547.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,547.00
		<i>Totals for City of Council Bluffs:</i>	<i>\$31,547.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$31,547.00</i>
City of Omaha Cashier								
City of Omaha Cashier	151559		\$7,856.58	\$0.00	\$0.00	\$0.00	\$0.00	\$7,856.58
City of Omaha Cashier	154436		\$17,328.14	\$0.00	\$0.00	\$0.00	\$0.00	\$17,328.14
		<i>Totals for City of Omaha Cashier:</i>	<i>\$25,184.72</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$25,184.72</i>
Country Inns & Suites - credit card								
Country Inns & Suites - credit card	6.21.18	July 25, 2018 Credit Card Statement	\$132.33	\$0.00	\$0.00	\$0.00	\$0.00	\$132.33
		<i>Totals for Country Inns & Suites - credit card:</i>	<i>\$132.33</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$132.33</i>
Courtyard Marriott - credit card								
Courtyard Marriott - credit card	6.23.18	July 25, 2018 Credit Card Statement	\$11.77	\$0.00	\$0.00	\$0.00	\$0.00	\$11.77
Courtyard Marriott - credit card	6.28.18	July 25, 2018 Credit Card Statement	\$232.50	\$0.00	\$0.00	\$0.00	\$0.00	\$232.50
		<i>Totals for Courtyard Marriott - credit card:</i>	<i>\$244.27</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$244.27</i>
The Daily Record								
The Daily Record	113503		\$21.50	\$0.00	\$0.00	\$0.00	\$0.00	\$21.50
		<i>Totals for The Daily Record:</i>	<i>\$21.50</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$21.50</i>
DAS State Accounting - Central Finance								
DAS State Accounting - Central Finance	1119933		\$56.27	\$0.00	\$0.00	\$0.00	\$0.00	\$56.27
		<i>Totals for DAS State Accounting - Central Finance:</i>	<i>\$56.27</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$56.27</i>
Douglas County Public School District 001								
Douglas County Public School District 001	31810	H2050 Summit Advertising	\$380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$380.00
		<i>Totals for Douglas County Public School District 001:</i>	<i>\$380.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$380.00</i>
Dunkin Donuts [credit card]								
Dunkin Donuts [credit card]	6.20.18	July 25, 2018 Credit Card Statement	\$9.99	\$0.00	\$0.00	\$0.00	\$0.00	\$9.99
		<i>Totals for Dunkin Donuts [credit card]:</i>	<i>\$9.99</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$9.99</i>
Economic Development Research Group, Inc.								
Economic Development Research Group, Inc.	769-01	1	\$24,771.75	\$0.00	\$0.00	\$0.00	\$0.00	\$24,771.75
		<i>Totals for Economic Development Research Group, Inc.:</i>	<i>\$24,771.75</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$24,771.75</i>
encompas								
encompas	11399		\$5,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,800.00
		<i>Totals for encompas:</i>	<i>\$5,800.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$5,800.00</i>

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Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
Facebook (credit card)								
Facebook (credit card)	6.30.18	July 25, 2018 Credit Card Statement	\$1.48	\$0.00	\$0.00	\$0.00	\$0.00	\$1.48
		<i>Totals for Facebook (credit card):</i>	<i>\$1.48</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1.48</i>
Fairfield Inss & Suites								
Fairfield Inss & Suites	6.17.18	July 25, 2018 Credit Card Statement	\$283.98	\$0.00	\$0.00	\$0.00	\$0.00	\$283.98
		<i>Totals for Fairfield Inss & Suites:</i>	<i>\$283.98</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$283.98</i>
Forms Fulfillment (blackbaud) (credit card)								
Forms Fulfillment (blackbaud) (credit card)	6.14.18	July 25, 2018 Credit Card Statement	\$337.64	\$0.00	\$0.00	\$0.00	\$0.00	\$337.64
		<i>Totals for Forms Fulfillment (blackbaud) (credit card):</i>	<i>\$337.64</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$337.64</i>
Frontier								
Frontier	6.5.18	July 25, 2018 Credit Card Statement	\$38.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38.00
Frontier	6.5.18	July 25, 2018 Credit Card Statement	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
Frontier	6.6.18	July 25, 2018 Credit Card Statement	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.00
		<i>Totals for Frontier:</i>	<i>\$123.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$123.00</i>
Gourmet Grill								
Gourmet Grill	6.12.18	July 25, 2018 Credit Card Statement	\$11.98	\$0.00	\$0.00	\$0.00	\$0.00	\$11.98
		<i>Totals for Gourmet Grill:</i>	<i>\$11.98</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$11.98</i>
Grab-N-Go								
Grab-N-Go	6.6.18	July 25, 2018 Credit Card Statement	\$10.06	\$0.00	\$0.00	\$0.00	\$0.00	\$10.06
		<i>Totals for Grab-N-Go:</i>	<i>\$10.06</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$10.06</i>
Hy-Vee (credit card)								
Hy-Vee (credit card)	6.15.18	July 25, 2018 Credit Card Statement	\$10.50	\$0.00	\$0.00	\$0.00	\$0.00	\$10.50
		<i>Totals for Hy-Vee (credit card):</i>	<i>\$10.50</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$10.50</i>
Intercultural Senior Center								
Intercultural Senior Center	5-2018		\$3,267.54	\$0.00	\$0.00	\$0.00	\$0.00	\$3,267.54
		<i>Totals for Intercultural Senior Center:</i>	<i>\$3,267.54</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$3,267.54</i>
Joe Designer, Inc.								
Joe Designer, Inc.	6.7.18	July 25, 2018 Credit Card Statement	\$64.20	\$0.00	\$0.00	\$0.00	\$0.00	\$64.20
		<i>Totals for Joe Designer, Inc.:</i>	<i>\$64.20</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$64.20</i>
Kolache Factory								
Kolache Factory	6.22.18	July 25, 2018 Credit Card Statement	\$77.20	\$0.00	\$0.00	\$0.00	\$0.00	\$77.20
		<i>Totals for Kolache Factory:</i>	<i>\$77.20</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$77.20</i>

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Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
KTA								
KTA	6.25.18	July 25, 2018 Credit Card Statement	\$7.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.00
		<i>Totals for KTA:</i>	\$7.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.00
Lovgren Marketing Group								
Lovgren Marketing Group	19721	Payment # 1	\$9,817.50	\$0.00	\$0.00	\$0.00	\$0.00	\$9,817.50
		<i>Totals for Lovgren Marketing Group:</i>	\$9,817.50	\$0.00	\$0.00	\$0.00	\$0.00	\$9,817.50
Mail Chimp								
Mail Chimp	6.6.18	July 25, 2018 Credit Card Statement	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
		<i>Totals for Mail Chimp:</i>	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
Metro								
Metro	34019	Quarter 3	\$0.00	\$0.00	\$27,456.75	\$0.00	\$0.00	\$27,456.75
		<i>Totals for Metro:</i>	\$0.00	\$0.00	\$27,456.75	\$0.00	\$0.00	\$27,456.75
National Academy of Sciences								
National Academy of Sciences	6.12.18.JC	July 25, 2018 Credit Card Statement	\$395.00	\$0.00	\$0.00	\$0.00	\$0.00	\$395.00
National Academy of Sciences	6.12.18.MH	July 25, 2018 Credit Card Statement	\$395.00	\$0.00	\$0.00	\$0.00	\$0.00	\$395.00
		<i>Totals for National Academy of Sciences:</i>	\$790.00	\$0.00	\$0.00	\$0.00	\$0.00	\$790.00
NI EVENT REG								
NI EVENT REG	6.12.18	July 25, 2018 Credit Card Statement	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
		<i>Totals for NI EVENT REG:</i>	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
One Source The Background Check Co								
One Source The Background Check Co	3016-2018063	Andrew Schnitker	\$21.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.00
		<i>Totals for One Source The Background Check Co:</i>	\$21.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.00
Panera (credit card)								
Panera (credit card)	6.13.18	July 25, 2018 Credit Card Statement	\$13.35	\$0.00	\$0.00	\$0.00	\$0.00	\$13.35
		<i>Totals for Panera (credit card):</i>	\$13.35	\$0.00	\$0.00	\$0.00	\$0.00	\$13.35
QT - credit card								
QT - credit card	6.26.18	July 25, 2018 Credit Card Statement	\$28.87	\$0.00	\$0.00	\$0.00	\$0.00	\$28.87
		<i>Totals for QT - credit card:</i>	\$28.87	\$0.00	\$0.00	\$0.00	\$0.00	\$28.87
Smart Growth America								
Smart Growth America	18-SGA-284		\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00
		<i>Totals for Smart Growth America:</i>	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00
Southwest Airlines								

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Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
Southwest Airlines	6.20.18	July 25, 2018 Credit Card Statement	\$287.96	\$0.00	\$0.00	\$0.00	\$0.00	\$287.96
		<i>Totals for Southwest Airlines:</i>	<u>\$287.96</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$287.96</u>
Southwest Iowa Planning Council								
Southwest Iowa Planning Council	5.31.18	Final Payment	\$106,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$106,000.00
		<i>Totals for Southwest Iowa Planning Council:</i>	<u>\$106,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$106,000.00</u>
Steve Platt								
Steve Platt	2004		\$557.00	\$0.00	\$0.00	\$0.00	\$0.00	\$557.00
		<i>Totals for Steve Platt:</i>	<u>\$557.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$557.00</u>
Super Saver								
Super Saver	6.14.18	July 25, 2018 Credit Card Statement	\$18.39	\$0.00	\$0.00	\$0.00	\$0.00	\$18.39
		<i>Totals for Super Saver:</i>	<u>\$18.39</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$18.39</u>
Universal Information Services								
Universal Information Services	6.5.18	July 25, 2018 Credit Card Statement	\$245.20	\$0.00	\$0.00	\$0.00	\$0.00	\$245.20
		<i>Totals for Universal Information Services:</i>	<u>\$245.20</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$245.20</u>
Verizon								
Verizon	9809309263		\$83.74	\$0.00	\$0.00	\$0.00	\$0.00	\$83.74
		<i>Totals for Verizon:</i>	<u>\$83.74</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$83.74</u>
Wal-Mart								
Wal-Mart	6.23.18	July 25, 2018 Credit Card Statement	\$10.60	\$0.00	\$0.00	\$0.00	\$0.00	\$10.60
		<i>Totals for Wal-Mart:</i>	<u>\$10.60</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10.60</u>
Wyndham								
Wyndham	6.6.18	July 25, 2018 Credit Card Statement	\$6.32	\$0.00	\$0.00	\$0.00	\$0.00	\$6.32
		<i>Totals for Wyndham:</i>	<u>\$6.32</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$6.32</u>
		GRAND TOTALS:	\$224,593.78	\$0.00	\$27,456.75	\$0.00	\$0.00	\$252,050.53

A total of 57 transaction(s) listed

Metropolitan Area Planning Agency

Statement of Financial Position

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		Actual
Assets		
10-1000	Petty Cash	\$116.08
10-1005	Paypal Account	\$209.88
10-1010	Cash - American National Bank	\$284,090.45
10-1030	Treasury Bills	\$468,702.55
10-1040	NPAIT Investments General	\$263,512.95
10-1045	NPAIT Investments Capitol Reserve	\$66,451.81
10-1050	NPAIT Investments Ortho Quads	\$58,706.76
10-1100	Accounts Receivable	\$831,905.67
10-1110	Due To/Due From Funds	(\$1,024,742.08)
10-1140	Due from Employee	\$10.25
10-1145	Employee Elected Deduction	\$376.13
10-1300	Prepaid Expenses	\$16,340.28
10-1310	Prepaid Insurance	\$13,007.17
11-1110	Due To/Due From Funds	(\$6,477.63)
12-1055	NPAIT Investments Sarpy Co. Revolving Loan	\$46,821.72
13-1200	Furniture, Fixtures & Equipment	\$209,164.97
13-1205	Vehicles	\$51,215.35
13-1220	Less: Accumulated Depreciation	\$161,898.29
15-1040	NPAIT Investments General	\$3,889.00
15-1045	NPAIT Investments Special Projects	\$139,031.45
15-1110	Due To/Due From Funds	\$1,030,886.95
20-1020	Cash - ANB Foundation	\$44,517.51
20-1060	NPAIT Investments Foundation	\$33,272.27
20-1065	NPAIT Investments FD NDO	\$134,547.17
20-1070	NPAIT Investments FD Washington County Revolving	\$186,007.02
20-1110	Due To/Due From Funds	\$332.76
20-1415	Note Receivable - Sterling Ambitions, LLC	\$27,776.00
20-1425	Note Receivable KB Quality Meats	\$12,484.00
40-1100	Accounts Receivable	\$291,356.87
Total Assets		\$3,021,615.02

Liabilities and Fund Balance

Liabilities

10-2000	Accounts Payable	\$251,966.79
10-2105	Nebraska Withholding	\$3,420.76
10-2115	AFLAC W/H Payable	(\$140.29)
10-2125	Dental Insurance W/H Payable	(\$1,181.05)
10-2126	Life & Disability Insurance Payable	(\$694.90)
10-2130	Flex W/H Payable	(\$1,498.82)
10-2132	Vision Insurance Payable	(\$49.99)
10-2135	Health Insurance Payable	(\$15,331.32)

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		<u>Actual</u>
10-2160	SUTA Tax	\$64.10
10-2170	Nebraska Sales Tax Payable	\$8.40
10-2210	Accrued Compensated Absences	\$99,146.26
10-2220	Accrued Audit Fees	\$11,000.00
20-2000	Accounts Payable	\$83.54
20-2430	Deferred Revolving Loan	\$262,202.98
40-2000	Accounts Payable	\$462,232.00
Total Liabilities		<u>\$1,071,228.46</u>
Fund Balance		
10-3000	Fund Balance Undesignated	\$210,989.19
10-3010	Fund Balance Assigned	\$65,988.77
10-3020	Fund Balance Committed	\$355,000.00
11-3000	Fund Balance Undesignated	(\$6,477.63)
12-3100	Fund Balance Restricted	\$46,821.72
13-3005	Invested in Capital Assets	\$98,482.03
15-3010	Fund Balance Assigned	\$1,173,807.40
20-3000	Fund Balance Undesignated	\$76,059.00
20-3100	Fund Balance Restricted	\$100,591.21
40-3010	Fund Balance Assigned	(\$170,875.13)
Total Fund Balance		<u>\$1,950,386.56</u>
Total Liabilities and Fund Balance		<u><u>\$3,021,615.02</u></u>

Metropolitan Area Planning Agency Statement of Revenues and Expenditures

June 30, 2018 - Preliminary

		6/1/18 - 6/30/18		7/1/17 - 6/30/18		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2018 Budget
		Actual	Budget	Actual YTD	Budget YTD				
Revenues									
Federal and State Revenue									
10-4100	Federal Revenue	\$149,943.44	\$977,967.25	\$2,486,572.15	\$3,850,969.00	64.57 %	\$2,162,754.68	14.97 %	\$3,850,969.00
10-4200	State Revenue	\$0.00	\$38,144.00	\$106,789.37	\$152,576.00	69.99 %	\$158,111.80	(32.46)%	\$152,576.00
Total Federal and State Revenue		\$149,943.44	\$1,016,111.25	\$2,593,361.52	\$4,003,545.00	64.78 %	\$2,320,866.48	11.74 %	\$4,003,545.00
Local Government Revenue									
10-4300	Local Revenue	\$0.00	\$0.00	\$399,512.00	\$392,378.00	101.82 %	\$392,398.49	1.81 %	\$392,378.00
10-4350	Heartland 2050 Local Revenue	\$0.00	\$19,800.00	\$41,223.33	\$79,200.00	52.05 %	\$41,276.67	(0.13)%	\$79,200.00
15-4300	Local Revenue	\$0.00	\$351,475.00	\$784,258.89	\$711,475.00	110.23 %	\$436,103.99	79.83 %	\$711,475.00
Total Local Government Revenue		\$0.00	\$371,275.00	\$1,224,994.22	\$1,183,053.00	103.55 %	\$869,779.15	40.84 %	\$1,183,053.00
Charges for Services									
10-4400	Contracts	\$6,297.95	\$10,375.00	\$84,252.92	\$120,375.00	69.99 %	\$96,081.40	(12.31)%	\$120,375.00
Total Charges for Services		\$6,297.95	\$10,375.00	\$84,252.92	\$120,375.00	69.99 %	\$96,081.40	(12.31)%	\$120,375.00
Forums Revenue									
10-4500	Forums/Annual Dinner	\$190.00	\$4,000.00	\$21,311.00	\$17,887.00	119.14 %	\$5,895.86	261.46 %	\$17,887.00
Total Forums Revenue		\$190.00	\$4,000.00	\$21,311.00	\$17,887.00	119.14 %	\$5,895.86	261.46 %	\$17,887.00
In-kind Revenue									
10-4510	In-Kind Revenue	\$42,240.88	\$208,578.00	\$505,947.55	\$670,092.00	75.50 %	\$332,923.06	51.97 %	\$670,092.00
Total In-kind Revenue		\$42,240.88	\$208,578.00	\$505,947.55	\$670,092.00	75.50 %	\$332,923.06	51.97 %	\$670,092.00
Investment Income									
10-4520	Investment Earnings	\$895.80	\$0.00	\$855.15	\$0.00	0.00 %	\$3,106.04	(72.47)%	\$0.00
15-4520	Investment Earnings	\$135.46	\$0.00	\$1,510.54	\$0.00	0.00 %	\$375.54	302.23 %	\$0.00
Total Investment Income		\$1,031.26	\$0.00	\$2,365.69	\$0.00	0.00 %	\$3,481.58	(32.05)%	\$0.00
Miscellaneous Revenue									
10-4310	Match Contributions	\$0.00	\$18,638.50	\$0.00	\$107,054.00	0.00 %	\$0.00	0.00 %	\$107,054.00

Metropolitan Area Planning Agency Statement of Revenues and Expenditures

June 30, 2018 - Preliminary

		6/1/18 - 6/30/18		7/1/17 - 6/30/18		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2018 Budget
		Actual	Budget	Actual YTD	Budget YTD				
10-4530	Misc. Cash Sales	\$1,325.00	\$0.00	\$1,493.00	\$0.00	0.00 %	\$15.00	9,853.33 %	\$0.00
10-4540	Miscellaneous	\$206.19	\$104,375.00	\$28,842.32	\$240,000.00	12.02 %	\$22,287.94	29.41 %	\$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 %	\$61,200.00	169.61 %	\$0.00
Total Miscellaneous Revenue		<u>\$1,531.19</u>	<u>\$123,013.50</u>	<u>\$235,835.32</u>	<u>\$347,054.00</u>	<u>67.95 %</u>	<u>\$83,502.94</u>	<u>182.43 %</u>	<u>\$347,054.00</u>
Total		<u>\$201,234.72</u>	<u>\$1,733,352.75</u>	<u>\$4,668,068.22</u>	<u>\$6,342,006.00</u>	<u>73.61 %</u>	<u>\$3,712,530.47</u>	<u>25.74 %</u>	<u>\$6,342,006.00</u>
Total Revenues		<u>\$201,234.72</u>	<u>\$1,733,352.75</u>	<u>\$4,668,068.22</u>	<u>\$6,342,006.00</u>	<u>73.61 %</u>	<u>\$3,712,530.47</u>	<u>25.74 %</u>	<u>\$6,342,006.00</u>
Expenses									
MAPA Activities									
MAPA Personnel Expenses									
Salaries									
10-5000	Salaries	\$82,820.81	\$113,630.25	\$1,044,052.89	\$1,298,263.00	80.42 %	\$1,012,566.58	3.11 %	\$1,298,263.00
10-5010	Outside Office Help	\$1,843.20	\$0.00	\$5,662.40	\$0.00	0.00 %	\$0.00	0.00 %	\$0.00
10-5125	Accrued Salaries & Compensate	\$4,425.28	\$16,809.25	\$176,706.99	\$192,051.00	92.01 %	\$139,912.14	26.30 %	\$192,051.00
15-5000	Salaries	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$15,138.43	(100.00)%	\$0.00
Total Salaries		<u>\$89,089.29</u>	<u>\$130,439.50</u>	<u>\$1,226,422.28</u>	<u>\$1,490,314.00</u>	<u>82.29 %</u>	<u>\$1,167,617.15</u>	<u>5.04 %</u>	<u>\$1,490,314.00</u>
Payroll Taxes									
10-5100	FICA	\$6,802.90	\$9,536.75	\$89,917.40	\$108,961.00	82.52 %	\$84,802.50	6.03 %	\$108,961.00
10-5105	Unemployment Taxes	\$26.46	\$185.25	\$891.55	\$2,123.00	41.99 %	\$1,200.58	(25.74)%	\$2,123.00
Total Payroll Taxes		<u>\$6,829.36</u>	<u>\$9,722.00</u>	<u>\$90,808.95</u>	<u>\$111,084.00</u>	<u>81.75 %</u>	<u>\$86,003.08</u>	<u>5.59 %</u>	<u>\$111,084.00</u>
Employee Benefits									
10-5110	Health Insurance	\$15,331.51	\$19,000.17	\$195,403.93	\$217,102.00	90.01 %	\$194,869.68	0.27 %	\$217,102.00
10-5115	Life & Disability Insurance	\$432.42	\$466.67	\$5,531.23	\$5,300.00	104.36 %	\$4,804.57	15.12 %	\$5,300.00
10-5120	Retirement Contributions	\$4,733.96	\$7,447.92	\$60,622.58	\$85,102.00	71.24 %	\$51,835.24	16.95 %	\$85,102.00
Total Employee Benefits		<u>\$20,497.89</u>	<u>\$26,914.76</u>	<u>\$261,557.74</u>	<u>\$307,504.00</u>	<u>85.06 %</u>	<u>\$251,509.49</u>	<u>4.00 %</u>	<u>\$307,504.00</u>

Metropolitan Area Planning Agency Statement of Revenues and Expenditures

June 30, 2018 - Preliminary

		6/1/18 - 6/30/18		7/1/17 - 6/30/18		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2018 Budget
		Actual	Budget	Actual YTD	Budget YTD				
Total MAPA Personnel Expenses		\$116,416.54	\$167,076.26	\$1,578,788.97	\$1,908,902.00	82.71 %	\$1,505,129.72	4.89 %	\$1,908,902.00
MAPA Non-personnel									
10-5200	Advertising	\$480.19	\$1,000.00	\$3,460.14	\$13,000.00	26.62 %	\$3,563.57	(2.90)%	\$13,000.00
15-5200	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$10.00	(100.00)%	\$0.00
10-5210	Membership - Reference Mater	\$473.11	\$1,250.00	\$20,981.84	\$22,000.00	95.37 %	\$18,060.23	16.18 %	\$22,000.00
Data Processing									
10-5310	Data Processing	\$2,286.13	\$3,750.00	\$31,605.11	\$45,000.00	70.23 %	\$31,776.34	(0.54)%	\$45,000.00
15-5310	Data Processing	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$33.90	(100.00)%	\$0.00
Total Data Processing		\$2,286.13	\$3,750.00	\$31,605.11	\$45,000.00	70.23 %	\$31,810.24	(0.64)%	\$45,000.00
10-5320	Professional Services	\$1,181.33	\$2,000.00	\$23,098.88	\$40,000.00	57.75 %	\$25,061.31	(7.83)%	\$40,000.00
10-5600	Forums	\$1,048.07	\$9,625.00	\$61,506.95	\$80,000.00	76.88 %	\$33,855.04	81.68 %	\$80,000.00
15-5600	Forums	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$12,983.38	(100.00)%	\$0.00
10-5650	Miscellaneous Expenses	\$34.35	\$125.00	\$3,301.37	\$2,000.00	165.07 %	\$411.42	702.43 %	\$2,000.00
10-5730	Bank Charges	\$16.01	\$83.34	\$359.55	\$1,000.00	35.96 %	\$386.98	(7.09)%	\$1,000.00
15-5650	Miscellaneous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$1,809.00	(100.00)%	\$0.00
10-5800	Office Rent	\$5,800.00	\$6,250.00	\$69,600.00	\$75,000.00	92.80 %	\$69,033.60	0.82 %	\$75,000.00
Office Expense									
10-5220	Printing	\$1,443.04	\$2,916.67	\$23,084.87	\$35,000.00	65.96 %	\$27,766.46	(16.86)%	\$35,000.00
10-5300	Business Insurance Expense	\$936.13	\$1,333.34	\$11,385.46	\$15,000.00	75.90 %	\$11,282.46	0.91 %	\$15,000.00
10-5500	Equipment Maintenance	\$1,585.25	\$750.00	\$6,461.48	\$8,500.00	76.02 %	\$7,192.84	(10.17)%	\$8,500.00
10-5700	Postage	\$251.00	\$458.34	\$2,077.10	\$5,500.00	37.77 %	\$2,552.50	(18.62)%	\$5,500.00
10-5710	Supplies	\$1,757.39	\$1,625.00	\$11,502.13	\$19,000.00	60.54 %	\$7,555.15	52.24 %	\$19,000.00
10-5810	Telephone	\$109.95	\$250.00	\$2,451.20	\$3,000.00	81.71 %	\$1,681.42	45.78 %	\$3,000.00
15-5700	Postage	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$31.76	(100.00)%	\$0.00
15-5710	Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$75.28	(100.00)%	\$0.00
15-5810	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$27.28	(100.00)%	\$0.00
Total Office Expense		\$6,082.76	\$7,333.35	\$56,962.24	\$86,000.00	66.24 %	\$58,165.15	(2.07)%	\$86,000.00
Professional Fees									

Metropolitan Area Planning Agency Statement of Revenues and Expenditures

June 30, 2018 - Preliminary

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		Actual	Budget	Actual YTD	Budget YTD				
15-5320	Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$17,904.00	(100.00)%	\$0.00
Total Professionals Fees		\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$17,904.00	(100.00)%	\$0.00
Travel and Conferences									
10-5900	Travel & Conferences	\$6,034.60	\$8,333.34	\$75,101.76	\$100,000.00	75.10 %	\$57,424.14	30.78 %	\$100,000.00
15-5900	Travel & Conferences	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$17,955.41	(100.00)%	\$0.00
Total Travel and Conferences		\$6,034.60	\$8,333.34	\$75,101.76	\$100,000.00	75.10 %	\$75,379.55	(0.37)%	\$100,000.00
Transfers									
10-8000	Transfers	\$0.00	(\$1,866.66)	\$0.00	(\$22,400.00)	0.00 %	\$10,905.16	(100.00)%	(\$22,400.00)
Total Transfers		\$0.00	(\$1,866.66)	\$0.00	(\$22,400.00)	0.00 %	\$10,905.16	(100.00)%	(\$22,400.00)
10-5950	Capital Outlays	\$39,063.13	\$0.00	\$73,370.73	\$70,000.00	104.82 %	\$0.00	0.00 %	\$70,000.00
Total MAPA Non-personnel		\$62,499.68	\$37,883.37	\$419,348.57	\$511,600.00	81.97 %	\$359,338.63	16.70 %	\$511,600.00
Total MAPA Activities		\$178,916.22	\$204,959.63	\$1,998,137.54	\$2,420,502.00	82.55 %	\$1,864,468.35	7.17 %	\$2,420,502.00
Contracts and Pass-through									
10-5400	Contracts	\$729,172.01	\$62,860.00	\$882,028.97	\$761,360.00	115.85 %	\$356,220.15	147.61 %	\$761,360.00
10-5420	Pass Through Contracts - Planni	\$17,328.14	\$362,769.25	\$361,229.43	\$1,451,077.00	24.89 %	\$510,729.83	(29.27)%	\$1,451,077.00
10-5430	Pass Through Contracts - STP	\$140,814.54	\$112,718.75	\$1,162,706.90	\$450,875.00	257.88 %	\$112,885.20	929.99 %	\$450,875.00
15-5400	Contracts	\$0.00	\$711,475.00	\$0.00	\$711,475.00	0.00 %	\$512,674.35	(100.00)%	\$711,475.00
10-5440	In-Kind Expense	\$42,240.88	\$177,734.25	\$505,947.55	\$546,717.00	92.54 %	\$332,923.06	51.97 %	\$546,717.00
Subtotal Contracts and Pass-Through		\$929,555.57	\$1,427,557.25	\$2,911,912.85	\$3,921,504.00	74.26 %	\$1,825,432.59	59.52 %	\$3,921,504.00
Total Expenses		\$1,108,471.79	\$1,632,516.88	\$4,910,050.39	\$6,342,006.00	77.42 %	\$3,689,900.94	33.07 %	\$6,342,006.00
Cost Allocation Activity									
Cost Allocation Expense									
15-5005	Payroll Additive Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$8,219.20	(100.00)%	\$0.00
15-6070	Indirect Cost Allocation	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$6,992.05	(100.00)%	\$0.00
Total Cost Allocation Expense		\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	(\$15,211.25)	(100.00)%	\$0.00

Metropolitan Area Planning Agency Statement of Revenues and Expenditures

June 30, 2018 - Preliminary

	6/1/18 - 6/30/18		7/1/17 - 6/30/18		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2018 Budget
	Actual	Budget	Acutual YTD	Budget YTD				
Total Cost Allocation Activity	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	(\$15,211.25)	(100.00)%	\$0.00
NET SURPLUS/(DEFICIT)	(\$907,237.07)	\$100,835.87	(\$241,982.17)	\$0.00	0.00 %	\$7,418.28	(3,361.97)%	\$0.00

Metropolitan Area Planning Agency Statement of Revenues and Expenditures

June 30, 2018 - Preliminary

		<u>6/1/18 - 6/30/18</u>	<u>7/1/17 - 6/30/18</u>
		<u>Actual</u>	<u>YTD</u>
Revenues			
	20-4520 Investment Earnings	\$42.03	\$316.73
	20-4700 Motorist Assist Income	\$25.00	\$37,651.00
Total Revenues		<u>\$67.03</u>	<u>\$37,967.73</u>
 Expenses			
	20-6000 Auto - Gas/Maintenance	\$0.00	\$866.90
	20-6075 Miscellaneous Foundation	\$0.00	\$3,024.23
	20-6083 Insurance - Foundation	\$0.00	\$500.00
	20-6088 Telephone - Foundation	\$83.74	\$1,011.08
	20-6098 Vehicle Purchases - Foundation	\$0.00	\$28,389.40
Total Expenses		<u>\$83.74</u>	<u>\$33,791.61</u>
 NET SURPLUS/(DEFICIT)		 <u><u>(\$16.71)</u></u>	 <u><u>\$4,176.12</u></u>



Subcontractor Payment Authorization

Contract Number: 18502300001
 Contract Party: Intercultural Senior Center
 Contract Description: Intercultural Senior Center
 Contract Approved by Board of Directors: December 7, 2017
 Contact Amount: \$15,900.00
 Match Amount: \$15,900.00
 Contract Period: December 1, 2017 - December 31, 2018

Payment # 3

Billed to Date: \$ 8,370.48
 Less Previous Payments: \$ 7,242.54
 Amount Due: \$ 1,127.94

Payment Recommended By: _____
Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____
Date

MAPA Treasurer/Finance Committee Member

Intercultural Senior Center
3010 R St

Invoice

Invoice #: 189
Invoice Date: 6/30/2018
Due Date: 6/30/2018
Project:
P.O. Number:

Bill To:
MAPA

Date	Description	Amount
	Request #3- June	1,127.94
Total		\$1,127.94
Payments/Credits		\$0.00
Balance Due		\$1,127.94

Billing Summary

Project Name: Intercultural Senior Center

Contact Name: Sarah Gilbert

Billing Period: June 2018

BUDGET DETAIL	TOTAL	TOTAL	TOTAL	June 2018		TOTAL	Program to Date		Remaining	
	Year 1 Budget	BUDGET Federal	BUDGET Local Match	Federal Request	LOCAL MATCH	COST MONTH	Federal Request	LOCAL MATCH	Federal Request	LOCAL MATCH
A. OPERATING EXPENSES¹										
Grant NE-2016-015-04-01										
1. Driver Wages	\$ 31,800.00	\$ 15,900.00	\$ 15,900.00	\$ 1,127.94	\$ 1,127.94	\$ 2,255.88	\$ 8,370.48	\$ 8,370.48	\$ 7,529.52	\$ 7,529.52
Subtotal - Operating Expenses	\$ 31,800.00	\$ 15,900.00	\$ 15,900.00	\$ 1,127.94	\$ 1,127.94	\$ 2,255.88	\$ 8,370.48	\$ 8,370.48	\$ 7,529.52	\$ 7,529.52
B. PROGRAM TOTAL BUDGET	\$ 31,800	\$ 15,900	\$ 15,900	\$ 1,128	\$ 1,128	\$ 2,256	\$ 8,370	\$ 8,370	\$ 7,530	\$ 7,530
				7%	7%	7%	53%	53%	47%	47%

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

**Intercultural Senior Center
MAPA 2018 Expenses - Request #3**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Source Name</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>	<u>Federal Request #3</u>	<u>Local Match</u>
MAPA 2018								
Paycheck	06/06/2018	DD1842	Bachez, Alba	Salaries	1,027.00	1,027.00	1,027.00	
Paycheck	06/06/2018	DD1842	Bachez, Alba	403b Employer Match	15.41	1,042.41	15.41	
Paycheck	06/06/2018	DD1842	Bachez, Alba	Payroll Taxes	63.57	1,105.98	63.57	
Paycheck	06/06/2018	DD1842	Bachez, Alba	Payroll Taxes	14.87	1,120.85	14.87	
Paycheck	06/06/2018	DD1842	Bachez, Alba	Payroll Taxes	0.00	1,120.85		
Paycheck	06/20/2018	DD1857	Bachez, Alba	Salaries	1,040.00	2,160.85	7.09	1,032.91
Paycheck	06/20/2018	DD1857	Bachez, Alba	403b Employer Match	15.60	2,176.45		15.60
Paycheck	06/20/2018	DD1857	Bachez, Alba	Payroll Taxes	64.37	2,240.82		64.37
Paycheck	06/20/2018	DD1857	Bachez, Alba	Payroll Taxes	15.06	2,255.88		15.06
Paycheck	06/20/2018	DD1857	Bachez, Alba	Payroll Taxes	0.00	2,255.88		
Total MAPA 2018					2,255.88	2,255.88	1,127.94	1,127.94



5310 Subrecipient Progress Report Form

Subrecipient Name: Intercultural Senior Center

Billing Period: June 1-June 30

Work Completed with Awarded Funds for Current Billing Period:

- Number of trips (1 person 1 way) provided:
 - Vehicle 1 (5310 small bus, full billing period): 548
- Miles travelled:
 - Vehicle 1 (5310 small bus, full billing period): 568

Anticipated Work for Next Billing Period:

- Anticipated number of trips: 1650

Percent of Work Completed to Date: 58%

Do You Need Anything from MAPA/FTA?

- No
 Yes:

Are There Any Outstanding Issues?

- No
 Yes:

Items to Include with Report

- Timesheets
- Mileage logs



Subcontractor Payment Authorization

Contract Number: Project # CM-D2 (107) 22553
 Contract Party: Lovgren Marketing Group
 Contract Description: CMAQ Quality and Reduced Fare Program
 Contract Approved by Board of Directors: March 29, 2018
 Contact Amount: \$205,945.00
 Match Amount: \$0.00
 Contract Period:

Payment # 2

Billed to Date:	\$	40,092.50
Less Previous Payments:	\$	<u>9,817.50</u>
Amount Due:	\$	<u>30,275.00</u>

Payment Recommended By: _____
 Responsible Charge / MAPA Staff Member

 Department Manager

 MAPA Executive Director

Approved by MAPA Finance Committee: _____
 Date

 MAPA Treasurer/Finance Committee Member

Emspace + Lovgren
7634 Pierce Street
Omaha NE 68124-1508
402-398-9448

STATEMENT



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

Date
7/25/2018

Charges: 6-1-2018 - 7-25-2018

Project #CM-D2 (107)

CN#22553

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

E-Mail: amorales@mapacog.org

Date	Invoice	Transaction	Amount
7/25/2018	445-449	CMAQ Air Quality & Reduced Fare Program	\$30,275.00
		AMOUNT DUE*PLEASE REMIT	\$30,275.00

Emspace + Lovgren
 7634 Pierce Street
 Omaha NE 68124-1508
 402-398-9448

INVOICE



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

Invoice #
445-449
7/25/2018

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

Charges: 6-1-2018 - 7-25-2018
 Project #CM-D2 (107)
 CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 1 * PROJECT MANAGEMENT	
<i>1.1 Project Strategic Plan</i>	
Principal Manager * Linda Lovgren .50 Hrs @ \$190	\$95.00
<i>1.2 Project Execution Plan</i>	
Principal Manager * Linda Lovgren 1.75 Hrs @ \$190	\$332.50
<i>1.3 Progress & Client Meetings</i>	
Principal Manager * Linda Lovgren 7.00 Hrs @ \$190	\$1,330.00
Graphics Manager * Tom Nemitz 10.75 Hrs @ \$145	\$1,558.75
<i>1.4 Media Buy Oversight</i>	
Principal Manager * Linda Lovgren 6.50Hrs @ \$190	\$1,235.00

Emspace + Lovgren
 7634 Pierce Street
 Omaha NE 68124-1508
 402-398-9448



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

Invoice #
445-449
7/25/2018

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

Charges: 6-1-2018 - 7-25-2018
 Project #CM-D2 (107)
 CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 1 * PROJECT MANAGEMENT	
1.5 Administrative Duties	
Principal Manager * Linda Lovgren 3.25 Hrs @ \$190	\$617.50
Project Administration * Donna Maxey 7.00 Hrs @ \$85	\$595.00
TASK 3 * CREATIVE - GRAPHICS	
3.1 Graphics Design	
Graphics Manager* Tom Nemitz 4.00 Hrs @ \$145	\$580.00
3.2 Creative Development & Production	
Graphics Manager* Tom Nemitz 5.00 Hrs @ \$145	\$725.00
3.3 Video Production & Photography	
Graphics Manager* Tom Nemitz 11.25 Hrs @ \$145	\$1,631.25

Emspace + Lovgren
 7634 Pierce Street
 Omaha NE 68124-1508
 402-398-9448

INVOICE



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

Invoice #
445-449
7/25/2018

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

Charges: 6-1-2018 - 7-25-2018
 Project #CM-D2 (107)
 CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 3 CREATIVE GRAPHICS	
<i>3.4 Web Design</i>	
Graphics Manager* Tom Nemitz 2.00 Hrs @ \$145 ✓	\$290.00
<i>3.5 Web Content</i>	
Graphics Manager* Tom Nemitz 3.00 Hrs @ \$145 ✓	\$435.00
<i>3.6 Social & Digital</i>	
Graphics Manager* Tom Nemitz 11.00 Hrs @ \$145 ✓	\$1,595.00
TASK 4 MEDIA COORDINATION	
<i>4.1 Media Buying</i>	
Principal Manager * Linda Lovgren 4.00 Hrs @ \$190 ✓	\$760.00

Emspace + Lovgren
 7634 Pierce Street
 Omaha NE 68124-1508
 402-398-9448

INVOICE



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

Invoice #
445-449
7/25/2018

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

Charges: 6-1-2018 - 7-25-2018

Project #CM-D2 (107)
 CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 4 MEDIA COORDINATION	
<i>4.3 Monitoring*Placement/Invoicing/Billing Summary</i>	
Project Administration*Pam Hill 24.75 Hrs @ \$85	\$2,103.75
TASK 5 PUBLIC RELATIONS	
<i>5.1 Message Platform</i>	
Principal Manager * Linda Lovgren 4.75 Hrs @ \$190	\$902.50
<i>5.2 Media Relations*Education Opportunities</i>	
Principal Manager * Linda Lovgren 4.00 Hrs @ \$190	\$760.00
<i>5.3 Editorial</i>	
Principal Manager * Linda Lovgren 5.00 Hrs @ \$190	\$950.00
Page 4	

Emspace + Lovgren
 7634 Pierce Street
 Omaha NE 68124-1508
 402-398-9448

INVOICE



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

Invoice #
445-449
7/25/2018

Charges: 6-1-2018 - 7-25-2018

Project #CM-D2 (107)

CN#22553

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

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 5 PUBLIC RELATIONS	
<i>5.4 Engage Social Media * Facebook & Twitter</i>	
Principal Manager * Linda Lovgren .25 Hrs @ \$190	\$47.50
Social Media Coordinator* Angie Hempel 4.00 Hrs @ \$145	\$580.00
Social Media Coordinator* Kelly Bast 5.75 Hrs @ \$145	\$833.75
<i>5.5 Develop Community Partners</i>	
Principal Manager * Linda Lovgren .75 Hrs @ \$190	\$142.50
Page 5	

Emspace + Lovgren
 7634 Pierce Street
 Omaha NE 68124-1508
 402-398-9448

INVOICE



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

Invoice #
445-449
7/25/2018

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

Charges: 6-1-2018 - 7-25-2018
 Project #CM-D2 (107)
 CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
DIRECT EXPENSES	
<i>Sub-Consultants</i>	
Canary & Coal * June 2018 Social Media Consultation	\$1,100.00
<i>Media Advertising</i>	
Heartland Bike Share * Sponsorship-Logos on Bikes	\$4,000.00
Lamar Outdoor *I-80 & 81 St * Digital Brd 6/25/18 - 7/8/18	\$2,000.00
Lamar Outdoor *I-80 & 72 SSFE* Digital Brd 7/16/18 - 8/12/18	\$2,600.00
WOWT TV * 6/18/18 - 6/24/18 Digital Spots (1)	\$500.00
WOWT TV * 6/18/18 - 6/22/18 10 Spots	\$1,950.00
<i>Printing* Reproduction</i>	
Delivery Services* 6/15/18 MAPA - Display	\$25.00
AMOUNT DUE* PLEASE REMIT	\$30,275.00



Cost Breakdown Form

Specific Rates of Compensation (Fixed Labor) Agreements

Company Name:	EMSPACE + LOVGREN		
Control No.:	22553	Project No.:	CM-D2 (107)
Project Location:	Douglas County, Nebraska		
Agreement No.:	BK1819	Expire Date:	January 31, 2019
Invoice No.:	445-449	Invoice Date:	July 25, 2018
% Work Completed:	19%		
Current Billing Period:	6/1/2018	thru	7/25/2018

Agreement No: BK1819 Agreement amount thru supplement # 000	Maximum Not-to-Exceed Amount \$205,945.00
---	--

	Amount		
	This Period	Previously Billed	To Date
Direct Labor	\$18,100.00	\$5,617.50	\$23,717.50
Direct Costs (Non-Labor)	\$25.00	\$0.00	\$25.00
Outside Services (Subconsultants):			
<u>Name</u>	<u>Max Amount</u>		
Canary & Coal	\$3,300.00	\$1,100.00	\$2,200.00
Lamar Outdoor	\$89,000.00	\$11,050.00	\$2,000.00
			\$13,050.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Adjustments:			
Description:			\$0.00
Total Amount DUE >>		\$30,275.00	\$9,817.50
			\$40,092.50

<i>By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract</i>	Total Agreement Amount Remaining: \$165,852.50	
Signature (typed or signed name required): Donna Maxey	Title: Client Operations Manager	Date: 7/25/2018
Consultant's email contact for invoice-related questions:		

Emspace + Lovgren		MAPA* CMAQ Quality & Reduced Fare Campaign**Project #CM-D2-(107)											Remaining Budget		% of Project Completed	
Task Name ** % of Services Completed	Task Order Total	Invoice # 19721 April/May 2018	Invoice #443-449 June/July 2018											Billed to Date	Remaining Budget	% of Project Completed
Task 1 Project Management & Administration*Direct Labor	\$ 28,025.00	\$ 2,146.25	\$ 5,763.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,910.00	\$ 20,115.00	28%
Task 2 Air Quality Awareness Survey*Direct Labor	\$ 4,525.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,525.00	0%
Task 3.1 Graphic Design * Direct Labor	\$ 27,550.00	\$ 906.25	\$ 5,256.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,162.50	\$ 21,387.50	22%
Task 4 Media Planning & Placement * Direct Labor	\$ 8,950.00	\$ 902.50	\$ 2,863.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,766.25	\$ 5,183.75	42%
Task 5 Public Relations * Direct Labor	\$ 16,595.00	\$ 1,662.50	\$ 4,216.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,878.75	\$ 10,716.25	35%
Sub-Total:	\$ 85,645.00	\$ 5,617.50	\$ 18,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,717.50	\$ 61,927.50	28%
Direct Expenses																
Direct Costs:																
Printing Collateral, Production-Radio,TV, Outdoor, Website	\$ 8,000.00	\$ -	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ 7,975.00	0%
Media*Print Ads, Radio Spots, TV, Outdoor Bkts, On-line, Social Media	\$ 89,000.00	\$ 2,000.00	\$ 11,050.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,050.00	\$ 75,950.00	15%
Social Media Consultant	\$ 3,300.00	\$ 2,200.00	\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,300.00	\$ -	100%
Survey*Survey Subcontractors	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	0%
Sub-Total:	\$ 120,300.00	\$ 4,200.00	\$ 12,175.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,375.00	\$ 103,925.00	14%
GRAND TOTAL:	\$ 205,945.00	\$ 9,817.50	\$ 30,275.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,092.50	\$ 165,852.50	19%

Emspace + Lovgren **Progress Report

Bill To: METROPOLITAN AREA PLANNING AGENCY (MAPA)
2222 Cumming Street
Omaha NE 68102-4328

Date: 7-25-2018
Invoice # 445-449
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 Lovgren Marketing Group Team for CMAQ AIR QUALITY & REDUCED FARE PROGRAM 2017

Task #	Project Management	Description of Services
Task 1	Project Management	Strategic Planning; Media Planning & Evaluate Buy; Meeting Prep; Agenda, Attend; Client Contact-develop materials; Document Prep
Task 2	Air Quality Awareness Survey	No Activity
Task 3	Creative/Graphics	Photos at Lothrop Magnet; Resize/Color Correct/Crop Photos; Photos at UNO Aim for the Stars-sort/resize/format for website; Add articles to newsroom & photo gallery; Revisions on graphs per Dan May; Social Media Posting; Revise on-line display ads-KMTV article
Task 4	Media Coordination	Media-review broadcast buys, digital media & final implementation; Contact media vendors for schedules/buy; prepare insertion orders
Task 5	Public Relations	Develop message platform-social media strategies; Coordinate interviews with station/client; copy for talking points (Greg); Copy-research for editorials; develop digital ads & proof copy; review blog & radio interview content
Direct Costs*	Printing/Production; Media Advertising	Social Media Coordination; Outdoor Boards; Television spots; Misc Expenses-deliveries



MAPA* CMAQ Quality & Reduced Fare Campaign**Project #CM-D2-(107) (NEW WITH ADD'L HOURS)

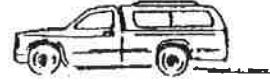
Task Name **HOURS RECAP	Task Order Hrs Budgeted	Invoice #19721 April-May 2018 Hrs Billed	Invoice #24549 June-July 2018 Hrs Billed										Hrs Billed to Date	Budget Hrs Remaining	% of Budget Hrs Completed
Task 1 Project Management & Administration*Direct Labor	191.00	13.25	36.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	141.00	26%
Task 2 Air Quality Awareness Survey*Direct Labor	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0%
Task 3.1 Graphic Design * Direct Labor	190.00	6.25	36.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42.50	147.50	22%
Task 4 Media Planning & Placement * Direct Labor	70.00	4.75	28.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.50	36.50	48%
Task 5 Public Relations * Direct Labor	58.00	8.75	74.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.25	64.75	34%
Total Hours:	574.00	33.00	126.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	159.25	414.75	28%



GRIFF'S DELIVERY SERVICE
Omaha, NE

402-677-0800

402-672-0727 • 402-850-1553 • 402-331-4299



No 200175

SHIPPER						from MAPA		
EMSPACE + Lovgren								
DATE	TIME	AM	PM	SHIPPER SIGNATURE				
6/15				<i>[Signature]</i>				
CONSIGNEE NAME AND ADDRESS				BOXES	OTHER	WEIGHT		
(To) EMSpace						P.U. Display		
MAPA						Del to EMSpace		
2222 Cummins St								
CONSIGNEE SIGNATURE				COURIER SIGNATURE		DATE		
X 3pm Del Perm				<i>[Signature]</i>		TIME AM PM		
TOTAL CHARGES						2500		

Priority
 1 Hour
 2 Hour
 3 Hour
 Same Day
 JOB # 4837

Buyers from

Heartland Bike Share
PO Box 533
Omaha, NE 68101 US
402-577-0515
ben@heartlandbikeshare.org

Invoice

BILL TO
emspace + lovgren

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
84	06/14/2018	\$4,000.00	07/14/2018	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
Sponsorship Logos on Bikes term of four months	1	4,000.00	4,000.00
BALANCE DUE			\$4,000.00



INVOICE

3900

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

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

INVOICE NO: 109263257

CUSTOMER
CONTRACT NO:

LAMAR CUSTOMER NO: 579163
LAMAR CONTRACT NO: 2985643

INVOICE DATE: 06/25/2018

DUE DATE: 07/25/2018

MARKET / MEDIA TYPE / DESIGN / LOCATION	CONTRACT SERVICE DATES	PANEL NUMBER	PANEL TAB ID	ILLUM	AMOUNT									
1 - OMAHA, NE 244-Omaha, NE Media Type: DigitalBulletins I-80 & 81ST SSW DIGITAL(PERMS:ACE)	6/25/18-7/8/18	1664	30497158	Yes Total Panels:1	2,000.00									
<table border="1"> <thead> <tr> <th>STATE TAX</th> <th>COUNTY or PARISH TAX</th> <th>CITY TAX</th> <th colspan="2">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td colspan="2">2,000.00</td> </tr> </tbody> </table>					STATE TAX	COUNTY or PARISH TAX	CITY TAX	AMOUNT		0.00	0.00	0.00	2,000.00	
STATE TAX	COUNTY or PARISH TAX	CITY TAX	AMOUNT											
0.00	0.00	0.00	2,000.00											

REMITTANCE STUB - Please send this with payment.

Thank you for doing business with Lamar. Your prompt payment of this invoice is greatly appreciated.

TO PAY ONLINE, PLEASE VISIT <http://payments.lamar.com>

000579163109263257000002000009

CUSTOMER

LOVGREN MARKETING GROUP
ATTN: LINDA LOVGREN
7634 PIERCE ST.
OMAHA, NE 68124-1508

TERMS:
NET 30 DAYS

THIS AMOUNT DUE

2,000.00

US DOLLARS

Lamar Office Use Only

109263257
579163-3

pr:06/25/2018 sc:06/25/2018
ContractPlantAdvertiser

MAIL
PAYMENT TO

LAMAR COMPANIES
P.O. BOX 96030
BATON ROUGE, LA 70896



INVOICE

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

1927

RECEIVED JUL 23 2018

CUSTOMER: EMSPACE + LOVGREN
ADVERTISER: MAPA - OZONE PROJECT

INVOICE NO: 109345332

INVOICE DATE: 07/16/2018

CUSTOMER
CONTRACT NO:

LAMAR CUSTOMER NO: 585381
LAMAR CONTRACT NO: 2985643

DUE DATE: 08/15/2018

MARKET / MEDIA TYPE / DESIGN / LOCATION	CONTRACT SERVICE DATES	PANEL NUMBER	PANEL TAB ID	ILLUM	AMOUNT
1 - OMAHA, NE 244-Omaha, NE Media Type: DigitalBulletins Design: tbd I-80 & 72ND DIGITAL-SSFE	7/16/18-8/12/18	1645	30597853	Yes Total Panels:1	2,600.00

Job 4837

STATE TAX	COUNTY or PARISH TAX	CITY TAX	AMOUNT
0.00	0.00	0.00	2,600.00

REMITTANCE STUB - Please send this with payment.

Thank you for doing business with Lamar. Your prompt payment of this invoice is greatly appreciated.

TO PAY ONLINE, PLEASE VISIT <http://payments.lamar.com>

000585381109345332000002600007

CUSTOMER

EMSPACE + LOVGREN
ATTN: PAM HILL
7634 PIERCE STREET
OMAHA, NE 68124

TERMS:
NET 30 DAYS

THIS AMOUNT DUE

2,600.00

US DOLLARS

Lamar Office Use Only

109345332
585381-3

pr:07/16/2018 sc:07/20/2018
ContractPlantAdvertiser

MAIL
PAYMENT TO

LAMAR COMPANIES
P.O. BOX 96030
BATON ROUGE, LA 70896

INVOICE RECEIVED JUL 20 2018



WOWT
 3501 Farnam St.
 Omaha, NE 68131
 Main: (402) 346-6666

WOWT NBC OMAHA Billing:

Invoice #	Invoice Date	Invoice Month	Invoice Period
850023-1	06/24/18	June 2018	05/28/18 - 06/24/18

Property	Account Executive	Sales Office	Sales Region
WOWT	Mary Wilson	Omaha Local	Local

Advertiser	Product	Estimate Number
Little Steps - Big Impact	2018 Digital	2018 Digital

Flight Dates	Order #	Alt Order #
06/24/18 - 07/29/18	850023	

Billing Calendar	Billing Type	Deal #
Broadcast	Cash	

Special Handling
ED:phill@lovgren.com

Agency Code	Advertiser Code	Product 1/2

Agency Ref	Advertiser Ref
3579	145631

Billing Address:

Emspace + Lovgren
 Attention: Accounts Payable
 7634 Pierce St
 Omaha, NE 68124

Send Payment To:

WOWT
 P.O. Box 14200
 Tallahassee, FL 32317-4200

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/ Week	Rate	Type	
1	06/24/18	06/24/18	Internet	Non Spot	-----1	:00	1	\$500.00	NS	
Weeks:		<u>Start Date</u>	<u>End Date</u>	<u>MTWTFSS</u>	<u>Spots/Week</u>	<u>Rate</u>				
		06/18/18	06/24/18	-----1	1	\$500.00				
<u>Spots: #</u>	<u>Ch</u>	<u>Day</u>	<u>Air Date</u>	<u>Air Time</u>	<u>Description</u>	<u>Start/End Time</u>	<u>Length</u>	<u>Ad-ID</u>	<u>Rate</u> <u>Type</u>	
1	WOWT	Su	06/24/18		Internet	Non Spot	:00		\$500.00 NS	
<u>Total Spots</u>							1			

Payment Terms 30 Days

Gross Total **\$500.00**

We warrant that the actual broadcast information shown on this invoice was taken from the program log. Gray does not discriminate in its advertising contracts, and it will not accept advertising intended to discriminate on the basis of race or ethnicity. Advertiser hereby affirms that nothing in this Agreement is intended to discriminate on the basis of race or ethnicity. This Agreement is subject to the Standard Terms and Conditions available at www.gray.tv/advertising.



WOWT
3501 Farnam St.
Omaha NE 68131

INVOICE

Invoice # 850010-1	Invoice Date 06/24/18	Invoice Month June 2018	Invoice Period 05/29/18 - 06/24/18
Station WOWT	Account Executive Mary Wilson	Sales Office Omaha Local	Sales Region Local
Advertiser Little Steps - Big Impact (145631)		IDB#	
Agency Lovgren Advertising (3579)		Order # 850010	Alt Order #
Flight Dates 06/18/18 - 09/05/18		Billing Calendar Broadcast	Billing Type Cash
Advertiser Code	Product Code	Estimate Number 2018 Air Quality	
Product Description 2018 Air Quality			

WOWT - OMAHA

Lovgren Advertising
809 N 96th St
Omaha NE 68114

000518

Send Payment To:
WOWT
P.O. Box 14200
Tallahassee FL 32317-4200

For Billing Inquiries Call: (402) 346-6666

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots / Week	Rate	Type	
1	06/18/18	08/05/18	Daybreak @ 6a	558a-7a	MTWTF--	:30	3	\$225.00		
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
2	WOWT	M	06/18/18	06:58 am	Daybreak @ 6a	558a-7a	:30	MAPA01H	\$225.00	NM
3	WOWT	T	06/19/18	06:20 am	Daybreak @ 6a	558a-7a	:30	MAPA01H	\$225.00	NM
1	WOWT	F	06/22/18	06:20 am	Daybreak @ 6a	558a-7a	:30	MAPA01H	\$225.00	NM

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots / Week	Rate	Type	
1	06/18/18	08/05/18	News @ 10p M-F	10p-1035p	MTWTF--	:30	2	\$450.00		
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
1	WOWT	T	06/19/18	10:31 pm	News @ 10p M-F	10p-1035p	:30	MAPA01H	\$450.00	NM
2	WOWT	T	06/21/18	10:26 pm	News @ 10p M-F	10p-1035p	:30	MAPA01H	\$450.00	NM

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots / Week	Rate	Type	
1	06/18/18	08/05/18	Graphic	Non-Spot	MTWTF--	:00	5	\$75.00		
Spots #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type
1	WOWT	M	06/18/18	12:00 am	Graphic	Non-Spot	:00		\$75.00	NS
2	WOWT	T	06/19/18	12:00 am	Graphic	Non-Spot	:00		\$75.00	NS
3	WOWT	W	06/20/18	12:00 am	Graphic	Non-Spot	:00		\$75.00	NS
4	WOWT	T	06/21/18	12:00 am	Graphic	Non-Spot	:00		\$75.00	NS
5	WOWT	F	06/22/18	12:00 am	Graphic	Non-Spot	:00		\$75.00	NS

Total Spots 10

Payment Terms 30 days **US Funds Only** **Due Date: 07/24/2018** **Gross Total** **\$1,950.00**

We warrant that the actual broadcast information shown on this invoice was taken from the program log.

Gray does not discriminate in its advertising contracts, and it will not accept advertising intended to discriminate on the basis of race or ethnicity. Advertiser hereto affirms that nothing in this Agreement is intended to discriminate on the basis of race or ethnicity. This Agreement is subject to the Standard Terms and Conditions available at www.gray.tv/advertising.

INVOICE



To:

Linda Lovgren, Vice President

Emspace + Lovgren

7634 Pierce Street

Omaha NE 68124

E: lovgren@emspacegroup.com; maxey@emspacegroup.com

From:

Canary & Coal

Randa Zalman, President & CEO

12020 Shamrock Plaza, #200

Omaha, NE 68154

C: 402-321-0051

E: randa@canaryandcoal.com

Date	Description	Amount
June 2018	Little Steps Big Impact Attend MAPA / LSBI Meetings Follow Up with Linda Lovgren on Contracts, Communication Provide Email Updates – Content, Graphics, Budgets June 2018 Social Media Consultation Social Media Scheduling, Reporting Community Management Post from Special Events, Millard	\$1,100.00
Totals:		\$1,100.00

Please pay upon receipt.

Thank you for this opportunity!

MAPA* TASK 5 PUBLIC RELATIONS						
TIMESHEET RECAP * June 1, 2018 - July 25, 2018						
Staff	Date	Job	Task 3	Service	Description	Hours
Linda	Jun 15 2018	4827	5.1 Message Platform	Social Media Coordinator	Digital/Media Strategy meeting	0.25
Linda	Jun 18 2018	4827	5.1 Message Platform	Social Media Coordinator	Meeting with Tom and Kelly about campaign	0.50
Linda	Jun 26 2018	4827	5.1 Message Platform	Social Media Coordinator	Media strategy meeting with Kelly	2.00
Linda	Jul 09 2018	4827	5.1 Message Platform	Social Media Coordinator	Media strategy meeting with Kelly	1.00
Linda	Jul 12 2018	4827	5.1 Message Platform	Social Media Coordinator	Strategy meeting with Kelly and Tom	0.50
Linda	Jul 16 2018	4827	5.1 Message Platform	Social Media Coordinator	Messaging discussion - Angie, Tom and Kelly	0.50
					Total:	4.75
Linda	Jul 02 2018	4828	5.2 Media Relations	Project Officer / Principal	Coordinate station and client interview	0.25
Linda	Jul 12 2018	4828	5.2 Media Relations	Project Officer / Principal	Write the article for NET, distribute for approvals, make revisions, organize photos and copy, distribute to NET	1.75
Linda	Jul 18 2018	4828	5.2 Media Relations	Project Officer / Principal	Update progress on media interviews and blog topics	0.25
Linda	Jul 19 2018	4828	5.2 Media Relations	Project Officer / Principal	Review photo approvals & discuss radio interviews with staff	0.50
Linda	Jul 23 2018	4828	5.2 Media Relations	Project Officer / Principal	Talking points and communications to Greg & Dave Wingert	1.25
					Total:	4.00
Linda	Jul 18 2018	4829	5.3 Editorial	Social Media Coordinator	Writing and researching editorial #2	2.00
Linda	Jul 19 2018	4829	5.3 Editorial	Social Media Coordinator	Writing/research #3 editorial edits- email Russ from DCHD	3.00
					Total:	5.00
Angie	Jul 02 2018	4830	5.4 Engage Social Media	Social Media Coordinator	Discussing sponsorships for KMTV with Tom plus research	0.50
Angie	Jul 05 2018	4830	5.4 Engage Social Media	Social Media Coordinator	Copy for KMTV sponsorships-digital	1.00
Angie	Jul 11 2018	4830	5.4 Engage Social Media	Social Media Coordinator	Edits to story and emails	0.50
Angie	Jul 12 2018	4830	5.4 Engage Social Media	Social Media Coordinator	Add'l research-sponsorships	0.50
Angie	Jul 19 2018	4830	5.4 Engage Social Media	Social Media Coordinator	Copy for KMTV sponsorships -revisions	1.50
					Total:	4.00
Kelly	Jun 26 2018	4830	5.4 Engage Social Media	Social Media Coordinator	digital ads + next steps meeting	0.50
Kelly	Jul 03 2018	4830	5.4 Engage Social Media	Social Media Coordinator	writing radio scripts	0.75
Kelly	Jul 05 2018	4830	5.4 Engage Social Media	Social Media Coordinator	radio scripts; paid story proofing	0.35
Kelly	Jul 10 2018	4830	5.4 Engage Social Media	Social Media Coordinator	social media strategy + social posts/promotions	1.00
Kelly	Jul 06 2018	4830	5.4 Engage Social Media	Social Media Coordinator	social media posts for upcoming week + posting friday posts	1.00
Kelly	Jul 12 2018	4830	5.4 Engage Social Media	Social Media Coordinator	writing LSBI posts; touchpoint meeting with AH + TN	1.40
Kelly	Jul 18 2018	4830	5.3 Editorial	Project Officer / Principal	proofing article	0.25
Kelly	Jul 23 2018	4830	5.4 Engage Social Media	Social Media Coordinator	social media posts	0.50
					Total:	5.75
Linda	Jun 25 2018	4830	5.4 Engage Social Media	Project Officer / Principal	Discuss social media transition with Tom	0.25
					Total:	0.25
Linda	Jul 11 2018	4831	5.5 Community Ptrns	Project Officer / Principal	review the KMTV Blog copy and provide to client	0.50
Linda	Jul 19 2018	4831	5.5 Community Ptrns	Project Officer / Principal	review content for radio interview (elizabeth)	0.25
					Total:	0.75

MAPA* TASK 4 MEDIA COORDINATION						
TIMESHEET RECAP * June 1, 2018 - July 25, 2018						
Staff	Date	Job	Task #	Service	Description	Hours
Linda	Jun 18 2018	4824	4.1 Media Buying	Project Officer / Principal	Finalize broadcast buys	2.50
Linda	Jul 5 2018	4824	4.1 Media Buying	Project Officer / Principal	Meeting- discuss creative and digital media review media budget- final buy implementation	1.50
					Total:	4.00
Pam	Jun 18 2018	4826	4.3 Media Monitoring	Project Administration	Revised budget for media buy, contacted media to place buy and worked on schedules	6.00
Pam	Jun 19 2018	4826	4.3 Media Monitoring	Project Administration	Contacted media to get placements and working through proposals	5.00
Pam	Jun 20 2018	4826	4.3 Media Monitoring	Project Administration	Media buy-placement, prep insertion orders, contact vendors	7.50
Pam	Jun 21 2018	4826	4.3 Media Monitoring	Project Administration	Negotiating and booking Cox, KMTV and iHeart for media buy	2.75
Pam	Jul 02 2018	4826	4.3 Media Monitoring	Project Administration	Contact radio station-times for Sue's interviews on air	0.50
Pam	Jul 05 2018	4826	4.3 Media Monitoring	Project Administration	Matching invoices for media buy, working on IO's	1.00
Pam	Jul 20 2018	4826	4.3 Media Monitoring	Project Administration	Articles to KMTV, interview questions and details of the interview to the Exec Dir of MAPA and to the radio station Boomer. Called WOWT for invoices not received	2.00
					Total:	24.75

MAPA * TASK 3 CREATIVE - GRAPHICS						
TIMESHEET RECAP * June 1, 2018 - July 25, 2018						
Staff	Date	Job	Task #	Service	Description	Hours
Tom	Jun 14 2018	4817	3.1 Graphic Design	Graphics Manager	Format online display ads for WOWT send to station	1.00
Tom	Jun 29 2018	4817	3.1 Graphic Design	Graphics Manager	Layout new display ads with approved new "Little Steps" copy, route internally for feedback	3.00
					Total:	4.00
Tom	Jun 26 2018	4818	3.2 Creative Develop	Graphics Manager	Meeting-internal-discuss creative strategy	1.50
Tom	Jun 28 2018	4818	3.2 Creative Develop	Graphics Manager	Discuss new "Little Steps" copy and desired edits with client	0.50
Tom	Jul 02 2018	4818	3.2 Creative Develop	Graphics Manager	Revise online display ads with corrections/edits after internal routing; send to client for feedback	1.50
Tom	Jul 12 2018	4818	3.2 Creative Develop	Graphics Manager	Revise first KMTV sponsored article, send to station for posting	0.75
Tom	Jul 19 2018	4818	3.2 Creative Develop	Graphics Manager	Proofread second KMTV promoted article, send to client after routing through office	0.75
					Total:	5.00
Tom	Jun 27 2018	4819	3.3 Video /Photography	Graphics Manager	Take photos of ozone testing at Lothrop Magnet School (Civic Nebraska summer program)	3.00
Tom	Jun 28 2018	4819	3.3 Video /Photography	Graphics Manager	Format, sort, color-correct, crop photos from shoot at Lothrop Elementary	2.25
Tom	Jul 13 2018	4819	3.3 Video /Photography	Graphics Manager	Take photos at UNO Aim For The Stars summer program	3.50
Tom	Jul 16 2018	4819	3.3 Video /Photography	Graphics Manager	Sort, resize, format photos from Aim For The Stars for both social media and website	2.50
					Total:	11.25
Tom	Jul 12 2018	4820	3.4 Web Design	Graphics Manager	Change all instances of "AQI" to "PPM" in charts and graphs on website, per Dan May from City of Omaha Environmental Quality * shown as Parts Per Million	2.00
					Total:	2.00
Tom	Jul 10 2018	4821	3.4 Web Content	Graphics Manager	Search for/add news articles to newsroom (several OWH/KETV/WOWT/KMTV stories from May and June); add photo gallery from Lothrop Elementary ozone testing	3.00
					Total:	3.00
Tom	Jun 18 2018	4822	3.6 Social * Digital	Graphics Manager	Prepare notes for meeting with Kelly and Angie to discuss new copy for display ads and radio station bumpers (new "Little Steps"); overview of the client and needs	1.50
Tom	Jun 25 2018	4822	3.6 Social * Digital	Graphics Manager	Begin strategizing for takeover of social media from Canary & Coal; pull editorial calendars for 2017, reports, and graphics; initial steps discussion	3.25
Tom	Jun 26 2018	4822	3.6 Social * Digital	Graphics Manager	Print 2017 social media analytics reports (and 2018 in progress reports), analyze for strategy meeting	1.00
Tom	Jun 29 2018	4822	3.6 Social * Digital	Graphics Manager	Review social media posts for first part of July, send to client for feedback/approval; forward changes for schedule	1.25
Tom	Jul 02 2018	4822	3.6 Social * Digital	Graphics Manager	Change password on Twitter account-ensure security settings are correct	1.00
Tom	Jul 05 2018	4822	3.6 Social * Digital	Graphics Manager	Proof next week's social media - send to client for approval	0.75
Tom	Jul 10 2018	4822	3.6 Social * Digital	Graphics Manager	Create post on Facebook/Twitter for "Moderate" air quality forecasted day, develop quick promoted campaign	1.00
Tom	Jul 12 2018	4822	3.6 Social * Digital	Graphics Manager	Proof next week's social media posts, send to client for approval	0.50
Tom	Jul 19 2018	4822	3.6 Social * Digital	Graphics Manager	Proof next two weeks of social media posts, send to client for approval	0.75
					Total:	11.00

MAPA* TASK 1 Project Management						
TIMESHEET RECAP * June 1, 2018 - July 25, 2018						
Staff	Date	Job	Task #	Service	Description	Hours
Linda	Jul 16 2018	4809	1.1 Strategic Plan	Project Officer / Principal	Internal planning for social & digital media	0.50
					Total:	0.50
Linda	Jun 26 2018	4810	1.2 Execution Plan	Project Officer / Principal	Team planning	0.75
Linda	Jul 19 2018	4810	1.2 Execution Plan	Project Officer / Principal	Coordinate - execution plan	1.00
					Total:	1.75
Linda	Jun 13 2018	4811	1.3 Progress/Meetings	Project Officer / Principal	Prep agenda, distribute and prep materials for the progress meeting	1.75
Linda	Jun 14 2018	4811	1.3 Progress/Meetings	Project Officer / Principal	LSBI update outreach meeting	1.25
Linda	Jul 11 2018	4811	1.3 Progress/Meetings	Project Officer / Principal	Prepare agenda and notes, distribute agenda	1.00
Linda	Jul 12 2018	4811	1.3 Progress/Meetings	Project Officer / Principal	Prepare materials for the progress meeting	0.75
Linda	Jul 12 2018	4811	1.3 Progress/Meetings	Project Officer / Principal	Participate and facilitate in progress meeting and approval of needed materials	1.75
Linda	Jul 17 2018	4811	1.3 Progress/Meetings	Project Officer / Principal	Review changes in the budget document to provide client	0.50
					Total:	7.00
					Attend progress meeting at MAPA; discuss schedule for school program photos afterward with client	1.50
Tom	Jun 14 2018	4811	1.3 Progress/Meetings	Graphics Manager		1.50
Tom	Jun 15 2018	4811	1.3 Progress/Meetings	Graphics Manager	Team meeting-discussion of deliverable & proposals for media	1.00
Tom	Jun 18 2018	4811	1.3 Progress/Meetings	Graphics Manager	Prepare checklist of deliverables and deadlines; Meeting to Discuss	2.50
Tom	Jun 21 2018	4811	1.3 Progress/Meetings	Graphics Manager	Revise checklist of media deliverables, review status	0.75
Tom	Jun 26 2018	4811	1.3 Progress/Meetings	Graphics Manager	Meet with internal team discuss social campaign strategy & media	1.00
Tom	Jun 26 2018	4811	1.3 Progress/Meetings	Graphics Manager	Meet discuss new copy for radio spots and online ads	0.75
Tom	Jul 12 2018	4811	1.3 Progress/Meetings	Graphics Manager	Attend progress meeting at MAPA	2.00
Tom	Jul 12 2018	4811	1.3 Progress/Meetings	Graphics Manager	Team meeting- discuss KMTV sponsored article content, social media strategic plan	0.50
Tom	Jul 16 2018	4811	1.3 Progress/Meetings	Graphics Manager	Team meeting- discuss upcoming deliverables for LSBI (sponsored posts on KMTV.com, fact sheets for Boomer Radio interviews)	0.75
					Total:	10.75
Linda	Jun 06 2018	4812	1.4 Media Buy Oversight	Project Officer / Principal	Media buy - Bicycle 0.5 review media proposals	1.00
Linda	Jun 08 2018	4812	1.4 Media Buy Oversight	Project Officer / Principal	Media Buy-reviewing strategy	1.00
Linda	Jun 11 2018	4812	1.4 Media Buy Oversight	Project Officer / Principal	Review-oversight	0.75
Linda	Jun 12 2018	4812	1.4 Media Buy Oversight	Project Officer / Principal	Evaluate media proposals, coordinate with media representatives, work on media plan	1.00
Linda	Jun 13 2018	4812	1.4 Media Buy Oversight	Project Officer / Principal	Finalize media buy for July/August	1.50
Linda	Jun 15 2018	4812	1.4 Media Buy Oversight	Project Officer / Principal	Discussion with KETV re programming	0.50
Linda	Jul 02 2018	4812	1.4 Media Buy Oversight	Project Officer / Principal	Review media buy, social media changes -budget adjustments	0.75
					Total:	6.50
Linda	Jun 08 2018	4813	1.5 Adm Duties	Project Officer / Principal	Canary + Coal contract - review	1.00
Linda	Jun 25 2018	4813	1.5 Adm Duties	Project Officer / Principal	Address revisions to social media contract	1.00
Linda	Jun 26 2018	4813	1.5 Adm Duties	Project Officer / Principal	Review revisions on social media contract	0.75
Linda	Jul 16 2018	4813	1.5 Adm Duties	Project Officer / Principal	Budget adjustment-discussion	0.50
					Total:	3.25
Donna	Jun 26 2018	4813	1.5 Adm Duties	Project Administration	Document Prep for Invoicing	3.00
Donna	Jul 20 2018	4813	1.5 Adm Duties	Project Administration	Prep recaps on hours and budget for next billing cycle	0.50
Donna	Jul 24 2018	4813	1.5 Adm Duties	Project Administration	Pull timesheets-prep docs for invoicing	2.00
Donna	Jul 25 2018	4813	1.5 Adm Duties	Project Administration	Document Prep for Invoicing	1.50
					Total:	7.00

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha, Nebraska 68102

Subcontractor's Payment Authorization

Contractor: Steve Jensen Consulting, LLC

Contract Approved by Board of Directors: March 26, 2015

Contract Amount of: \$31,200

Amendment Approved: 12/08/16 not to exceed \$36,00

Contract Period: 04/01/15 – 06/030/16

Amendment: 04/01/15 – 06/30/17

Amendment: 04/01/15 – 10/31/17

Amendment: 04/01/15 – 01/31/18

Payment #12

1. Computation of Payment

Bill to Date \$34,092.50

Less Previous Payments 32, 987.50

Payment Due this Date \$1,105.00

2. Payment Approved

RECOMMENDED PAYMENT BY:

Staff

Executive Director

Payment approved by Finance Committee _____

Treasurer

August 15, 2018

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

Dear Greg,

Enclosed please find two invoices for my work with MAPA on the Heartland 2050 Project from January 1st through June 30th, 2018. These invoices cover the first and second quarters of 2018. If you have any questions or would like more information, just let me know.

Looking forward to the trip to Pittsburgh!

Sincerely,



Steven Jensen, Principal
Steven Jensen Consulting
1516 Cuming Street
Omaha, NE 68102-4409
snjensen@cox.net
C = 402-676-9999

C: Melissa Engel, Amanda Morales

Invoice

Steven Jensen Consulting
5619 S. 169th Street
Omaha, Nebraska 68135

Customer

Metropolitan Area Planning Agency
c/o Greg Youell, Executive Director
2222 Cuming Street
Omaha, Nebraska 68102-4328

Date	Invoice No.	Dates of Service	Terms	Project
08/15/18	206	1/1/18-3/31/18		

Item	Description	Quantity	Rate	Amount
Principal 2	H2050 - Review and comment on CAV white paper, Exec. Com. mtg.	1.5	130.00	195.00
Principal 2	H2050 - Review and comment on CAV white paper, Exec. Com. mtg.	1.5	130.00	195.00
Principal 2	Infrastructure Comm. mtg.,	1.5	130.00	195.00
Principal 2	H2050 - Steering Comm. membership mtg.	1	130.00	130.00
Principal 2	AV/CV Strategic Doing mtg.	2	130.00	260.00

Total \$975.00

Invoice

Steven Jensen Consulting
 5619 S. 169th St.
 Omaha, NE 68135

Customer:
 Metropolitan Area Planning Agency
 2222 Cuming Street
 Omaha, NE 68102-4328

2015

	<u>Jan. - Mar.</u>	<u>Apr. - June</u>	<u>July - Sept.</u>	<u>Oct. - Dec.</u>
Current Billing	\$0	\$4,290.00	\$3,607.50	\$2,990.00
Previous Billing	\$0	\$0.00	\$4,290.00	\$7,897.50
Contract to Date	\$0	\$4,290.00	\$7,897.50	\$10,887.50

2016

	<u>Jan. - Mar.</u>	<u>Apr. - June</u>	<u>July - Sept.</u>	<u>Oct. - Dec.</u>
Current Billing	\$3,737.50	\$1,625.00	\$4,192.50	\$3,737.50
Previous Billing	\$10,887.50	\$14,625.00	\$16,250.00	\$20,442.50
Contract to Date	\$14,625.00	\$16,250.00	\$20,442.50	\$24,180.00

2017

	<u>Jan. - Mar.</u>	<u>Apr. - June</u>	<u>July - Sept.</u>	<u>Oct. - Dec.</u>
Current Billing	\$4,485.00	\$2,632.50	\$1,430.00	\$260.00
Previous Billing	\$24,180.00	\$28,665.00	\$31,297.50	\$32,727.50
Contract to Date	\$28,665.00	\$31,297.50	\$32,727.50	\$32,987.50

2018

	<u>Jan. - Mar.</u>	<u>Apr. - June</u>	<u>July - Sept.</u>	<u>Oct. - Dec.</u>
Current Billing	\$975.00	\$0.00	\$0.00	\$0.00
Previous Billing	\$32,987.50	\$33,962.50	\$33,962.50	\$33,962.50
Contract to Date	\$33,962.50	\$33,962.50	\$33,962.50	\$33,962.50

Invoice

Steven Jensen Consulting
5619 S. 169th Street
Omaha, Nebraska 68135

Customer

Metropolitan Area Planning Agency
c/o Greg Youell, Executive Director
2222 Cuming Street
Omaha, Nebraska 68102-4328

Date	Invoice No.	Dates of Service	Terms	Project
08/15/18	207	4/1/18-6/30/18		

Item	Description	Quantity	Rate	Amount
Principal 2	H2050 Strategy Mtg.	1	130.00	130.00

Total \$130.00

Invoice

Steven Jensen Consulting
 5619 S. 169th St.
 Omaha, NE 68135

Customer:
 Metropolitan Area Planning Agency
 2222 Cuming Street
 Omaha, NE 68102-4328

2015

	<u>Jan. - Mar.</u>	<u>Apr. - June</u>	<u>July - Sept.</u>	<u>Oct. - Dec.</u>
Current Billing	\$0	\$4,290.00	\$3,607.50	\$2,990.00
Previous Billing	\$0	\$0.00	\$4,290.00	\$7,897.50
Contract to Date	\$0	\$4,290.00	\$7,897.50	\$10,887.50

2016

	<u>Jan. - Mar.</u>	<u>Apr. - June</u>	<u>July - Sept.</u>	<u>Oct. - Dec.</u>
Current Billing	\$3,737.50	\$1,625.00	\$4,192.50	\$3,737.50
Previous Billing	\$10,887.50	\$14,625.00	\$16,250.00	\$20,442.50
Contract to Date	\$14,625.00	\$16,250.00	\$20,442.50	\$24,180.00

2017

	<u>Jan. - Mar.</u>	<u>Apr. - June</u>	<u>July - Sept.</u>	<u>Oct. - Dec.</u>
Current Billing	\$4,485.00	\$2,632.50	\$1,430.00	\$260.00
Previous Billing	\$24,180.00	\$28,665.00	\$31,297.50	\$32,727.50
Contract to Date	\$28,665.00	\$31,297.50	\$32,727.50	\$32,987.50

2018

	<u>Jan. - Mar.</u>	<u>Apr. - June</u>	<u>July - Sept.</u>	<u>Oct. - Dec.</u>
Current Billing	\$975.00	\$130.00	\$0.00	\$0.00
Previous Billing	\$32,987.50	\$33,962.50	\$34,092.50	\$34,092.50
Contract to Date	\$33,962.50	\$34,092.50	\$34,092.50	\$34,092.50

Billing Summary

Project Name: Florence Home for the Aged

Contact Name: Lois Jordan

Billing Period: 4/1/18-6/30/18

BUDGET DETAIL	TOTAL	TOTAL	TOTAL	4/1/18-6/30/18		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
A. OPERATING EXPENSES¹										
1. Personnel	\$ 27,160.00	\$ 13,580.00	\$ 13,580.00	\$ 3,483.62	\$ 3,483.62	\$ 6,967.24	\$ 10,856.98	\$ 10,856.98	\$ 2,723.02	\$ 2,723.02
2. Administrative	\$ 44,160.00	\$ 22,080.00	\$ 22,080.00	\$ 6,311.92	\$ 6,311.92	\$ 12,623.84	\$ 19,264.76	\$ 19,264.76	\$ 2,815.24	\$ 2,815.24
3. Insurance	\$ 11,770.00	\$ 5,885.00	\$ 5,885.00	\$ 1,531.14	\$ 1,531.14	\$ 3,062.28	\$ 4,274.46	\$ 4,274.46	\$ 1,610.54	\$ 1,610.54
4. Vehicle Fuel	\$ 5,100.00	\$ 2,550.00	\$ 2,550.00	\$ 723.16	\$ 723.16	\$ 1,446.32	\$ 1,970.48	\$ 1,970.48	\$ 579.52	\$ 579.52
5. Vehicle Repair/Maintenance	\$ 2,970.00	\$ 1,485.00	\$ 1,485.00	\$ 361.73	\$ 361.73	\$ 723.46	\$ 1,478.17	\$ 1,478.17	\$ 6.83	\$ 6.83
	\$ 91,160.00	\$ 45,580.00	\$ 45,580.00	\$ 12,411.57	\$ 12,411.57	\$ 24,823.14	\$ 37,844.85	\$ 37,844.85	\$ 7,735.15	\$ 7,735.15
				12,248.44	12,248.44					
1. Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Vehicle Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Vehicle Repair/Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal - Operating Expenses	\$ 91,160.00	\$ 45,580.00	\$ 45,580.00	\$ 12,411.57	\$ 12,411.57	\$ 24,823.14	\$ 37,844.85	\$ 37,844.85	\$ 7,735.15	\$ 7,735.15
B. PROGRAM TOTAL BUDGET	\$ 91,160	\$ 45,580	\$ 45,580	\$ 12,412	\$ 12,412	\$ 24,823	\$ 37,845	\$ 37,845	\$ 7,735	\$ 7,735
				27%	27%	27%	83%	83%	17%	17%

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

Not to exceed \$ 12,248.44

Contractor Name: Florence Home Transportation

Billing Period: 4-1-2018 to 6-30-2018

Progress Report Form

Work Completed for Current Billing Period:

27% of transportation expenses are being requested in this reporting period. This represents 738 trips for April to June 2018. 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:

83% (including 2,069 trips to date under the current contract)

Outstanding Issues:

None at this time.

Florence Home Vehicle and Driver Summary

Dates of Service	Employee Name	Total Minutes Drive Time	Drive Time in Hours	Hourly Wage	Total Cost
Vehicle	2012 Van				
4/1/2018-4/30/2018	Mindy Manning	690	11.50	✓ \$21.98	\$252.77
4/1/2018-4/30/2018	Tammy Bradley	645	10.75	✓ \$28.91	\$310.78
4/1/2018-4/30/2018	Greta Elliott	970	16.17	✓ \$17.00	\$274.89
5/1/2018-5/31/2018	Mindy Manning	1,450	24.17	✓ \$21.98	\$531.26
5/1/2018-5/31/2018	Tammy Bradley	375	6.25	✓ \$28.91	\$180.69
6/1/2018-6/30/2018	Mindy Manning	620	10.33	✓ \$21.98	\$227.05
6/1/2018-6/30/2018	Tammy Bradley	550	9.17	✓ \$28.91	\$265.10
Vehicle	2014 Van				
4/1/2018-4/30/2018	Mindy Manning	985	16.42	✓ \$21.98	\$360.91
4/1/2018-4/30/2018	Greta Elliott	464	7.73	✓ \$17.00	\$131.41
5/1/2018-5/31/2018	Mindy Manning	1,555	25.92	✓ \$21.98	\$569.72
5/1/2018-5/31/2018	Tammy Bradley	105	1.75	✓ \$28.91	\$50.59
6/1/2018-6/30/2018	Mindy Manning	1,275	21.25	✓ \$21.98	\$467.08
6/1/2018-6/30/2018	Tammy Bradley	430	7.17	✓ \$28.91	\$207.28
Vehicle	2001 Moby Van				
Vehicle	2015 Toyota				
4/1/2018-4/30/2018	Roger Evans	1,414	23.57	✓ \$25.75	\$606.93
5/1/2018-5/31/2018	Roger Evans	1,790	29.83	✓ \$25.75	\$768.12
6/1/2018-6/30/2018	Roger Evans	1,330	22.17	✓ \$25.75	\$570.88
Vehicle	2016 Van				
4/1/2018-4/30/2018	Melissa Hart	220	3.67	✓ \$17.60	\$64.59
4/1/2018-4/30/2018	Michelle Blesh	260	4.33	✓ \$26.51	\$114.79
5/1/2018-5/31/2018	Melissa Hart	215	3.58	✓ \$17.60	\$63.01
5/1/2018-5/31/2018	Michelle Blesh	300	5.00	✓ \$26.51	\$132.55
6/1/2018-6/30/2018	Melissa Hart	165	2.75	✓ \$17.60	\$48.40
6/1/2018-6/30/2018	Michelle Blesh	200	3.33	✓ \$26.51	\$88.28
6/1/2018-6/30/2018	Roger Evans	120	2.00	✓ \$25.75	\$51.50
Vehicle	2017 Dodge Van				
4/1/2018-4/30/2018	Roger Evans	495	8.25	✓ \$25.75	\$212.44
4/1/2018-4/30/2018	Michelle Blesh	90	1.50	✓ \$26.51	\$39.77
5/1/2018-5/31/2018	Roger Evans	261	4.35	✓ \$25.75	\$112.01
6/1/2018-6/30/2018	Roger Evans	616	10.27	✓ \$25.75	\$264.45
Total		17,590	293.18		\$6,967.25

PR Check History 04/13/2018 thru 07/06/2018

004424 Bradley-Larsen, Tammy M

Check Number DD00054855		Check Date 06/22/2018		Check Type C		Pay Period 06/04/2018 - 06/17/2018											
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		7.50	0.00	219.05	01-60200-57-00	TAXST	T	58.92	01-23110-00-00	PTOFEX	0.00	7.50	0.00
57	00	MRCOR	REG	Yes		80.00	0.00	1,557.67	01-60000-57-00	UC-ST	X	0.00		SICKEX	0.00	1.50	0.00
										TAXFED	T	118.06	01-23100-00-00		0.00	0.00	0.00
										TAXFIC	T	106.00	01-23120-00-00		0.00	0.00	0.00
										TAXMED	T	24.79	01-23120-00-00		0.00	0.00	0.00
										ACH-%	Z	1,331.87	01-10200-00-00		0.00	0.00	0.00
										DENTS	D	7.23	01-23150-00-00		0.00	0.00	0.00
										VIS-S	D	7.64	01-23155-00-00		0.00	0.00	0.00
										MD6S3	D	52.24	01-23130-00-00		0.00	0.00	0.00
										LIFE S	D	4.50	01-23157-00-00		0.00	0.00	0.00
										LIFDEP	D	1.35	01-23157-00-00		0.00	0.00	0.00
										401ROT	D	15.00	01-23180-00-00		0.00	0.00	0.00
										UNIMED	D	49.12	01-231		0.00	0.00	0.00

Weeks Worked 2 87.50 \$1,776.72 \$1,776.72 Net

Check Number DD00055016		Check Date 07/06/2018		Check Type C		Pay Period 06/18/2018 -							
Dept	Loc	Job Class	Earning Code	Add Hrs	Visits	Hours	Rate	Earnings	Earnings GL Account Code	Deduct Code	Ded Type	Deduct Amount	Deduct Accou
57	00	MRCOR	OT	Yes		9.75	0.00	284.76	01-60200-57-00	TAXST	T	64.23	01-231
57	00	MRCOR	REG	Yes		80.00	0.00	1,557.67	01-60000-57-00	UC-ST	X	0.00	
										TAXFED	T	127.73	01-231
										TAXFIC	T	110.99	01-231
										TAXMED	T	25.96	01-231
										ACH-%	Z	1,440.43	01-102
										MD6S3	D	52.24	01-231
										LIFE S	D	4.50	01-231
										LIFDEP	D	1.35	01-231
										401ROT	D	15.00	01-231

Weeks Worked 2 89.75 \$1,842.43 \$1,842.43 Net

Admin Time 471.75 ✓
 Less Drive Time (35.09) ✓
 Net Hours Admin 436.66
 x \$ 28.91 ✓
 Hourly Rate plus Benefits
 Total Admin \$ 12,623.84 ✓
 Q2 2018

Totals for Employee ID: 004424		Earning Code	Hours	Rate	Earnings	Deduction Description	Deduct Code	Deduct Amount	Benefit Description	Benefit Code	Benefits Taken	Benefits Earned	Benefits Adjusted
Earnings Description		HOL	8.00	19.47	155.77	401(k) Roth Contribu	401ROT	105.00	Vacation - Full Time	PTOFEX	48.25	52.50	0.00
Holiday		OT	64.00	29.21	1,869.32	ACH Direct Deposit	ACH-%	9,881.67	Sick Pay - Exempt	SICKEX	0.00	10.50	0.00
Overtime		PTO	48.25	19.47	939.47	Dental Insurance Sir	DENTS	21.69			0.00	0.00	0.00
PTO		REG	511.75	19.47	9,964.23	Life Ins - Dependent	LIFDEP	9.45			0.00	0.00	0.00
Regular			0.00	0.00	0.00	Life Ins - Employee	LIFE S	31.50			0.00	0.00	0.00
336.330 (40.00)			0.00	0.00	0.00	Med Ins Employee	MD6S3	365.68			0.00	0.00	0.00
✓ 471.75 hrs			0.00	0.00	0.00	Fed Inc Tax	TAXFED	892.56			0.00	0.00	0.00

PR Check History 04/13/2018 thru 07/06/2018

004424		Bradley-Larsen, Tammy M		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	PTOFE	0.00	7.50	0.00		
57	00	MRCOR	REG	Yes		80.00	0.00	1,557.67	01-60000-57-00	UC-ST	X	0.00		SICKEX	0.00	1.50	0.00		
						less (40)		(3/26-3/30)		TAXFED	T	147.89	01-23100-00-00		0.00	0.00	0.00		
										TAXFIC	T	121.41	01-23120-00-00		0.00	0.00	0.00		
						reg 40				TAXMED	T	28.39	01-23120-00-00		0.00	0.00	0.00		
										ACH-%	Z	1,486.73	01-10200-00-00		0.00	0.00	0.00		
										MD6S3	D	52.24	01-23130-00-00		0.00	0.00	0.00		
										LIFE S	D	4.50	01-23157-00-00		0.00	0.00	0.00		
										LIFDEP	D	1.35	01-23157-00-00		0.00	0.00	0.00		
										401ROT	D	15.00	01-23180-00-00		0.00	0.00	0.00		
										UNIMED	D	77.62	01-23195-00-00		0.00	0.00	0.00		
						Weeks Worked 2	95.50	\$2,010.43				\$2,010.43	Net Amount \$0.00		0.00	9.00	0.00		

Check Number DD00054231		Check Date 04/27/2018		Check Type C		Pay Period 04/09/2018 - 04/22/2018											
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	74.32	01-23110-00-00	PTOFE	0.00	7.50	0.00
57	00	MRCOR	REG	Yes		80.00	0.00	1,557.67	01-60000-57-00	UC-ST	X	0.00		SICKEX	0.00	1.50	0.00
										TAXFED	T	146.10	01-23100-00-00		0.00	0.00	0.00
										TAXFIC	T	120.49	01-23120-00-00		0.00	0.00	0.00
										TAXMED	T	28.18	01-23120-00-00		0.00	0.00	0.00
										ACH-%	Z	1,553.38	01-10200-00-00		0.00	0.00	0.00
										DENTS	D	7.23	01-23150-00-00		0.00	0.00	0.00
										VIS-S	D	7.64	01-23155-00-00		0.00	0.00	0.00
										MD6S3	D	52.24	01-23130-00-00		0.00	0.00	0.00
										LIFE S	D	4.50	01-23157-00-00		0.00	0.00	0.00
										LIFDEP	D	1.35	01-23157-00-00		0.00	0.00	0.00
										401ROT	D	15.00	01-23180-00-00		0.00	0.00	0.00
						Weeks Worked 2	95.50	\$2,010.43				\$2,010.43	Net Amount \$0.00		0.00	9.00	0.00

Check Number DD00054388		Check Date 05/11/2018		Check Type C		Pay Period 04/23/2018 - 05/06/2018											
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		5.25	0.00	153.33	01-60200-57-00	TAXST	T	55.56	01-23110-00-00	PTOFE	0.00	7.50	0.00
57	00	MRCOR	REG	Yes		80.00	0.00	1,557.67	01-60000-57-00	UC-ST	X	0.00		SICKEX	0.00	1.50	0.00
										TAXFED	T	111.96	01-23100-00-00		0.00	0.00	0.00
										TAXFIC	T	102.84	01-23120-00-00		0.00	0.00	0.00
										TAXMED	T	24.05	01-23120-00-00		0.00	0.00	0.00
										ACH-%	Z	1,278.33	01-10200-00-00		0.00	0.00	0.00

PR Check History 04/13/2018 thru 07/06/2018

004424 Bradley-Larsen, Tammy M													
Totals for Employee ID: 004424		Earning Code	Hours	Rate	Earnings	Deduction Description	Deduct Code	Deduct Amount	Benefit Description	Benefit Code	Benefits Taken	Benefits Earned	Benefits Adjusted
Earnings Description			0.00	0.00	0.00	FICA Tax	TAXFIC	776.15			0.00	0.00	0.00
			0.00	0.00	0.00	Medicare Tax	TAXMED	181.52			0.00	0.00	0.00
			0.00	0.00	0.00	State Inc Tax	TAXST	448.74			0.00	0.00	0.00
			0.00	0.00	0.00	Nebraska Unemploy	UC-ST	0.00			0.00	0.00	0.00
			0.00	0.00	0.00	Unimed Pharmacy	UNIMED	191.91			0.00	0.00	0.00
			0.00	0.00	0.00	Vision - Employee C	VIS-S	22.92			0.00	0.00	0.00
Employee Total	Weeks Worked: 14		632.00		\$12,928.79			\$12,928.79	Net Amount \$0.00		48.25	63.00	0.00

PR Check History 04/13/2018 thru 07/06/2018

004424		Bradley-Larsen, Tammy M		Check Number DD00054388		Check Date 05/11/2018		Check Type C		Pay Period 04/23/2018 - 05/06/2018									
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		
										MD6S3	D	52.24	01-23130-00-00		0.00	0.00	0.00		
										LIFE S	D	4.50	01-23157-00-00		0.00	0.00	0.00		
										LIFDEP	D	1.35	01-23157-00-00		0.00	0.00	0.00		
										401ROT	D	15.00	01-23180-00-00		0.00	0.00	0.00		
										UNIMED	D	65.17	01-23195-00-00		0.00	0.00	0.00		
				Weeks Worked 2		85.25		\$1,711.00				\$1,711.00	Net Amount \$0.00		0.00	9.00	0.00		

Check Number DD00054547		Check Date 05/25/2018		Check Type C		Pay Period 05/07/2018 - 05/20/2018													
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		6.75	0.00	197.14	01-60200-57-00	TAXST	T	57.47	01-23110-00-00	PTOFED	40.00	7.50	0.00		
57	00	MRCOR	PTO	Yes		40.00	0.00	778.84	01-60400-57-00	UC-ST	X	0.00		SICKEX	0.00	1.50	0.00		
57	00	MRCOR	REG	Yes		40.00	0.00	778.84	01-60000-57-00	TAXFED	T	115.43	01-23100-00-00		0.00	0.00	0.00		
										TAXFIC	T	104.64	01-23120-00-00		0.00	0.00	0.00		
										TAXMED	T	24.47	01-23120-00-00		0.00	0.00	0.00		
										ACH-%	Z	1,364.85	01-10200-00-00		0.00	0.00	0.00		
										DENTS	D	7.23	01-23150-00-00		0.00	0.00	0.00		
										VIS-S	D	7.64	01-23155-00-00		0.00	0.00	0.00		
										MD6S3	D	52.24	01-23130-00-00		0.00	0.00	0.00		
										LIFE S	D	4.50	01-23157-00-00		0.00	0.00	0.00		
										LIFDEP	D	1.35	01-23157-00-00		0.00	0.00	0.00		
										401ROT	D	15.00	01-23180-00-00		0.00	0.00	0.00		
				Weeks Worked 2		86.75		\$1,754.82				\$1,754.82	Net Amount \$0.00		40.00	9.00	0.00		

Check Number DD00054702		Check Date 06/08/2018		Check Type C		Pay Period 05/21/2018 - 06/03/2018													
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	HOL	Yes		8.00	0.00	155.77	01-60600-57-00	TAXST	T	62.94	01-23110-00-00	PTOFED	8.25	7.50	0.00		
57	00	MRCOR	OT	Yes		3.75	0.00	109.52	01-60200-57-00	UC-ST	X	0.00		SICKEX	0.00	1.50	0.00		
57	00	MRCOR	PTO	Yes		8.25	0.00	160.63	01-60400-57-00	TAXFED	T	125.39	01-23100-00-00		0.00	0.00	0.00		
57	00	MRCOR	REG	Yes		71.75	0.00	1,397.04	01-60000-57-00	TAXFIC	T	109.78	01-23120-00-00		0.00	0.00	0.00		
										TAXMED	T	25.68	01-23120-00-00		0.00	0.00	0.00		
										ACH-%	Z	1,426.08	01-10200-00-00		0.00	0.00	0.00		
										MD6S3	D	52.24	01-23130-00-00		0.00	0.00	0.00		
										LIFE S	D	4.50	01-23157-00-00		0.00	0.00	0.00		
										LIFDEP	D	1.35	01-23157-00-00		0.00	0.00	0.00		
										401ROT	D	15.00	01-23180-00-00		0.00	0.00	0.00		
				Weeks Worked 2		91.75		\$1,822.96				\$1,822.96	Net Amount \$0.00		8.25	9.00	0.00		



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	PHPK1811304	.05/01/2018 - 19 25% & 9	14,164.00	0.00	0.00	3,541.00	0.00	0.00	0.00	3,541.00
			14,164.00	0.00	0.00	3,541.00	0.00	0.00	0.00	3,541.00
										Payments will be allocated towards these charges first
										Total Balance: 3,541.00

Apr 18 914.44
 May 18 1073.92
 June 18 1073.92
\$3062.28
 Total 2nd Q 2018

5/1/18-5/1/19 Policy year \$ 14,164.00 ✓
 Less Gerimed car (1,277.00)
 Net Premium \$ 12,887.00/12
 Monthly Expense = \$ 1073.92
 May-June 18 Expense \$1073.92 x 2 = \$2147.84

OK
5/15/18

Paula - please
 give Patty a
 copy for GM -
 Thanks

✓
5/11/18
PK

Insurance Documentation

2/2 189600

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 - 1B 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
									Payments will be allocated towards these charges first	
									Total Balance: 2,674.00	

See attached

endorsement credits

*Paula - please
make copies
for GM + ehc
thanks!
Dor*

*5/12/17
PK*

5/1/17-5/1/18 policy year \$ 13,676.00
 Less Gerimed pharmacy car (1,316.89)
 Less Empower Home Care car (1,385.89)
 Net Premium \$ 10,973.22/12
 Monthly Expense \$ 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
April 18 Expense \$ 914.44 x 1 = \$ 914.44

Service	Vehicle	Date	Amount
Unique Auto	2015 Toyota	4/12/2018	\$31.16
Unique Auto	2015 Toyota	4/12/2018	\$39.64
Unique Auto	2015 Toyota	4/12/2018	\$34.19
Unique Auto	2014 Ford Van	4/17/2018	\$59.74
Unique Auto	2014 Ford Van	4/16/2018	\$326.27
Oreilly Automotive	2014 Ford Van	4/3/2018	\$8.98
Florence Auto Body	2012 Dodge Caravan	5/30/2018	\$203.48
Tommys Tires	2015 Toyota	6/30/2018	\$20.00
Total			\$723.46

Not Allowable

3,971.19



Unique Auto

4504 Cumling Street
Omaha, NE 68132

Phone: 402-991-3111 Fax: 402-991-3762

04/12/2018

Invoice #
25483

Florence Home

7915 N 30th st
Omaha, NE 68112
Cellular 402-679-9081 *; Home 402-827-6037 *

2015 Toyota Corolla LE SILVER

Odometer In: 22094

License: 1175

11/29/17

VIN: 2T1BURHEXFC351983

Eng: 1.8L, In-Line4 (110CI)

INVOICE

Left Front Tire has a slow leak, please check and advised!

tech found the tire to be leaking from a nail, tech repaired tire

RECEIVED
4-16-18

dg

03-71200-45-00

Recommendations

- 03/09/2017 Upon inspection, tech found the front and rear bumper had a minor hit, and the paint is cracked/chipping off.
- 08/17/2017 Perform Lube, Oil & Filter Exchange on 8/17/2017 or 20700 Miles.



Labor Total:	\$35.55
Parts Total:	\$0.00
Shop Sup:	\$2.84
HazMat:	\$1.25

Sub Total:	\$39.64
Tax Total:	\$0.00
Grand Total:	\$39.64
Balance Due:	\$39.64



I consent to receiving text messages regarding your services, via automated technology, to the cell phone number you have on file. I acknowledge that I do not have to provide this consent to receive your services. Message and data rates may apply. Respond STOP to any message to cancel.

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.

SIGNATURE..... DATE.....

Unique Auto
\$117.95
Coolant Flush
(On Most Vehicles)

Coupon cannot be used with any other coupon or discount. Limit one coupon per transaction.

Unique Auto
\$199.95
Trans Flush
(On Most Vehicles)

Coupon cannot be used with any other coupon or discount. Limit one coupon per transaction.

Unique Auto
\$149.95
Fuel/Induction Service
(On Most Vehicles)

Coupon cannot be used with any other coupon or discount. Limit one coupon per transaction.



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

INVOICE

24261

Org. Est. # 064960

Invoice from History

Work Completed : 05/22/2017 Date: 04/12/2018

Florence Home
 7915 N 30th st
 Omaha, NE 68112
 Cellular 402-679-9081 * -- Home 402-827-6037 *

2015 Toyota Corolla LE 1.8L, In-Line 4 (110CI) VIN(U) -
 Lic # : 1175 Odometer In : 17730
 VIN # : 2T1BURHEX FC351983

Part Description	Qty	Sale	Ext	Labor Description	Ext
------------------	-----	------	-----	-------------------	-----

OIL FILTER	1.00	3.50	3.50	Customer says the vehicle is due for service. please check and advise.	n/c
Standard Motor Oil Shop Supplies	5.00	3.00	15.00	Courtesy Vehicle Inspection and Evaluation	n/c
			2.22	Fluid Capacity: Engine Oil - Volume: 4.40 QTS. (4.2L) - TOYOTA Genuine Motor Oil. SAE 0W-20 or equivalent ILSAC multigrade oil; Drain and Refill, w/Filter - (Note: SAE 0W-20 is the best choice for good fuel economy and good starting in cold weather. If SAE 0W-20 is not available, SAE 5W-20 oil may be used. However, it must be replaced with SAE 0W-20 at the next oil change. The fluid capacity is the quantity of reference.)	
				Change Motor Oil Lube Chassis	9.19
				Changed Motor Oil & Replaced Filter, Added 5 QTS Standard Motor Oil, Lube Chassis, Check all Fluid Levels	
				Hazardous Materials	1.25
				[Recommendations] Upon inspection, tech found the front and rear bumper had a minor hit, and the paint is cracked/chipping off. Perform Lube, Oil & Filter Exchange on 8/17/2017 or 20700 Miles.	

RECEIVED
 4-16-18

29

03-71200-45-00

[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 year 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.

Labor:	9.19
Parts:	20.72
HazMat:	1.25
Sub:	31.16
Tax:	0.00
Total:	\$31.16
Bal Due:	\$31.16

Customer Number : 3169

Vehicle Received: 5/22/2017

Service Advisor: Percy, Vince. Tech:

1 / 9 #

79/8166706

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

INVOICE
 25783

Invoice from History

Work Completed : 02/27/2018 Date: 04/12/2018

Florence Home
 7915 N 30th st
 Omaha, NE 68112
 Cellular 402-679-8081 * -- Home 402-827-8037 *

2015 Toyota - Corolla LE - 1.8L, In-Line4 (110Cl) VIN(U)
 Lic # : 1175 Odometer In : 22814
 VIN # : 2T1BURHEX FC351983 *4/16/18 OK*

Part Description	Qty	Sale	Ext	Labor Description	Ext
OIL FILTER	1.00	3.50	3.50	change vehicle, Oil change	
Standard Motor Oil Shop Supplies	5.00	3.00	15.00 2.44	Change Motor Oil Lube Chassis Changed Motor Oil & Replaced Filter, Added 5 QTS Standard Motor Oil, Lube Chassis, Check all Fluid Levels	12.00
				Courtesy Vehicle Inspection and Evaluation	n/c
				Hazardous Materials	1.25

[Recommendations]

Upon inspection, tech found the front and rear bumper had a minor hit, and the paint is cracked/chipping off.
 Perform Lube, Oil & Filter Exchange on 8/17/2017 or 20700 Miles.

RECEIVED
 4-16-18

03-71200-45-00

dg

[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.

Labor:	12.00
Parts:	20.94
HazMat:	1.25
Sub:	34.19
Tax:	0.00
Total:	\$34.19
Bal Due:	\$34.19

Vehicle Received: 2/27/2018

Customer Number : 3169

Service Advisor: Alicia Dominis, Tech: Dyer, Mike

Copyright (c) 2018 Mitchell Report Information Company, LLC Invoice 9.15.17d

6 / 7

:4029913762

04-12-18:04:54PM



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

INVOICE

25769

Invoice from History

Work Completed : 02/27/2018

Date: 04/17/2018

Florence Home

7915 N 30th st

Omaha, NE 68112

Cellular 402-679-9081 * - Home 402-627-6037 *

2014 Ford - E-450 Super Duty - 6.8L, V10 (415C1) VIN(S)

Lic # : UGJ 427

Odometer In : 295355

VIN # : 1FDFE4FS2 EDA75936

Part Description	Qty	Sale	Ext	Labor Description	Ext
OIL FILTER	1.00	3.50	3.50	Change Motor Oil Lube Chassis	29.66
Standard Motor Oil	7.00	3.00	21.00	Changed Motor Oil & Replaced Filter, Added 5 QTS Standard Motor Oil, Lube Chassis, Check all Fluid Levels	
Shop Supplies			4.33	Courtesy Vehicle Inspection and Evaluation	n/c
				Hazardous Materials	1.25

[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

01-71 200-45-00
OK
LTJ
4/2018

4-18-18

[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.

Labor:	29.66
Parts:	28.83
HazMat:	1.25
Sub:	59.74
Tax:	0.00
Total:	\$59.74
Bal Due:	\$59.74

Customer Number : 3169

Vehicle Received: 2/27/2018

Service Advisor : Alicia, Dominic, Tech : Dyor, Mike

TOMMYS TIRES

4601 N.60th Street
NE 68104
402-455-8473

Toyota 1983 Gray
Transportation
~~Vehicle~~ Vehicle

SALES RECEIPT

Date	Sale No.
6/30/2018	21151

Sold To
customer

Web Site

Check No.	Project

Item	Description	Qty	Rate	Amount
Flat Repair	Flat Repair 03-71200-45-00 E/A		20.00	20.00

CUSTOMERS HAVE 1 WEEK TO PICK UP OLD WHEELS!
Retorque lug nuts after 50 and 100 miles!
Retighten Daytons every 25,50,75,100 miles!
TOMMYS TIRES IS NOT RESPONSIBLE IF THEY FALL OFF!
TOMMYS TIRES IS NOT RESPONSIBLE FOR LOST HUB
CAPS!
TOMMYS TIRES IS NOT RESPONSIBLE FOR STRIPPED LUG
NUTS!
THEY ARE YOUR WHEELS NOW & YOUR RESPONSIBILITY!
MUST HAVE RECEIPT FOR ANY RETURNS OR WARRANTIES!
ALL SALES ARE FINAL!

Subtotal	\$20.00
Sales Tax (7.0%)	\$0.00
Total	\$20.00



FLORENCE AUTO BODY, INC
 2859 CLAY STREET
 Omaha, NE. 68112
 Phone: 402-451-3566 Fax: 402-451-5984
 Quality Service at a Reasonable Price

INVOICE
22566

Work Completed : 05/30/2018 Date: 05/30/2018

FLORENCE HOMES - GENE FLORENCE HOMES
 7915 N 30TH
 NE, 68112 OMAHA
 Spouse 402-557-6867 -- Cellular 402-827-6012 BRAD

2012 Dodge - Grand Caravan SE - 3.6L, V6 (220CI) VIN(G)
 Lic # : 1705 Odometer In : 101344
 VIN # : 2C4RDGBG7 CR166931

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
OIL FILTER 67526	1.00	8.27	8.27	Recharge AC system-will drop off early Wed am or Tues pm -fleet vehicle	
MOTOR OIL 5W30-B Shop Supplies	6.00	3.10	18.60	Fluid Capacity: Air Cond Compressor Oil - Volume: 5.00 OZS. (0.1L) - PAG 46; w/Rear A/C	
			5.00	Fluid Capacity: Air Cond Refrigerant - Volume: 2.53 LBS. (1.1KG) - R-134a; Front & Rear	
				Change Oil and Filter and Reset Maint Light	6.11
				Change Oil and Filter and Reset Maint Light	
				A/C SYSTEM - Complete Charge - w/Front & Rear Unit - [Includes: Air Conditioning system recover, evacuate and recharge.]	162.00
				Hazardous Materials	3.50

01-71200-45-00

OK
 UAM
 5/2018

Org. Estimate 203.48 Revisions 0.00 Current Estimate 203.48

Labor:	168.11
Parts:	31.87
HazMat:	3.50
SubTotal:	203.48
Tax:	0.00
Total:	203.48
Bal Due:	\$203.48

[Payments -]

See Us For All Your Automotive Needs

Vehicle Received: 05/30/2018

Customer Number : 3112

I hereby authorize the above repair work herein set forth to be done along with the necessary material and agree that you are not responsible for loss or damage or any other cause beyond your control or for any delays by unavailability of parts or delays in shipments by the supplier or transporter. I hereby grant you, your employees permission to operate the vehicle described on streets, highways or elsewhere for the purpose of testing and/or inspection.
 NOTE: Payment in full is required upon receiving vehicle.

Signature

Date

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

INVOICE

23492

Org. Est. # 053929

Invoice from History

Work Completed : 02/02/2017 ^{1/26/17} Date: 04/12/2018

Florence Home 2014 Ford - E-450 Super Duty - 6.8L V10 (415CI) VIN(S) *OK*
 7915 N 30th st Lic # : UGJ 427 Odometer In : 20640
 Omaha, NE 68112
 Cellular 402-679-9081 * -- Home 402-827-6037 * VIN # : 1FDFE4FS2 EDA75936

Part Description	Qty	Sale	Ext	Labor Description	Ext
OIL FILTER	1.00	3.50	3.50	Change Motor Oil Lube Chassis	9.19
Standard Motor Oil	7.00	3.00	21.00	Changed Motor Oil & Replaced Filter, Added 5 QTS Standard Motor Oil, Lube Chassis, Check all Fluid Levels	
LT225/75R16 E LTX M/S2 BSW /	1.00	230.78	230.78	Courtesy Vehicle Inspection and Evaluation	n/c
LTX M/S 2 (LT) Size: 2257616				Mount/Balance One Tire (Dully Inside Rear)	35.55
NEBRASKA TIRE TAX	1.00	1.00	1.00	Hazardous Materials	1.25
Shop Supplies			24.00		

[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 preformed on the vehicle every 15,000 miles

RECEIVED
 4-16-18

29

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.

Labor:	44.74
Parts:	279.28
Fee(s):	2.25
Sub:	326.27
Tax:	
Total:	
Bal Due:	

Customer Number : 3169

Vehicle Received: 2/2/2017

Service Advisor : Percy, Vince, Tech : Jon, Cassorano



DEDICATED TO THE PROFESSIONAL

Store 290, 4405 NORTH 30TH STREET,
OMAHA, NE 68111 (402) 455-0533

Bill To:
FLORENCE HOME

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

Ship To:
FLORENCE HOME
7915 N 30TH ST
OMAHA, NE 68112-2418

Invoice	0290-168279
Sale Type	CHARGE SALE
Date	04/03/2018 8:39 AM
Ship Via	DELIVER
PO Number	bus

Counter #	Customer Account	Ordered By	Special Instructions
79970	80631	harold	

Qty	Line	Item Number	Description	Warr	Unit	Tax	List	Net	Extended
2	TRI	31-200	WIPER BLADE 2014 Ford E-450 Super Duty	MD	EA	NA	16.93	4.49	8.98

01-71200-45-00

OK
LHM
4/2018

2 Items

Noise-Free Guarantee on BrakeBest Select & Ceramic pads and rotors!

Sub-Total 8.98
Sales Tax 0.00
Total 8.98

X H. Carter
Customer Signature



WWW.FIRSTCALLONLINE.COM

Please visit www.firstcallonline.com/warranty for warranty details

1/1

WE APPRECIATE YOUR BUSINESS!

Reprint To: PO BOX 9464 SPRINGFIELD, MO 65801-0464

Gas Date	Amount
4/4/2018	\$68.00
4/4/2018	\$26.70
4/7/2018	\$32.69
4/12/2018	\$50.00
4/13/2018	\$38.65
4/13/2018	\$31.75
4/17/2018	\$19.66
4/19/2018	\$37.30
4/20/2018	\$32.84
4/24/2018	\$56.00
4/25/2018	\$23.60
4/27/2018	\$36.50
5/7/2018	\$35.50
5/8/2018	\$28.25
5/11/2018	\$30.01
5/15/2018	\$69.06
5/18/2018	\$23.65
5/19/2018	\$66.88
5/21/2018	\$35.00
5/24/2018	\$65.00
5/24/2018	\$19.40
5/30/2018	\$40.69
5/30/2018	\$76.00
6/4/2018	\$54.00
6/5/2018	\$43.79
6/6/2018	\$23.30
6/7/2018	\$39.89
6/8/2018	\$74.00
6/14/2018	\$40.51
6/18/2018	\$75.89
6/18/2018	\$21.25
6/26/2018	\$31.01
6/26/2018	\$25.00
6/28/2018	\$29.55
6/28/2018	\$45.00
Total	\$1,446.32

2014 Ford Bus # 5936 ✓
MUN

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th:
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

04/04/2018 11:20:46 AM
Register: 1 Trans #: 2413 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 2
27.211 GAL @ \$2.499/GAL \$68.00 99

Subtotal = \$68.00
Tax = \$0.00

Total = \$68.00

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$68.00

Credit USD\$68.00
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 004899 INV # 897959

Customer Copy

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

Please come again

20-HOT Transport
2007 Van

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

04/04/2018 10:41:06 AM
Register: 1 Trans #: 2391 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 3
10.683 GAL @ \$2.499/GAL \$26.70 99

Subtotal = \$26.70
Tax = \$0.00

Total = \$26.70

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$26.70

Credit USD\$26.70
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 004317 INV # 897785

Customer Copy

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

Please come again

2012 Dodge
Caravan
Vin # 6931

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

JB

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

04/07/2018 8:28:24 AM
Register: 1 Trans #: 4737 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 3
13.083 GAL @ \$2.499/GAL \$32.69 99

Subtotal = \$32.69
Tax = \$0.00

Total = \$32.69

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$32.69

Credit USD\$32.69
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 007337 INV # 920207

Customer Copy

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

Please come again

2014 Ford Buo #5936
mm

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30Th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

04/24/2018 1:40:29 PM
Register: 1 Trans #: 8575 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 2
22.408 GAL @ \$2.499/GAL \$56.00 99

Subtotal = \$56.00
Tax = \$0.00

Total = \$56.00

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$56.00

Credit USD\$56.00
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 024706 INV # 119651

Customer Copy

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

Please come again

2014 Ford Buo #5936

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30Th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

04/12/2018 9:44:47 AM
Register: 1 Trans #: 8706 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 2
20.010 GAL @ \$2.499/GAL \$50.00 99

Subtotal = \$50.00
Tax = \$0.00

Total = \$50.00

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$50.00

Credit USD\$50.00
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 012091 INV # 025122

Customer Copy

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

Please come again

2012 Dodge
Cavaran
Vin # 6931

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

18

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

04/13/2018 3:09:43 PM

Register: 1 Trans #: 9853 Op. ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 3
14.870 GAL @ \$2.599/GAL \$38.65 99

Subtotal = \$38.65

Tax = \$0.00

Total = \$38.65

*** REPRINT *** REPRINT *** REPRINT ***

Change Due. = \$0.00

Credit \$38.65

Credit USD\$38.65

XXXXXXXXXXXXXXXX1003, SHELL COMM

Swiped

APPROVED

AUTH # 013575

INV # 036400

Customer Copy

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

Please come again

Florence Home

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

Ro/Hott transport

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

2017 Dodge

VIA 2959

[Signature]

04/13/2018 11:34:50 AM

Register: 1 Trans #: 9662 Op ID: 7

Your cashier: John

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 7
12.217 GAL @ \$2.599/GAL \$31.75 99

Subtotal = \$31.75
Tax = \$0.00

Total = \$31.75

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$31.75

Credit USD \$31.75
XXXXXXXXXXXXXXXX1003, SHELL COMM

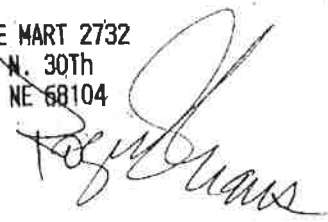
Swiped
APPROVED
AUTH # 013843 INV # 034561

Customer Copy

R+Holt Transportation
2015 Toyota Vin 1983 ✓

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104



SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

04/17/2018 10:35:56 AM
Register: 1 Trans #: 2641 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 3
7.566 GAL @ \$2.599/GAL \$19.66 99

Subtotal = \$19.66

Tax = \$0.00

Total = \$19.66

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$19.66

Credit USD\$19.66

XXXXXXXXXXXXXXXX1003, SHELL COMM

Swiped

APPROVED

AUTH # 017883

INV # 062695

Customer Copy

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

Please come again

2014 Ford Bus

Welcome to Shell #5936

SPEEDEE MART 2732
8724 N. 30Th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

05/15/2018 10:17:42 AM
Register: 1 Trans #: 7492 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA	PUMP# 2		
25.121 GAL @ \$2.749/GAL		\$69.06	99
Subtotal =		\$69.06	
Tax =		\$0.00	
Total =		\$69.06	

*** REPRINT *** REPRINT *** REPRINT ***

Change Due =	\$0.00
Credit	\$69.06

Credit	USD\$69.06
XXXXXXXXXXXXXXXX1003, SHELL COMM	
Swiped	
APPROVED	
AUTH # 015620	INV # 299172

Customer Copy

Local Store Discount
 BONUS: Join Fuel Rewards and earn
 \$0.25/gal! Fuel Rewards Members save up
 to \$0.10/gal after every 5 gal fill of
 Shell V-Power Nitro+ Premium Gasoline
 through 9/2. JOIN TODAY!
 Terms/conditions apply. Bonus ends 5/27.

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND

2014 Ford Bus

Welcome to Shell #5936

SPEEDEE MART 2732
8724 N. 30Th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

04/19/2018 1:45:40 PM
Register: 1 Trans #: 4250 Op ID: 4
Your cashier: Rita

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA	PUMP# 6		
14.926 GAL @ \$2.499/GAL		\$37.30	99
Subtotal =		\$37.30	
Tax =		\$0.00	
Total =		\$37.30	

*** REPRINT *** REPRINT *** REPRINT ***

Change Due =	\$0.00
Credit	\$37.30

Credit	USD\$37.30
XXXXXXXXXXXXXXXX1003, SHELL COMM	
Swiped	
APPROVED	
AUTH # 019241	INV # 078188

Customer Copy

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

Please come again

2012 Dodge
Caveman
Vin #6931

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

1
JB

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

04/20/2018 3:08:26 PM
Register: 1 Trans #: 5184 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 3
13.141 GAL @ \$2.499/GAL \$32.84 99

Subtotal = \$32.84
Tax = \$0.00

Total = \$32.84

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$32.84

Credit USD\$32.84
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 020846 INV # 087247

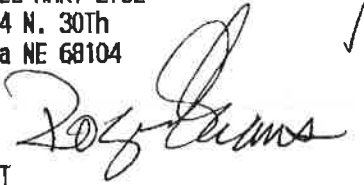
Customer Copy

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

Please come again

Ro/HoR Transportation
in 1983 Toyota
Welcome to Shell 2015

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104



HELL
724 NORTH 30TH ST
MAHA, NE 68104
0006613003

04/25/2018 10:40:50 AM
Register: 1 Trans #: 9269 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

EGULAR CA PUMP# 3
1.909 GAL @ \$2.649/GAL \$23.60 99

Subtotal = \$23.60
Tax = \$0.00
Total = \$23.60

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

credit \$23.60

credit USD\$23.60
XXXXXXXXXXXXXXXX1003, SHELL COMM
improved
AUTH # 025173 INV # 125997

Customer Copy

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

Please come again

2012 Dodge Van #6931
mm

Welcome to Shell

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

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

04/27/2018 2:55:47 PM
Register: 1 Trans #: 1244 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA , PUMP# 4
14.043 GAL @ \$2.599/GAL \$36.50 99

Subtotal = \$36.50

Tax = \$0.00

Total = \$36.50

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$36.50

Credit USD\$36.50

XXXXXXXXXXXXXXXX1003, SHELL COMM

Swiped

APPROVED

AUTH # 027551

INV # 144493

Customer Copy

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

Please come again

2012 Dodge #6931 ✓
Welcome to Shell mm

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

05/11/2018 2:22:20 PM
Register: 1 Trans #: 4070 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 2
10.915 GAL @ \$2.749/GAL \$30.01 99
Subtotal = \$30.01
Tax = \$0.00
Total = \$30.01

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$30.01

Credit USD\$30.01
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 011199 INV # 266189

Customer Copy

Local Store Discount
BONUS: Join Fuel Rewards and earn
\$0.25/gal! Fuel Rewards Members save up
to \$0.10/gal after every 5 gal fill of
Shell V-Power NITRO+ Premium Gasoline
through 9/2, JOIN TODAY!
Terms/conditions apply. Bonus ends 5/27.

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND

2012 Dodge #6931 ✓
Welcome to Shell mm ✓

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

05/07/2018 9:47:46 AM
Register: 1 Trans #: 70 Op ID: 1
Your cashier: AL

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 3
13.661 GAL @ \$2.599/GAL \$35.50 99
Subtotal = \$35.50
Tax = \$0.00
Total = \$35.50

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$35.50

Credit USD\$35.50
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 007500 INV # 228692

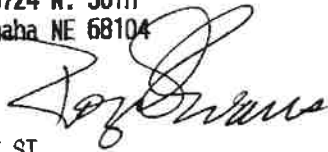
Customer Copy

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

Please come again

RO/HOTI 1 name part
2015 Toyota vin
Welcome to Shell 1983

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104



SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

05/08/2018 10:28:37 AM
Register: 1 Trans #: 1057 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

PLUS CA PUMP# 7
8.970 GAL @ \$3.149/GAL \$28.25 99

Subtotal = \$28.25
Tax = \$0.00

Total = \$28.25

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$28.25

Credit USD\$28.25
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 008455 INV # 237941

Customer Copy

ROYAL/GOHAL Transport
2015 Toyota ^{vin} 1983

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

05/18/2018 10:22:34 AM
Register: 1 Trans #: 307 Op ID: 5
Your cashier: Mike

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 7
8.603 GAL @ \$2.749/GAL \$23.65 99
Subtotal = \$23.65
Tax = \$0.00
Total = \$23.65

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$23.65

Credit USD\$23.65
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 018601 INV # 326736

Customer Copy

Local Store Discount
BONUS: Join Fuel Rewards and earn
\$0.25/gal! Fuel Rewards Members save up
to \$0.10/gal after every 5 gal fill of
Shell V-Power NITRO+ Premium Gasoline
through 9/2. JOIN TODAY!
Terms/conditions apply. Bonus ends 5/27.

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART

2012
Dodge Caravan
VIN # 6931

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

JB

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

05/21/2018 2:47:44 PM
Register: 1 Trans #: 3153 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA	PUMP# 2		
12.732 GAL @ \$2.749/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 # 021398	INV # 353599

Customer Copy

Local Store Discount
 BONUS: Join Fuel Rewards and earn
 \$0.25/gal! Fuel Rewards Members save up
 to \$0.10/gal after every 5 gal fill of
 Shell V-Power NITRO+ Premium Gasoline
 through 9/2. JOIN TODAY!
 Terms/conditions apply. Bonus ends 5/27.

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AMN

2014 Ford Moby
VIN # 5936

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

JB

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

05/19/2018 8:43:53 AM
Register: 1 Trans #: 1194 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA	PUMP# 7		
24.330 GAL @ \$2.749/GAL		\$66.88	99
Subtotal =		\$66.88	
Tax =		\$0.00	
Total =		\$66.88	

*** REPRINT *** REPRINT *** REPRINT ***

Change Due =	\$0.00
Credit	\$66.88

Credit	USD\$66.88
XXXXXXXXXXXXXXXX1003, SHELL COMM	
Swiped	
APPROVED	
AUTH # 019770	INV # 335281

Customer Copy

Local Store Discount
 BONUS: Join Fuel Rewards and earn
 \$0.25/gal! Fuel Rewards Members save up
 to \$0.10/gal after every 5 gal fill of
 Shell V-Power NITRO+ Premium Gasoline
 through 9/2. JOIN TODAY!
 Terms/conditions apply. Bonus ends 5/27.

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AMN

2014 Ford Bus #5936
MM

Welcome to Shell ✓

SPEEDEE MART 2732
8724 N. 30Th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

05/24/2018 8:14:00 AM
Register: 1 Trans #: 5756 Op ID: 5
Your cashier: Mike

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA	PUMP# 6		
22.815 GAL @ \$2.849/GAL		\$65.00	99
Subtotal =		\$65.00	
Tax =		\$0.00	
Total =		\$65.00	

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$65.00

Credit USD\$65.00
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 024417 INV # 377986

Customer Copy

Local Store Discount
BONUS: Join Fuel Rewards and earn
\$0.25/gal! Fuel Rewards Members save up
to \$0.10/gal after every 5 gal fill of
Shell V-Power NiTRO+ Premium Gasoline
through 9/2. JOIN TODAY!
Terms/conditions apply. Bonus ends 5/27.

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND

2014 Ford Bus #5936
MM

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30Th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

05/30/2018 9:30:53 AM
Register: 1 Trans #: 1575 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA	PUMP# 7		
26.676 GAL @ \$2.849/GAL		\$76.00	99
Subtotal =		\$76.00	
Tax =		\$0.00	
Total =		\$76.00	

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$76.00

Credit USD\$76.00
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 030551 INV # 433409

Customer Copy

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

Please come again

Rob/HOT Transponder
2015 Toyota Vin 1983

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30TH
Omaha NE 68104

[Handwritten signature]

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

05/24/2018 11:37:23 AM
Register: 1 Trans #: 5914 Op ID: 2
Your cashier: Loraine

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 7
6.808 GAL @ \$2.849/GAL \$19.40 99

Subtotal = \$19.40
Tax = \$0.00

Total = \$19.40

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$19.40

Credit USD\$19.40
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 024460 INV # 379453

Customer Copy

Local Store Discount
BONUS: Join Fuel Rewards and earn
\$0.25/gal! Fuel Rewards Members save up
to \$0.10/gal after every 5 gal fill of
Shell V-Power NITRO+ Premium Gasoline
through 9/2. JOIN TODAY!
Terms/conditions apply. Bonus ends 5/27.

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART

2012
Grand Caravan
VIN # 6931 ✓

Welcome to Shell

SPEEDEE MART 2732 JB
8724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

05/30/2018 5:04:09 PM
Register; 1 Trans #: 1943 Op ID: 4
Your cashier: Rita

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 7
14.281 GAL @ \$2.849/GAL \$40.69 99

Subtotal = \$40.69
Tax = \$0.00

Total = \$40.69

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$40.69

Credit USD\$40.69
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 030049 INV # 437012

Customer Copy

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

Please come again

2014
Moby
5936

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

06/04/2018 9:27:04 AM
Register: 1 Trans #: 6359 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA	PUMP# 3		
18.954 GAL @	\$2.849/GAL	\$54.00	99

Subtotal =		\$54.00	
Tax =		\$0.00	

Total =		\$54.00	

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit 7/3 \$54.00

Credit	USD\$54.00
XXXXXXXXXXXXXXXX1003, SHELL COMM	
Swiped	
APPROVED	
AUTH # 004636	INV # 478685

Customer Copy

Local Store Discount
Join the Fuel Rewards program and save!
Fuel Rewards Members save up
to \$0.10/gal after every 5 gal fill of
Shell V-Power NITRO+ Premium Gasoline
through 9/2. JOIN TODAY!
Terms/conditions apply.

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AMN

2012 Grand Caravan
Vin# 6931

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

06/05/2018 11:34:37 AM
Register: 1 Trans #: 7418 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 2
15.371 GAL @ \$2.849/GAL \$43.79 99

Subtotal = \$43.79
Tax = \$0.00

Total = \$43.79

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$43.79

Credit USD\$43.79
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 005100 INV # 488551

Customer Copy

Local Store Discount
Join the Fuel Rewards program and save!
Fuel Rewards Members save up
to \$0.10/gal after every 5 gal fill of
Shell V-Power NITRO+ Premium Gasoline
through 9/2. JOIN TODAY!
Terms/conditions apply.

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND

2014 Ford Bwo #5936
MM

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

06/08/2018 3:55:54 PM
Register: 1 Trans #: 526 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 6
26.437 GAL @ \$2.799/GAL \$74.00 99

Subtotal = \$74.00
Tax = \$0.00

Total = \$74.00

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$74.00

Credit USD\$74.00
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 008613 INV # 518035

Customer Copy

Local Store Discount
Join the Fuel Rewards program and save!
Fuel Rewards Members save up
to \$0.10/gal after every 5 gal fill of
Shell V-Power NITRO+ Premium Gasoline
through 9/2. JOIN TODAY!
Terms/conditions apply.

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND

RO/HOHI Trans for Valentin
2015 Toyota

Welcome to Shell VIN

SPEEDEE MART 2732

8724 N. 30th

Omaha NE 68104

1983

[Handwritten signature]

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

06/06/2018 10:25:58 AM
Register: 1 Trans #: 8312 Op ID: 4
Your cashier: Rita

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA	PUMP# 7	
8.179 GAL @ \$2.849/GAL		\$23.30 99
Subtotal =		\$23.30
Tax =		\$0.00
Total =		\$23.30

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$23.30

Credit USD\$23.30
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 006169 INV # 497123

Customer Copy

Local Store Discount
Join the Fuel Rewards program and save!
Fuel Rewards Members save up
to \$0.10/gal after every 5 gal fill of
Shell V-Power NITRO+ Premium Gasoline
through 9/2. JOIN TODAY!
Terms/conditions apply.

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND

2017 Dodge Van
R0/H0H
Trans post
Welcome to Shell
Vn#
2959

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

[Handwritten signature]

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

06/07/2018 11:56:05 AM
Register: 1 Trans #: 9288 Op ID: 4
Your cashier: Rita

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 7
14.000 GAL @ \$2.849/GAL \$39.89 99

Subtotal = \$39.89
Tax = \$0.00

Total = \$39.89

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$39.89

Credit USD\$39.89
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 007155 INV # 506378

Customer Copy

Local Store Discount
Join the Fuel Rewards program and save!
Fuel Rewards Members save up
to \$0.10/gal after every 5 gal fill of
Shell V-Power NITRO+ Premium Gasoline
through 9/2. JOIN TODAY!
Terms/conditions apply.

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AM

2012 Dodge #
mm

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

06/14/2018 10:05:09 AM
Register: 1 Trans #: 5736 Op ID: 4
Your cashier: Rita

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 2
14.472 GAL @ \$2.799/GAL \$40.51 99

Subtotal = \$40.51
Tax = \$0.00

Total = \$40.51

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$40.51

Credit USD\$40.51
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 014231 INV # 567214

Customer Copy

Local Store Discount
Join the Fuel Rewards program and save!
Fuel Rewards Members save up
to \$0.10/gal after every 5 gal fill of
Shell V-Power NiTRO+ Premium Gasoline
through 9/2. JOIN TODAY!
Terms/conditions apply.

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND

2014 Ford Bus #59136 ✓

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30TH
Omaha NE 68104

2012 Grand Caravan Vin # 6931 ✓

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30TH
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

06/18/2018 4:38:55 PM
Register: 1 Trans #: 9967 Op ID: 6
Your cashier: Jennifer

06/28/2018 10:46:37 AM
Register: 1 Trans #: 8563 Op ID: 5
Your cashier: Mike

*** REPRINT *** REPRINT *** REPRINT ***

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 3
27.113 GAL @ \$2.799/GAL \$75.89 99
Subtotal = \$75.89
Tax = \$0.00
Total = \$75.89

REGULAR CA PUMP# 2
16.077 GAL @ \$2.799/GAL \$45.00 99
Subtotal = \$45.00
Tax = \$0.00
Total = \$45.00

*** REPRINT *** REPRINT *** REPRINT ***

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Change Due = \$0.00

Credit \$75.89

Credit \$45.00

Credit USD\$75.89
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 018679 INV # 608562

Credit USD\$45.00
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 028510 INV # 691394

Customer Copy

Customer Copy

Local Store Discount
Join the Fuel Rewards program and save!
Fuel Rewards Members save up
to \$0.10/gal after every 5 gal fill of
Shell V-Power NITRO+ Premium Gasoline
through 9/2. JOIN TODAY!
Terms/conditions apply.

Local Store Discount
Join the Fuel Rewards program and save!
Fuel Rewards Members save up
to \$0.10/gal after every 5 gal fill of
Shell V-Power NITRO+ Premium Gasoline
through 9/2. JOIN TODAY!
Terms/conditions apply.

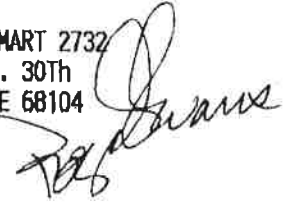
THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND

PO/HOH Transportation
2015 Toyota Van 1983

Welcome to Shell

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



SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

06/18/2018 10:23:17 AM
Register: 1 Trans #: 9688 Op ID: 6
Your cashier: Jennifer

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 3
7.593 GAL @ \$2.799/GAL \$21.25 99

Subtotal = \$21.25
Tax = \$0.00

Total = \$21.25

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$21.25

Credit USD\$21.25
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 018564 INV # 605675

Customer Copy

Local Store Discount
Join the Fuel Rewards program and save!
Fuel Rewards Members save up
to \$0.10/gal after every 5 gal fill of
Shell V-Power NITRO+ Premium Gasoline
through 9/2. JOIN TODAY!
Terms/conditions apply.

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND

ROY/HOT Transport

~~2015 Dodge Van~~

Welcome to Shell
SPEEDEE MART 2732
8724 N. 30TH
Omaha NE 68104
2015 Toyota

Ray Jones

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

ROY/HOT Transport
2017 Dodge Van

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30TH
Omaha NE 68104

Ray Jones

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

06/26/2018 12:33:08 PM
Register: 1 Trans #: 6754 Op ID: 2
Your cashier: Loraine

06/26/2018 2:28:31 PM
Register: 1 Trans #: 6838 Op ID: 4
Your cashier: Rita

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 8
11.080 GAL @ \$2.799/GAL \$31.01 99
Subtotal = \$31.01
Tax = \$0.00
Total = \$31.01

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$31.01

Credit USD\$31.01
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 026084 INV # 674341

Customer Copy

Local Store Discount
Join the Fuel Rewards program and save!
Fuel Rewards Members save up
to \$0.10/gal after every 5 gal fill of
Shell V-Power NITRO+ Premium Gasoline
through 9/2. JOIN TODAY!
Terms/conditions apply.

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

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 3
8.933 GAL @ \$2.799/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
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 026640 INV # 675173

Customer Copy

Local Store Discount
Join the Fuel Rewards program and save!
Fuel Rewards Members save up
to \$0.10/gal after every 5 gal fill of
Shell V-Power NITRO+ Premium Gasoline
through 9/2. JOIN TODAY!
Terms/conditions apply.

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

Flor

Welcome to Shell

SPEEDEE MART 2732
8724 N. 30Th
Omaha NE 68104

Actualy Bas 2016 Ford
Foggy Omaha

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

06/28/2018 9:34:34 AM
Register: 1 Trans #: 8507 Op ID: 5
Your cashier: Mike

*** REPRINT *** REPRINT *** REPRINT ***

REGULAR CA PUMP# 3		
10.559 GAL @ \$2.799/GAL		\$29.55 99
	Subtotal =	\$29.55
	Tax =	\$0.00
	Total =	\$29.55

*** REPRINT *** REPRINT *** REPRINT ***

Change Due = \$0.00

Credit \$29.55

Credit USD\$29,55
XXXXXXXXXXXXXXXX1003, SHELL COMM
Swiped
APPROVED
AUTH # 028374 INV # 690875

Customer Copy

Local Store Discount
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AND



TRAVEL AUTHORIZATION FORM

Person Traveling :	Grant Anderson		
Dates of Travel:	September 11 - 12, 2018		
Departure Time:	8:00 a.m.	Return Time:	3:00 p.m.
Traveling to :	Kearney, NE		
Purpose:	NROC All Staff Retreat		
Coding:	28000-01 19NDOT02		
Block Rate Deadline:	Unknown		
# Traveling:	5		

Estimated Travel Expenses:

Registration	\$0.00	Transp. Fares	_____	Parking	_____
Flights	\$0.00	Auto Rental	_____	Other	_____

MAPA Vehicle Miles	_____	Personal Vehicle Miles	_____	Rate	\$0.545
MAPA Vehicle Mileage	\$0.00	Personal Vehicle Mileage	\$0.00		

<u>Per Diem:</u>	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$38.25	\$51.00			\$38.25
Breakfast	\$8.25	\$11.00	x	0	\$8.25
Lunch	\$9.00	\$12.00	x	0	\$9.00
Dinner	\$17.25	\$23.00	x	0	\$17.25
Incidental	\$3.75	\$5.00	x	0	\$3.75
Meals & Incidental Total	\$38.25	\$51.00	x	0	\$38.25
Lodging			x	0	
Taxes & Fees on Lodging	\$0.00	\$0.00	x	0	

Deduction for Meals Provided at Conferences _____ -17.25

Total Lodging	\$93.00	Total Meals and Incidentals	\$59.25
---------------	---------	-----------------------------	---------

Total Estimated Travel Expenses: **\$152.25**

Date Submitted: _____ by _____
 Employee Traveling

Date Approved: _____ by _____
 Department Director

Date Approved: _____ by _____
 Executive Director

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

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

* See Notes on Page 2

- * If travel is outside the MAPA five-county region Travel Authorizations are to be approved in advance.
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- * Meals provided at conferences need to be deducted from per diem table.
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- * Personal Mileage is eligible for reimbursement if MAPA vehicles are not available. If a vehicle is not available for each trip, staff members are responsible to ensure that agency vehicles are used for the longest trips.



TRAVEL AUTHORIZATION FORM

Person Traveling :	Sue Cutsforth		
Dates of Travel:	September 11 - 12, 2018		
Departure Time:	8:00 a.m.	Return Time:	3:00 p.m.
Traveling to :	Kearney, NE		
Purpose:	NROC All Staff Retreat		
Coding:	28000-01 19NDOT02		
Block Rate Deadline:	Unknown		
# Traveling:	5		

Estimated Travel Expenses:

Registration \$0.00 Transp. Fares _____ Parking _____
 Flights \$0.00 Auto Rental _____ Other _____

MAPA Vehicle Miles _____ Personal Vehicle Miles _____
 MAPA Vehicle Mileage \$0.00 Personal Vehicle Mileage \$0.00 Rate \$0.545

<u>Per Diem:</u>	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$38.25	\$51.00			\$38.25
Breakfast	\$8.25	\$11.00	x	0	\$8.25
Lunch	\$9.00	\$12.00	x	0	\$9.00
Dinner	\$17.25	\$23.00	x	0	\$17.25
Incidental	\$3.75	\$5.00	x	0	\$3.75
Meals & Incidental Total	\$38.25	\$51.00	x	0	\$38.25
Lodging			x	0	
Taxes & Fees on Lodging	\$0.00	\$0.00	x	0	

Deduction for Meals Provided at Conferences _____ -17.25

Total Lodging \$93.00 Total Meals and Incidentals \$59.25

Total Estimated Travel Expenses: \$152.25

Date Submitted: _____ by _____
 Employee Traveling

Date Approved: _____ by _____
 Department Director

Date Approved: _____ by _____
 Executive Director

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

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

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- * Personal Mileage is eligible for reimbursement if MAPA vehicles are not available. If a vehicle is not available for each trip, staff members are responsible to ensure that agency vehicles are used for the longest trips.



TRAVEL AUTHORIZATION FORM

Person Traveling :	Don Gross		
Dates of Travel:	September 11 - 12, 2018		
Departure Time:	8:00 a.m.	Return Time:	3:00 p.m.
Traveling to :	Kearney, NE		
Purpose:	NROC All Staff Retreat		
Coding:	28000-01 19NDOT02		
Block Rate Deadline:	Unknown		
# Traveling:	5		

Estimated Travel Expenses:

Registration	\$0.00	Transp. Fares	_____	Parking	_____
Flights	\$0.00	Auto Rental	_____	Other	_____

MAPA Vehicle Miles	368	Personal Vehicle Miles	_____	Rate	\$0.545
MAPA Vehicle Mileage	\$200.56	Personal Vehicle Mileage	\$0.00		

<u>Per Diem:</u>	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$38.25	\$51.00			\$38.25
Breakfast	\$8.25	\$11.00	x	0	\$8.25
Lunch	\$9.00	\$12.00	x	0	\$9.00
Dinner	\$17.25	\$23.00	x	0	\$17.25
Incidental	\$3.75	\$5.00	x	0	\$3.75
Meals & Incidental Total	\$38.25	\$51.00	x	0	\$38.25
Lodging			x	0	
Taxes & Fees on Lodging	\$0.00	\$0.00	x	0	

Deduction for Meals Provided at Conferences _____ -17.25

Total Lodging \$93.00 Total Meals and Incidentals \$59.25

Total Estimated Travel Expenses: **\$352.81**

Date Submitted: _____ by _____
 Employee Traveling

Date Approved: _____ by _____
 Department Director

Date Approved: _____ by _____
 Executive Director

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

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

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- * Personal Mileage is eligible for reimbursement if MAPA vehicles are not available. If a vehicle is not available for each trip, staff members are responsible to ensure that agency vehicles are used for the longest trips.



TRAVEL AUTHORIZATION FORM

Person Traveling :	Matt Roth		
Dates of Travel:	September 11 - 12, 2018		
Departure Time:	8:00 a.m.	Return Time:	3:00 p.m.
Traveling to :	Kearney, NE		
Purpose:	NROC All Staff Retreat		
Coding:	28000-01 19NDOT02		
Block Rate Deadline:	Unknown		
# Traveling:	5		

Estimated Travel Expenses:

Registration	\$0.00	Transp. Fares	_____	Parking	_____
Flights	\$0.00	Auto Rental	_____	Other	_____

MAPA Vehicle Miles	_____	Personal Vehicle Miles	_____	Rate	\$0.545
MAPA Vehicle Mileage	\$0.00	Personal Vehicle Mileage	\$0.00		

<u>Per Diem:</u>	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$38.25	\$51.00			\$38.25
Breakfast	\$8.25	\$11.00	x	0	\$8.25
Lunch	\$9.00	\$12.00	x	0	\$9.00
Dinner	\$17.25	\$23.00	x	0	\$17.25
Incidental	\$3.75	\$5.00	x	0	\$3.75
Meals & Incidental Total	\$38.25	\$51.00	x	0	\$38.25
Lodging			x	0	
Taxes & Fees on Lodging	\$0.00	\$0.00	x	0	

Deduction for Meals Provided at Conferences _____ -17.25

Total Lodging	\$93.00	Total Meals and Incidentals	\$59.25
---------------	---------	-----------------------------	---------

Total Estimated Travel Expenses: **\$152.25**

Date Submitted: _____ by _____
 Employee Traveling

Date Approved: _____ by _____
 Department Director

Date Approved: _____ by _____
 Executive Director

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

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

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TRAVEL AUTHORIZATION FORM

Person Traveling :	Greg Youell		
Dates of Travel:	September 11 - 12, 2018		
Departure Time:	8:00 a.m.	Return Time:	3:00 p.m.
Traveling to :	Kearney, NE		
Purpose:	NROC All Staff Retreat		
Coding:	28000-01 19NDOT02		
Block Rate Deadline:	Unknown		
# Traveling:	5		

Estimated Travel Expenses:

Registration	\$0.00	Transp. Fares	_____	Parking	_____
Flights	\$0.00	Auto Rental	_____	Other	_____

MAPA Vehicle Miles	368	Personal Vehicle Miles	_____	Rate	\$0.545
MAPA Vehicle Mileage	\$200.56	Personal Vehicle Mileage	\$0.00		

<u>Per Diem:</u>	Start Day	Between Days	x	# of days	End Day
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Dinner	\$17.25	\$23.00	x	0	\$17.25
Incidental	\$3.75	\$5.00	x	0	\$3.75
Meals & Incidental Total	\$38.25	\$51.00	x	0	\$38.25
Lodging			x	0	
Taxes & Fees on Lodging	\$0.00	\$0.00	x	0	

Deduction for Meals Provided at Conferences _____ -17.25

Total Lodging \$93.00 Total Meals and Incidentals \$59.25

Total Estimated Travel Expenses: **\$352.81**

Date Submitted: _____ by _____
 Employee Traveling

Date Approved: _____ by _____
 Department Director

Date Approved: _____ by _____
 Executive Director

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

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

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2222 Cuming Street
 Omaha, NE 68102
 (402) 444-6866

PURCHASE ORDER

DATE: 8/15/2018
 VENDOR: Mid America Center
 PURCHASER: C. Brownell

FOR: Council of Officials Annual Meeting - October 3, 2018

QTY	UNIT PRICE	DESCRIPTION	CODING	TOTAL
120	25.41	Social Hour - Cocktails \$12/psn Hors d'Oeuvres \$9/psn 21% service fee \$4.41/psn		\$3,049.20
120	36.3	Plated Dinner (\$30/psn @ 120 guest + 21% service fee)		\$4,356.00
3	45	A/V Tech On-Site		\$135.00
1	80	Podium w/ wireless handheld mic		\$80.00
2	400	LCD Projection Package		\$800.00
2	25	Stage (2 sections 8ftx12ft)		\$50.00
1	223.65	A/V Service Charge 21%		\$223.65
SUBTOTAL				\$8,693.85
SALES TAX				
SHIPPING				
OTHER				
TOTAL				\$8,693.85

DEPARTMENT MANAGER _____	DATE _____	ACTUAL TOTAL	\$ _____
		DIFFERENCE	\$ _____

IF OVER \$100 _____
 EXECUTIVE DIRECTOR _____ DATE _____

IF OVER \$5,000 _____
 TREASURER / FINANCE COMMITTEE MEMBER _____ DATE _____

IF OVER \$10,000 _____
 MAPA BOARD CHAIR / MEMBER _____ DATE _____

IF ACTUAL EXPENSES ARE OVER 10% GREATER THAN PREVIOUSLY APPROVED

REAPPROVE: _____
 DEPARTMENT MANAGER _____ EXECUTIVE DIRECTOR _____

 FINANCE MEMBER _____ BOARD MEMBER _____

**National Economic Partnerships for Innovative Approaches to Multi-Jurisdictional
Coordination**

Proposal

Project Title	<i>Central Plains Heartland Freight Technology Plan</i>
Lead Organization	Mid-America Regional Council (MARC)
Consortium Members	Heartland Civic Collaborative (HCC) Des Moines Area Metropolitan Planning Organization (DMAMPO) East West Gateway Council of Governments (EWGW) Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) Wichita Area Metropolitan Planning Organization (WAMPO) Illinois Department of Transportation (IDOT) Iowa Department of Transportation (Iowa DOT) Kansas Department of Transportation (KDOT) Missouri Department of Transportation (MoDOT) Nebraska Department of Transportation (NDOT)
Consultants and Contractors	To Be Determined
Focus area	The proposed project will develop a multi-jurisdictional, implementable plan to address freight, safety, and economic development for the states and major metropolitan areas of the Central Plains/Heartland through emerging freight technologies.
Contact	Ronald B. Achelpohl, PE Director of Transportation and Environment Mid-America Regional Council 816-474-4240 Rona@marc.org

CENTRAL PLAINS HEARTLAND FREIGHT TECHNOLOGY PLAN

Primary area for a National Economic Partnership

The proposed project will develop a multi-jurisdictional, implementable plan to address freight, safety, and economic development for the states and major metropolitan areas of the Central Plains/Heartland region. This plan will be developed through a unique public-private partnership of metropolitan planning organizations, state departments of transportation along with academic, business and industry leaders in the five Central Plains/Heartland states of Illinois, Iowa, Kansas, Missouri and Nebraska.

Transportation planning issues to be addressed in a regional context

The Central Plains/Heartland region, consisting of all or parts of Illinois, Iowa, Kansas, Missouri and Nebraska, is a national hub for agriculture, manufacturing and freight distribution.

The advent of new and emerging freight transportation technologies — including automated and connected vehicles, truck parking management, vehicle electrification and other applications — holds great promise to improve the safety, efficiency and economic impact of goods movement to, from and through this region. These benefits will only be fully realized with a consistent, coordinated approach to their planning, operation and regulation by regional public and private sector stakeholders.

The proposed planning project will advance priorities identified at the *FHWA Workshop on Multi-Jurisdictional Coordination for the Central Plains/Heartland Region* held in Kansas City, Missouri on May 16-17, 2018.

Major project elements will:

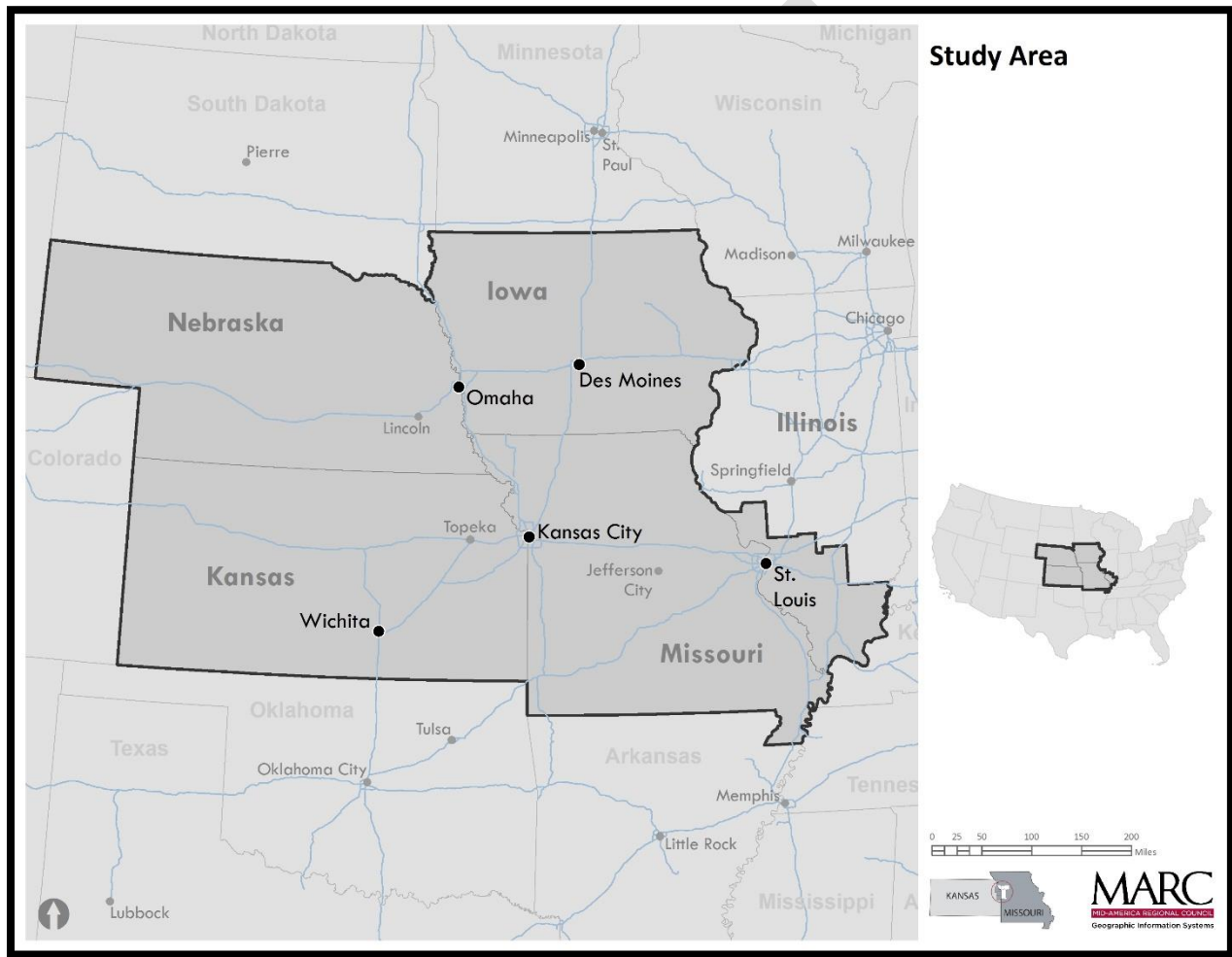
- Engage key regional public and private freight stakeholders.
- Examine freight connections between regional metropolitan areas and states.
- Assess potential impacts of emerging freight technologies such as autonomous and connected vehicles, vehicle-to-vehicle and vehicle-to-infrastructure systems, etc.
- Develop regional recommendations to harmonize implementation of emerging freight technologies including autonomous freight delivery systems, truck parking systems, Block-Chain, etc.
- Provide recommendations for public and private data management and sharing arrangements to promote efficient interoperability of freight technology systems within the region.

Project Area

As shown in Figure 1, the Central Plains/Heartland region includes five large-area metropolitan planning organizations and all or parts of five states listed below.

Metropolitan Area	MPO	States
Des Moines	DMAMPO	Iowa
Kansas City	MARC	Kansas, Missouri
Omaha-Council Bluffs	MAPA	Nebraska, Iowa
St. Louis	EWGW	Missouri, Illinois
Wichita	WAMPO	Kansas

Figure 1. Proposed Project Area.



Innovative National Economic Partnership

The Central Plains/Heartland region is a national center for agriculture, life sciences, advanced manufacturing and freight transportation and logistics. According to Dr. Catherine Ross of the Georgia Institute of Technology, who spoke at the FHWA *Multi-Jurisdictional Coordination for the Central Plains/Heartland Region Workshop* held on May 16-17, 2018, in Kansas City, Missouri, the Central Plains/Heartland region accounts for 8 percent of the national population, and makes up roughly 12 percent of the interstate system. The region’s location in the center of

the country provides residents and businesses short travel distances to major population centers. This central location makes the region attractive to e-commerce providers with 85 percent of the U.S. population reachable within two days or less. A few of the region's biggest challenges include safety, maintenance/state of good repair, truck parking, data management and funding. The region's opportunities include building on existing partnerships and capitalizing on emerging transportation technology.

The project will build on new and existing regional partnerships between public sector state and metropolitan partners and private sector business, civic and academic leaders. The Heartland Civic Collaborative, acting as a facilitator, will encourage regional partners to assess potential impacts and develop coordinated policy and planning approaches to emerging freight technologies.

The Heartland Civic Collaborative (HCC) serves as the regional voice of the Des Moines, Kansas City, Omaha and St. Louis metros. As one mega-region, the HCC builds momentum through targeted civic initiatives and drives strategic, coordinated actions toward common goals. The HCC focuses on four main areas that provide mutually beneficial opportunities to the Heartland. These areas leverage proven regional successes and deep roots in: Transportation, Federal Advocacy, Life Sciences and Entrepreneurship & Human Capital. Throughout the project, the HCC will assist in convening regional freight and technology stakeholders through workshops, webinars and other means.

The project will leverage new partnerships among the Heartland states and metropolitan areas with other regional initiatives including the Mid-America Freight Coalition (MAFC), ITS Heartland Chapter and the Mid-America Transportation Center (MATC) also designated as USDOT Region 7 University Transportation Center.

Proposed Consortium

Lead Agency -- The Mid-America Regional Council (MARC) is the council of governments and metropolitan planning organization for Greater Kansas City. MARC was established through an interagency agreement among four counties in Kansas and five counties in Missouri along with the six largest municipalities within the region. MARC has a strong, successful history as grant recipient for projects using discretionary federal funds including projects funded through TIGER, FHWA planning and research funds, and other programs. MARC will serve as the lead agency and project manager and will contribute in-kind services and/or non-federal funds toward the required non-federal match for the project.

Heartland Civic Collaborative -- As described above, the HCC will support this work by convening regional freight and technology stakeholders through workshops, webinars and other means and will also contribute in-kind services and/or non-federal funds toward the required non-federal match for the project.

MPO Members – DMAMPO (Des Moines), EWGW (St. Louis), MAPA (Omaha-Council Bluffs) and WAMPO (Wichita) will participate in reviewing projected deliverables, assist in

engaging stakeholders within their jurisdictions and will contribute in-kind services and/or non-federal funds toward the required non-federal match for the project.

State Members – Iowa DOT, IDOT (Illinois), KDOT (Kansas), MoDOT (Missouri) and NDOT (Nebraska) will participate in reviewing projected deliverables, assist in engaging stakeholders within their jurisdiction and will contribute in-kind services and/or non-federal funds toward the required non-federal match for the project.

Other Members – Area universities will be recruited to participate in reviewing projected deliverables, assist in engaging stakeholders within their jurisdictions and may contribute in-kind services and/or non-federal funds toward the required non-federal match for the project.

Consultant Procurement -- MARC anticipates procuring new consulting services in support of this project through a process to be determined based on details of the program award. A project management team of staff from participating organizations will review proposals and make recommendations for procurement of any consultant services and will review and approve deliverables for the project.

Project Outcomes

The anticipated outcomes of this work include:

- **Harmonized regional regulatory objectives and strategies** – The project will develop policy recommendations to avoid or minimize the risks of a patchwork of regulations of new and emerging technologies. Understanding current regional state and metropolitan transportation goals and safety objectives, economic development, environmental sustainability, asset management and other needs are imperative to reducing patchwork regulations.
- **Regional data sharing & management recommendations** – The project will provide recommendations to public and private sector stakeholders for technical and institutional best practices for data management and exchange between agencies and companies for safe, efficient operation of freight technology systems that will protect privacy and intellectual property, ensure cybersecurity and facilitate public and private sector benefits through their coordinated management and operation.

These anticipated outcomes should result in improved economic performance and/a harmonized planning/policy development of regional freight-based industries and technology including an approach that can be duplicated.

- **Improved economic performance of regional freight-based industries** – By developing harmonized regional approaches to new state technology regulations businesses will have lower operating costs.
- **Proactive private and public data sharing** – Harmonized planning and policy development for new freight technologies may lead to earlier adoption and faster realization of their potential benefits.

- **Replicability** -- Other regions can use the approach to minimize a patchwork of new technology regulations, resulting in a more efficient national freight transportation network.

How the results of the proposed work will serve as a resource to planning stakeholders and be shared nationally with other entities

The deliverables of this project will serve as a resource to planning stakeholders and shared nationally with other entities through a variety of mechanisms including:

- Data, analysis and recommendations produced by this initiative will inform updates to metropolitan and statewide transportation plans throughout the region.
- Project recommendations will provide guidance for state legislation and regulations to harmonize deployment of emerging freight technologies throughout the region.
- All reports, analysis and recommendations will be publically available on a project website.
- Project consortium members will share results of the proposed work via presentations at national conferences, peer workshops, etc.

Proposed Project Budget

Total Revenues	\$312,500
FHWA Program Revenue	\$250,000
Non-Federal Match	\$62,500
Total Cost	\$312,500
Consulting Contractor	\$300,000
Project Administration	\$12,500

Project Name: **National Economic Partnerships for Innovative Approaches to Multi-Jurisdictional Coordination**

DETAILED DESCRIPTION	Estimated Hours	2018 Rate/Hour	Total Estimated Cost
1. Direct Labor			
Director, Transportation	25	\$69.66	\$1,742.00
Senior Planner, Transportation	50	\$43.09	\$2,155.00
Senior Planner, Research	10	\$44.16	\$442.00
Principal Planner, Transportation	10	\$37.17	\$372.00
Public Affairs Coordinator II	20	\$28.75	\$575.00
Administrative Program Assistant	30	\$20.19	\$606.00
GIS Specialist III	10	\$35.66	\$357.00
A. Total Direct Labor Cost		155	\$6,249.00
2. Burden (Overhead)			
Fringe Benefits: 48.9% X Direct Labor (2016 HHS negotiated rate)			\$3,056.00
Overhead: 30.20% X Direct Labor+ Fringe Benefits (2016 HHS negotiated rate)			\$2,810.00
B. Total of Burden			\$5,866.00
C. Total Direct Costs and Burden (A+B)			\$12,115.00
D. Fixed Fee (0% applied to A+B)			\$0.00
E. Total Cost plus Fee (C+D)			\$12,115.00
3. Other Direct Cost			
Office Space Rent: 6.65% X Direct Labor (MARC 2018 budgeted rate)			\$416.00
F. Total Other Cost			\$416.00
4. Special Equipment			
			\$0.00
G. Total Special Equipment			\$0.00
5. Travel			

H. Total Travel	\$0.00
I. Total Expenses (E+F+G+H)	\$12,531.00
J. General & Administrative Expenses (rate of __% of Item I)	\$0.00
K. Total Expenses and Administrative Fee (I+J)	\$12,531.00
6. Subcontractors TBD	\$300,000.00
L. Total Subcontractors	\$300,000.00
M. Total Estimated Cost (K+L)	\$312,531.00

Scope of Work

The consultant shall perform at the minimum the following Tasks and subtasks but is encouraged to expand/or refine the task that supports a stronger project. Additionally, all tasks shall be completed in a form that is reproducible by other regions.

Task 1 – Stakeholder Engagement -- Engaging key regional public and private stakeholders.

Keys to understanding regional linkages requires vision and foresight into strengths associated with a shared regional vision. This requires individuals at the table that are willing and able to support, clarify, and effect change. Only those private and public stakeholders that effect change can create or destroy regional efforts for shared outcomes. In this task, it is imperative to define, facilitate, and/or construct a “commerce value network”. A commerce value network is a regional analysis perspective that describes social, technical and economic resources within and between regions. The nodes in a value network represent industries and/or roles. The connected nodes are interactions that represent tangible and intangible deliverables. The Consultant will work with the Heartland Civic Collaborative to:

- 1) Identify potential stakeholder to participate in association with the Heartland Civic Collaborative about regional freight/commerce collaboration.
- 2) Develop effective communication and messaging strategies to support regional collaboration and convey study findings:
 - a) Key stakeholders
 - b) Nodes
 - b) What defines the region relative to freight/commerce
 - c) Supply chain mix
 - i) Top 20 Commodities
 - ii) Delivery times
 - iii) Work force
 - iv) Governance
 - v) Infrastructure
 - vi) Land use
 - vii) Technology
 - viii) Natural resources (i.e. MO River)
- 3) Recommend next steps, roles and responsibilities for the consortium in developing and sustaining regional collaboration around the freight technology plan. These should include methods and approaches how to find, qualify and ensure appropriate stakeholders continue to participate and stay engaged.

Deliverables

Stakeholder engagement plan using best practices for multi-jurisdictional engagement

Task 2 – Economic connections between Heartland metropolitan areas and states

To understand regional networks of shared infrastructure and economic linkages we must define freight/commerce connections between regional metropolitan/rural areas and states. Over years, public agencies have done a tremendous job to define regional and national transportation systems, linkages and interconnects across state and local boundaries. Unfortunately, many of us still hold onto regionalist ideas about connectivity across state and local lines. Therefore, we tend to do a less stellar job defining how the system supports or inter acts with commerce and neighboring jurisdictions. We have learned that commerce knows no boarders ... we are in global economy where connections between supplier, manufacturer, delivery system and consumer are blurred or nonexistent. Suppliers are moving closer to their manufactures; distribution is rethinking historical logistic practices all in efforts for faster and better ways to support their customer. To understand our interconnectivity we need to define interconnected urban/rural linkages. First steps are defining major nodes (i.e. shipping/manufacturing locations, farm to market) and drivers of our regional economies, the urban and rural mix and major modes of transportation.

- 1) Define major urban and rural nodes within the study area driving regional economies. The Consultant will develop a rational approach using “free” or “minimal” cost data available to states and MPO to define “Major nodes” are those location that -- (*Consultant will develop rational approach and definition of “major node” that is acceptable to all study partners*)
- 2) What drives these economies --- the Consultant will define the top 10 urban/rural economic drivers of the region and provide rational definition of an economic drive. Analysis shall include:
 - i) Leading top 20 commodities and the economic impacts
 - ii) Mix between
 - (1) Urban/Rural
 - (2) Industrial - agricultural
 - (3) Modes of transportation (rail, truck, barge, intermodal, data)
- 3) How are our economies linked: define connections between state and metropolitan economies, practices, locations and industry clusters that best exemplify aspects of regional approaches? What are the shared outcomes of our regional economies? What can regions learn/share with one another that supports their economies and support freight transportation/logistics?
- 4) Identify opportunities for data sharing to support public private collaboration to leverage emerging freight technologies for improvements in safety, productivity, economic growth and environmental protection.
 - a) Demonstrate economic value of open data sharing between the private and public sector
 - b) Identify techniques that manage risk and engage stakeholders
 - c) Define methods for accountability that maintains transparency but protects the exchange of proprietary information including step to ensure cyber security

Deliverables

Guide that details an approach in identifying regional linkages and major nodes. The guide shall include at the minimum steps in developing regional approaches: to identify to shared linkages,

major nodes and definition, rural and urban economic drivers, economic value of sharing open data, techniques for managing risks, engaging stakeholder, accountability and steps to ensure cyber security.

Task 3 -- Recommendations for harmonized regional regulatory objectives and strategies

How do agencies assess potential impacts of emerging freight technologies such as autonomous and connected vehicles, vehicle-to-vehicle and vehicle-to-infrastructure systems, etc? Currently there are 27 states (including the District of Columbia) with approved autonomous and connected vehicle related legislation; 7 states having executive orders only; 3 states with both legislation and executive orders; and 14 states with no legislations. The National Highway Traffic Safety Administration released a streamlined version of policy guidance on automated driving systems but there is no overarching federal legislation dictating how to handle autonomous and connected vehicles. States have picked up the policy development slack, creating a patchwork of regional rules that vary widely in intention and implementation. Additionally, we're in the midst of a digital revolution that's changing the way we do business. Today's supply chain community is coordinating, developing, and analyzing mountains of data generated by the "Internet of Things" (IoT), "artificial intelligence" (AI), mobile, social and other digital technologies. The opportunity for insight by the public sector is greater than ever, but true visibility still seems frustratingly out of reach. Most public agencies today are still operating with systems of data policy integration of private data practices built for another era; we are operating on key performance indicators based on yesterday's performance.

- 1) The Consultant will develop a reasonable approach to assess new freight technologies and impacts on transportation agencies. Approach will include methods and best practices to:
 - a) Identify emerging freight technologies most likely or beneficial for near to intermediate term implementation in the Heartland.
 - b) Coordination – assess how public agencies coordinate current technology integration practices/policies with advances in supply chain technology?
 - c) Identify gaps and/or patchwork policies or policy development that are an impediment to efficient regional freight movement.
 - d) Develop first steps that provide public agencies methods to evaluate these technologies:
 - i) Policy implications regarding "how transportation agencies do business"
 - ii) Does policy change - change existing business practices, if so to what degree and is impacted
 - (1) External to the agency
 - (2) Internal to the agency
 - iii) Policy development implementation that support regionalism
 - iv) Infrastructure (beyond roads and bridges) needs - what is the infrastructure of tomorrow's regional transportation system
- 2) Identify and analyze current technology policies and practices that may impede proactive regional planning and relationships to efficient freight movement.

- a) Develop first steps that provide public agencies methods to evaluate these technologies:
 - i) Policy implications about how transportation agencies do business
 - ii) Policy change to existing business practices
 - iii) Policy development implementation that support regionalism
 - iv) Infrastructure (beyond roads and bridges) needs - what is the infrastructure of tomorrows regional transportation system
- 3) Conduct a SWOT analysis to assess what agencies in the Heartland are “doing well”, “not so well”, “need to improve”, and “not doing at all” that demonstrate current and/or propose processes that support proactive freight technology planning. The analysis should also point out those practices that support and could be considered best practices to support regionalism or detract from regional planning

Deliverables

SWOT analysis and supporting documentation, police gaps/patchwork

Task 4 -- Regional data sharing & management recommendations

Provide recommendations for public and private data management and sharing opportunities and arrangements to promote efficient interoperability of freight technology systems within the region. Transportation agencies need abilities to rapidly and comprehensively read, understand and correlate data – from across disparate sources, silos and systems, both internal and external and provide real-time analysis and insights based on interpretation of that data.

- 1) Building upon Tasks 1 - 3 the Consultant will develop a reasonable approach (in support of regionalism) to assess and integrate new freight data/technologies and impacts on transportation agencies. Approach will includes methods and best practice to:
 - a) Coordination - how do public agencies integrate current data practices with advance supply chain technology/data?
 - b) Steps in developing data sharing arrangements among regional transportation partners and the freight community.
 - c) When not to use a formal agreement and a “MOU” (memorandum of understanding) works fine.
 - i) What data sharing agreement conditions are required, negotiable and non-negotiable
 - (1) Transportation agency to transportation agency
 - (2) Transportation Agency to private business
 - d) Develop first steps that provide public agencies methods to quantify and prioritize data sharing:
 - i) Planning steps to evaluate what data is truly needed or “is it just good to have”.
 - ii) Policy change to existing business practices to accept big data
 - iii) Policy development implementation to regional data sharing.
 - iv) Define major and minor impediments to data sharing
 - (1) Transportation agency to transportation agency

- (2) Private to transportation agency
- 2) Consolidate, correlate and analyze current data sharing policies that may impede proactive regional planning and relationships to efficient freight movement.
 - a) Develop first steps that provide public agencies methods to evaluate these policies:
 - i) Develop pros and cons about regional data sharing
 - ii) Policy implication associated to regional sharing and how to change to existing business practices to support sharing
 - iii) Infrastructure (beyond roads and bridges) needs - what infrastructure is needed for efficient and secure data sharing
 - iv) Analyze gaps and redundancy associated with efficient data sharing
 - v) What happens if public agencies can't change

Deliverables

Guidebook to regional data sharing,

Data policy evaluation matrix,

Data sharing MOU and sample agreement template,



Subcontractor Payment Authorization

Contract Number:

Contract Party:

Birdhouse Interior Design

Contract Description:

Office Update

Contract Approved by Finance Committee:

October 18, 2017

Contact Amount:

\$8,550.00

Match Amount:

\$0.00

Contract Period:

Final Payment

Billed to Date: \$ 8,550.00

Less Previous Payments: \$ 7,790.00

Amount Due: \$ 760.00

Payment Recommended By: N/A
Responsible Charge / MAPA Staff Member

Melinda Engel
Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____
Date

MAPA Treasurer/Finance Committee Member



BIRDHOUSE
Design Studio

Birdhouse Interior Design Consulting
2708 N. 52nd. St.
Omaha, NE 68104 US
(402) 577-0711x402
design@birdhouseinteriors.com

INVOICE

BILL TO
Greg Youell
MAPA
2222 Cuming St.
Omaha, NE 68102

INVOICE # 1074
DATE 08/06/2018
DUE DATE 08/21/2018
TERMS Net 15

ACTIVITY	QTY	RATE	AMOUNT
Services final design fee balance	1	760.00	760.00

BALANCE DUE **\$760.00**

Final Payment

MAPA Expense Authorization Voucher	
Date <u>8/6/18</u>	Amt. <u>760.00</u>
Project <u>9000-03</u>	
Account <u>10-5950</u>	
Grant <u>16INDCO1</u>	
Acctg. Dir. <u>MICZ</u>	
Exec. Dir. _____	
Treasurer _____	



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
 Contact Amount: \$80,000.00
 Match Amount: \$34,286.00
 Contract Period: July 1, 2017 - June 30, 2018

Final Payment

Billed to Date: \$ 79,999.98
 Less Previous Payments: \$ 75,341.78
 Amount Due: \$ 4,658.20

Payment Recommended By:


 Responsible Charge / MAPA Staff Member


 Department Manager


 MAPA Executive Director

Approved by MAPA Finance Committee:

Date

MAPA Treasurer/Finance Committee Member

Approved by MAPA Board of Directors:

Date

MAPA Board Chair/Member



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

Invoice No. 034345

INVOICE

MAPA CONTRACT
2222 Cuming Street
Omaha, NE 68102

Date June 30, 2018
PO _____
Reference # _____
Customer # 20-20112

Qty	Description	Unit Price	TOTAL
0.00	2020112 - 2017-2018 CONTRACT	0.00	4,658.20
0.00	2020112 - 4TH QTR APR-JUN 2018	0.00	0.00



Payment Details <input type="radio"/> Cash <input type="radio"/> Check <input type="radio"/> _____	SubTotal	4,658.20
	TOTAL	4,658.20
Office Use Only		

METRO TRANSIT

MAPA EXPENSES 2017-2018 CONTRACT

Billing Period: April 1, 2018 to June 30, 2018

MAPA Billing

Alicia Andry 4th Qtr Wages & Fringes	1,632.28
Emily Baarson 4th Qtr Wages	137.20
Evan Schweitz 4th Qtr Wages & Fringes	2,888.72
Sylvia Sherman 4th Qtr Wages & Fringes	<u>0.00</u>
2017 - 2018 MAPA Contract - Federal Share	4,658.20
Alicia Andry 4th Qtr Wages & Fringes	699.83
Emily Baarson 4th Qtr Wages	58.80
Evan Schweitz 4th Qtr Wages & Fringes	1,238.03
Sylvia Sherman 4th Qtr Wages & Fringes	<u>0.00</u>
2017 - 2018 MAPA Contract - Local Match	1,996.66
2017 - 2018 MAPA Contract	<u>6,654.86</u>
MAPA June Billing	<u>4,658.20</u>

METRO
MAPA UWP
2017-2018

MAPA PROJECTS	APRIL HOURS	MAY HOURS	JUNE HOURS	4th QTR	PAYROLL	BENEFITS (30.83%)	TOTAL	YEAR TO DATE TOTAL
440.01 - Transit Planning Administration								
TOTAL FOR 440.01	0.00	0.00	6.75	6.75	\$153.77	\$47.41	\$201.18	3,010.27
440.02 - Short-Range and Service Planning								
TOTAL FOR 440.02	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	61,550.82
440.03 - Long-Range Transit Planning								
Full-Time Employees	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	\$7,150.34
Part-Time Employees	0.00	0.00	7.00	7.00	\$196.00	\$0.00	\$196.00	13,230.00
TOTAL FOR 440.03	0.00	0.00	7.00	7.00	\$196.00	\$0.00	\$196.00	20,380.34
440.07 - Central Omaha Transit Alternative Analysis								
TOTAL FOR 440.07	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	2,198.00
440.08 - Transit Service Standards								
TOTAL FOR 440.08	5.00	7.00	0.00	12.00	\$378.48	\$116.69	\$495.17	3,657.84
440.11 - Transit Management Objectives								
TOTAL FOR 440.11	18.00	25.00	6.00	49.00	\$1,545.73	\$476.56	\$2,022.29	6,316.18
440.13 - Transit Service Development Update								
TOTAL FOR 440.13	5.00	1.00	3.00	9.00	\$283.86	\$87.51	\$371.37	611.73
440.15 - Special Studies								
TOTAL FOR 440.15	3.00	6.50	12.50	22.00	\$615.04	\$189.62	\$804.66	4,367.38
440.16 - Program Certification								
TOTAL FOR 440.16	31.50	28.00	20.00	79.50	\$1,959.93	\$604.26	\$2,564.19	12,193.43
Total Individuals	62.50	67.50	55.25	185.25	\$5,132.81	\$1,522.05	\$6,654.86	114,286.00
				MAPA Portion 70%	\$3,592.97	\$1,065.23	\$4,658.20	80,000.00
				Local Match 30%	\$1,539.84	\$456.82	\$1,996.66	34,286.00
					\$5,132.81	\$1,522.05	\$6,654.86	114,286.00
				MAPA UWP Billing	<u>\$4,658.20</u>			



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

TRANSIT/HUMAN SERVICE TRANSPORTATION (440)

440.01 Transit Planning Administration

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

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

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: Ongoing

440.02 Short-Range and Service Planning

- A. 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: 100%

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: 40%

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, 13th Street Walkability Study, 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: 100%

440.16 Program Certification

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

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

SCHEDULE: Work is on schedule.

PERCENT COMPLETION: Ongoing



Subcontractor Payment Authorization

Contract Number: 18504101101
 Contract Party: City of Omaha
 Contract Description: Public Works - FY 2018
 Contract Approved by Board of Directors: June 29, 2017
 Contact Amount: \$63,000.00
 Match Amount: \$27,000.00
 Contract Period: July 1, 2017 - June 30, 2018

Payment # Final

Billed to Date: \$ 58,630.11
 Less Previous Payments: \$ 41,301.97
 Amount Due: \$ 17,328.14

Payment Recommended By: _____
Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____
Date

MAPA Treasurer/Finance Committee Member

Approved by MAPA Board of Directors: _____
Date

MAPA Board Chair/Member

City of Omaha

Date: 26-JUL-18
Page 1 of 1

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

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

Bill To :
METRO AREA PLANNING AGENCY
2222 CUMING ST

OMAHA NE 68102-4328

Ship To :

Customer Number : 18276

Invoice Number : 154436 **Terms :** 30 NET

Transaction Type : PUBLIC WORKS **Total due :** \$ 17,328.14

PLEASE RETURN TOP PORTION WITH REMITTANCE

Item No	Description	Qty Invoiced	Unit Price	Extended Price
1	MAPA TRAFFIC COUNTING PROGRAM, SPR-PL1(55) - APRIL - JUNE 2018	1	17328.14	17328.14
	SPECIAL INSTRUCTIONS	DUE DATE		TOTAL DUE
	Invoice Number : 154436	25 AUG-18		\$17,328.14

10-4510 (7,426.34)
10-5440 7,426.34

MAPA Expense Authorization Voucher

Date 6/30/18 Amt. 17,328.14

Project 31000-02

Account 10-5420

Grant 16ND0201

Acctg. Dir. MKS


Exec. Dir. _____

Treasurer _____



Cost Breakdown Form

for Actual Cost Plus Fixed Fee Agreements with Local Funds

Company Name:		City of Omaha		
Address:		1819 Farnam, Suite 603, Omaha, Ne 68183		
Project No.:		PL-1(55)		
Project Location:		Omaha, Nebraska		
Control No.:		00978A		
Agreement No.:		PL1703		
Invoice No. and Date:		18-4		
Progress Report Date:		30-Jun-18		
% Work Completed:		93.06%		
Current Billing Period:		1 April - 30 June 2018		
Actual Cost plus Fixed Fee Amount		Limiting Max. Amount	Fixed Fee for Profit	Totals
	100%	\$90,000.00	\$0.00	\$90,000.00
Local Share	30%	\$27,000.00	\$0.00	\$27,000.00
Federal/State Share	70%	\$63,000.00	\$0.00	\$63,000.00
		Amount		
		This Period	Previously Billed	To Date
Direct Labor		\$6,723.82	\$19,716.66	\$26,440.48
Overhead @ 36.22% of Direct Labor		\$2,435.37	\$7,141.37	\$9,576.74
Direct Labor		\$13,325.22	\$27,444.02	\$40,769.24
Overhead @ 7.65% of Direct Labor		\$1,019.38	\$2,099.47	\$3,118.85
Direct Non-Labor Costs		\$1,250.69	\$2,601.29	\$3,851.98
Indirect Costs		\$0.00		\$0.00
Outside Services (Subconsultants)				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Subtotal – Outside Services				
100 % TOTAL COST INCURRED		\$24,754.48	\$59,002.81	\$83,757.29
30%	Local Share	\$7,426.34	\$17,700.84	\$25,127.18
70%	Total Amount Due	\$17,328.14	\$41,301.97	\$58,630.11
I certify that the billed amounts are actual and in agreement with the contract terms.			Balance:	\$4,369.89
Signature: 		Title: ENGINEERING TECH I		Date: 7-17-18

INVOICE - FOR CITY OF OMAHA TRAFFIC COUNTING PROGRAM

For the period of 1 April - 30 June 2018 INVOICE NUMBER: 18-4 DATE: 30 June 2018

DIRECT LABOR EXPENSES

NAME	CLASSIFICATION	HOURS	DIRECT RATE	TOTAL COSTS
Mike Gaughen	Engineering Tech 1	96	\$33.54	\$3,219.84
James Thompson	Secretary II	36	\$15.43	\$555.48
Todd Pfitzer	City Engineer	38	\$52.24	\$1,985.12
Jeff Riesselman	City Traffic Engineer	22	\$43.79	\$963.38
Full-time Wages				\$6,723.82
Approved O/H Rate 36.22%				\$2,435.37
Full-time Labor Total				\$9,159.19
Garry Williams	Engineering Aide I	298	\$15.93	\$4,747.14
Ron January	Engineering Aide I	272	\$15.93	\$4,332.96
Duane Williams	Engineering Aide I	288	\$14.74	\$4,245.12
Part-time Wages				\$13,325.22
Approved O/H Rate 7.65%				\$1,019.38
Part-time Labor Total				\$14,344.60
TOTAL LABOR				\$23,503.79

DIRECT NON-LABOR EXPENSES	QUANTITY	RATE	TOTAL COSTS
Mileage	1,934	\$0.535	\$1,034.69
Reproduction	1800	\$0.12	\$216.00
TOTAL NON-LABOR COSTS			\$1,250.69
TOTAL DIRECT LABOR AND NON-LABOR EXPENSES			\$24,754.48
	MAPA'S Contribution		\$17,328.14
	Match		\$7,426.34



City of Omaha
Jean Stothert, Mayor

Public Works Department

Omaha/Douglas Civic Center
1819 Farnam Street, Suite 601
Omaha, Nebraska 68183-0601
(402) 444-5220
Fax (402) 444-5248

Robert G. Stubbe, P.E.
Public Works Director

Progress Report – City of Omaha Traffic Counting Program Project Number PL-1(55)
Current Billing Period: 1 April – 30 June, 2018 Performed turning movement counts for:

- | | | |
|---|---------------------------------------|------------------------------------|
| Crown Point & NW High East | Crown Point & NW High West | |
| Crown Point & Wenninghoff Road | Fort & North Oaks | |
| Harrison & Giles | NW Radial & Fontenelle | |
| Saddle Creek & Poppleton | West Dodge & West Dodge Frontage Road | |
| 13 th & Bancroft | 13 th & Gibson Road | |
| 15 th & Farnam | 16 th & Cass | |
| 16 th & Douglas | 16 th & Lake | |
| 16 th & Leavenworth | 16 th & Martha | |
| 16 th & Vinton | 20 th & Vinton | |
| 22 nd & Cuming | 27 th Ave & Cuming | |
| 28 th & Martha | 30 th & Ames | |
| 30 th & Cuming | 30 th & Hamilton | |
| 30 th & Lake | 33 rd & Davenport | |
| 36 th Ave & Martin/Redick | 42 nd & Hillsdale | |
| 51 st & Q | 60 th & Pacific | |
| 69 th & Cass/Underwood | 72 nd & Crown Point | |
| 72 nd & Redick | 84 th & Farnam/Broadmoor | |
| 84 th & Frederick | 84 th & Ridgewood | |
| 85 th & Western | 99 th & Fort | |
| 99 th & Q | 108 th & Blondo | |
| 108 th & Emmet | 108 th & Fort | |
| 108 th & Fowler | 108 th & M | |
| 120 th & Burt | 120 th & Old Maple | 120 th & Valley |
| 124 th & West Maple | 132 nd & Industrial/L | 132 nd & West Center |
| 132 nd & West Dodge WB Ramps | 132 nd & Wright | 135 th & Millard Avenue |
| 135 th & Montclair | 144 th & Drexel | 153 rd & Q |
| 168 th & Jackson | 176 th Ave & Q | 180 th & Arbor |
| 180 th & Oak | 192 nd & West Maple | 204 th & Farnam |

Anticipated Work for Next Billing Period:
Information Needed from MAPA/NDOR:
Percent of Work Completed to Date:
Outstanding Issues:

Monthly Traffic Counts
None
93.06%
None

Michael Gaughen, Traffic Engineering
City of Omaha (402) 444-4978

Date

CONTRACT COVER PLATE

CONTRACT IDENTIFICATION

1. Contract Number: City of Hancock, Iowa 18HANC01
2. Project Number and Title: City of Hancock, Iowa Sewer Project
3. Effective Date: June 18, 2018
4. Completion Date: July 31, 2021

CONTRACT PARTIES

5. Omaha-Council Bluffs Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102
6. City of Hancock
207 N Main Street
Hancock, IA 51536

ACCOUNTING DATA

7. Contract - \$10,000

DATES OF SIGNING AND MAPA BOARD APPROVAL

8. Date of Legal Review -
9. Date of MAPA Board Approval -
10. Date of City of Hancock Approval -

AGREEMENT

THIS CONTRACT, entered into as of this eighteenth day of June, 2018 by and between the City of Hancock, Iowa, 207 N. Main Street, Hancock, IA 51536 (herein called the "City ") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (herein called the "Planning Agency"),

WITNESSETH THAT:

WHEREAS, the City desires to engage the Planning Agency to render certain technical and professional services, hereafter described by the City of Hancock, in carrying out the Scope of Services of a Community Development Block Grant Agreement Number 18-WS-021.

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

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

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

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

- A. Objective. The objective of this program is to perform all necessary grant planning assistance services required to carry out Iowa Community Development Block Grant Number 18-WS-021 in Hancock, IA.
- B. Work Activity. The Planning Agency will provide and perform the necessary services required to carry out grant administrations as set out in Attachment A, Scope of Services.

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

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

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

5. Time of Performance. The services of the Planning Agency are to commence June 18, 2018 and end July 31, 2021.

6. Compensation. The City agrees to compensate the Planning Agency for professional services rendered in an amount not to exceed ten thousand dollars (\$10,000).

Payments for work under this agreement will be made based on actual costs up to a Maximum-Not-To-Exceed amount identified in the preceding paragraph. Actual costs include direct labor costs, direct non-labor costs, and overhead costs.

- A. Direct Labor Costs are the earnings that individuals receive for the time they are working directly on the project.

- a. Hourly Rates: For hourly employees, the hourly earnings rate shall be their employee's straight time hourly rate for the pay period in which the work was performed. If overtime

hours are worked on this project, the premium pay portion of those hours is not allowable as a direct labor cost. For salaried employees, the hourly earnings rate shall be their actual hourly rate as recorded in the Planning Agency's accounting books of record.

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

- B. Direct Non-Labor Costs: These costs include all necessary, actual, and allowable costs related to completing the work under the agreement, including but not limited to: meals, lodging, mileage, subject to the limitations outlined below; communication costs; reproduction and printing costs; special equipment and materials required for the project; special insurance premiums if required solely for this agreement; and such other allowable items. Purchases of such items should follow federal funding procurement process. Meal and lodging expenses shall not exceed IRS published per diem rates for the region. Alcoholic beverages are not considered to be an allowable expense and are not reimbursable.

A non-labor cost charged as a direct cost cannot be included in the Planning Agency's overhead rate. If for reasons of practicality, the consultant is treating a direct non-labor cost category, in its entirety, as an overhead cost, then costs from that category are not eligible to be billed to this project as a direct expense.

7. Method of Payment. The Planning Agency may request partial payment for services performed under this Contract on a monthly or quarterly schedule. Such requests shall be based on the actual cost of work completed to date of such requests. Final payment of services under this contract shall be made by the City within sixty (60) days following satisfactory completion of the Planning Agency's obligations under this Contract.

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

9. Civil Rights Provisions.

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

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

- C. Civil Rights Compliance in Employment - MAPA shall comply with all relevant provisions of the Iowa Civil Rights Act of 1965 as amended, Iowa Executive Order #15 dated April 2, 1973 and Executive Order #34 dated July 22, 1988, Federal Executive Order 11246, as amended by Federal Executive Order 11375, Title VII of the U.S. Civil Rights Act of 1964, as amended, the Fair Labor Standards Act (29 U.S.C. Section 201 et. seq.), Section 504 of the Vocational Rehabilitation Act of 1973 as amended, the Age Discrimination Act of 1975, as amended; and the Americans with Disabilities Act, as applicable, (P.L. 101-336, 42 U.S.C. 12101-12213). MAPA will furnish all information and reports requested by the State of Iowa or required by or pursuant to the rules and regulations thereof and will permit access to payroll and employment records by the State of Iowa to investigate compliance with these rules and regulations.
- D. Program Nondiscrimination - MAPA shall conform to requirements of Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.) and HUD regulations issued pursuant thereto contained in 24 CFR Part 1. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available through this contract. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et. seq.) or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Vocational Rehabilitation Act of 1973 as amended, (29 U.S.C. Section 794) shall also apply to any such program or activity.
- E. Fair Housing - MAPA (if applicable) shall comply with Title VIII of the Civil Rights Act of 1968 (Public Law 90-284 42 U.S.C. 3601 et seq.), generally known as the Fair Housing Act, and with HUD regulations found at 24 CFR Part 107, issued in compliance with Federal Executive Order 11063, as amended by Federal Executive Order 12259. MAPA shall also comply with Section 109, Title I of the Housing and Community Development Act of 1974, as amended.
- F. Training and Employment - MAPA shall comply with provisions for training, employment, and contracting in accordance with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u).
- G. Noncompliance with the Civil Rights Laws - In the event of MAPA's noncompliance with the nondiscrimination clauses of this contract or with any of the aforesaid rules, regulations, or requests, this contract may be canceled, terminated, or suspended either wholly or in part. In addition, the State of Iowa may take further action, imposing other sanctions and invoking additional remedies as provided by the Iowa Civil Rights Act of 1965, as amended, (Chapter 601A, Code of Iowa, 1981) as heretofore and hereafter amended, or as otherwise provided by law.

10. Termination of Contract for Cause. If, through any cause, the Planning Agency shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Planning Agency shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall thereupon have the right to terminate this Contract by giving written notice to the Planning Agency of such termination and specifying the effective date thereof, at least five (5) working days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Planning Agency shall, at the option of the City, become its property, and the Planning Agency shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

11. Termination for Convenience of the City. The City may terminate this Contract at any time by giving written notice to the Planning Agency of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. In that event, all finished or unfinished documents and other materials as described in Paragraph 10 above shall, at the option of the City, become its property. If the contract is terminated by the City as provided herein, the Planning Agency will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Planning Agency covered by this Contract, less payments of compensation previously made: Provided, however, that if less than sixty (60%) percent of the services covered by this Contract have been performed upon the effective date of such termination, the Planning Agency shall be reimbursed (in addition to the above payment) for that portion of the actual out-of-pocket expenses (not otherwise reimbursed under this Contract) incurred by the Planning Agency during the Contract period

which are directly attributable to the uncompleted portion of the services covered by this Contract. If this Contract is terminated due to the fault of the Planning Agency, Paragraph 10 hereof relative to termination shall apply.

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

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

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

15. The Planning Agency hereby agrees to comply with all federal, state and local laws, rules and ordinances applicable to the work and to this Agreement.

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

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

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

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

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

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

(D) The Planning Agency will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

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

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

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

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

CITY OF HANCOCK, IOWA

Attest _____

By _____ Date _____
Mayor

Printed Name Title

Printed Name

OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

Attest _____

By _____ Date _____
Rita Sanders, Chairman, Board of Directors

Printed Name Title

Approved as to Legal Form

Date: _____

Signed: _____
MAPA Legal Counsel

ATTACHMENT A

SCOPE OF SERVICES

The Metropolitan Area Planning Agency (MAPA) shall assist in compliance with requirements set forth by the Iowa Economic Development Authority (IEDA), maintenance of required records and documents; and other required actions not specifically listed, but requested by the local government, including, but not limited to the following activities:

1. GENERAL ACTIVITIES

A. Grant Notification

1. Be responsible for knowing and complying with IEDA regulations in the writing of the program schedule and any other submission to IEDA before contract signing
2. Set up a model for the program schedule assuring compliance time and monetary limitations of grant contract
3. Submit program schedule within the timeframe set up by IEDA
4. Meet with grantee to review and assure understanding of terms and conditions of the contract with IEDA

B. Environmental Review

1. Assist in finding of Exemption or Environmental Assessment/Level of Clearance Finding
2. Complete and document historic properties procedures as applicable
3. Assist in the publishing of early notice and, if applicable, notice of explanation concerning floodplains or wetlands
4. Assist in publishing Notice of Finding or No Significant Effect
5. Assist in publishing Notice of Intent to Request a Release of Funds
6. Assist in submitting Certification of Environmental Review and Request for Release of Funds

C. Program Set-Up

1. Prepare and forward press releases and/or stories concerning the grant
2. Prepare Code of Conduct and resolution
3. Prepare written procurement procedures and resolution
4. Maintain and promote performance standards in minority participation, services to low/moderate incomes, etc. that will help the grantee secure future grants
5. Assure environmental compliance for all phases of grant
6. Set up filing system including the following files:
 - a. Application Process
 - b. Environmental Review
 - c. IEDA Contract
 - d. MAPA Contract
 - e. Financial Management
 - f. Local Effort
 - g. Civil Rights
 - h. Labor Standards
 - i. Engineering
 - j. Acquisition
 - k. Project Files
 - l. Annual Audit Reports
 - m. Project Monitoring
 - n. Procurement
 - o. Grant Closeout
 - p. General Correspondence

D. Project Amendments (as needed)

1. Identify problem with Grantee.
2. Public hearing- prepare notices and attend hearing
3. Gather information
4. Write amendment - prepare for grantee approval
5. Conference with IEDA if necessary
6. Approval and implementation
7. Revise financial and compliance records

E. Record Keeping

1. Assist in setting up books for grant funds
2. Assist in setting up filing system for program information maintenance
3. Maintain and monitor records
4. Assist in executing budget amendments
5. Assist in preparing drawdown forms, authorizing and making disbursements
6. Assist in meeting with IEDA officials during site visits
7. Prepare and present program reports to the grantee at least quarterly
8. Prepare and present monthly expenditure reports and quarterly performance reports for IEDA

F. Program Close-out

1. Assist the grantee in selection of an auditor for the program
2. Assist auditor by providing all available information for financial and compliance audit
3. Assist in submission of audit to IEDA
4. Provide assistance to grantee in answering audit findings, if any
5. Assist grantee in providing proof of expenditure of unaudited funds, if any
6. Assist in preparation of close-out report

G. Other State and Federal Programs

1. Will assist the grantee in acquiring or administering other state or federal programs, which are needed or desired to match IEDA CDBG funds

II. PROGRAM ADMINISTRATION

A. Files

1. Shall review files regularly and shall assist in insuring appropriate information is contained in each
2. Shall be located in the office of the Clerk and will remain the property of the grantee

The above outline is generally specific, but some areas may have more detailed requirements implied, but not listed.

MAPA will assist the grantee with these requirements if requests are made by the Chief Executive or governing body of the grantee.

The grantee may request assistance from MAPA that is not specifically designated upon agreement of both parties.

CONTRACT COVER PLATE

CONTRACT IDENTIFICATION

1. Contract Number: 19POTT01 - County of Pottawattamie County, Iowa
2. Project Number and Title: Pottawattamie County, Iowa Downtown Revitalization
3. Effective Date: July 11, 2018
4. Completion Date: July 31, 2021

CONTRACT PARTIES

5. Omaha-Council Bluffs Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102
6. County of Pottawattamie County, Iowa
227 South 6th Street
Council Bluffs, Iowa 51501

ACCOUNTING DATA

7. Contract - \$30,000

DATES OF SIGNING AND MAPA BOARD APPROVAL

8. Date of Legal Review -
9. Date of MAPA Board Approval -
10. Date of County of Pottawattamie County Approval -

AGREEMENT

THIS CONTRACT, entered into as of this eleventh day of July, 2018 by and between the County of Pottawattamie County, Iowa, 227 South 6th Street, Council Bluffs, IA 51501 (herein called the "County") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (herein called the "Planning Agency"),

WITNESSETH THAT:

WHEREAS, the County desires to engage the Planning Agency to render certain technical and professional services, hereafter described by the County of Pottawattamie County, in carrying out the Scope of Services of a Community Development Block Grant Agreement Number 18-DTR-004.

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

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

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

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

A. Objective. The objective of this program is to perform all necessary grant planning assistance services required to carry out Iowa Community Development Block Grant Number 18-DTR-004 in Pottawattamie County, IA including the Downtown Revitalization of Macedonia and Carson.

B. Work Activity. The Planning Agency will provide and perform the necessary services required to carry out grant administrations as set out in Attachment A, Scope of Services.

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

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

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

5. Time of Performance. The services of the Planning Agency are to commence July 11, 2018 and end July 31, 2021.

6. Compensation. The County agrees to compensate the Planning Agency for professional services rendered in an amount not to exceed thirty thousand dollars (\$30,000).

Payments for work under this agreement will be made based on actual costs up to a Maximum-Not-To-Exceed amount identified in the preceding paragraph. Actual costs include direct labor costs, direct non-labor costs, and overhead costs.

A. Direct Labor Costs are the earnings that individuals receive for the time they are working directly on the project.

a. Hourly Rates: For hourly employees, the hourly earnings rate shall be their employee's straight time hourly rate for the pay period in which the work was performed. If overtime hours are worked on this project, the premium pay portion of those hours is not allowable as a direct labor cost. For salaried employees, the hourly earnings rate shall be their

actual hourly rate as recorded in the Planning Agency's accounting books of record.

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

- B. Direct Non-Labor Costs: These costs include all necessary, actual, and allowable costs related to completing the work under the agreement, including but not limited to: meals, lodging, mileage, subject to the limitations outlined below; communication costs; reproduction and printing costs; special equipment and materials required for the project; special insurance premiums if required solely for this agreement; and such other allowable items. Purchases of such items should follow federal funding procurement process. Meal and lodging expenses shall not exceed IRS published per diem rates for the region. Alcoholic beverages are not considered to be an allowable expense and are not reimbursable.

A non-labor cost charged as a direct cost cannot be included in the Planning Agency's overhead rate. If for reasons of practicality, the consultant is treating a direct non-labor cost category, in its entirety, as an overhead cost, then costs from that category are not eligible to be billed to this project as a direct expense.

7. Method of Payment. The Planning Agency may request partial payment for services performed under this Contract on a monthly or quarterly schedule. Such requests shall be based on actual costs of work completed to date of such requests. Final payment of services under this contract shall be made by the County within sixty (60) days following satisfactory completion of the Planning Agency's obligations under this Contract.

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9. Civil Rights Provisions.

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

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

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

C. Civil Rights Compliance in Employment - MAPA shall comply with all relevant provisions of the Iowa Civil Rights Act of 1965 as amended, Iowa Executive Order #15 dated April 2, 1973 and Executive Order #34 dated July 22, 1988, Federal Executive Order 11246, as amended by Federal Executive Order 11375, Title VII of the U.S. Civil Rights Act of 1964, as amended, the Fair Labor Standards Act (29 U.S.C. Section 201 et. seq.), Section 504 of the Vocational Rehabilitation Act of

1973 as amended, the Age Discrimination Act of 1975, as amended; and the Americans with Disabilities Act, as applicable, (P.L. 101-336, 42 U.S.C. 12101-12213). MAPA will furnish all information and reports requested by the State of Iowa or required by or pursuant to the rules and regulations thereof and will permit access to payroll and employment records by the State of Iowa to investigate compliance with these rules and regulations.

- D. Program Nondiscrimination - MAPA shall conform to requirements of Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d et seq.) and DHUD regulations issued pursuant thereto contained in 24 CFR Part 1. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available through this contract. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et. seq.) or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Vocational Rehabilitation Act of 1973 as amended, (29 U.S.C. Section 794) shall also apply to any such program or activity.
- E. Fair Housing - MAPA (if applicable) shall comply with Title VIII of the Civil Rights Act of 1968 (Public Law 90-284 42 U.S.C. 3601 et seq.), generally known as the Fair Housing Act, and with DHUD regulations found at 24 CFR Part 107, issued in compliance with Federal Executive Order 11063, as amended by Federal Executive Order 12259. MAPA shall also comply with Section 109, Title I of the Housing and Community Development Act of 1974, as amended.
- F. Training and Employment - MAPA shall comply with provisions for training, employment, and contracting in accordance with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u).
- G. Noncompliance with the Civil Rights Laws - In the event of MAPA's noncompliance with the nondiscrimination clauses of this contract or with any of the aforesaid rules, regulations, or requests, this contract may be canceled, terminated, or suspended either wholly or in part. In addition, the State of Iowa may take further action, imposing other sanctions and invoking additional remedies as provided by the Iowa Civil Rights Act of 1965, as amended, (Chapter 601A, Code of Iowa, 1981) as heretofore and hereafter amended, or as otherwise provided by law.

10. Termination of Contract for Cause. If, through any cause, the Planning Agency shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Planning Agency shall violate any of the covenants, agreements, or stipulations of this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice to the Planning Agency of such termination and specifying the effective date thereof, at least five (5) working days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Planning Agency shall, at the option of the County, become its property, and the Planning Agency shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

11. Termination for Convenience of the County. The County may terminate this Contract at any time by giving written notice to the Planning Agency of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. In that event, all finished or unfinished documents and other materials as described in Paragraph 10 above shall, at the option of the County, become its property. If the contract is terminated by the County as provided herein, the Planning Agency will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Planning Agency covered by this Contract, less payments of compensation previously made: Provided, however, that if less than sixty (60%) percent of the services covered by this Contract have been performed upon the effective date of such termination, the Planning Agency shall be reimbursed (in addition to the above payment) for that portion of the actual out-of-pocket expenses (not otherwise reimbursed under this Contract) incurred by the Planning Agency during the Contract period which are directly attributable to the uncompleted portion of the services covered by this Contract. If this Contract is terminated due to the fault of the Planning Agency, Paragraph 10 hereof relative to termination shall apply.

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

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

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

15. The Planning Agency hereby agrees to comply with all federal, state and local laws, rules and ordinances applicable to the work and to this Agreement.

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

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

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

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

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

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

(D) The Planning Agency will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

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

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

Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

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

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

COUNTY OF POTTAWATTAMIE COUNTY,
IOWA

Attest _____

By _____ Date _____
Chairman, County of Pottawattamie County, IA

Printed Name Title

Printed Name

OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

Attest _____

By _____ Date _____
Rita Sanders, Chairman, Board of Directors

Printed Name Title

Approved as to Legal Form

Date: _____

Signed: _____
MAPA Legal Counsel

ATTACHMENT A

SCOPE OF SERVICES

The Metropolitan Area Planning Agency (MAPA) shall assist in compliance with requirements set forth by the Iowa Economic Development Authority (IEDA), maintenance of required records and documents; and other required actions not specifically listed, but requested by the local government, including, but not limited to the following activities:

1. GENERAL ACTIVITIES

A. Grant Notification

1. Be responsible for knowing and complying with IEDA regulations in the writing of the program schedule and any other submission to IEDA before contract signing
2. Set up a model for the program schedule assuring compliance time and monetary limitations of grant contract
3. Submit program schedule within the timeframe set up by IEDA
4. Meet with grantee to review and assure understanding of terms and conditions of the contract with IEDA

B. Environmental Review

1. Assist in finding of Exemption or Environmental Assessment/Level of Clearance Finding
2. Complete and document historic properties procedures
3. Assist in the publishing of early notice and notice of explanation concerning floodplains or wetlands
4. Assist in publishing Notice of Finding of No Significant Effect
5. Assist in publishing Notice of Intent to Request a Release of Funds
6. Assist in submitting Certification of Environmental Review and Request for Release of Funds

C. Program Set-Up

1. Prepare and forward press releases and/or stories concerning the grant
2. Prepare Code of Conduct and resolution
3. Prepare written procurement procedures and resolution
4. Maintain and promote performance standards in minority participation, services to low/moderate incomes, etc. that will help the grantee secure future grants
5. Assure environmental compliance for all phases of grant
6. Set up filing system including the following files:
 - a. Application Process
 - b. Environmental Review
 - c. IEDA Contract
 - d. MAPA Contract
 - e. Financial Management
 - f. Local Effort
 - g. Civil Rights
 - h. Labor Standards
 - i. Engineering, Architecture, or other project relevant planning
 - j. Acquisition (if applicable)
 - k. Project Files
 - l. Project Monitoring
 - m. Procurement
 - n. Grant Closeout
 - o. General Correspondence

D. Project Amendments (as needed)

1. Identify problem with Grantee.
2. Public hearing- prepare notices and attend hearing
3. Gather information
4. Write amendment - prepare for grantee approval
5. Conference with IEDA if necessary
6. Approval and implementation
7. Revise financial and compliance records

E. Record Keeping

1. Assist in setting up books for grant funds
2. Assist in setting up filing system for program information maintenance
3. Maintain and monitor records
4. Assist in executing budget amendments
5. Assist in preparing drawdown forms, authorizing and making disbursements
6. Assist in meeting with IEDA officials during site visits
7. Prepare and present program reports to the grantee at least quarterly
8. Prepare and present monthly expenditure reports and quarterly performance reports for IEDA

F. Program Close-out

1. Assist the grantee in selection of an auditor for the program
2. Assist auditor by providing all available information for financial and compliance audit
3. Assist in submission of audit to IEDA
4. Provide assistance to grantee in answering audit findings, if any
5. Assist grantee in providing proof of expenditure of unaudited funds, if any
6. Assist in preparation of close-out report

G. Other State and Federal Programs

1. Will assist the grantee in acquiring or administering other state or federal programs, which are needed or desired to match IEDA CDBG funds

II. PROGRAM ADMINISTRATION

A. Files

1. Shall review files regularly and shall assist in insuring appropriate information is contained in each
2. Shall be located in the office of the Clerk and will remain the property of the grantee

The above outline is generally specific, but some areas may have more detailed requirements implied, but not listed.

MAPA will assist the grantee with these requirements if requests are made by the Chief Executive or governing body of the grantee.

The grantee may request assistance from MAPA that is not specifically designated upon agreement of both parties.

Resolution No. 2019 - 02

MAPA FOUNDATION BOARD RESOLUTION AMENDING THE MAPA FOUNDATION BYLAWS.

WHEREAS, the MAPA Foundation was formed April 11, 2000 for charitable and educational purposes; and

WHEREAS, the MAPA Foundation was previously designated as a regional Non-Profit Development Organization (NDO) by the Nebraska Department of Economic Development (NDED); and

WHEREAS, the purposes of the MAPA Foundation NDO are to engage in community economic development activities and act as a sub-recipient of CDBG Economic Development grants; and

WHEREAS, the Bylaws of the MAPA Foundation were reviewed by NDED to verify conformance with NDO requirements of NDED and the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the current Bylaws of the MAPA Foundation omit language preferred by NDED and HUD; and

WHEREAS, the MAPA Foundation shall meet the requirements of the Housing and Community Development Act, Section (a) (15), as amended; and

WHEREAS, the Board of Directors of the MAPA Foundation shall have no less than one member who represents low- and moderate-income populations, and said Board shall not be composed of more than one-third State Public Sector Representatives; and

RESOLVED, MAPA staff recommends amending the Bylaws of the MAPA Foundation in order to retain NDO status in the State of Nebraska.

BE IT FURTHER RESOLVED, that the amendment to the Bylaws of the MAPA Foundation is hereby approved and adopted.

Passed this 30th day of August, 2018.

Rita Sanders, Chairperson
MAPA Foundation Board of Directors

AMENDED BYLAWS OF MAPA FOUNDATION

ARTICLE I – NAME AND ORGANIZATION

Section 1.01 Name. The name of the Corporation shall be the MAPA Foundation (herein referred to as “Corporation”).

Section 1.02 Organization. The Corporation is a legal non-profit subsidiary of the Omaha-Council Bluffs Metropolitan Area Planning Agency (herein referred to as “MAPA”). Both entities are separate yet intertwined in governance.

ARTICLE II – DEFINITIONS

Board of Directors (Board): MAPA Foundation governing body.

Corporation: MAPA Foundation.

MAPA: Omaha-Council Bluffs Metropolitan Area Planning Agency.

MAPA Council of Officials: 64-member policy board representing each of the 64 governmental units that comprise MAPA.

NDO: Non-Profit Development Organization.

Region: Cass, Douglas, Sarpy, and Washington counties in Nebraska and Mills and Pottawattamie counties in Iowa.

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

ARTICLE III – PURPOSE AND GEOGRAPHIC AREA

Section 3.01 Purpose. The MAPA Foundation (herein referred to as “Corporation”) is organized exclusively for charitable and educational purposes within the meaning of §501(c) (3) of the Internal Revenue Code or the corresponding section of any future federal tax code. Subject to the limitations imposed by §501(c) (3), one of the purposes of the Corporation is to engage in planning and community development activities further outlined below which are intended to lead to an improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more of the critical problems of the area with emphasis on the needs of persons with low and moderate income. Nothing in this paragraph shall allow this Corporation to carry on any activities not permitted to be carried on by an organization exempt from federal and state income tax under § 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law. **Furthermore, the Corporation will meet the requirements of the Housing and Community Development Act Section (a) (15), as amended.** To further the Corporation’s purpose, the following activities may be carried out:

- A. The Corporation is a supporting organization of the Omaha-Council Bluffs Metropolitan Area Planning Agency (herein referred to as “MAPA”).

- B. To initiate, promote and assist in the development of housing, economic development, community improvement, transportation, transportation safety and air quality programs and activities.
- C. To help local jurisdictions, leaders and residents participate in planning and carrying out community improvement activities, which may include but not limited to the creation of home ownership opportunities, the promotion of rehabilitation programs, new housing development, and housing management.
- D. To improve the circumstances of low and moderate income residents by reducing the level of unemployment and underemployment through the creation of job opportunities.
- E. To assist local jurisdictions and residents of all ages to identify and respond to community issues, such as infrastructure, transportation, quality of life and public safety.
- F. To provide facilities, personnel and funds for studies, surveys and demonstration activities leading to effective programs to be carried out by private institutions and agencies directed toward the achievement of the goals of the Corporation.
- G. To work cooperatively with existing public and private agencies toward the effective utilization of human resources.
- H. Grants or loans of funds or property, with or without interest, which will further the objective of the Corporation and accomplish its purposes.
- I. To acquire by purchase, gift, devise, bequest, lease or otherwise, to own, hold, use, maintain, improve, and operate, and to sell, lease and otherwise dispose of, real and personal property to the extent authorized by law.
- J. To make application for and administer loans, grants, or other financial assistance which assists the Corporation carry out its purpose.

Section 3.02 Geographic Service Area. The area served by the Corporation will include Cass, Douglas, Sarpy, and Washington counties in Nebraska and Mills and Pottawattamie counties in Iowa (herein referred to as “Region”). For the purposes of managing activities related to the Corporation’s status as a Nebraska Non-Profit Development Organization (herein referred to as “NDO”), the service area is limited to Cass, Douglas, Sarpy, and Washington Counties.

ARTICLE IV – POWERS

Section 4.01 General Powers. The Corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the Corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the Corporation may include, but not limited to, the acceptance of contributions from public and private sectors, whether financial or in-kind contributions.

Section 4.02 Non-Profit Status and Exempt Activities Limitation.

- A. **Non-Profit Legal Status.** The Corporation is a Nebraska non-profit organization for charitable and educational purposes recognized as tax exempt under Section 501 (c) (3) of the United States Internal Revenue Code.
- B. **Exempt Activities Limitation.** Notwithstanding any other provisions of these Bylaws, no director, officer, employee, member, or representative of this Corporation shall take any action or carry on any activity by or on behalf of the Corporation not permitted to be taken or carried on by an organization exempt under Section 501(c) (3) of the Internal Revenue Code as it now exists or may be amended, or by organization contributions to which are deductible under Section 170 (c) (2) of such Code of Regulations as it now exists or may be amended. No part of the net earnings of the Corporation shall benefit or be distributed to any director, officer, member, or other private person, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws.
- C. **Distribution Upon Dissolution.** Upon termination or dissolution of the Corporation, any assets lawfully available for distribution shall be distributed to one or more qualifying organizations described in Section 501 (c) (3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving Corporation.

ARTICLE V – MEMBERSHIP

Section 5.01 No Membership Classes. The Corporation shall have no members who have any right to vote or title or interest in or to the Corporation.

ARTICLE VI – BOARD OF DIRECTORS

Section 6.01 Powers. All Corporation powers and authority shall be exercised by or under the authority of the Board of Directors (herein referred to as “Board”) and the affairs of the Corporation shall be managed under the direction of the Board, except as otherwise provided by law.

Section 6.02 Board of Directors. The MAPA Foundation Board shall be the MAPA Board of Directors.

Section 6.03 Composition of the Board of Directors. The Board shall be composed of:

- The Chairman of the member County Boards of Commissioners or Supervisors of those counties exceeding 50,000 population as per the last decennial census
- The Mayors of the Cities of Omaha, Council Bluffs, and Bellevue
- The President of the City Council of Omaha
- The Small Communities Representatives (2) from the MAPA Council of Officials
- A minimum of one Board member shall represent or serve Low- and Moderate-Income (LMI) individuals, as defined by U.S. Housing and Urban Development (HUD)

Section 6.04 State Public Sector Representation. The Board shall not be composed of more than one-third State Public Sector Representation. State Public Sector Representatives shall include State legislators and State office holders, members of any regulatory and/or advisory board or commission that are appointed by elected State officials, all employees of State government, and any individual appointed by a public official of the State.

Section 6.05 Qualification for Officers and Legal Counsel of Board of Directors. The officers and Legal Counsel of the Board shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer and Legal Counsel. The Chairman and Vice-Chairman shall be elected officials officially representing their respective member jurisdictions on the Board. The Chairman and Vice-Chairman shall not be representative from the same state. The Secretary and the Treasurer shall be an elected or appointed official officially representing their respective member jurisdictions on the Board. The Legal Counsel shall be an attorney-at-law licensed to practice law in either the State of Iowa and/or the State of Nebraska, and may be a paid employee of one of the member jurisdictions of MAPA.

Section 6.06 Election and Appointment of Officers and Legal Counsel. The Chairman and the Vice Chairman of the Board shall be elected by an affirmative vote of a majority of the members present from the membership of the Board at the regular April meeting of the Board, and newly elected Chairman and Vice Chairman shall assume office July following the election.

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

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

Section 6.07 Terms for Officers and Legal Counsel. The Chairman, Vice Chairman, Secretary and Treasurer of the Board and the Legal Counsel of the Corporation shall be duly elected or appointed for a term of one year. All officers and Legal Counsel are eligible to succeed themselves through duly appointive or elective action.

Section 6.08 Vacancies in Office of Board of Directors. A vacancy in the offices of Chairman or Vice Chairman shall be filled by an affirmative vote of a majority of the members present at the meeting of the Board after the vacancy occurs. A vacancy in the offices of Secretary, Treasurer or Legal Counsel shall be filled as soon as possible in a manner prescribed in Section 6.06. Any vacancy so filled shall be for the remainder of the unexpired term.

Section 6.09 Removal of Officers or Legal Counsel. The Chairman, Vice Chairman, Secretary, Treasurer or Legal Counsel may be removed from office for good and sufficient cause as stated in the minutes of the Board by an affirmative vote of sixty-six and two-thirds percent (66 2/3%) of all the members of the Board.

Section 6.10 Duties of Officers and Legal Counsel. The Chairman of the Board shall:

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

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

The Secretary of the Board shall:

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

The Treasurer of the Board shall:

- Perform the duties of the Chairman, Vice Chairman and Secretary in the absence of those Officers
- Receive, deposit with the official Corporation depository, and co-sign warrants for disbursement of the Corporation funds as authorized by the Board
- Keep complete records of all financial transactions of the Corporation
- Prepare regular financial reports for the Board, and
- Prepare other reports upon request of the Board

The Legal Counsel of the MAPA shall:

- Render opinions on legality of proposed actions by the Board
- Review contracts for services being considered by the Corporation and advise the Board as to legal form
- Render opinions on legal status of the Corporation, and

Otherwise provide advice and legal services to the Corporation **Section 6.10 Meeting of the Board of Directors.** The Board shall schedule at least two official meetings of the Board per year.

Section 6.11 Special Meetings of the Board of Directors. Special meeting of the Board may be called by the Chairman or at the written request of any five (5) members of the Board. Items of business to be considered at special meetings of the Board shall be limited to items listed in the meeting agenda.

Section 6.12 The Time, Date and Place of Meeting of the Board of Directors. The time, date and place of all meetings of the Board shall be determined by the Chairman of the Board.

Section 6.13 Notice of Meetings of the Board of Directors. Written notice stating the time, date and place of all monthly meetings of the Board and an agenda enumerating items of business to be considered at such meetings shall be served upon or mailed via first class or electronic mail to each member of the Board at least six (6) days in advance of regular meetings and at least twenty-four (24) hours in advance of special meetings.

Section 6.14 Quorum for Meetings of the Board of Directors. The presence of fifty percent (50%) of the total membership of the Board at an officially called meeting shall constitute a quorum.

Section 6.15 Voting. Each member in good standing of the Board shall have one vote on matters of business before the Board with the exception of the following:

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

Actions concerning matters of business shall be decided by an affirmative vote of a majority of members present at duly constituted official meetings.

Section 6.16 Presiding Officer Conduct of Business. The presiding officer shall have authority to limit discussion or presentation by members and non-members of the Board or to take other appropriate actions necessary to conduct all business in an orderly manner. Roberts Rules of Order Newly Revised shall govern the conduct of meetings where not otherwise specifically provided by these Bylaws.

Section 6.17 Responsibilities of the Board of Directors. Responsibilities of the Board are to:

- Orient work programs to goals and objectives identified in these Bylaws
- Establish and adopt policies governing activities of the Board
- Establish, adopt and amend operating by-laws for the Board
- Contract with consulting firms and professional organizations for technical and professional services
- Contract for use and maintenance of equipment
- Lease office space, equipment and other property
- Acquire and hold title to equipment and other property
- Designate official Corporation Depository and Depository for all Corporation funds
- Develop and maintain a fiscal accounting and record system
- Provide for an annual audit of the Corporation fiscal and record system
- Provide for surety of fidelity insurance of Corporation officials
- Set compensation for Legal Counsel to advise the Corporation
- Authorize special Appropriations
- Refer matters to advisory committees and boards to solicit recommendations for action by the Board
- Consider and decide other matters regarding the Corporation which are deemed appropriate considerations of the Board

The Board shall have the power to delegate administrative responsibilities to the MAPA Finance Committee or MAPA Executive Director.

- MAPA Finance Committee Responsibilities
 - Monitor the financial status of the Corporation
 - Recommend policies governing financial activities to the Board
 - Act on any expenditure, which does not exceed ten thousand dollars (\$10,000)
- MAPA Executive Director Responsibilities
 - Act on any expenditure, which does not exceed five thousand dollars (\$5,000), and
 - Invest idle funds with review by the Finance Committee

ARTICLE VII – CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED MATTERS

Section 7.01 Contracts. Except as otherwise provided by resolution of the Board or Corporation policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the Corporation shall be executed on its behalf by the Treasurer or other persons whom the Corporation has delegated authority to execute such documents in accordance with policies approved by the Board.

Section 7.02 Checks, Drafts. All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such from time to time be determined by resolution of the Board.

Section 7.03 Deposits. All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depository as the Board or designated committee of the Board may select.

Section 7.04 Loans. No loans shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless by resolution of the Board. Such authority may be general or confined to specific instances.

Section 7.05 Indemnification. The Corporation shall indemnify a member or former member of the Board, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was party because he or she is or was a Director of the Corporation against reasonable expenses or against liability incurred in connection with the proceedings of the corporation.

ARTICLE VIII – MISCELLANEOUS

Section 8.01 Books and Records. The Corporation shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of all meetings of its Board, a record of all actions taken by the Board without a meeting, and a record of all actions taken by committees of the Board. In addition, the Corporation shall keep a copy of the Corporation’s Articles of Incorporation and Bylaws as amended to date.

Section 8.02 Fiscal Year. The fiscal year of the Corporation shall be July 1 to June 30 of each year.

Section 8.03 Conflicts of Interest. The Board shall adopt and periodically review a conflict of interest policy to protect the corporation’s interest when it is contemplating any transaction or agreement which may benefit any director, officer, employee, affiliate, or member of a committee with Board-delegated powers.

Section 8.04 Nondiscrimination. The officers, directors, committee members, employees, and persons served by the Corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of this corporation not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran’s status, political service or affiliation, color, religion, or national origin.

Section 8.05 Amendments. Except as otherwise provided by law, these Bylaws may be amended, in a manner consistent with the Articles of Incorporation of the corporation and applicable law, by the Board at any regular or special meeting of the Board. The Corporation shall provide notice of any meeting of the Board at which an amendment of these Bylaws is to be approved. Such notice shall comply with these Bylaws, shall state that the purpose, or one of the purposes, of the meeting is to consider a proposed amendment of these Bylaws, and shall contain or be accompanied by a copy or summary of the proposed amendment or state the general nature of the proposed amendment. To be effective, an amendment of these Bylaws must be approved by a majority of the Directors in office at the time the amendment is adopted.

Section 8.06 Certificate of Adoption of Bylaws. I do hereby certify that the approved stated Bylaws of the Corporation were approved by the Board of Directors on August 30, 2018 and constitute a complete copy of the Bylaws of the Corporation.

Resolution No. 2019 - 03

**MAPA FOUNDATION BOARD RESOLUTION AMENDING THE MAPA FOUNDATION
NDO REVOLVING LOAN FUND ADMINISTRATIVE PLAN.**

WHEREAS, the Board of Directors of the MAPA Foundation approved the Revolving Loan Fund Administrative Plan for the MAPA Foundation Non-Profit Development Organization (NDO) on June 30, 2011, and a subsequent amendment on March 29, 2018; and

WHEREAS, said Plan was reviewed by the Nebraska Department of Economic Development (NDED) to verify program compliance; and

WHEREAS, NDED provided comments concerning the language of Section VIII of said Plan; and

WHEREAS, said Plan may be jointly approved by the Board of Directors of the MAPA Foundation and NDED; and

WHEREAS, MAPA staff recommends amending said Plan per the comments received by NDED.

RESOLVED, that the amendment to the Revolving Loan Fund Administrative Plan for the MAPA Foundation NDO is hereby approved and adopted.

Passed this 30th day of August, 2018.

Rita Sanders, Chairperson
MAPA Foundation Board of Directors

**MAPA Foundation
Nonprofit Development Organization**

Revolving Loan Fund Administrative Plan

Amended August 2018

PART I: Type of Plan

The MAPA Foundation Nonprofit Development Organization (MAPA NDO) Revolving Loan Fund (RLF) is available to eligible entities located in Douglas County, Sarpy County, and Washington County, Nebraska. This administrative plan outlines the goals, uses, eligibility requirements, and procedures of the MAPA NDO RLF.

PART II: Goals and Objectives of the MAPA NDO RLF

1. To provide financing for existing businesses that cannot obtain sufficient conventional financing.
2. To provide financing for start-up businesses in order to attract new businesses within the MAPA NDO's Nebraska geography.
3. To create and retain jobs principally for low-moderate income persons.
4. To diversify the local economy by assisting businesses which are not presently in the area.
5. To encourage the redevelopment of vacant or blighted buildings and land.
6. To promote entrepreneurship and new business development.
7. To stop leakage of dollars from leaving the MAPA NDO service area.
8. To provide necessary public infrastructure to businesses.
9. To assist businesses with job training costs for new employees or to upgrade skills of existing employees.
10. To create workforce housing through the renovation of residential structures, adaptive reuse of vacant commercial properties, and new construction of residential housing units.

PART III: Elements of the Plan

A. Eligible Recipients

Eligible recipients for project assistance through the MAPA NDO RLF Plan include:

1. Manufacturing-based businesses;
2. Warehousing and distribution-based businesses;
3. Administrative management headquarters;
4. Research and development in support of existing local businesses, or general research and development in the industry sectors of manufacturing, food processing/packaging, defense/aerospace service, bio-medicine, transportation/distribution, value-added agri-business, information technology, and renewable energy;
5. Transportation, retail, service, and tourism for profit and nonprofit ventures; and
6. Private and non-profit housing entities and local government units in support of workforce housing projects.

B. Eligible Activities

Eligible activities for which loan funds may be used shall be limited to:

1. Acquisition of land and buildings;
2. Construction or renovation of real estate, either leased or owned;
3. Acquisition of machinery, equipment, property, or services;
4. Working capital;
5. Equity investment;

6. Public infrastructure necessary to accommodate businesses and workforce housing;
7. Architectural and engineering services; and
8. Other project activities supporting regional economic development as approved by the MAPA Foundation Board of Directors.

C. Types and Amounts of Assistance

Assistance shall only be provided when other sources of funds under like terms are not otherwise available. Funds will be provided in the least amount necessary when used with other sources and in accordance with all other restrictions contained in this plan to make the project feasible.

The amount of assistance for any single application shall not exceed the amount of funds available or expected to be available to the MAPA NDO RLF at the time of approval of the application; provided that the MAPA NDO RLF shall only be obligated for funds actually available on the date of the approval.

For direct loans involving bank participation, no application shall provide more than forty percent (40%) of the cost of fixed assets to be purchased and/or working capital including interim financing (required by the project). Micro loan applications up to \$35,000 with no bank participation may provide 100% of the funds needed to successfully complete the project. In either case, an applicant must provide equity injection and evidence of the ability to participate.

The minimum participation amounts shall be equal to ten percent (10%) of the total project cost for projects including expansion of an existing business (existing at least three (3) years) or twenty percent (20%) of the total project cost of a start-up business (to be created or existing less than three (3) years). The application shall state the proposed terms of the loan. However, the MAPA Foundation Board of Directors reserves the right to negotiate the amount, the interest rate and the term of the loan with the applicant.

Cities and counties may be eligible to receive funds for infrastructure for an economic development project or for efforts that support workforce housing, provided that such projects satisfy the goals and objectives set forth in section II of this plan. Such forms of assistance will be structured as loans with repayment terms and negotiated based on the financial review of the project.

Terms of the loan are dependent upon the type of financing provided and in no case shall the term exceed useful life of assets financed. Standards for terms shall be:

Working capital- up to three (3) years;
Machinery and equipment - up to seven (7) years;
Infrastructure- up to ten (10) years; and
Land and buildings - up to fifteen (15) years.

It should be noted that the above guidelines are established as a reference standard and may be amended or waived on a case-by-case basis, dependent upon the impact the project may have on the economy.

Applicants will be notified in writing as to their acceptance or denial to the MAPA NDO RLF program.

All applicants of approved projects shall provide adequate assurances that the project will be started and completed. Security for loans will include and are not limited to a promissory note, mortgage or deed of trust, security agreement, assignment of life insurance, and personal and/or corporate guarantees as appropriate.

PART IV: Administration of the Plan

A. Application Process and Forms

1. Application

Applications are available at:

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

Or via the agency website at <http://www.mapacog.org>

2. Review

The MAPA Foundation will utilize a loan review committee as its advisory board. MAPA staff will be charged with daily management of the program and funded projects. Upon receipt of an application, staff shall:

- a. Meet with the applicant;
- b. Request additional information necessary to complete an application;
- c. Issue project recommendations to the loan review committee;
- d. Suggest revisions to the application and project loan terms as appropriate; and,
- e. Determine that application activities are eligible as required in the MAPA NDO RLF Plan, and by any other applicable state and federal requirements, as needed.

3. Determination

Recommendations from the loan review committee shall be approved by the MAPA Foundation Board of Directors, who will ratify final terms and conditions of applications for assistance.

PART V: Program Fund and Repayments

The MAPA Foundation shall deposit all repayments from loans approved prior to and after the adoption of this plan and other program income into its revolving loan fund accounts. These accounts shall be interest bearing accounts. Monies in the MAPA NDO RLF account shall be no larger than the amount insured by the FDIC, FSLIC or approved pledged securities. The MAPA Foundation may also invest funds from the fund in secured instruments, as provided by law that can be converted and be readily used for approved applications.

PART VI: Conflict of Interest

No member of the Board of Directors of the MAPA Foundation and no other official, employee, or agent of MAPA who exercises policy, decision-making functions or

responsibilities in connection with the planning and implementation of the MAPA NDO RLF program shall directly or indirectly benefit from the program.

PART VII: Grievance Procedures

In the event a MAPA NDO RLF program applicant feels they have been treated unfairly or discriminated against during the process of selection of applicants, or within any other segment of the program, excluding the determination of eligibility to secure financing by other agencies, they may appeal the decision to the MAPA Foundation Board of Directors for its consideration. The appeal must be received in writing by MAPA within ten (10) working days of the dated written determination notification letter sent to the applicant. The MAPA Foundation Board of Directors will then support or overturn the action at their next scheduled monthly meeting. The MAPA NDO RLF program applicant may appeal in writing the decision of the MAPA Foundation Board of Directors to the Nebraska Department of Economic Development. Appeals regarding permanent financing shall be made to the proposed agency, financial institution, etc. in accordance with their procedures.

PART VIII: Program Administration

The MAPA NDO RLF shall be administered by MAPA staff. As necessary, MAPA may apply an annual fee to the NDO RLF not to exceed 8% the most recent fund balance to reimburse administrative costs. Loan origination and/or closing costs may also be applied at the recommendation of MAPA staff and the loan review committee.

PART IX: Plan Amendments

The MAPA Foundation may consider amendments to this plan at any time. MAPA staff, the loan review committee, and any other persons as designated by MAPA, shall consider any proposed changes and make a recommendation to the MAPA Foundation Board of Directors for consideration. Changes shall be adopted by resolution and approved by the Nebraska Department of Economic Development.

MAPA FOUNDATION APPROVAL

This plan is hereby approved by action of the Board of Directors of the MAPA Foundation.

ON THIS 30th DAY of AUGUST, 2018

Rita Sanders, Board Chairperson

NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT APPROVAL

This plan is hereby approved by the Nebraska Department of Economic Development.

ON THIS __ DAY of _____, 2018

Nebraska Department of Economic Development Representative: _____

Resolution No. 2019 - 04

**MAPA FOUNDATION RESOLUTION AMENDING THE MAPA HOMEOWNER
REHABILITATION GUIDELINES**

WHEREAS, the MAPA Foundation has been awarded funding from the Nebraska Affordable Housing Trust Fund (NAHTF) to establish a Homeowner Rehabilitation Program in Valley and Waterloo; and

WHEREAS, the MAPA Foundation Board of Directors previously approved the MAPA Homeowner Rehabilitation Guidelines which is required by NAHTF Program; and

WHEREAS, staff recommends amendment to the MAPA Homeowner Rehabilitation Guidelines as suggested by the Nebraska Department of Economic Development; and

RESOLVED, that the MAPA Rehabilitation Program Guidelines are hereby amended as attached hereto.

Passed this 30th day of August, 2018.

Rita Sanders, Chairperson
MAPA Foundation Board of Directors

HOMEOWNER REHABILITATION PROGRAM GUIDELINES

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY



APPROVED AND ADOPTED BY
Omaha-Council Bluffs Metropolitan Area Planning Agency
Board of Directors

~~March 30, 2017~~

Amended - _____, 2018

Housing Rehabilitation Program Guidelines

Introduction

These Program Guidelines (Guidelines), developed by the Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA), are for a ~~community~~ Housing Rehabilitation Program (Program) to be implemented within the corporate limits of the communities of Valley and Waterloo, Nebraska. The intention of the Program is to increase the supply of decent, safe and sanitary housing for moderate to low-income homeowners residing within the corporate limits of the communities of Valley and Waterloo. Further, the Program will promote housing improvements that prevent the spread of blight and its influence, provide assistance to those persons of the greatest need, improve the availability and desirability of housing in the targeted communities, discourage the abandonment or neglect of residential dwelling units, promote continued home ownership, increase the attractiveness of existing neighborhoods, and increase local employment.

Administrative Components

MAPA serves as the applicant/grantee. MAPA will provide services to qualified eligible homeowners/applicants within the corporate limits of the communities of Valley and Waterloo, Nebraska. MAPA will also serve as the general administrator for this Program. Upon grant award and notice of release of funds from the Nebraska Department of Economic Development (NDED), MAPA will contract with outside professional services to provide Housing Administration (which includes the Housing Rehabilitation Specialist) and Lead-Based Paint (LBP) specialized services for the project. The responsibilities of each of these components will be clarified later in these guidelines.

Purpose

- To increase the number of good, habitable dwelling units by improving existing housing.
- Improve the health and safety of living conditions in the target counties and communities.
- Improve the desirability of housing in the target communities.
- To preserve and enhance housing stock for future generations.
- To discourage the abandonment or neglect of residential dwelling units.
- To promote continued home ownership through assistance to persons of greatest need.
- To increase local employment.

Distribution of Program Funds – Priority Ranking System

The stated number of homes targeted for the Program is ten (10) homes located in the corporate limits of Valley and Waterloo, Nebraska at a maximum of **\$25,000 per housing unit**.

A Priority Ranking System (see Appendix B1) will be utilized for the ranking of received applications. Points will be assigned accordingly as outlined in Appendix B-1.

Due to the preliminary interest received from local citizens in both communities, it is not anticipated that the communities will have any difficulty utilizing all of the rehabilitation funds.

Eligibility Criteria

Applicant Eligibility – Persons assisted with Nebraska Affordable Housing Trust Fund Program (NAHTF) Owner Occupied Rehabilitation (OOR) funds must have incomes at < or below 120% of AMI. Income eligibility and verification that applicant meets the 120% AMI threshold will be determined according to the definition found in **24 CFR Part 5.609**. ~~This definition requires the use of annual anticipated gross income during the next 12 months.~~ (See 24 CFR 5.609 income determination)

2016 Maximum Family Income Limits for Eligibility (Douglas County) as of 6/6/16

Income As % of AMI	Household Size							
	1	2	3	4	5	6	7	8
A (50%)	25,250	28,850	32,450	36,050	38,950	41,850	44,750	47,600
	28,600	32,650	36,750	40,800	44,100	47,350	50,600	53,900
B (80%)	40,400	46,160	51,920	57,680	62,320	66,960	71,600	76,160
	45,750	52,250	58,800	65,300	70,550	75,750	81,000	86,200
C (120%)	60,600	69,240	77,880	86,520	93,480	100,400	143,100	152,400
	68,640	78,360	88,200	97,920	105,840	113,640	121,440	129,360

Income guidelines updated annually and are based on Department of Housing and Urban Development (HUD) Housing Assistance programs as approved by NDED. ~~Limits may be updated annually as they are received from HUD and approved by NDED.~~ (Income levels will be verified according to 24 CFR Part 5.) Annual anticipated gross income is the gross income of all adult household members that is anticipated to be received during the upcoming 12 months. Third-party verifications and various credit checks, recent pay stubs and tax returns will determine the applicant eligibility for the program. For the purposes of confidentiality, a statement by the Housing Program Administrator, who has been presented adequate documentation to verify that program participants meet the income thresholds as defined by HUD, shall be deemed sufficient information to document income status.

Funding Levels - The NAHTF has established that the total amount of rehabilitation funds expended per dwelling will not exceed \$25,000. This limit is appropriate for the housing stock in the target areas, and also allows an increased number of homes to be assisted.

Location Eligibility

Housing units to be rehabilitated will be located in the corporate limits of the Cities of Valley or Waterloo, Nebraska and are subject to NAHTF rules.

Housing units to be rehabilitated cannot be located within the floodway.

Housing units located in a 100 year floodplain and where rehabilitation costs exceed 50% of the before rehabilitation market value are not eligible.

Tier II Environmental Review

A Tier II environmental review of the following items will be completed on each housing unit prior to rehabilitation activities identifying any mitigation actions, if any:

A determination if the housing unit is on the register of historic places or has the potential for listing.

A determination of the before and after rehabilitation market value of the housing unit.

Identification if any asbestos containing material is present in the housing unit.

Testing for lead-based paint will completed on each housing unit.

Evaluation of the housing unit's proximity to propane tanks, petroleum or chemical facilities, and explosive or flammable substances.

Review of the housing unit's location relative to major roadway, railroad and airport noise.

Application Process and Formal Notification of Selection and Non-Selection

Preliminary Application - This application consists of questions related to household size and composition, income, housing-related expenses, etc. Application information will be reviewed and evaluated by the ~~Housing Rehabilitation Specialist~~/Housing Program Administrator, on a confidential basis. Homeowners who do not meet basic eligibility requirements will be notified in writing including a statement of the reason they are ineligible for assistance. Homeowners who are eligible will be notified in writing.

Full Application - Homeowners are expected to complete an application and send this to the Housing ~~Program Administrator Rehabilitation Specialist~~ for review and processing. Review of the application will begin as soon as practicable after it is received. Applications will be processed on a first-ready, first-served basis. Referrals for all appropriate applicants will be made to various local agencies and other local reuse programs, as appropriate, to encourage partnering of funds for a common goal of assisting homeowners with rehabilitation requirements.

The Housing ~~Program Administrator's Rehabilitation Specialist's~~ review process involves the verification of income through bank statements, income tax returns, asset verification, employment pay stubs and employer verification, and any other steps deemed necessary. Other eligibility requirements will be confirmed through review of the property deed and title check (method of determination of homeownership), dwelling insurance coverage and paid property tax receipts. The Housing Rehabilitation Specialist will also conduct a thorough health and safety inspection of the home, as well as a rehab needs assessment. The preliminary inspection of the home will give an indication of whether the house will be economically feasible for rehabilitation. Following this, for all homes built prior to 1978, a LBP inspection will be completed, and if necessary, a LBP risk assessment. The Housing Rehabilitation Specialist will complete a work write-up, incorporating rehabilitation issues relevant to any identified LBP, based on the lead hazard control plan completed by the licensed risk assessor. The Priority Point Sheets located in Appendix B1 of these Guidelines will be utilized for ranking applications prior to submission for consideration. Each project along with its priority point information and list of needed repairs and an estimated cost will be presented anonymously to the Housing Review Committee of the

community in which the house is located for approval or denial.

The Housing ~~Program Administrator Rehabilitation Specialist~~ will send a letter to each applicant as to the results of the review process, indicating next steps for successful applicants and informing unsuccessful applicants the reason for their denial.

Client Property Selection Standards

Minimum Rehabilitation Standards - Properties must be feasible for being brought into compliance with NDED's minimum rehabilitation standards and upon completion of rehabilitation, will, at a minimum, meet NDED standards or NDED Rehabilitation standards. HUD requires that the maximum after-rehab value of a property cannot exceed the Section 203(b) Single Family Mortgage limit of ~~\$200,000~~ \$294,515. The maximum purchase price or after-rehabilitation value will not exceed 95% of the median purchase price for the area. For more information, see: <https://www.onecpd.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>; <https://opportunity.nebraska.gov/grow-your-community/data-for-applicants-and-grantees/>

Determination of Home Ownership - All homes assisted by the Program shall meet the following requirements:

- Home must be single-family, owner-occupied and the home must be within the corporate limits of the communities of Valley and Waterloo, Nebraska. Demonstration of homeownership will be by property deed or other similar legal document, and this will be verified with the county's Register of Deeds. Rental units are not eligible for this Program.
- Properties will be in locations where safe, sanitary, and adequate water supplies and sewage disposal are currently available for use.
- Properties shall be single-family dwelling units.
- Mobile homes will be ineligible for rehabilitation assistance.
- Applicants must have a net worth of less than \$75,000, excluding residence.
- Property taxes must be paid current at the time that the City and the homeowner sign the housing rehabilitation agreement, and any taxes owed to the county and/or community must be paid and kept current.
- During the continuance of this project and subsequent time period of the deferred funds, the homeowner must keep the property in good and substantial repair.
- Properties shall be free and clear of any debris that jeopardizes public safety and/or impairs the appearance of the neighborhood. Properties must remain debris-free for the duration of the program lien period. Debris shall include, but not be limited to: inoperable automobiles, machinery, appliances, tires and accessories, noxious weeds, discarded metal and other unsightly rubble.
- ~~Properties within federally determined floodplains may not be eligible for rehabilitation under this Program~~ If the cost of repairs, reconstruction, or improvement of the structure exceeds fifty (50) percent of the market value of the structure shall not be eligible, depending on the value of the property and the cost of rehabilitation.
- Owner-occupants will need to carry a basic dwelling insurance policy of at least 95% of replacement costs and the coverage must be, at a minimum, equal to all unpaid home loans (mortgages / deeds of trust) filed against the property. Properties located in a 100 year floodplain shall obtain and secure ~~Appropriate flood insurance coverage must also be maintained.~~ **MAPA must be listed as a loss payee on participating homes.**
- All enrolled projects must be completed within the time frame of the grant award to MAPA,

including any extensions of the grant time period.

Amount and Type of Assistance

Project Feasibility - The Housing Rehabilitation Specialist will make a determination of economic feasibility for each house under consideration by the Program. **This includes consideration of issues/costs related to LBP.** In general, a property will be determined infeasible for rehabilitation if the cost of repairs exceeds ~~\$25-35~~ per square foot, or the estimated cost of the rehabilitation is greater than **\$25,000**. Housing Rehabilitation Specialist personnel will make recommendations to the Housing Review Committee for applicant homes. The Housing Review Committee may render any of the following four determinations, based on its judgment, on all facts, circumstances, and advice:

- The project is deemed economically feasible and eligible to be rated for funding.
- The project may be approved with a funding limitation so as to be considered feasible.
- The project may be delayed for further study and consideration.
- The project is not economically feasible.

If the Housing Review Committee makes the determination that a proposed project is not economically feasible, the applicant may appeal the determination by following the Client Appeal and Grievance Procedure.

Assistance will not exceed the Nebraska Affordable Housing Program maximum per unit subsidy for Douglas County, Nebraska. A listing of subsidy limits by county can be found at: <http://www.neded.org/community/community-info/documentslibrary-a-forms/trust-fund>.
<https://opportunity.nebraska.gov/grow-your-community/data-for-applicants-and-grantees/>

Type of Assistance—It is the expressed intent of this Program to benefit low-and moderate income owner occupants within the Program Area. Actions taken by or on behalf of owner occupants to circumvent this intent are prohibited. To affect this intent, owner-occupants receiving housing rehabilitation assistance under this program shall immediately advise the Program of any event that may alter this intent.

In order to carry out the intent of the Program, funds invested by OOR will be secured as follows:

- A deferred (fund forgiveness) will be amortized over a ten-year period. The owner shall personally and at all times occupy and live in the rehabilitated structure as a “principal residence” for a period of **ten years** or 120 months after the completion of the rehabilitation work.
- Any remaining loan balance of invested Program funds falls due when the property is sold, upon transfer of title of the property, or when the property ceases to be the primary residence of the homeowner enrolled in this Program.
- Regardless of the income level, all homeowners participating in the Program must sign a promissory note stipulating the amount owed in the event that the owner attempts to sell or rent the rehabilitated unit after completion of the project and prior to the required minimum 10 (ten) year affordability period or satisfaction of any loan repayment arrangements. If an owner wishes to sell, has need to sell, or rent the property prior to the expiration of the deferred loan period, the loan becomes due in full at the time the property is rented or sold. The Program shall be reimbursed at the monthly pro-rata rate for the one-hundred twenty (120) month period.

- A lien against will be filled on each home to be rehabilitated through this Program and the homeowner(s) will be required to sign an Occupancy Agreement in which the “principal residence” requirement is emphasized.

Applicants will be required to provide current housing cost information to enable the Housing Rehabilitation Specialist to determine the household's housing costs. Housing costs are defined as principal, interest, taxes, insurance, and any private mortgage insurance.

Should the homeowner wish to invest some of their own funds into a project, a request shall be made to the Housing Review Committee for consideration and Housing Rehabilitation Staff.

Rehabilitation Process

In coordination of local building officials, MAPA will enforce local building codes in the implementation of this project. In the absence of codes to address an unforeseen situation in which the local codes are silent, each community/county currently follows the building codes set forth in the Building Officials and Code Administrators (BOCA) guidelines as this is what the State enforces. **The minimum standards to be met on any rehabilitated unit are-shall meet or exceed the NDED's Minimum Standards for Rehabilitation most recently adopted by NDED.** Eligible expenditures include:

Remediation/Interim Controls of LBP (as mandated)

Structural Repairs to:

- Foundations
- Sagging or rotten beams, joists, columns
- Stairs and porches
- Roofs and chimneys
- Floors

Modernization of:

- Plumbing and plumbing fixtures
- Furnace, water heaters, and air conditioners
- Lighting and wiring

Energy Conservation and Weatherproofing, Including:

- Insulation of ceilings and walls
- Repair or replacement of windows and doors
- Caulking and weather stripping

- Installation of storm windows and doors
- Removal and installation of roof covering
- Painting or replacement of siding

General Interior Renewal and Modernization:

- Repairing of walls, ceilings, and floors

- Painting and paneling
- Room rearrangement
- Flooring
- Additions to alleviate overcrowding conditions

Not all rehabilitation improvements are equally important. Priority improvements will be made before any other improvements are done. The following are priority improvements:

- Mandatory improvements for health and safety, LBP hazards remediation/interim controls, deteriorated structural elements, heating (when there is none or it is unsafe), electrical wiring that is clearly hazardous.
- Accessibility needs for disabled persons.
- Energy conservation measures.
- Incipient improvements, such as iron pipes or rain gutters, where there is not currently a problem, but a problem could occur if not corrected.

Priority points are assigned based on the above (see Appendix B-2).

Construction Phase for Housing Rehabilitation

Upon decision of the Housing Review Committee to fund a specific project, the following steps will be taken:

- Housing Program Administrator will prepare and send to homeowners a set of preliminary documents. These must be signed and returned before any work can begin. The signed and notarized Deed of Trust will be filed with the County Register of Deeds to place a lien on the property.
- The applicant, with the assistance of the Housing Rehabilitation Specialist, will attempt to solicit three (3) bids from contractors. For work involving LBP, the contractor(s) must be appropriately trained, and provide documentation demonstrating such. The applicant will forward all bids to the Housing ~~Rehabilitation Specialist~~Program administrator to review prior to selection of the contractor. The Housing Rehabilitation Specialist will alert the applicant to any red flags or concerns regarding the bids, and then the applicant will make his or her final selection.
- Housing ~~Rehabilitation Specialist~~Program Administrator will issue a contract for all parties to sign.
- Once the signed contract is returned to the Housing ~~Rehabilitation Specialist~~Program Administrator, s/he issues a Notice to Proceed to the contractor.
- Contractor performs the work with progress inspections made by the Housing Rehabilitation Specialist as needed. Inspections will be made as the work progresses. Final payment inspections are made as well.
- Contractor Payment Request form is submitted by the contractor to the homeowner or the Housing Rehabilitation Specialist and must be approved by both. Checks will be issued in the contractor name; however, the check will be mailed to the homeowner to then pass on to the contractor. **The act of passing the check on to the contractor will be the homeowner(s) indication of his or her satisfaction with the work performed.** Any concerns about the performance of the contractor should be presented to the Housing Rehabilitation Specialist as soon as they arise so s/he may assist in mediating/resolving the issues.
- The Housing Rehabilitation Specialist should be notified of any changes in the work so

that he can determine eligibility of the new plans, as well as funds availability, and issue a change order if indicated.

- The Housing Rehabilitation Specialist and Housing Program Administrator will perform a final inspection, in the presence of the homeowner and contractor to insure all repairs have been completed according to project specifications and satisfactory work has been accomplished before final payment is made.
- **For those homes that require Clearance Testing due to LBP, this testing will be performed in compliance with HUD's regulations before reoccupation of the rehabbed area/dwelling.**
- Contractor files Final Pay Request. A waiver of lien will be required from each contractor.
- Homeowner enters into a formal deferred loan agreement with the lien holder once all work is complete and all contractors paid in full.

MAPA will be the lienholder named on or in promissory notes and Deeds of Trust.

Compliance with HUD's Lead Based Paint Regulations

This Program is regulated by HUD, and as its administrator, MAPA will follow HUD's LBP Regulations. The use of LBP paint is strictly prohibited. A more detailed outline of the Program's LBP procedures is attached as Appendix E.

Determination of Infeasibility

The Housing Rehabilitation Specialist will make a determination of economic feasibility for each house under consideration by the Program. **This includes consideration of issues/costs related to LBP.** In general, a property will be determined infeasible for rehabilitation if the cost of repairs exceeds \$25-35 per square foot, or the estimated cost of the rehabilitation is greater than \$25,000.

Replacement housing for properties that are not economically feasible is not available through this Program. All costs related to any temporary relocation of the owner-occupants required as a result of the rehabilitation work funded through this Program will be the responsibility of the homeowner.

Client Appeal and Grievance Procedure

In the event that any applicant feels he or she has been unfairly treated or discriminated against during the process of selection of projects to be funded, or within any other segment of the Program, he or she may appeal the decision **in writing** and in the following order:

- File a written complaint with the Housing Program Administrator who will attempt to resolve the problem. The Housing Program Administrator will make a written response to the appeal within 15 working days.
- ~~If the homeowner is not satisfied with the response, a complaint may be filed with MAPA, which will make a written response to the appeal within 30 days. As the grantee, MAPA is held responsible for the overall Program so a review of grievance or appeal documentation is prudent. The decision of MAPA is final within that entity.~~
- If the applicant is still not satisfied with the response to their complaint or grievance, a grievance committee is available to receive and review the complaint. The complaint must be in writing. The grievance committee will review the basis of the complaint as well as

interview and/or review appropriate items. The grievance committee will arrive at a decision and notify the applicant of that decision in writing. The grievance committee shall consist of the Housing Rehabilitation Specialist, the Housing Program Administrator and a member of the Housing Review Committee from the community in which the applicant's house is NOT located. A majority vote of the grievance committee shall decide the issue.

- If the homeowner is not satisfied with the response of the grievance committee, a written complaint may be filed with NDED.

Affordability Period

Regardless of income level, all homeowners participating in the Program must sign a promissory note stipulating the amount owed in the event that the owner attempts to sell or rent the rehabilitated unit after completion of the project and prior to the required minimum 10 (ten) year affordability period or satisfaction of any loan repayment arrangements. If an owner wishes to sell, has need to sell or rent the property prior to the expiration of the deferred loan period, the loan becomes due in full at the time the property is rented or sold. Program shall be reimbursed at the monthly pro-rata rate for the one-hundred twenty (120) month period.

Recapture Provisions

MAPA will require all participants to execute/sign a Deed of Trust naming MAPA as the "loss payee" or beneficiary in the event that a homeowner sells, transfers title, rents or vacates a property prior to the end of the 10-year affordability period. Deed restrictions will be written to reflect the occupancy requirements of this program. MAPA's attorney will work with Program personnel to draft these documents.

In the case of recaptured funds generated when a homeowner sells a property, transfers title, rents or vacates an assisted property prior to the end of the affordability period, those funds will be used to assist subsequent eligible homeowners with housing costs and project specific related soft costs as HUD and NDED guidelines allow.

In the event an appraisal determines that insufficient equity exists in the home to meet the obligations of this Program at the time of sale or transfer, or the sale of the property does not produce adequate funds for repayment, the homeowner is to pay MAPA 100% of any net proceeds received after the primary mortgage is satisfied MAPA shall consider the loan(s) paid in full.

Relocation

The Program will not pay for relocation expenses. Rehabilitation construction contracts call for the contractor to maintain the home in a manner which does not trigger a need for relocation. The decision to relocate will typically be the voluntary decision of the client and not a condition of this program plan or work write-up. **Any costs of client driven relocation shall be the responsibility of the client/recipient/owner occupant.** As this Program is a voluntary program, the client/recipient/owner may elect to not participate should they determine that they are not able to or do not desire to be responsible for any relocation costs.

While relocation is not anticipated, there may be times when construction issues arise (such as compliance with LBP Safe Work Practices) where temporary relocation is triggered. It is the policy of MAPA that the NAHTF funded Program will not fund those relocation costs. The client/

recipient/owner occupant will be responsible for said relocation costs.

Relocation Triggered as Result of Acquisition

MAPA does not plan to undertake acquisition activity as part of the Program. MAPA is cognizant of the requirements of **49.CFR 24.101** and its application to any acquisition of real property for a direct Federal program or project. Furthermore, in the event that at some point MAPA does undertake an element of acquisition (voluntary or involuntary) within its jurisdictional boundaries and proposes to use federal funds as part of the overall project, **where either voluntary or involuntary acquisition is anticipated, NDED will be contacted prior to any action.**

Return Beneficiaries

If a property has been rehabilitated under a NAHTF, CDBG or HOME funded program within the last ten (10) years, ten (10) points will be deducted from the applicant rating and selection scoring. MAPA does not intend to discourage return beneficiaries but wants to make sure the funds are used to maximize the benefits for as many qualified applicants as possible.

Fair Housing Act

No eligible homeowner within either Valley or Waterloo, Nebraska who wishes to participate or make application to this Program, shall be discriminated against solely on the grounds of race, color, national origin, religion, familial status, disability or sex. They shall not be excluded from participation in, be denied benefits of or be subjected to discrimination under any part of Program in accordance with the Fair Housing Act.

Marketing/Education/Outreach for Homeowners and Contractors

MAPA, the Housing Rehabilitation Specialist and the communities of Valley and Waterloo, Nebraska will work to provide homeowners/prospective applicants with specifics about the Program, such as eligibility requirements, how to apply, what activities are covered by these funds, LBP regulations and other Program parameters as follows:

For Applicants - Upon receipt of a Notice of Award from the NDED, letters will be sent to all parties who have expressed initial and early interest in the program as follows:

- Statement of Interest Households – Letter will be mailed 1 month after Notice of Award, giving waiting list households 30 days to request an application packet for the Program.
- All Others – News Releases will be distributed to print and radio media, and flyers will be sent to numerous community service organizations approximately 60 days following Notice of Award, requesting interest in applying for OOR loan funds when available.
- If, at the end of this Program, there are additional homeowners interested in rehabilitation of their property, they will be added to a Waiting List. Waiting List Households will be notified via mail if additional Program funds are acquired either through future applications for funds or through return of Program funds to the City. Waiting list households will be given 30 calendar days to request an application packet from the Program for consideration (if funds are available through recapture) or to express their preference to remain on the list. If no response is received by Program staff at the end of the thirty-day period, names of contacted households will be removed from or moved to the end of the

waiting list and notice will be given of such.

This approach will: inform households that have expressed an interest in the Program early on that funds may be available soon, and advise them of the required documentation required for application processing; and speed up the application process so funds may be committed as quickly as possible. Sample letters for this notification have been provided as Appendix C-1, C-2 and C-3.

MAPA recognizes the importance of marketing this Program to families in need with an emphasis on attempting to reach those least likely to apply. Marketing to special populations will be done through flyers and phone calls as well as public meetings. Though tenants of public housing and manufactured housing will not be assisted by the Program, household owners least likely to apply will be targeted through Head Start, Senior Centers, Community Action programs, Veterans Offices, Assistive Technology, vocational rehabilitation and Health and Human Services offices, and other civic and service agencies that serve the communities of Valley and Waterloo, Nebraska.

For Contractors – Upon receipt of a Notice of Award from the NDED, letters will be sent to all Contractors who have expressed interest in working with the Program, as follows:

- Contractors on the Interest List or Previous Service List (those who have demonstrated prior experience with NAHTP projects) - Letters will be mailed 1 week after Notice of Award, giving contractors the opportunity to officially place their name on an “Interested Bidders” list for homeowners to select from for home rehabilitation services.
- All Others – A news release will be distributed to print and radio media approximately 30 days prior to anticipated Release of Funds, requesting interested contractors contact Administrators to receive information about the Program and place their name on an “Interested Bidders” list for homeowners to select from for home rehabilitation services.

The purpose of this approach is two-fold: to inform contractors that have expressed an interest in the program early on that funds may be available soon, and request their permission to be placed on an “Interested Bidders” list; and to speed up the rehabilitation bid process so funds may be committed as quickly as possible. A sample letter has been provided as Appendix D.

Re-Use of Program Income

Reuse income generated through the 2017 NAHP/NAHTF Owner Occupied Rehab Program (Pre-App # 17-TFHO-27016; Final App# 17-TFHO-27016) will continue NAHP/NAHTF-eligible rehabilitation housing activities as described in the Guidelines for this grant award, with rehabilitation funds and project specific related soft costs as HUD and NDED guidelines allow. From the reuse funds collected, the maximum amount available for general administration is 10%. In the event of recaptured funds during the initial program, the recaptured funds will be applied to the current project prior to any additional fund requests. **A more complete reuse plan is made a part of MAPA’s records and is attached to this document as Appendix F.**

Amendments

Any material change in these Guidelines must be approved by MAPA and the NDED. Amendment requests will be in writing to MAPA for action and then forwarded on to the NDED for review and decision.

Miscellaneous Provisions

Hardship Provisions - In the event of unforeseen hardship during the time the homeowner is participating in the Program, it is the responsibility of the homeowner to make the hardship known and to provide necessary documentation to establish proof that a hardship exists that may negatively (long-term) impact his/her participation in this Program. This provision includes the period after the rehabilitation of the homeowner's dwelling is completed.

Conflict of Interest - Members of the governing body and or other officials, employees, or agents of MAPA who exercises policy, decision-making functions or responsibilities in connection with the planning and implementation of the Program shall not:

- Directly or indirectly benefit from this Program. This prohibition shall continue for one year after an individual's relationship with MAPA ends. Any other employee may be eligible, but will be treated no differently in the determination of applications accepted for funding. Enclosed with this person's application shall be a statement of disclosure that outlines the nature of possible conflict and a description of how the public disclosure was made. Included will also be verification that the affected person has withdrawn from the active involvement in any loan related issues.
- Accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to any sub-agreement.
- Obtain a financial interest or benefit from a Program activity
- Have an interest in any contract, subcontract or agreement for themselves or for persons with business or family ties.

Exception -Upon written request, exceptions may be granted by the NDED on a case by case basis.

Administrative Structure

The responsibilities of each entity are outlined below.

Grantee and General Administrator-MAPA

- Conduct Program's environmental review.
- Complete steps necessary to secure Release of Funds from NDED.
- Market and provide immediate oversight of the Program.
- Inform the Housing Boards of program progress and issues.
- Work cooperatively with MAPA Administrative Staff to ensure the collection of all data, reports, records, documents, etc., as needed to meet NDED reporting requirements.
- Process homeowner applications.
- Conduct "Tier II" environmental reviews on individual program homes as indicated.
- Oversee the day-to-day operation of the Program.
- Prepare all program loan documents and file necessary liens.
- Process payment requests.
- Provide progress reports to the MAPA Finance Committee and MAPA Foundation Board as needed.
- Initiate drawdown of funds with NDED.
- Complete all required reports for NDED (Quarterly, Semi-Annual, etc.) and attend

- required meetings.
- Approve all legal and financial aspects of the program, including contracts, Program reports and expenditures.
- The Housing Program Manager and the Housing Rehabilitation Specialist shall serve as members of the final appeal committee where homeowners may bring determinations they wish to appeal.
- Complete all close-out requirements for grant.
- Track repayment schedules after closeout of the grant.
- Approve and amend Guidelines, subject to the recommendations of the Housing Boards and the final approval of NDED.

Housing Review Committees

- Approve or deny each application from its target area presented by the Housing Program Administrator/Housing Rehabilitation Specialist.
- Serve as the initial Committee where homeowners may bring determinations they wish to appeal.
- Make recommendations regarding approving/amending the guidelines for the Program as agreed upon by MAPA, NDED and the Housing Review Committees.
- This Committee will consist of a minimum of three and no more than five designated representatives from a variety of business and professional fields in the community.
- In the event of an appeal of a decision by a homeowner provide a member for the final appeal committee.

MAPA- Housing Administrator (including Housing Rehabilitation Specialist)

- ~~Process homeowner applications.~~
- Conduct initial inspections of properties participating in the Program.
- Prepare work write-up and cost estimates.
- Determine work to be performed and economic feasibility of projects.
- Prepare bid packets.
- ~~Solicit and obtain bids from contracts.~~
- Perform DED Minimum Standards in progress - Inspections.
- Review contractor payment requests and submit to Housing Program Administrator for processing.
- Obtain contractor and sub-contractor lien waivers.
- ~~Conduct environmental reviews on individual program homes as indicated.~~
- ~~Determine work to be performed and economic feasibility of projects.~~
- ~~Prepare Work Write-up for eligible properties under consideration and present to the Housing Review Committees for approval or denial.~~
- ~~For a HOME funded project, complete all Activity Reports (Set-up and Completion).~~
- ~~Oversee the day to day operation of the Program.~~
- ~~Prepare all program loan documents and file necessary liens.~~
- Conduct on-site progress inspections and meet with contractors and homeowners as needed and appropriate.
- Ensure all necessary LBP inspections, assessments, occupant relocations, interim controls and clearance testing occur as required.
- Conduct final inspections of all work.
- Resolve conflicts between homeowner and contractor.
- ~~Prepare Claim Forms for payment of rehab work, and track related project budgets.~~

RESOLUTION 2019-05

MAPA FOUNDATION RESOLUTION SELECTING CDS INSPECTIONS TO PERFORM LEAD BASED PAINT AND REHABILITATION INSPECTION SERVICES.

Whereas, the MAPA Foundation has been awarded funding for the Nebraska Affordable Housing Trust Fund (NAHTF) administered by the Nebraska Economic Development Department (NDED) to establish a Homeowner Rehabilitation Program in Valley and Waterloo;

Whereas, lead based paint and rehabilitation inspection services are necessary to successful implement the Homeowner Rehabilitation Program;

Whereas, a request for proposal was issued and published for said inspection services; and

Whereas, two responses (Alloy Specialty and CDS Inspections) were received in response to the request for proposal; and

Whereas, after review and consideration, staff recommends CDS Inspections be retained to provide lead based paint and rehabilitation inspection services for the Homeowner Rehabilitation Program; and

Whereas, the cost for lead based paint services is \$15,000 and rehabilitation inspection services is \$25,000.

Resolved, by the Board of Directors of MAPA Foundation that Greg Youell, Executive Director of the Metropolitan Area Planning Agency, is hereby authorized to execute a services agreement between the MAPA Foundation and CDS Inspections subject to the release of Funds from NDED.

Passed this 30th day of August 2018

Rita Sanders, Chairperson
MAPA Foundation Board of Directors

Resolution No. 2019 – 06

MAPA FOUNDATION BOARD RESOLUTION APPROVING NEBRASKA INVESTMENT FINANCE AUTHORITY MATCH PROGRAM AGREEMENT.

WHEREAS, the Nebraska Investment Finance Authority (NIFA) established the Match Program to provide assistance to non-profits, local governments and regional NDOs for the development of workforce housing; and

WHEREAS, Washington County was eligible under the Match Program;

WHEREAS, the MAPA Foundation submitted an application for Match Program funding to establish a workforce housing effort in Blair; and

WHEREAS, said application was awarded funding by NIFA; and

WHEREAS, an agreement between NIFA and the MAPA Foundation has been prepared for approval; and

WHEREAS, staff has reviewed the contract and recommends approval.

RESOLVED, that the NIFA Match Program Agreement is hereby approved and adopted.

Passed this 26th day of July, 2018.

Rita Sanders, Chairperson
MAPA Foundation Board of Directors

**NIFA MATCH PROGRAM AGREEMENT
BETWEEN
NEBRASKA INVESTMENT FINANCE AUTHORITY (NIFA)
AND
MAPA FOUNDATION (RECIPIENT)**

2 THIS NIFA MATCH PROGRAM AGREEMENT (“**Agreement**”), dated August, 2018, is entered into by and between the undersigned recipient (the “**Recipient**”) and the Nebraska Investment Finance Authority (“**NIFA**”), a body politic and corporate, not a state agency, but an independent instrumentality, organized and existing pursuant to the laws of the state of Nebraska.

1. **Scope of Agreement.** The Recipient has received (i) an LB 518 Program award (the “**LB 518 Award**”) in the amount set forth in Appendix A from the Rural Workforce Housing Fund administered by the Nebraska Department of Economic Development (“**DED**”) and (ii) match awards from the local sources identified in Appendix A and in the amounts set forth in Appendix A (collectively, the “**Local Match**”). In connection with the LB 518 Award and Local Match, NIFA hereby provides to the Recipient a grant in the amount set forth in Appendix A (the “**NIFA Match**”), such NIFA Match to be used by the Recipient in accordance with the terms and conditions of this Agreement. Within 30 days of the date of this Agreement, the Recipient shall provide to NIFA evidence that the LB 518 Award and the Local Match have been deposited by the Recipient into the Recipient’s Investment Fund (as described below).
2. **Purposes of NIFA Match.** The Recipient shall deposit the NIFA Match into the local investment fund (the “**Investment Fund**”) previously created by the Recipient in accordance with the provisions of the Nebraska Rural Workforce Housing Investment Act (Neb. Rev. Stat. §81-1226 et seq.) (the “**RWHI Act**”) and certified by the Director of DED to encourage development of workforce housing in rural communities of the state of Nebraska (the “**State**”). The NIFA Match so deposited into the Investment Fund shall be used solely for the purposes of developing workforce housing programs and projects (collectively, the “**Project**”) as described in the Recipient’s NIFA Match Application (the “**NIFA Match Application**”) (which NIFA Match Application is incorporated herein by reference and made a part of this Agreement) and in accordance with the NIFA Match Program Guidelines (the “**NIFA Match Program Guidelines**”), the application (the “**LB 518 Application**”) submitted by the Recipient to DED in connection with the LB 518 Award and the Rural Workforce Housing Investment Program Contract (the “**LB 518 Contract**”) entered into between the Recipient and DED.
3. **Term of Use.** Amounts representing the NIFA Match to be used in connection with the development of the Project must be repayable to the Recipient. When repaid to the Recipient’s Investment Fund, the NIFA Match shall continue to be used by the Recipient in accordance with the terms of this Agreement for additional Projects meeting the terms of this Agreement and the NIFA Match Program Guidelines for a minimum of ten (10) years from the date first used for the Project identified in the NIFA Match Application or as otherwise pre-approved in writing by NIFA.

4. **Revolving Fund.** The Recipient may NOT use amounts representing the NIFA Match to make a grant to any party. Amounts representing the NIFA Match shall be used by the Recipient to establish and continue a financing structure that provides for a revolving fund. The NIFA Match deposited into the Recipient's Investment Fund and/or to make loans shall be invested in such a manner as to receive a rate of return at least equal to the rate of inflation¹.

The NIFA Match shall be accounted for by the Recipient separately from the LB 518 Award, the Local Match and any other funds in the Investment Fund. All amounts representing NIFA Match disbursed from the Investment Fund by the Recipient shall be supported by contracts, invoices and other documentation as appropriate to evidence the obligation to repay such amounts and the purposes of the disbursements.

5. **Specific Authorized Uses.** The NIFA Match shall be provided by NIFA to the Recipient by wire or check made payable to the pre-approved Investment Fund of the Recipient upon the execution of this Agreement and may be used by the Recipient for the following in connection with workforce housing:

- leveraging of loans or other contractual obligations consistent with the NIFA Act in conjunction with other parties (e.g., participations in loans/guarantees)
- loan guarantees
- loan subsidies
- direct loans for lot development or construction of buildings
- capitalizing reserve funds
- standby or conditional "take-outs" of loans
- permanent loans for purchase or rehabilitation of structures
- providing technical assistance in connection with the development of workforce housing (such amount not to exceed 10% of the total amount of NIFA Match)
- such other purposes approved in advance and in writing by NIFA that comply with the provisions of LB 518, the NIFA Match Program Guidelines and the NIFA Act.

The Recipient has indicated in its NIFA Match Application that it intends to use the NIFA Match Funds for the purposes outlined in NIFA Match Application attached hereto and incorporated herein by reference.

6. **Moderate Income Requirement.** A percentage of the units ("moderate income units") produced in connection with the use of the NIFA Match (such percentage to be based upon the percentage that the NIFA Match bears to the total cost of the Project or Projects) must be made available to members of the workforce population with moderate income (as defined in the NIFA Match Program Guidelines as household income which does not exceed 150% of the *American Community Surveys-Nebraska Statewide Median Family Income* for a family of four). This moderate income household income limit is subject to change annually and currently the moderate household income limit is \$128,827.50. The percentage of required moderate income units to be included in the Project or Projects is **25.58%** (the "**Moderate Income Requirement**"). The units

¹ The "rate of inflation" used by the Recipient shall be the current inflation rate for the United States as published by the U.S. Labor Department at https://data.bls.gov/timeseries/CUUR0000SA0L1E?output_view=pct_12mths

subject to the Moderate Income Requirement may be apportioned among one or more Projects, so long as the overall percentage of units rented to moderate income persons and families satisfies the Moderate Income Requirement applicable to the NIFA Match and the units subject to the Moderate Income Requirement are substantially similar in quality to other units in the Project or Projects.

7. **Affordability Period.** The affordability period of the moderate income units financed through the use of NIFA Match shall be a minimum of ten (10) years from the date of initial occupancy (the “**Affordability Period**”) of such unit.

8. **Return of NIFA Match.** Any amount of NIFA Match not used by the Recipient in accordance with this Agreement within 24 months from the date of the Agreement shall be returned by the Recipient to NIFA. Any NIFA Match returned or repaid to the Recipient from a Project Party (as hereafter defined) prior to the date three (3) years after the end of the Affordability Period shall be used (unless otherwise approved in writing by NIFA) no later than 24 months from the date of receipt or repayment in accordance with the terms of this Agreement for the production of workforce housing or shall be returned to NIFA.

9. **Recipient’s Project Information.** Information with respect to the Recipient’s Project data (including costs, targeting and operations) submitted in connection with its NIFA Match Application and its LB 518 Application will be subject to review during the implementation and completion of the Project and use by NIFA for purposes of analysis and evaluation of the impact of the NIFA Match Program. Such information, with the exception of “Personally Identifiable Information” (“**PII**”), could become part of the public record, published in NIFA reports and posted on the NIFA public website and the Recipient agrees to such publication of information.

10. **Project Performance Evaluation.** NIFA will use the *Sustainometrics* evaluation model, published by the Joslyn Institute for Sustainable Communities (the “**Joslyn Institute**”), or such other evaluation methodology as NIFA, in its sole discretion shall select, in its analysis of the Recipient’s Project data in order to evaluate the Project’s performance and use of resources in connection with the Project. In the sole discretion of NIFA, NIFA may select and require the Recipient to participate in a review and analysis of its Project data to be conducted by the Joslyn Institute. Recipient shall cooperate fully with the Joslyn Institute if selected to participate. Information about the *Sustainometrics* model can be obtained from NIFA at no cost. Recipient may participate in up to 8 hours of training on the *Sustainometrics* principles and methodology at no cost to Recipient.

11. **Reporting Requirements, Record Keeping and Audits.** Recipient agrees to provide to NIFA no later than February 15 of each year (or on such other date as specified by NIFA), an annual report (the “**Annual Report**”) covering the period from January 1 through December 31st of the preceding year, which Annual Report shall set forth the uses and balance of the NIFA Match in the form of Appendix B attached hereto. Additionally, no later than February 15 of each year (or such other date as specified by NIFA) throughout the 10-year Affordability Period of the Project, the Recipient agrees to provide NIFA with a certification, in the form of Appendix C attached hereto, evidencing compliance during the preceding calendar year by the Recipient and the respective Project participants with the Moderate Income Requirement. The Recipient agrees to allow NIFA, upon request, access to any and all records maintained by the Recipient in

connection with its participation in the NIFA Match Program, this Agreement and the LB 518 Award.

All records relating to this Agreement shall be retained by the Recipient for at least three (3) years after the end of the term of this Agreement. The Recipient agrees to provide NIFA full access to and the right to examine, audit, excerpt or transcribe any of the Recipient's records relating to the Investment Fund and this Agreement. NIFA may conduct performance review monitoring visits of the Recipient and the Investment Fund and may audit the Recipient's records, including records that are related to the LB 518 Award, the Local Match and any other amounts credited to or on deposit in the Recipient's Investment Fund.

The Recipient agrees to have performed, at the Recipient's cost, an annual audit (conducted by an independent certified public accountant) of all of its financial records related to the Investment Fund. A copy of such annual audit shall be provided to NIFA.

12. **Fair Housing Act.** The Recipient shall ensure and certify to NIFA that Project units financed through the use of the NIFA Match comply in all respects with the requirements of the Fair Housing Act (the "**Fair Housing Act**"), 42 U.S.C. 3601-3619, as amended. The Recipient shall provide such certification, in the form of Appendix C attached hereto, no later than February 15 (or such other date as specified by NIFA) of each year throughout the 10-year Affordability Period of the Project.

13. **Compliance with Law, Including the Americans With Disabilities Act.** The Recipient shall ensure and certify that the process of providing resources pursuant to the Recipient's Investment Fund, the development of the Project and the making available and the operation by the Project Party (as defined below) of Project units financed through the use of the NIFA Match and other funds available in the Recipient's Investment Fund comply in all material respects with all applicable federal and Nebraska laws, including, but not limited to, zoning, planning, building and environmental laws ordinances and regulations of governmental authorities having jurisdiction with the development, ownership and operation of the Investment Fund and the Project, including, but not limited to, the Americans With Disabilities Act of 1990 (the "**ADA**"), as amended, the NIFA Match Program Guidelines and the Moderate Income Requirement as set forth herein. The Recipient shall provide the certifications, in the in the form of Appendix C attached hereto, no later than February 15 (or such other date as specified by NIFA) of each year throughout the 10-year Affordability Period of the Project.

14. **Compliance and Compliance Monitoring.** (a) The Recipient shall comply with all aspects of this Agreement, including the reporting and certification requirements contained in this Agreement. The Recipient's failure to comply with such requirements, if left uncured for a period of six (6) months, may, in the sole discretion of NIFA, result in the Recipient and the related Project Parties being ineligible to receive future allocations of the NIFA Match or participate in other NIFA programs (such as technical assistance, Low-Income Housing Tax Credit, etc.) until such event of default shall be cured. If such event is uncured, the Recipient shall return the NIFA Match to NIFA. The Recipient shall file such deed restrictions as necessary (and as approved by NIFA) to ensure that the Moderate Income Requirement is satisfied during the applicable Affordability Period. Such deed restriction shall provide that amounts representing NIFA Match

shall be repaid by the Project Party (defined below) to the Recipient for deposit into the Recipient's Investment Fund.

(b) In any agreement between the Recipient and the respective Project developer, owner or other related party (collectively, the "**Project Party**"), the Recipient shall require that the Project Party shall agree to provide the Recipient evidence, on an annual basis, that the Project Party has complied with all applicable local, state and federal laws, including, but not limited to the Fair Housing Act and the ADA, as well as the NIFA Match Program Guidelines, including, but not limited to the Moderate Income Requirement. Such agreement shall also provide that the Project Party shall provide information regarding the Project and the financing thereof as requested by NIFA and, agree that such information (other than PII) may be published or otherwise made available by NIFA to the public. Additionally, such agreement between the Recipient and the Project Party shall require that an event of non-compliance with the foregoing by the Project Party shall require that the Project Party return the amount of the NIFA Match received by the Project Party to the Recipient. In such event, the Project Party shall be ineligible to receive future allocations of the NIFA Match or participate in other NIFA programs (such as technical assistance, Low-Income Housing Tax Credit, etc.) until such event of default shall be cured.

All provision of this Agreement and the requirements of the NIFA Match Program Guidelines shall be applicable to and binding upon on any Project Party. Upon request, the Recipient shall provide copies of the written agreements entered into between the Recipient and the Project Parties relating to Projects financed with NIFA Match.

15. **Nebraska Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Nebraska. Any litigation arising out of or related to this Agreement shall be commenced and maintained solely and exclusively in the state and/or federal courts sitting in Douglas County, Nebraska.

16. **Defaults.** Any failure by the Recipient to perform in accordance with this Agreement shall constitute an event of default herein. Unless otherwise cured by the Recipient within 60 days of notice from NIFA of such event of default, amounts representing the NIFA Match shall be repaid to NIFA by the Recipient.

If any amount of the LB 518 Award or any amount of Local Match (i) is not provided to the Recipient within 60 days of the date of this Agreement or (ii) at any time during this Agreement, is reduced or recaptured, the amount of NIFA Match shall be reduced accordingly based on the percentage of reduction, recapture or amount of LB 518 Award or Local Match not provided to the Recipient.

Any termination of the LB 518 Contract by DED or the Recipient shall result in a termination of this Agreement and, upon such termination, the Recipient shall repay the amount of the NIFA Match to NIFA.

17. **No Assignment of Agreement.** This Agreement may not be assigned by the Recipient without the prior written consent of NIFA.

18. **Notice Addresses.** Notices given by either NIFA or the Recipient pursuant to this Agreement shall be given to the following addresses or such addresses as specified by NIFA or the Recipient:

To the Recipient:

MAPA Foundation
2222 Cuming Street
Omaha, NE 68102
Attention: Mr. Greg Youell
Telephone: 402-689-7571

To NIFA:

Nebraska Investment Finance Authority
1230 O Street, Suite 200
Lincoln, NE 68508-1402
Attention: Mr. Timothy R. Kenny
Telephone: 402-434-3900

19. **Term of the Agreement.** This Agreement shall remain in force and effect for such period as the Recipient continues to use the proceeds of the NIFA Match.

20. **Additional Information.** Upon the execution hereof, the Recipient shall provide NIFA with an IRS Form W-9, appropriate wiring instructions and any other information required by State or federal law in connection with providing the NIFA Match to the Recipient.

21. **Amendment of the Agreement.** This Agreement may be amended upon written agreement of NIFA and the Recipient. Additionally, this Agreement shall be deemed amended to adjust to the requirements for eligibility and the authorized uses of the NIFA Match to the extent necessary to harmonize the use of the NIFA Match to the uses and practices described in the RWHI Act and the rules and regulations of the Rural Workforce Housing Investment Fund established pursuant to the Act, as each may be amended from time to time by the Nebraska Legislature and DED.

22. **Publication of Agreement.** Pursuant to the Nebraska Taxpayer Transparency Act (the "Transparency Act"), Neb. Rev. Stat. Section 84-602.01 et seq., this Agreement (including any Appendices attached hereto) is required to be filed in electronic form by NIFA on the website maintained by the Nebraska Department of Administrative Services or other site permitted by the Transparency Act and accessible to the public. In addition, certain disbursements in connection with this Agreement will be made public by NIFA and posted on a website in accordance with the Transparency Act. By entering into this Agreement, the Recipient agrees to the publication by NIFA of the information and contractual agreements required by the Transparency Act.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be duly executed and delivered.

RECIPIENT

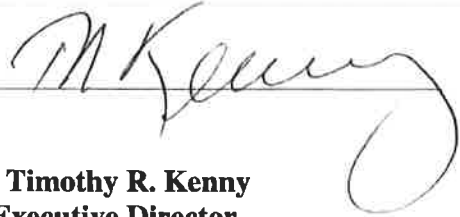
NIFA

MAPA FOUNDATION

**NEBRASKA INVESTMENT FINANCE
AUTHORITY**

By: _____

By: _____



**Name: Greg Youell
Title: Executive Director**

**Name: Timothy R. Kenny
Title: Executive Director**

[Signature page to NIFA Match Program Agreement]

APPENDIX A
FINANCIAL RESOURCES

Non-NIFA Resources received by Recipient:

LB 518 Program Award \$351,450

Local Match(s)

- City of Blair \$250,000
- MAPA Foundation \$100,000
- Two Rivers Bank \$ 8,000
- Gateway Development Corp. \$ 10,000
- Washington County Bank \$ 8,000

NIFA Match: \$250,000

Total Investment Fund Amount \$977,450

APPENDIX B

NIFA MATCH PROGRAM ANNUAL REPORTING

TO: Nebraska Investment Finance Authority
Suite 200
1230 O Street
Lincoln, NE 68508-1402

Reporting Period Ending: December 31, 20_____

Recipient: _____

NIFA Match: \$ _____

1. The annual report submitted to NIFA shall include, but is not limited to:
 - A complete and detailed financial accounting of the amount and type of NIFA Match and other matching funds invested in connection with the Recipient's NIFA Match Application and award of NIFA Match.
 - The number, geographic location, type and amount of investments made by the Recipient's Investment Fund.
 - The specific investments/Projects for which the NIFA Match has been used and the number and type of moderate income units.
 - The balance of the NIFA Match remaining on deposit in the Recipient's Investment Fund, the rate of return thereon, and an accounting of how such amounts representing the NIFA Match are intended to be used for authorized uses or continued investments.
2. Recipient shall submit to NIFA a copy of the annual audit required to be performed pursuant to the Agreement.
3. Recipient shall submit to NIFA a copy of the annual report required to be submitted by the Recipient to the Nebraska Department of Economic Development in connection with the Rural Workforce Housing Fund, supplemented for the NIFA Match.

APPENDIX C

FORM OF NIFA MATCH PROGRAM
CERTIFICATE OF PROJECT COMPLIANCE

TO: Nebraska Investment Finance Authority
Suite 200
1230 O Street
Lincoln, NE 68508-1402

Certification Dates: From: January 1, 20____ To: December 31, 20____

NIFA Match Recipient ("Recipient"): _____

Project Name: _____

Project Address: _____ City: _____ Zip: _____

Amount of NIFA Match Allocated: _____

The undersigned _____ on behalf of the Recipient, hereby certifies as follows:

1. The percentage of the units designated as "moderate income units" is ____% (based upon the percentage that the NIFA Match bears to the total cost of the Project) (the "Moderate Income Requirement").

2. Persons and families of moderate income (defined as household income which does not exceed 150% of the *American Community Surveys-Nebraska Statewide Median Family Income* for a family of four) have occupied units in the Project such that the Moderate Income Requirement has been satisfied at all times during the period of time covered by this Certification:

Yes No

3. The Recipient has received documentation (and such documentation is available for review by NIFA) from the Project Owner demonstrating that the each resident or family household occupying a unit in the Project subject to the Moderate Income Requirement is of moderate income as defined above in Item 2.

Yes No

4. No finding of discrimination under the Fair Housing Act, 42 U.S.C. 3601-3619, has occurred for any unit or Project financed with the NIFA Match. A finding of discrimination includes an adverse final decision by the Secretary of Housing and Urban Development, 24 CFR 180.680, an

adverse final decision by a substantially equivalent state or local fair housing agency, 42 U.S.C. 3616a(a)(1), or an adverse judgment from a federal court.

No Finding Finding

If there has been a Finding, Recipient shall provide NIFA with documentation of such Finding at the time of Certification.

5. Each unit or Project financed with the NIFA Match is and has been suitable for occupancy, taking into account local planning, zoning, health, safety, and environmental codes, laws, ordinances and regulations of governmental authorities having jurisdiction with the Project, compliance with the Americans with Disabilities Act of 1990, and the state or local government unit responsible for making building code inspections did not issue a report of a violation for any such unit:

Yes No

Note: Failure to complete this form in its entirety or provide NIFA with supplemental information as requested by NIFA or otherwise required pursuant to this Certification will result in noncompliance with the NIFA Match Program Guidelines and may result in Recipient's ineligibility to receive a future allocation of NIFA Match or participate in other NIFA programs and a requirement to return any NIFA Match not otherwise meeting the requirements of the NIFA Match Program Guidelines.

The Project is otherwise in compliance with the applicable Match Program Guidelines and all other applicable laws, rules and regulations. This Certification and any attachments are made UNDER PENALTY OF PERJURY.

(Recipient)

Signature: _____

Print Name: _____

Title: _____

Date: _____

RESOLUTION NUMBER 2019-07

**MAPA FOUNDATION RESOLUTION DESIGNATING DEPOSITORIES FOR THE
BLAIR RURAL WORKFORCE HOUSING FUND**

WHEREAS, the MAPA Foundation was awarded funding in the amount of \$351,450 under the Nebraska Rural Workforce Housing Fund and \$250,000 under the LB 518 Match Funding Program to establish the Blair Rural Workforce Housing Fund; and

WHEREAS, said funding awards will be matched by \$376,000 in local funding; and

WHEREAS, all funds awarded and pledge as match are required to be deposited in a separate account for the purposes of implementing the Blair Rural Workforce Housing Fund; and

WHEREAS, the affairs of the MAPA Foundation are managed under the direction of the Board of Directors; and

THEREFORE, BE IT RESOLVED by the Board of Directors of MAPA Foundation that the Executive Director, Director of Finance and Operations and the MAPA Foundation Treasurer are hereby appointed Depositories for MAPA Foundation for the deposit of all funds for the Blair Workforce Housing Fund effective August 30, 2018; and

BE IT FURTHER RESOLVED, that MAPA Foundation designates _____ as official depositories for all Foundation funds.

Passed this 30th day of August, 2018.

Rita Sanders, Chairperson
MAPA Foundation Board of Directors

I HEREBY CERTIFY, that the foregoing is a true and correct copy of a resolution duly and legally adopted by the Board of Directors of the MAPA Foundation at a legal meeting on the 30th day of August, 2018.

Patrick Bloomingdale
MAPA Foundation Secretary/Treasurer

Resolution No. 2019-08

**MAPA FOUNDATION RESOLUTION AMENDING THE FUND INVESTMENT PLAN
FOR THE “BLAIR RURAL WORKFORCE HOUSING FUND”**

WHEREAS, the MAPA Foundation has been awarded funding from the Nebraska Rural Workforce Housing Fund and the LB Program Match Program to establish the Blair Rural Workforce Housing Fund (Blair RWHF); and

WHEREAS, on March 29, 2018, the MAPA Foundation Board of Directors approved the Fund Investment Plan for the Blair RWHF which is required by said funding programs; and

WHEREAS, staff recommends amendment to the Fund Investment Plan providing additional detail on administrative procedures; and

RESOLVED, that the Amended Fund Investment Plan for the Blair RWHF is hereby amended as attached hereto.

Passed this 30th day of August, 2018.

Rita Sanders, Chairperson
MAPA Foundation Board of Directors

Blair Rural Workforce Housing Fund

Fund Investment Plan

**Administered by:
MAPA Foundation**

The Nebraska Rural Workforce Housing Fund (RWHF) Act was approved by the Governor on April 27, 2017. The Act authorized a one-time transfer of funds from the Nebraska Affordable Housing Trust Fund to the RWHF, which is administered by the Nebraska Department of Economic Development (NDED). Subsequent to the establishment of the RWHF, the Nebraska Investment Finance Authority (NIFA) established the LB 518 Match Funding Program. Both funds are a resource to support the creation of local workforce housing investment funds to encourage the development of workforce housing in Nebraska's rural counties. Of the three Nebraska counties that are members of MAPA, only Washington County is defined as rural and eligible to receive assistance.

Prioritization for the funding was based on a demonstrated and ongoing housing need, low unemployment rate, difficulty filling an employment openings, demonstrated commitment to growing the housing stock, projects reasonably ready for occupancy within 24 months, and the capacity to manage a workforce development fund. The workforce housing funds are intended to revolve and allow for continued reinvestment in workforce housing projects in the future.

The MAPA Foundation applied and was awarded \$351,450 under the RWHF and \$250,000 under the LB 518 Match Funding Program. These funds will be matched by \$100,000 from the MAPA Foundation and \$276,000 in local funds. The MAPA Foundation will be the administrator of the Blair Rural Workforce Housing Investment Fund ("Blair RWHF"). The controlling body of the MAPA Foundation is the Board of Directors ("Board"). The MAPA Foundation and City of Blair will enter a Memorandum of Understanding outlining the responsibilities, policies and procedures in the implementation of the Blair RWHF.

Nebraska LB 518 outlines the requirements for RWHF Program and generally includes (Exhibit 1):

- New owner-occupied housing costing no more than \$275,000.
- New rental housing units costing no more than \$200,000.
- Owner-occupied or rental housing units for which the cost to substantially rehabilitate exceeds 50% of a unit's assessed value.
- Upper-story housing.
- And in all cases, housing that does not receive federal or state low-income housing tax credits, Community Development Block Grants, HOME funds, National Housing Trust Fund, or funds from the Affordable Housing Trust Fund.

NIFA has issued LB 518 Match Program requirements (dated February 2018) when using NIFA dollars in the Blair RWHF. Guidelines of the LB 518 Match Program include (Exhibit 2):

- LB 518 Match Program funds may not be used to make direct or indirect grants. Funds shall be used for financial structures that create a "revolving fund" requiring all assistance to be repaid with interest.
- LB 518 Match Program funds deposited into the Blair RWHF must be used to make direct loans which shall earn a rate of return at least equal to the rate of inflation as established by the US Department of Labor.
- LB 518 Match Program funds returned to the Blair RWHF must continue to be used for a period of 10 years.
- Housing development must benefit households whose income does not exceed 150% of the American Community Survey – Median Family Income for a family of four which is currently \$128,827.50.
- The percentage of housing units produced (such percentage to be based upon the percentage the LB 518 Match Program bears to the total project) be made available to persons of moderate income. Based on the total funding committed to the Blair RWHF, the LB 518 Match Program is 25.6% of the total fund.

Section 1 - Geographic Service Area: The geographic area of the ~~MAPA Foundation NDO~~– Blair RWHF Workforce Housing Investment Fund ("Fund") is the City of Blair. The service area of the ~~Fund~~ Blair RWHF may be modified in the future to add other jurisdictions in Washington County as an amendment to this Plan outlined in Section 11 and by the full consent of the ~~Fund's investors~~ City of Blair and the ~~MAPA Foundation NDO Board of Directors ("NDO Board")~~. Priority will be placed on existing publicly owned residential lots, lots available in the tax increment financing district encompassing part of the former Dana Campus, and then private residential infill lots and other platted lots.

Section 2 - Eligible Activities: The following activities are eligible to receive loans from the ~~Fund~~ Blair RWHF:

- Construction of owner occupied detached single family homes (no pre-sold units) with sale price of \$180,000 to \$275,000;
- Construction of owner occupied attached single family homes and residential condominiums (no pre-sold units) with a sales price of \$165,000 to \$260,000;
- Adaptive reuse of vacant commercial properties resulting in new residential condominiums (no pre-sold units) with a sales price of \$165,000 to \$260,000; and
- Infrastructure development costs associated with eligible owner occupied housing. Funding amounts shall be proportionate to the number of workforce housing units, subject to the owner occupied housing per unit cost limits, and other applicable Nebraska ~~Rural Workforce Housing Fund (RWHF)~~ requirements.

Section 3 - Ineligible Activities: The following activities are not eligible to receive assistance from the ~~Fund~~ Blair RWHF:

- Construction of custom pre-sold detached and attached single family homes or residential condominiums;
- Furnishings and personal property not an integral structure fixture;
- Installation of mobile homes;
- Rehabilitation of single family residential units;
- Construction or rehabilitation of rental housing units;
- Projects funded through the NHTF, NAHTF, CBDG, and LIHTC Programs; and
- Housing administrative and grant administration costs.

Section 4 - Eligible Applicant Entities: Subject to Section 7 of this Plan, entities eligible to receive loans from the Fund Blair RWHF include:

- Non-Profit 501 (c) (3), 501 (c) (4), 501 (c) (6) housing related service organizations; and
- ~~Community Housing Development Organizations (CHDO); and~~
- Private residential home builders and developers (Sole Proprietorship, "S" Corporations, "C" Corporations, General Partnerships, Limited Partnerships, and Limited Liability Companies).

Section 5 - Types, Amounts and Terms of Assistance: The Fund Blair RWHF will be a revolving loan account intended to provide short term construction financing to entities undertaking eligible activities outlined in Section 2. The right is reserved to negotiate rates for the term and conditions of financial assistance with each applicant, terms and conditions may vary from applicant to applicant.

Type of financing	<u>Fixe rate</u> Construction loans on speculative work force housing units
Term	<u>One year with two one year extensions</u> 24 months
Interest	Minimum based on rate of inflation – maximum rate to be set through RFP (1)
Developer Equity	Negotiable - Amount to be set through RFP
<u>Minimum Loan</u>	<u>\$165,000</u>
<u>Maximum Loan</u>	<u>\$250275,000</u> per workforce housing unit
<u>Combined Loan to Value</u>	<u>The Combined Loan to Value cannot exceed 90% of all total cost of the project</u>

(1) LB 518 Match Program funds deposited into the Fund Blair RWHF and used to make direct loans from shall earn a rate of return on such funds at least equal to the current rate of inflation. The "rate of inflation" used shall be the current inflation rate for the United States as published by the U.S. Labor Department.

Security for loans may include, but not limited to, Promissory Notes, a Deed of Trust, Performance Bonds, UCC filings and personal and/or corporate guarantees as appropriate.

Section 6 - Administration:

Blair RWHF aAdministrationor – MAPA's Manager of Community and Economic Development will act as the fund administrator of the Fund Blair RWHF. The fund administrator will be assisted by a Community and Economic Development Planner. Inspection staff with the City of Blair will may be utilize to monitor construction progress and compliance with applicable building ordinances and requirements established by the Fund Blair RWHF.

The fund administrator will be responsible for coordinating Committee meetings, communicating with the applicant/borrower about projects and the overall management of the Blair RWHF in terms of applications, closing and project management as it relates to the Blair RWHF.

The fund administrator shall provide as least quarterly finance and progress reports to the MAPA Finance Committee and Board.

Loan Review Committee - All proposals, loans, and contracts will be reviewed by a ~~three~~four member Loan Review Committee ("Committee") comprised of the ~~Fund~~ administrator, a MAPA community development staff member, a ~~and two~~ City of Blair representatives, ~~and one mutually agreed community representative~~. Additional members may be added to the Committee as approved by the Board. ~~The Committee shall advise and make recommendations the NDO Board.~~

The Committee will review and make loan recommendation of approval or denial to the Board. The Committee will also recommend changes in the Investment Plan of the Blair RWHF to the Board. The structure of the Committee and their attendance at meetings are critical to the success of the Blair RWHF. The Committee will meet on an "as needed" basis. The Committee may conduct its review during a face to face meeting, by mail, email, or using telephone conference call. A quorum of the Committee (three members) is required to meet. All recommendations will require a simple majority of the quorum. The Committee shall perform the following duties:

- Assess and analyze, recommend approval or denial of loan requests or loan extensions to the Board;
- Assist the fund administrator in the refinement of loan underwriting and policies;
- Assess and analyze, recommend foreclosure proceedings in the event of default;
- Review loan compliance with exposure limits, actions taken on loans with delinquencies, and loan maturities;
- Review report of the fund administrator;
- Review and recommend new loan products needed or other new opportunities; and
- Undertake other related activities as the Board requests.

The Board, Committee members, and staff shall keep confidential all information that is provided to them that is reasonably clear to be confidential or sensitive in nature even when the information affects an activity of the Board or Committee member outside of the fund administrator.

The ~~NDO~~ Board shall approve all contracts, loans, and other actions of the ~~Fund~~Blair RWHF. In addition, any amendments to this Plan shall be approved by the ~~NDO~~ Board.

The ~~Fund~~ Blair RWHF intends to contract with an experienced loan servicer such as a title company or banking institution to assist in construction loan administration and servicing. ~~The Fund also intends to contract with the Midwest Housing Development Fund (MHDF) to provide third party review of loan applications.~~ Other third party services may be retained for credit reports, appraisals, legal, loan closing, etc. as determined necessary for the operation of the Fund.

Section 7 - Developer Selection:

Request for Proposals – Upon receipt of notice of funding award, the ~~Fund~~Blair RWHF will publish and circulate a Request for Proposal (RFP). This RFP will be published in the local newspaper and be forwarded to local trade organizations and active community homebuilders and developers. The RFP shall include a brief description of the assistance offered by the ~~Fund~~Blair RWHF, application procedures, deadlines and review procedures. Proposals will be accepted upon the expiration of a 60-day submittal period.

Initial Submittal Requirements – Homebuilders and developers interested in participating shall submit to the ~~Fund~~Blair RWHF an application along with the following attachments:

- The proposed number of homes to be constructed in the initial 612 months including locations:
 - Project summary;
 - Sources and uses of funds;
 - Proposed builder equity for each workforce housing unit;
 - Proposed term and interest rate;
 - Two sets of 8 ½" x 11" or 11" x 17" building plans and building elevations;
 - Site plan;
 - Building specifications (Form HUD 92005) or equivalent; and
 - Builder's cost breakdown and estimated final sales price. Priority will be placed on proposals with a selling price per unit between \$180,000 and \$220,000.
- The number of homes and locations projected to be constructed over a 24 month and 36 month one, two and three-year period;
- Documentation on site control;
- Certificate of insurance;
- List of subcontractors and suppliers to be used; and
- Real estate listing agents (all workforce housing units constructed shall be listed by a Blair realtor and listed on the multiple listing service).

Developer Eligibility – Contractors meeting the following criteria shall be eligible for selection:

- Registered with and in compliance with the bonding and insurance requirements as established by the Building Department of the City of Blair;
- Proof of adequate credit and/or credit worthiness which may include:
 - Personal or business tax returns;
 - Pre bank approval letters;
 - Letters of commitment of other funding sources;
 - Credit report from a Credit Reporting Agency; and
 - Other information required for appropriate review;
- Adequately insured for liability, workers compensation and other minimum requirements established by the Fund administrator;
- At least three years' experience in single family or condominium construction or development; and
- Ability to work within guidelines established by the Fund Blair RWHF.

Developer Selection – Proposals will be reviewed and recommend by the Committee. Upon receipt of proposals, the Committee will meet with the entity submitting the proposal, request any additional information to make a selection, rank proposals, and recommend selection to the NDO Board for approval. Once approved, an initial commitment letter will be prepared that includes terms and conditions for assistance. Proposals rankings will be based on the following 100 point scoring criteria:

● <u>Proposed Equity, Term and Rates</u>	<u>25</u>
● <u>Quantity of Units Proposed/Cost psf</u>	<u>15</u>
● <u>Experience and Capacity</u>	<u>15</u>
● <u>Style and Quality of Materials</u>	<u>10</u>
● <u>Size of Proposed Structures</u>	<u>10</u>
● <u>Use of Local Subcontractors/Suppliers</u>	<u>10</u>
● <u>Location of Proposed Units</u>	<u>10</u>
● <u>Energy Efficiency/Sustainability</u>	<u>5</u>

Process – The following process will be used on workforce housing loans:

- Letter of Commitment – Upon completion of the developer selection process outlined in Section 7, a letter of commitment will be prepared outlining loan amounts offered and terms. The letter will also include application forms and checklist outlining details to be completed before the loan can close and funding can begin (plot plan, detailed construction plans, material specifications, list of subcontractors, appraisal based on location and construction plans, etc.).
- Loan application – ~~A detailed financing loan~~ application with checklist items shall be submitted by the developer to the ~~Fund~~Blair RWHF.
- Loan Review – All loans will be reviewed by the Committee and ~~the Fund's~~any third party consultant ~~retained by the Blair RWHF, MHDF~~. The review will determine if the application and proposed project is consistent with ~~Fund Blair RWHF~~ policy and requirements, along with compliance with applicable RWHF and NIFA requirements. The review will also make a final determination of developer credit worthiness.
- Loan Security Documents – At a minimum, all loans provided by the ~~Fund Blair RWHF~~ will be secured with a promissory note and deed of trust. The Fund may require additional forms of security as determined necessary by the ~~Blair RWHF~~Fund.
- Construction Loan Closing – Upon completion of the checklist items and loan approval, a loan closing with the developer will be conducted. At this time, loan agreements, security interests and other documents will be executed and recorded.
- Construction Loan Administration – Drawdown of loan proceeds shall be disbursed on a monthly basis or construction schedule as negotiated with the developer. All costs shall be documented, and verified and determined eligible by the Fund prior to payment. Contractor and subcontractor lien waivers will be obtained as necessary on each draw.
- Loan Repayment – Upon sale of the newly constructed workforce housing unit, the loan plus accrued interest would be ~~paid in full~~deposited to the ~~Blair RWHF~~Fund.
- Loan Servicing and Delinquencies – Although loan servicing is not anticipated beyond the sale of each workforce housing unit, the ~~Fund Blair RWHF~~ will follow industry standards practiced by the loan servicing firms regarding determination and handling of late payments, delinquent accounts and collections.

Fees – An origination fee of up to 1% may be charged on each structure and paid at loan closing.

Section 7 – Developer Selection:

~~Request for Proposals – Upon receipt of notice of funding award, the Fund will publish and circulate a Request for Proposal (RFP). This RFP will be published in the local newspaper and be forwarded to local trade organizations and active community homebuilders and developers. The RFP shall include a brief description of the assistance offered by the Fund, application procedures, deadlines and review procedures. Proposals will be accepted upon the expiration of a 60-day submittal period.~~

Initial Submittal Requirements— Homebuilders and developers interested in participating shall submit to the Fund an application along with the following attachments:

- ~~The proposed number of homes to be constructed in the initial 6 months including locations:

 - ~~Proposed builder equity for each workforce housing unit;~~
 - ~~Proposed term and interest rate;~~
 - ~~Two sets of 8 ½" x 11" or 11" x 17" building plans and building elevations;~~
 - ~~Building specifications (Form HUD 92005) or equivalent; and~~
 - ~~Builder's cost breakdown and estimated final sales price. Priority will be placed on proposals with a selling price per unit between \$180,000 and \$220,000.~~~~
- ~~The number of homes and locations projected to be constructed over a one, two and three year period;~~
- ~~Documentation on site control;~~
- ~~Certificate of insurance;~~
- ~~List of subcontractors and suppliers to be used; and~~
- ~~Real estate listing agents (all workforce housing units constructed shall be listed by a Blair realtor and listed on the multiple listing service);~~

Developer Eligibility— Contractors meeting the following criteria shall be eligible for selection:

- ~~Registered with and in compliance with the bonding and insurance requirements as established by the Building Department of the City of Blair;~~
- ~~Proof of adequate credit and/or credit worthiness;~~
- ~~Adequately insured for liability, workers compensation and other minimum requirements established by the Fund administrator;~~
- ~~At least three years' experience in single family or condominium construction or development; and~~
- ~~Ability to work within guidelines established by the Fund.~~

Developer Selection— Proposals will be reviewed and recommend by the Committee. Upon receipt of proposals, the Committee will meet with the entity submitting the proposal, request any additional information to make a selection, rank proposals, and recommend selection to the NDO Board for approval. Once approved, an initial commitment letter will be prepared that includes terms and conditions for assistance. Proposals rankings will be based on the following 100 point scoring criteria:

- ~~Proposed Equity, Term and Rates~~ ~~25~~
- ~~Quantity of Units Proposed/Cost psf~~ ~~15~~
- ~~Experience and Capacity~~ ~~15~~
- ~~Style and Quality of Materials~~ ~~10~~
- ~~Size of Proposed Structures~~ ~~10~~
- ~~Use of Local Subcontractors/Suppliers~~ ~~10~~
- ~~Location of Proposed Units~~ ~~10~~
- ~~Energy Efficiency/Sustainability~~ ~~5~~

Section 8 - Risk Mitigation:

The Fund will employ the following actions to mitigate risk and to minimize losses to the Fund:

- Selection of developers to receive loan assistance will be completed through an RFP process. Not only will this ensure competition between submittals, it will provide information to the Committee to compare and contrast developer experience, capabilities, and quality of construction.
- A due diligence review of developer cost and proposed sales price will be completed on each workforce housing unit receiving loan assistance.
- The Committee will review each loan application as to credit worthiness before entering loan agreements.
- The Blair RWHFFund desires to maximize developer equity on each workforce housing unit and will score submittals accordingly.
- Terms and interest rates will be set through the RFP process ensuring competition and selected based on the most advantageous to the Blair RWHFFund.
- The Blair RWHFFund may utilize multiple developers to implement the Program which will spread risk over several development entities.
- Adequate security will be filed on each loan provided by the Blair RWHFFund.
- Where determined appropriate by the Blair RWHFFund, the use of other security will be utilized.

Section 9 - Conflict of Interest Clause: No member of the ~~NDO~~ Board; Committee; or official, employee, or agent of MAPA and the City of Blair who exercises policy, decision-making functions, or has responsibilities in connection with the planning and implementation of the Blair RWHFFund shall directly or indirectly benefit from the program.

Section 10 - Future Use Plan: The Fund is intended as a revolving fund to make available construction loans for owner occupied workforce housing in the City of Blair. All loans shall be adequately secured to protect the ~~Fund's Blair RWHF~~ assets. All loans will be repaid upon sale and closing of each workforce housing unit, deposited in the Fund account, and made available for the construction of additional workforce housing units. Funds returned to the Blair RWHFFund must continue to be used in accordance with the RWHF and NIFA requirement ~~for a minimum of ten (10) years or terms established by grant award contracts.~~

The MAPA ~~NDO~~ Foundation shall deposit all repayments from loans approved prior to and after the adoption of this Plan and other program income into its revolving loan fund accounts. These accounts shall be interest bearing accounts. Monies in the Blair RWHFFund account shall be invested in a banking institution preferably that provides banking and services in Washington County.

Section 11 - Plan Amendments: The ~~MAPA NDO Board of Directors~~ may consider amendments to this Plan at any time. ~~MAPA staff, the Loan Review The~~ Committee, ~~and Fund investors~~ shall consider any proposed Plan amendments and make a recommendation to the ~~NDO~~ Board for consideration. Changes shall be adopted in the form of a resolution.

LEGISLATURE OF NEBRASKA
ONE HUNDRED FIFTH LEGISLATURE
FIRST SESSION

LEGISLATIVE BILL 518

Introduced by Williams, 36.

Read first time January 18, 2017

Committee: Business and Labor

- 1 A BILL FOR AN ACT relating to economic development; to adopt the Rural
- 2 Workforce Housing Investment Act; and to provide for a transfer of
- 3 funds from the Affordable Housing Trust Fund.
- 4 Be it enacted by the people of the State of Nebraska,

1 Section 1. Sections 1 to 9 of this act shall be known and may be
2 cited as the Rural Workforce Housing Investment Act.

3 Sec. 2. The Legislature finds that:

4 (1) Current economic conditions and limited availability of modern
5 housing units impact the ability of Nebraska's rural communities to
6 recruit and retain a world-class workforce. A lack of workforce housing
7 affects the ability of communities to maintain and develop viable,
8 stable, and thriving economies. A housing shortage in rural areas also
9 impacts the ability of local private, nonprofit, and public employers to
10 grow and prosper;

11 (2) Impediments exist to the construction, rehabilitation, and
12 financing of rural workforce housing. There is a shortage of contractors
13 willing to develop new housing units in rural communities. Developers and
14 contractors perceive increased risk associated with housing development
15 in rural areas. Today's worker who is considering a job in a rural area
16 has different expectations about the type and style of housing he or she
17 desires. Costs for new housing in rural areas generally continue to grow
18 faster than Nebraska incomes and the cost of living; and

19 (3) In order to develop attractive housing options that lead to the
20 recruitment and retention of a world-class workforce in Nebraska's rural
21 communities, it is the intent of the Legislature to use new and existing
22 resources to support creation of workforce housing investment funds. Such
23 funds will be used to encourage development of workforce housing in
24 Nebraska's rural and underserved regions.

25 Sec. 3. For purposes of the Rural Workforce Housing Investment Act:

26 (1) Department means the Department of Economic Development;

27 (2) Director means the Director of Economic Development;

28 (3) Eligible activities of a workforce housing investment fund
29 means:

30 (a) New construction of owner-occupied or rental housing in a
31 community with demonstrated workforce housing needs;

1 (b) Substantial repair or rehabilitation of dilapidated housing
2 stock; or

3 (c) Upper-story housing development;

4 (4) HOME funds means funds awarded as formula grants under the HOME
5 Investment Partnerships Program administered by the United States
6 Department of Housing and Urban Development;

7 (5) Matching funds means dollars contributed by individuals,
8 businesses, foundations, local and regional political subdivisions, or
9 other nonprofit organizations to a workforce housing investment fund
10 administered by a nonprofit development organization;

11 (6) Nonprofit development organization means a regional or statewide
12 nonprofit development organization approved by the director;

13 (7) Qualified activities include purchase and rental guarantees,
14 loan guarantees, loan participations, and other credit enhancements
15 related to eligible activities of the workforce housing investment fund;

16 (8) Qualified investment means a cash investment in a workforce
17 housing investment fund administered by a nonprofit development
18 organization;

19 (9) Rural community means:

20 (a) Any municipality in a county with a population of fewer than one
21 hundred thousand inhabitants as determined by the most recent federal
22 decennial census;

23 (b) An unincorporated area within such a county; or

24 (c) A census tract in Nebraska that:

25 (i) Has an unemployment rate which is thirty percent higher than the
26 statewide average unemployment rate and has a per capita income thirty
27 percent below the statewide average per capita income; or

28 (ii) Had a population decrease of greater than twenty percent
29 between the two most recent federal decennial censuses;

30 (10) Workforce housing means:

31 (a) Housing that meets the needs of today's working families;

1 (b) Housing that is attractive to new residents considering
2 relocation to a rural community;

3 (c) Owner-occupied housing units that cost at least one hundred
4 fifty thousand dollars but not more than two hundred seventy-five
5 thousand dollars to construct or rental housing units that cost at least
6 one hundred thousand dollars but not more than two hundred thousand
7 dollars per unit to construct. For purposes of this subdivision (c),
8 housing unit costs shall be updated annually by the department based upon
9 the most recent increase or decrease in the Producer Price Index;

10 (d) Owner-occupied and rental housing units for which the cost to
11 substantially rehabilitate exceeds fifty percent of a unit's assessed
12 value;

13 (e) Upper-story housing; and

14 (f) Housing that does not receive federal or state low-income
15 housing tax credits, community development block grants, HOME funds, or
16 funds from the Affordable Housing Trust Fund; and

17 (11) Workforce housing investment fund means a fund that has been
18 created by a nonprofit development organization and certified by the
19 director to encourage development of workforce housing in rural areas.

20 Sec. 4. (1) The director shall establish a workforce housing
21 investment grant program to foster and support the development of
22 workforce housing in rural communities.

23 (2) A nonprofit development organization may apply to the director
24 for approval of a workforce housing grant for a workforce housing
25 investment fund. The application shall be in a form and manner prescribed
26 by the director. Through fiscal year 2019-20, grants shall be awarded by
27 the director on a competitive basis until grant funds are no longer
28 available. Grant maximums shall not exceed two and one-half million
29 dollars to any one nonprofit development organization over a two-year
30 period, with no more than five million dollars cumulative for any single
31 grantee through fiscal year 2019-20. Grants shall require a minimum one-

1 to-one in matching funds to be considered a qualified grant application.
2 Unallocated funds shall be rolled to the next program year. Unallocated
3 funds on June 30, 2021, shall be returned to the Rural Workforce Housing
4 Investment Fund.

5 (3) Grants shall be awarded based upon:

6 (a) A demonstrated and ongoing housing need as identified by a
7 recent housing study;

8 (b) A community or region that has a low unemployment rate and is
9 having difficulty attracting workers and filling employment positions;

10 (c) A community or region that exhibits a demonstrated commitment to
11 growing its housing stock;

12 (d) Projects that can reasonably be ready for occupancy in a period
13 of twenty-four months; and

14 (e) A demonstrated ability to grow and manage a workforce housing
15 investment fund.

16 (4) A workforce housing investment fund shall:

17 (a) Be required to receive annual certification from the department;

18 (b) Invest or intend to invest in workforce housing eligible
19 activities;

20 (c) Use any fees, interest, loan repayments, or other funds received
21 by the nonprofit development organization as a result of the
22 administration of the grant to support qualified activities; and

23 (d) Have an active board of directors with expertise in development,
24 construction, and finance that meets at least quarterly to approve all
25 qualified investments made by the nonprofit development organization. A
26 nonprofit development organization shall have a formal plan and proven
27 expertise to invest unused workforce housing investment fund balances and
28 shall conduct an annual audit of all financial records by an independent
29 certified public accountant.

30 Sec. 5. (1) The Rural Workforce Housing Investment Fund is created.
31 Funding for the grant program described in section 4 of this act shall

1 come from the Rural Workforce Housing Investment Fund. The Rural
2 Workforce Housing Investment Fund may include revenue from appropriations
3 from the Legislature, grants, private contributions, and other sources.
4 In addition, the Rural Workforce Housing Investment Fund shall receive a
5 one-time transfer of twelve million dollars on or before July 1, 2017,
6 from the Affordable Housing Trust Fund and a one-million-dollar transfer
7 from the Affordable Housing Trust Fund on or before July 1, 2018, and on
8 or before July 1, 2019. Any money in the Rural Workforce Housing
9 Investment Fund available for investment shall be invested by the state
10 investment officer pursuant to the Nebraska Capital Expansion Act and the
11 Nebraska State Funds Investment Act.

12 (2) The department shall administer the Rural Workforce Housing
13 Investment Fund and may seek additional private or nonstate funds to use
14 in the grant program, including, but not limited to, contributions from
15 the Nebraska Investment Finance Authority and other interested parties.

16 (3) Interest earned by the department on grant funds shall be
17 applied to the grant program.

18 (4) If a workforce housing investment fund fails to engage in a
19 qualified activity within twenty-four months after receiving initial
20 grant funding, the workforce housing investment fund shall return the
21 grant proceeds to the department for credit to the Affordable Housing
22 Trust Fund. The director, in his or her discretion, may ask a workforce
23 housing investment fund that fails to make subsequent investments,
24 following the initial investment, to repay any outstanding grant funds to
25 the department for credit to the Affordable Housing Trust Fund.

26 Sec. 6. (1) Each workforce housing investment fund shall submit an
27 annual report to the director to be included as a part of the
28 department's annual status report required under section 81-1201.11. The
29 report shall certify that the workforce housing investment fund meets the
30 requirements of the Rural Workforce Housing Investment Act and shall
31 include a breakdown of program activities.

1 (2) The annual report shall include, but not necessarily be limited
2 to:

3 (a) The name and geographical location of the reporting workforce
4 housing investment fund;

5 (b) The number, amount, and type of workforce housing investment
6 funds invested in qualified activities;

7 (c) The number, geographical location, type, and amount of
8 investments made;

9 (d) A summary of matching funds and where such matching funds were
10 generated; and

11 (e) The results of the annual audit required under subdivision (4)
12 (d) of section 4 of this act.

13 (3) If a nonprofit development organization ceases administration of
14 a workforce housing investment fund, it shall file a final report with
15 the director in a form and manner required by the director. Any
16 unallocated workforce housing investment fund grant funds shall be
17 returned for credit to the Rural Workforce Housing Investment Fund.

18 (4) If a workforce housing investment fund fails to file a complete
19 annual report by February 15, the director may, in his or her discretion,
20 impose a civil penalty of not more than five thousand dollars for such
21 violation. All money collected by the department pursuant to this
22 subsection shall be remitted to the State Treasurer for distribution in
23 accordance with Article VII, section 5, of the Constitution of Nebraska.

24 Sec. 7. (1) The director, to the extent possible, shall assure that
25 grant funds awarded to workforce housing investment funds are targeted to
26 the geographic communities or regions with the most pressing economic and
27 employment needs.

28 (2) The director shall, to the extent possible, assure that the
29 allocation of grant funds provides equitable access to the benefits
30 provided by the Rural Workforce Housing Investment Act to all eligible
31 geographical areas.

1 (3) The director may contract with a statewide public or private
2 nonprofit organization which shall serve as agent for the department to
3 help carry out the purposes and requirements of the Rural Workforce
4 Housing Investment Act. The department or its agent may only use for
5 expenses that portion of the funds available for the workforce housing
6 investment grant program through the Rural Workforce Housing Investment
7 Fund necessary to cover the actual costs of administering the program.

8 Sec. 8. (1) As part of the department's annual status report
9 required under section 81-1201.11, the department shall submit a report
10 to the Legislature and the Governor that includes, but is not necessarily
11 limited to:

12 (a) The number and geographical location of workforce housing
13 investment funds;

14 (b) The number, amount, and type of workforce housing investment
15 funds invested in qualified activities; and

16 (c) The number, geographical location, type, and amount of
17 investments made by each workforce housing investment fund.

18 (2) The report to the Legislature shall be submitted electronically.

19 (3) Information received, developed, created, or otherwise
20 maintained by the department in administering and enforcing the Rural
21 Workforce Housing Investment Act, other than information required to be
22 included in the report to be submitted by the department to the Governor
23 and Legislature pursuant to this section, may be deemed confidential by
24 the department and not considered public records subject to disclosure
25 pursuant to sections 84-712 to 84-712.09.

26 Sec. 9. The department may adopt and promulgate rules and
27 regulations to administer and enforce the Rural Workforce Housing
28 Investment Act.

Exhibit 2 - LB 518 Match Program Guidelines

NEBRASKA INVESTMENT FINANCE AUTHORITY
LB 518 MATCH PROGRAM GUIDELINES
(February 2018)

Purpose

Funds awarded to recipients from the NIFA LB 518 Match Program shall be used for the development, production, implementation and financing of Workforce Housing in accordance with the Nebraska Department of Economic Development's Rural Workforce Housing Fund (RWHF) and these Guidelines ("Guidelines"). For purposes of the NIFA LB 518 Match, "Workforce Housing" shall mean housing that meets the requirements of these Guidelines and is described in Unicameral Bill 518 (2017) ("LB 518").

Eligible Recipients

Eligible recipients ("Eligible Recipients") of NIFA LB 518 Match are non-profit development organizations authorized to submit an application for, and subsequently awarded, funds from the Nebraska RWHF. Priority will be given to those applications which demonstrate significant collaboration with, and financial support from, private for-profit parties, private non-profit organizations and foundations and local governmental entities.

Allocation Limits

The maximum amount of a NIFA LB 518 Match award is \$250,000 per Eligible Recipient.

NIFA will not provide LB 518 Match in excess of 33% of the total amount of funds proposed to be deployed by the Eligible Recipient in its application for funds submitted to the RWHF. NIFA LB 518 Match must be used by the Eligible Recipient for eligible public purposes as provided in the Nebraska Investment Finance Authority Act (the "NIFA Act"). This includes evidence that the portion of the project financed with NIFA LB 518 Match shall be for the benefit of individuals and families whose household income does not exceed Moderate Income as defined in these Guidelines.

Eligible Use of NIFA LB 518 Match

NIFA LB 518 Match may not be used by the Eligible Recipient to make direct or indirect grants. NIFA LB 518 Match shall be used by the Eligible Recipient for financing structures that create a "revolving fund," requiring that NIFA LB 518 Match funds used for a particular Workforce Housing project be repaid, with interest, to the Eligible Recipient throughout the program. This will enable the Eligible Recipient to continually use the funds for purposes of Workforce Housing.

For NIFA LB 518 Match funds deposited into a rural workforce investment fund or used to make direct loans for Workforce Housing, the Eligible Recipient shall earn a rate of

return on such funds at least equal to the current rate of inflation.¹ NIFA LB 518 Match funds returned to the Eligible Recipient must continue to be used in accordance with these Guidelines for a minimum of ten (10) years. Any such future uses of LB 518 Match Funds shall be approved in writing by NIFA.

NIFA LB 518 Match may be used by the Eligible Recipient for the following in connection with the development and financing of Workforce Housing:

- leveraging of loans or other contractual obligations consistent with the NIFA Act and these Guidelines in conjunction with other participating parties (e.g., participations in loans/guarantees)
- loan guarantees by the Eligible Recipient or an investment fund established for the benefit of the Eligible Recipient
- second mortgage loans
- direct loans for lot development or construction of buildings
- capitalizing reserve funds for a project
- standby or conditional “take-outs” of loans
- permanent loans for the purchase or rehabilitation of structures
- providing technical assistance in connection with the development of Workforce Housing (not to exceed 10% of the total NIFA LB 518 Match funds)
- such other purposes, approved in advance and in writing by NIFA, that comply with the provisions of LB 518, these Guidelines and the NIFA Act.

Additional NIFA LB 518 Match Program Requirements

1. **Maximum Community Size.** NIFA LB 518 Match may be used by the Eligible Recipient in connection with the RWHF to develop Workforce Housing programs and projects to be located or carried out in cities or villages (including within their extraterritorial jurisdiction) with populations of less than 50,000.
2. **Housing Study.** A comprehensive housing study for the area(s) in which the project(s) will be located or the programs carried out must have been completed or updated within the prior 24 months.
3. The NIFA LB 518 Match, in accordance with the NIFA Act, must be used to provide Workforce Housing for persons and families whose household income does not exceed “Moderate Income”. Moderate Income for this Program has been determined by the NIFA Board to be a limit not to exceed 150% of the *American Community Surveys-Nebraska Statewide Median Family Income* for a family of four.²

¹ The “rate of inflation” used by the Eligible Recipient shall be the current inflation rate for the United States as published by the U.S. Labor Department.

² Currently the *American Community Surveys-Nebraska Statewide Median Family Income (2016)* for a family of four (\$85,885) multiplied by 150% is \$128,827.50

NIFA will require that a percentage of the units produced (such percentage to be based upon the percentage that the NIFA LB 518 Match bears to the total cost of the project) be made available to persons of Moderate Income. The affordability period for such units shall be a minimum of 10 years.

4. There shall be a significant commitment (as determined by NIFA) of local community financial resources and support, from both the private and public sectors.
5. Any NIFA LB 518 Match Funds not used by the Eligible Recipient within 24 months of the award by NIFA shall be returned to NIFA.

Application Process

Applications must be submitted to NIFA via email to outreach@nifa.org by no later than 5:00 p.m. CST on March 16, 2018. The application is available at www.nifa.org.

NIFA anticipates making conditional awards by March 30, 2018. If funds remain after the first application process, NIFA will announce any subsequent application cycles.

Additional Information

Please contact Robin Ambroz at NIFA, 1230 'O' Street, Suite 200, Lincoln, NE 68508 or 800-204-6432 for additional information or questions.

RESOLUTION NUMBER 2019-09

MAPA FOUNDATION RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF BLAIR

WHEREAS, the MAPA foundation (Foundation) was awarded funding in the amount of \$351,450 under the Nebraska Rural Workforce Housing Fund and \$250,000 under the LB 518 Match Funding Program to establish the Blair Workforce Housing Fund (Blair RWHF); and

Whereas, the Blair RWHF will provide funding assistance to undertake working housing projects in the City of Blair (City); and

Whereas, the successful implementation of the Blair RWHF will require the cooperation and collaboration between the Foundation and City; and

Whereas, staff has prepared a memorandum of Understanding (MOU) between the foundation and City as a guide in implementing the Blair RWHF; and

RESOLVED by the Board of Directors of the MAPA Foundation that the Memorandum of Understanding with the City of Blair is hereby approved.

Passed this 30th day of August , 2018.

Rita Sanders, Chairperson
MAPA Foundation Board of Directors

Memorandum of Understanding between the MAPA Foundation and City Blair regarding the implementation of the Blair Rural Workforce Housing Fund

1. Background

This Memorandum of Understanding (MOU) is entered into as of August 30, 2018 by and between the MAPA Foundation (Foundation) and the City of Blair (City).

The Foundations has secured \$351,450 under the Nebraska Rural Workforce Housing Fund administered by the Nebraska Department of Economic Development (NDED) and \$250,000 under the LB 518 Match Funding Program administered by the Nebraska Investment Finance Authority (NIFA). The purpose of both awards is to undertake workforce housing projects in the City and are referred to in this MOU jointly as Workforce Grants (Workforce Grants). The Workforce Grants will be matched by \$100,000 from the Foundation, \$250,000 from the City, and \$26,000 in private contributions. It is the Foundation's and City's objective to utilize said funding to establish the Blair Rural Workforce Housing Fund (Blair RWHF) which intends to provide loans for the development of workforce housing projects in the City. The Foundation and City further desire to revolve repaid loans to establish an ongoing loan fund for future workforce housing projects in the City. A copy of the Nebraska Rural Workforce Housing Fund agreement is attached as Exhibit 1. The LB 518 Match Funding Program agreement is attached as Exhibit 2.

2. Purpose

The goal of the MOU is to establish the responsibilities of the parties in the administration, operation, implementation, and continuance of the Blair RWHF as outlined in the Fund Investment Plan (Plan) and to ensure compliance with the requirements of the Workforce Grants. A copy of the Fund Investment Plan is attached as Exhibit 3.

3. Commitment of the Foundation

As the grantee, the Foundation is responsible for administration and management of the Workforce Grants. The Foundation will:

- a) Adopt a Plan outlining the administrative procedures for the Blair RWHF which fulfills the requirements of the Workforce Grants.
- b) Establish a separate bank account to deposit all funding sources for the Blair RWHF.
- c) Deposit \$100,000 into the Blair RWHF account.
- d) Establish a four member loan review committee to review applications for assistance and to recommend workforce housing projects to the Foundation Board of Directors. The Foundation will participate in the committee, convene and arrange meetings, record minutes and actions, and prepare monthly progress reports.
- e) Act as the fiscal agent by establishing a separate financial records for the Account including adequate financial controls.
- f) In conjunction of the City, prepare and publish a RFP for workforce housing projects, review and select projects, and prepare contract and loan documents.
- g) Monitor workforce housing projects assisted by the Blair RWHF.
- h) Coordinate and monitor any consultants retained for loan review and processing services.

- i) Review loan closing documents to ensure the repayment of loans made by the Blair RWHF. Deposit all fees, interest and principal payments or other funds received associated with the Blair RWHF into the Account.
- j) Cause there to be an annual audit of the Blair RWHF conducted by an independent certified public account.
- k) Submit all progress and financial reports require^d by the Workforce Grants.

4. Commitment of the City

The successful implementation of the Blair RWHF depends on the cooperation and participation of the City. The City will:

- a) Deposit \$250,000 into the Blair RWHF account.
- b) Coordinate the deposit of \$26,000 in private pledges into the Blair RWHF account.
- c) Participate in the loan review committee by selecting two members, attend meetings, and attending MAPA Foundation meetings as necessary.
- d) Assist the Foundation in the preparation and publication of a RFP for workforce housing projects. Recruit builders and developers to undertake workforce housing projects.
- e) Assist the Foundation in the review of proposals received and selection of workforce housing projects.
- f) Assisting the Foundation with selecting, managing, and coordinating consultants.
- g) Monitor the progress of workforce housing projects funded by the Blair RWHF.

5. Use of Funds

All funds will be used for qualified workforce housing projects outlined in the Plan and in compliance with the requirements of Workforce Grants. After the 10 year NIFA compliance period the Foundation may be reimbursed a portion or all of their initial investment of \$100,000 and the City may be reimbursed a portion or all of their initial investment of \$250,000 by the City. The amount and time of the reimbursement is dependent of the performance of the Blair RWHF, Workforce Grant requirements, and the wants of the Foundation and City.

The Foundation may reimbursement~~ment~~ its cost in the administration of the Blair RWHF from revenues received from origination fees, interest on loans, or other revenue generated from project activities. Administration costs will not exceed \$25,000 annually.

6. Term

This MOU shall be in effect for a period of 10 years. However, this MOU is at-will and may be modified by mutual consent of authorized officials from the Foundation and City as outlined in paragraph 11. This MOU shall be become effective upon signature by the authorized officials from the Foundation and City and will remain in effect until modified or terminated by any one of the partners by mutual consent.

7. Termination

This MOU will automatically terminate on August 30, 2028 unless one of the termination events herein occurs first. This MOU may be terminated by any of the parties by written notice to each of the other parties following the occurrence of the following events:

- a) Failure of either party to contribute pledge amounts to the Blair RWHF.
- b) Early termination of either of the Workforce Grants by the Nebraska Department of Economic Development or the Nebraska Finance Authority.
- c) Termination of either of the Workforce Grants as a result of material breach of contract .
- d) Recapture of Workforce Grant for any reason.
- e) Failure to implement the Blair RWHF.

Upon the completion of the 10 year term, the Blair RWHF shall also terminate. The remaining balance of the Blair RWHF shall be distributed in accordance to the following schedule:

Ten 10% of the Account balance shall be returned to Foundation;

Thirty 30% of the Account balance shall be returned to City; and

The remaining 60% of the Account balance shall be returned to Foundation.

8. Notices

All notices and communications required or permitted to be given under this MOU shall be in writing and shall be personally served, mailed (or electronic mail), addressed to the respective parties as follows:

To MAPA Foundation:

Greg Youell, Executive Director
MAPA Foundation
2222 Cumming Street
Omaha, NE 68102
402-444-6866
Fax – 402-951-6517
gyouell@mapacog.org

To City of Blair:

Rod Storm, City Administrator
City of Blair
218 S 16th Street
Blair, NE 68008
402-426-4195
Fax – 402-426-4195
rstorm@blairnebraska.org

9. Prior Agreements

This MOU, including attachments, represent the entire understanding of the parties. This MOU may only be modified as outlined in paragraph 10.

10. Indemnification

11. Amendment

This MOU may be modified by written amendment duly executed by the parties to this MOU.

12. Assignment

This MOU shall not be assigned by either party.

13. Execution

This MOU may be executed and delivered in any number of counterparts, each of which when executed and delivered shall be deemed to be an original, but such counterparts together shall constitute one and the same document. Signatures may be transmitted electronically.

MAPA Foundation

City of Blair

Greg Youell

Date

Rod Storm

Date