

FINANCE COMMITTEE MEETING
March 20, 2019 – 10:00 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. FINANCE COMMITTEE INFORMATION

1. Monthly Financial Statements (January)
 - a. [Bank Reconciliations \(American National & Washington County\) and Statements on Investments](#)
 - b. [Receipts and Expenditures](#)
 - c. [Schedules of Accounts Receivable & Accounts Payable](#)
 - d. [Statement of Financial Position](#)
 - e. [Statement of Revenues and Expenditures](#)
2. MAPA Foundation Project Updates
 - a. Blair RWHF
 - b. Valley/Waterloo OOR

B. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments
 - a. [Emspice + Lovgren – CMAQ & Reduced Fare Program - PMT# 8 - \\$4,186.25](#)
 - b. [Emspice + Lovgren - CMAQ & Reduced Fare Program – PMT #9 - \\$8,330.62](#)
2. Contract Payments with Exceptions
 - a. [EDR PMT #9 not to exceed \\$19,000.00](#)
3. Purchases
 - a. [The Pella at the Blackstone – H2050 reception - \\$5,290.00](#)

4. Travel Authorization

- a. [A/E Procurement Training in Kansas City for Melissa Engel & Court Barber - \\$1,419.60](#)

C. RECOMMENDATIONS TO THE BOARD

1. New Contracts

- a. [City of Omaha Census: Complete Counts Outreach - \\$10,000-\\$15,000](#)
b. [City of Council Bluffs H2050 Mini Grant - \\$160,000 Federal, \\$40,000 Local](#)

2. FY 2020 BUDGET

- a. [Draft Work Program/UPWP](#)

3. Purchases

- a. [The Hilton Omaha – H2050 Summit - \\$10,731.00](#)

D. OTHER

E. 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 - Foundation
Bank Reconciliation Statement
January 2019

WASHINGTON COUNTY BANK

Balance per bank, January 31, 2019 \$971,637.80

Less: Checks Outstanding (1/31/19) \$0.00
\$0.00

Cash in bank January 31, 2019 \$971,637.80

General Ledger Balance, December 31, 2018 \$970,977.88
Deposits:

Interest: Washington County Bank \$659.92

General Ledger Balances, January 31, 2019 \$971,637.80

Metropolitan Area Planning Agency
Bank Reconciliation Statement
January 2019

AMERICAN NATIONAL BANK

Balance per bank, January 31, 2019 \$416,001.99

Less: Checks Outstanding (1/31/19) \$2,335.86
(\$2,335.86)

Cash in bank January 31, 2019 \$413,666.13

General Ledger Balance, December 31, 2018 \$331,316.40

Cash Receipts \$283,426.31

Less:	Checks (1/2019)	\$16,099.99
	Postalia	\$0.00
	Bank Charges	\$51.51
	Nebraska Sales tax	\$8.19
	Capital Business Systems	\$1,145.76
	Transfer to NPAIT-Capitol Reserve	\$1,200.00
	Payroll Expenses	\$174,161.39
	ACH Payroll (1/2019)	\$100,599.54
	ACH Federal Payroll Taxes	\$31,446.03
	Nationwide Payroll Contribution	\$17,751.25
	Blue Cross Blue Shield of NE Health Ins.	\$19,110.51
	Nebraska State withholding Tax	\$3,461.15
	Quarterly SUTA	\$14.36
	Pay Flex (1/2019)	\$1,778.55
	ACH VISA card (1/2019)	\$8,409.74
	Auto - Gas/Maintenance	\$16.51
	Data Processing	\$497.97
	Forums	\$81.60
	Membership - Reference Materials	\$404.35
	Miscellaneous Expenses	\$147.09
	Officials Expense - NARC	\$1,801.06
	Prepaid Expenses - ESRI	\$2,700.00
	Supplies	\$430.37
	Travel & Conferences	\$2,330.79
	NARC	\$1,583.10
	Lodging - EDFP Certification	\$615.85
	Other	\$131.84

\$201,076.58

General Ledger Balances, January 31, 2019 \$413,666.13

Less assigned deposits (\$197,166.58)

Available Cash Balance \$216,499.55

STATEMENT ON INVESTMENT

Treasury Bills

January 2019

Undesignated	Money Market		American Wealth	\$ 2,079.03	\$ 1,400.00	0.015%
Deferred Payroll	Money Market		American Wealth	\$ 2,105.89	\$ 814.36	0.015%
Equity	Money Market		American Wealth	\$ 624.51	\$	0.015%
Deferred Payroll	CD	7/23/2019	American Wealth	\$ 1,047.98	\$ 1,068.15	2.100%
Equity	CD	7/23/2019	American Wealth	\$ 103,750.42	\$ 103,931.85	2.100%
Equity	CD	5/1/2020	American Wealth	\$ 49,477.50	\$ 50,000.00	1.750%
Deferred Payroll	CD	9/28/2020	American Wealth	\$ 106,275.60	\$ 99,185.64	2.850%
Undesignated	CD	12/28/2021	American Wealth	\$ 100,748.00	\$ 98,600.00	3.200%
Equity	CD	9/27/2022	American Wealth	\$ 63,300.90	\$ 64,342.15	2.300%
Equity	CD	9/28/2022	American Wealth	\$ 45,065.00	\$35,657.85	0.000%
Accrued Interest				\$ 1,881.31		
Total				\$ 476,356.14		

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	782,420.32	74,283.03	50,224.18	47,240.72	22,270.45	976,438.70
Sponsor Fees	243.52					243.52
Interest	1,333.78	128.22	85.59	80.51	37.95	1,666.05
Transfer from General checking		1,200.00				1,200.00
Transfer to/from another NPAIT account						
Ending Balance	783,997.62	75,611.25	50,309.77	47,321.23	22,308.40	979,548.27
Less Reserve for other projects						
Available for the Agency	783,997.62					

MAPA Foundation	Foundation	NDO	Washington Co.	TOTAL
	MAMA		Revolving Loan Fund	MAPA Foundation
Acct #	003	006	007	
Beginning Balance	33,570.00	145,921.39	87,089.67	266,581.06
Sponsor Fees				
Interest	57.21	148.49	250.23	455.93
Transfer from Foundation checking		1,687.00		1,687.00
Transfers		(100,000.00)	100,000.00	
Ending Balance	33,627.21	47,756.88	187,339.90	268,723.99

Metropolitan Area Planning Agency
Cash Receipts Report
January 2019

Date	Type	Payer	Receipt Number	Deposit Number	Amount
1/17/2019	Received EFT	NDOT	1396	716	\$278,618.62
1/18/2019	Check	Pottawattamie County, Iowa	1399	717	\$2,372.92
1/18/2019	Check	Metropolitan Utilities District	1400	717	\$10.00
1/18/2019	Check	Metro Transit	1401	717	\$2,416.31
1/18/2019	Check	Greg Youell	1402	717	\$8.46
					<u>\$283,426.31</u>

Account Description	Amount
Contracts	\$ 4,789.23
Council of Officials Quarterly Meeting	\$ 10.00
Due from Employee	\$ 8.46
Federal Revenue	\$ 278,618.62
	<u>\$ 283,426.31</u>

Metropolitan Area Planning Agency
Cash Disbursements
January 2019

Check #	Date	Payee	Payments
16915	1/8/2019	Blackbaud	\$500.00
16916	1/8/2019	The Daily Record	\$21.50
16917	1/8/2019	Davis Insurance Agency, Inc.	\$434.00
16918	1/8/2019	Douglas County Treasurer	\$144.04
16919	1/8/2019	Fidelity Security Life Insurance Co. (eye med)	\$123.98
16920	1/8/2019	First Nebr. Educators Credit U	\$50.00
16921	1/8/2019	Grant Anderson	\$79.42
16922	1/8/2019	Kissel, Kohout, E&S Associates LLC	\$833.33
16923	1/8/2019	Megan Walker	\$435.60
16924	1/8/2019	Metro	\$7,175.00
16925	1/8/2019	Payless Office Products, Inc.	\$68.63
16926	1/8/2019	PRSA	\$360.00
16927	1/8/2019	United Way	\$245.00
16928	1/24/2019	AFLAC	\$462.96
16929	1/24/2019	Barracuda Networks, Inc.	\$1,889.00
16930	1/24/2019	CenturyLink	\$53.44
16931	1/24/2019	Computer Cable Connection Inc.	\$1,387.23
16932	1/24/2019	The Daily Record	\$88.40
16933	1/24/2019	First Nebr. Educators Credit U	\$50.00
16934	1/24/2019	Griff's Delivery Service	\$18.00
16935	1/24/2019	One Source The Background Check Co	\$21.00
16936	1/24/2019	Payless Office Products, Inc.	\$25.19
16937	1/24/2019	Principal Life Insurance Company	\$1,299.27
16938	1/24/2019	Print Image Solutions	\$150.00
16939	1/24/2019	United Way	\$185.00
			<u>\$16,099.99</u>

Check Disbursement Detail

Advertising	\$ 109.90
Auto - Gas/Maintenance	\$ 168.83
Data Processing	\$ 3,262.23
Employee Benefits/Withholding	\$ 2,416.21
Equipment Maintenance	\$ 150.00
Membership - Reference Materials	\$ 360.00
Miscellaneous Expenses	\$ 21.00
Office Rent	\$ 5,800.00
Postage	\$ 18.00
Prepaid Expenses	\$ 1,889.00
Prepaid Insurance	\$ 434.00
Professional Services	\$ 833.33
Supplies	\$ 93.82
Telephone	\$ 53.44
Travel & Conferences	\$ 54.63
Tuition Reimbursement	\$ 435.60
MAPA Activities	<u>\$ 16,099.99</u>

Metropolitan Area Planning Agency
Payroll Register
January 2019

Pay Types/Benefits	Hours	Amount
ER H.I.	0.00	\$9,734.67
ER H.I. CH	0.00	\$2,765.52
ER H.I. FA	0.00	\$8,318.64
ER H.I. SP	0.00	\$3,230.16
GC Earnings	0.00	\$32.30
Hourly	276.00	\$6,027.68
Hourly - Reg	1,202.00	\$25,728.46
Life & Dis	0.00	\$668.31
Salary	0.00	\$112,019.50
	Gross Pay	\$143,807.94
	Gross Benefits	\$24,717.30
	Gross Pay/Benefits	\$168,525.24

Deductions/Employee Taxes	Adj. Gross	Amount
457-\$	N/A	\$1,500.00
457-%	N/A	\$1,540.47
457-Roth \$	N/A	\$150.00
457-Roth%	N/A	\$942.88
AFLAC	N/A	\$311.52
AT AFLAC	N/A	\$177.12
Credit Union	N/A	\$100.00
Dental Ins	N/A	\$1,130.88
Flex Plan 19	N/A	\$2,233.27
Gift Cards	N/A	\$30.00
Health Ins	N/A	\$2,411.58
Pension Loan	N/A	\$221.07
Pension Plan	N/A	\$5,640.70
United Way	N/A	\$565.00
VISION	N/A	\$171.78
Federal	125,614.14	\$10,400.99
Medicare	137,548.91	\$1,994.51
Soc Security	137,548.91	\$8,528.01
State - NE	128,417.74	\$5,158.62
	Deductions/Employee Taxes:	\$43,208.40

Employer Expenses	Adj. Gross	Amount
ER Pension	N/A	\$7,756.13
Medicare	137,548.91	\$1,994.51
Soc Security	137,548.91	\$8,528.01
SUTA	131,606.54	\$471.37
	Additional Employer Expenses:	\$18,750.02

GRAND TOTAL NET PAY: \$100,599.54

GRAND TOTAL EXPENSE: \$187,275.26

Metropolitan Area Planning Agency Aged Accounts Receivable Report

January 31, 2019

Aging Balance For	Client ID	Last Paid	current	31-60	61-90	over 90	Balance
City of Bellevue		9/28/2018					
<i>City of Bellevue</i>		9/28/2018	\$0.00	\$0.00	\$0.00	\$82,844.40	\$82,844.40
Totals for City of Bellevue:			\$0.00	\$0.00	\$0.00	\$82,844.40	\$82,844.40
City of Blair		10/12/2018					
<i>City of Blair</i>		10/12/2018	\$0.00	\$0.00	\$0.00	\$1,468.00	\$1,468.00
Totals for City of Blair:			\$0.00	\$0.00	\$0.00	\$1,468.00	\$1,468.00
City of Council Bluffs		10/9/2018					
<i>City of Council Bluffs</i>		10/9/2018	\$0.00	\$0.00	\$0.00	\$63,422.40	\$63,422.40
Totals for City of Council Bluffs:			\$0.00	\$0.00	\$0.00	\$63,422.40	\$63,422.40
City of Hancock		12/28/2018					
<i>City of Hancock</i>		12/28/2018	\$0.00	\$0.02	\$0.00	\$0.00	\$0.02
Totals for City of Hancock:			\$0.00	\$0.02	\$0.00	\$0.00	\$0.02
City of Omaha		2/14/2019					
<i>City of Omaha</i>		2/14/2019	\$0.00	\$1,301.79	\$0.00	\$95,783.01	\$97,084.80
Totals for City of Omaha:			\$0.00	\$1,301.79	\$0.00	\$95,783.01	\$97,084.80
Cornhusker Motor Club Foundation		5/27/2018					
<i>Cornhusker Motor Club Foundation</i>		5/27/2018	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00
Totals for Cornhusker Motor Club Foundation			\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00
Douglas County Engineers		2/8/2019					
<i>Douglas County Engineers</i>		2/8/2019	\$67,364.00	\$0.00	\$0.00	\$0.00	\$67,364.00
Totals for Douglas County Engineers:			\$67,364.00	\$0.00	\$0.00	\$0.00	\$67,364.00
Douglas County		12/28/2018					
<i>Douglas County</i>		12/28/2018	\$52,899.00	\$0.00	\$0.00	\$0.00	\$52,899.00
Totals for Douglas County:			\$52,899.00	\$0.00	\$0.00	\$0.00	\$52,899.00
FEDERAL TRANSIT ADMINISTRATION		2/22/2019					
<i>FEDERAL TRANSIT ADMINISTRATION</i>		2/22/2019	\$128,194.96	\$0.00	\$0.00	\$0.00	\$128,194.96
Totals for FEDERAL TRANSIT ADMINISTRATION:			\$128,194.96	\$0.00	\$0.00	\$0.00	\$128,194.96

Metropolitan Area Planning Agency Aged Accounts Receivable Report

January 31, 2019

Aging Balance For	Client ID	Last Paid	current	31-60	61-90	over 90	Balance
IOWA DEPARTMENT OF TRANSPORTATION		2/21/2019					
<i>IOWA DEPARTMENT OF TRANSPORTATION</i>		2/21/2019	\$13,443.00	\$46,793.00	\$0.00	\$7,475.00	\$67,711.00
Totals for IOWA DEPARTMENT OF TRANSPORTATION:			\$13,443.00	\$46,793.00	\$0.00	\$7,475.00	\$67,711.00
IOWA WEST FOUNDATION		12/28/2019					
<i>IOWA WEST FOUNDATION</i>		12/28/2019	\$8,833.35	\$0.00	\$0.00	\$7,416.65	\$16,250.00
Totals for IOWA WEST FOUNDATION:			\$8,833.35	\$0.00	\$0.00	\$7,416.65	\$16,250.00
Metro Transit		3/8/2019					
<i>Metro Transit</i>		3/8/2019	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Totals for Metro Transit:			\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Mills County Emergency Management		10/26/2018					
<i>Mills County Emergency Management</i>		10/26/2018	\$0.00	\$2,455.92	\$0.00	\$0.00	\$2,455.92
Totals for Mills County Emergency Management:			\$0.00	\$2,455.92	\$0.00	\$0.00	\$2,455.92
Mills County		2/22/2019					
<i>Mills County</i>		2/22/2019	\$3,502.00	\$2,723.48	\$0.00	\$0.01	\$6,225.49
Totals for Mills County:			\$3,502.00	\$2,723.48	\$0.00	\$0.01	\$6,225.49
NDOT		2/7/2019					
<i>NDOT</i>		2/7/2019	\$289,517.73	\$70,128.69	\$0.00	\$0.00	\$359,646.42
Totals for NDOT:			\$289,517.73	\$70,128.69	\$0.00	\$0.00	\$359,646.42
Nebraska Department of Transportation		2/8/2019					
<i>Nebraska Department of Transportation</i>		2/8/2019	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Totals for Nebraska Department of Transportation:			\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Nebraska Environmental Trust		2/6/2019					
<i>Nebraska Environmental Trust</i>		2/6/2019	\$0.00	\$8,341.74	\$0.00	\$0.00	\$8,341.74
Totals for Nebraska Environmental Trust:			\$0.00	\$8,341.74	\$0.00	\$0.00	\$8,341.74
Pottawattamie County, Iowa		3/7/2019					
<i>Pottawattamie County, Iowa</i>		3/7/2019	\$21,666.00	\$0.00	\$0.00	\$420.94	\$22,086.94
Totals for Pottawattamie County, Iowa:			\$21,666.00	\$0.00	\$0.00	\$420.94	\$22,086.94

Metropolitan Area Planning Agency Aged Accounts Receivable Report

January 31, 2019

<u>Aging Balance For</u>	<u>Client ID</u>	<u>Last Paid</u>	<u>current</u>	<u>31-60</u>	<u>61-90</u>	<u>over 90</u>	<u>Balance</u>
Sarpy County		3/14/2019					
<i>Sarpy County</i>		3/14/2019	\$39,941.00	\$0.00	\$0.00	\$0.00	\$39,941.00
Totals for Sarpy County:			\$39,941.00	\$0.00	\$0.00	\$0.00	\$39,941.00
Vinny Palermo							
<i>Vinny Palermo</i>			\$0.00	\$0.00	\$39.96	\$0.00	\$39.96
Totals for Vinny Palermo:			\$0.00	\$0.00	\$39.96	\$0.00	\$39.96
Washington County		8/31/2018					
<i>Washington County</i>		8/31/2018	\$4,706.00	\$0.00	\$0.00	\$0.00	\$4,706.00
Totals for Washington County:			\$4,706.00	\$0.00	\$0.00	\$0.00	\$4,706.00
Grand Totals:			\$653,667.04	\$131,744.64	\$39.96	\$258,830.41	\$1,044,282.05

Metropolitan Area Planning Agency

Aged Accounts Payable Report

January 31, 2019

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
AIM								
AIM	884129373		\$703.00	\$0.00	\$0.00	\$0.00	\$0.00	\$703.00
		<i>Totals for AIM:</i>	<i>\$703.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$703.00</i>
BenefitPlansInc.								
BenefitPlansInc.	22841		\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
BenefitPlansInc.	22842		\$537.50	\$0.00	\$0.00	\$0.00	\$0.00	\$537.50
		<i>Totals for BenefitPlansInc.:</i>	<i>\$612.50</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$612.50</i>
Black Hills Works Inc								
Black Hills Works Inc	12.31.18	final	\$0.00	\$11,141.24	\$0.00	\$0.00	\$0.00	\$11,141.24
		<i>Totals for Black Hills Works Inc:</i>	<i>\$0.00</i>	<i>\$11,141.24</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$11,141.24</i>
CDS Inspections & Beyond								
CDS Inspections & Beyond	MAPA Admi	MAPA-VAL-01	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
		<i>Totals for CDS Inspections & Beyond:</i>	<i>\$500.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$500.00</i>
City of Omaha Cashier								
City of Omaha Cashier	162729		\$12,210.58	\$0.00	\$0.00	\$0.00	\$0.00	\$12,210.58
City of Omaha Cashier	156965		\$85,389.98	\$0.00	\$0.00	\$0.00	\$0.00	\$85,389.98
		<i>Totals for City of Omaha Cashier:</i>	<i>\$97,600.56</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$97,600.56</i>
City of Omaha Cashier								
City of Omaha Cashier	162392		\$8,896.51	\$0.00	\$0.00	\$0.00	\$0.00	\$8,896.51
		<i>Totals for City of Omaha Cashier:</i>	<i>\$8,896.51</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$8,896.51</i>
The Daily Record								
The Daily Record	118052		\$20.90	\$0.00	\$0.00	\$0.00	\$0.00	\$20.90
The Daily Record	117924		\$20.90	\$0.00	\$0.00	\$0.00	\$0.00	\$20.90
		<i>Totals for The Daily Record:</i>	<i>\$41.80</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$41.80</i>
DAS State Accounting - Central Finance								
DAS State Accounting - Central Finance	1149365		\$19.74	\$0.00	\$0.00	\$0.00	\$0.00	\$19.74
		<i>Totals for DAS State Accounting - Central Finance:</i>	<i>\$19.74</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$19.74</i>
Economic Development Research Group, Inc.								
Economic Development Research Group, Inc.	769-06revd	6	\$0.00	\$25,179.01	\$0.00	\$0.00	\$0.00	\$25,179.01
Economic Development Research Group, Inc.	769-07	7	\$0.00	\$15,582.61	\$0.00	\$0.00	\$0.00	\$15,582.61
Economic Development Research Group, Inc.	769-08		\$17,579.02	\$0.00	\$0.00	\$0.00	\$0.00	\$17,579.02
		<i>Totals for Economic Development Research Group, Inc.:</i>	<i>\$17,579.02</i>	<i>\$40,761.62</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$58,340.64</i>

Metropolitan Area Planning Agency

Aged Accounts Payable Report

January 31, 2019

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
Emspace + Lovgren								
Emspace + Lovgren	625		\$0.00	\$6,698.61	\$0.00	\$0.00	\$0.00	\$6,698.61
Emspace + Lovgren	650		\$0.00	\$9,661.17	\$0.00	\$0.00	\$0.00	\$9,661.17
		<i>Totals for Emspace + Lovgren:</i>	<i>\$0.00</i>	<i>\$16,359.78</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$16,359.78</i>
Francotyp-Postalia, Inc.								
Francotyp-Postalia, Inc.	RI103943169		\$84.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84.00
		<i>Totals for Francotyp-Postalia, Inc.:</i>	<i>\$84.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$84.00</i>
Griff's Delivery Service								
Griff's Delivery Service	15155		\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
		<i>Totals for Griff's Delivery Service:</i>	<i>\$18.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$18.00</i>
Hamilton Associates, P.C.								
Hamilton Associates, P.C.	24843		\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00
		<i>Totals for Hamilton Associates, P.C.:</i>	<i>\$800.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$800.00</i>
The Journal Herald								
The Journal Herald	1.31.19		\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00
		<i>Totals for The Journal Herald:</i>	<i>\$35.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$35.00</i>
Metro								
Metro	34940	Quarter 2	\$0.00	\$13,084.35	\$0.00	\$0.00	\$0.00	\$13,084.35
Metro	34774		\$0.00	\$0.00	\$6,419.66	\$0.00	\$0.00	\$6,419.66
		<i>Totals for Metro:</i>	<i>\$0.00</i>	<i>\$13,084.35</i>	<i>\$6,419.66</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$19,504.01</i>
One Source The Background Check Co								
One Source The Background Check Co	3016-2019013		\$82.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82.00
		<i>Totals for One Source The Background Check Co:</i>	<i>\$82.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$82.00</i>
Papillion Times								
Papillion Times	1.25.19	subscription	\$156.00	\$0.00	\$0.00	\$0.00	\$0.00	\$156.00
		<i>Totals for Papillion Times:</i>	<i>\$156.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$156.00</i>
Payless Office Products, Inc.								
Payless Office Products, Inc.	3037516-1		\$53.32	\$0.00	\$0.00	\$0.00	\$0.00	\$53.32
Payless Office Products, Inc.	3037516-0		\$25.19	\$0.00	\$0.00	\$0.00	\$0.00	\$25.19
		<i>Totals for Payless Office Products, Inc.:</i>	<i>\$78.51</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$78.51</i>
Policy Link								
Policy Link	JUL0318		\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00

Metropolitan Area Planning Agency

Aged Accounts Payable Report

January 31, 2019

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
<i>Totals for Policy Link:</i>			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$50,000.00</u>	<u>\$0.00</u>	<u>\$50,000.00</u>
Pottawattamie County GIS								
Pottawattamie County GIS	20190115	Q2	\$0.00	\$10,235.69	\$0.00	\$0.00	\$0.00	\$10,235.69
<i>Totals for Pottawattamie County GIS:</i>			<u>\$0.00</u>	<u>\$10,235.69</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10,235.69</u>
Praetorian Digital								
Praetorian Digital	01034-8005		\$1,495.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,495.00
<i>Totals for Praetorian Digital:</i>			<u>\$1,495.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,495.00</u>
Sarpy County GIS								
Sarpy County GIS	2019-2		\$13,163.26	\$0.00	\$0.00	\$0.00	\$0.00	\$13,163.26
<i>Totals for Sarpy County GIS:</i>			<u>\$13,163.26</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$13,163.26</u>
Sarpy County Planning								
Sarpy County Planning	2019-2		\$7,881.84	\$0.00	\$0.00	\$0.00	\$0.00	\$7,881.84
<i>Totals for Sarpy County Planning:</i>			<u>\$7,881.84</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,881.84</u>
United Way								
United Way	1.26.19	1.26.19 Contribution	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135.00
<i>Totals for United Way:</i>			<u>\$135.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$135.00</u>
Verizon								
Verizon	9822494307		\$85.20	\$0.00	\$0.00	\$0.00	\$0.00	\$85.20
<i>Totals for Verizon:</i>			<u>\$85.20</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$85.20</u>
GRAND TOTALS:			\$149,966.94	\$91,582.68	\$6,419.66	\$50,000.00	\$0.00	\$297,969.28

A total of 33 transaction(s) listed

Metropolitan Area Planning Agency

Statement of Financial Position

January 31, 2019

		<u>Actual</u>
Assets		
10-1000	Petty Cash	\$209.32
10-1010	Cash - American National Bank	\$413,666.13
10-1030	Treasury Bills	\$476,356.14
10-1040	NPAIT Investments General	\$783,997.62
10-1043	NPAIT Investments Special Projects	\$22,308.40
10-1045	NPAIT Investments Capitol Reserve	\$75,611.25
10-1050	NPAIT Investments Ortho Quads	\$50,309.77
10-1100	Accounts Receivable	\$1,044,282.05
10-1110	Due To/Due From Funds	(\$23,792.11)
10-1300	Prepaid Expenses	\$20,172.91
10-1310	Prepaid Insurance	\$6,949.37
11-1110	Due To/Due From Funds	(\$2,586.16)
12-1055	NPAIT Investments Sarpy Co. Revolving Loan	\$47,321.23
13-1200	Furniture, Fixtures & Equipment	\$169,006.60
13-1205	Vehicles	\$51,215.35
13-1220	Less: Accumulated Depreciation	\$116,934.77
20-1020	Cash - ANB Foundation	\$11,924.11
20-1027	Cash-Washington County- Savings - MAPA Foundaiton	\$971,637.80
20-1060	NPAIT Investments Foundation	\$33,627.21
20-1065	NPAIT Investments FD NDO	\$47,756.88
20-1070	NPAIT Investments FD Washington County Revolving Loan Fund	\$187,339.90
20-1110	Due To/Due From Funds	\$26,378.27
20-1415	Note Receivable - Sterling Ambitions, LLC	\$18,053.00
20-1425	Note Receivable KB Quality Meats	\$10,398.00
40-1100	Accounts Receivable	\$161,518.87
Total Assets		<u><u>\$4,486,727.14</u></u>

Liabilities and Fund Balance

		<u>Actual</u>
Liabilities		
10-2000	Accounts Payable	\$297,384.08
10-2015	Credit Card Payable	\$3,121.49
10-2105	Nebraska Withholding	\$5,158.62
10-2115	AFLAC W/H Payable	(\$154.32)
10-2125	Dental Insurance W/H Payable	(\$878.32)
10-2126	Life & Disability Insurance Payable	(\$371.33)
10-2130	Flex W/H Payable	\$3,394.74
10-2132	Vision Insurance Payable	(\$8.96)
10-2135	Health Insurance Payable	\$5,595.87
10-2160	SUTA Tax	\$471.37
10-2210	Accrued Compensated Absences	\$121,642.19
10-2220	Accrued Audit Fees	\$11,000.00
20-2000	Accounts Payable	\$585.00
20-2430	Deferred Revolving Loan	\$261,412.18
20-2435	Deferred Revolving Loan Housing	\$870,109.92
40-2000	Accounts Payable	\$306,806.12
Total Liabilities		<u>\$1,885,268.65</u>

Fund Balance		
10-3000	Fund Balance Undesignated	\$1,714,032.17
10-3010	Fund Balance Assigned	\$322,683.25
10-3020	Fund Balance Committed	\$387,000.00
11-3000	Fund Balance Undesignated	(\$2,586.16)
12-3100	Fund Balance Restricted	\$47,321.23
13-3005	Invested in Capital Assets	\$103,287.18
20-3000	Fund Balance Undesignated	\$75,200.90
20-3100	Fund Balance Restricted	\$99,807.17
40-3010	Fund Balance Assigned	(\$145,287.25)
Total Fund Balance		<u>\$2,601,458.49</u>

Total Liabilities and Fund Balance	<u><u>\$4,486,727.14</u></u>
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January 31, 2019

		1/1/19 - 1/31/19		7/1/18 - 1/31/19		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2019 Budget
		Actual	Budget	Acutual YTD	Budget YTD				
Revenues									
Federal and State Revenue									
10-4100	Federal Revenue	\$431,155.69	\$0.00	\$1,025,936.38	\$1,612,028.50	63.64 %	\$1,594,838.82	(35.67)%	\$3,224,057.00
10-4200	State Revenue	\$0.00	\$12,000.00	\$87,690.89	\$112,000.00	78.30 %	\$80,695.26	8.67 %	\$136,000.00
Total Federal and State Revenue		\$431,155.69	\$12,000.00	\$1,113,627.27	\$1,724,028.50	64.59 %	\$1,675,534.08	(33.54)%	\$3,360,057.00
Local Government Revenue									
10-4300	Local Revenue	\$187,078.00	\$196,189.00	\$382,388.00	\$392,378.00	97.45 %	\$393,031.00	(2.71)%	\$392,378.00
10-4305	TIP Fee	\$0.00	\$0.00	\$271,776.80	\$194,600.00	139.66 %	\$0.00	0.00 %	\$194,600.00
10-4350	Heartland 2050 Local Revenue	\$0.00	\$0.00	\$4,791.63	\$5,000.00	95.83 %	\$39,723.33	(87.94)%	\$5,000.00
15-4300	Local Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$22,800.00	(100.00)%	\$0.00
Total Local Government Revenue		\$187,078.00	\$196,189.00	\$658,956.43	\$591,978.00	111.31 %	\$455,554.33	44.65 %	\$591,978.00
Charges for Services									
10-4400	Contracts	\$2,416.31	\$0.00	\$35,441.18	\$210,852.00	16.81 %	\$33,983.29	4.29 %	\$421,704.00
Total Charges for Services		\$2,416.31	\$0.00	\$35,441.18	\$210,852.00	16.81 %	\$33,983.29	4.29 %	\$421,704.00
Forums Revenue									
10-4500	Forums/Annual Dinner	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$17,266.00	(100.00)%	\$0.00
10-4501	Council of Officials Quarterly	\$0.00	\$0.00	\$380.00	\$500.00	76.00 %	\$0.00	0.00 %	\$1,000.00
10-4502	Council of Officials Annual	\$0.00	\$0.00	\$5,815.00	\$5,000.00	116.30 %	\$0.00	0.00 %	\$5,000.00
10-4505	Heartland 2050 Summit	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00 %	\$0.00	0.00 %	\$6,000.00
10-4506	Heartland 2050 Speaker Series	\$0.00	\$0.00	\$2,306.00	\$2,000.00	115.30 %	\$0.00	0.00 %	\$4,000.00
Total Forums Revenue		\$0.00	\$0.00	\$8,501.00	\$13,500.00	62.97 %	\$17,266.00	(50.76)%	\$16,000.00
In-kind Revenue									
10-4510	In-Kind Revenue	\$39,413.07	\$0.00	\$141,673.65	\$231,602.50	61.17 %	\$387,776.63	(63.47)%	\$463,205.00
Total In-kind Revenue		\$39,413.07	\$0.00	\$141,673.65	\$231,602.50	61.17 %	\$387,776.63	(63.47)%	\$463,205.00
Investment Income									

		1/1/19 - 1/31/19		7/1/18 - 1/31/19		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2019 Budget
		Actual	Budget	Acutual YTD	Budget YTD				
10-4520	Investment Earnings	\$4,800.51	\$0.00	\$15,114.82	\$0.00	0.00 %	(\$278.15)	(5,534.05)%	\$0.00
15-4520	Investment Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$890.82	(100.00)%	\$0.00
Total Investment Income		\$4,800.51	\$0.00	\$15,114.82	\$0.00	0.00 %	\$612.67	2,367.04 %	\$0.00
Miscellaneous Revenue									
10-4310	Match Contributions	\$0.00	\$5,625.00	\$32,000.00	\$39,375.00	81.27 %	\$0.00	0.00 %	\$67,500.00
10-4507	Site Visit Registration	\$0.00	\$0.00	\$40,426.40	\$49,000.00	82.50 %	\$0.00	0.00 %	\$49,000.00
10-4530	Misc. Cash Sales	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$48.00	(100.00)%	\$0.00
10-4540	Miscellaneous	\$9,106.96	\$6,666.67	\$118,700.03	\$46,666.65	254.36 %	\$24,222.57	390.04 %	\$80,000.00
15-4310	Match Contributions	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$33,000.00	(100.00)%	\$0.00
15-4540	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$165,000.00	(100.00)%	\$0.00
Total Miscellaneous Revenue		\$9,106.96	\$12,291.67	\$191,126.43	\$135,041.65	141.53 %	\$222,270.57	(14.01)%	\$196,500.00
Total		\$673,970.54	\$220,480.67	\$2,164,440.78	\$2,907,002.65	74.46 %	\$2,792,997.57	(22.50)%	\$5,049,444.00
Total Reveunes		\$673,970.54	\$220,480.67	\$2,164,440.78	\$2,907,002.65	74.46 %	\$2,792,997.57	(22.50)%	\$5,049,444.00
Expenses									
MAPA Activities									
MAPA Personnel Expenses									
Salaries		\$126,738.43	\$119,770.42	\$778,071.10	\$838,392.90	92.81 %	\$745,188.79	4.41 %	\$1,437,245.00
Payroll Taxes		\$10,993.89	\$7,934.59	\$56,895.55	\$55,542.05	102.44 %	\$53,278.84	6.79 %	\$95,215.00
Employee Benefits		\$32,473.43	\$24,677.08	\$165,971.92	\$172,739.56	96.08 %	\$146,190.48	13.53 %	\$296,125.00
Total MAPA Personnel Expenses		\$170,205.75	\$152,382.09	\$1,000,938.57	\$1,066,674.51	93.84 %	\$944,658.11	5.96 %	\$1,828,585.00
MAPA Non-personnel									
10-5200	Advertising	\$151.70	\$1,083.33	\$2,126.81	\$7,583.31	28.05 %	\$1,387.94	53.24 %	\$13,000.00
10-5210	Membership - Reference	\$3,169.44	\$1,666.67	\$18,283.16	\$11,666.65	156.71 %	\$15,118.58	20.93 %	\$20,000.00
Data Processing		\$2,416.42	\$2,916.67	\$35,545.77	\$20,416.65	174.10 %	\$19,445.89	82.79 %	\$35,000.00
Forums Expense		\$222.55	\$0.00	\$16,899.71	\$42,000.00	40.24 %	\$47,465.21	(64.40)%	\$67,000.00
10-5650	Miscellaneous Expenses	\$191.78	\$166.67	\$2,240.26	\$1,166.65	192.03 %	\$985.95	127.22 %	\$2,000.00
10-5730	Bank Charges	\$51.51	\$83.33	\$342.21	\$583.31	58.67 %	\$240.76	42.14 %	\$1,000.00
10-5800	Office Rent	\$5,800.00	\$6,437.50	\$40,600.00	\$45,062.50	90.10 %	\$40,600.00	0.00 %	\$77,250.00
Office Expense		\$4,246.14	\$6,158.34	\$30,938.21	\$43,108.26	71.77 %	\$30,390.98	1.80 %	\$73,900.00
Professional Fees		\$2,399.08	\$1,580.00	\$19,172.73	\$21,100.00	90.87 %	\$17,431.23	9.99 %	\$29,000.00
Travel and Conferences		\$1,425.61	\$3,083.34	\$81,148.55	\$109,083.30	74.39 %	\$48,808.46	66.26 %	\$124,500.00

		1/1/19 - 1/31/19		7/1/18 - 1/31/19		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2019 Budget
		Actual	Budget	Actual YTD	Budget YTD				
Transfers		\$0.00	(\$4,308.33)	\$0.00	(\$30,158.35)	0.00 %	\$7,624.40	(100.00)%	(\$51,700.00)
10-5950	Capital Outlays	\$0.00	\$4,000.00	\$6,420.83	\$60,000.00	10.70 %	\$4,275.00	50.19 %	\$80,000.00
Total MAPA Non-personnel		\$20,074.23	\$22,867.52	\$253,718.24	\$331,612.28	76.51 %	\$233,774.40	8.53 %	\$470,950.00
Total MAPA Activities		\$190,279.98	\$175,249.61	\$1,254,656.81	\$1,398,286.79	89.73 %	\$1,178,432.51	6.47 %	\$2,299,535.00
Contracts and Pass-through									
10-5400	Contracts	(\$123,052.10)	\$0.00	\$204,616.29	\$175,000.00	116.92 %	\$121,994.26	67.73 %	\$350,000.00
10-5410	Aerial Photo Expense	\$140,631.12	\$0.00	\$140,631.12	\$148,227.00	94.88 %	\$0.00	0.00 %	\$296,454.00
10-5420	Pass Through Contracts -	\$42,152.19	\$0.00	\$138,737.67	\$432,750.00	32.06 %	\$222,348.23	(37.60)%	\$865,500.00
10-5430	Pass Through Contracts - STP	\$85,389.98	\$0.00	\$203,668.05	\$556,906.50	36.57 %	\$1,005,485.95	(79.74)%	\$1,113,813.00
10-5440	In-Kind Expense	\$39,413.07	\$0.00	\$141,673.65	\$62,071.00	228.24 %	\$387,776.63	(63.47)%	\$124,142.00
Subtotal Contracts and Pass-Through		\$184,534.26	\$0.00	\$829,326.78	\$1,374,954.50	60.32 %	\$1,737,605.07	(52.27)%	\$2,749,909.00
Total Expenses		\$374,814.24	\$175,249.61	\$2,083,983.59	\$2,773,241.29	75.15 %	\$2,916,037.58	(28.53)%	\$5,049,444.00
NET SURPLUS/(DEFICIT)		\$299,156.30	\$45,231.06	\$80,457.19	\$133,761.36	60.15 %	(\$123,040.01)	(165.39)%	\$0.00

Metropolitan Area Planning Agency

Statement of Revenues and Expenditures

January 31, 2019

		Revolving Loan		Housing Activities		MAMA		
		Jan. 1-31	July 1 - Jan. 31	Jan. 1-31	July 1- Jan. 31	Jan. 1-31	July 1- Jan. 31	Total YTD
Revenues								
20-4520	Investment Earnings	\$0.00	\$2,328.43	\$0.00	\$1,527.88	\$57.28	\$355.87	\$4,212.18
20-4700	Motorist Assist Income	\$0.00	\$0.00	\$0.00	\$0.00	\$26,500.00	\$26,525.00	\$26,525.00
Total Revenues		\$0.00	\$2,328.43	\$0.00	\$1,527.88	\$26,557.28	\$26,880.87	\$30,737.18
Expenses								
20-5320	Professional Services	\$0.00	\$0.00	\$0.00	\$1,155.00	\$0.00	\$0.00	\$1,155.00
20-5400	Contracts	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00
20-6000	Auto - Gas/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$709.38	\$709.38
20-6075	Miscellaneous Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$4.49	\$2,577.39	\$2,577.39
20-6083	Insurance - Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
20-6088	Telephone - Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$85.20	\$591.51	\$591.51
20-6098	Vehicle Purchases - Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,542.00	\$27,542.00
Total Expenses		\$0.00	\$0.00	\$500.00	\$1,655.00	\$89.69	\$31,920.28	\$33,575.28
NET SURPLUS/(DEFICIT)		\$0.00	\$2,328.43	(\$500.00)	(\$127.12)	\$26,467.59	(\$5,039.41)	(\$2,838.10)



Subcontractor Payment Authorization

Contract Number: BK1819

Project Number: CM-D2 (107) 22553

Contract Party: Emspace + Lovgren

Contract Description: CMAQ 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 # 8

Billed to Date: \$ 157,891.15

Less Previous Payments: \$ 153,704.90

Amount Due: \$ 4,186.25

Payment Recommended By:

Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee:

Date

MAPA Treasurer/Finance Committee Member



Cost Breakdown Form

Specific Rates of Compensation (Fixed Labor) Agreements

Control No.:	22553	Project No.:	CM-D2 (107)
Project Location:	Douglas County, Nebraska		
Agreement No.:	BK1819	Expire Date:	June 30, 2019
Invoice No.:	#674	Invoice Date:	February 14, 2019
% Work Completed:	76%		
Current Billing Period:	1/1/2019	thru	1/31/2019

Agreement No:	BK1819	Maximum Not-to-Exceed Amount	\$205,945.00
Agreement amount thru supplement #	000		
	Amount		
	This Period	Previously Billed	To Date
Direct Labor	\$4,111.25	\$52,342.50	\$56,453.75
Direct Costs (Non-Labor)	\$75.00	\$1,592.59	\$1,667.59
Outside Services (Subconsultants):			
Name	Max Amount		
Canary & Coal	\$3,300.00	\$0.00	\$3,300.00
Media Buy*	\$89,000.00	\$0.00	\$82,839.81
TV, Radio, Outdoor, Facebook/Twitter			
Survey-Sub Consultant	\$20,000.00	\$0.00	\$13,630.00
Adjustments:			
Description:			
Total Amount DUE >>	\$4,186.25	\$153,704.90	\$157,891.15

By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract

Total Agreement Amount Remaining: **\$48,053.85** ✓

Signature (typed or signed name required):

Title:

Date:

Donna Maxey

Client Operations Manager

2/14/2019

Consultant's email contact for invoice-related questions: maxey@emspacegroup.com

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 #

#674

Date * 2-14-2019

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

Charges: 1/1/2019 - 1/31/2019

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 1 * PROJECT MANAGEMENT	
1.3 Progress & Client Meetings	
Principal Manager * Linda Lovgren 2.75 Hrs @ \$190 ✓	\$522.50
Graphics Manager * Tom Nemitz 1.00 Hrs @ \$145 ✓	\$145.00
1.5 Administrative Duties	
Project Administration * Donna Maxey 4.75 Hrs @ \$85 ✓	\$403.75
TASK 3 * GRAPHIC DESIGN	
3.1 Graphic Design	
Graphics Manager * Tom Nemitz 1.00 Hrs @ \$145 ✓	\$145.00
Page 1	

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

2/14/2019

Charges: 1/1/2019 - 1/31/2019

Project #CM-D2 (107)

CN#22553

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

E-Mail: amorales@mapacog.org

Date	Invoice	Transaction	Amount
2/14/2019	674	CMAQ Air Quality & Reduced Fare Program	\$4,186.25
		AMOUNT DUE*PLEASE REMIT	\$4,186.25

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 #

#674

Date * 2-14-2019

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

Charges: 1/1/2019 - 1/31/2019

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 3 * GRAPHIC DESIGN	
3.2 Creative/Production	
Graphics Manager * Tom Nemitz 5.00 Hrs @ \$145 ✓	\$725.00
3.3 Video Production /Photography	
Graphics Manager * Tom Nemitz .75 Hrs @ \$145 ✓	\$108.75
3.4 Web Design	
Graphics Manager * Tom Nemitz 5.00 Hrs @ \$145 ✓	\$725.00
3.5 Web Content	
Graphics Manager * Tom Nemitz 4.25 Hrs @ \$145 ✓	\$616.25
Social Media Coordinator*Angie Hempel 1.00 Hrs @ \$145	\$145.00
Page 2	

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 #
#674
Date * 2-14-2019

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

Charges: 1/1/2019 - 1/31/2019
Project #CM-D2 (107)
CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 5 * PUBLIC RELATIONS	
5.3 Editorials	
Principal Manager * Linda Lovgren 1.50 Hrs @ \$190 ✓	\$285.00
5.4 Engage Social Media	
Social Media Coordinator * Kelly Bast 2.00 Hrs @ \$145 ✓	\$290.00
DIRECT EXPENSES	
Restoration Exchange Omaha*Registration for Nebraska Conference*Table	\$75.00
AMOUNT DUE* PLEASE REMIT	\$4,186.25

PO # 1104
JOB # 4836
MAPA



Committee Members

Judy Alderman
Mary Darling
Jill Dolberg
Beth Feltus
Kristine Gerber
Heather Hoyt
Nicole Malone
Norita Matt
Deb Peterson
Crystal Sierra
Laura Shiffermiller
Kate Sullivan

January 21, 2019

INVOICE TO:

Little Steps. Big Impact (MAPA)
c/o Emspace/ Lovgren
7634 Pierce Street
Omaha, NE 68124

FOR:

Restore Nebraska Conference

FROM:

Restoration Exchange Omaha
3902 Davenport Street
Omaha, NE 68131

Thank you for supporting the Restore Nebraska Conference as a vendor.

You have decided to purchase a Non-Profit Vendor Table.

Please remit: \$75.00

Sincerely,

Nicole Malone,
Restore Nebraska Conference Chair
Restoration Exchange Omaha Education Chair

3902 Davenport St.
Omaha, NE 68131

*Emspace + Lovgren **Progress Report*



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

Date: 2-14-2019

Invoice # 674

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

<i>Task #</i>	<i>Description of Services</i>
<i>Task 1 Project Management</i>	Planning /Strategy - Follow-up projects; Client discussions; Invoicing - prep docs
<i>Task 2 Air Quality Awareness Survey</i>	None
<i>Task 3 Creative/Graphics</i>	PPT Template design; Video-copy/concepts; storyboard for video spot; website updates; blog posts; blog content coordination
<i>Task 4 Media Coordination</i>	None
<i>Task 5 Public Relations</i>	Review social media and blogs; social media posts-Facebook/Twitter & Tracking
<i>Direct Costs* Printing/Production; Media Advertising</i>	Registration (Table at Event) *Restore Omaha Conference

Emspace + Lovgren ** TASK 3**GRAPHIC DESIGN								Page 2
Jan 23 2019	Tom Nemitz	4817	MAPA / 3.1 Graphic Design	Graphics Manager	Design two-slide PowerPoint template per Sue's request	1.00	\$145.00	\$145.00
					Total:	✓ 1.00		\$145.00
Jan 14 2019	Tom Nemitz	4818	MAPA / 3.2 Creative Development + Production	Graphics Manager	Contact Linda Barritt at Metro to discuss interior bus panel ads	0.50	\$145.00	\$72.50
Jan 28 2019	Tom Nemitz	4818	MAPA / 3.2 Creative Development + Production	Graphics Manager	Copy for first 15 second video (Switch a Trip), proof, send to Sue for approval; send to Edison Creative once approved along with graphics	2.00	\$145.00	\$290.00
Jan 29 2019	Tom Nemitz	4818	MAPA / 3.2 Creative Development + Production	Graphics Manager	Meeting to brainstorm creative concepts\nProof scripts for other two 15 second spots; prep graphics; send to Edison Creative	2.50	\$145.00	\$362.50
					Total:	✓ 5.00		\$725.00
Jan 30 2019	Tom Nemitz	4819	MAPA / 3.3 Video Production + Photography	Graphics Manager	Storyboard for first :15 video spot from Edison; discuss minor edits with Luke	0.75	\$145.00	\$108.75
					Total:	✓ 0.75		\$108.75
Jan 24 2019	Tom Nemitz	4820	MAPA / 3.4 Web Design	Graphics Manager	Run security updates on LSBI website; begin building blog section	5.00	\$145.00	\$725.00
					Total:	✓ 5.00		\$725.00
Jan 25 2019	Tom Nemitz	4821	MAPA / 3.5 Web Content	Graphics Manager	Add first four blog posts to LSBI blog section as examples	3.00	\$145.00	\$435.00
Jan 31 2019	Tom Nemitz	4821	MAPA / 3.5 Web Content	Graphics Manager	Revise blog section after proofing, send link to client for approval	1.25	\$145.00	\$181.25
					Total:	✓ 4.25		\$616.25
Jan 23 2019	Angie Hempel	4821	MAPA / 3.5 Web Content	Social Media Coordinator	Blog content coordination	1.00	\$145.00	\$145.00
					Total:	✓ 1.00		\$145.00

Date	Staff Name	Job	Job Name	Service	Description	Hours	Billing Rate	Total Amount
Emspace + Lovgren **TASK 1 ** PROJECT MANAGEMENT								
Jan 02 2019	Linda Lovgren	4811	MAPA / 1.3 Progress + Client Meetings	Project Officer / Principal	Followup on projects	0.50	\$190.00	\$95.00
Jan 21 2019	Linda Lovgren	4811	MAPA / 1.3 Progress + Client Meetings	Project Officer / Principal	Project Discussion	1.00	\$190.00	\$190.00
Jan 28 2019	Linda Lovgren	4811	MAPA / 1.3 Progress + Client Meetings	Project Officer / Principal	Planning	1.00	\$190.00	\$190.00
Jan 31 2019	Linda Lovgren	4811	MAPA / 1.3 Progress + Client Meetings	Project Officer / Principal	Planning	0.25	\$190.00	\$47.50
					Total:	✓ 2.75		\$522.50
Jan 15 2019	Tom Nemitz	4811	MAPA / 1.3 Progress + Client Meetings	Graphics Manager	Set up partner meeting for February 6; verify date with client, send calendar invite	0.50	\$145.00	\$72.50
Jan 28 2019	Tom Nemitz	4811	MAPA / 1.3 Progress + Client Meetings	Graphics Manager	Projects * discussion/planning	0.50	\$145.00	\$72.50
					Total:	✓ 1.00		\$145.00
Jan 07 2019	Donna Maxey	4813	MAPA / 1.5 Administrative Duties	Project Administration	Timesheets; billing prep	0.50	\$85.00	\$42.50
Jan 08 2019	Donna Maxey	4813	MAPA / 1.5 Administrative Duties	Project Administration	Timesheets/external expenses for billing; prep billing	3.00	\$85.00	\$255.00
Jan 17 2019	Donna Maxey	4813	MAPA / 1.5 Administrative Duties	Project Administration	Pull Twitter receipts with detail for all billing-send to client	1.00	\$85.00	\$85.00
Jan 28 2019	Donna Maxey	4813	MAPA / 1.5 Administrative Duties	Project Administration	Budget review on billing	0.25	\$85.00	\$21.25
					Total:	✓ 4.75		\$403.75




MAPA * INVOICE #674

Emspace + Lovgren ** TASK 5 * PUBLIC RELATIONS

Page 3

Jan 28 2019	Linda Lovgren	4829	MAPA / 5.3 Editorials	Project Officer / Principal	Review of social media /blogs	0.50	\$190.00	\$95.00
Jan 22 2019	Linda Lovgren	4829	MAPA / 5.3 Editorials	Project Officer / Principal	Proofing blogs	1.00	\$190.00	\$190.00
					Total:	✓ 1.50		\$285.00
Jan 02 2019	Kelly Bast	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	Social media posts + monitoring	0.25	\$145.00	\$36.25
Jan 04 2019	Kelly Bast	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	Tracking Twitter	0.25	\$145.00	\$36.25
Jan 04 2019	Kelly Bast	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	Starting December report	0.50	\$145.00	\$72.50
Jan 07 2019	Kelly Bast	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	LSBI social media posts	0.50	\$145.00	\$72.50
Jan 08 2019	Kelly Bast	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	LSBI social media posts	✓ 0.50	\$145.00	\$72.50
					Total:	✓ 2.00		\$290.00

Vernspace MAPA* CMAQ Quality & Reduced Fare Campaign**Project #CM-D2-107) * (With Hrs Adjustments- Jan 2019)															
Empspace + Lovgren	Task Order Total	Invoice # 19721 April/May 2018	Invoice #345-449 June/July 2018	Invoice #480-485 August 2018	Invoice #527-534 Sept 2018	Invoice #582 October 2018	Invoice #625 Nov 2018	Invoice #650 Dec 2018	Invoice #674 Jan 2019				Billed to Date	Remaining Budget	% of Project Completed
Task Name ** % of Services Completed															
Task 1 Project Management & Administration*Direct Labor	\$ 27,455.00	\$ 2,146.25	\$ 5,763.75	\$ 1,456.25	\$ 1,368.75	\$ 595.00	\$ 3,132.50	\$ 3,602.50	\$ 1,071.25	\$ -	\$ -	\$ -	\$ 19,136.25	\$ 8,318.75	70%
Task 2 Air Quality Awareness Survey*Direct Labor	\$ 3,140.00	\$ -	\$ -	\$ 1,235.00	\$ 855.00	\$ 190.00	\$ 385.00	\$ 475.00	\$ -	\$ -	\$ -	\$ -	\$ 3,140.00	\$ -	100%
Task 3.1 Graphic Design * Direct Labor	\$ 27,550.00	\$ 906.25	\$ 5,256.25	\$ 543.75	\$ 1,558.75	\$ 2,320.00	\$ 652.50	\$ 1,885.00	\$ 2,465.00	\$ -	\$ -	\$ -	\$ 15,587.50	\$ 11,962.50	57%
Task 4 Media Planning & Placement * Direct Labor	\$ 6,955.00	\$ 902.50	\$ 2,863.75	\$ 711.25	\$ 732.50	\$ 185.00	\$ 217.50	\$ 1,342.50	\$ -	\$ -	\$ -	\$ -	\$ 6,955.00	\$ -	100%
Task 5 Public Relations * Direct Labor	\$ 20,545.00	\$ 1,662.50	\$ 4,216.25	\$ 455.00	\$ 910.00	\$ 290.00	\$ 1,848.75	\$ 1,677.50	\$ 575.00	\$ -	\$ -	\$ -	\$ 11,635.00	\$ 8,910.00	57%
Sub-Total:	\$ 85,645.00	\$ 5,617.50	\$ 18,100.00	\$ 4,401.25	\$ 5,425.00	\$ 3,580.00	\$ 6,236.25	\$ 8,982.50	\$ 4,111.25	\$ -	\$ -	\$ -	\$ 56,453.75	\$ 29,191.25	66%
Direct Expenses															
Direct Costs:															
Printing Collateral; Production-Radio,TV, Outdoor, Website	\$ 8,000.00	\$ -	\$ 25.00	\$ 9.00	\$ 27.50	\$ 1,449.59	\$ -	\$ 81.50	\$ 75.00	\$ -	\$ -	\$ -	\$ 1,667.59	\$ 6,332.41	21%
Media*Print Ads, Radio Spots, TV, Outdoor Bids, On-line, Social Media	\$ 95,370.00	\$ 2,000.00	\$ 11,050.00	\$ 48,518.99	\$ 15,326.85	\$ 4,884.44	\$ 462.36	\$ 597.17	\$ -	\$ -	\$ -	\$ -	\$ 82,839.81	\$ 12,530.19	87%
Social Media Consultant:	\$ 3,300.00	\$ 2,200.00	\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,300.00	\$ -	100%
Survey*Survey Subconsultant	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 7,185.00	\$ 6,445.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,630.00	\$ -	100%
Sub-Total:	\$ 120,300.00	\$ 4,200.00	\$ 12,175.00	\$ 48,527.99	\$ 22,539.35	\$ 12,779.03	\$ 462.36	\$ 678.67	\$ 75.00	\$ -	\$ -	\$ -	\$ 101,437.40	\$ 18,862.60	84%
GRAND TOTAL:	\$ 205,945.00	\$ 9,817.50	\$ 30,275.00	\$ 52,929.24	\$ 27,964.35	\$ 16,359.03	\$ 6,698.61	\$ 9,661.17	\$ 4,186.25	\$ -	\$ -	\$ -	\$ 157,891.15	\$ 48,053.85	77%

 Emspace + Lovgren		MAPA* CMAQ Quality & Reduced Fare Campaign**Project #CM-D2-(107) (REVISIONS TO HOURS BY TASKS)														
Task Name **HOURS RECAP	Task Order Hrs Budgeted	Invoice #19721 April-May 2018 Hrs Billed	Invoice #446-449 June-July 2018 Hrs Billed	Invoice #480-485 August 2018 Hrs Billed	Invoice #527-534 September 2018 Hrs Billed	Invoice #582 October 2018 Billed	Invoice #625 Nov 2018 Billed	Invoice # 650 December 2018 Billed	Invoice # 674 January 2019 Billed					Hrs Billed to Date	Budget Hrs Remaining	% of Budget Hrs Completed
Task 1 Project Management & Administration*Direct Labor	188.00	13.25	36.75	12.50	11.25	7.00	18.50	23.50	8.50	0.00	0.00	0.00	0.00	131.25	56.75	70%
Task 2 Air Quality Awareness Survey*Direct Labor	17.00	0.00	0.00	6.50	4.50	1.00	2.50	2.50	0.00	0.00	0.00	0.00	0.00	17.00	0.00	100%
Task 3.1 Graphic Design * Direct Labor	190.00	6.25	36.25	3.75	10.75	16.00	4.50	13.00	17.00	0.00	0.00	0.00	0.00	107.50	82.50	57%
Task 4 Media Planning & Placement * Direct Labor	59.50	4.75	28.75	6.25	5.75	2.00	1.50	10.50	0.00	0.00	0.00	0.00	0.00	59.50	0.00	100%
Task 5 Public Relations * Direct Labor	119.50	8.75	24.50	2.75	5.50	2.00	12.75	10.25	3.50	0.00	0.00	0.00	0.00	70.00	49.50	59%
Total Hours:	574.00	33.00	126.25	31.75	37.75	28.00	39.75	59.75	29.00	0.00	0.00	0.00	0.00	385.25	188.75	67%



Subcontractor Payment Authorization

Contract Number: BK1819
Project Number: CM-D2 (107) 22553
Contract Party: Emspace + Lovgren
Contract Description: CMAQ and Reduced Fare Program
Contract Approved by Board of Directors: March 29, 2018
Contract Amount: \$205,945.00
Match Amount: \$0.00
Contract Period:

Payment # 9

Billed to Date: \$ 166,221.77

Less Previous Payments: \$ 157,891.15

Amount Due: \$ 8,330.62

Payment Recommended By: _____
Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____
Date

MAPA Treasurer/Finance Committee Member



Cost Breakdown Form

Specific Rates of Compensation (Fixed Labor) Agreements

to: EMSPACE + LOVGREN	
22553	Project No.: CM-D2 (107)
Project Location: Douglas County, Nebraska	
Agreement No.: BK1819	Expire Date: June 30, 2019
Invoice No.: #699	Invoice Date: March 8, 2019
% Work Completed: 81%	
Current Billing Period: 2/1/2019 thru 2/28/2019	
Agreement No: BK1819	
Maximum Not-to-Exceed Amount: \$205,945.00	
Agreement amount thru supplement # 000	
Amount	
This Period Previously Billed To Date	
Direct Labor \$4,056.25 \$56,453.75 \$60,510.00	
Direct Costs (Non-Labor) \$4,000.00 \$1,667.59 \$5,667.59	
Outside Services (Subconsultants):	
Name Max Amount	
Canary & Coal \$3,300.00 \$0.00 \$3,300.00 \$3,300.00	
Media Buy* \$89,000.00 \$274.37 \$82,839.81 \$83,114.18	
TV, Radio, Outdoor, Facebook/Twitter	
Survey-Sub Consultant \$20,000.00 \$0.00 \$13,630.00 \$13,630.00	
Adjustments:	
Description:	
Total Amount DUE >> \$8,330.62 \$157,891.15 \$166,221.77	
By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract	
Total Agreement Amount Remaining: \$39,723.23	
Signature (typed or signed name required): Donna Maxey	
Title: Client Operations Manager	
Date: 3/8/2019	
Consultant's email contact for invoice-related questions: maxey@emspacegroup.com	

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 #

#699

Date * 3-8-2019

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

Charges: 2/1/19 - 2/28/19

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 1 * PROJECT MANAGEMENT	
1.3 Progress & Client Meetings	
Principal Manager * Linda Lovgren 4.50 Hrs @ \$190 ✓	\$855.00
Graphics Manager * Tom Nemitz 2.50 Hrs @ \$145 ✓	\$362.50
1.5 Administrative Duties	
Project Administration * Donna Maxey 4.00 Hrs @ \$85 ✓	\$340.00
TASK 3 * GRAPHIC DESIGN	
3.3 Video Production /Photography	
Graphics Manager * Tom Nemitz 6.25 Hrs @ \$145 ✓	\$906.25
Page 1	

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

3/8/2019

Charges: 2/1/19 - 2/28/19

Project #CM-D2 (107)

CN#22553

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

E-Mail: amorales@mapacog.org

Date	Invoice	Transaction	Amount
3/8/2019	699	CMAQ Air Quality & Reduced Fare Program	\$8,330.62
		AMOUNT DUE*PLEASE REMIT	\$8,330.62

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 #

#699

Date * 3-8-2019

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

Charges: 2/1/19 - 2/28/19

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 3 * GRAPHIC DESIGN	
3.5 Web Content	
Graphics Manager * Tom Nemitz 1.00 Hrs @ \$145	\$145.00
Social Media Coordinator*Angie Hempel 7.50 Hrs @ \$145	\$1,087.50
TASK 5 * PUBLIC RELATIONS	
5.2 Media Relations	
Principal Manager * Linda Lovgren .75 Hrs @ \$190	\$142.50
5.4 Engage Social Media	
Social Media Coordinator * Kelly Bast 1.50 Hrs @ \$145	\$217.50
Page 2	

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 #

#699

Date * 3-8-2019

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

Charges: 2/1/19 - 2/28/19

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
<i>DIRECT EXPENSES</i>	
Facebook Ad* 2/5/19 - 2/28/19 "Just because you can't see it...."	\$100.00 ✓
Facebook Ad * 2/5/19 - 2/28/19 "In February we celebrate American..."	\$99.37 ✓
Facebook Ad * 2/5/19 - 2/28/19 "Just like we should be concerned..."	\$75.00 ✓
Edison Creative-video production :15 animations	\$4,000.00 ✓
AMOUNT DUE* PLEASE REMIT	\$8,330.62 ✓



*Emspace + Lovgren **Progress Report*

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

Date: 3-8-2019
Invoice # 699

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

<i>Task #</i>	<i>Description of Services</i>
<i>Task 1 Project Management</i>	Planning /Strategy - Follow-up projects; Client discussions; Invoicing - prep docs
<i>Task 2 Air Quality Awareness Survey</i>	None
<i>Task 3 Creative/Graphics</i>	:15 video spots-review; storyboards-review; write/edit/research copy bus ad options; photo shoot @ UNO/Bryan; video/photo shoot at Iceplex; blog -interviewprep & conduct; research blog sources
<i>Task 4 Media Coordination</i>	None
<i>Task 5 Public Relations</i>	Review social media and blogs; social media posts-Facebook
<i>Direct Costs* Printing/Production; Media Advertising</i>	Video animations; Facebook posts

Date	Staff Name	Job	Job Name	Service	Description	Hours	Billing Rate	Total Amount
Emspace + Lovgren ** TASK 5 * PUBLIC RELATIONS								Page 6
Feb 04 2019	Linda Lovgren	4828	MAPA / 5.2 Media Relations	Project Officer / Principal	Discussion and corrections with OWH on green story	0.75	\$190.00	\$142.50
					Total:	0.75		\$142.50
Feb 05 2019	Kelly Bast	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	LSBI social media posts	1.00	\$145.00	\$145.00
Feb 28 2019	Kelly Bast	4830	MAPA / 5.4 Engage Social Media	Social Media Coordinator	Posting blog on social media channels + boosting	0.50	\$145.00	\$72.50
					Total:	1.50		\$217.50
						✓		



MAPA * INVOICE #699

Date	Staff Name	Job	Job Name	Service	Description	Hours	Billing Rate	Total Amount
Emspace + Lovgren ** TASK 3**GRAPHIC DESIGN								Page 5
Feb 04 2019	Angie Hempel	4821	MAPA / 3.5 Web Content	Social Media Coordinator	Emailing blog post sources	0.50	\$145.00	\$72.50
Feb 05 2019	Angie Hempel	4821	MAPA / 3.5 Web Content	Social Media Coordinator	Reviewing :15 spots - both produced and storyboards	0.50	\$145.00	\$72.50
Feb 19 2019	Angie Hempel	4818	MAPA / 3.5 Web Content	Social Media Coordinator	Writing, editing and researching flier copy and bus ad copy options	3.00	\$145.00	\$435.00
Feb 27 2019	Angie Hempel	4821	MAPA / 3.5 Web Content	Social Media Coordinator	Interviewing blog subject, including interview prep, pre-meeting with Tom	3.00	\$145.00	\$435.00
Feb 28 2019	Angie Hempel	4821	MAPA / 3.5 Web Content	Social Media Coordinator	Lining up blog sources	0.50	\$145.00	\$72.50
					Total:	7.50		\$1,087.50



MAPA * INVOICE #699

Date	Staff Name	Job	Job Name	Service	Description	Hours	Billing Rate	Total Amount
Emspace + Lovgren ** TASK 3**GRAPHIC DESIGN								Page 4
Feb 06 2019	Tom Nemitz	4819	MAPA / 3.3 Video Production + Photography	Graphics Manager	First review :15 video spot internally for comment; send to client for feedback	✓ 0.75	\$145.00	\$108.75
Feb 06 2019	Tom Nemitz	4819	MAPA / 3.3 Video Production + Photography	Graphics Manager	Review storyboards internally for 2nd and 3rd :15 videos; send to client for feedback	✓ 0.75	\$145.00	\$108.75
Feb 06 2019	Tom Nemitz	4819	MAPA / 3.3 Video Production + Photography	Graphics Manager	QR3 first Edison video	✓ 0.25	\$145.00	\$36.25
Feb 06 2019	Tom Nemitz	4819	MAPA / 3.3 Video Production + Photography	Graphics Manager	QR1 storyboards for 2nd + 3rd videos	✓ 0.25	\$145.00	\$36.25
Feb 12 2019	Tom Nemitz	4819	MAPA / 3.3 Video Production + Photography	Graphics Manager	Proofing videos 2 + 3	0.25	\$145.00	\$36.25
Feb 13 2019	Tom Nemitz	4819	MAPA / 3.3 Video Production + Photography	Graphics Manager	Photo shoot at UNO for first day of UNO/Bryan H.S. project	✓ 1.50	\$145.00	\$217.50
Feb 13 2019	Tom Nemitz	4819	MAPA / 3.3 Video Production + Photography	Graphics Manager	Send 2nd and 3rd :15 videos to client for approval	✓ 0.50	\$145.00	\$72.50
Feb 27 2019	Tom Nemitz	4819	MAPA / 3.3 Video Production + Photography	Graphics Manager	Video / photo shoot with Ashley Carroll & daughter at Moylan Iceplex for blog post	✓ 2.00	\$145.00	\$290.00
					Total:	6.25		\$906.25
Feb 07 2019	Tom Nemitz	4821	MAPA / 3.5 Web Content	Graphics Manager	Final check of blog post ("Better Air Quality equals Better Health"), publish; provide link for social media	✓ 1.00	\$145.00	\$145.00
					Total:	1.00		\$145.00

Date	Staff Name	Job	Job Name	Service	Description	Hours	Billing Rate	Total Amount
Emspace + Lovgren **TASK 1 ** PROJECT MANAGEMENT								
Feb 05 2019	Donna Maxey	4813	MAPA / 1.5 Administrative Duties	Project Administration	Doc prep for billing	0.50	\$85.00	\$42.50
Feb 11 2019	Donna Maxey	4813	MAPA / 1.5 Administrative Duties	Project Administration	Doc prep for billing	1.00	\$85.00	\$85.00
Feb 13 2019	Donna Maxey	4813	MAPA / 1.5 Administrative Duties	Project Administration	Doc prep for billing	2.00	\$85.00	\$170.00
Feb 15 2019	Donna Maxey	4813	MAPA / 1.5 Administrative Duties	Project Administration	Doc prep for billing	0.50	\$85.00	\$42.50
					Total:	4.00		\$340.00

Date	Staff Name	Job	Job Name	Service	Description	Hours	Billing Rate	Total Amount
Emspace + Lovgren **TASK 1 ** PROJECT MANAGEMENT								
Feb 01 2019	Tom Nemitz	4811	MAPA / 1.3 Progress + Client Meetings	Graphics Manager	Proof social media posts for February, send to client	0.50	\$145.00	\$72.50
Feb 04 2019	Tom Nemitz	4811	MAPA / 1.3 Progress + Client Meetings	Graphics Manager	LSBI internal progress meeting	0.50	\$145.00	\$72.50
Feb 05 2019	Tom Nemitz	4811	MAPA / 1.3 Progress + Client Meetings	Graphics Manager	Agenda for internal progress meeting	0.75	\$145.00	\$108.75
Feb 11 2019	Tom Nemitz	4811	MAPA / 1.3 Progress + Client Meetings	Graphics Manager	LSBI internal progress meeting	0.50	\$145.00	\$72.50
Feb 18 2019	Tom Nemitz	4811	MAPA / 1.3 Progress + Client Meetings	Graphics Manager	LSBI internal progress meeting	0.25	\$145.00	\$36.25
Total:						2.50		\$362.50

MAPA * INVOICE #699

Page 1

Date	Staff Name	Job	Job Name	Service	Description	Hours	Billing Rate	Total Amount
Emspace + Lovgren **TASK 1 ** PROJECT MANAGEMENT								
Feb 04 2019	Linda Lovgren	4811	MAPA / 1.3 Progress + Client Meetings	Project Officer / Principal	Discuss social media and earned media	0.75	\$190.00	\$142.50
Feb 06 2019	Linda Lovgren	4811	MAPA / 1.3 Progress + Client Meetings	Project Officer / Principal	Update LSBI coalition meeting	1.75	\$190.00	\$332.50
Feb 10 2019	Linda Lovgren	4811	MAPA / 1.3 Progress + Client Meetings	Project Officer / Principal	Work on schedule, social media and upcoming events with Client	1.25	\$190.00	\$237.50
Feb 18 2019	Linda Lovgren	4811	MAPA / 1.3 Progress + Client Meetings	Project Officer / Principal	Quick update on projects* Restoration Exchange	0.25	\$190.00	\$47.50
Feb 25 2019	Linda Lovgren	4811	MAPA / 1.3 Progress + Client Meetings	Project Officer / Principal	Discuss project progress	0.50	\$190.00	\$95.00
Total:						4.50		\$855.00



POSTED
2-18-19

JOB # 4836

INVOICE



EDISON CREATIVE, INC

2008 N 53RD STREET
OMAHA, NE 68104

Bill To:

Emspace
Attn: Elizebeth
7634 Pierce Street
Omaha, NE 68124

Date	Invoice No.	P.O. Number	Terms
02/15/19	2721	1136	

Item	Description	Rate	Amount
Video Production	Little Steps - Direct Expenses :15 Animations	4,000.00	4,000.00
		Total Due	\$4,000.00

Receipt for Little Steps Big Impact

Account ID: 893568200765745

POSTED



Payment Date

Feb 28, 2019, 6:02 AM

Payment Method

Visa*1410

Reference Number: T34DLJNP72

Paid

\$274.37 USD

Transaction ID

1953792591398842-4145548

Remaining ad costs at the end of the month.

Product Type

Facebook

Campaigns

Post: "Just because you can't see it, doesn't mean it's..."

From Feb 5, 2019, 11:30 PM to Feb 28, 2019, 12:00 AM

\$100.00

Post: "Just because you can't see it, doesn't mean it's..."

9,383 Impressions

\$100.00

Post: "In February, we celebrate American Heart Month —..."

From Feb 5, 2019, 11:30 PM to Feb 28, 2019, 12:00 AM

\$99.37

Post: "In February, we celebrate American Heart Month —..."

3,368 Impressions

\$99.37

Post: "Just like we should be concerned about the..."

From Feb 5, 2019, 11:30 PM to Feb 28, 2019, 12:00 AM

\$75.00

Post: "Just like we should be concerned about the..."

9,792 Impressions

\$75.00


Facebook, Inc.

1601 Willow Road

Menlo Park, CA 94025-1452

United States

MAPA* CMAQ Quality & Reduced Fare Campaign**Project #CM-D2-(107) * (With Hrs Adjustments- Jan 2019)															
Task Name ** % of Services Completed	Task Order Total	Invoice # 19721 April/May 2018	Invoice #445-449 June/July 2018	Invoice #480-485 August 2018	Invoice #527-534 Sept 2018	Invoice #582 October 2018	Invoice #625 Nov 2018	Invoice #659 Dec 2018	Invoice #674 Jan 2019	Invoice #699 Feb 2019			Billed to Date	Remaining Budget	% of Project Completed
Task 1 Project Management & Administration*Direct Labor	\$ 27,455.00	\$ 2,146.25	\$ 5,763.75	\$ 1,456.25	\$ 1,368.75	\$ 595.00	\$ 3,132.50	\$ 3,602.50	\$ 1,071.25	\$ 1,557.50	\$ -	\$ -	\$ 20,693.75	\$ 6,761.25	75%
Task 2 Air Quality Awareness Survey*Direct Labor	\$ 3,140.00	\$ -	\$ -	\$ 1,235.00	\$ 855.00	\$ 190.00	\$ 385.00	\$ 475.00	\$ -	\$ -	\$ -	\$ -	\$ 3,140.00	\$ -	100%
Task 3.1 Graphic Design * Direct Labor	\$ 27,550.00	\$ 906.25	\$ 5,256.25	\$ 543.75	\$ 1,558.75	\$ 2,320.00	\$ 652.50	\$ 1,885.00	\$ 2,465.00	\$ 2,138.75	\$ -	\$ -	\$ 17,726.25	\$ 9,823.75	64%
Task 4 Media Planning & Placement * Direct Labor	\$ 6,955.00	\$ 902.50	\$ 2,863.75	\$ 711.25	\$ 732.50	\$ 185.00	\$ 217.50	\$ 1,342.50	\$ -	\$ -	\$ -	\$ -	\$ 6,955.00	\$ -	100%
Task 5 Public Relations * Direct Labor	\$ 20,545.00	\$ 1,662.50	\$ 4,216.25	\$ 455.00	\$ 910.00	\$ 290.00	\$ 1,848.75	\$ 1,677.50	\$ 575.00	\$ 360.00	\$ -	\$ -	\$ 11,995.00	\$ 8,550.00	58%
Sub-Total:	\$ 85,645.00	\$ 5,617.50	\$ 18,100.00	\$ 4,401.25	\$ 5,425.00	\$ 3,580.00	\$ 6,236.25	\$ 8,982.50	\$ 4,111.25	\$ 4,056.25	\$ -	\$ -	\$ 60,510.00	\$ 25,135.00	71%
Direct Expenses															
Direct Costs:															
Printing Collateral; Production-Radio,TV, Outdoor, Website	\$ 8,000.00	\$ -	\$ 25.00	\$ 9.00	\$ 27.50	\$ 1,449.59	\$ -	\$ 81.50	\$ 75.00	\$ -	\$ -	\$ -	\$ 1,667.59	\$ 6,332.41	21%
Media*Print Ads, Radio Spots, TV, Outdoor Brds, On-line, Social Media	\$ 95,370.00	\$ 2,000.00	\$ 11,050.00	\$ 48,518.99	\$ 15,326.85	\$ 4,884.44	\$ 462.36	\$ 597.17	\$ -	\$ 4,274.37	\$ -	\$ -	\$ 87,114.18	\$ 8,255.82	91%
Social Media Consultant	\$ 3,300.00	\$ 2,200.00	\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,300.00	\$ -	100%
Survey*Survey Subconsultant	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 7,185.00	\$ 6,445.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,630.00	\$ -	100%
Sub-Total:	\$ 120,300.00	\$ 4,200.00	\$ 12,175.00	\$ 48,527.99	\$ 22,539.35	\$ 12,779.03	\$ 462.36	\$ 678.67	\$ 75.00	\$ 4,274.37	\$ -	\$ -	\$ 105,711.77	\$ 14,588.23	88%
GRAND TOTAL:	\$ 205,945.00	\$ 9,817.50	\$ 30,275.00	\$ 52,929.24	\$ 27,964.35	\$ 16,359.03	\$ 6,698.61	\$ 9,661.17	\$ 4,186.25	\$ 8,330.62	\$ -	\$ -	\$ 166,221.77	\$ 39,723.23	81%

		MAPA* CMAQ Quality & Reduced Fare Campaign**Project #CM-D2-(107) (REVISIONS TO HOURS BY TASKS)														
Emspace + Lovgren		Task Order Hrs Budgeted	Invoice #19721 April-May 2018 Hrs Billed	Invoice #445-449 June-July 2018 Hrs Billed	Invoice #488-485 August 2018 Hrs Billed	Invoice #517-534 September 2018 Hrs Billed	Invoice #582 October 2018 Billed	Invoice #615 Nov 2018 Billed	Invoice # 650 December 2018 Billed	Invoice # 674 January 2019 Billed	Invoice # 699 February 2019 Billed			Hrs Billed to Date	Budget Hrs Remaining	% of Budget Hrs Completed
Task Name **HOURS RECAP																
Task 1 Project Management & Administration*Direct Labor		188.00	13.25	36.75	12.50	11.25	7.00	18.50	23.50	8.50	11.00	0.00	0.00	142.25	45.75	76%
Task 2 Air Quality Awareness Survey*Direct Labor		17.00	0.00	0.00	6.50	4.50	1.00	2.50	2.50	0.00	0.00	0.00	0.00	17.00	0.00	100%
Task 3.1 Graphic Design * Direct Labor		190.00	6.25	36.25	3.75	10.75	16.00	4.50	13.00	17.00	14.75	0.00	0.00	122.25	67.75	64%
Task 4 Media Planning & Placement * Direct Labor		59.50	4.75	28.75	6.25	5.75	2.00	1.50	10.50	0.00	0.00	0.00	0.00	\$9.50	0.00	100%
Task 5 Public Relations * Direct Labor		119.50	8.75	24.50	2.75	5.50	2.00	12.75	10.25	3.50	2.25	0.00	0.00	72.25	47.25	60%
Total Hours:		524.00	33.00	126.25	31.75	37.75	28.00	39.75	59.75	29.00	28.00	0.00	0.00	413.25	160.75	72%



DEPARTMENT OF TRANSPORTATION

Cost Breakdown Form for LPA Reimbursement

Agency Name: METROPOLITAN AREA PLANNING AGENCY	
Control No.: 00978	Project No.: PL-55
Project Location: Omaha, NE	
Agreement No.: VJ1801	
Invoice No.: 769-09	Invoice Date: 2/27/19
Current Billing Period: 1/01/19 thru 1/31/19	
Maximum Not-to-Exceed Amount	
\$175,609.74	

		Amount		
		This Period	Previously Billed	To Date
Labor		\$13,713.66	\$76,198.49	\$89,912.15
Costs (Non-Labor)		\$1,498.99	\$11,254.91	\$12,753.90
Outside Services (Subconsultants):				
Name	Max Amount			
JEO Inc.	\$50,137.27	\$3,686.69	\$20,657.18	\$24,343.87
Metro Analytics	\$7,500.00	\$0	\$0.00	\$0.00
Total Amount Due		\$18,899.34	\$108,110.58	\$127,009.92
		14911.182		

Economic Development Research Group, Inc.

155 Federal Street, Suite 600
Boston, MA 02110

Invoice

BILL TO:

Omaha-Council Bluffs Metropolitan Area
Planning Agency
Attn: Travis Halm, Associate Planner
2222 Cuming Street
Omaha, NE 68102-4328

INVOICE NO: 769-09
DATE 2/27/2019
TERMS: Net 30
DUE DATE 3/29/2019

Transit Return on Investment Study (769)

	LABOR	HRS	RATE	AMOUNT
Transit Return on Investment Study Project #PL-55, Control #00978, Agreement No. VJ1801				
For the period of January 1-31, 2019 Professional Services				
Direct labor:				
Economic Analyst	Adam Winston	16	46.75	748.00
Economic Analyst	Cecilia Viggiano	0	46.75	0.00
Principal	Glen Weisbrod	14	87.44	1,224.16
Economic Analyst	Kyle Schroeckenth...	0	46.75	0.00
Senior Advisor	Mark Sieber	0	54.81	0.00
Project Manager	Naomi Stein	47.25	46.75	2,208.94
Overhead (185.21%)	Fee	4181.1	1.8521	7,743.82
Fee (15%)	Fee	*****	0.15	1,788.74
JEO Consulting Group:Inv. #107496; Jan 1-4, 2019 (see attached invoice for details)			3,686.69	3,686.69
Expenses				
Expenses for MAPA Project stakeholders mtg, Omaha, NE, Jan 23-24, 2019, G Weisbrod (see attached expense report and receipt for details)				
airfare Omaha-BOS			354.00	354.00
dinner for 2 (G Weisbrod & N Stein)			77.14	77.14
breakfast for 2 (G Weisbrod & N Stein)			38.26	38.26
dinner for 1 (G Weisbrod)			17.06	17.06
airfare BOS-Omaha			224.00	224.00
Total Due				

Economic Development Research Group, Inc.

155 Federal Street, Suite 600
Boston, MA 02110

Invoice

BILL TO:

Omaha-Council Bluffs Metropolitan Area
Planning Agency
Attn: Travis Halm, Associate Planner
2222 Cuming Street
Omaha, NE 68102-4328

INVOICE NO: 769-09
DATE 2/27/2019
TERMS: Net 30
DUE DATE 3/29/2019

Transit Return on Investment Study (769)

	LABOR	HRS	RATE	AMOUNT
hotel			126.54	126.54
Total Reimbursable Expenses				837.00
Expenses for MAPA Project stakeholders mtg, Omaha, NE, Jan 23-24, 2019, N Stein (see attached expense report and receipts for details)	Expenses			
airfare			453.99	453.99
Lyft			38.40	38.40
Lyft			37.95	37.95
hotel			123.64	123.64
meal			8.01	8.01
Total Reimbursable Expenses				661.99
			Total Due	\$18,899.34

US FEDERAL ID: 04-3506899 -- Corporation; Not Subject to Withholding

18,911.62



Engineering | Architecture | Surveying | Planning

Invoice

January 9, 2019

Project No: R171390.00

Invoice No: 107496

Glen Weisbrod
Economic Development Research Group, Inc.
155 Federal Street, Suite 600
Boston, MA 02110

Project Manager Steven Wolf

NDOT Project Number

Control Number

Agreement Number

Project R171390.00 MAPA Transit Return on Investment Study

Professional Services for the Period: January 1, 2019 to January 4, 2019

Phase 304EN Stakeholder Engagement

Hours this Invoice

		Hours	Rate	Amount
Dittmer, Lynn	12/10/2018	.50	38.13	19.07
Dittmer, Lynn	12/11/2018	1.00	38.13	38.13
Dittmer, Lynn	12/12/2018	6.00	38.13	228.78
Dittmer, Lynn	12/19/2018	2.00	38.13	76.26
Dittmer, Lynn	12/21/2018	1.00	38.13	38.13
Dittmer, Lynn	12/24/2018	.50	38.13	19.07
Dittmer, Lynn	12/26/2018	.50	38.13	19.07
Dittmer, Lynn	12/27/2018	.50	38.13	19.07
Dittmer, Lynn	1/3/2019	.50	38.13	19.07
Ray, Jeffrey	12/10/2018	1.00	57.87	57.87
Ray, Jeffrey	12/12/2018	5.00	57.87	289.35
Ray, Jeffrey	12/31/2018	2.00	57.87	115.74
Wolf, Steven	12/10/2018	1.00	61.30	61.30
Wolf, Steven	12/11/2018	1.00	61.30	61.30
Wolf, Steven	12/14/2018	1.00	61.30	61.30

Totals 23.50 1,123.51

Total Labor 1,123.51

Additional Fees

Overhead	185.34 % of 1,123.51	2,082.31
Fixed Fees	15.00 % of 3,205.82	480.87
Total Additional Fees		2,563.18

2,563.18

Billing Limits

	Current	Prior	To-Date
Total Billings	3,686.69	17,275.21	20,961.90
Limit			41,719.17
Remaining			20,757.27

Project	R171390.00	MAPA Transit Return on Investment Study	Invoice	107496
Total this Phase			\$3,686.69	
Total Amount Due Upon Receipt			\$3,686.69	

Outstanding Invoices

Number	Date	Balance
105077	9/11/2018	2,505.36
105775	10/11/2018	1,636.86
106331	11/15/2018	3,737.36
106916	12/12/2018	2,219.05
Total		10,098.63

Email invoice to: Glen Weisbrod; gweisbrod@edrgroup.com, Naomi Stein; nstein@edrgroup.com

REIMBURSABLE EXPENSES - Economic Development Research Group, Inc.

Instructions: (1) Fill out the name, account and date info below, using a separate sheet for each trip or project account. (2) Paste all receipts onto standard size paper, and mark each receipt with a number. (3) Write in the receipt numbers in the first column of this page, and fill in rest of the row corresponding to this receipt. (4) Any notes regarding charges should be written in unused space at the lower half of this form. (own car mileage paid at 56 cents per mile)

Staff: Glen Weisbrod

Account ID #: and Name

769 Omaha MAPA

Period: Jan. 23-24, 2019

Location & Reason for Travel/Expense

Omaha for MAPA Project Meeting

Receipt # on sheet	Date	Description of Cost Item (specify business name, details of cost item)	Total \$\$ on Receipt			Billing Dollars by Category				
			Personal Reimburse	EDRG Mastercard	EDRG Amex	Travel	Hotel	Meals	Office Supplies	Data, Other (specify)
1-2	23-Jan	Airfare BOS to OMA	\$224.00			\$224.00				
3-4	23-Jan	Airfare OMA to BOS	\$334.00		354.00	\$354.00				
5	24-Jan	Hotel one night			\$126.54		\$126.54			
6-7	23-Jan	Dinner for two (GW, NS)			\$77.14			\$77.14		
8	24-Jan	Breakfast for two (GW, NS)			\$38.26			\$38.36		
9	24-Jan	Dinner for one (GW)			\$17.06			\$17.06		
			224.00		613.00					
			\$578.00		\$259.00	\$578.00	\$126.54	\$132.56		

Reimburse GW

Charge Card bill

Shown on Invoices to Clients

Signature

Glen Weisbrod

From: United Airlines, Inc. <unitedairlines@united.com>
Sent: Tuesday, January 08, 2019 5:33 PM
To: Glen Weisbrod
Subject: Your United reservation for Omaha, NE, US (OMA) is processing

*personal card
\$224*

Add UnitedAirlines@news.united.com to your address book. [See instructions.](#)

UNITED 

Tuesday, January 08, 2019

Flight itinerary for Glen Weisbrod



Glen Weisbrod has shared this upcoming United flight itinerary with you.

Message:

Confirmation number:

Boston, MA, US (BOS)
to Omaha, NE, US (OMA)

E2J4Z9

Purchase summary

1 adult (18-64)
Taxes and fees

\$186.98
\$37.02

Total

\$224.00

Credit card payment: \$224.00 (Visa-***2272)

Trip summary

Wed, Jan 23, 2019

 UA 449

1 Connection
5h 41m total

7:05 am
Boston, MA, US (BOS)



9:01 am
Chicago, IL, US (ORD - O'Hare)

Duration: 2h 58m
United Economy (T)
Snacks for Purchase

Wi-Fi Power outlets

Terminal change

1h 4m Layover

UA 3715 Operated By REPUBLIC AIRLINES DBA UNITED EXPRESS

10:05 am
Chicago, IL, US (ORD - O'Hare)



11:46 am
Omaha, NE, US (OMA)

Duration: 1h 41m
United Economy (T)

Terminal change

Travelers

Glen Weisbrod	BOS to ORD	27D	Known	*****671
	ORD to OMA	18B	Traveler/Pass ID:	
			Frequent flyer:	UA-*****540
			Email address:	gwelsbrod@edrgroup.com
			Home phone:	+1 (617) 733-1874

**Miles shown are the actual miles flown for this segment. Mileage accrued will vary depending on the terms and conditions of your frequent flyer program. United MileagePlus mileage accrual is subject to the rules of the MileagePlus program and, as provided therein, mileage will be credited in accordance with the terms and conditions of the MileagePlus Program in effect at the time of travel, not at the time air travel is purchased, booked or reserved, and accordingly miles may not be awarded for some tickets or miles may be awarded in an amount fewer than shown.

Please do not reply to this e-mail, as it cannot be answered from this address.

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E-mail Information

Please do not reply to this message using the "reply" address.

Glen Weisbrod

From: Delta Air Lines <DeltaAirLines@e.delta.com>
Sent: Tuesday, January 08, 2019 5:36 PM
To: Glen Weisbrod
Subject: Your Flight Receipt - GLEN E WEISBROD 24JAN19

*personal card
\$354.00*



Hello, GLEN E

SkyMiles #*****269 >

Your Trip Confirmation #: H2PIVD

MANAGE MY TRIP >

You're all set. If you need to adjust your itinerary, you can make standard changes to your flight on delta.com including time, date and destination. Explore all of your options here.

Thu, 24JAN	DEPART	ARRIVE
DELTA 3614*	OMAHA, NE	MPLS-ST PAUL
Main Cabin (Q)	3:24pm	4:53pm
DELTA 2333	MPLS-ST PAUL	BOSTON, MA
Main Cabin (Q)	5:55pm	9:40pm

*Flight 3614 Operated by SKYWEST DBA DELTA CONNECTION

TSA CHANGES - ARRIVE EARLY

Please be aware of the recent changes to TSA screening procedures, including the requirement to place powder-like substances over 12oz./350ml in your checked bag when traveling on an International flight to the United States. For more information on powder restrictions, visit delta.com.

In addition to these changes, many airports are experiencing a high volume of travelers, resulting in long check-in, baggage drop and security checkpoint lines. Please plan to arrive at the airport at least 2 hours prior to your departure when traveling domestically (within the U.S) and at least 3 hours prior to your departure when traveling internationally. We also encourage passengers to check-in online at delta.com or via the Fly Delta app to help avoid delays.

TRAVELING WITH ANIMALS: POLICY UPDATE

Effective December 18, 2018, to remain compliant with vaccination requirements we are no longer accepting trained service or emotional support animals less than four months of age on any flight. In addition, tickets purchased on or after December 18th will not allow emotional support animals on flights longer than 8 hours. We will refund ticket(s) or waive change fees to

make alternate arrangements for the animal(s) if needed. Please note that all flights longer than 8 hours will prohibit emotional support animals starting February 1, 2019 regardless of purchase date.

RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, **Delta will no longer accept smart bags starting January 15, 2018. Smart bags with non-removable lithium-ion batteries** will not be permitted as carry-on or checked baggage on any Delta mainline or Delta Connection flight. For more information, please visit our News Hub.

Hoverboards or any lithium battery powered self-balancing personal transportation devices are also not permitted as both carry-on and checked baggage.

Spare batteries for other devices, fuel cells, and e-cigarettes are permitted in carry-on baggage only. If your carry-on bag contains these items and is gate checked, they must be removed and carried in the cabin. Further information and specific guidelines regarding restricted items can be found here.

Passenger Info

NAME	FLIGHT	SEAT
GLEN E WEISBROD	DELTA 3614	15D
SkyMiles #*****269	DELTA 2333	28D

Visit delta.com or use the Fly Delta app to view, select or change your seat.
If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

Flight Receipt

Ticket #: 0062353481363

Place of Issue: Delta.com

Ticket Issue Date: 08JAN19

Ticket Expiration Date: 08JAN20

METHOD OF PAYMENT

AX*****2008

\$354.00 USD

CHARGES

Air Transportation Charges

Base Fare \$307.91 USD

Taxes, Fees and Charges

United States - September 11th Security Fee(Passenger \$5.60 USD

Civil Aviation Security Service Fee) (AY)

United States - Transportation Tax (US) \$23.09 USD

United States - Passenger Facility Charge (XF)	\$9.00 USD
United States - Flight Segment Tax (ZP)	\$8.40 USD
TICKET AMOUNT	\$354.00 USD

NONREF/PENALTY APPLIES

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: OMA DL X/MSP DL BOS307.91QAUUA0MA USD307.91END ZP OMAMSP XF OMA4.5MSP4.5

Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

Thu 24 Jan 2019 DELTA: OMA MSP

CARRY ON	FIRST	SECOND
FREE	\$30 ^{USD}	\$40 ^{USD}

Thu 24 Jan 2019 DELTA: MSP BOS

CARRY ON	FIRST	SECOND
INCLUDED	INCLUDED	INCLUDED

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit delta.com Restricted Items Section.

NEED MORE MILES? >

Buy and transfer miles on delta.com.

**DELTA
SKYMILES**

BOOK YOUR SUMMER GETAWAY. >

It's a great time to choose your next escape from more than 325 destinations on six continents.



Name and Address

WEISBROD, G
303 COLUMBUS AVE UNIT 503
BOSTON, MA 02116



DOUBLETREE HOTEL - OMAHA

Room 1422/NK1
Arrival Date 01/23/19
Departure Date 01/24/19
Adult/Child 1/0
Room Rate \$107.10
Rate Plan S-AAA
Honors # 301489504
Airline: UA #00255497499

Hotel Address

1616 DODGE STREET
OMAHA, NE 68102

Reservations
www.doubletree.com or
1-800-222-TREE

Confirmation # 87843987

01/24/19 PAGE 1

Corp Annex

DATE	REFERENCE	DESCRIPTION	AMOUNT
01/23/19	6051048	GUEST ROOM	\$107.10
01/23/19	6051048	CITY OCC TAX	\$5.89
01/23/19	6051048	COUNTY LODGING TAX	\$5.65
01/23/19	6051048	STATE SALES TX TAX	\$7.90
01/24/19	6051322	*****2008	(\$126.54)
		** BALANCE **	\$0.00

The on-line eFolio is a courtesy informational service, subject to [Privacy Policy](#) and [Site Usage](#); actual folio kept in hotel records

Hilton



CONRAD

canopy



CURIO



TAPESTRY



Hampton



TRU



HOME2



Hilton
HONORS



Glen Weisbrod <gweisbrod@gmail.com>

Thanks for tipping! We've updated your Wednesday morning trip receipt

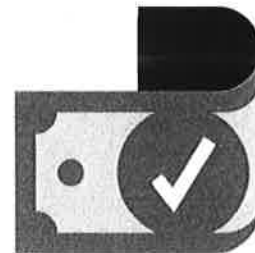
1 message

Uber Receipts <uber.us@uber.com>
To: gweisbrod@gmail.com

Wed, Jan 23, 2019 at 6:53 AM

Uber*personal card
Home to BW airport*Total: \$21.28
Wed, Jan 23, 2019**Thanks for tipping, Glen**

Here's your updated Wednesday morning ride receipt.

**Total****\$21.28**

You earned 34 points on this trip

Trip Fare \$12.78

Subtotal \$12.78

Tolls, Surcharges, and Fees  \$4.50

Tip \$4.00

Amount Charged



•••• 8483 Switch

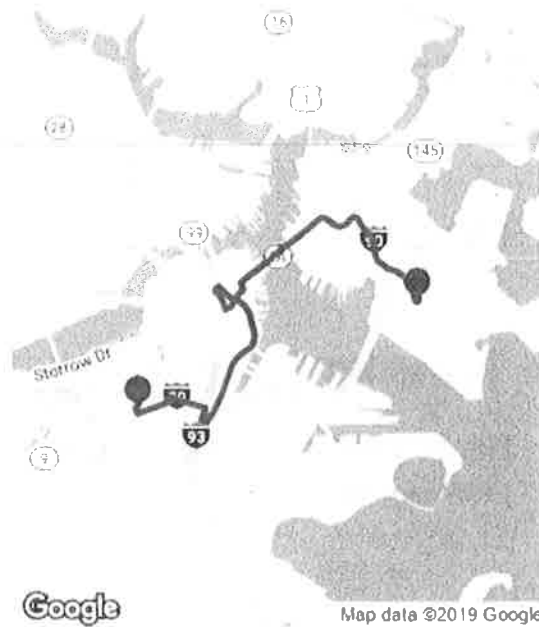
\$17.28

No Invoice

1/30/2019, 9:31 AM

UberX 6.17 mi | 18 min

- 05:03am
303 Columbus Ave, Boston,
MA
- 05:21am
BOS Terminal B East, Boston,
MA



Invite your friends and family.

Get a free ride worth up to \$5 when you refer a friend to try Uber. Share code: **glenw635ue**

[REPORT LOST ITEM >](#)

[CONTACT SUPPORT >](#)

[MY TRIPS >](#)

Corp Amex
Dinner for Two (GW + NS)

City Center Pub
Double Tree Omaha
1616 Dodge St
Omaha, NE 68102
(402)346-7600

203 Jan 0

Chk 7807 FT Gst 1
Jan23'19 08:35PM

Eat In

1 Hells Creek 7.00
1 Iced Tea 3.00
1 Crispy Salmon 25.00
1 Crispy Salmon 25.00

Food 53.00
Beer 7.00
Tax 8.57% 5.14
Total 65.14

Tip: 12.00

Total: 77.14

Room #: _____

Print Name: _____

Signature: _____

Thank you for joining us today.

City Center Pub
Double Tree Omaha
1616 Dodge St
Omaha, NE 68102
(402)346-7600

Date: Jan23'19 09:12PM
Card Type: Amex
Acct #: XXXXXXXXXXXX2008
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 523680
Check: 7807
Check ID: FT
Server: 203 Jan 0

Subtotal: 65.14

Tip: 12.00 20% TIP

Total: 77.14

Sh. B. [Signature]

I Agree To Pay Above Total
According To My Card issuer
Agreement.

** Customer Copy **

	Base	Tax	Tip	
Food	53.00	4.54	10.00	= 67.54
Beer	7.00	.60	1.40	= 9.00
	60.00	5.14	12.00	= 77.14

Signatures
Double Tree Omaha
1616 Dodge St
Omaha, NE 68102
(402)346-7600

101 Rochelle

Tbl 21/1 Chk 3286 Gst 2
Jan24'19 08:04AM

Eat In
1 Oatmeal 7.50
1 SALMON FRITTATA 16.00
1 Coffee 3.00
1 Coffee 3.00

Food 29.50
Tax 2.86
Total 32.36

Tip: 6-
Total: 38.36

Room #: _____

Print Name: _____

Signature: _____

Thank you for joining us today.

Signatures
Double Tree Omaha
1616 Dodge St
Omaha, NE 68102
(402)346-7600

Date: Jan24'19 08:35AM
Card Type: Amex
Acct #: XXXXXXXXXXXX2008
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 592611
Check: 3286
Table: 21/1
Server: 101 Rochelle

Subtotal: 32.36

Tip: 6-

Total: 38.36

I Agree To Pay Above Total
According To My Card issuer
Agreement.

** Customer Copy **

Corp Amex

OPERATED BY



PEI WEC
MSP INTERNATIONAL AIRPORT

228600 Abdissa

CHK 7618 GST 1
JAN24'19 4:56PM

TO GO

1 TERIYAKI	9.99
CHIX	
BROWN RICE	
1 VEG SPRNG ROLL 1	2.59
1 WTR ARTC SGL M	3.29

SUBTOTAL 15.87

TAX 1.19

AMOUNT PAID **17.06**

AT592294 XXX2008

AMEX CC 17.06

--228600 Closed JAN24 04:57PM---

WE WANT TO HEAR YOUR FEEDBACK!
PLEASE CONTACT 1-877-672-7467
OR CUSTOMERSERVICE@HMSHOST.COM
TO SHARE YOUR EXPERIENCE.

STOREID: MSPPW101

REIMBURSABLE EXPENSES – Economic Development Research Group, Inc.

Instructions: (1) Fill out the name, account and date info below, using a separate sheet for each trip or project account. (2) Paste all receipts onto standard size paper, and mark each receipt with a number. (3) Write in the receipt numbers in the first column of this page, and fill in rest of the row corresponding to this receipt. (4) Any notes regarding charges should be written in unused space at the lower half of this form (own car mileage paid at 58 cents per mile*).

Staff: Naomi Stein

Account ID # and Name: 769 - Omaha MAPA

Period: 1/15-1/31

Location & Reason for Travel/Expense: Omaha - Stakeholder Meeting #3

Receipt # on sheet	Date	Description of Cost Item (specify business name, details of cost item)	Total \$\$ on Receipt			Billing Dollars by Category				
			Personal Cash	EDRG Mastercard	EDRG Amex	Travel	Hotel	Meals	Office Supplies	Data, Other (specify)
1	24-Jan	DoubleTree		\$123.64			\$123.64			
2	7-Jan	American Airlines		\$453.99		\$453.99				
3	23-Jan	Lyft to Airport	\$38.40			\$38.40				
4	24-Jan	Lyft from Airport	\$37.95			\$37.95				
5	23-Jan	Brueggers		\$8.01				\$8.01		
			\$76.35	\$585.64		\$530.34	\$123.64	\$8.01		

Reimbursement

Charge Card bill

Shown on Invoices to Clients

Signature

Naomi Stein



1616 Dodge Street • Omaha, NE 68102
Phone (402) 346-7600 • Fax (402) 636-4910
For reservations across the nation
www.doubletree.com or 1-800-222-TREE

Name & Address

Stein, Naomi

NV
UNITED STATES OF AMERICA

Room 1213/NQ2
Arrival Date 1/23/2019 5:07:00 PM
Departure Date 1/24/2019

Adult/Child 1/0
Room Rate 104 64

Rate Plan 3XR
HH #
AL:
Car:

Confirmation Number 83486691

1/24/2019

Hilton

W
WALDORF
ASTORIA
HOTELS & RESORTS

CONRAD
HOTELS & RESORTS

canopy
by hilton

H
Hilton
HOTELS & RESORTS

CURIO
A COLLECTION BY HILTON

DOUBLETREE
BY HILTON

TAPESTRY
COLLECTION
BY HILTON

E
EMBASSY
SUITES
by hilton

Hilton
Garden
Inn

Hampton
by hilton

tru
by hilton

HOMWOOD
SUITES
BY HILTON

HOME2
SUITES BY HILTON

Hilton
Grand Vacations

Hilton
HONORS

DATE	REFERENCE	DESCRIPTION	AMOUNT
1/23/2019	6051036	GUEST ROOM	\$104.64
1/23/2019	6051036	CITY OCC TAX	\$5.76
1/23/2019	6051036	COUNTY LODGING TAX	\$5.52
1/23/2019	6051036	STATE SALES TX	\$7.72
		BALANCE	\$123.64
EXPENSE REPORT SUMMARY			
		1/23/2019 STAY TOTAL	
		ROOM AND TAX \$123.64	\$123.64
		DAILY TOTAL \$123.64	\$123.64
ACCOUNT NO		DATE OF CHARGE	
CARD MEMBER NAME		FOLIO NO /CHECK NO	
ESTABLISHMENT NO & LOCATION		1460993 A	
CARD MEMBER'S SIGNATURE		AUTHORIZATION	
X		INITIAL	
		PURCHASES & SERVICES	
		TAXES	
		TIPS & MISC	
		TOTAL AMOUNT	

PAYMENT DUE UPON RECEIPT

MERCHANTS' AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE REFUND OR RETURNED FOR A CASH REFUND

Your trip confirmation-XPVUAK 23JAN

3 messages

American Airlines <no-reply@notify.email.aa.com>
To: "NEGSTEIN@GMAIL.COM" <NEGSTEIN@gmail.com>

Mon, Jan 7, 2019 at 9:36 AM

American Airlines 

Hello Naomi Stein!

Issued: Jan 7, 2019

Your trip confirmation and receipt

Record locator: **XPVUAK**

[Manage Your Trip](#)

Wednesday, January 23, 2019

PIT
8:00 AM
Pittsburgh



ORD
9:04 AM
Chicago O'hare

Seats: 13D
Class: Economy (Q)
Meals:

American Airlines 1426

ORD
9:55 AM
Chicago O'hare



OMA
11:41 AM
Omaha

Seats: 8C
Class: Economy (Q)
Meals:

American Airlines 3260
OPERATED BY SKYWEST AIRLINES AS AMERICAN
EAGLE.

Free entertainment with the American app »

Thursday, January 24, 2019

OMA
3:42 PM
Omaha



ORD
5:29 PM
Chicago O'hare

Seats: 13C
Class: Economy (S)
Meals:

American Airlines 3329

OPERATED BY ENVOY AIR AS AMERICAN EAGLE.

ORD
6:25 PM
Chicago O'hare



PIT
8:51 PM
Pittsburgh

Seats: 11D
Class: Economy (S)
Meals:

American Airlines 1173

Naomi Stein

Earn up to a \$200 statement credit + 40,000 bonus miles after qualifying purchases



[earn more +](#)

AAdvantage # 1J6TB34 GLD

Ticket # 0012329509960

Your trip receipt



Master Card XXXXXXXXXXXXX2679

Naomi Stein

FARE-USD	\$ 379.53
TAXES AND CARRIER-IMPOSED FEES	\$ 74.46
TICKET TOTAL	\$ 453.99



Hotel offers



Car rental offers



Buy trip insurance



SuperShuttle

Up to 35% off
base rates +
500 bonus miles

AVIS



**BOOK A PET SITTER
EARN 2K MILES.**

Rover



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Get the American Airlines app



Your ride with Ronald on January 23

1 message

Lyft Ride Receipt <no-reply@lyftmail.com>
To: negstein@gmail.com

Wed, Jan 23, 2019 at 10:42 AM



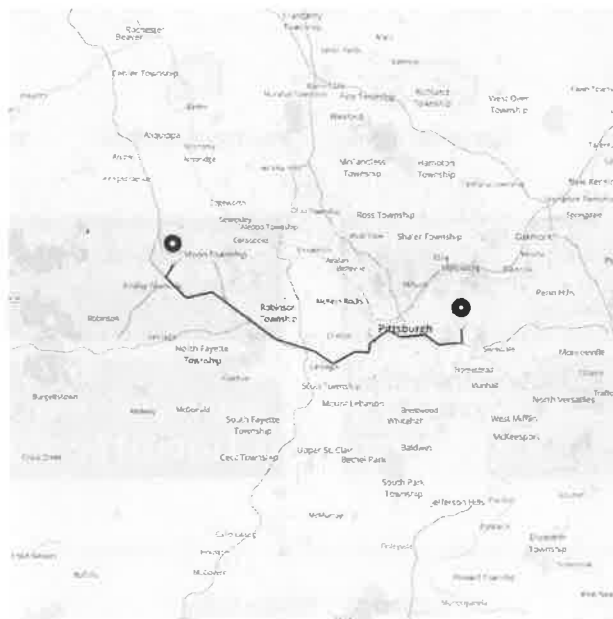
Thanks for riding with Ronald!

January 23, 2019 at 10:11 AM

Ride Details

Lyft fare (23.26mi, 29m 13s)	\$34.40
Tip	\$4.00

VISA Visa *2023	\$38.40
------------------------	----------------



- **Pickup** 10:11 AM
1546 S Negley Ave, Pittsburgh, PA
- **Drop-off** 10:40 AM
, , PA

Bruegger's Bagels #3860
412-472-0693

KATHERINE R SvrCk:222 11:17 01/23/19
REG Two

1 Supernova

7.49

Sub Total: 7.49

Tax: 0.52

01/23 11:17 TOTAL:

8.01

AUTHENTIC NEW YORK
STYLE BAGELS

THANK YOU.....

RECEIVE 3 FREE BAGELS

By Sharing your feedback within 3 days at
www.talktobrueggers.com

0895-30091-26312

VALIDATION CODE: _____

PLU #3240

NOT VALID WITH OTHER OFFERS

Does Not Include Gourmet or Topped

Bagels, Cream Cheese, or Other Spreads

EXPIRES 14 DAYS FROM DATE ON RECEIPT

MASTERCARD

AMT-TEND
8 01

CHANGE

TALLY
8.01

8.01

8.01

(Rec:154) Memo: 31015G,xxxxxxxxxxxx2679,
8.01

01/23/19 11:17

Lunch 15 allowance

Your ride with Akmal on January 24

1 message

Lyft Ride Receipt <no-reply@lyftmail.com>
To: negstein@gmail.com

Fri, Jan 25, 2019 at 11:27 PM



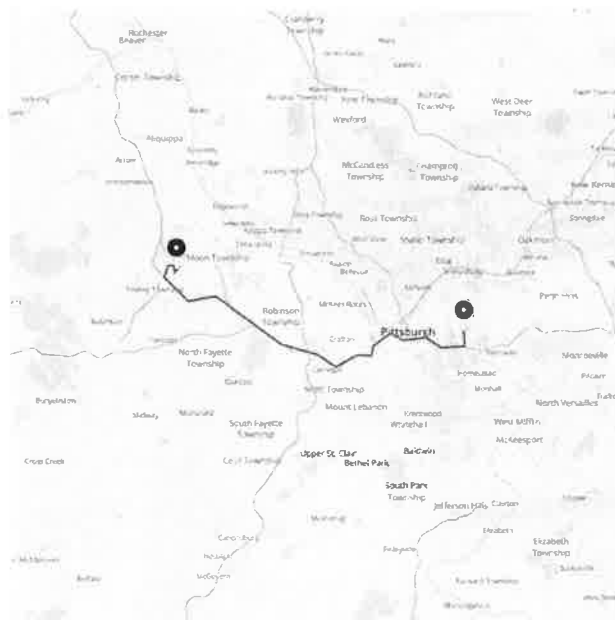
Thanks for riding with Akmal!

January 24, 2019 at 10:54 PM

Ride Details

Lyft fare (24.46mi, 32m 6s) **\$37.95**

VISA Visa *2023 **\$37.95**



- Pickup 10:54 PM
Pittsburgh, PA
- Drop-off 11:26 PM
1513 S Negley Ave, Pittsburgh, PA

Progress Report – Omaha Transit ROI Study

Month: January 1-January 31, 2019

Work Completed This Month:

- Documentation of findings from interviews & focus groups
- Preliminary economic scenario modeling
- Preparation for and completion of Stakeholder Meeting #3
- Preparation of two discussion memos to support determination of project next steps (1/29)
 - *Scenario Modeling Issues & Action Items* – outlines identified challenges in the scenario modeling and action items to address benefit shortcomings in preliminary results
 - *Narrative Pieces for ROI Story and Sources* - outlines narrative elements identified by stakeholders in meeting #3 and potential sources of information to address those narrative elements

Work Underway for Progress Next Month:

- N/A – awaiting feedback from MAPA

Per guidance from MAPA received 1/30, project is currently on hold pending feedback from MAPA and partners on the next steps. MAPA is going to revisit some of the modeling and incorporate some of the recommendations from Metro's Transit Development Plan– particularly related to model calibration and the fixed route system.

The EDR Group team is available to discuss next steps, including how best to align our collective resources with MAPA and the ROI study's goals. We look forward to working together towards study completion and building a compelling transit ROI story in Omaha.

5:58 PM

02/27/19

Economic Development Research Group, Inc.
Time by Job Detail
January 2019

Date	Name	Duration
Omaha - Council Bluffs MAPA:Transit Return on Investment Study (769)		
Labor:Adam Winston		
01/02/2019	Winston, Adam	2:00
01/03/2019	Winston, Adam	4:00
01/04/2019	Winston, Adam	4:00
01/09/2019	Winston, Adam	2:00
01/17/2019	Winston, Adam	1:00
01/18/2019	Winston, Adam	1:00
01/21/2019	Winston, Adam	2:00
Total Labor:Adam Winston		16:00
Labor:Glen Weisbrod		
01/10/2019	Weisbrod, Glen	1:00
01/10/2019	Weisbrod, Glen	1:00
01/21/2019	Weisbrod, Glen	2:00
01/22/2019	Weisbrod, Glen	2:00
01/24/2019	Weisbrod, Glen	8:00
Total Labor:Glen Weisbrod		14:00
Labor:Naomi Stein		
01/08/2019	Stein, Naomi	0:30
01/09/2019	Stein, Naomi	1:45
01/10/2019	Stein, Naomi	1:15
01/11/2019	Stein, Naomi	2:30
01/15/2019	Stein, Naomi	1:00
01/16/2019	Stein, Naomi	4:00
01/17/2019	Stein, Naomi	3:30
01/18/2019	Stein, Naomi	5:00
01/21/2019	Stein, Naomi	2:00
01/22/2019	Stein, Naomi	8:00
01/23/2019	Stein, Naomi	8:00
01/24/2019	Stein, Naomi	8:00
01/28/2019	Stein, Naomi	0:30
01/29/2019	Stein, Naomi	1:15
Total Labor:Naomi Stein		47:15
Total Omaha - Council Bluffs MAPA:Transit Retur...		77:15
TOTAL		77:15



Omaha - Council Bluffs
Metropolitan Area
Planning Agency

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

PURCHASE ORDER

DATE: 3/7/2019
VENDOR: The Pella at Blackstone
PURCHASER: C. Brownell
PAYMENT METHOD: Agency Credit Card

FOR: H2050 Reception w/ Katharine Eagan Kelleman - Tuesday, May 7, 2019

QTY	UNIT PRICE	DESCRIPTION	CODING	TOTAL
1	800	Venue Rental	27005-01 19PKWF01	\$800.00
4	22	Servers	27005-01 19PKWF01	\$88.00
4	22	Servers	27005-01 19PKWF01	\$88.00
4	22	Servers	27005-01 19PKWF01	\$88.00
4	22	Bartender	27005-01 19PKWF01	\$88.00
4	22	Bartender	27005-01 19PKWF01	\$88.00
5	30	Security	27005-01 19PKWF01	\$150.00
100	17.5	Food	27005-01 19PKWF01	\$1,750.00
100	15	Beverage	27005-01 19PKWF01	\$1,500.00
SUBTOTAL				\$4,640.00
SALES TAX				
20% Service Fee on F&B				\$650.00
OTHER				
TOTAL				\$5,290.00

Katharine Eagan Kelleman 3-7-19
DEPARTMENT MANAGER DATE

ACTUAL TOTAL \$
DIFFERENCE \$

IF OVER \$100

[Signature] 3-7-19
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

Item	Cost	Units	Total Cost	Cost Per Person (100 guests)
Venue Rental	\$800.00	1	\$800.00	\$8.00
Servers (\$22/hr - each)	\$22.00	4	\$88.00	\$0.88
Servers (\$22/hr - each)	\$22.00	4	\$88.00	\$0.88
Servers (\$22/hr - each)	\$22.00	4	\$88.00	\$0.88
Bartenders (\$22/hr - each)	\$22.00	4	\$88.00	\$0.88
Bartenders (\$22/hr - each)	\$22.00	4	\$88.00	\$0.88
Security (\$30/hr)	\$30.00	5	\$150.00	\$1.50
Food	\$17.50	100	\$1,750.00	\$17.50
Beverage <i>Open Bar Option</i>	\$15.00	100	\$1,500.00	\$15.00
20% Service Fee on F&B	\$650.00	1	\$650.00	\$6.50
			\$5,290.00	\$52.90

Discounted from \$900

Discounted from \$18.50

Can do \$600 flat rate if we choose to issue drink tickets (see proposal)

→ **SEPARATE PURCHASE ORDERS:**

Uplighting	\$5.50	12	\$66.00
A/V			

Estimate on units -- quoted price from United RentAll

Venue Rental Includes:

Up to 26 – 60" Round Tables, Up to Six 6' Long Tables, Up to Six 8' Long Tables, 5 Tall Cocktail Tables, 2 Skirted Portable Bar
 Black Padded Ballroom Chairs
 90" Square Linens (used for round tables & cocktail tables)
 90" x 156" Floor Length Banquet Linens (used for 6' & 8' long tables)
 Linen colors are black, white, or ivory
 Dinner Plate, Knife, Fork, Water Goblet, & Dinner Napkins
 Disposables for the bar services, disposables for cake & coffee
 Set-up, breakdown, & cleaning
 Parking in the Surrounding UNMC & Blackstone Public Parking Lots

THE PELLA

• AT BLACKSTONE •

Venue Rental: Sunday – Thursday \$900.00; Friday \$1,400.00; Saturday \$2,000.00
Add-on the Landing at Pella: \$500.00

Venue Rental Includes (6 hours max – 250 seating capacity):

- Up to 26 – 60” Round Tables, Up to Six 6’ Long Tables, Up to Six 8’ Long Tables, 5 Tall Cocktail Tables, 2 Skirted Portable Bars
- Black Padded Ballroom Chairs
- 90” Square Linens (used for round tables & cocktail tables)
- 90” x 156” Floor Length Banquet Linens (used for 6’ & 8’ long tables)
 - Linen colors are black, white, or ivory
- Dinner Plate, Knife, Fork, Water Goblet, & Dinner Napkins
- Disposables for the bar services, disposables for cake & coffee
- Set-up, breakdown, & cleaning
- Parking in the Surrounding UNMC & Blackstone Public Parking Lots

Additional Charges:

- Servers & Bartenders at \$22/hr. per server/bartender (4 hour minimums)
- Security at \$30/hr. (minimum of 5 hours)
- 20% Service Fee on total food/bar or beverage spend
- 3% Processing Fee on credit card payments
- Any additional requested rental items

Additional Info (events cannot go later than 12:00 A.M.):

- Booking deposit & rental agreement required to reserve a date
- Final guest count due 10 days prior to the event
- Final payments are due 5 days prior to the event
- Exclusive caterer is Abraham Catering
- Decorating & times must be discussed & coordinated with the event manager

Bar Package Pricing (per person priced packages) – max of 6 hours:

- #1: \$15.00 per person – Open Bar of Beer, Wine, & Soda
 - Domestic beers, house wines, & variety of sodas
- #2: \$17.00 per person – Full Standard Open Bar Service
 - Domestic beers, house wines, standard well mixed drinks, & sodas
- #3: \$19.00 per person – Full Premium Open Bar Service
 - Domestic & Import or craft beers, premium brand wines, premium well mixed drinks, & sodas
- Cash Bar Services (\$75 license fee), or Customized Bar Services are available



CATERING PROPOSAL

Metropolitan Area Planning Agency (MAPA)

2222 Cuming Street
Omaha, NE 68102

(402) 444-6866
cbrownell@mapacog.org

Cocktail Reception
Event to be held on Tuesday, May 07, 2019
Contact: Christina Brownell

Venue: Pella at Blackstone

Number of Guests (Est.): 100
Type of Event: Cocktail Reception
Event Begins at 5:00 pm and Concludes at 9:00 pm

EVENT TIME LINE

MENU & BEVERAGE SELECTIONS

	Qty	Price	Total
Buffet with meat selections	100	\$17.50	\$1,750.00
	Qty	Price	Total
Open Bar - **2 drink coupons per person**	1	\$600.00	\$600.00
	Qty	Price	Total
Servers (5 hours @ \$22 per hour)	3	\$110.00	\$330.00
Bartenders (5 hours @ \$22 per hour)	2	\$110.00	\$220.00
Security Fee (\$30 per hour) 6 hours	5	\$150.00	\$750.00
Parking for Pella at Blackstone in Surrounding UNMC Parking Lots & Parking Garage			

Event Notes

Table Linens: White, Ivory, or Black

Cloth Napkins: any Color

Checking on Projector and Screen

Estimated Cost Scenario for 100 Guests

Food	\$1,750.00
Beverage	\$0.00
Liquor	\$600.00
Equipment Rentals	\$0.00
Equipment Damage Fee (7% of Rentals)	\$0.00
Labor	\$1,300.00
Venue Charge	\$800.00
Delivery Charge (if applicable)	\$0.00

<u>Summary</u>	<u>Total</u>
Venue Charge	\$800.00
Subtotal	\$4,450.00
Service Charge	\$470.00
Total	\$4,920.00
Balance	\$4,920.00

****Tax Rates:** 7% State Sales Tax, 2.5% Restaurant Tax

****Service Fee:** 20% charged on Food, Beverage and Liquor

****A 3% Credit Card Processing Fee will be added to the total when paying by credit card.**

Please refer to the Venue Booking Contract for all equipment items that are included in the contract at no charge. Final guest count and payment will be due one week before the event.

If you have questions please contact me at (402) 415-8222 or my email at nancy@abrahamcatering.com. Abraham Catering Service is please to offer catering and bar needs for your event.

Sincerely,

Nancy Major-Jaeck
Abraham Catering Service, Inc.
(402) 415-8222
nancy@abrahamcatering.com

CLASSIC HORS D'OEUVRE BAR 18.75 per person

Select four hot items & three cold items | Additional items available at 2.50 per person

BEEF AND PORK

BBQ Pork Cups with Chutney
Bourbon Short Rib Cups
Italian Sausage with Marinara
Maple BBQ Glazed Cocktail Ribs
Meatballs (BBQ or Swedish Sauce)
Miniature Burritos
Szechuan Beef
Teriyaki Beef
Thai Beef
Water Chestnuts wrapped in Bacon

SEAFOOD AND VEGETARIAN

Artichoke Dip in Phyllo Cups
Crab Cakes with Remoulade Sauce
Crab Rangoon with Sweet & Sour Sauce
Egg Rolls with Sweet & Sour or Hot Mustard
Mini Asian Crab Cakes with Wasabi Aioli
Stuffed Jalapeno Peppers
Stuffed Mushroom Caps with Herb Cream
Cheese, Sausage & Cheese OR Crab
Quiche, Meat or Vegetable
Vegetarian Spring Rolls with Asian Chili Sauce

CHICKEN

Almond Chicken
Buffalo Chicken Dip with Wontons
Buffalo Chicken Tenders
Chicken Drumettes, Fried with
Honey Mustard or Buffalo Sauce
Chicken Satay with Spicy Peanut Sauce
Curry Chutney Chicken Tarts
Jamaican Jerk Chicken with Pineapple Glaze
Mandarin Chicken
Santa Fe Chicken Tarts
Sesame Chicken with Plum or Orange Sauce
Thai Marinated Chicken Tenders

COLD HORS D'OEUVRES

(Choose Three)
Anti Pasta Display
Arrangement of Fresh Fruit
Cold Roasted Vegetables
Fresh Fruit Mini Skewers with
Honey Lime Glaze
Fresh Vegetable Tray with Dip
Whole Imported Cheese Display
with Crackers & Lahvosh

HORS D'OEUVRES AND STARTERS

ELEGANT PASSED CANAPES 9.50 per person

COLD

(Three Selections)

Apricots stuffed with
Gorgonzola Cream
Cheese with Garnish
Bruschetta
Caprese Skewer
Chicken, Crab or
Shrimp Salad Tarts
Cucumber &
Boursin Crostini
Smoked Salmon Crostini
Peapods Stuffed
with Crab
Prosciutto & Fig Crostini
Thin-sliced Tenderloin
Crostini with Sauce Verti
Tortellini & Olive Skewer
Variations of
Shrimp Crostini

HOT

(Three Selections)

Artichoke Cheese Dip
in Phyllo Cups
BBQ Pork Cups
Brie & Orange
Cranberry Tart
Caribbean Chicken Cups
Jalapeno Brie Crostini
Mini Quiche
Pork & Chutney Cups
Santa Fe Chicken Tarts
Spanakopita
Thai Pizza Bites
Variations of
Stuffed Mushrooms
Variety of Pizzettes
Vegetable Cobbler Tart
Wild Mushroom Tart

BUILD YOUR OWN

Additional Items Priced per person | *Price subject to change due to market price

CARVED MEATS

CARVED AT THE TABLE
Served with Cocktail Buns
and Condiments
Roast Round of Beef
(50 person min) 4.75*
Roast Tenderloin of Beef
(25 person min) 9.75*
Roast Prime Rib of Beef
(50 person min) 8.00*
Roast Strip Sirloin 8.00*
Honey Glazed Pit Ham 4.50
Fresh or Smoked
Turkey Breast 4.50
Grilled or Smoked
Pork Loin 5.25

SEAFOOD

Cold Decorated Salmon
With Dill Sauce &
Pumpernickel Bread 5.50*
Scallops Wrapped
in Bacon 7.00*
Gulf Cold Jumbo Shrimp
On ice with Cocktail
Sauce 11.00*
Cajun Shrimp 11.00*
Cold Smoked Shrimp
With Maple BBQ
Dipping Sauce 11.00*
Sesame Shrimp
With Plum Dipping
Sauce 11.00*
Coconut Shrimp with
choice of sauce
Wasabi Ginger Aioli, Tamarind
Ginger or Spicy Orange 11.00*
Lobster Thermidor 11.00*
Surf & Turf Kebobs 9.00*
Crab Tarts with
Ginger Lime Sauce 8.00*
Crab Claws 12.00*
Mini Asian Crab Cakes
with Wasabi Aioli 3.00*

SPECIALTIES

Anti Pasta Display
with Baguettes 4.50
Asiago Phyllo Wrapped
Asparagus 3.50
Baked Brie with
Candied Pecans 5.00
Caprese Skewer 3.00
Charcuterie Display 5.00
Coconut Chicken with
Mango Dipping Sauce 5.00
Five-Spice Hoisin BBQ
Baby Back Riblettes 5.75
Gingered New York Strip
with Ponzu Dipping Sauce 7.00
Honey Glazed Pit Ham
on Cheese Biscuits
with Dijon Mustard 5.25
Maui Chicken with Tangy
Pineapple Sauce 5.00
Miniature Beef
Wellingtons 7.50
Moroccan Chicken Bites
with Yogurt Cucumber
Dip 4.00
Pecan Crusted
Chicken Strips with
Spicy Plum Sauce 3.75
Pork Tenderloin
Wrapped Figs with
Balsamic Glaze 5.00
Portobello Leek
Tartlets 4.00
Sliced Vegetables with
Piped Flavored
Cream Cheese 4.50
Small Grilled
Lamb Chops 8.50
Spanakopita 4.25
Thai Corn Fritters with
Chili Pepper or
Cilantro Sauce 3.75
Truffle Grilled Cheese
Sandwich 3.25
Variety of Pizzettes 5.50

HOT & SPICY

Bean Dip, Flour &
Corn Chips 4.50
Mini Burritos with Salsa 3.00
Guacamole & Salsa,
Flour & Corn Chips 4.50
Miniature Beef Tacos with
soft tortilla & hard shells 5.00
Queso Dip, Flour &
Corn Chips 4.50

CHIPS & DIP

Artichoke Cheese Dip 4.50
Baguette Chips with Tomato,
Basil & Garlic Relish 4.50
Baguettes with
Hot Crab Dip 6.75
Bruschetta with Toasted
French Baguettes 4.50
Corn & Flour Chips with
Guacamole, Salsa &
Queso Dip 5.00
Fried Wonton Chips
with Spicy Plum Sauce 4.25
Hummus or Roasted
Eggplant with Pita
& Lahvosh 4.50
Plantain Chips with Avocado
Lime Dip & Mango Salsa 5.50

CROSTINI 2 per person

Cranberry & Brie Crostini 3.50
Feta Cheese &
Kalamata Olives 4.25
Fig & Prosciutto Crostini 4.00
Glazed Pear & Port Wine 4.25
Goat Cheese & Leeks 4.00
Pesto with Gorgonzola
& Artichoke 4.25
Smoked Salmon 5.00
Spicy Shrimp 5.50
Thin-Sliced Tenderloin
& Sauce Verti 5.50

HORS D'OEUVRES AND STARTERS

INTERNATIONAL HORS D'OEUVRE BUFFETS

AMERICAN BUFFET

Buffet with meat selections 18.50 per person

Buffet without meat selections 17.50

SELECT ONE MEAT | Carved at the Table

Roast Round of Beef

Turkey Breast

Honey Glazed Pit Ham

Cold Slices of Beef, Ham & Turkey

HORS D'OEUVRES | All Selections Included

Swedish Meatballs

Chicken Drumettes, Fried with
Honey Mustard Glaze or Buffalo Sauce

Italian Sausage with Marinara Sauce

Arrangement of Fresh Fruit

Fresh Vegetable Display with Dip

Domestic Cheeses with Crackers

Artichoke Spinach Dip with Flour Chips or Baguettes

MEXICAN BUFFET

18.50 per person

Mexican Meatballs

Miniature Burritos

Miniature Beef Tacos

Hot Bean Dip

Queso Dip

Guacamole & Salsa

Flour & Corn Chips

Arrangement of Fresh Fruit

CARIBBEAN BUFFET

37.00 per person

Grilled Marinated Pork Loin, Carved at the Table
served with corn biscuits, red pepper salsa &
spicy raspberry chutney

Jamaican Jerk Chicken with Pineapple Glaze

Coconut Shrimp with Cilantro Chili Aioli

Island Fruit Salad

Sweet Potato Fritters with Papaya Sauce

Mariquitas with Avocado Lime Sauce & Crispy Plantain Chips

Marinated Marlin Kebobs with Mango Black Bean Salsa

Jamaican Rice & Vegetable Salad

Salad of Hearts of Palm, Artichoke Hearts & Olives

MEDITERRANEAN BUFFET

38.50 per person

Small Grilled Lamb Chops

Tenderloin Skewers with Sumac

Marinated Cold Fresh Salmon,
Smoked Shrimp & Scallops Display

Spanikopita

Charcuterie Board

Caprese Skewers

Hummus or Eggplant Dip, with
Kalamata Olives & Feta with Pita

Tabouli

SPECIALTY HORS D'OEUVRE STATIONS

MARTINI SALAD 6.25 per person

Mixed or Spring Greens & Toppings plus your choice of 3 Dressings

Bacon, Bleu Cheese, Craisins, Croutons, Cucumbers, Glazed Pecans or Candied Walnuts

MAC N' CHEESE 6.25 per person

Gourmet Macaroni & Cheese & Suggested Toppings

Buffalo Chicken, Ground Sausage, Bacon, Green Onion, Peas, Jalapenos

MASHED POTATO 6.00 per person

Regular or Garlic Mashed

With Butter, Chives, Crisp Bacon Pieces, Scallions, Shredded Cheese, Sour Cream

Sweet Mashed

With Butter, Brown Sugar, Pecans, Marshmallows

PASTA 6.25 per person

Mostaccioli or Spaghetti

Tossed with Olive Oil, Marinara Sauce, Meat Sauce & Alfredo Sauce, Bread Sticks & Parmesan Cheese

Add Meatballs or Boneless Breast of Chicken Strips of Chicken + 1.00 per person

MINI TACOS 6.75 per person

Shredded Pork, Chicken or Beef

Hard Corn Taco Shells, Chopped Tomatoes & Shredded Lettuce,

Shredded Cheddar Cheese, Flour & Corn Tortilla Chips, Salsa & Sour Cream

NACHO STATION 5.00 per person

Corn & Flour Chips with Guacamole

Salsa & Queso Dip

Add Beef or Chicken + 1.00 per person

SLIDERS & MINI HOT DOGS 5.75 per person

Variety of Mini Cheeses, Caramelized or Raw Onions, Pickles, Regular & Chipotle Ketchup

CHEESECAKE DESSERT 6.75 per person

Traditional or Chocolate Cheesecake Bars

Chocolate, Raspberry & Strawberry Sauces, Crushed Oreos, Cherries & Whipped Cream



TRAVEL AUTHORIZATION FORM

Person Traveling :	Melissa Engel		
Dates of Travel:	4/2/19-4/3/19		
Departure Time:	3:00 PM	Return Time:	8:00 PM
Traveling to :	Kansas City		
Purpose:	Guide for the Procurement and Administration of A/E Contracts		
Coding:	28000-01, 19NDOT02		
Block Rate Deadline:	Unknown		
# Traveling:	2		

Estimated Travel Expenses:

Registration	\$375.00	Transp. Fares		Parking	
Flights		Auto Rental		Other	
MAPA Vehicle Miles	370	Personal Vehicle Miles			
MAPA Vehicle Mileage	\$214.60	Personal Vehicle Mileage	\$0.00	Rate	\$0.580

Per Diem:	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$49.50				\$49.50
Breakfast			x	1	
Lunch			x	1	\$13.00
Dinner	\$28.00		x	1	\$18.00
Incidental			x	1	\$18.50
Meals & Incidental					
Total	\$28.00	\$0.00	x	1	\$49.50
Lodging	\$125.00		x	1	
Taxes & Fees on Lodging	\$25.00	\$0.00	x	1	

Deduction for Meals Provided at Conferences

Total Lodging \$150.00 Total Meals and Incidentals \$77.50

Total Estimated Travel Expenses: \$817.10

Date Submitted:	by	
		Employee Traveling
Date Approved: 3-14-19	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.
- * Attach meeting/conference information to this form prior to submission.
- * Receipts and the Travel Reconciliation Form are to be submitted upon your return along with a copy of the approved Travel Authorization form. If you need reimbursed you will also need to fill out and include the Expense Reimbursement Form.
- * Detailed meal receipts itemizing all food and drink must be obtained from vendor. A credit card receipt alone is not sufficient documentation.
- * Seat upgrade fees are not an allowable expense and will be at your own expense.
- * Meals provided at conferences need to be deducted from per diem table.
- * Alcohol is not allowable and will be at your own expense.
- * Tip Maximum is 20% of before tax subtotal.
- * Lodging & Registration that exceed the discounted rate for block conference may be at your own expense if request was made after the deadline.
- * Breakfast is allowable if you are required to leave before 6:30 AM or on overnight travel (stayed away previous night).
- * Lunch is allowable on overnight travel, if you are required to leave before 11:00 AM or return after 2:00 PM.
- * Dinner is allowable on overnight travel, if you are required to leave before 5:00 PM or return after 7:00 PM.
- * Meals are not reimbursable if the employee eats within 20 miles of Omaha, unless during training or a business meeting is taking place during the meal.
- * 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 :	Court Barber		
Dates of Travel:	4/2/19-4/3/19		
Departure Time:	3:00 PM	Return Time:	8:00 PM
Traveling to :	Kansas City		
Purpose:	Guide for the Procurement and Administration of A/E Contracts		
Coding:	28000-01, 19NDOT02		
Block Rate Deadline:	Unknown		
# Traveling:	2		

Estimated Travel Expenses:

Registration \$375.00

Transp. Fares _____

Parking _____

Flights _____

Auto Rental _____

Other _____

MAPA Vehicle Miles _____

Personal Vehicle Miles _____

MAPA Vehicle Mileage \$0.00

Personal Vehicle Mileage \$0.00

Rate \$0.580

<u>Per Diem:</u>	<u>Start Day</u>	<u>Between Days</u>	<u>x</u>	<u># of days</u>	<u>End Day</u>
Day's Max.	<u>\$49.50</u>				<u>\$49.50</u>
Breakfast			x	<u>1</u>	
Lunch			x	<u>1</u>	<u>\$13.00</u>
Dinner	<u>\$28.00</u>		x	<u>1</u>	<u>\$18.00</u>
Incidental			x	<u>1</u>	<u>\$18.50</u>
Meals & Incidental					
Total	<u>\$28.00</u>	<u>\$0.00</u>	x	<u>1</u>	<u>\$49.50</u>
Lodging	<u>\$125.00</u>		x	<u>1</u>	
Taxes & Fees on Lodging	<u>\$25.00</u>	<u>\$0.00</u>	x	<u>1</u>	

Deduction for Meals Provided at Conferences _____

Total Lodging \$150.00

Total Meals and Incidentals

\$77.50

Total Estimated Travel Expenses:

\$602.50

Date Submitted:	by	_____
		Employee Traveling
Date Approved:	by	_____
		Department Director
Date Approved: <u>3-14-19</u>	by	<u>[Signature]</u>
		Executive Director
Date Approved:	by	_____
		Finance Committee Chair/Member (if amount is over \$1000)
Date Approved:	by	_____
		Board of Directors Chair/Member (if amount is over \$2000)

* See Notes on Page 2

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- * Meals provided at conferences need to be deducted from per diem table.
- * Alcohol is not allowable and will be at your own expense.
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- * Lodging & Registration that exceed the discounted rate for block conference may be at your own expense if request was made after the deadline.
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- * Meals are not reimbursable if the employee eats within 20 miles of Omaha, unless during training or a business meeting is taking place during the meal.
- * 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.


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Course Description

Using the AASHTO Audit Guide for the Procurement and Administration of A/E Contracts

PROGRAM AREA: Financial Management

COURSE NUMBER: FHWA-NHI-231028



Instructor-led Training (ILT)



Print Friendly Page

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Calendar Year	Length	CEU	Host Price
2019	1 Days	0.8 Units	\$375 Per Participant

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TRAINING LEVEL: Basic

CLASS SIZE: Minimum: 20 Maximum: 30

NOTES:

Updated in 2019!

COURSE DESCRIPTION:

Using the AASHTO Audit Guide for the Procurement and Administration of A/E Contracts course is a one-day introductory course of interest to a wide variety of practitioners whose jobs require that they work with Architectural and Engineering (A/E) contracts. The course incorporates small- and large group discussions, case study activities, and both a scored and unscored assessment to reinforce learning.

The course begins with an overview of government contracting for A/E services and the related roles and responsibilities. Participants learn about the A/E Project Cycle and discuss cost components common to A/E contracts.

Next, participants learn about important regulations and standards applicable to the administration of A/E contracts and the role of each. Key cost principles are covered so that participants can learn to distinguish between direct and indirect costs and to differentiate between the concepts of allowability, allocability, and reasonableness.

The importance of internal controls is emphasized as participants are taught to recognize risk factors and indicators of control deficiencies. In a discussion of key areas of costs, participants learn to use the AASHTO Uniform Audit & Accounting Guide to better understand directly associated costs and whether specific indirect costs are allowable. A case study helps participants to practice the application of these principles.

After an overview of A/E firm audits and related roles and responsibilities, participants review a sample cost proposal and related contract wording in order to begin linking audit information, cost proposals, and contracts. The course ends with a discussion of cognizance and the risk management framework followed by a review of select tools and resources that support the administration of A/E contracts.

OUTCOMES:

Upon completion of the course, participants will be able to:

- Explain the Federal and State laws, regulations, policies and procedures that relate to the procurement and administration of A/E contracts.
- Explain how to use audit information in the procurement and administration of A/E contracts.
- Identify and discuss concepts of direct and indirect, allowable and unallowable costs in A/E contracts.
- Locate selected tools and resources to assist in the procurement and administration of A/E contracts.

TARGET AUDIENCE:

This course is particularly suited for practitioners associated with procurement, audit, and the administration of A/E contracts.

If you have questions about this NHI training, please contact NHI at nhicustomerservice@dot.gov or 877.558.6873.

231028 SESSION INFORMATION:

Start Date: 4/03/2019 **End Date:** 4/03/2019 **Location:** KANSAS CITY, MO

Local Coordinator: Carmellya Anderson (816) 474-4240

Availability: 5 Public Seats \$375 Per Participant

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3 FHWA Seats

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ATTACHMENT A

SCOPE OF SERVICES

The Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) shall assist the City of Omaha to coordinate a Complete Counts Committee (CCC). This effort shall be conducted based on direction from the Mayor of the City of Omaha or her appointed designee(s). This work shall include, but is not limited to, the following activities:

1. CCC project administration

MAPA will provide leadership in setting up meetings, creating agendas, recording minutes, and communicating with committee members.

2. CCC work group coordination

MAPA will coordinate or assist with administration and management of any working groups or subcommittees as directed by the CCC.

3. CCC grant writing

MAPA will be available to write grants applications from philanthropic or other potential resources to fund CCC outreach and engagement activities.

4. CCC technical support

MAPA, in collaboration with the Census Bureau and the Nebraska State Data Center, will provide mapping, data and technical support to the CCC as needed.

5. Community liaison

MAPA will assist the City of Omaha and the CCC through coordinating CCC activities with other ongoing planning efforts as directed by the CCC, including, but not limited to:

- Engagement with community leaders and the public
- Identifying opportunities to coordinate with other local and regional projects and activities
- Execution of communication and engagement

1. Introduction

The Metropolitan Area Planning Agency (MAPA) is soliciting consultant proposals for professional services to analyze alternatives for transit along the 1st Avenue Corridor in Council Bluffs.

This request invites qualified consultants to submit proposals for accomplishments of the items of work described below under Scope of Services. Proposals shall be prepared and submitted in accordance with the requirements described in this Request for Proposals (RFP). Once a firm is selected, a contract will be negotiated based on a mutually agreed upon scope of services.

MAPA is seeking a firm with documented expertise and experience in performing transportation planning studies.

The study area is from downtown Omaha to downtown Council Bluffs between 2nd Avenue and Avenue A. A map of this area is included as Attachment 1.

2. Scope of Services

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

- **Task 1** – Project Management & Administration
- **Task 2** – Stakeholder outreach and input
- **Task 3** – Data gathering and analysis
- **Task 4** – Final Report

Task 1: Project Management & Administration

1.1. Detailed Workplan

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

1.2. Reporting and Administration

The consultant shall submit progress reports according to a schedule agreed upon with MAPA that conforms to the required reporting schedule identified in the programmatic agreed upon between the grantor and MAPA. The consultant shall also take necessary steps to follow regulations and guidelines applicable to various funding sources.

Task 2: Stakeholder Outreach and Input

2.1. Project Information content generation

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

2.2. Steering Committee

A project steering committee comprised of key stakeholders will be developed by MAPA and the City of Council Bluffs. The consultant will periodically present to and interact with this group through MAPA's facilitation.

2.3. Public Involvement

MAPA will be the primary facilitator of public involvement for this project. The consultant will work with MAPA staff on the development of materials and will attend meetings as needed.

Task 3: Data Gathering and Analysis

3.1. Inventory of Existing Conditions

The consultant will inventory current conditions in the study area. This will include, but is not limited to:

- Transit use in the area
- Existing land use
- Utility locations
- Employment & commuting patterns
- Demographics
- Existing plans and studies (Comprehensive Plan, West Broadway Corridor Plan, West Broadway Urban Renewal Plan, City Capital Improvement Program)

3.2. Walkability Study

The consultant will assess the walkability of the study area and its connections to the regional transportation network. Based on this assessment, the consultant will identify corridors best suited for walkability improvements that will complement future transit investment in Council Bluffs. This will include, but is not limited to:

- Highlighting the strengths and weaknesses of the existing network
- Uncovering barriers to access and usage
- Selection of prime walkability corridors, focusing on:
 - Connections to entertainment
 - Connections to employment
 - Connections to services
 - Connections to existing and future transit
 - Gaps to be filled in existing trail system

3.3. Alternatives Analysis

The analysis will focus on transit feasibility based on different land use scenarios, addressing key questions such as:

- Under which conditions are different modes feasible?
- What assets or barriers exist in the corridor to providing different types of transit service?

In addition to considering existing planning documents and MAPA's Travel Demand Model, the following variables should be evaluated:

- Density
- Land use
- Ridership
- Traffic impacts
- Capital costs
- Operating costs
- Community and economic development potential
- Environmental screening
- Travel time savings
- Connectivity with existing and future transit network

Task 4: Final Report

4.1. Draft Report Production and Editing

The consultant shall document all work performed under Tasks 2 & 3 and draft a final document for review by MAPA staff and key stakeholders. The Final Report shall contain an Executive Summary that can function as a stand-alone item. The consultant shall edit and revise the document according to feedback given by MAPA staff and key stakeholders. A public meeting shall also be held to offer the draft plan for public comment and feedback.

4.2. Final Report and Documentation

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

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

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

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

FY 2020 Unified Planning Work Program

Draft March 2019



MAPA FY 2020 Unified Planning Work Program

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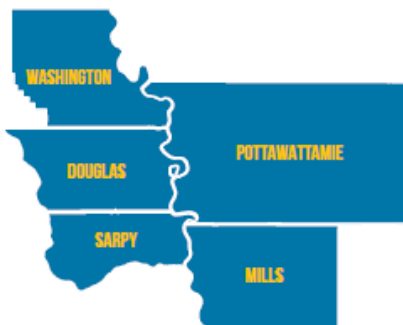
The preparation of this report was financed in part with funding from United States Department of Transportation (USDOT), administered by the Nebraska Department of Transportation (NDOT) and Iowa Department of Transportation (Iowa DOT). The opinions, findings and conclusions expressed in this publication are those of the authors and do not necessarily represent USDOT, NDOT, and Iowa DOT.

MAPA is an EOE/DBE employer.

Introduction

The Unified Planning Work Program (UPWP) documents the Metropolitan Area Planning Agency's (MAPA's) transportation related activities and projects for fiscal year (FY) 2020 which encompasses July 1, 2019 through June 30, 2020. MAPA serves as a voluntary association of local governments in the greater Omaha region chartered in 1967. MAPA performs planning and development work, especially to address problems that are regional in scope and cross jurisdictional boundaries.

The governing body for MAPA is a 64-member Council of Officials representing cities, counties, school districts, resource agencies, and numerous other governmental bodies within the region. The MAPA Board of Directors is a nine-member Board serving as the Council of Officials' executive committee and is comprised of elected officials representing cities and counties from the larger five-county MAPA region. The Transportation Technical Advisory Committee (TTAC) reviews and makes recommendations related to transportation to the MAPA Board. The relationship, responsibility, and composition of the Board of Directors, Council of Officials, and TTAC are also described in the MAPA Interlocal Agreement and Committee Bylaws. Membership of key MAPA Committees
Appendix II



COUNCIL OF GOVERNMENTS

MAPA is governed by a 63-member Council of Officials, representing each of the 63 governmental units which comprise MAPA within the five counties it serves. They include: Douglas, Sarpy, and Washington Counties in Nebraska; Pottawattamie and Mills Counties in Iowa. The Council's roles include approving the agency's long range plan and setting overall policy.

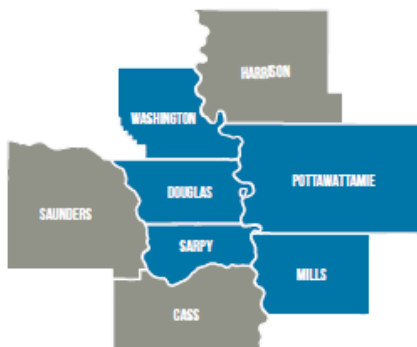


TRANSPORTATION PLANNING AFFILIATIONS

In its role as a Metropolitan Planning Organization, MAPA is the pass-through agency for millions of dollars in federal transportation funding for the Transportation Management Area (TMA) it serves which consists of Douglas and Sarpy Counties in Nebraska and western Pottawattamie County in Iowa (mainly the boundaries of the City of Council Bluffs). In addition, MAPA also serves as the administrator for Iowa Regional Planning Affiliation 18, which includes the counties of Harrison, Mills and Shelby, and the non-urbanized portion of Pottawattamie County.

MPO = BLUE

RPA-18 = YELLOW



HEARTLAND 2050

At the time of its inception in 2011, the work of the Heartland 2050 Regional Visioning project included the eight counties in the Omaha Metropolitan Statistical Area (MSA). The MSA counties include all five counties in the MAPA region plus Saunders and Cass Counties in Nebraska and Harrison County in Iowa. Heartland 2050 has evolved into the Heartland 2050 Regional Planning Committee and it will focus its core work on the five counties in the MAPA region.

Current Transportation Planning Overview

Several large planning initiatives have been recently completed or are underway in the MAPA region. **Heartland 2050** was adopted by the MAPA Council of Officials as the long-term vision for the greater Omaha-Council Bluffs metropolitan area in January 2015. The Regional Vision was developed over 2013 and 2014 and entered implementation phase in 2015. The project produced a Vision Scenario for future growth and development that is now being utilized for MAPA's transportation planning process. This collaborative project is an example of **Regional Models of Cooperation**, one of the U.S. Department of Transportation's **Planning Emphasis Areas (PEA)**.

During FY-2019 MAPA continued work on its next Long Range Transportation Plan update, **LRTP 2050**. The LRTP is being closely coordinated with the **Metro Area Travel Improvement Study (MTIS)**, a joint Nebraska Department of Transportation (NDOT) / MAPA multi-year regional study of highway needs that will result in a list of prioritized projects for state investment and guide future regional transportation investments. MAPA is working closely with the Greater Omaha Chamber of Commerce in the development of this new long range vision for transportation, with a particular emphasis on enhancing the accessibility of jobs and education through our transportation system. This comprehensive study has developed a strong set of data for MTIS and other planning projects, and MAPA's travel demand model has been updated significantly as part of ongoing collaboration with US-DOT. MTIS will also serve to develop long-range performance targets that will support the requirements of MAP-21 and the FAST-ACT, the current transportation authorization bill. Throughout FY2019 MAPA closely coordinated with State DOTs and FHWA on implementing federal performance management guidelines for PM1, PM2 and PM3. The **performance-based approach** is a new component of the federal transportation planning process and is another federal PEA that will be very important during FY2020.

The LRTP 2050 will also incorporate other recent plans that were conducted in the metro area. These include the **Heartland Connections Regional Transit Vision (RTV)** and **Regional Bicycle-Pedestrian Plan**. The RTV proposed a staged approach to improve transit service in the region. These concepts were applied as part of the Sarpy County Transit study in FY2018 in addition to Metro Transit's Transit Development Plan— a key initiative in both FY2018 and FY2019. These scenarios are being utilized for further analysis in the MTIS study. In FY2020, MAPA will be revisiting the short, medium, and long-range projects in its Regional Bike-Ped Plan to enhance the regional network of trails, bicycle boulevards, and other bicycle / pedestrian facilities with a particular emphasis on the safety of vulnerable users.

Metro Transit is continuing work on the Bus Rapid Transit (BRT) line that was awarded a US-DOT discretionary TIGER grant that will run along the Dodge Street corridor from downtown Omaha to Westroads Mall at approximately 102nd Street. This premium transit service would serve as the spine of the transit network in the region. The project will help some of the densest concentrations of employment and housing in Omaha and exemplify the Ladders of Opportunity PEA. Final Design was completed in FY2019 and will be construction will commence in 2020.

In FY2020 MAPA will continue to emphasize freight planning as part of the Regional Transportation Planning Process. The Nebraska Department of Transportation completed its State Freight Plan in 2017 and MAPA will continue partner with NDOT on the plan's implementation and continued outreach. In 2018 MAPA identified a specific need for additional truck count data and is coordinating with NDOT to increase the frequency with which truck counts are conducted and also target them in areas where gaps current exists in MAPA's data. MAPA's ongoing improvements to the travel demand model will allow additional technical analysis of freight transportation in the metro area. MAPA's coordination with the Greater Omaha Chamber of Commerce on its LRTP presents an unprecedented opportunity to stand up a freight advisory committee to better understand freight bottlenecks in the region and prioritize goods movement in the planning process.

Some of the **City of Omaha** major transportation projects include bridge needs, a massive signal infrastructure upgrade, and several capacity improvements in the western part of Omaha, including multiple projects near West

Dodge Road (US-6) along 168th Street, 180th Street, 192nd Street. Omaha is also finalizing plans for a modern streetcar project to run between North Downtown and the University of Nebraska Medical Center. **Douglas County** is preparing to let a large project on 180th Street between West Dodge Road and West Maple Road in FY2019—culminating years of coordination and planning between federal state, and local partners.

During FY-2018, communities in **Sarpy County** created a new intergovernmental authority to manage the growth of the sanitary sewer system in the county and to rehabilitate sewers in existing communities as well. This infrastructure will be crucial in guiding future development in Sarpy County and will be a critical factor in future transportation decisions. MAPA awarded a H2050 mini-grant to Sarpy County to explore the future needs on the arterial and collector road system based on these proposed growth trends. The Highway 75 project will be under construction that will connect Bellevue and Plattsmouth with a grade-separated freeway. MAPA successfully coordinated resources between the Nebraska Department of Transportation, Sarpy County, Cass County, Bellevue, Plattsmouth, and the Papio-Missouri River NRD (PMNRD) to ensure that this new corridor did not preclude bicycle and pedestrian access. Girders for the trail connection on this segment were installed during FY2018 and MAPA continued to coordinate with make progress towards the construction of the connecting trail.

The **Council Bluffs Interstate (CBIS) Project**, a complete reconstruction of the interstate and railroad realignment, is scheduled to continue for at least the next eight years. Council Bluffs continues implementing its plan for **West Broadway corridor** that includes the reconstruction of West Broadway and creation of a multimodal transit corridor along 1st Avenue. A significant mixed-use project is currently under construction at Playland Park on the east end of the Bob Kerrey Pedestrian Bridge. Transportation in this area continues to be a key focus as community leaders and the philanthropic community are reimagining the riverfront and seeking to balance its redevelopment potential and access to open space. Additional progress has been made on the East Beltway project in Council Bluffs, with the second phase of project let in FY2019.

Work has continued on the development of a **Coordinated Call Center** and information sharing for the region. Metro Transit, the Veterans Administration (VA), and MAPA are working together to coordinate the development and implementation of the Coordinated Call Center including the purchase of hardware, software, and system engineering. Presently, Metro Transit's MOBY Paratransit service is coordinated along with the State of Nebraska's Medicare & Medicaid Transportation services. MAPA continues to work with other local and non-profit partners to build on this existing coordination between partners.

MAPA helped implement two **Congestion Mitigation Air Quality (CMAQ)** projects including the installation of 35 new bike share stations in the City of Omaha in FY2019. Progress continues to be made on the installation of up to 20 electric vehicle charging stations by the City of Omaha.

MAPA will administer and update the region's **FY 2019-2024 Transportation Improvement Program (TIP)**. The TIP includes state and local federal-aid projects and regionally significant projects programmed in the region for the next six years. In addition to roadway projects, the TIP covers anticipated expenditures for some alternative transportation projects such as the Transportation Alternatives Program (TAP), transit, and aviation. MAPA has continued to develop online TIP database and mapping platform that provides up-to-date programming information to project partners and helps track the status of projects in both Iowa and Nebraska.

MAPA's Coordinated Transit Committee (CTC) works on issues related to public transit, paratransit, and human services transportation. A FTA **Veterans Transportation and Community Living Initiative (VTCLI)** grant to develop a Coordinated Call Center for human services made progress through the first two summits during FY 2015. These resources helped create a core network of Automatic Vehicle Location (AVL) technology to provide real-time data to other agencies and serve as the foundation of coordinated services between human service organizations and transit agencies in the region—including through a new mobile app set to launch in late FY2019. This effort, in addition to the transit activities listed previously, addresses the Ladders of Opportunity PEA by improving gaps in the transportation system and mobility for residents. MAPA's robust public participation processes are other examples of steps toward the Ladders of Opportunity PEA.

Work Program Framework

MAPA's Unified Planning Work Program (UPWP) is developed in accordance with the metropolitan planning provisions described in the 23 CFR - Part 450 and 49 CFR - Part 613. The UPWP is created in cooperation with state and federal agencies who are financial sponsors, and it is intended as a management tool for participating agencies.

MAPA has continued to update and maintain its Strategic Plan first developed with the MAPA Board in 2016. During the development of the UPWP, a priority setting process was used to evaluate existing programs and projects against these goals. Additional outreach was conducted to the Council of Officials, Board of Directors, and TTAC to understand our members' needs for the upcoming year. Results of the priority setting process are reflected by the projects and associated funding levels shown in the UPWP.

In accord with the spirit of federal transportation legislation, MAPA conducts a continuing, coordinated, and comprehensive planning process for the region. This process is intended to meet the transportation needs of the region's residents to the extent possible with available resources.

The transportation planning process for the region takes into account all modes of transportation: roadway, highway, transit, air, rail, and water, as well as active modes of transportation such as walking and bicycling. The provision of transportation services must also be consistent and compatible with the overall goals and development of the region. Major considerations include the environment, energy conservation, growth patterns, land use, tourism, and recreation, as well as a wise and efficient use of economic resources.

MAPA's responsibilities include the LRTP, TIP, and UPWP. As a TMA with a population greater than 200,000, MAPA is charged with conducting a Congestion Management Process (CMP). Other planning products include the Coordinated Public Transit and Human Services Plan and Public Participation Plan (PPP). MAPA is compliant with civil rights legislation and maintains a Title VI Plan and Disadvantaged Business Enterprise (DBE) Program.

The UPWP will also contain activities to assist in implementing provisions contained in surface transportation legislation. The following planning factors identified in the current federal legislation, Fixing America's Surface Transportation (FAST) Act, will, at a minimum, be considered in the transportation planning process for the region:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and nonmotorized users.
3. Increase the security of transportation for motorized and nonmotorized users.
4. Increase the accessibility and mobility options available to people and for freight.
5. Protect and enhance the environment, promote energy conservation, and improve quality of life.
6. Enhance the integration and connectivity of the transportation system across and between modes for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve resiliency & reliability of the transportation system and reduce or mitigate storm water impacts.
10. Enhance travel and tourism

In addition, the transportation planning program is formulated to support the goals and objectives specific to the region as identified in the 2040 LRTP, namely:

1. Maximize access and mobility.
2. Increase safety and security.
3. Consider the environment and urban form.
4. Keep costs reasonable and sustainable.

The UPWP budget includes additional matching funds beyond the 20% requirement from sub-recipients used to match FHWA PL funds for MAPA activities. These locally-funded planning activities contribute to the regional transportation planning process and are eligible to count toward the required local match for PL funding. In order to provide this match, sub-recipients of PL funds contribute a 30% match. The 10% of additional match beyond the 20% requirement provides match toward PL funds for MAPA activities. Sub-recipients for the FY2020 Work Program have not been finalized to date, but will be summarized in the table below.

Awardee	Federal Source	Federal Share	Total Project Cost

Changes to the Approved Work Program

All changes to work programs require prior written federal approval, unless waived by the awarding agency. The following table denotes the approving agency for various changes to work programs.

NOTE: The below table will be updated when final guidance is provided by NDOT and Iowa DOT.

Revision Type	Approving Agency
Request for additional federal funding 2 CFR 200.308(b) and FTA Circular 5010.0C, I.6.e(1)]	FHWA / FTA
Transfer of funds between categories, projects, functions, or activities which exceed 10 percent of total work program budget \$150,000 2 CFR 200.308(e)	FHWA / FTA
Revision of scope or objectives of activities (i.e. adding or deleting activities or major change in scope of activity) 2 CFR 200.308 (c) (1)	FHWA / FTA
Transferring substantive programmatic work to third party (i.e. consultant) 2 CFR 200.308 (c) (6)	FHWA / FTA
Capital expenditures including equipment purchasing in excess of \$5,000 2CFR 200.439(a) (2) [OMB Circular A-87]]	FHWA / FTA
Transfer of funds allotted for training allowances 2 CFR 200.308 (c) (5)	FHWA / FTA
Transfer of funds between categories, projects, functions, or activities which do not exceed 10 percent of total work program budget or when federal award share of total work program budget exceeds \$150,000 2 CFR 200.308 (e)	State
Revisions related to work that does not involve federal funding	MAPA

Revisions and Approvals Procedures

Revisions where **FHWA / FTA** is the designated approving agency shall require written approval by FHWA / FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from MAPA will be submitted in writing to the appropriate state personnel and then forwarded to FHWA / FTA for approval. Notification by the approving agency will be in writing in reverse order.

Revisions where the **State (NDOT or Iowa DOT Office of Systems Planning)** is the designated approving agency shall require written approval by the State prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from MAPA will be submitted in writing to the appropriate State personnel and then forwarded to FHWA / FTA for approval. Notification by the approving agency will be in writing in reverse order.

Revisions where **MAPA** is the approving agency shall be approved by the Board of Directors. Updates to the work program shall be provided to the appropriate state and federal representatives via electronic or, upon request, hard copy.

Performance management agreement between MAPA and State DOTs

On May 27, 2016, the final rule for statewide and metropolitan transportation planning was published, based on 2012's Moving Ahead for Progress in the 21st Century (MAP-21) Act and 2015's Fixing America's Transportation System (FAST) Act. As part of this final rule, [23 CFR 450.314 \(h\)](#) was amended to state:

(h)(1) The MPO(s), State(s), and the providers of public transportation shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see §450.306(d)), and the collection of data for the State asset management plan for the NHS for each of the following circumstances:

- (i) When one MPO serves an urbanized area;*
- (ii) When more than one MPO serves an urbanized area; and*
- (iii) When an urbanized area that has been designated as a TMA overlaps into an adjacent MPA serving an urbanized area that is not a TMA.*

(2) These provisions shall be documented either:

- (i) As part of the metropolitan planning agreements required under paragraphs (a), (e), and (g) of this section; or*
- (ii) Documented in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.*

In 2017, the following three-pronged approach was cooperatively developed to address 23 CFR 450.314 (h) for MPOs in Iowa. This approach provides a regular opportunity to review and update coordination methods as performance management activities occur, which offers an adaptable framework as performance-based planning and programming evolves.

- Agreement between the Iowa DOT and MPOs on applicable provisions through documentation included in each MPO's TPWP.
- Agreement between the Iowa DOT and relevant public transit agencies on applicable provisions through documentation included in each public transit agency's consolidated funding application.
- Agreement between each MPO and relevant public transit agencies on applicable provisions through documentation included in the appropriate cooperative agreement(s) between the MPO and relevant public transit agencies.

Performance measures require coordination with the MPOs to set performance targets, collect performance measure data and report performance measure data to FHWA and/or FTA. These requirements are included in this MPO manual as detailed in this section and identify the responsibilities for carrying out performance-based planning and programming in the metropolitan planning area (23 CFR 450.314(h)). National goals and performance management measures are identified in 23 U.S.C §150 and Federal Transit performance measures for capital assets are identified in 49 CFR §625.43 and safety in 49 CFR Part 673.

This following section includes the provisions for cooperatively developing and sharing information related to transportation performance data, selecting performance targets, reporting performance targets, performance used in tracking progress toward attainment of critical outcomes for the region of the MPO, and collecting data for the State Transportation Asset Management Plan (TAMP) for the NHS. Inclusion of the following language in an MPO's TPWP, and that TPWP's subsequent approval by Iowa DOT, constitutes agreement on these items. The Iowa DOT and MAPA agree to the following provisions. The communication outlined in these provisions between the MPO and Iowa DOT will generally be through the statewide planning coordinator in the Office of Systems Planning.

1) Transportation performance data

- a. The NDOT and Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.
- b. If MPOs choose to develop their own target for any measure, they will provide the NDOT and Iowa DOT with any supplemental data they utilize in the target-setting process.

2) Selection of performance targets

- a. The NDOT and Iowa DOT will develop draft statewide performance targets for FHWA measures in coordination with MPOs. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. MPOs shall be given an opportunity to provide comments on statewide targets and methodology before final statewide targets are adopted.
- b. If an MPO chooses to adopt their own target for any measure, they will develop draft MPO performance targets in coordination with the NDOT and Iowa DOT. Coordination methods will be at the discretion of the MPO, but the NDOT and Iowa DOT shall be provided an opportunity to provide comments on draft MPO performance targets and methodology prior to final approval.

3) Reporting of performance targets

- a. NDOT and Iowa DOT performance targets will be reported to FHWA and FTA, as applicable. MPOs will be notified when NDOT and Iowa DOT has reported final statewide targets.
- b. MPO performance targets will be reported to the NDOT and Iowa DOT.
 - i. For each target, the MPO will provide the following information no later than 180 days after the date the NDOT and Iowa DOT or relevant provider of public transportation establishes performance targets, or the date specified by federal code.
 1. A determination of whether the MPO is 1) agreeing to plan and program projects so that they contribute toward the accomplishment of the NDOT and Iowa DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the MPO's planning area.
 2. If a quantifiable target is set for the MPO planning area, the MPO will provide any supplemental data used in determining any such target.
 3. Documentation of the MPO's target or support of the statewide or relevant public transportation provider target will be provided in the form of a resolution or meeting minutes.
- c. The NDOT and Iowa DOT will include information outlined in 23 CFR 450.216 (f) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.218 (q) in any statewide transportation improvement program amended or adopted after May 27, 2018.
- d. MPOs will include information outlined in 23 CFR 450.324 (g) (3-4) in any metropolitan transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.326 (d) in any transportation improvement program amended or adopted after May 27, 2018.
- e. Reporting of targets and performance by the NDOT and Iowa DOT and MPOs shall conform to 23 CFR 490, 49 CFR 625, and 49 CFR 673.

- 4) Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO**
 - a. The NDOT and Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries. Updates of this data will include prior performance data.
- 5) The collection of data for the State asset management plans for the NHS**
 - a. The NDOT and Iowa DOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS.

FY-2020 WORK PROGRAM ACTIVITIES

The following pages detail the work activities that MAPA and contract sub-recipients will undertake in FY 2019.

Work Program & Federal Assurances (200)

Objective

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

Previous Work

- Maintained and updated UPWP
- Developed & Executed PL Agreements with NDOT
- Certification Review in July of 2018 and implementation of Action plan
- Executed and administered contracts with sub-recipients
- Quarterly reporting & Invoicing to NDOT & IDOT
- Update to Title VI, Limited English Proficiency and ADA policies
- Developed Annual DBE Goal

Work Activities

1. Planning Agreements

Maintain and review the Memorandum of Agreement (MOA) outlining state, MPO, and transit responsibilities. Develop and execute the annual PL Agreements with Nebraska and Iowa.

2. Unified Planning Work Program (UPWP)

Develop FY2021 UPWP and maintain the FY2020 UPWP. A draft UPWP is approved in March by the Council of Officials, Board of Directors, and TTAC, with submittal in April for state and federal review. Final approval by MAPA occurs in May, with submittal in June to state and federal agencies.

3. Certification Review Action Plan

Implement the federal Certification Review Action Plan for MAPA's programs. Review progress and revise activities on an ongoing basis.

4. Civil Rights & Disadvantaged Business Enterprise (DBE)

The approved Title VI Plan will be modified and updated as needed. Communicate civil rights activities to FHWA/FTA. Review DBE Program and develop annual goals. Participate in regional equity forums to ensure transportation is incorporated into broader planning and equity initiatives.

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

200 Budget

	Federal Cost	Total Cost	Hours
MAPA Activities	\$25,067	\$25,949	399

Board & Committee Support (210)

Objective

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

Previous work

- Organized monthly Board of Directors meetings
- Participated in monthly Finance Committee meetings
- Conducted four Council of Officials meetings, including annual meeting / dinner
- Prepared and conducted monthly TTAC meetings

Work Activities

1. Council of Officials

The Council of Officials meets quarterly and serves as MAPA's overall policy body. The Council is charged with adopting major plans, recommending MAPA's annual budget and work programs to the Board of Directors, and providing oversight for MAPA's activities. MAPA staff members support the Council's activities through clerical and technical preparation, meeting costs, and conducting meetings.

2. Board of Directors

The Board of Directors meets monthly and serves as MAPA's governing body. The Board approves the TIP amendments, LRTP, annual budget, and work programs. The Board is comprised of elected officials who appoint and oversee the TTAC and other MAPA committees. MAPA staff members support the Board through clerical and technical preparation, conducting meetings, and informing members about MAPA activities.

3. Finance Committee

The Finance Committee meets each month during the week prior to the Board of Directors' meeting. The Finance Committee reviews MAPA's financial statements, approves payments, and reviews / recommends contracts, large payments and other items for the Board's consideration. MAPA staff members support the Finance Committee through preparation of financial documents, invoices, contracts, and other such items.

4. Transportation Technical Advisory Committee (TTAC)

Provide for a continuing, comprehensive, and coordinated transportation planning program through the TTAC. Maintain correspondence and coordination with participating agencies. Provide other technical support necessary to the transportation planning program. The TTAC meets on a monthly basis to approve action items and discuss issues within the region to forward recommendations to the Board of Directors.

5. Regional Planning Advisory Committee (RPAC)

Provide a forum to coordinate future planning and growth in the Greater Omaha-Council Bluffs region. The Committee will provide direction for the regional vision (Heartland 2050) through oversight of the Implementation Committees work and strategic decision-making. The RPAC meets on a bi-monthly basis to approve action items and discuss issues within the region to forward recommendations to the Board of Directors.

210 End Products		Schedule
1.	Council of Officials	Quarterly

2.	Board of Directors	Monthly
3.	Finance Committee	Monthly
4.	Transportation Technical Advisory Committee (TTAC)	Monthly
5.	Regional Planning Advisory Committee (RPAC)	Bi-Monthly

<u>210 Budget</u>	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$159,943	\$165,570	2,597

Regional Transportation Planning (220)

Objective

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

Previous Work

- Continued development of 2050 LRTP materials for
- Developed revised regional narrative for LRTP and CEDS documents
- Completed Phase 3 of the Metro Travel Improvement Study for the region
- Served on action team for City of Omaha Transit Oriented Development (TOD) policy
- Participated in development of Complete Streets Design Manual for City of Omaha
- Participated in stakeholder committees for Central Omaha Bus Rapid Transit and modern streetcar projects
- Conducted outreach to freight and private sector representatives
- Assisted with local planning studies, including providing forecasts and data

MAPA Work Activities

1. LRTP Development and Administration

Develop 2050 LRTP to be adopted by June 2020. Implement, review, and amend the LRTP as necessary. Support regional goals in accordance with the federal transportation planning provisions. As a key element of the LRTP development efforts performance measures will be developed and assessed as part of the scenario planning for the 2050 LRTP. Coordination with Greater Omaha Chamber of Commerce (GOCC) Prosper 2.0 and Comprehensive Economic Development Strategy (CEDS) update. Utilize consultants for various portions of the LRTP including marketing and public involvement activities such as the development of brochures, websites, info-graphics, surveys, and citizen engagement events. Purchase interactive tools for engaging the public.

2. Transit Planning Activities

Provide data, technical analysis, and coordination in support of short-range and long-range mass transit planning. This will include collaboration with Metro Transit, MAPA committees, local governments, nonprofit agencies, and other stakeholders in the transit planning process. Continue to implement and maintain the Heartland Connections Regional Transit Vision which includes the Comprehensive Operations Analysis (COA) and long-term vision for future transit-friendly corridors. Included in this is continued planning support for the Bus Rapid Transit corridor and the modern streetcar in downtown and midtown Omaha. Ongoing support of transit planning in Council Bluffs and coordination between SWITA and Metro Transit.

MAPA will also continue to work with transportation service providers, human service agencies, and stakeholders to encourage, coordinate, and implement plans, actions, and programs to enhance the transportation opportunities of the elderly, disabled, and economically disadvantaged. The Coordinated Transit Plan, adopted in FY2018, will continue to be implemented through the Coordinated Transit Committee and its work groups.

3. Bicycle & Pedestrian Planning Activities

Participate in bicycle / pedestrian planning activities for the region, including the implementation of the Omaha Complete Streets policy and development of the Complete Streets Design Guide. Support implementation of the Complete Streets policy included in the LRTP. Assist with implementation and updates to the Heartland Connections Regional Bicycle / Pedestrian Plan with local project partners. Support the Mayor of Omaha's Active Living Advisory Committee, including as a representative on the Vision Zero Task Force. Support local advocacy for bicycle and pedestrian investment.

4. Freight Planning & Coordination

Convene representatives from freight and goods movement industries as well as local, state and federal officials to ensure that freight is included in the regional planning process. Analyze potential solutions to issues developed through the stakeholder outreach. Support private sector participation in the transportation planning process by working with local Chambers of Commerce, Economic Development Corporations, freight representatives, and private transportation industries to review transportation plans / programs. Utilize the Freight Analysis Framework (FAF) and other publicly available data. Purchase data to conduct planning studies, analyses, and modeling of freight and goods movement in the region.

5. Congestion Management Process (CMP)

Implement recommendations to enhance the CMP contained in the Certification Review report. Monitor causes of recurring / nonrecurring congestion and identify congestion relief opportunities. Utilize data collected from MTIS, NDOT, Iowa DOT, and other sources to assess existing congestion conditions in the region. Update CMP and approve as a stand-alone document in coordination with 2018 Traffic Reports. Prepare and conduct sessions on congestion for the Transportation Summit, and potentially hold additional working group sessions.

6. Other Long-Range Studies

Provide technical assistance and related transportation system travel, financial, and socioeconomic data to the states and local jurisdictions as requested to assist in conducting long-range corridor, location, subarea, feasibility, and other project level studies. This element includes working on PEL and IJR activities for a new I-80 Interchange in the 180th-192nd Street area of Sarpy County, as well as other projects requiring coordination with cities, counties, states, utilities, and other stakeholders.

MAPA and NDOT will continue work on MTIS, a comprehensive study of the National Highway System and other modes of transportation in the region. Phase 3 reports will be incorporated into the LRTP 2050 with construction phasing being coordinated between state and local projects.

220 End Products for MAPA Work Activities		Schedule
1.	LRTP Development and Administration (2050 LRTP)	Ongoing
2.	Transit Planning Activities	Ongoing
3.	Bicycle & Pedestrian Planning Activities	Ongoing
4.	Freight Planning & Coordination	Ongoing
5.	Congestion Management Process (CMP)	Ongoing
6.	Other Long-Range Studies	Ongoing (MTIS (Q1))

220 Budget

	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$203,086	\$210,230	3,234

Contracts and Sub-recipients

Federal Share (Total Cost)

Transportation Support & Communications (22001)

\$60,000 (\$75,000 total)

MAPA will contract with a firm to provide support for regional visioning and transportation planning efforts, including coordination with Prosper Omaha and Heartland 2050. These deliverables may include items such as brochures, website content, videos, local transportation needs and funding analysis, and strategic communications activities.

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

Objectives

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

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

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

To ensure the successful administration of the Metro Area Motorist Assist (MAMA) Program

Previous Work

- Processed TIP Amendments and Administrative Modifications
- Continued development of online TIP database and project management platform
- Completed development of FY2020 TIP
- Assisted with the implementation of the CMAQ-funded bike share expansion project
- Administered Project Selection Subcommittee (ProSe-Com) for Surface Transportation Program (STBG)
- Administered the Transportation Alternatives Program Committee (TAP-C) for Transportation Alternatives Program (TAP) projects
- Administered the Coordinated Transit Committee for transit projects related to Section 5310 and JARC funding
- Provided transportation technical assistance to member cities and counties

MAPA Work Activities

1. Maintenance of FY2018 and FY2019 Transportation Improvement Programs (TIPs)
Administer the FY2019TIP (through September 30th, 2019) and FY2020 TIP (beginning October 1st, 2019). Process Amendments and Administrative Modifications of the trip as necessary. Monitor and maintain fiscal constraint of the TIP and ensure consistency of the TIP with the LRTP.
2. Project Selection Activities (STBG, TAP, & 5310)
The Project Selection Committee (ProSeCom) will be convened to review and recommend federal-aid projects eligible for STBG funds based on project selection criteria linking the TIP to the LRTP's goals. The Transportation Alternatives Program Committee (TAP-C) will be convened to review and recommend federal-aid projects eligible for TAP funds based on project selection criteria linking the TIP to regional bicycle / pedestrian goals. The Coordinated Transit Committee (CTC) will be convened to review and recommend funding for Section 5310 based on project selection criteria linking the TIP, Coordinated Transit Plan and the Long Range Transportation Plan.
3. Transportation Funding Analysis
Identify funds available to the region from federal and state transportation legislation. Identify and assess innovative financing techniques to fund projects and programs. Provide data and information to officials on the status of transportation funding in the MPO. Analyze the costs / benefits of short-range and long-range needs in conjunction with local / state partners in collaboration with the LRTP. Coordination with State and Federal officials on transportation funding issues. Analyze and implement TIP Administrative Fee for federal-aid projects.
4. Development of FY2020 Transportation Improvement Program
Develop the TIP to provide a program of federal-aid transportation projects. The TIP includes at least four fiscally-constrained years of programming and a prioritized project list with a financial plan for project implementation. A progress report on the implementation of projects programmed for the most recent fiscal year will be also be included. The updated TIP is approved each year in June and is ready for

implementation when the new federal fiscal year begins on October 1st. In addition, as performance measure final rulings per FAST Act are issued these will be included based on state and federal guidance.

5. Performance Measurement & Reporting

MAPA will coordinate with state and federal agencies to develop a set of performance measurements for the LRTP and TIP. Conduct studies and analyses of transportation data to develop and assess performance measures. Performance measures will be developed as part of the MTIS and LRTP plans. Data will be purchased (as necessary) to support the performance measurement analyses and implementation. New annual targets for Safety performance measures will be adopted before February 27, 2020.

6. Metro Area Motorist Assist (MAMA) Program

Coordination with the Nebraska State Patrol to administer the program. Collection and aggregation of quarterly data transfers and the development of the annual statistical and financial reports. Coordination with NDOT to develop state-administered program.

7. Local Project Support & Coordination

MAPA staff members provide technical assistance for MAPA, local and state transportation projects as needed. MAPA may serve as the Responsible Charge (RC) for Nebraska projects using federal funds. Attend Nebraska Environmental Assessment (EA) meetings to track the progress of local projects through the NEPA process. Convene stakeholders and administer the Bellevue Bridge Alternatives Study. Assist jurisdictions with grant writing and administration for transportation activities on projects including the USDOT, Iowa DOT, and other grant opportunities. Continue participation in regional Transportation Systems Management (TSM) and Transportation Incident Management (TIM) meetings. Attend planning-related meetings and activities supporting the regional transportation planning process.

230 End Products for MAPA Work Activities		Schedule
1.	Maintenance of FY2019 & FY2020 TIPs	Ongoing
2.	Project Selection Activities	Winter 2019
3.	Transportation Funding Analysis	Ongoing
4.	Development of FY2020 TIP	Spring 2020
5.	Performance Measurement & Reporting	Ongoing
6.	Metro Area Motorist Assist (MAMA) Program	Ongoing
7.	Local Project Support & Coordination	Ongoing

230 Budget	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$141,880	\$146,880	2,260

230 Contracts & Subrecipient Work Activities

Federal Share (Total Cost)

Communication & Public Involvement (240)

Objectives

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

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

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

Previous Work

- Drafted and completed update to the Public Participation Plan
- Prepared 2017 annual PPP report
- Performed ADA assessments of venues for public involvement
- Conducted outreach and engagement activities with underrepresented population
- Presented to and facilitated discussion at Citizen's Academy
- Published newsletters, annual reports, and regional directory

MAPA Work Activities

1. Public Participation Plan (PPP) & Public Engagement Activities
Implement the policies identified in the Public Participation Plan. This plan includes a proactive outreach program that provides complete information, timely public notice, full public access to key decisions, opportunities for visioning on the transportation system and land use patterns, and supports an early and continuing involvement of the public in developing the LRTP and TIP. An annual report documenting public participation activities conducted during the past year will be created. Conduct public involvement and engagement efforts related to the transportation planning process. Host public forums and panel discussions on topics related to and impacted by transportation planning. Conduct presentations and meetings with service clubs, neighborhoods, community leaders, elected officials, and others to foster strong relationships and engage the public in the planning process. Efforts will include outreach and engagement activities with low-income, minority, and other underrepresented segments of the population.
2. Equity & Engagement Committee
Administer and facilitate activities of the Equity and Engagement Committee. Provide input into and leadership of MAPA's public participation process. Develop regional tool-kits and scorecards to ensure representative participation in the planning process. Participate in IAP2 workshops hosted by regional partners.
3. Publications & Newsletters
Develop, produce, and disseminate the MAPA Annual Report. Prepare and disseminate the Community Assistance Report. Develop, produce, and disseminate at least six issues of the "What's Happening for Community Leaders" newsletter. Develop and maintain a website with a map-based listing of the elected and appointed public officials for the region. Develop and distribute information from local / regional data and research. The information will include MAPA reports and summaries related to demographics, employment, land use, housing, traffic, transit, and other programs.
4. Online Activities (Websites & Social Media)
Maintain the MAPA websites including MAPA, Heartland 2050, Little Steps - Big Impact, and Metro Rideshare. Update the MAPA website with projects, regional data, maps, and committee information. Update MAPA's social media to communicate pertinent information to the public. Integrate the MAPA public outreach efforts with various social media outlets.
5. Participation in Partner Forums
Participation in Federal, State and Local forums to support the transportation planning process. Examples include public events or hearings related to transportation projects, state commission meetings, and ongoing

coordination meetings between state partners (NDOT and IDOT) and MPOs. Coordination with other local, transportation-related activities.

240 End Products		Schedule
1.	PPP & Public Engagement Activities	Ongoing
2.	Equity & Engagement Committee	Quarterly
3.	Publications & Newsletters	Ongoing
4.	Online Activities (Websites & Social Media)	Ongoing
5.	Participation in Partner Forums	Ongoing

240 Budget	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$190,460	\$197,160	3,033

240 Contracts & Subrecipient Work Activities

Federal Share (Total Cost)

Regional Data, Mapping, & Modeling (250)

Objectives

To conduct socioeconomic and demographic forecasts in support of the transportation planning process
 To develop and maintain regional Geographic Information Systems (GIS)
 To develop and maintain modeling tools to support decision-making at the state, regional, and local level

Previous Work

- Developed GIS data in coordination with regional partners
- Coordinated with vendor for 2017 NIROC project
- Completed 2016 traffic & safety reports
- Refined socioeconomic data and scenarios for travel demand model
- Assisted with corrections to annual Census population estimates
- Developed regional permit database

MAPA Work Activities

1. GIS & Regional Transportation Data
 Maintain and update an integrated geographic data base system and develop other computerized tools to assist in the analysis and manipulation of data. Create maps, graphs, and analyses as requested for jurisdictions and the general public. Coordinate GIS activities in the region to support the planning process. Work on a portal for traffic count data. Purchase new hardware and accompanying software to support GIS activities as needed. Collect, purchase, and monitor local travel data including detailed data regarding traffic counts (such as time of day, occupancy, and vehicle classification), speed, and delay as available from local jurisdictions and other secondary sources. Review pavement, traffic counts, and other roadway characteristics for NDOT Highway Performance Monitoring System (HPMS) report.
2. Technical Reports & Forecasts
 Utilize the US Census data and other data to provide assistance to jurisdictions, businesses, individuals, and organizations with projects involving Census data. Purchase necessary data and conduct regional or local

studies for growth monitoring and analysis. Collaborate with data partners toward the development of a regional data hub. Maintain a land use file based on the monitoring of land use changes through secondary sources. Keep an employment file detailing employers in the region, number of employees, industrial classifications, and locations. Maintain files on construction permits, apartment complexes, subdivisions/SIDs, and housing sales to further define housing locations and characteristics. Monitor other local population characteristics such as auto ownership, vital statistics, and school enrollment.

3. Regional Growth Monitoring

Tracking of progress towards Heartland 2050 land use vision. Continued development of regional permit dataset to track ongoing development activities and monitor growth. Development of annual growth report documenting regional development patterns, land consumption, and permit activity. Develop reports and visualization tools to illustrate the impact of development patterns on infrastructure costs.

4. Travel Demand Modeling Activities

Maintain and refine the regional travel demand model to provide forecasts for studies and planning activities. Update the model based on TMIP model peer review and subsequent guidance. Implement ISMS framework in coordination with Iowa DOT> Conduct regional / subregional travel demand model runs. Analyze output to provide data for local / state planning. Special modeling activities may be conducted for key corridors such as Highway 370 and 144th Street. Participate in training activities for travel demand modeling. Purchase data, software, and licenses for travel demand modeling. Utilize the External Travel Survey data regarding external traffic patterns and characteristics, as well as the 2009 National Household Travel Survey (NHTS) data for the region.:

5. Land Use Activity Allocation Model (LUAAM)

Revise forecasts for basic trip generating variables (such as population, households, income, automobile ownership, and employment) to be utilized in the Land Use Activity Allocation Model (LUAAM) and travel demand modeling activities. Forecasts are coordinated with local / state partners including the state data centers. Purchase socioeconomic data for forecasting and modeling activities. Refine the LUAAM to provide population and employment forecasts for the region. The Envision Tomorrow model from Heartland 2050 may be utilized to conduct subregional workshops and plans. Provide training for stakeholders on the use of Envision Tomorrow.

250 End Products for MAPA Work Activities		Schedule
1.	Regional Data & GIS	Ongoing
2.	Technical Reports & Forecasts	As Needed
3.	Regional Growth Monitoring	Ongoing
4.	Travel Demand Modeling Activities	Ongoing
5.	Land Use Activity Allocation Model (LUAAM)	Ongoing

<u>250 Budget</u>	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$240,297	\$248,750	3,827

250 Contracts & Subrecipient Work Activities

Federal Share (Total Cost)

On-Call Modeling Assistance (25003)

\$28,000 (\$35,000 total)

Consultants will provide travel demand model forecasts as requested by MAPA. The model will be updated and refined following recommendations from the FHWA Resource Center and TMAC input. Validate and provide documentation for modeling activities. Implement ISMS recommendations. Conduct modeling scenarios related to other studies, as necessary.

Environment & Energy (260)

Objective

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

Previous Work

- Conducted 2017 Little Steps - Big Impact ozone awareness and reduction campaign with travel demand management strategies and marketing alternatives fuel options
- Planned 2018 Little Steps - Big Impact ozone awareness and reduction campaign
- Coordinated with NDOT and Iowa DOT on development of a regional rideshare / carpool program with travel demand management strategies
- Assisted City of Omaha with implementation of CMAQ funded bikeshare expansion project
- Participated in Clean Cities, electric vehicle, ethanol, and other alternative fuel technology efforts

MAPA Work Activities

1. Little Steps, Big Impact Ozone Awareness Campaign
Evaluate and analyze monitored air pollution data for carbon monoxide, ozone, particulates, and lead to meet air quality requirements. Work with federal, state, and local agencies to monitor air quality. Coordinate with local agencies to develop educational materials, conduct training, and utilize hand-held air quality monitors to inform the public about the ground ozone issues in the region. Develop and implement the Little Steps - Big Impact ozone awareness and outreach program. Prepare and conduct sessions on air quality and multi-modal planning at meetings and workshops. Data may be purchased to support air quality planning and modeling activities. MAPA staff will support the Little Steps - Big Impact program.
2. Alternative Fuels Activities
MAPA will participate in the Nebraska Community Energy Alliance (NCEA) and work with utilities to coordinate planning of environmental and energy-related efforts with the transportation planning process. Implement the electric vehicle (EV) charging stations project by working with local entities to identify locations for EV stations and potentially administer CMAQ grant to implement stations. Coordinate efforts to deploy infrastructure for increased usage of natural gas (CNG/LNG), electric vehicles, ethanol, and other alternative fuel efforts in Nebraska and Iowa. Activities may include grant preparation and oversight for CMAQ, Nebraska Environmental Trust, and other funding opportunities. Coordination with FHWA and states to implement Alternative Fuel Corridor designations.
3. Travel Demand Management & Other Activities
Coordinate with NDOT, Iowa DOT, and the Lincoln MPO in implementing and marketing a regional rideshare program with employers and citizens. Utilize RideShark platform available through Iowa DOT to support MetroRideshare website. Coordinate with employers to establish employer portals and manage carpool and vanpool activities. Provide outreach support for Nebraska's Statewide Vanpool project for employers within the Omaha-Council Bluffs region.

260 End Products for MAPA Work Activities		Schedule
1.	Little Steps, Big Impact Ozone Awareness Campaign	Summer 2019/20
2.	Alternative Fuels Activities	Ongoing
3	Travel Demand Management & Other Activities	Ongoing

260 Budget	Federal Cost	Total Cost	Hours
MAPA Activities	\$103,190	\$106,820	1,643

260 Contracts & Subrecipient Work Activities

Federal Share (Total Cost)

Little Steps, Big Impact Education Campaign (26001)

\$173,000 (\$200,000 total)

The 2018 and 2019 Little Steps - Big Impact ozone reduction campaigns will focus education efforts on the small actions everyone can take to help reduce ground-level ozone and improve public health. Live Well Omaha will conduct a commuter challenge to increase alternative modes of transportation during the ozone season. Campaign goals include reducing single-occupancy vehicle trips and increasing usage of bicycle, pedestrian, transit, and carpool modes. Little Steps - Big Impact will also raise awareness of alternative fuels (such as electric vehicles, CNG/LNG, fuel cells, and biofuels) that reduce emissions. Funding will support staff time for the aforementioned activities.

Little Steps, Big Impact Active Commuting Outreach (26002)

\$60,000 (\$75,000 total)

The 2019 LSBI campaign will include consultant or sub-recipient outreach to employers in order to implement and promote the Wellness Commission of the Midlands' Active Commuting Tool-Kit. The tool-kit includes strategies and policies to promote active transportation, reducing parking demands for employers, and support programs such as carpooling and vanpooling.

Heartland 2050 (270)

Objective

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

Previous Work

- Facilitated H2050 Infrastructure Committee and working groups
- Completed site visit to Pittsburgh to explore transportation and development policies
- Initiated first year of H2050 Mini-Grant Program with STBG funding
- Solicited applications for second year of H2050 Mini-Grant projects
- Finalized "Block Talk" walk audit tool-kit and implemented it in communities around the region

Work Activities

1. **Heartland 2050 Mini-Grant Program**
Set-aside of STBG funding from NDOT and Iowa DOT for implementation of projects related to the Heartland 2050 Regional Vision and Action Plan. Facilitation of project selection process and administration of H2050 Mini-Grant Review Committee. Develop documentation to support expansion of the program beyond transportation projects with additional funding sources.
2. **Heartland 2050 Committees & Working Groups**
MAPA staff support related to the Heartland 2050 Implementation Committees, task forces and other work groups relate to the project. Facilitation of meetings and development of materials to coordinate the transportation planning process with the implementation of the H2050 Vision. Development of regional framework of Nodes and Corridors to guide infrastructure development and land use policy throughout the region. Assist with planning for Close the Gap initiative. MAPA staff will continue to support active working groups including the Autonomous & Connected Vehicles, Multi-Modal, and Nodes & Corridors.
3. **Heartland 2050 Technical Analysis and Data Support**
MAPA staff will conduct technical analysis and data support for the Heartland 2050 project. MAPA will coordinate and administer a Transit Return-on-Investment Assessment (ROI) for the Close the Gap Plan.

Additionally, MAPA staff will support ongoing coordination related to regional the Smart Cities Lab project supported by the Peter Kiewit and Sherwood Foundations.

4. Heartland 2050 Public Outreach
MAPA staff will meet with local governments, community organizations and others to present the Heartland 2050 Regional Vision and gather public input. MAPA will also continue to facilitate local and regional conversations regarding the importance of the land use and transportation investments to achieving the goals of the Heartland 2050 Vision.
5. Heartland 2050 Summits and Speaker Series
MAPA staff will hold Heartland 2050 Summits to convene stakeholders and the public to hear speaker presentations, learn best practices from within and outside the region, discuss progress by committees and projects, and work on the initiative. These events are held quarterly with two summits and two speakers events anticipated annually.
6. Heartland 2050 Site Visits
Heartland 2050 will coordinate a site visit to a location where stakeholders will experience and meet with local representatives to learn more about walkable, livable communities that include robust transportation. The 2018 site visit will take place as part of the Rail-volution conference in Pittsburgh, PA, with a delegation of MAPA staff and community leaders attending.
7. Heartland 2050 Administration
MAPA staff will provide administrative support and administration for the Heartland 2050 project.

270 End Products		Schedule
1.	Heartland 2050 Mini-Grant Program	Winter 2019
2.	Heartland 2050 Committee & Working Groups	Ongoing
3.	Heartland 2050 Technical Analysis and Data Support	Ongoing
4.	Heartland 2050 Public Outreach	Ongoing
5.	Heartland 2050 Summits and Speaker Series	Quarterly
6.	Heartland 2050 Site Visit	Fall 2019
7.	Heartland 2050 Administration	Ongoing

270 Budget	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$220,358	\$228,110	3,509

270 Contracts and Sub-recipients Work Activities

Federal Share (Total Cost)

Heartland 2050 Site Visit (27006) (\$70,000 federal, \$87,500 total)
Learning site visit to engage community leaders from public, private and non-profit sectors. As in previous years, focus of the site visit will be on the role that transportation investments play in supporting regional quality of life and economic development.

Training & Education (280)

Objective

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

Previous work

- Attended local workshops, training, and educational activities
- Participated in statewide COG / Economic Development District (EDD) organizations of Nebraska Regional Officials Council (NROC) and Iowa Association of Councils of Government (ICOG)
- Participated in MPO coordination meetings hosted by NDOT and Iowa DOT
- Took part in FHWA / FTA webinars related to federal guidance and initiatives
- Participated in NACTO and CTAA webinars related to national best practices
- Attended 2018 / 2019 national conferences held by National Association of Regional Councils (NARC) and National Association of Development Organizations (NADO)

Work Activities

1. Technical and Policy Education Activities

Participate in ongoing education and staff development activities such as workshops, conferences, and webinars devoted to planning and research-related policy and technical information. Event sponsors include local, state, and national organizations such as the Greater Omaha Chamber of Commerce and Economic Development Partnership, American Society of Civil Engineers (ASCE), Locate, NROC, IARC, NARC, NADO, Transportation Research Board (TRB), American Planning Association (APA), and other organizations. Workshops and training activities may also be convened by local, state, and federal governmental agencies such as NDOT, Iowa DOT, and USDOT.

2. Related Association Participation

Participate in local, state, and national associations that provide ongoing education, training, staff and leadership development, and peer-to-peer knowledge exchange. Event sponsors include local, state, and national organizations such as the Greater Omaha Chamber, ASCE, LOCATE, NROC, IARC, NARC, NADO, TRB, APA and other organizations. Federal funding for these activities will not consist of lobbying in accordance with 2 CFR 200.450.

3. Professional Certifications and Memberships

Staff members apply, take required tests, and actively participate in professional organizations such as the APA's American Institute of Certified Planners (AICP).

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

<u>280 Budget</u>	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$97,626	\$101,060	1,555

Transportation Management (290)

Objective

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

Previous Work

- Personnel management for transportation activities
- Financial management of budget and contracts
- General administrative activities related to organization support and operations

Work Activities

1. Program Administration
Provide oversight and administrative support for MAPA transportation and data staff activities.
2. Personnel Management
Ongoing activities related to personnel needs, recruitment, orienting and training, and other human resource activities.
3. Financial Management
Monitoring and maintenance of MAPA's budget and development of dues schedule and associate membership program. Implementation and coordination for a TIP Administrative Fee.
4. Contracts and Agreements
Develop and negotiate contracts for programs, develop proposals as well as monitor and report on contracts.
5. Quarterly Reporting and Invoicing (NDOT & Iowa DOT)
Review quarterly reports and invoices for Nebraska Department of Transportation and Iowa Department of Transportation.

290 End Products		Schedule
1.	Program Administration	Ongoing
2.	Contracts	Ongoing
3.	UPWP	Ongoing
4.	Agreements	Ongoing
5.	Quarterly Reporting and Invoicing	Ongoing

<u>290 Budget</u>	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$75,870	\$73,292	1,167

Membership Services (300)

Objective

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

Previous Work

- Provided data and map requests to members.
- Coordinated with members on their projects and methodologies to benefit the regional transportation process.

Work Activities

1. Member Data Requests
MAPA staff will respond to requests for demographic, traffic, and other data requests from members.
2. Member Mapping Requests
MAPA staff will respond to mapping and GIS requests for demographic, traffic, and other data requests from members.

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

300 Budget

	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$13,418	\$13,890	214

Local and Partner Planning Support (310)

Objective

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

Previous Work

- Douglas County GIS created and maintained GIS data sets that support the regional planning process including Natural Resources Inventory (NRI) and open data portal.
- City of Omaha Public Works conducted the traffic counting program.
- City of Omaha Planning Department worked on Omaha transportation planning projects and coordinated with the regional planning process.
- Sarpy County GIS created and maintained GIS data sets that support the regional planning process including Natural Resources Inventory (NRI) and open data portal.
- Sarpy County Planning Department worked on transportation-related planning projects and coordinated with the region.
- Pottawattamie County GIS created and maintained GIS data sets that support the regional planning process including Natural Resources Inventory (NRI) and open data portal.
- Metro Transit conducted various transit planning activities.

310 Contracts and Sub-recipients

5310 Subrecipients (31001)

MAPA administers the Section 5310 program for distribution to eligible subrecipients. 5310 funding is a discretionary capital assistance program to assist local governments, private agencies, and nonprofit agencies provide transportation service for the elderly and disabled. Anticipated contracts for operations and capitalized costs of operations for FY2020 include:

Black Hills Works

Black Hills Workshop supports individuals employed at Offutt Air Force Base and provides transportation on almost a 24 hour a day/seven day a week basis. There currently are 9 runs in which our vehicles travel approximately 500 miles each day providing door to door services. The majority of our runs are during hours that the Metro Area Transit does not operate.

Federal Share (Total Cost)

\$144,570 (\$289,140 total)

Florence Home for the Aged

Florence Home Transportation Services provides trained staff to accompany residents with disabilities, the elderly, and veterans on transportation trips to physician visits, dental appointments, outings and social events. Resident served live at Florence Home Healthcare Center, Royale Oaks Assisted Living, House of Hope Alzheimer's Care and House of Hope Assisted Living.

\$42,780 (\$85,560 total)

Metro Transit

Metro's automatic vehicle location (AVL) project will provide real-time position of fixed route transit fleet vehicles by relaying information to a dispatch center. The real time information will be available to both Metro and passengers in order to facilitate ease of use and enable Metro to improve reliability and on-time performance. Real-time data on both fixed route and paratransit services will assist with coordinating trips between fixed route, MOBY and other service providers.

\$75,000 (\$93,750 total)

City of Council Bluffs - \$70,672 (\$88,340 total)

Cost of Contracted Services for the City of Council Bluffs Paratransit Service known as the Council Bluffs Special Transit Service (STS) serving the elderly and disabled citizens of Council Bluffs with transportation within the city limits of Council Bluffs and to three (3) designated medical facilities in Omaha, NE, i.e. CHI-Creighton Medical Center, the University of Nebraska Medical Center and the VA Medical Center.

Federal Share (Total Cost)

Heartland 2050 Mini-Grant Program – FY2018 Awards (27001)

The Heartland 2050 Mini-Grant program provides support for projects that incorporate the goals and principles of the Heartland 2050 Vision, such as walkable, livable communities, transportation options, well-planned and efficient infrastructure, and regional collaboration, into local projects. The percentage value noted in parentheses denotes the amount of effort anticipated in FY2020:

Council Bluffs – 1 st Ave Corridor Alternatives Analysis (STBG) (100%)	\$160,000 (IA)	(\$200,000 total)
Sarpy County – Arterial & Collector Roadway Study (STBG) (100%)	\$30,000 (NE)	(\$90,000 total)

Heartland 2050 Mini-Grant Program – FY2019 Awards (27002)

The Heartland 2050 Mini-Grant program provides support for projects that incorporate the goals and principles of the Heartland 2050 Vision, such as walkable, livable communities, transportation options, well-planned and efficient infrastructure, and regional collaboration, into local projects. FY2020 projects include:

City of Omaha – North 24 th Street Corridor Study (Sec. 5304) (90%)	\$90,000 (NE)	(\$112,500 total)
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Heartland 2050 Mini-Grant Program – FY2020 Awards (27003)

The Heartland 2050 Mini-Grant program provides support for projects that incorporate the goals and principles of the Heartland 2050 Vision, such as walkable, livable communities, transportation options, well-planned and efficient infrastructure, and regional collaboration, into local projects. FY2020 projects include:

City of Omaha – Central 24 th Street Corridor Study (STBG) (100%)	\$100,000 (NE)	(\$125,000 total)
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APPENDIX II - MAPA Council of Officials

NEBRASKA

DOUGLAS COUNTY (531,265)
Bennington (1,458)
Boys Town (745)

Omaha (408,958)
Omaha City Council
Ralston (5,943)
Valley (1,875)
Waterloo (848)

SARPY COUNTY (158,840)
Bellevue (50,137)
Gretna (4,441)
La Vista (15,758)
Papillion (18,894)
Springfield (1,529)

WASHINGTON COUNTY (20,234)
Arlington (1,243)
Blair (7,990)
Fort Calhoun (908)
Herman (268)
Kennard (361)
Washington (155)

IOWA

MILLS COUNTY (15,059)
Emerson (438)
Glenwood (5,269)
Hastings (152)
Henderson (185)
Malvern (1,142)
Pacific Junction (471)
Silver City (275)

POTTAWATTAMIE COUNTY (93,158)
Avoca (1,506)
Carson (812)
Carter Lake (3,785)
Council Bluffs (62,230)
Crescent (617)
Hancock (196)
Macedonia (246)
McClelland (151)
Minden (599)
Neola (842)
Oakland (1,527)
Treyner (919)
Underwood (917)
Walnut (785)

CLARE DUDA (representing Board Chairman Mary Ann Borgeson)
JOHN MATT, Mayor
JOHN MOLLISON (representing Board Chairman Rev. Steven Boes)
JEAN STOTHERT, Mayor
BEN GRAY, City Councilmember
DON GROESSER, Mayor
CAROL SMITH, Mayor
KEN HITCHLER, Village Board Chairman

GARY MIXAN (representing Board Chairman Don Kelly)
RITA SANDERS, Mayor
JEFF KOOISTRA (representing Mayor Jim Timmerman)
DOUG KINDIG, Mayor
DAVID BLACK, Mayor
ROBERT ROSELAND, Mayor

CARL LORENZEN, Supervisor Board Chairman
PAUL KRAUSE, Village Board Chairman
JIM REALPH, Mayor
MITCH ROBINSON, Mayor
KIM JOHNSON, Village Board Chairman
CLINT PEARSON, Village Board Chairman
ERNEST BELIK, Board of Trustees

CAROL VINTON, (representing Board Chairman Lonnie Mayberry)
ROB ERICKSON, Mayor
BRIAN TACKETT, Mayor
RODNEY COURTIER, Mayor
MICHAEL BAUMFALK, Mayor
MICHAEL BLACKBURN, Mayor
ANDY YOUNG, Mayor
GARY FRANKFORTER, Mayor

TOM HANAFAN (representing Board Chairman Justin Schultz)
JERALD ESPESETH, Mayor
TIM TODD, Mayor
GERALD WALTRIP, Mayor
MATTHEW WALSH, Mayor
BRIAN SHEA, Mayor
HAROLD HOFFMAN, Mayor
JAMES BRADEN, Mayor
MITCH KAY, Mayor
KEVIN ZIMMERMAN, Mayor
PETE SORENSEN, Mayor
MICHAEL O'BRIEN, Mayor
BRYCE POLAND, Mayor
DENNIS BARDSLEY, Mayor
GENE LARSEN, Mayor

PRESIDENT

VICE PRESIDENT

MAPA Council of Officials

SPECIAL PURPOSE GOVERNMENTAL ENTITIES

Bellevue Public Schools
Council Bluffs Airport Authority
Council Bluffs Planning Commission
Fremont School District
Golden Hills Resource Conservation & Development
Iowa Western Community College
Metro Transit
Metropolitan Utilities District
Metropolitan Community College

Millard Public Schools
Omaha Airport Authority
Omaha Housing Authority
Omaha Planning Board
Omaha Public Power District

Papillion-La Vista Public Schools
Papio Missouri River NRD
Pony Creek Drainage District
Ralston Public Schools
Valley Fire District #5

PHIL DAVIDSON, Board President
ANDY BILLER (representing Board President John Dalton)
LINDSEY DANIELSON, Board Chairman
MARK SHEPARD, Superintendent
MICHELLE WODTKE-FRANKS, Board Chairman
RANDY PASH, Board Chairman
DANIEL LAWSE, Board Chairman
SCOTT KEEP, President
STEVE GRABOWSKI, (representing Board Chairman Roger Garcia)
DR. JIM SUTFIN, Superintendent
DAN OWENS (representing Board Chairman Eric Butler)
DAVID LEVY, Board Chairman
BRINKER HARDING, Board Chairman
TOM RICHARDS (representing Board Chairman NP (Sandy) Dodge)
ANDREW RIKLI, Superintendent
DAVID KLUG, Board Chairman
JAY CHRISTENSEN, Board Chairman
DR. MARK ADLER, Superintendent
AARON UECKERT, Fire Chief

MAPA Board of Directors

City of Bellevue	CHAIRWOMAN	RITA SANDERS, Mayor
City of Council Bluffs		MATT WALSH, Mayor
City of Omaha		JEAN STOTHERT, Mayor
City of Omaha		BEN GRAY
Douglas County		CLARE DUDA
Iowa Small Communities / Counties	VICE CHAIRMAN	CAROL VINTON
Nebraska Small Communities / Counties		DOUG KINDIG, Mayor
Pottawattamie County		TOM HANAFAN
Sarpy County		GARY MIXAN
Secretary / Treasurer		PATRICK BLOOMINGDALE

MAPA Transportation Technical Advisory Committee (TTAC)

TTAC Voting Members

Bellevue Planning	VICE CHAIRMAN	CHRIS SHEWCHUK
Bellevue Public Works		JEFF ROBERTS
Cass County Board of Commissioners		JANET MCCARTNEY
Council Bluffs Planning		BRANDON GARRET
Council Bluffs Public Works		GREG REEDER
Douglas County Engineer's Office		DAN KUTILEK (representing Tom Doyle)
Iowa Department of Transportation, District 4		SCOTT SUHR
La Vista Public Works		JOE SOUCIE
Metro Transit		CURT SIMON
Nebraska Department of Roads, District 2		TIM WEANDER
Nebraska Department of Roads, Lincoln		BRAD ZUMWALT
Omaha Airport Authority, NE		DAVID ROTH
Omaha City Engineer		TODD PFITZER
Omaha Planning		DEREK MILLER
Omaha Public Works Director		ROBERT STUBBE
Papillion Planning	CHAIRMAN	MARK STURSMA
Papillion Public Works		MARTY LEMING
Pottawattamie County		JOHN RASMUSSEN
Ralston		DAN FRESHMAN
Sarpy County Planning		BRUCE FOUNTAIN
Sarpy County Public Works		DENNIS WILSON

TTAC Associate Members

Benesch	JIM JUSSEL
Council Bluffs Chamber of Commerce	TERRY BAILEY
Federal Highway Administration – Iowa Division	TRACY TROUTNER
Federal Highway Administration – Nebraska Division	JUSTIN LUTHER
Federal Transit Administration Region VII	MARK BECHTEL (representing Mokhtee Ahmad)
Felsburg Holt & Ullevig, NE	KYLE ANDERSON
Greater Omaha Chamber of Commerce	JAMIE BERGLUND
Greater Omaha Chamber of Commerce	TIM STUART
HDR Engineering, Inc.	MATT SELINGER
HGM	JOHN JORGENSEN
Iteris, Inc.	MICHAEL MALONE
Kirkham Michael	SORIN JUSTER
Lamp, Ryneerson & Associates, Inc	MATTHEW KRUSE
Metropolitan Area Planning Agency	GREG YOEUELL
Olsson Associates	MIKE PIERNICKY
Parsons Brinckerhoff	KARL FREDRICKSON
The Schemmer Associates, Inc	TODD COCHRAN
The Schemmer Associates, Inc	CHARLES HUDDLESTON



Omaha - Council Bluffs
Metropolitan Area
Planning Agency

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

PURCHASE ORDER

DATE: 3/7/2019
VENDOR: The Hilton Omaha
PURCHASER: C. Brownell
PAYMENT METHOD: Agency Credit Card

FOR: H2050 Summit w/ Katharine Eagan Kelleman - Wednesday May 8, 2019

QTY	UNIT PRICE	DESCRIPTION	CODING	TOTAL
1	300	Internet	27005-01 19PKWF01	\$300.00
200	15	Continental Breakfast	27005-01 19PKWF01	\$3,000.00
200	24	Lunch Buffet	27005-01 19PKWF01	\$4,800.00
150	5	Breakout Rooms	27005-01 19PKWF01	\$750.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
SUBTOTAL				\$8,850.00
SALES TAX				
22% Service Fee on F/B & Room Rental				\$1,881.00
OTHER				
TOTAL				\$10,731.00

Karna Loewen 3-7-19
DEPARTMENT MANAGER DATE

ACTUAL TOTAL \$
DIFFERENCE \$

IF OVER \$100

[Signature]
EXECUTIVE DIRECTOR

3-7-19
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

Item	Cost	Units	Total Cost	Cost Per Person (200 guests)	Notes
Internet	\$300.00	1	\$300.00	\$3.00	Negotiated to wifi package (down from \$22/person)
Parking	\$0.00	1	\$0.00	\$0.00	I was able to negotiate and get parking comped - no charge. Initially \$15/person.
Continental Breakfast	\$15.00	200	\$3,000.00	\$30.00	
Buffet Lunch	\$24.00	200	\$4,800.00	\$48.00	
B/O Room #1	\$150.00	1	\$150.00	\$1.50	F&B Total (with Continental Breakfast)
B/O Room #2	\$150.00	1	\$150.00	\$1.50	Room Rental total
B/O Room #3	\$150.00	1	\$150.00	\$1.50	Negotiated down to \$150/room (down for \$200/rm)
B/O Room #4	\$150.00	1	\$150.00	\$1.50	
B/O Room #5	\$150.00	1	\$150.00	\$1.50	
Sleep Room (Keynote)	\$0.00	1	\$0.00	\$0.00	Negotiated complimentary room for keynote
22% Service Fee	\$1,881.00	1	\$1,881.00	\$18.81	
Hilton Total			\$10,731.00	\$53.66	
A/V through PSAV (estimating)	\$1,800.00	1	\$1,800.00		Our A/V charge @ Marriott using PSAV was \$1,660.50

Total \$12,531.00 \$62.66

Concessions Offered:	Sleeping Room no charge
	Parking - NO charge
	Meeting Rooms discount to \$150 each - also reduces our overall service charge
	Discounted wifi package (see notes)



Heartland 2050 Summit

Proposal submitted date: Mar 4, 2019

Lead source: hilton.com

Proposal due date: 3/6/2019 (Decision: 3/8/2019)

Request type: Meeting

Overview

Sales contact: Gina Rodgers
Job title: Asst. Dir. Catering
Phone: 402.998.4225
Email: gina.rodgers@hilton.com

Proposal Introduction: I'm so excited that you are considering the Hilton Omaha for the Heartland 2050 Summit. Based on your meeting requirements, I am certain the Hilton Omaha is the ideal location for your event.

Before we get into the details, here is some information about the Hilton Omaha that you will find relevant.

- Hilton Omaha's 2nd floor is dedicated meeting space, making it easy for your guests to find their way around. Our Blackstone Ballroom, will be the perfect location for your summit, with 5 breakout rooms conveniently located nearby. This will work perfectly to give your guests a chance to network while remaining close together.
- The Hilton Omaha is a location with a welcoming environment for networking for your attendees. Our spacious lobby offers multiple living room type sets where people can catch up over coffee or enjoy a meal at the Liberty Tavern Restaurant.
- Hilton Omaha has a parking garage attached to the hotel making it convenient for your guests to park when they attend the meeting.

Again, I appreciate your interest in the Hilton Omaha. Below is the additional information you have requested for your group. In the meantime, if you have any questions please do not hesitate to contact me directly at 402-998-4225 or gina.rodgers@hilton.com

Supplier Contact Additional Information: Hilton Omaha is located less than three miles from Eppley Airport and offers complimentary direct shuttle service. Among many other amenities, our Liberty Tavern Restaurant, Starbucks coffee from our Corner / Market and our Liberty Tavern Lounge are available for your attendees to enjoy.

Guest rooms

Sleeping Room Additional Info:
 Hilton Omaha offers contemporary rooms with either one king or two queen beds.

Available event dates: 1 : May 8, 2019 - May 8, 2019

1st option, holding space until Mar 18, 2019

Night 1: Wednesday, May 8, 2019

Guest room	Quantity	Rate (USD)
Single (1 bed)	1	\$109.00

See email for negotiated rate

Night 2: Thursday, May 9, 2019

Guest room	Quantity	Rate (USD)
Single (1 bed)	1	\$109.00

Meeting space

The Hilton Omaha has the space to accommodate your meeting needs. All meeting space is conveniently located on the 2nd level.

Agenda item	Meeting room setup	Additional information
Day 1		
General session 8:00 AM - 10:00 AM	Blackstone Ballroom Crescent rounds (Cabaret)	Room size: 6,800 sq. ft. Ceiling height: 16 sq. ft.

Estimated costs

Meeting Room Internet:
Simple Wi-Fi internet per user is \$15+.
Superior Wi-Fi internet per user is \$22+.
PSAV can provide a formal quote upon request amurphy@psav.com

Additional information

Cost item	Amount	Additional information
Internet (Meeting room)	\$22.00 per person	Tax/Service: Tax and service Tax (%): 7 Simple Wi-Fi internet per user is \$15+. Superior Wi-Fi internet per user is \$22+. PSAV can provide a formal quote upon request amurphy@psav.com
Parking (Self)	\$15.00 per day	Tax/Service: Tax
Miscellaneous (Other)	Complimentary	Complimentary Connectivity Station in the Lobby. Features 2 Mac's, 2 PC's and Printer.
Internet (Meeting room)	\$15.00 per person	Tax/Service: Tax and service Tax (%): 7 Simple Wi-Fi internet per user is \$15+. Superior Wi-Fi internet per user is \$22+. PSAV can provide a formal quote upon request amurphy@psav.com
Miscellaneous (Other)	\$50.00 (Minimum)	Tax/Service: Tax Pet Friendly - Dogs up to 75 pounds - \$50.00 non-refundable, one-time cleaning fee.
Parking (Valet)	\$21.00 per day	Tax/Service: Tax
Miscellaneous (Other)	Complimentary	Notary Services - Complimentary, by appointment.

Cost item	Amount	Additional information
Miscellaneous (Other)	Complimentary	Complimentary wireless internet on the entire first floor - Lobby and Liberty Tavern Restaurant areas.
Internet (Guest room)	\$0.00 per day	Tax/Service: Tax \$9.95 - 2MB Band Width \$12.95 - 4MB Band Width \$13.95 - VPN
All prices are per 24-hour period and per device.		
Room drop	\$3.00 per item	Tax/Service: Tax Wedding gift bags and event amenities: \$3.00 per room, delivered by our Guest Service staff to each guest room.
Transportation		
Cost item	Amount	Additional information
Transportation (Airport)	Complimentary	
Transportation (Local)	Complimentary	Shuttle service is complimentary serving the airport and sites in the downtown area.
Food and beverage		
Cost item	Amount	Additional information
Plated breakfast	\$15.00 per person	Tax/Service: Tax and service
✓ Buffet lunch	\$24.00 per person	Tax/Service: Tax and service
Plated lunch	\$20.00 per person	Tax/Service: Tax and service
Buffet dinner	\$40.00 per person	Tax/Service: Tax and service
Reception (Food)	\$20.00 per person	Tax/Service: Tax and service
Plated dinner	\$28.00 per person	Tax/Service: Tax and service
Buffet breakfast	\$20.00 per person	Tax/Service: Tax and service
Reception (Beverage)	\$12.00 per person	Tax/Service: Tax and service

Cost item	Amount	Additional information
Break (PM)	\$10.00 per person	Tax/Service: Tax and service
Continental breakfast	\$15.00 per person	Tax/Service: Tax and service
Break (AM)	\$10.00 per person	Tax/Service: Tax and service
Food and beverage minimum:	\$7,500.00	
Food and beverage service tax/charge:	29%	

Additional fees

Total taxes on guestrooms are 18.16% and includes city, state, occupancy taxes.

Tax	Amount
Applicable tax	7%
Occupancy	18%
Service charge	22%

Uploaded files

 Hilton Omaha Fact Sheet	1.8 MB
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Comments

Presentation Services (PSAV) is Hilton Omaha's in-house audio visual company. We do not charge additional fees to bring in outside equipment, with the exception of patching into our internal sound system, which requires a technician on site to monitor and ensure you the best experience possible.



From: Christina Brownell [mailto:cbrownell@mapacog.org]
Sent: Monday, March 04, 2019 4:53 PM
To: Gina Rodgers <Gina.Rodgers@Hilton.com>
Subject: Re: RFP Questions

Hi, Gina!

Thank you for getting all of this information to me. My Director mentioned that he thought there may be a discount for Government entities? MAPA is the local COG (Council of Governments) for the Omaha-Council Bluffs Region. Would we qualify for any type of government discount or rate?

On Mon, Mar 4, 2019 at 11:48 AM Gina Rodgers <Gina.Rodgers@hilton.com> wrote:

It is on food and beverage and rental.

GINA RODGERS

Asst. Director of Catering & Events

gina.rodgers@hilton.com



HILTON OMAHA

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f: +1 402 342 3169

1001 Cass Street, Omaha, NE 68102, USA

omaha.hilton.com

hilton.com



From: Christina Brownell [mailto:cbrownell@mapacog.org]
Sent: Monday, March 04, 2019 11:45 AM
To: Gina Rodgers <Gina.Rodgers@Hilton.com>
Subject: Re: RFP Questions

Okay, thank you. Is the service fee on the F&B and room rental only or on the total?

On Mon, Mar 4, 2019 at 11:38 AM Gina Rodgers <Gina.Rodgers@hilton.com> wrote:

Christina –

The proposal through the system was a little wonky so I apologize. To answer your questions:

We can do Wifi for \$300 for everyone and parking for a flat rate of \$500.

- I would be able to comp the room the night of the 7th.

- There is a 22% service charge and since you are tax exempt it would waive the 7% sales tax and 2.5% entertainment tax.

- Also, the proposal didn't allow me to include any of the breakout rooms, adding those would be \$200 each for rental.

Thanks!

GINA RODGERS

Asst. Director of Catering & Events

gina.rodgers@hilton.com



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hilton.com



(HHR)11-2017-SocialMedia-Icons-05



From: Christina Brownell [<mailto:cbrownell@mapacog.org>]

Sent: Monday, March 04, 2019 10:54 AM

To: Gina Rodgers <Gina.Rodgers@Hilton.com>

Subject: RFP Questions

Hi, Gina!

Thank you for getting this information over to me so quickly! I am looking over the proposal and I have a couple of questions.

For Wifi & Parking - do you have a package for either of these rather than a per person rate? For parking, we hosted an event at another downtown hotel previously and we were able to get a parking package that allowed us to pay a flat rate for garage parking.

Would you be willing to comp the sleeping room for the night of the 7th?

I also wanted to mention that we are tax exempt. Can you verify the F&B service fee.

--

Christina Brownell | Metropolitan Area Planning Agency (MAPA)

Events Coordinator

2222 Cuming Street | Omaha, NE 68102

402.444.6866 x.217 | cbrownell@mapacog.org



Metropolitan Area
Planning Agency



GINA RODGERS

Asst. Director of Catering & Events

gina.rodgers@hilton.com



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f: +1 402 342 3169

1001 Cass Street, Omaha, NE 68102, USA

omaha.hilton.com

hilton.com



From: Christina Brownell [mailto:cbrownell@mapacog.org]

Sent: Monday, March 04, 2019 5:26 PM

To: Gina Rodgers <Gina.Rodgers@Hilton.com>

Subject: Re: RFP Questions

That would be great. Every little bit helps. I will update my information and hand it over to our Director to review/approve. I will be out of town next week so we're hoping to secure something this week.

Thanks again!

On Mon, Mar 4, 2019 at 5:23 PM Gina Rodgers <Gina.Rodgers@hilton.com> wrote:

Christina –

The discounts offered to government entities are applied to guestrooms and I can reduce the rental on the breakout rooms to \$150 per room (savings of \$200 per room) and will comp your parking (savings of \$3,000) if that would help?

Thanks!

GINA RODGERS

Asst. Director of Catering & Events

gina.rodgers@hilton.com



HILTON OMAHA

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1001 Cass Street, Omaha, NE 68102, USA

omaha.hilton.com

RFP Questions

Gina Rodgers <Gina.Rodgers@hilton.com>
To: Christina Brownell <cbrownell@mapacog.org>

Wed, Mar 6, 2019 at 4:19 PM

Christina –

Awesome! I'm so excited that you have chosen the Hilton. I apologize for the delay I was moving offices. I will get a contract put together and sent to you tomorrow. Here is the link to our catering menus in the meantime: <http://omahacateringandevents.hiltonemenus.com/index.asp>

Thanks!

GINA RODGERS

Asst. Director of Catering & Events

gina.rodgers@hilton.com



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hilton.com



From: Christina Brownell [mailto:cbrownell@mapacog.org]

Sent: Tuesday, March 05, 2019 1:00 PM

To: Gina Rodgers <Gina.Rodgers@Hilton.com>

Subject: Re: RFP Questions

Hi, Gina! Everything looks great and it sounds like the Hilton would be a great fit for our event.

What do you need from me to secure the date/space? Would you be able to send me over a catering menu?

On Mon, Mar 4, 2019 at 5:26 PM Gina Rodgers <Gina.Rodgers@hilton.com> wrote:

Sounds good. We would love to have you at the Hilton, so if there is anything else I can do please let me know.