

**FINANCE COMMITTEE MEETING**

**January 15, 2020 – 8:30 a.m.**

**AGENDA**

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

**A. FINANCE COMMITTEE INFORMATION**

1. Monthly Financial Statements (October)
  - a. [Bank Reconciliations \(ANB & WCB\) 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 Projects / Activities
  - a. [New / Anticipated Transportation and Community Development Projects](#)
3. MAPA Foundation Project Updates
  - a. [Blair RWHF](#)
  - b. [Valley-Waterloo Rehabilitation Project](#)

**B. FOR FINANCE COMMITTEE APPROVAL**

1. Contract Payments
  - a. [Vireo – North 24<sup>th</sup> Street Corridor Study – PMT #7 - \\$12,722.74](#)
  - b. [Vireo – North 24<sup>th</sup> Street Corridor Study – PMT #8 - 20,267.65](#)
  - c. [Economic Development Research Group, Inc. – Transit Return on Investment Study – PMT #13 - \\$12,046.77](#)
  - d. [Emspace + Lovgren – CMAQ and Reduced Fare Program – PMT #18 - \\$26,997.83](#)
  - e. [Hamilton Associates, P.C - FY2019 Audit – PMT #1 - \\$7,350](#)
  - f. [Pottawattamie County GIS – PMT #2 - \\$8,771.38](#)
  - g. [Douglas County GIS – PMT #2 - \\$9,429.12](#)
2. Travel
  - a. [Two staff members, ESRI User Conference, Chicago, IL - \\$1,893.50](#)

**C. RECOMMENDATIONS TO THE BOARD**

1. Final Contract Payments
  - a. [Florence Home for the Aged – Paratransit Services - \\$5,706.85](#)
2. New Contracts/Task Orders
  - a. [Economic Development Administration, Disaster Non-Construction Project Funding: Recovery Coordinator – 2 year contract -Federal Funding of \\$388,556 – Local Match of \\$97,139 for a total of \\$485,695](#)
  - b. [Emspace + Lovgren – 2020 Clean Air Partnership Campaign – Total of \\$220,000](#)
  - c. [Alfred Benesch & Co. – Sarpy County I-80 Interchange Study – Total of \\$204,381.18](#)

3. FY 2021 Budget
  - a. [County Dues Request](#)
  - b. [Budget Schedule](#)

D. RECOMMENDATIONS TO FOUNDATION BOARD

1. [Resolution 2020-01 Fund Investment Plan for MAPA Foundation NDO – Dana Campus Revolving Loan Fund Administrative Plan](#)
2. [Resolution 2020-02 MAPA FOUNDATION RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING AND LOAN AGREEMENT WITH ANGELS SHARE.](#)
  - a. [Angels Share Loan Agreement](#)
  - b. [Angels Share MOU](#)

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.

*Meeting Quorum: The presence of two members of the Finance Committee shall constitute a quorum. (Operating By-Laws of the Omaha-Council Bluffs Metropolitan Area Planning Agency Finance Committee, Section IX)*

**Metropolitan Area Planning Agency - Foundation**  
**Bank Reconciliation Statement**  
October 2019

WASHINGTON COUNTY BANK - SAVINGS

Cash in bank October 31, 2019	<u>\$541,473.12</u>
General Ledger Balance, September 30, 2018	\$613,549.10
Transfer to WCB Checking	(\$179,086.67)
Transfer from WCB Checking	\$106,607.23
WCB Savings Interest Earned	\$403.46
General Ledger Balances, October 31, 2019	<u>\$541,473.12</u>

WASHINGTON COUNTY BANK - CHECKING

Balance per bank October 31, 2019	\$0.00
Beginning Balance	\$5.00
Sale of Property 613 Principle Loan Payoff	\$106,491.40
Interest Earned on Loan	\$620.83
Processing Fee	\$1,000.00
Transfer From Washington County Bank Savings	\$179,086.67
Washington County Bank Service Fee	(\$1,500.00)
Wire Tranfer Fee	(\$10.00)
Ericksen Construction Draw	(\$179,086.67)
Tranfer to Washington County Bank Savings	(\$106,607.23)
Cash in bank October 31, 2019	<u>\$0.00</u>

**Metropolitan Area Planning Agency  
Bank Reconciliation Statement  
October 2019**

AMERICAN NATIONAL BANK

Balance per bank, October 31, 2019		\$387,870.11
Less: Checks Outstanding (10/31/19)	\$3,426.60	<u>(\$3,426.60)</u>
Cash in bank October 31, 2019		<u>\$384,443.51</u>
General Ledger Balance, September 30, 2019		\$225,412.01
Cash Receipts		\$395,056.97
Less: Withdrawal to replenish petty cash	\$220.00	
Checks (10/2019)	\$93,224.38	
Postalia	\$200.00	
Bank Charges	\$48.94	
Nebraska Sales tax	\$0.00	
Capital Business Systems	\$1,531.79	
Transfer to NPAIT-Capitol Reserve	\$1,200.00	
Payroll Expenses	\$126,218.80	
ACH Payroll (10/2019)	\$72,214.76	
ACH Federal Payroll Taxes	\$22,780.18	
Nationwide Payroll Contribution	\$11,886.95	
Blue Cross Blue Shield of NE Health Ins.	\$14,559.97	
Nebraska State withholding Tax	\$4,469.93	
Quarterly SUTA	\$0.00	
Pay Flex (10/2019)	\$307.01	
ACH VISA card (10/2019)		\$13,381.56
Advertising	\$132.66	
Auto - Gas/Maintenance	\$55.28	
Council of Officials Annual Meeting	\$79.46	
Forums	\$1,118.80	
H2050 Stie Visit Travel	\$8,595.83	
Heartland 2050 Speaker Series	\$679.89	
Membership - Reference Materials	\$502.30	
Miscellaneous Expenses	\$81.05	
Public Relations - Website Software/Fees	\$152.00	
Supplies	\$236.72	
Telephone	\$25.13	
Travel & Conferences	\$1,722.44	
APA Conference Registration - D.Gross, G.Anderson	\$675.00	
Center for Community Registration - J.Spiehs	\$400.00	
Southwest - Denver, CO - M.Walker	\$215.97	
NROC - G.Youell, G.Anderson, R.Ossell	\$237.00	
Central Plains Tech Plan - J.Boerner	\$148.56	
Other	\$45.91	
		<u>\$236,025.47</u>
General Ledger Balances, October 31, 2019		<u>\$384,443.51</u>
Less assigned deposits		<u>\$ (126,888.74)</u>
Available Cash Balance		<u>\$257,554.77</u>



**STATEMENT ON INVESTMENT**  
**Treasury Bills**  
**October 2019**

**American Wealth Partners**

Money Market	\$	3,478.19	\$	291.57	0.170%
CD 5/1/2020	\$	50,037.50	\$	50,000.00	1.750%
CD 9/28/2020	\$	107,133.14	\$	106,000.00	2.850%
CD 12/28/2021	\$	102,985.00	\$	100,000.00	3.200%
CD 9/27/2022	\$	65,754.65	\$	65,000.00	2.300%
CD 9/28/2022	\$	47,380.00	\$	50,000.00	0.000%
Accrued Interest	\$	909.21			
Total Account Value	\$	<u>377,677.69</u>			

**Original Investments**

Closing Costs	\$	355,000.00
General Undesignated	\$	100,000.00
	\$	<u>455,000.00</u>
Aggregate Earnings	\$	38,290.04
Total	\$	<u><u>493,290.04</u></u>

**NPAIT INVESTMENTS**

CD 9/28/2022	\$	115,612.35	\$115,175.00	2.200%
	\$	<u>493,290.04</u>		

MAPA	General	Capitol	Sarpy Co. Revolving	Special Projects	TOTAL
	MAPA	MAPA	Loan Fund	MAPA	MAPA
Acct #	001	002	005	008	
Beginning Balance	946,268.43	86,257.44	47,936.02	22,598.22	1,103,060.11
Sponsor Fees	299.18				299.18
Interest	1,157.23	106.59	58.61	27.63	1,350.06
Transfer (to)/from General checking		1,200.00			1,200.00
Transfer to/from another NPAIT account					
Ending Balance	947,724.84	87,564.03	47,994.63	22,625.85	1,105,909.35
Less Reserve for other projects	-				
Available for the Agency	947,724.84				

MAPA Foundation	Foundation	NDO	TOTAL
	MAMA		MAPA Foundation
Acct #	003	006	
Beginning Balance	34,064.09	61,958.10	96,022.19
Sponsor Fees			-
Interest	41.65	76.81	118.46
Transfer from Foundation		1,687.00	1,687.00
Transfers			-
Ending Balance	34,105.74	63,721.91	97,827.65

**Metropolitan Area Planning Agency  
Cash Receipts Report  
October 2019**

<b>Type</b>	<b>Payer</b>	<b>Receipt Number</b>	<b>Deposit Number</b>	<b>Amount</b>
Received EFT	Metro Transit	1570	790	\$30.00
Check	HDR Engineering, Inc.	1563	788	\$750.00
Check	Greater Omaha Chamber of Commerce	1565	788	\$1,300.00
Check	Pottawattamie County, Iowa	1566	788	\$30.00
Check	Metropolitan Community College	1567	788	\$310.00
Check	Douglas County	1568	788	\$750.00
Received EFT	NDOT	1569	789	\$278,085.98
Received EFT	Rod Buethe	1571	791	\$30.00
Received EFT	Justin Schultz	1572	791	\$60.00
Received EFT	Donna Lynam	1573	791	\$30.00
Received EFT	Steve Dethlefs	1574	791	\$30.00
Received EFT	Doug Kindig	1575	791	\$30.00
Received EFT	Angie Winqvist	1576	791	\$25.00
Received EFT	Vicki Quaites-Ferris	1577	791	\$30.00
Received EFT	FEDERAL TRANSIT ADMINISTRATION	1578	792	\$12,259.00
Received EFT	Nebraska Department of Economic Development	1579	793	\$55,824.84
Check	Metro Transit	1580	794	\$1,300.00
Check	SPARK	1581	794	\$1,300.00
Check	Gayle Duda	1582	794	\$30.00
Check	Ron Kohn	1583	794	\$50.00
Check	Troy Anderson	1584	794	\$30.00
Check	Don Kelly	1585	794	\$30.00
Check	Dan Owens	1586	794	\$30.00
Check	Bill Troe	1587	794	\$30.00
Check	Mid American Regional Council (MARC)	1588	794	\$594.92
Received EFT	Nebraska Department of Transportation	1599	796	\$30.00
Check	Nebraska Ethanol Industry Coalition	1589	795	\$1,500.00
Check	Discovery Benefits	1590	795	\$603.93
Check	Metro Transit	1591	795	\$293.15
Check	City of Omaha	1592	795	\$25,000.00
Check	Douglas County	1593	795	\$30.00
Check	Metropolitan Utilities District	1594	795	\$30.00
Check	Sarpy County	1595	795	\$1,300.00
Received EFT	Mutual of Omaha	1600	797	\$1,300.00
Received EFT	U.S. Department of Housing & Urban Development	1601	797	\$30.00
Received EFT	State of Iowa	1602	797	\$30.00
Received EFT	JEO Consulting Group, Inc.	1603	798	\$30.00
Received EFT	Papio-Missouri River Natural Resources District	1604	798	\$30.00
Received EFT	Peter Kiewit Foundation	1605	799	\$30.00
Received EFT	Rita Sanders	1606	799	\$30.00
Received EFT	Sarpy County	1624	809	\$30.00
Received EFT	FEDERAL TRANSIT ADMINISTRATION	1625	810	\$11,806.00
Received EFT	Square Fee			(\$15.85)
				<b><u>\$395,056.97</u></b>

<b>Account Description</b>	<b>Amount</b>
Contracts	\$12,862.15
Council of Officials Annual Meeting	\$779.15
Federal Revenue	\$289,891.98
Health Insurance Payable	\$603.93
Match Contributions	\$26,500.00
Miscellaneous	\$594.92
Site Visit Registration	\$8,000.00
State Revenue	\$55,824.84
<b><u>\$395,056.97</u></b>	

**Metropolitan Area Planning Agency**  
**Cash Disbursements**  
 October 2019

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
17254	10/10/2019	Best Care Employee Assistance Program	\$1,950.00
17255	10/10/2019	The Daily Nonpareil	\$52.59
17256	10/10/2019	The Daily Record	\$92.60
17257	10/10/2019	DAS State Accounting - Central Finance	\$68.16
17258	10/10/2019	Douglas County Treasurer	\$565.40
17259	10/10/2019	Emspace + Lovgren	\$70,508.17
17260	10/10/2019	FastSigns	\$217.31
17261	10/10/2019	Florence Home for the Aged	\$12,259.40
17262	10/10/2019	Grant Anderson	\$41.60
17263	10/10/2019	Kissel, Kohout, E&S Associates LLC	\$833.33
17264	10/10/2019	Payless Office Products, Inc.	\$534.38
17265	10/10/2019	South Central Economic Development District	\$143.37
17266	10/10/2019	United Way	\$63.00
17267	10/10/2019	WellCom	\$1,212.01
17268	10/22/2019	AFLAC	\$308.64
17269	10/22/2019	CenturyLink	\$53.44
17270	10/22/2019	Council Bluffs Area Chamber of Commerce	\$335.00
17271	10/22/2019	The Daily Record	\$46.00
17272	10/22/2019	Enterprise Publishing Company	\$63.00
17273	10/22/2019	League of American Bicyclists	\$50.00
17274	10/22/2019	Midwest Sound & Lighting	\$454.00
17275	10/22/2019	Omaha Douglas Public Bldg.Comm	\$1.75
17276	10/22/2019	Payless Office Products, Inc.	\$68.13
17277	10/22/2019	Regal Printing Co.	\$2,140.10
17278	10/22/2019	United Way	\$63.00
17279	10/28/2019	Mutual of Omaha	\$1,100.00
			<b>\$93,224.38</b>

**Metropolitan Area Planning Agency  
Cash Disbursements**

October 2019

**Check Disbursement Detail**

Advertising	\$191.19
Auto - Gas/Maintenance	598.37
Council of Officials Annual Meeting	454.00
Employee Benefits/Withholding	434.64
Membership - Reference Materials	448.00
Postage	340.10
Prepaid Expenses	1,950.00
Printing	1,800.00
Professional Services	833.33
Site Visit Registration Refund	1,100.00
Supplies	819.82
Telephone	121.60
Travel & Conferences	153.75
MAPA Activities	<u>\$9,244.80</u>
Contracts	70,508.17
Pass Through Contracts - STP	<u>13,471.41</u>
Contracts	<u>\$83,979.58</u>
<b>Total Disbursements</b>	<b><u><u>\$93,224.38</u></u></b>

**Metropolitan Area Planning Agency**  
**Payroll Register**  
 October 2019

<b>Pay Types/Benefits</b>	<b>Hours</b>	<b>Amount</b>
AL Pay	0.00	\$1,127.98
Dental EE	0.00	\$178.22
Dental EE+CH	0.00	\$45.36
Dental EE+FA	0.00	\$335.06
Dental EE+SP	0.00	\$94.60
ER H.I.	0.00	\$3,780.48
ER H.I. CH	0.00	\$755.84
ER H.I. FA	0.00	\$5,632.08
ER H.I. SP	0.00	\$1,770.84
Hourly	343.50	\$7,099.50
Hourly - Reg	960.00	\$22,168.00
Life & Dis	0.00	\$428.80
OT Hourly	5.00	\$174.85
Salary	0.00	\$71,313.32
Vehicle	63.00	\$94.50
Gross Pay		\$101,978.15
Gross Benefits		\$13,021.28
Gross Pay/Benefits		\$114,999.43

<b>Deductions/Employee Taxes</b>	<b>Adj. Gross</b>	<b>Amount</b>
457-\$	N/A	\$1,200.00
457-%	N/A	\$1,313.44
457-Roth \$	N/A	\$100.00
457-Roth%	N/A	\$436.12
AFLAC	N/A	\$162.00
AT AFLAC	N/A	\$118.08
Dental Ins	N/A	\$97.28
Flex Plan 19	N/A	\$1,311.70
Health Ins	N/A	\$1,724.29
Pension Loan	N/A	\$491.88
Pension Plan	N/A	\$3,513.90
Unified Way	N/A	\$126.00
Vehicle Use	N/A	\$94.50
VISION	N/A	\$95.12
Zoo	N/A	\$30.00
Federal	90,059.72	\$7,696.34
Medicare	98,587.76	\$1,429.50
Soc Security	98,587.76	\$6,112.42
State - NE	92,560.42	\$3,710.82
Deductions/Employee Taxes:		\$29,763.39

<b>Employer Expenses</b>	<b>Adj. Gross</b>	<b>Amount</b>
ER Pension	N/A	\$4,831.61
Medicare	98,587.76	\$1,429.50
Soc Security	98,587.76	\$6,112.42
SUTA	10,196.93	\$35.69
Additional Employer Expenses:		\$12,409.22

GRAND TOTAL NET PAY: \$72,214.76

GRAND TOTAL EXPENSE: \$127,408.65

**Metropolitan Area Planning Agency**  
**Aged Accounts Payable Report**  
 October 31, 2019

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
<b>BenefitPlansInc.</b>								
BenefitPlansInc.	26386		\$87.50	\$0.00	\$0.00	\$0.00	\$0.00	\$87.50
BenefitPlansInc.	26387		\$560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$560.00
<b>Totals for BenefitPlansInc.:</b>			<b>\$647.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$647.50</b>
<b>Carol Vinton</b>								
Carol Vinton	10.30.19	NARC expenses	\$202.21	\$0.00	\$0.00	\$0.00	\$0.00	\$202.21
<b>Totals for Carol Vinton:</b>			<b>\$202.21</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$202.21</b>
<b>Christina Brownell</b>								
Christina Brownell	10.25.19	Dallas Site Visit	\$130.40	\$0.00	\$0.00	\$0.00	\$0.00	\$130.40
<b>Totals for Christina Brownell:</b>			<b>\$130.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$130.40</b>
<b>City of Omaha Cashier</b>								
City of Omaha Cas	156965	13th St. #2	\$0.00	\$0.00	\$0.00	\$1,054.25	\$0.00	\$1,054.25
City of Omaha Cas	174169		\$0.00	\$18,906.98	\$0.00	\$0.00	\$0.00	\$18,906.98
<b>Totals for City of Omaha Cashier:</b>			<b>\$0.00</b>	<b>\$18,906.98</b>	<b>\$0.00</b>	<b>\$1,054.25</b>	<b>\$0.00</b>	<b>\$19,961.23</b>
<b>The Daily Record</b>								
The Daily Record	124266		\$20.90	\$0.00	\$0.00	\$0.00	\$0.00	\$20.90
<b>Totals for The Daily Record:</b>			<b>\$20.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20.90</b>

**DAS State Accounting - Central Finance**

DAS State Account 1190169	\$36.58	\$0.00	\$0.00	\$0.00	\$0.00	\$36.58
<b>Totals for DAS State Accounting - Central Finance:</b>	<b>\$36.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36.58</b>

**Douglas County GIS**

Douglas County GIS 20	\$0.00	\$19,571.38	\$0.00	\$0.00	\$0.00	\$19,571.38
<b>Totals for Douglas County GIS:</b>	<b>\$0.00</b>	<b>\$19,571.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,571.38</b>

**Economic Development Research Group, Inc**

Economic Develop 769-12	\$0.00	\$18,436.41	\$0.00	\$0.00	\$0.00	\$18,436.41
<b>Totals for Economic Development Research Group, Inc:</b>	<b>\$0.00</b>	<b>\$18,436.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,436.41</b>

**Emspace + Lovgren**

Emspace + Lovgren 917	\$0.00	\$8,026.75	\$0.00	\$0.00	\$0.00	\$8,026.75
<b>Totals for Emspace + Lovgren:</b>	<b>\$0.00</b>	<b>\$8,026.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,026.75</b>

**Fidelity Security Life Insurance Co. (eye med)**

Fidelity Security Life 164058282	\$102.95	\$0.00	\$0.00	\$0.00	\$0.00	\$102.95
<b>Totals for Fidelity Security Life Insurance Co. (eye med):</b>	<b>\$102.95</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$102.95</b>

**Firespring**

Firespring 351974 Bus. Cards- Margie & Jodi	\$108.56	\$0.00	\$0.00	\$0.00	\$0.00	\$108.56
<b>Totals for Firespring:</b>	<b>\$108.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$108.56</b>

**Francotyp-Postalia, Inc.**

Francotyp-Postalia RI104250057	\$84.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84.00
<b>Totals for Francotyp-Postalia, Inc.:</b>	<b>\$84.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$84.00</b>

**Griff's Delivery Service**

Griff's Delivery Ser 16479			\$28.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28.00
<b>Totals for Griff's Delivery Service:</b>			\$28.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28.00

**HDR Engineering Inc.**

HDR Engineering 1200195127			\$0.00	\$0.00	\$0.00	\$13,610.73	\$0.00	\$13,610.73
HDR Engineering 1200207198			\$0.00	\$0.00	\$0.00	\$382.87	\$0.00	\$382.87
<b>Totals for HDR Engineering Inc.:</b>			\$0.00	\$0.00	\$0.00	\$13,993.60	\$0.00	\$13,993.60

**Metro**

Metro 35565			\$0.00	\$0.00	\$0.00	\$17,992.21	\$0.00	\$17,992.21
Metro 35771	Rent		\$5,974.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,974.00
Metro 35772	IT		\$1,275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,275.00
Metro 35773			\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Metro 35875	Q1		\$0.00	\$20,033.32	\$0.00	\$0.00	\$0.00	\$20,033.32
<b>Totals for Metro:</b>			\$7,349.00	\$20,033.32	\$0.00	\$17,992.21	\$0.00	\$45,374.53

**One Source The Background Check Co**

One Source The B: 3016-20191031	Kristina Martin		\$42.35	\$0.00	\$0.00	\$0.00	\$0.00	\$42.35
One Source The B: 3016-20190930	Marjory Bell		\$31.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31.00
<b>Totals for One Source The Background Check Co:</b>			\$73.35	\$0.00	\$0.00	\$0.00	\$0.00	\$73.35

**Payless Office Products, Inc.**

Payless Office Proc 3119282-0			\$51.57	\$0.00	\$0.00	\$0.00	\$0.00	\$51.57
Payless Office Proc 3119903-0			\$32.54	\$0.00	\$0.00	\$0.00	\$0.00	\$32.54
<b>Totals for Payless Office Products, Inc.:</b>			\$84.11	\$0.00	\$0.00	\$0.00	\$0.00	\$84.11



**Pottawattamie County GIS**

Pottawattamie Cou 20191017			\$0.00	\$9,218.15	\$0.00	\$0.00	\$0.00	\$9,218.15
<b>Totals for Pottawattamie County GIS:</b>			\$0.00	\$9,218.15	\$0.00	\$0.00	\$0.00	\$9,218.15

**Principal Life Insurance Company**

Principal Life Insur 10.18.19			\$1,427.56	\$0.00	\$0.00	\$0.00	\$0.00	\$1,427.56
<b>Totals for Principal Life Insurance Company:</b>			\$1,427.56	\$0.00	\$0.00	\$0.00	\$0.00	\$1,427.56

**Sarpy County GIS & Planning**

Sarpy County GIS 2020-1	Q1		\$0.00	\$20,922.31	\$0.00	\$0.00	\$0.00	\$20,922.31
<b>Totals for Sarpy County GIS &amp; Planning:</b>			\$0.00	\$20,922.31	\$0.00	\$0.00	\$0.00	\$20,922.31

**Steve Jensen**

Steve Jensen	236		\$0.00	\$130.00	\$0.00	\$0.00	\$0.00	\$130.00
<b>Totals for Steve Jensen:</b>			\$0.00	\$130.00	\$0.00	\$0.00	\$0.00	\$130.00

**Verizon**

Verizon	9840375923		\$86.70	\$0.00	\$0.00	\$0.00	\$0.00	\$86.70
<b>Totals for Verizon:</b>			\$86.70	\$0.00	\$0.00	\$0.00	\$0.00	\$86.70

**Vireo**

Vireo	P19028-3	3	\$27,935.18	\$0.00	\$0.00	\$0.00	\$0.00	\$27,935.18
Vireo	P19028-4	4	\$23,551.08	\$0.00	\$0.00	\$0.00	\$0.00	\$23,551.08
Vireo	P19028-5	5	\$9,439.27	\$0.00	\$0.00	\$0.00	\$0.00	\$9,439.27
Vireo	P19028-6	6	\$15,677.59	\$0.00	\$0.00	\$0.00	\$0.00	\$15,677.59
<b>Totals for Vireo:</b>			\$76,603.12	\$0.00	\$0.00	\$0.00	\$0.00	\$76,603.12

**WellCom**

WellCom	4256	\$0.00	\$1,036.11	\$0.00	\$0.00	\$0.00	\$1,036.11
WellCom	4299	\$611.59	\$0.00	\$0.00	\$0.00	\$0.00	\$611.59
Totals for WellCom:		\$611.59	\$1,036.11	\$0.00	\$0.00	\$0.00	\$1,647.70

**GRAND TOTALS: \$87,596.53 \$116,281.41 \$0.00 \$33,040.06 \$0.00 \$236,918.00**

**A total of 37 transaction(s) listed**

**Metropolitan Area Planning Agency**  
**Aged Accounts Receivable Report**  
 October 31, 2019

<b>Aging Balance For</b>	<b>Client ID</b>	<b>Last Paid</b>	<b>current</b>	<b>31-60</b>	<b>61-90</b>	<b>over 90</b>	<b>Balance</b>
<b>Blair Housing Authority</b>		11/22/2019					
<i>Blair Housing Authority</i>		11/22/2019	\$0.00	\$0.00	\$0.00	\$2,150.00	\$2,150.00
<b>Totals for Blair Housing Authority:</b>			\$0.00	\$0.00	\$0.00	\$2,150.00	\$2,150.00
<b>City of Bellevue</b>		11/15/2019					
<i>City of Bellevue</i>		11/15/2019	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
<b>Totals for City of Bellevue:</b>			\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
<b>City of Hancock</b>		12/24/2019					
<i>City of Hancock</i>		12/24/2019	\$0.00	\$0.00	\$0.00	\$5,117.00	\$5,117.00
<b>Totals for City of Hancock:</b>			\$0.00	\$0.00	\$0.00	\$5,117.00	\$5,117.00
<b>City of La Vista</b>		11/1/2019					
<i>City of La Vista</i>		11/1/2019	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
<b>Totals for City of La Vista:</b>			\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
<b>City of Omaha</b>		12/6/2019					
<i>City of Omaha</i>		12/6/2019	\$1,300.00	\$1,300.00	\$0.00	\$2,080.64	\$4,680.64
<b>Totals for City of Omaha:</b>			\$1,300.00	\$1,300.00	\$0.00	\$2,080.64	\$4,680.64
<b>City of Papillion</b>		11/2/2019					
<i>City of Papillion</i>		11/2/2019	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
<b>Totals for City of Papillion:</b>			\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
<b>City of Valley NE</b>		12/24/2019					
<i>City of Valley NE</i>		12/24/2019	\$583.00	\$0.00	\$0.00	\$0.00	\$583.00
<b>Totals for City of Valley NE:</b>			\$583.00	\$0.00	\$0.00	\$0.00	\$583.00
<b>Council Bluffs Area Chamber of Commerce</b>		11/22/2019					
<i>Council Bluffs Area Chamber of Commerce</i>		11/22/2019	\$0.00	\$335.00	\$0.00	\$0.00	\$335.00
<b>Totals for Council Bluffs Area Chamber of Cor</b>			\$0.00	\$335.00	\$0.00	\$0.00	\$335.00
<b>Douglas County</b>		12/24/2019					
<i>Douglas County</i>		12/24/2019	\$0.00	\$0.00	\$0.00	\$1,469.95	\$1,469.95
<b>Totals for Douglas County:</b>			\$0.00	\$0.00	\$0.00	\$1,469.95	\$1,469.95

**Metropolitan Area Planning Agency**  
**Statement of Financial Position**  
October 31, 2019

<b>Assets</b>	<u><b>Actual</b></u>
10-1000 Petty Cash	\$306.03
10-1005 Paypal Account	\$305.21
10-1010 Cash - American National Bank	\$384,443.51
10-1030 Treasury Bills	\$377,677.69
10-1040 NPAIT Investments General	\$947,724.84
10-1043 NPAIT Investments Special Projects	\$22,625.85
10-1045 NPAIT Investments Capitol Reserve	\$87,564.03
10-1057 NPAIT CD Investments	\$115,612.35
10-1100 Accounts Receivable	\$559,821.85
10-1110 Due To/Due From Funds	(\$28,368.45)
10-1300 Prepaid Expenses	\$19,529.28
10-1310 Prepaid Insurance	\$11,645.93
11-1110 Due To/Due From Funds	\$14,483.94
12-1055 NPAIT Investments Sarpy Co. Revolving Loan	\$47,994.63
13-1200 Furniture, Fixtures & Equipment	\$169,006.60
13-1205 Vehicles	\$51,215.35
13-1220 Less: Accumulated Depreciation	\$139,106.27
20-1020 Cash - ANB Foundation	\$31,775.90
20-1027 Cash-Washington County- Savings - MAPA Foundaiton	\$541,473.12
20-1060 NPAIT Investments Foundation	\$34,105.74
20-1065 NPAIT Investments FD NDO	\$63,721.91
20-1110 Due To/Due From Funds	\$13,879.51
20-1415 Note Receivable - Sterling Ambitions, LLC	\$5,552.00
20-1425 Note Receivable KB Quality Meats	\$7,716.00
20-1501 Note Receivable NDED Housing	\$156,257.33
20-1502 Note Receivable NIFA Housing	\$112,852.51
20-1503 Note Receivable MAPA Housing	\$43,404.82
20-1504 Note Receivable Blair Housing	\$112,852.51
20-1505 Note Receivable Local Housing	\$8,680.98
<b>Total Assets</b>	<b><u><u>\$3,774,754.70</u></u></b>

**Liabilities and Fund Balance**

**Liabilities**

10-2000 Accounts Payable	\$236,831.30
10-2015 Credit Card Payable	\$23,333.66
10-2105 Nebraska Withholding	\$3,710.82
10-2115 AFLAC W/H Payable	(\$175.74)
10-2125 Dental Insurance W/H Payable	(\$1,153.69)
10-2126 Life & Disability Insurance Payable	(\$398.15)
10-2130 Flex W/H Payable	\$818.52
10-2132 Vision Insurance Payable	(\$23.43)

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

October 31, 2019

		<u>Actual</u>
10-2135	Health Insurance Payable	\$4,997.45
10-2160	SUTA Tax	\$99.41
10-2170	Nebraska Sales Tax Payable	\$8.40
10-2210	Accrued Compensated Absences	\$156,931.46
10-2220	Accrued Audit Fees	\$15,330.00
20-2000	Accounts Payable	\$86.50
20-2430	Deferred Revolving Loan	\$341.33
20-2435	Deferred Revolving Loan Housing	\$952,437.48
<b>Total Liabilities</b>		<b><u>\$1,393,175.32</u></b>
<b>Fund Balance</b>		
10-3000	Fund Balance Undesignated	\$1,301,383.08
10-3010	Fund Balance Assigned	\$324,683.25
10-3020	Fund Balance Committed	\$432,511.78
11-3000	Fund Balance Undesignated	\$14,483.94
12-3100	Fund Balance Restricted	\$47,994.63
13-3005	Invested in Capital Assets	\$81,115.68
20-3000	Fund Balance Undesignated	\$78,164.65
20-3100	Fund Balance Restricted	\$101,242.37
<b>Total Fund Balance</b>		<b><u>\$2,381,579.38</u></b>
<b>Total Liabilities and Fund Balance</b>		<b><u><u>\$3,774,754.70</u></u></b>

**Metropolitan Area Planning Agency**  
**Aged Accounts Receivable Report**  
 October 31, 2019

<b>Aging Balance For</b>	<b>Client ID</b>	<b>Last Paid</b>	<b>current</b>	<b>31-60</b>	<b>61-90</b>	<b>over 90</b>	<b>Balance</b>
<b>Blair Housing Authority</b>		11/22/2019					
<i>Blair Housing Authority</i>		11/22/2019	\$0.00	\$0.00	\$0.00	\$2,150.00	\$2,150.00
<b>Totals for Blair Housing Authority:</b>			\$0.00	\$0.00	\$0.00	\$2,150.00	\$2,150.00
<b>City of Bellevue</b>		11/15/2019					
<i>City of Bellevue</i>		11/15/2019	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
<b>Totals for City of Bellevue:</b>			\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
<b>City of Hancock</b>		12/24/2019					
<i>City of Hancock</i>		12/24/2019	\$0.00	\$0.00	\$0.00	\$5,117.00	\$5,117.00
<b>Totals for City of Hancock:</b>			\$0.00	\$0.00	\$0.00	\$5,117.00	\$5,117.00
<b>City of La Vista</b>		11/1/2019					
<i>City of La Vista</i>		11/1/2019	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
<b>Totals for City of La Vista:</b>			\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
<b>City of Omaha</b>		12/6/2019					
<i>City of Omaha</i>		12/6/2019	\$1,300.00	\$1,300.00	\$0.00	\$2,080.64	\$4,680.64
<b>Totals for City of Omaha:</b>			\$1,300.00	\$1,300.00	\$0.00	\$2,080.64	\$4,680.64
<b>City of Papillion</b>		11/2/2019					
<i>City of Papillion</i>		11/2/2019	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
<b>Totals for City of Papillion:</b>			\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
<b>City of Valley NE</b>		12/24/2019					
<i>City of Valley NE</i>		12/24/2019	\$583.00	\$0.00	\$0.00	\$0.00	\$583.00
<b>Totals for City of Valley NE:</b>			\$583.00	\$0.00	\$0.00	\$0.00	\$583.00
<b>Council Bluffs Area Chamber of Commerce</b>		11/22/2019					
<i>Council Bluffs Area Chamber of Commerce</i>		11/22/2019	\$0.00	\$335.00	\$0.00	\$0.00	\$335.00
<b>Totals for Council Bluffs Area Chamber of Cor</b>			\$0.00	\$335.00	\$0.00	\$0.00	\$335.00
<b>Douglas County</b>		12/24/2019					
<i>Douglas County</i>		12/24/2019	\$0.00	\$0.00	\$0.00	\$1,469.95	\$1,469.95
<b>Totals for Douglas County:</b>			\$0.00	\$0.00	\$0.00	\$1,469.95	\$1,469.95

# Metropolitan Area Planning Agency Aged Accounts Receivable Report

October 31, 2019

Aging Balance For	Client ID	Last Paid	current	31-60	61-90	over 90	Balance
<b>ECONOMIC DEVELOPMENT ADMINISTRATION</b>		11/4/2019					
<i>ECONOMIC DEVELOPMENT ADMINISTRATION</i>		11/4/2019	\$17,500.00	\$0.00	\$0.00	\$0.00	\$17,500.00
<b>Totals for ECONOMIC DEVELOPMENT ADMINISTRATION</b>			\$17,500.00	\$0.00	\$0.00	\$0.00	\$17,500.00
<b>FEDERAL TRANSIT ADMINISTRATION</b>		11/27/2019					
<i>FEDERAL TRANSIT ADMINISTRATION</i>		11/27/2019	\$0.00	\$0.00	\$0.00	\$222,338.58	\$222,338.58
<b>Totals for FEDERAL TRANSIT ADMINISTRATION</b>			\$0.00	\$0.00	\$0.00	\$222,338.58	\$222,338.58
<b>HDR Engineering, Inc.</b>		11/15/2019					
<i>HDR Engineering, Inc.</i>		11/15/2019	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
<b>Totals for HDR Engineering, Inc.:</b>			\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
<b>IOWA COG</b>		8/23/2019					
<i>IOWA COG</i>		8/23/2019	\$0.00	\$0.00	\$16,176.00	\$402.43	\$16,578.43
<b>Totals for IOWA COG:</b>			\$0.00	\$0.00	\$16,176.00	\$402.43	\$16,578.43
<b>IOWA DEPARTMENT OF TRANSPORTATION</b>		12/17/2019					
<i>IOWA DEPARTMENT OF TRANSPORTATION</i>		12/17/2019	\$0.00	\$60,087.00	\$0.00	\$0.00	\$60,087.00
<b>Totals for IOWA DEPARTMENT OF TRANSPORTATION</b>			\$0.00	\$60,087.00	\$0.00	\$0.00	\$60,087.00
<b>Lamp, Rynearson &amp; Associates, Inc.</b>		9/28/2018					
<i>Lamp, Rynearson &amp; Associates, Inc.</i>		9/28/2018	\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00
<b>Totals for Lamp, Rynearson &amp; Associates, Inc.:</b>			\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00
<b>MAPA Foundation</b>		5/10/2019					
<i>MAPA Foundation</i>		5/10/2019	\$0.00	\$0.00	\$0.00	\$5.00	\$5.00
<b>Totals for MAPA Foundation:</b>			\$0.00	\$0.00	\$0.00	\$5.00	\$5.00
<b>Mills County</b>		12/13/2019					
<i>Mills County</i>		12/13/2019	\$0.00	\$0.00	\$0.00	\$9,384.54	\$9,384.54
<b>Totals for Mills County:</b>			\$0.00	\$0.00	\$0.00	\$9,384.54	\$9,384.54
<b>NDOT- CMAQ</b>		9/4/2019					
<i>NDOT- CMAQ</i>		9/4/2019	\$64,566.17	\$0.00	\$0.00	\$50,207.22	\$114,773.39
<b>Totals for NDOT- CMAQ:</b>			\$64,566.17	\$0.00	\$0.00	\$50,207.22	\$114,773.39

# Metropolitan Area Planning Agency Aged Accounts Receivable Report

October 31, 2019

Aging Balance For	Client ID	Last Paid	current	31-60	61-90	over 90	Balance
<b>NDOT</b>		12/17/2019					
<i>NDOT</i>		12/17/2019	\$0.00	\$0.00	\$0.00	\$35,063.79	\$35,063.79
<b>Totals for NDOT:</b>			\$0.00	\$0.00	\$0.00	\$35,063.79	\$35,063.79
<b>Nebraska Department of Economic Development</b>		10/10/2019					
<i>Nebraska Department of Economic Developemer</i>		10/10/2019	\$0.00	\$18,925.16	\$0.00	\$1,203.98	\$20,129.14
<b>Totals for Nebraska Department of Economic</b>			\$0.00	\$18,925.16	\$0.00	\$1,203.98	\$20,129.14
<b>Nebraska Enviromental Trust</b>		11/20/2019					
<i>Nebraska Enviromental Trust</i>		11/20/2019	\$0.00	\$10,344.12	\$9,201.47	\$0.00	\$19,545.59
<b>Totals for Nebraska Enviromental Trust:</b>			\$0.00	\$10,344.12	\$9,201.47	\$0.00	\$19,545.59
<b>Noddle Companies</b>		11/22/2019					
<i>Noddle Companies</i>		11/22/2019	\$1,588.92	\$0.00	\$0.00	\$0.00	\$1,588.92
<b>Totals for Noddle Companies:</b>			\$1,588.92	\$0.00	\$0.00	\$0.00	\$1,588.92
<b>Olsson Associates</b>		12/24/2019					
<i>Olsson Associates</i>		12/24/2019	\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00
<b>Totals for Olsson Associates:</b>			\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00
<b>Peter Kiewit Foundation</b>		12/24/2019					
<i>Peter Kiewit Foundation</i>		12/24/2019	\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00
<b>Totals for Peter Kiewit Foundation:</b>			\$0.00	\$1,300.00	\$0.00	\$0.00	\$1,300.00
<b>Pottawattamie County, Iowa</b>		12/13/2019					
<i>Pottawattamie County, Iowa</i>		12/13/2019	\$1,300.00	\$0.00	\$0.00	\$17,917.90	\$19,217.90
<b>Totals for Pottawattamie County, Iowa:</b>			\$1,300.00	\$0.00	\$0.00	\$17,917.90	\$19,217.90
<b>The New BLK</b>		11/15/2019					
<i>The New BLK</i>		11/15/2019	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
<b>Totals for The New BLK:</b>			\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
<b>U.S. Senator Ben Sasse</b>		11/8/2019					
<i>U.S. Senator Ben Sasse</i>		11/8/2019	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
<b>Totals for U.S. Senator Ben Sasse:</b>			\$30.00	\$0.00	\$0.00	\$0.00	\$30.00



# Metropolitan Area Planning Agency Aged Accounts Receivable Report

October 31, 2019

Aging Balance For	Client ID	Last Paid	current	31-60	61-90	over 90	Balance
University of Nebraska Medical Center		11/13/2019					
University of Nebraska Medical Center		11/13/2019	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
<b>Totals for University of Nebraska Medical Cen</b>			<u>\$1,300.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,300.00</u>
<b>Grand Totals:</b>			<b>\$91,008.09</b>	<b>\$94,891.28</b>	<b>\$25,377.47</b>	<b>\$347,341.03</b>	<b>\$558,617.87</b>

# Metropolitan Area Planning Agency Statement of Revenues and Expenditures

October 31, 2019

		Revolving Loan		Housing Activities		MAMA		Total YTD
		Oct 1-31	July 1 - Oct 31	Oct 1-31	July 1 - Oct 31	Oct 1-31	July 1 - Oct 31	
<b>Revenues</b>								
20-4200	State Revenue	\$0.00	\$0.00	\$0.00	\$18,925.16	\$0.00	\$0.00	\$18,925.16
20-4300	Local Revenue	\$0.00	\$0.00	\$583.00	\$583.00	\$0.00	\$0.00	\$583.00
20-4520	Investment Earnings	\$0.00	\$0.00	\$0.00	\$0.00	\$41.87	\$194.31	\$194.31
20-4700	Motorist Assist Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$450.00
20-4800	Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$100.00	\$100.00
<b>Total Revenues</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$583.00</b>	<b>\$19,508.16</b>	<b>\$66.87</b>	<b>\$744.31</b>	<b>\$20,252.47</b>
<b>Expenses</b>								
20-5400	Contracts	\$0.00	\$0.00	\$5,987.00	\$6,215.56	\$0.00	\$0.00	\$6,215.56
20-5730	Bank Charges	\$0.00	\$0.00	\$10.00	\$10.00	\$0.00	\$0.00	\$10.00
20-6075	Miscellaneous Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,088.40	\$2,088.40
20-6086	Admin Fee	\$0.00	\$0.00	\$0.00	\$2,588.95	\$0.00	\$0.00	\$2,588.95
20-6088	Telephone - Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$86.70	\$348.34	\$348.34
<b>Total Expenses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,997.00</b>	<b>\$8,814.51</b>	<b>\$86.70</b>	<b>\$2,436.74</b>	<b>\$11,251.25</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$5,414.00)</b>	<b>\$10,693.65</b>	<b>(\$19.83)</b>	<b>(\$1,692.43)</b>	<b>\$9,001.22</b>

**TRANSPORTATION**

Project	Description	Funding Source(s)	RFP Release Date	Contract Approval	Total Project Cost (Estimate)	MAPA Lead
<b>Little Steps Big Impact: Marketing &amp; Outreach Services</b>	Marketing, public relations, and advertising support for our regional ozone awareness campaign.	CMAQ/NET	August 15, 2019	January 2020	\$200,000	Sue Cutsforth
<b>I-80 Interchange - Planning &amp; Environmental Linkages (PEL)</b>	Study to evaluate potential for an additional I-80 interchange in Sarpy County. MAPA administering project in coordination with Sarpy County, Papillion & Gretna	MAPA PL	September 16, 2019	January 2020	\$300,000	Mike Helgerson
<b>Little Steps Big Impact: Active Commuting Outreach</b>	Consultant services to implement Active Commuting Tool-Kit for employers. Work will focus on employee surveys, focus groups and travel demand management policy development	CMAQ/NET	January 15, 2020	April 2020	\$105,000	Mike Helgerson
<b>24th Street Central Corridor Study</b>	Corridor study to evaluate configuration of 24th Street and 24th Avenue between Leavenworth and Creighton's campus. Study will consider roadway improvements and possible two-way conversion.	MAPA PL	January 15, 2020	April 2020	\$125,000	Mike Helgerson
<b>Regional Bike-Ped Plan Update</b>	Updates to MAPA's 2015 Regional Bicycle Pedestrian Plan to incorporate completed projects and provide additional recommendations for regionally significant bikeways	MAPA PL	TBD	TBD	\$75,000	Mike Helgerson
<b>Eppley Connector and Industrial Park Economic Development Study</b>	Evaluation of a potential Missouri River bridge to support economic development in North Omaha. Local match from Nebraska Legislature direct appropriation	MAPA PL/EDA/State of Nebraska	April 1, 2020	July 2020	\$400,000	Mike Helgerson

**COMMUNITY DEVELOPMENT**

Project	Description	Funding Source(s)	RFP Release Date	Contract Approval	Total Project Cost (Estimate)	MAPA Lead	Total Project - All Sources
Regional Disaster Capacity	Funding to retain two disaster recovery coordinators	EDA	n/a	January 2020	\$388,556	Don Gross	\$485,695
Pre HMGP Application Activities	Appraisal and Interim Mortgage Assistance	FMF	n/a	December 2019	\$29,390	Don Gross	\$1,048,349
Acquisition of Flood Damage Properties	Grant service agreement to implement acquisitions	HMGP/FMF	n/a	March 2020	\$600,000	Don Gross	\$20,000,000
Dana Suites Project	Loan to Angels Share for the renovation of Danna Suites	NAHTF/Private	n/a	January 2020	\$430,000	Don Gross	\$705,000
M&P Levee District Levee	Funding for certification study	EDA/Local	n/a	May 2020	\$20,000	Don Gross	\$1,395,745
Council Bluffs Level Project	Levee improvements near Indian Creek/Missouri River	EDA/Local	n/a	May 2020	\$50,000	Don Gross	\$10,607,187
Mills County Bunge Avenue	Roadway improvements on Bunge Ave & new Road	EDA/RISE	n/a	July 2020	\$50,000	Don Gross	\$8,000,000
Mills County Replacement Housing	Mills County	FMF	n/a	2020	\$547,000	Don Gross	\$10,707,500
Blair Capital RWHF	Second Phase Construction Loans	RLF/private	n/a	March	-	Don Gross	\$1,200,000
Pott Co Buyouts	Acquisition of 40 +/- properties	HMGP/FMF	n/a	?	\$150,000	Don Gross	\$5,000,000
Plattsmouth Property Buyouts	Acquisition of 3 properties	HMGP	n/a	?	\$20,000	Don Gross	\$1,175,162
Cost Recovery Plan	Streamline admin work for disasters	NEMA (EMA IJ)	n/a	Summer 2020	\$65,000	TBD	\$65,000
Plattsmouth Sanitary Treatment	New sanitary treatment plant, force main, pump station	EDA/FEMA/local	n/a	Summer 2020	\$50,000	Don Gross	\$25,000,000
Carter Lake	Sanitary Sewer Project	CBDG/Local	n/a	Summer 2020	\$30,000	Don Gross	\$1,726,750.00

Funding Source	Abbreviation
Regional Transportation Planning Funds (Federal)	MAPA PL
Regional Surface Transportation Block Grant (Federal)	MAPA STBG
Congestion Management & Air Quality Funding (Federal)	CMAQ
Economic Development Administration (Federal)	EDA
Nebraska Environmental Trust (State)	NET
Hazard Mitigation Grant Program	HMGP

Blair RWHF 7/1/18 through:

12/31/2019

-

<u>Revenue</u>	<u>Date</u>	<u>Projected</u>	<u>Received</u>
MAPA Foundation	9/10/2018	\$100,000.00	\$100,000.00
City of Blair	9/12/2018	\$250,000.00	\$250,000.00
Gateway Development Corporation	9/20/2018	\$10,000.00	\$10,000.00
Washington County Bank	9/25/2018	\$8,000.00	\$8,000.00
Nebraska Department of Economic Development	10/16/2018	\$351,450.00	\$351,450.00
Nebraska Investment Finance Authority	11/9/2018	\$250,000.00	\$250,000.00
Accrued Interest To Date		\$10,560.00	\$7,834.80
Transfers			\$0.00
Sub Total		\$980,010.00	\$977,284.80
(-) Project Expenses			(\$543,199.55)
(+) Project Income			\$108,112.23
Balance of Fund (ICS)			\$542,197.48
NIFA Inflationary Reserve			\$6,770.83
Outstanding Loans			\$525,951.85
Available to Loan			\$9,474.80

Blair RWHF 7/1/18 through:

12/31/2019

Eriksen Construction Loan

<u>Expenditure</u>	<u>Date</u>	# 903		# 687		#688		#689		#690		#691		<u>Total</u>
		<u>611 N 27th St</u>		<u>691 N 27th St</u>		<u>688 N 27th St</u>		<u>689 N 27th</u>		<u>635 N 27th St</u>		<u>613 N 27th St</u>		
Drew Law Firm	3/11/2019	\$0.00		\$230.00		\$230.00		\$230.00		\$230.00		\$230.00		\$1,150.00
Draw # 1	2/26/2019							\$37.62		\$65.62		\$7,337.62		\$7,440.86
Draw # 2	5/6/2019			\$2,294.09		\$2,066.09		\$15,468.06		\$44,424.10		\$52,931.75		\$117,184.09
Draw # 3	7/2/2019			\$5,602.06		\$56,279.03		\$73,204.84		\$55,519.97		\$46,222.03		\$236,827.93
Draw # 4	10/5/2019			\$71,595.30		\$50,569.38		\$23,410.07		\$33,511.92		\$0.00		\$179,086.67
Draw # 5														
Draw # 6														
Draw # 7														
Draw # 8														
Transfer Fee	10/17/2019											\$10.00		\$10.00
Bank Fee	10/18/2019											\$1,500.00		\$1,500.00
Total Costs		\$0.00		\$79,721.45		\$109,144.50		\$112,350.59		\$133,751.61		\$108,231.40		\$543,199.55
<u>Revenue</u>														
Principal												\$106,491.40		\$106,491.40
Project Interest												\$620.83		\$620.83
Other												\$0.00		\$0.00
Fees												\$1,000.00		\$1,000.00
Sub Total Revenue		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$108,112.23		\$108,112.23
Profit/Loss				0		0		0		0		(\$119.17)		(\$119.17)
Loan Balance		\$192,000.00		\$112,508.55		\$83,085.50		\$79,879.41		\$58,478.39		\$0.00		\$525,951.85

1/9/2020		BUDGET					
Category	Date	Administration	Lead Inspection	Housing Management	NAHTF Housing Rehabilitation (87%)	Local Housing Rehabilitation (13%)	Total
		\$ 25,000.00	\$ 15,000.00	\$ 25,000.00	\$ 250,000.00	\$ 37,500.00	\$ 352,500.00
<b>Valley</b>							
MAPA-VAL-01		\$0.00	\$1,000.00	\$1,278.51	\$11,123.09	\$1,662.00	\$15,063.60
MAPA-VAL-02		\$0.00	\$1,000.00	\$991.95	\$8,658.00	\$1,293.72	\$11,943.67
MAPA-VAL-03		\$0.00	\$1,000.00	\$500.00	\$0.00	\$0.00	\$1,500.00
MAPA-VAL-04		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Waterloo</b>							
MAPA-WAT-01		\$0.00	\$1,000.00	\$500.00	\$0.00	\$0.00	\$1,500.00
MAPA-WAT-02		\$0.00	\$0.00	\$1,218.03	\$10,596.88	\$1,583.44	\$13,398.35
MAPA-WAT-03		\$0.00	\$1,000.00	\$500.00	\$116.26	\$17.00	\$1,633.26
MAPA-WAT-04		\$0.00	\$1,000.00	\$500.00	\$0.00	\$0.00	\$1,500.00
<b>Administration</b>		\$14,667.64	\$0.00	\$0.00	\$0.00	\$0.00	\$14,667.64
<b>Total Draws</b>		<b>\$14,667.64</b>	<b>\$6,000.00</b>	<b>\$5,488.49</b>	<b>\$30,494.23</b>	<b>\$4,556.16</b>	<b>\$61,206.52</b>
<b>Balance</b>		<b>\$10,332.36</b>	<b>\$9,000.00</b>	<b>\$19,511.51</b>	<b>\$219,505.77</b>	<b>\$32,943.84</b>	<b>\$291,293.48</b>

1/9/2020		BUDGET					
Category	Date	Administration	Lead Inspection	Housing Management	NAHTF Housing Rehabilitation (87%)	Local Housing Rehabilitation (13%)	Total
<b>Valley</b>		\$ 25,000.00	\$ 15,000.00	\$ 25,000.00	\$ 250,000.00	\$ 37,500.00	\$ 352,500.00
<b>MAPA-VAL-01</b>	1/25/2019			\$500.00			\$500.00
	2/5/2019		\$1,000.00				\$1,000.00
	6/6/2019			\$586.40			\$586.40
	6/6/2019				\$6,377.00	\$953.00	\$7,330.00
	10/10/2019			\$95.30			\$95.30
	10/10/2019				\$3,904.00	\$583.00	\$4,487.00
	11/18/2019			\$96.81			\$96.81
	11/18/2019				\$842.09	\$126.00	\$968.09
<b>Totals</b>		<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$1,278.51</b>	<b>\$11,123.09</b>	<b>\$1,662.00</b>	<b>\$15,063.60</b>
<b>MAPA-VAL-02</b>	7/11/2019		\$1,000.00				\$1,000.00
	7/11/2019			\$500.00			\$500.00
	1/2/2020			\$491.95			\$491.95
	1/2/2020				\$8,658.00	\$1,293.72	\$9,951.72
<b>Totals</b>		<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$991.95</b>	<b>\$8,658.00</b>	<b>\$1,293.72</b>	<b>\$11,943.67</b>
<b>MAPA-VAL-03</b>	7/11/2019		\$1,000.00				\$1,000.00
	7/11/2019			\$500.00			\$500.00
<b>Totals</b>		<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>
<b>MAPA-VAL-04</b>							<b>\$0.00</b>
<b>Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Waterloo</b>							
<b>MAPA-WAT-01</b>	4/4/2019			\$175.00			\$175.00
	5/30/2019			\$325.00			\$325.00
	5/30/2019		\$1,000.00				\$1,000.00
<b>Totals</b>		<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>
<b>MAPA-WAT-02</b>	5/30/2019			\$175.00			\$175.00
	7/11/2019			\$325.00			\$325.00
	11/18/2019			\$714.61			\$714.61
	11/18/2019				\$10,567.14	\$1,579.00	\$12,146.14
	1/2/2020			\$3.42			\$3.42
	1/2/2020				\$29.74	\$4.44	\$34.18
<b>Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,218.03</b>	<b>\$10,596.88</b>	<b>\$1,583.44</b>	<b>\$13,398.35</b>
<b>MAPA-WAT-03</b>	5/30/2019			\$175.00			\$175.00
	7/11/2019		\$1,000.00				\$1,000.00
	7/11/2019			\$325.00			\$325.00
	8/30/2019				\$116.26	\$17.00	\$133.26
<b>Totals</b>		<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$500.00</b>	<b>\$116.26</b>	<b>\$17.00</b>	<b>\$1,633.26</b>
<b>MAPA-WAT-04</b>	7/11/2019		\$1,000.00				\$1,000.00
	7/11/2019			\$500.00			\$500.00
<b>Totals</b>		<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>
<b>Administration</b>	1/31/2019	\$6,673.00					\$6,673.00
	2/28/2019	\$1,273.24					\$1,273.24
	6/19/2019	\$1,032.18					\$1,032.18
	7/12/2019	\$1,896.29					\$1,896.29
	8/9/2019	\$1,203.98					\$1,203.98
	12/6/2019	\$2,588.95					\$2,588.95
<b>Totals</b>		<b>\$14,667.64</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,667.64</b>
<b>Total Draws</b>		<b>\$14,667.64</b>	<b>\$6,000.00</b>	<b>\$5,488.49</b>	<b>\$30,494.23</b>	<b>\$4,556.16</b>	<b>\$61,206.52</b>
<b>Balance</b>		<b>\$ 10,332.36</b>	<b>\$ 9,000.00</b>	<b>\$ 19,511.51</b>	<b>\$ 219,505.77</b>	<b>\$ 32,943.84</b>	<b>\$ 291,293.48</b>




Subcontractor Payment Authorization

Contract Number: 1950310006  
 Contract Party: Vireo  
 Contract Description: N. 24th Street Corridor Study  
 Contract Approved by Board of Directors:  
 Contact Amount: \$125,345.00  
 Match Amount: \$25,000.00  
 Contract Period: April 25, 2019 - June 30, 2020

Payment # 7

Billed to Date: \$ 102,613.80  
 Less Previous Payments: \$ 89,891.06  
 Amount Due: \$ 12,722.74

Payment Recommended By:   
 Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee:

Date

MAPA Treasurer/Finance Committee Member



Remittance address:  
 929 Walnut Suite 700 | Kansas City, Missouri 64106  
 phone: 816.756.5690 | [www.BeVireo.com](http://www.BeVireo.com)

December 09, 2019  
 Invoice No: P19028 - 7

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

Project P19028 MAPA North 24th Street Corridor Study

**Professional Services from November 01, 2019 to November 30, 2019**

Phase 01 Project Management

**Professional Personnel**

	Hours	Rate	Amount
Program Manager			
Penelton, Triveece	8.50	33.65 ✓	286.03
Totals	8.50		286.03
<b>Total Labor</b>			<b>286.03</b>

**Additional Fees**

Overhead	153.70 % of 286.03		439.63
Profit	10.00 % of 725.66		72.57
<b>Total Additional Fees</b>			<b>512.20</b>
			<b>512.20</b>

**Billing Limits**

	Current	Prior	To-Date	
Labor	286.03	382.20 ✓	668.23 ✓	
Limit			573.97 ✓	
<b>Adjustment</b>				<b>-94.26</b> ✓
Additional Fees	512.20 ✓	684.40 ✓	1,196.60	
Limit			1,027.81	
<b>Adjustment</b>				<b>-168.79</b> ✓
			<b>Total this Phase</b>	<b>\$535.18</b> ✓

Phase 02 Public Outreach & Presentations

**Professional Personnel**

	Hours	Rate	Amount
Engineer			
Pruett, Rebecca	4.00	19.23 ✓	76.92 ✓
Totals	4.00		76.92
<b>Total Labor</b>			<b>76.92</b>

**Additional Fees**

Overhead	153.70 % of 76.92		118.23
Profit	10.00 % of 195.15		19.52
<b>Total Additional Fees</b>			<b>137.75</b>
			<b>137.75</b>



Project P19028 MAPA North 24th Street Corridor Study Invoice 7

<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Labor		76.92	3,028.12	3,105.04
Limit				3,583.55
Remaining				478.51
Additional Fees		137.75	5,422.46	5,560.21
Limit				6,417.07
Remaining				856.86
<b>Total this Phase</b>				<b>\$214.67</b>

Phase 03 Conditions Inventory & Analysis

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Engineer			
Wagner, Benjamin	13.50	28.85	389.48
Totals	13.50		389.48
<b>Total Labor</b>			<b>389.48</b>

**Additional Fees**

Overhead	153.70 % of 389.48		598.63
Profit	10.00 % of 988.11		98.81
<b>Total Additional Fees</b>			<b>697.44</b>

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Labor	389.48	1,355.81	1,745.29
Limit			1,737.52
<b>Adjustment</b>			<b>-7.77</b>
Additional Fees	697.44	2,427.86	3,125.30
Limit			3,111.38
<b>Adjustment</b>			<b>-13.92</b>
<b>Total this Phase</b>			<b>\$1,065.23</b>

Phase 04 Alts. Analysis & Development

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Program Manager			
Penelton, Triveece	1.50	33.65	50.48
Engineer			
Henrichs, Michael	1.00	28.85	28.85
Totals	2.50		79.33
<b>Total Labor</b>			<b>79.33</b>

**Additional Fees**

Overhead	153.70 % of 79.33		121.93
Profit	10.00 % of 201.26		20.13
<b>Total Additional Fees</b>			<b>142.06</b>

Project	P19028	MAPA North 24th Street Corridor Study		Invoice	7
<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Labor		79.33	3,086.60	3,165.93	
Limit				3,217.87	
Remaining				51.94	
Additional Fees		142.06	5,527.19	5,669.25	
Limit				5,762.24	
Remaining				92.99	
<b>Total this Phase</b>					<b>\$221.39</b>

Phase	05	Recommendation & Plan			
<b>Professional Personnel</b>					
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Program Manager					
Penelton, Triveece		25.50	33.65	858.08	
Engineer					
French, Lindsay		29.00	27.88	808.52	
Henrichs, Michael		6.25	28.85	180.31	
Wagner, Benjamin		14.00	28.85	403.90	
Totals		74.75		2,250.81	
<b>Total Labor</b>					<b>2,250.81</b>
<b>Additional Fees</b>					
Overhead		153.70 % of 2,250.81		3,459.49	
Profit		10.00 % of 5,710.30		571.03	
<b>Total Additional Fees</b>					<b>4,030.52</b>
<b>Billing Limits</b>					
Labor		2,250.81	204.33	2,455.14	
Limit				2,383.47	
<b>Adjustment</b>					<b>-71.67</b>
Additional Fees		4,030.52	365.90	4,396.42	
Limit				4,268.08	
<b>Adjustment</b>					<b>-128.34</b>
<b>Total this Phase</b>					<b>\$6,081.32</b>

Phase	CONS	Consultants			
<b>Consultants</b>					
Camiros, LTD				4,520.89	
<b>Total Consultants</b>					<b>4,520.89</b>
<b>Billing Limits</b>					
Consultants		4,520.89	66,327.10	70,847.99	
Limit				90,796.49	
Remaining				19,948.50	

Project	P19028	MAPA North 24th Street Corridor Study	Invoice	7
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**Total this Phase      \$4,520.89**

Phase	EXP	Expenses
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**Reimbursable Expenses**

Car Rental/Taxi/Bus Fare	10.13	
Telephone-Project	73.93	
<b>Total Reimbursables</b>	<b>84.06</b>	<b>84.06</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	84.06	1,079.10	1,163.16
Limit			2,284.50
Remaining			1,121.34

**Total this Phase      \$84.06**

**Total this Invoice      \$12,722.74**

**Billings to Date**

	Current	Prior	Total
Labor	8,117.79	22,484.87	30,602.66
Consultant	4,520.89	66,327.10	70,847.99
Expense	84.06	1,079.10	1,163.16
<b>Totals</b>	<b>12,722.74</b>	<b>89,891.07</b>	<b>102,613.81</b>

**Outstanding Invoices**

Number	Date	Balance
3	8/5/2019	27,935.18
4	9/9/2019	23,551.09
5	10/7/2019	9,439.27
6	11/13/2019	15,677.59
<b>Total</b>		<b>76,603.13</b>

# camiros

PATTI BANKS ASSOCIATES  
 DBA VIREO  
 929 WALNUT STE 700  
 KANSAS CITY MO 64106  
 ATTN: P BANKS

INVOICE NO: 0020938-IN  
 DATE: 10/31/19

PAGE NO: 1

PROFESSIONAL SERVICES FOR THE PERIOD THROUGH 10/31/2019  
 PROJECT DESCRIPTION: 24TH STREET CORRIDOR STUDY

Phase 2 Explore  
 Professional Staff:

	Hours	Rate	Amount	
Principal Adam Rosa	1	\$56.50	\$56.50	
Total Labor			\$56.50	\$56.50

Additional Fees Overhead	135% of 56.5		\$76.28	
Total Overhead Fees			\$76.28	\$76.28

Billing Limits	Current	Prior	To-Date
Labor	\$56.50	\$621.50	\$678.00
Limit			\$678.00
Remaining			\$0.00
Overhead Fees	\$76.28		\$76.28
Limit			\$915.30
Remaining			\$839.02

Total Phase 2 \$132.78

Fee for Profit @10.00% \$13.28

Facility Capital Cost of Money (FCCM) \$56.5 @ .354% \$0.20

EXPENSES: \$0.00

Total Amount Due Phase 2 \$146.25

Phase 3 Define  
 Professional Staff:

	Hours	Rate	Amount	
Principal Adam Rosa	16	\$56.50	\$904.00	
Sr. Engineer Charlie Hogan	24	\$32.75	\$786.00	
Total Labor			\$1,690.00	\$1,690.00

Additional Fees Overhead	135% of 1690.00		\$2,281.50	
Total Overhead Fees			\$2,281.50	\$2,281.50

Billing Limits	Current	Prior	To-Date
Labor	\$1,690.00	\$0.00	\$1,690.00
Limit			\$1,690.00
Remaining			\$0.00
Overhead Fees	\$2,281.50		\$2,281.50
Limit			\$2,281.50
Remaining			\$0.00

Total Phase 3 \$3,971.50

Fee for Profit @10.00% \$397.15

Facility Capital Cost of Money (FCCM) \$1690.00 @ .354% \$5.98

EXPENSES: \$0.00

Total Amount Due Phase 3 \$4,374.63

Total Amount Due: \$4,520.89



Urban & Regional Planning | Transportation & Data | Environmental & Land Use

November 19, 2019

Mike Helgerson  
Transportation and Data Manager  
Omaha-Council Bluffs Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, NE 68102

RE: N. 24<sup>th</sup> Street Corridor Study  
Progress Report  
Vireo Project No. 19028  
MAPA Project No. 1950310006  
Invoice No. 3

Dear Mr. Helgerson:

Enclosed you will find Invoice No. 3 in the amount of \$ 4,520.89 for the period ending October 31, 2019, as described below.

Phase	Description	Work Associated	% Complete
1	Listen	Task 1: Project Management & Admin Task 2: Public Outreach & Presentations	100% 100%
2	Explore	Task 3: Existing Conditions Inv & Analysis	100%
3	Define	Task 4: Alternatives Analysis & Development	100%
4	Recommend		

Work Included:  
3 Draft Focus Area Renderings  
3 Final focus Area Renderings  
Zoning Recommendations Memo

Sincerely,

Adam Rosa  
Principal

# EXPENSE REPORT



**Employee:**

Triveece Penelton

**Project Name:**

MAPA - 24th Street Corridor Housing and Multimodal Transportation Study

**Project #**

P-19028

Phase # 02

Date	Mileage @ .58/mile	Toll	Shuttle	Meals	Gas	Total Cost
2019-11-19 Stakeholder Committee Meeting in Omaha (368 miles roundtrip)					10.13	10.13
						0.00
						0.00
						0.00
						0.00
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.13</b>	<b>10.13</b>

**Expense Report Total**

**10.13**

Mileage Calculat.

0.58

21344

P-1908-  
12/1/19

WELCOME TO  
SINCLAIR  
901 N. 24TH ST.  
OMAHA NE. 68102  
TP31159826-001 GREEN SUPER STAR FUELS  
901 N. 24TH ST  
OMAHA NE 68110

DUPLICATE OUTDOOR RECEIPT

DATE 11/19/19  
TIME 7:00 PM  
AUTH# 005469

VISA  
ACCOUNT NUMBER  
XXXX XXXX XXXX 7972  
TRIVEECE J PENELTO

PUMP PRODUCT PPG  
03 UNLD \$2.899

GALLONS FUEL TOTAL  
3.496 \$10.13

THANKS COME AGAIN

# invoice

PAGE 3

INVOICE NUMBER 28585137  
 INVOICE DATE 10/26/2019  
 ACCOUNT NO. 8076078  
 DUE DATE 11/25/2019  
 TAX ID 58-2421656

## Conference Detail

MODERATOR		8076078 - Linda deFlon		LOCATION		KANSAS CITY, MO									
BILLING REF# 1			BILLING REF# 2			BILLING REF# 3									
BILLING REF# 4															
CONF. NO	COST CENTER	CONF. DATE	CONF. TITLE	TIME	SERVICE	ACCESS TYPE	PERSONS	UNITS	RATE	CHARGE	TAX	CALL TOTAL			
115552817	P19028	10/04/2019	24TH STREET	9:55AM - 10:50AM	GLOBALMEET® AUDIO NA	TOLL FREE	8	318	0.1554/MIN	49.43	15.39				
	P19028	10/04/2019	24TH STREET	9:55AM - 10:50AM	CONFERENCE SETUP			1	3.95/EACH	3.95	0.00	68.77			
666666		10/26/2019		6:59PM - 6:59PM	SERVICE FEE				0.089/EACH	4.75	0.41	5.16			
<b>TOTAL PRE-TAX</b>		<b>58.13</b>		<b>TOTAL USF/OTHER</b>		<b>15.39</b>		<b>TOTAL STATE TAX/OTHER</b>		<b>0.41</b>		<b>TOTAL MODERATOR CHARGES</b>		<b>USD\$73.93</b>	



November 30, 2019

Mike Helgerson  
Transportation and Data Manager  
Omaha – Council Bluffs Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, NE 68102

RE: N. 24<sup>th</sup> Street Corridor Study -  
Progress Report  
Vireo Project No. 19028  
MAPA Project No. 1950310006  
Invoice No. 7

Dear Mike:

Enclosed you will find Invoice No. 6 in the amount of \$12,722.74 for the period ending November 30, 2019 as described below. If you have questions, please do not hesitate to contact us.

Task	Description	Work Associated	% Completed
31	Project Management and Administration	<ul style="list-style-type: none"><li>• Prep and attend conference call with City and consultant team</li><li>• Project management and invoicing</li></ul>	100%
2	Public Outreach and Presentations	<ul style="list-style-type: none"><li>• Prep and attend Stakeholder Committee Meeting No. 3</li></ul>	87%
3	Existing Conditions Inventory and Analysis	<ul style="list-style-type: none"><li>• Development density map</li></ul>	100%
4	Alternatives Analysis and Development	<ul style="list-style-type: none"><li>• Final land use concepts, indicators, and density calculations</li><li>• Final SketchUp model (re: transect)</li></ul>	100%
5	Recommendations and Plan	<ul style="list-style-type: none"><li>• Draft study document</li></ul>	100%

Sincerely,



**Linda deFlon**  
Financial Manager | Owner



Subcontractor Payment Authorization

Contract Number: 1950310006  
 Contract Party: Vireo  
 Contract Description: N. 24th Street Corridor Study  
 Contract Approved by Board of Directors:  
 Contact Amount: \$125,345.00  
 Match Amount: \$25,000.00  
 Contract Period: April 25, 2019 - June 30, 2020

Payment # 8

Billed to Date: \$ 122,881.45  
 Less Previous Payments: \$ 102,613.80  
 Amount Due: \$ 20,267.65

Payment Recommended By: \_\_\_\_\_  
 Responsible Charge / MAPA Staff Member  
 \_\_\_\_\_  
 Department Manager  
 \_\_\_\_\_  
 MAPA Executive Director

Approved by MAPA Finance Committee: \_\_\_\_\_  
 Date  
 \_\_\_\_\_  
 MAPA Treasurer/Finance Committee Member



Invoice

November 12, 2019
Project No: R171390.00
Invoice No: 113073

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: October 5, 2019 to November 8, 2019

Phase 204PR Management

Hours this Invoice

Table with columns: Name, Date, Hours, Rate, Amount. Includes entries for Gebhart, Andrea; Ray, Jeffrey; Wolf, Steven. Totals: 4.50 hours, 261.59 amount.

Additional Fees

Table with columns: Fee Type, Calculation, Amount. Includes Overhead (484.83) and Fixed Fees (111.96). Total Additional Fees: 596.79.

Total this Phase \$858.38

Phase 304EN Stakeholder Engagement

Billing Limits

Table with columns: Billing Limits, Current, Prior, To-Date. Includes Total Billings, Limit, Remaining. Total this Phase: 0.00.

Phase 704HR Report

**Hours this Invoice**

		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Wolf, Steven	11/4/2019	.50	63.14	31.57	
	<b>Totals</b>	.50		31.57	
	<b>Total Labor</b>				<b>31.57</b>

**Additional Fees**

Overhead	185.34 % of 31.57	58.51		
Fixed Fees	15.00 % of 90.08	13.51		
	<b>Total Additional Fees</b>		<b>72.02</b>	<b>72.02</b>

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	103.59	251.03	354.62	
Limit			6,699.36	
Remaining			6,344.74	

**Total this Phase \$103.59**

**Total Amount Due Upon Receipt \$961.97**

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
108938	4/9/2019	6,563.63
111370	8/15/2019	3,674.98
112508	10/10/2019	310.79
<b>Total</b>		<b>10,549.40</b>

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



Remittance address:  
 929 Walnut Street #100 Kansas City, Missouri 64108  
 phone: 316 756 6690 | [www.BeVireo.com](http://www.BeVireo.com)

January 06, 2020

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

Invoice No: P19028 - 8

Project P19028 MAPA North 24th Street Corridor Study

**Professional Services from December 01, 2019 to December 31, 2019**

Phase 04 Alts. Analysis & Development

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Engineer				
French, Lindsay	1.00	27.88	27.88	
Totals	1.00		27.88	
<b>Total Labor</b>				<b>27.88</b>

**Additional Fees**

Overhead	153.70 % of 27.88		42.85	
Profit	10.00 % of 70.73		7.07	
<b>Total Additional Fees</b>			<b>49.92</b>	<b>49.92</b>

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Labor	27.88	3,165.93	3,193.81	
Limit			3,217.87	
Remaining			24.06	
Additional Fees	49.92	5,669.25	5,719.17	
Limit			5,762.24	
Remaining			43.07	
				<b>Total this Phase</b>
				<b>\$77.80</b>

Phase CONS Consultants

**Consultants**

Camiros, LTD			8,159.53	
Toole Design Group, LLC			11,918.86	
<b>Total Consultants</b>			<b>20,078.39</b>	<b>20,078.39</b>

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Consultants	20,078.39	70,847.99	90,926.38	
Limit			90,796.49	
<b>Adjustment</b>				<b>-129.89</b>
				<b>Total this Phase</b>
				<b>\$19,948.50</b>

Project	P19028	MAPA North 24th Street Corridor Study	Invoice	8
---------	--------	---------------------------------------	---------	---

Phase	EXP	Expenses
-------	-----	----------

**Reimbursable Expenses**

Car Rental/Taxi/Bus Fare	145.89	
Telephone-Project	95.46	
<b>Total Reimbursables</b>	<b>241.35</b>	<b>241.35</b>

**Billing Limits**

	Current	Prior	To-Date	
Total Billings	241.35	1,163.16	1,404.51	
Limit			2,284.50	
Remaining			879.99	
		<b>Total this Phase</b>		<b>\$241.35</b>
		<b>Total this Invoice</b>		<b>\$20,267.65</b>

**Billings to Date**

	Current	Prior	Total
Labor	77.80	30,602.66	30,680.46
Consultant	19,948.50	70,847.99	90,796.49
Expense	241.35	1,163.16	1,404.51
<b>Totals</b>	<b>20,267.65</b>	<b>102,613.81</b>	<b>122,881.46</b>

**Outstanding Invoices**

Number	Date	Balance
4	9/9/2019	.01
7	12/9/2019	12,722.74
<b>Total</b>		<b>12,722.75</b>



PATTI BANKS ASSOCIATES  
 DBA VIREO  
 929 WALNUT STE 700  
 KANSAS CITY MO 64106  
 ATTN: P BANKS

INVOICE NO: 0020972-IN  
 DATE: 11/30/19  
 PAGE NO: 1

PROFESSIONAL SERVICES FOR THE PERIOD THROUGH 11/30/2019  
 PROJECT DESCRIPTION: 24TH STREET CORRIDOR STUDY

Phase 4 Recommend  
 Professional Staff:

	Hours	Rate	Amount	
Principal				
Adam Rosa	10	\$56.50	\$565.00	
Sr. Engineer				
Charlie Hogan	20	\$32.75	\$655.00	
Program Manager				
Arista Strungys	24	\$80.70	<u>\$1,936.80</u>	
	Total Labor		\$3,156.80	\$3,156.80
Additional Fees				
Overhead	135% of 3156.80		<u>\$4,261.68</u>	
	Total Overhead Fees		\$4,261.68	\$4,261.68
	Total Phase 4			<u>\$7,418.48</u>

Billing Limits	Current	Prior	To-Date
Labor	3,156.80	\$0.00	\$3,156.80
Limit			<u>\$3,156.80</u>
Remaining			0
Overhead Fees			
Limit	4,261.68	\$0.00	\$4,261.68
Remaining			<u>\$4,261.68</u>
			0

Fee for Profit @10.00% \$741.85

Facility Capital Cost of Money (FCCM) \$3156.80 @ .354% \$11.18

EXPENSES: (\$11.97)

Total Amount Due Phase 4 \$8,159.53

Total Amount Due: \$8,159.53



December 18, 2019

Mike Helgerson  
Transportation and Data Manager  
Omaha-Council Bluffs Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, NE 68102

RE: N. 24<sup>th</sup> Street Corridor Study  
Progress Report  
Vireo Project No. 19028  
MAPA Project No. 1950310006  
Invoice No. 4

Dear Mr. Helgerson:

Enclosed you will find Invoice No. 4 in the amount of \$ 8,159.53 for the period ending November 30, 2019, as described below.

Phase	Description	Work Associated	% Complete
1	Listen	Task 1: Project Management & Admin Task 2: Public Outreach & Presentations	100% 100%
2	Explore	Task 3: Existing Conditions Inv & Analysis	100%
3	Define	Task 4: Alternatives Analysis & Development	100%
4	Recommend	Task 5: Recommendations & Plan	100%

Work Included: Participation on Team Conference Call  
Review of Draft Plan materials

Sincerely,

Adam Rosa  
Principal



# invoice PAGE 4

**INVOICE NUMBER** 28701733  
**INVOICE DATE** 11/26/2019  
**ACCOUNT NO.** 8076078  
**DUE DATE** 12/26/2019  
**TAX ID** 58-2421656

## Conference Detail

MODERATOR 8076078 - Linda deFlon				LOCATION KANSAS CITY, MO		BILLING REF# 1		BILLING REF# 2		BILLING REF# 3		CALL TOTAL	
CONF. NO	COST CENTER	CONF. DATE	CONF. TITLE	TIME	SERVICE	ACCESS TYPE	PERSONS	UNITS	RATE	CHARGE	TAX		
108781728	P18127	10/30/2019	P18127	8:21AM - 8:49AM	GLOBALMEET® AUDIO NA	LOCAL ACCESS	2	52	0.1554/MIN	8.08	2.52		
	P18127	10/30/2019	P18127	8:21AM - 8:49AM	GLOBALMEET® AUDIO NA	TOLL FREE	1	24	0.1554/MIN	3.73	1.16		
	P18127	10/30/2019	P18127	8:21AM - 8:49AM	CONFERENCE SETUP			1	3.95/EACH	3.95	0.00	19.44	
125272763	B19126	10/31/2019	MISSION COMP PLAN	2:57PM - 3:58PM	GLOBALMEET® AUDIO NA	TOLL FREE	3	176	0.1554/MIN	27.35	8.53		
	B19126	10/31/2019	MISSION COMP PLAN	2:57PM - 3:58PM	CONFERENCE SETUP			1	3.95/EACH	3.95	0.00	39.83	
126070155	P19052	11/01/2019	STRANG PARK	1:26PM - 2:29PM	GLOBALMEET® AUDIO NA	LOCAL ACCESS	2	126	0.1554/MIN	19.58	6.11		
	P19052	11/01/2019	STRANG PARK	1:26PM - 2:29PM	GLOBALMEET® AUDIO NA	TOLL FREE	1	64	0.1554/MIN	9.95	3.10		
	P19052	11/01/2019	STRANG PARK	1:26PM - 2:29PM	CONFERENCE SETUP			1	3.95/EACH	3.95	0.00	42.69	
109674634	B19126	11/04/2019	MISSION COMP PLAN	4:55PM - 5:38PM	GLOBALMEET® AUDIO NA	LOCAL ACCESS	2	58	0.1554/MIN	9.02	2.81		
	B19126	11/04/2019	MISSION COMP PLAN	4:55PM - 5:38PM	GLOBALMEET® AUDIO NA	TOLL FREE	2	81	0.1554/MIN	12.59	3.93		
	B19126	11/04/2019	MISSION COMP PLAN	4:55PM - 5:38PM	CONFERENCE SETUP			1	3.95/EACH	3.95	0.00	32.30	
125005700	B19163-02	11/05/2019	SMITHVILLE COMP PLAN	3:27PM - 3:59PM	GLOBALMEET® AUDIO NA	LOCAL ACCESS	3	95	0.1554/MIN	14.77	4.60		
	B19163-02	11/05/2019	SMITHVILLE COMP PLAN	3:27PM - 3:59PM	GLOBALMEET® AUDIO NA	TOLL FREE	1	31	0.1554/MIN	4.82	1.50		
	B19163-02	11/05/2019	SMITHVILLE COMP PLAN	3:27PM - 3:59PM	CONFERENCE SETUP			1	3.95/EACH	3.95	0.00	29.64	
157599890	P19130	11/07/2019	MANDERSON MARKET CONCEPT PLAN	9:58AM - 11:00AM	GLOBALMEET® AUDIO NA	TOLL FREE	6	247	0.1554/MIN	38.37	11.98		
	P19130	11/07/2019	MANDERSON MARKET CONCEPT PLAN	9:58AM - 11:00AM	CONFERENCE SETUP			1	3.95/EACH	3.95	0.00	54.30	
120273909	AA17002.1	11/14/2019	ARS	1:05PM - 1:26PM	GLOBALMEET® AUDIO NA	LOCAL ACCESS	4	84	0.1554/MIN	13.06	4.08		
	AA17002.1	11/14/2019	ARS	1:05PM - 1:26PM	GLOBALMEET® AUDIO NA	TOLL FREE	1	18	0.1554/MIN	2.80	0.87		
	AA17002.1	11/14/2019	ARS	1:05PM - 1:26PM	CONFERENCE SETUP			1	3.95/EACH	3.95	0.00	24.76	
102513363	P19028	11/19/2019	NORTH 24TH STREET	2:57PM - 4:59PM	GLOBALMEET® AUDIO NA	LOCAL ACCESS	3	246	0.1554/MIN	38.22	11.92		
	P19028	11/19/2019	NORTH 24TH STREET	2:57PM - 4:59PM	GLOBALMEET® AUDIO NA	TOLL FREE	2	203	0.1554/MIN	31.54	9.83		
	P19028	11/19/2019	NORTH 24TH STREET	2:57PM - 4:59PM	CONFERENCE SETUP			1	3.95/EACH	3.95	0.00	95.46	
129422732	P19130	11/22/2019	MANDERSON MARKET CONCEPT PLAN	12:58PM - 2:31PM	GLOBALMEET® AUDIO NA	TOLL FREE	6	370	0.1554/MIN	57.51	17.92		
	P19130	11/22/2019	MANDERSON MARKET CONCEPT PLAN	12:58PM - 2:31PM	CONFERENCE SETUP			1	3.95/EACH	3.95	0.00	79.38	

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

RENTAL AGREEMENT REF#  
391925 7QYC9N

19028

**SUMMARY OF CHARGES**

**RENTER**  
PENELTON, TRIVEECE

**DATE & TIME OUT**  
11/18/2019 05:29 PM

**DATE & TIME IN**  
11/20/2019 09:50 AM

**BILLING CYCLE**  
24-HOUR

**CAR CLASS CHARGED**  
FCAR

**VEH #1 2020 GMC TERR 4SA4**  
VIN# 3GKALVEV4LL142330  
LIC# VB8J2R  
MILES DRIVEN 382  
CAR CLASS: SFAR

**RATE SOURCE ACCOUNT**  
PATTI BANKS ASSOCIATES

**BILL TO ACCOUNT**  
PATTI BANKS ASSOCIATES  
ATTN: UNKNOWN  
929 WALNUT ST STE 200  
KANSAS CITY, MO 64106-2046

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	11/18 - 11/20	2	DAY	\$46.54	\$93.08
FUEL SERVICE OPTION	11/18 - 11/20				\$32.10
<b>Subtotal:</b>					<b>\$125.18</b>

<b>Taxes &amp; Surcharges</b>					
ARENA FEE	11/18 - 11/20	2	DAY	\$4.00	\$8.00
SALES TAX	11/18 - 11/20			8.6%	\$9.01
VEHICLE LICENSE FEE RECOVERY	11/18 - 11/20	2	DAY	\$1.85	\$3.70
<b>Total Charges:</b>					<b>\$145.89</b>

<b>Bill-To / Deposits</b>					
<b>PATTI BANKS ASSOCIATES</b>					
TIME & DISTANCE	11/18 - 11/20	2	DAY		
FUEL SERVICE OPTION	11/18 - 11/20				
ARENA FEE	11/18 - 11/20	2	DAY		
SALES TAX	11/18 - 11/20		PERCENT	8.6%	
VEHICLE LICENSE FEE RECOVERY	11/18 - 11/20	2	DAY		
<b>Subtotal:</b>					<b>(\$145.89)</b>

**Total Estimated Amount Due** **\$0.00**

**PAYMENT INFORMATION**

<b>AMOUNT PAID</b>	<b>TYPE</b>	<b>CREDIT CARD NUMBER</b>
\$145.89	Mastercard	xxxxxxxxxxxx1098

November 19, 2019

Trivece Penelton  
Vireo Planning & Design  
929 Walnut Suite 700  
Kansas City, MO 64106

RE: N. 24<sup>th</sup> Street Corridor Study – Progress Report  
Toole Design Project Number: 80068  
Vireo Project No. 19028  
MAPA Project No. 1950310006  
Invoice No. 6

Dear Ms. Penelton,

Enclosed you will find Invoice No. 6 in the amount of \$3,189.49 for the period ending October 25, 2019 as described below. If you have questions, please do not hesitate to contact us.

Task	Description	Work Associated	% Completed
1	<b>Project Management and Administration</b>	<ul style="list-style-type: none"> <li>• Project oversight</li> <li>• Scope discussion with City/MAPA</li> </ul>	75%
2	<b>Public Outreach and Presentations</b>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	100% (92% billed)
3	<b>Existing Conditions Inventory and Analysis</b>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	100%
4	<b>Alternatives Analysis and Development</b>	<ul style="list-style-type: none"> <li>• Coordination, review, and assistance preparing cross sections</li> <li>• Development of proposed bike network and discussion with City</li> </ul>	100%
5	<b>Recommendations and Plan Direct Expenses</b>	<ul style="list-style-type: none"> <li>• Transportation content outline and development</li> <li>• n/a</li> </ul>	40%  98%

Thank you for the opportunity to work with you on this project. If you have any questions regarding this invoice, please contact [accounts.receivable@tooledesign.com](mailto:accounts.receivable@tooledesign.com). If you have questions regarding our work, contact Adam Wood, Toole Design's project manager, at [awood@tooledesign.com](mailto:awood@tooledesign.com) or 608-663-8082 ext 402.

Thank you,

A handwritten signature in black ink, appearing to read "Ciara Schlichting". The signature is fluid and cursive, with the first name "Ciara" being more prominent than the last name "Schlichting".

Ciara Schlichting AICP  
Director of Operations, Midwestern U.S.

Enclosures

Toole Design Group, LLC  
 8484 Georgia Ave  
 Suite 800  
 Silver Spring, MD 20910  
 301-927-1900



Vireo  
 Triveece Penelton  
 929 Walnut  
 Suite 700  
 Kansas City, MO 64106

Invoice number 80068\_OCT06  
 Date 11/19/2019

Project N 24TH STREET CORRIDOR HOUSING  
 MARKET & MULTIMODAL  
 TRANSPORTATION STUDY  
 TDG Proj# 80068

Period: 9/28/2019 - 10/25/2019

**1. Project Management and Administration**

Services

		Hours	Cost Rate	Cost Amount	Billed Amount
Adam S. Wood	Project Planner	1.50	46.64	69.96	
	Subtotal	1.50		69.96	
		<u>Rate</u>	<u>Basis</u>	<u>Markup</u>	<u>Amount</u>
	Overhead	163.31%	69.96	114.25	184.21
	Profit	10.00%	184.21	18.42	202.63
	FCCM	0.14%	69.96	0.10	202.73
	Task subtotal				202.73

**4. Alternatives Analysis and Development**

Services

		Hours	Cost Rate	Cost Amount	Billed Amount
Adam S. Wood	Project Planner	4.00	46.64	186.56	
Evan Mooman	Planner I	7.50	25.49	191.18	
	Subtotal	11.50		377.74	
		<u>Rate</u>	<u>Basis</u>	<u>Markup</u>	<u>Amount</u>
	Overhead	163.31%	377.74	616.86	994.60
	Profit	10.00%	994.60	99.46	1,094.06
	FCCM	0.14%	377.74	0.55	1,094.61
	Task subtotal				1,094.61

**5. Recommendations and Plan**

Services

		Hours	Cost Rate	Cost Amount	Billed Amount
Adam S. Wood	Project Planner	14.00	46.64	652.96	
	Subtotal	14.00		652.96	
		<u>Rate</u>	<u>Basis</u>	<u>Markup</u>	<u>Amount</u>
	Overhead	163.31%	652.96	1,066.36	1,719.32
	Profit	10.00%	1,719.32	171.93	1,891.25
	FCCM	0.14%	652.96	0.90	1,892.15
	Task subtotal				1,892.15

Invoice total **\$3,189.49**

**Invoice Summary**

Description	Contract Amount	Percent Spent	Total Billed	Prior Billed	Current Invoice	Remaining Percent
1. Project Management and Administration	2,510.40	75%	1,892.15	1,689.42	202.73	25%
2. Public Outreach and Presentations	6,727.73	92%	6,196.89	6,196.89	0.00	8%
3. Existing Conditions Inventory and Analysis	5,191.25	101%	5,225.41	5,225.41	0.00	-1%
4. Alternatives Analysis and Development	4,904.30	102%	4,999.28	3,904.67	1,094.61	-2%
5. Recommendations and Plan	4,737.69	40%	1,892.15	0.00	1,892.15	60%
Direct Expenses	931.00	98%	909.99	909.99	0.00	2%
Rounding Adjustment	0.00	0%	0.01	0.01	0.00	0%
<b>Total</b>	<b>\$25,002.37</b>	<b>84%</b>	<b>21,115.88</b>	<b>17,926.39</b>	<b>\$3,189.49</b>	<b>16%</b>

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
80068_JUN02R	07/16/2019	3,017.20					3,017.20
80068_JUL03	08/23/2019	4,034.52			4,034.52		
80068_AUG04	09/18/2019	4,842.88			4,842.88		
80068_SEP05	10/15/2019	3,904.67		3,904.67			
80068_OCT06	11/19/2019	3,189.49	3,189.49				
<b>Total</b>		<b>18,988.76</b>	<b>3,189.49</b>	<b>3,904.67</b>	<b>8,877.40</b>	<b>0.00</b>	<b>3,017.20</b>

Questions? Contact the Project Manager or Accounts.Receivable@fooledesign.com, Call 301-927-1900.

September 18, 2019

Triveece Penelton  
Vireo Planning & Design  
929 Walnut Suite 700  
Kansas City, MO 64106

RE: N. 24<sup>th</sup> Street Corridor Study – Progress Report  
Toole Design Project Number: 80068  
Vireo Project No. 19028  
MAPA Project No. 1950310006  
Invoice No. 4

Dear Ms. Penelton,

Enclosed you will find Invoice No. 4 in the amount of \$4,842.88 for the period ending August 30, 2019 as described below. If you have questions, please do not hesitate to contact us.

<b>Task</b>	<b>Description</b>	<b>Work Associated</b>	<b>% Completed</b>
<b>1</b>	<b>Project Management and Administration</b>	<ul style="list-style-type: none"> <li>• Team coordination</li> <li>• QAQC</li> </ul>	<b>67%</b>
<b>2</b>	<b>Public Outreach and Presentations</b>	<ul style="list-style-type: none"> <li>• Prepared for, traveled to, and attended public workshop</li> <li>• Follow-up coordination with Vireo and project management team</li> </ul>	<b>88%</b>
<b>3</b>	<b>Existing Conditions Inventory and Analysis</b>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<b>101%</b>
<b>4</b>	<b>Alternatives Analysis and Development</b>	<ul style="list-style-type: none"> <li>• Market analysis review and coordination with Connections component of project</li> </ul>	<b>6%</b>
<b>5</b>	<b>Recommendations and Plan</b>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<b>0%</b>
	<b>Direct Expenses</b>	<ul style="list-style-type: none"> <li>• Travel-related expenses for public workshop</li> </ul>	<b>98%</b>

Thank you for the opportunity to work with you on this project. If you have any questions regarding this invoice, please contact [accounts.receivable@tooledesign.com](mailto:accounts.receivable@tooledesign.com). If you have questions regarding our work, contact Adam Wood, Toole Design's project manager, at [awood@tooledesign.com](mailto:awood@tooledesign.com) or 608-663-8082 ext 402.

Thank you,



Roswell Eldridge  
Chief Operating Officer | Director of Growth and Innovation

Enclosures



Toole Design Group, LLC  
 8484 Georgia Ave  
 Suite 800  
 Silver Spring, MD 20910  
 301-927-1900



Vireo  
 Triveece Penelton  
 929 Walnut  
 Suite 700  
 Kansas City, MO 64106

Invoice number 80068\_AUG04  
 Date 09/18/2019

Project **N 24TH STREET CORRIDOR HOUSING  
 MARKET & MULTIMODAL  
 TRANSPORTATION STUDY**  
 TDG Proj# 80068

Period: 7/27/2019 - 08/30/2019

**1. Project Management and Administration  
 Services**

			Hours	Cost Rate	Cost Amount	Billed Amount
Adam S. Wood	Project Planner		1.50	46.64	69.96	
	Subtotal		1.50		69.96	
		<u>Rate</u>	<u>Basis</u>	<u>Markup</u>	<u>Amount</u>	
	Overhead	163.31%	69.96	114.25	184.21	
	Profit	10.00%	184.21	18.42	202.63	
	FCCM	0.14%	69.96	0.10	202.73	202.73
						<u>202.73</u>
					Task subtotal	202.73

**2. Public Outreach and Presentations  
 Services**

			Hours	Cost Rate	Cost Amount	Billed Amount
Adam S. Wood	Project Planner		30.50	46.64	1,422.52	
	Subtotal		30.50		1,422.52	
		<u>Rate</u>	<u>Basis</u>	<u>Markup</u>	<u>Amount</u>	
	Overhead	163.31%	1,422.52	2,323.12	3,745.64	
	Profit	10.00%	3,745.64	374.58	4,120.22	
	FCCM	0.14%	1,422.52	1.97	4,122.19	4,122.19
						<u>4,122.19</u>
					Task subtotal	4,122.19

**4. Alternatives Analysis and Development  
 Services**

			Hours	Cost Rate	Cost Amount	Billed Amount
Adam S. Wood	Project Planner		2.00	46.64	93.28	
	Subtotal		2.00		93.28	
		<u>Rate</u>	<u>Basis</u>	<u>Markup</u>	<u>Amount</u>	
	Overhead	163.31%	93.28	152.34	245.62	
	Profit	10.00%	245.62	24.58	270.18	
	FCCM	0.14%	93.28	0.13	270.31	270.31
						<u>270.31</u>
					Task subtotal	270.31

**Direct Expenses**

Expense

	Units	Rate	Billed Amount
Meals			8.11
			<b>Subtotal</b>
			8.11
Breakfast			18.63
			<b>Subtotal</b>
			18.63
Dinner			16.37
			<b>Subtotal</b>
			16.37
Rental Car & Fuel			204.54
			<b>Subtotal</b>
			204.54
			<b>Task subtotal</b>
			247.65

Invoice total **\$4,842.88**

**Invoice Summary**

Description	Contract Amount	Percent Spent	Total Billed	Prior Billed	Current Invoice	Remaining Percent
1. Project Management and Administration	2,510.40	67%	1,690.47	1,487.74	202.73	33%
2. Public Outreach and Presentations	6,727.73	88%	5,926.58	1,804.39	4,122.19	12%
3. Existing Conditions Inventory and Analysis	5,191.25	101%	5,229.08	5,229.08	0.00	-1%
4. Alternatives Analysis and Development	4,904.30	6%	270.31	0.00	270.31	94%
5. Recommendations and Plan	4,737.69	0%	0.00	0.00	0.00	100%
Direct Expenses	931.00	98%	909.99	662.34	247.65	2%
<b>Total</b>	<b>\$25,002.37</b>	<b>56%</b>	<b>14,026.43</b>	<b>9,183.55</b>	<b>\$4,842.88</b>	<b>44%</b>

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
80068_MAY01	06/27/2019	1.94			1.94		
80068_JUN02	07/16/2019	3,019.97			3,019.97		
80068_JUL03	08/23/2019	4,034.52	4,034.52				
80068_AUG04	09/18/2019	4,842.88	4,842.88				
<b>Total</b>		<b>11,899.31</b>	<b>8,877.40</b>	<b>0.00</b>	<b>3,021.91</b>	<b>0.00</b>	<b>0.00</b>

Questions? Contact the Project Manager or Accounts.Receivable@tooledesign.com, Call 301-927-1900.

Kinya Stewart

From: Adam Wood **AMEX**  
Sent: Tuesday, July 30, 2019 5:32 PM  
To: Accounts Payable  
Subject: FW: Your receipt from Hardy Coffee Co.-- Highlander

Categories: Accounting

80068  
TDG Amex **\$8.11**  
Breakfast for AW

Adam Wood AICP | Senior Planner | Associate

TOOLE DESIGN  
[awood@tooledesign.com](mailto:awood@tooledesign.com) | 608.663.8082 x402

From: Your Receipt <receipts@shopkeep.com>  
Sent: Tuesday, July 30, 2019 7:36 AM  
To: Adam Wood <awood@tooledesign.com>  
Subject: Your receipt from Hardy Coffee Co.-- Highlander

*This email originated from a non Toole Design email address.*



# Hardy Coffee Co.-- Highlander

#03-962

7/30/19, 7:35 AM

Sale

Served by Hannah

Transaction #1702600307301913851

---

1 x Frosted Cinnamon Roll	3.50 T
1 x 16 oz Coffee	2.75 T

---

Subtotal	6.25
Tax	0.61
<b>Total</b>	<b>6.86</b>

---

AMEX 1280	8.11
-----------	------

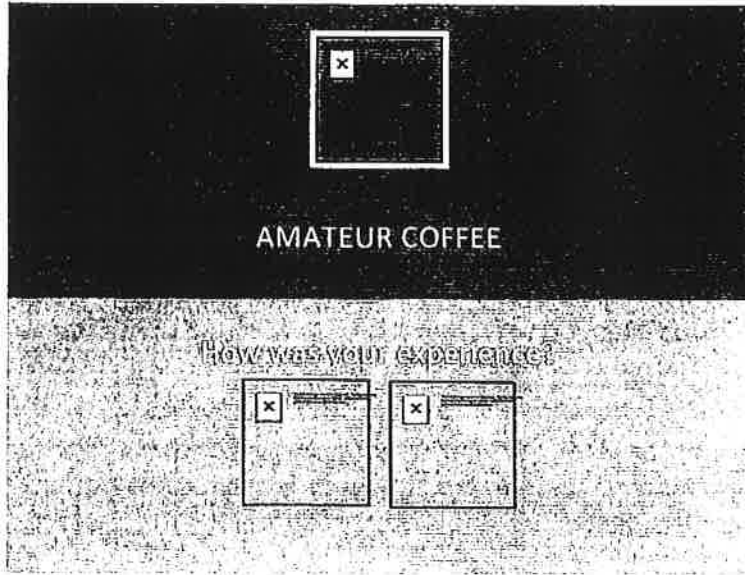
Name	WOOD/ADAM S
Approval Code	504123

---

Amount	6.86
Tip	1.25
Total Charged	8.11

---

2112 North 30th Street  
Suite 100  
Omaha, NE 68111  
United States



\$ **10.50**

Coffee (Small)	\$2.50
GF Coffee Cake	\$6.00
<b>Purchase Subtotal</b>	<b>\$8.50</b>
Sales Tax - included, \$0.39	
Sales + Restaurant Tax - included, \$0.22	
<b>Tip</b>	<b>\$2.00</b>
<b>Total</b>	<b>\$10.50</b>

AMATEUR COFFEE  
3913 Cuming St.  
Omaha, NE 68131  
402-812-9625

80068  
8/01/19  
\$8.13

**Mary Kate Toole**

---

**From:** Adam Wood  
**Sent:** Thursday, August 1, 2019 5:51 PM  
**To:** Accounts Payable  
**Subject:** Receipt  
**Attachments:** ARCHETYPE COFFEE \_ Online Receipt.pdf

AW AmEx

80068  
TDG Amex  
Breakfast for AW

Adam Wood AICP | Senior Planner | Associate

**TOOLE DESIGN**  
122 W. Washington Avenue, Suite 550 | Madison, WI 53703  
[awood@tooledesign.com](mailto:awood@tooledesign.com) | 608.663.8082 x402

Toole Design Group, LLC is committed to its Non-Discrimination Policy in all programs and activities in accordance with Title VI of the Civil Rights Act of 1964. Toole Design Group, LLC will not discriminate in the selection and retention of subcontractors or suppliers and will ensure that minority business enterprises will be afforded full opportunity to submit bids in response to an invitation to bid or proposal, and will not be discriminated against on the grounds of race, color, age, religion, ancestry, national origin, sex, marital status, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by law. To request a copy of Toole Design Group, LLC's Non-Discrimination Policy, or for more information, contact [admin@tooledesign.com](mailto:admin@tooledesign.com) or call 301.927.1900.



ARCHETYPE COFFEE

3926 FARNAM ST  
OMAHA, NE 68131  
9182848928

Biscuit	\$3.50
16oz Drip	\$2.68
<b>Subtotal</b>	<b>\$6.18</b>
Tax	\$0.32
Tip	\$1.63

**Total**                    \$ 8.13



AMERICAN EXPRESS                    \$8.13  
1280

August 01, 2019 • 7:23 am  
Order ID: 223T9KZ2NW660

Hide Details

Card: AMERICAN EXPRESS 1280  
August 01, 2019, 7:24 AM  
Method: EMV  
Authorization Code: 865883  
Authorizing Network: AMEX  
AID: A000000025010801



80068

Dinner

TDG Amex

MULA  
Mexican Kitchen & Tequileria

Date: 7/29/19, 9:06 PM  
Card Type: AMEX  
Acct #: XXXXXXXXXXXX1280  
Customer: ADAM S WOOD  
Card Entry: SWIPED  
Auth Code: 547884  
Check: 5872/A  
Tab: BB/A  
Server: Bar S

Amount: 13.37

+TIP 3.00  
16.37  
=TOTAL \_\_\_\_\_

Suggested Tips:

- 18% = 2.16
- 20% = 2.40
- 25% = 3.00

I agree to pay the above total amount pursuant to the card issuer agreement.

X \_\_\_\_\_

Thank you for visiting MULA!  
To show our appreciation  
we'd like to offer you;

Customer Copy

80068

MULA  
Mexican Kitchen & Tequileria

Check #: 5872/A  
Server: Bar S  
TAB: BB/A

7/29/19  
8:25 PM

1 HH Queso 4.00  
1 HH Rolled Tacos 5.00  
1 Elote 3.00

Sub-total 12.00  
EEA Tax 0.23  
Restaurant Tax 0.30  
Sales Tax 0.84  
Total Tax 1.37  
TOTAL 13.37

Balance Due 13.37

Suggested Tips:

- 18% = 2.16
- 20% = 2.40
- 25% = 3.00

Thank you for visiting MULA!  
To show our appreciation  
we'd like to offer you;



**Mary Kate Toole**

---

**From:** Adam Wood  
**Sent:** Thursday, August 1, 2019 7:45 PM  
**To:** Accounts Payable  
**Subject:** Fwd: ENTERPRISE Rental Agreement 844793765

80068  
TDG AMEX  
Rental car

Get [Outlook for Android](#)

---

**From:** DoNotReply@erac.com <DoNotReply@erac.com>  
**Sent:** Thursday, August 1, 2019 6:30:33 PM  
**To:** Adam Wood <awood@tooledesign.com>  
**Subject:** ENTERPRISE Rental Agreement 844793765

*This email originated from a non Toole Design email address.*



RA #: 844793765

Renter: ADAM WOOD

Dates & Times	Location
<b>Pickup</b> Jul 29, 2019 7:28 PM	4601 ABBOTT DR OMAHA, NE 68110-2646 8336289673
<b>Return</b> Aug 01, 2019 6:30 PM	4601 ABBOTT DR OMAHA, NE 68110-2646 8336289673

Vehicle	
Make/Model: NISN/FROC	
Color: BLUE LT	
Car Class Driven: SPAR	Car Class Charged: SPAR
Mileage out: 2897	Mileage In: 2636
Mileage: 261	
Fuel Out: Full	Fuel In: Full
License: 42330T2	State/Province: MO
Unit #: 7SGGP0	Vehicle #: KN773735

Charges	Price/Unit	Total
TIME & DISTANCE 07/29 - 08/01	3 @ \$52.52/DAY	\$157.56*
NO CHARGE DISTANCE 07/29 - 08/01	0 @ \$0.00/DISTANCE	\$0.00*
DISCOUNT	0 @ \$0.00/PERCENT	(\$7.88)*



RA #: 844793765

Renter: ADAM WOOD

---

CUSTOMER FACILITY CHARGE 2.50/DAY	3 @ \$2.50/DAY	\$7.50*
CONCESSION RECOUP FEE 11.11 PCT	11.1100%	\$16.63*
STATE RENTAL FEE 5.50 PCT	5.5000%	\$10.00
OMAHA OCCUPATION TAX 8.00/RNTL	1 @ \$8.00/RENTAL	\$8.00*
SALES TAX	7.0000%	\$12.73
<b>Total Charges:</b>		<b>\$204.54</b>
Charge To:		AMERICAN EXPRESS xxxx1280

---

\* Taxable Items

Subject to Audit

Your Emerald Club Number is 757162965

Emerald Club rental credits will be posted within 24 hours

We hope you enjoyed driving your upgraded Emerald Club vehicle.

Customer Service Number 1-800-468-3334

2019-08-01 18:30:32

---

December 30, 2019

Triveece Penelton  
Vireo Planning & Design  
929 Walnut Suite 700  
Kansas City, MO 64106

RE: N. 24<sup>th</sup> Street Corridor Study – Progress Report  
Toole Design Project Number: 80068  
Vireo Project No. 19028  
MAPA Project No. 1950310006  
Invoice No. 7 (FINAL INVOICE)

Dear Ms. Penelton,

Enclosed you will find Invoice No. 7—our final invoice—in the amount of \$3,886.49 for the period ending December 2, 2019 as described below. If you have questions, please do not hesitate to contact us.

Task	Description	Work Associated	% Completed
1	<b>Project Management and Administration</b>	<ul style="list-style-type: none"> <li>Project oversight</li> </ul>	100%
2	<b>Public Outreach and Presentations</b>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	100%
3	<b>Existing Conditions Inventory and Analysis</b>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	100%
4	<b>Alternatives Analysis and Development</b>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	100%
5	<b>Recommendations and Plan</b>	<ul style="list-style-type: none"> <li>Report text and graphics development</li> <li>Review and discussion with City staff</li> <li>Revisions to bike plan map</li> <li>Cross section review</li> </ul>	100%
	<b>Direct Expenses</b>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	100%

This will be our final invoice for this project. It has been a pleasure working with you, and we hope to work together again on future endeavors. If you have any questions regarding this invoice, please contact [accounts.receivable@tooledesign.com](mailto:accounts.receivable@tooledesign.com). If you have questions regarding our work, contact Adam Wood, Toole Design's project manager, at [awood@tooledesign.com](mailto:awood@tooledesign.com) or 608-663-8082 ext 402.

Thank you,

A handwritten signature in black ink that reads "Alia Anderson". The signature is written in a cursive, flowing style.

Alia Anderson AICP  
Director of Planning, North America

Enclosures

Toole Design Group, LLC  
 8484 Georgia Ave  
 Suite 800  
 Silver Spring, MD 20910  
 301-927-1900



Vireo  
 Triveece Penelton  
 929 Walnut  
 Suite 700  
 Kansas City, MO 64106

Invoice number 80068\_NOV07F  
 Date 12/30/2019

Project **N 24TH STREET CORRIDOR HOUSING  
 MARKET & MULTIMODAL  
 TRANSPORTATION STUDY**  
 TDG Proj# 80068

Period: 10/26/2019 - 12/02/2019

**1. Project Management and Administration**

Services

			Hours	Cost Rate	Cost Amount	Billed Amount
Adam S. Wood	Project Planner		1.00	46.64	46.64 ✓	
	Subtotal		1.00		46.64	
		<u>Rate</u>	<u>Basis</u>	<u>Markup</u>	<u>Amount</u>	
	Overhead	163.31%	46.64	76.16	122.80	
	Profit	10.00%	122.80	12.28	135.08	
	FCCM	0.14%	46.64	0.07	135.15	135.15
	Task subtotal					135.15

**5. Recommendations and Plan**

Services

			Hours	Cost Rate	Cost Amount	Billed Amount
Adam S. Wood	Project Planner		27.00	46.64 ✓	1,259.28	
Evan Moorman	Planner I		0.50	25.49 ✓	12.75	
Kevin C. Luecke	Senior Planner		0.50	51.30	25.65	
	Subtotal		28.00		1,297.68	
		<u>Rate</u>	<u>Basis</u>	<u>Markup</u>	<u>Amount</u>	
	Overhead	163.31%	1,297.68	2,119.23	3,416.91	
	Profit	10.00%	3,416.91	341.69	3,758.60	
	FCCM	0.14%	1,297.68	1.82	3,760.42	3,760.42
	Task subtotal					3,760.42

Invoice subtotal	3,895.57
Invoice adjustment	-9.08
Invoice total	<b>\$3,886.49</b>

**Invoice Summary**

Description	Contract Amount	Percent Spent	Total Billed	Prior Billed	Current Invoice	Remaining Percent
1. Project Management and Administration	2,510.40	81%	2,027.30	1,892.15	135.15	19%

**Invoice Summary**

Description	Contract Amount	Percent Spent	Total Billed	Prior Billed	Current Invoice	Remaining Percent
2. Public Outreach and Presentations	6,727.73	92%	6,196.89	6,196.89	0.00	8%
3. Existing Conditions Inventory and Analysis	5,191.25	101%	5,225.41	5,225.41	0.00	-1%
4. Alternatives Analysis and Development	4,904.30	102%	4,999.28	4,999.28	0.00	-2%
5. Recommendations and Plan	4,737.69	119%	5,652.57	1,892.15	3,760.42	-19%
Direct Expenses	931.00	98%	909.99	909.99	0.00	2%
Rounding Adjustment	0.00	0%	0.01	0.01	0.00	0%
Adjust to Contract Total	0.00	0%	-9.08	0.00	-9.08	0%
<b>Total</b>	<b>\$25,002.37</b>	<b>100%</b>	<b>25,002.37</b>	<b>21,115.88</b>	<b>\$3,886.49</b>	<b>0%</b>

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
80068_JUN02R	07/16/2019	3,017.20					3,017.20
80068_JUL03	08/23/2019	4,034.52					4,034.52
80068_AUG04	09/18/2019	4,842.88				4,842.88	
80068_SEP05	10/15/2019	3,904.67			3,904.67		
80068_OCT06	11/19/2019	3,189.49		3,189.49			
80068_NOV07F	12/30/2019	3,886.49	3,886.49				
<b>Total</b>		<b>22,875.25</b>	<b>3,886.49</b>	<b>3,189.49</b>	<b>3,904.67</b>	<b>4,842.88</b>	<b>7,051.72</b>

Questions? Contact the Project Manager or Accounts.Receivable@tooledesign.com, Call 301-927-1900.

December 31, 2019

Mike Helgerson  
Transportation and Data Manager  
Omaha – Council Bluffs Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, NE 68102

RE: **N. 24<sup>th</sup> Street Corridor Study -  
Progress Report**  
Vireo Project No. 19028  
MAPA Project No. 1950310006  
Invoice No. 8

Dear Mike:

Enclosed you will find Invoice No. 8 in the amount of \$20267.65 for the period ending December 31, 2019 as described below. If you have questions, please do not hesitate to contact us.

Task	Description	Work Associated	% Completed
31	Project Management and Administration	• None	100%
2	Public Outreach and Presentations	• None	87%
3	Existing Conditions Inventory and Analysis	• None	100%
4	Alternatives Analysis and Development	• Edits to draft	100%
5	Recommendations and Plan	• None	100%

Sincerely,



**Linda deFlon**  
Financial Manager | Owner

Planning & Design  
**vireo**

BeVireo.com

Kansas City

Omaha



# Subcontractor Payment Authorization

Contract Number: VJ1801  
 Contract Party: Economic Development Research Group, Inc.  
 Contract Description: Transit Return on Investment Study  
 Contract Approved by Board of Directors: October 26, 2017  
 Contact Amount: \$175,609.74  
 Match Amount: \$0.00  
 Contract Period:

## Payment # 12

Billed to Date: \$ 171,128.59  
 Less Previous Payments: \$ 159,081.82  
 Amount Due: \$ 12,046.77

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

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

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

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

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



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:** 769-13  
**DATE:** 11/26/2019  
**TERMS:** Net 30  
**DUE DATE:** 12/26/2019

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 October 1, 2019- November 15, 2019 Professional Services				
Economic Analyst	Adam Winston	9	46.75	420.75
Principal	Glen Weisbrod	5	87.44	437.20
Project Manager	Naomi Stein	3	46.75	140.25
Direct labor:				
Overhead (185.21%)	Fee	998.2	1.8521	1,848.77
Fee (15%)	Fee	*****	0.15	427.04
Expenses				
JEO Inv. #112508; August 10, 2019 to October 4, 2019			310.79	310.79
Metroanalytics Inv 380			7,500.00	7,500.00
JEO Inv. #113073; October 5, 2019 TO November 8, 2019			961.97	961.97
Total Reimbursable Expenses				8,772.76

<b>Total Due</b>	<b>\$12,046.77</b>
------------------	--------------------

## 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.: 769-13	Invoice Date: 11/26/2019	
Current Billing Period: 10/01/19	thru	11/15/19
<b>Maximum Not-to-Exceed Amount</b>		<b>\$175,609.74</b>

	Amount		
	This Period	Previously Billed	To Date
Labor	\$3,274.01	\$104,791.46	\$108,065.47
Costs (Non-Labor)	\$0	\$12,766.18	\$12,766.18
Outside Services ( <i>Subconsultants</i> ):			
Name	Max Amount		
JEO Inc.	\$50,137.27	\$1,272.76	\$41,524.18
Metro Analytics	\$7,500.00	\$7,500.00	\$0.00
<b>Total Amount Due</b>	<b>\$12,046.77</b>	<b>\$140,645.41</b>	<b>\$171,128.59</b>

## Economic Development Research Group, Inc.

## Time by Job Detail

October 1 through November 15, 2019

Date	Name	Duration
<b>Omaha - Council Bluffs MAPA:Transit Return on Investment Study (769)</b>		
<b>Labor:Adam Winston</b>		
10/01/2019	Winston, Adam	2:00
10/02/2019	Winston, Adam	1:00
10/03/2019	Winston, Adam	4:00
10/08/2019	Winston, Adam	2:00
Total Labor:Adam Winston		9:00
<b>Labor:Glen Weisbrod</b>		
10/08/2019	Weisbrod, Glen	2:00
10/21/2019	Weisbrod, Glen	0:00
10/31/2019	Weisbrod, Glen	1:00
11/05/2019	Weisbrod, Glen	2:00
Total Labor:Glen Weisbrod		5:00
<b>Labor:Naomi Stein</b>		
10/08/2019	Stein, Naomi	1:45
10/22/2019	Stein, Naomi	1:15
Total Labor:Naomi Stein		3:00
Total Omaha - Council Bluffs MAPA:Transit Return on Invest...		17:00
<b>TOTAL</b>		<b>17:00</b>

## **Progress Report – Omaha Transit ROI Study**

**Month:** Oct 1-Nov 15, 2019

### **Work Completed This Period:**

- Development of final report
- Coordinate with MAPA regarding final meeting

### **Work Underway for Progress Next Month:**

- Finalize report
- Prepare for and complete final meeting



**metro analytics**  
tomorrow's urban solutions, today

1435 N. Easthills Circle  
Bountiful, Utah 84010  
Phone: 704-280-7858  
Email: [cduncan@metroanalytics.com](mailto:cduncan@metroanalytics.com)  
[www.MetroAnalytics.com](http://www.MetroAnalytics.com)

**Bill To**

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

Project	Date
MAPA Omaha Transit ROI Study	10/6/2019
Terms	Invoice #
Net 30	380

**Project Budget**     \$ 7,500

**Project Billing / Payment History**

Inv	Start	End	Billed	Received	Outstanding
					\$ -

Invoice Details					
Period	Date	Description	Hours	Rate	Amount
15 August - 30 Sept	10/6/2019	Prepared and documented independent reporting methodology for performance impacts of transit and TOD in Omaha.	50	\$ 150.00	\$ 7,500.00

**Total for This Invoice**     \$ 7,500.00

**Total Outstanding Balance**     \$ 7,500.00



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Invoice

October 10, 2019  
Project No: R171390.00  
Invoice No: 112508

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: August 10, 2019 to October 4, 2019**

Phase 304EN Stakeholder Engagement

**Hours this Invoice**

		Hours	Rate	Amount	
Wolf, Steven	9/25/2019	1.50	63.14	94.71	
Totals		1.50		94.71	
<b>Total Labor</b>					<b>94.71</b>

**Additional Fees**

Overhead	185.34 % of 94.71	175.54	
Fixed Fees	15.00 % of 270.25	40.54	
<b>Total Additional Fees</b>		<b>216.08</b>	<b>216.08</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	310.79	26,574.36	26,885.15
Limit			41,719.17
Remaining			14,834.02

**Total this Phase \$310.79**

**Total Amount Due Upon Receipt \$310.79**

**Outstanding Invoices**

Number	Date	Balance
108938	4/9/2019	6,563.63
111370	8/15/2019	3,674.98
<b>Total</b>		<b>10,238.61</b>

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



# 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: \$442,813.00  
 Match Amount: \$0.00  
 Contract Period:

Payment # 18

Billed to Date: \$ 402,212.62  
 Less Previous Payments: \$ 375,214.79  
 Amount Due: \$ 26,997.83

Payment Recommended By:

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

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

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

Approved by MAPA Finance Committee:

\_\_\_\_\_  
Date

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

Emspace + Lovgren  
 105 North 31 Avenue Suite 200  
 Omaha NE 68131  
 402-398-9448

**STATEMENT**



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

Date
12/20/2019

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

*Charges\*\* 11/1/19 - 11/30/19*  
*Agreement\* 1819-01*  
*Project #CM-D2 (107)*  
*CN#22553*

Date	Invoice	Transaction	Amount
12/20/2019	978	CMAQ Air Quality & Reduced Fare Program	\$26,997.83
<b>AMOUNT DUE*PLEASE REMIT</b>			<b>\$26,997.83</b>



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**INVOICE**



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

Invoice #
978
12/20/2019

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

Charges\*\* 11/1/19 - 11/30/19  
 Agreement\* 1819-01  
 Project #CM-D2 (107) CN#22553

Services	Amount
<i>CMAQ Air Quality &amp; Reduced Fare Campaign**Project #CM-D2-(107)</i>	
<b>TASK 1 * PROJECT MANAGEMENT</b>	
<b>1.3 Progress &amp; Client Meetings</b>	
Project Lead * Linda Lovgren .50 Hours @ \$190 ✓	\$95.00 ✓
Project Lead * Elizebeth Murphy- 1.25 Hours @ \$190 ✓	\$237.50 ✓
Graphics * Tom Nemitz 10.00 Hours @ \$145 ✓	\$1,450.00 ✓
<b>1.4 Media Buy Oversight</b>	
Project Lead * Elizebeth Murphy 6.50 Hours @ \$190 ✓	\$1,235.00 ✓
<b>1.5 Administrative Duties</b>	
Project Lead * Elizebeth Murphy 3.75 Hours @ \$190 ✓	\$712.50 ✓
Project Administration * Donna Maxey 7.50 Hours @ \$85 ✓	\$637.50 ✓
<b>TASK 2 * Air Quality Awareness Survey</b>	
<b>2.3 Survey Results</b>	
Project Lead * Linda Lovgren 2.00 Hours @ \$190 ✓	\$380.00 ✓
Graphics * Tom Nemitz 3.00 Hours @ \$145 ✓	\$435.00 ✓
<b>Page 1</b>	

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 2222 Cuming Street  
 Omaha NE 68102-4328

Invoice #
978
12/20/2019

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

Charges\*\* 11/1/19 - 11/30/19  
 Agreement\* 1819-01  
 Project #CM-D2 (107)  
 CN#22553

Services	Amount
<i>CMAQ Air Quality &amp; Reduced Fare Campaign**Project #CM-D2-(107)</i>	
<b>TASK 3 * GRAPHIC DESIGN</b>	
<i>3.1 Graphics Design</i>	
Graphics * Tom Nemitz 4.00 Hours @ \$145 ✓	\$580.00 ✓
<i>3.2 Creative Development/Production</i>	
Graphics * Tom Nemitz 2.50 Hours @ \$145 ✓	\$362.50 ✓
<i>3.3 Production/Photography</i>	
Graphics * Tom Nemitz 16.00 Hours @ \$145 ✓	\$2,320.00 ✓
<i>3.5 Web Content</i>	
Graphics /Design * Tom Nemitz 6.00 Hours @ \$145 ✓	\$870.00 ✓
<i>3.6 Social &amp; Digital</i>	
Social Media Coordinator* Kelly Bast .75 Hours @ \$145 ✓	\$108.75 ✓
Social Media Coordinator* Angie Hempel .50 Hours @ \$145 ✓	\$72.50 ✓

Emspace + Lovgren  
 105 North 31 Avenue Suite 200  
 Omaha NE 68131  
 402-398-9448

**INVOICE**



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

Invoice #
<b>978</b>
12/20/2019

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

Charges\*\* 11/1/19 - 11/30/19  
 Agreement\* 1819-01  
 Project #CM-D2 (107)  
 CN#22553

Services	Amount
<i>CMAQ Air Quality &amp; Reduced Fare Campaign**Project #CM-D2-(107)</i>	
<b>TASK 4 * MEDIA COORDINATION</b>	
<b>4.2 Social &amp; Digital Placement</b>	
Social Media Coordinator * Kelly Bast 1.50 Hours @ \$145 ✓	\$217.50 ✓
Social Media Coordinator* Angie Hempel 1.50 Hours @ \$145 ✓	\$217.50 ✓
<b>TASK 5 * PUBLIC RELATIONS</b>	
<b>5.1 Message Platform</b>	
Project Lead * Elizebeth Murphy 2.75 Hours @ \$190 ✓	\$522.50 ✓
<b>5.2 Media Relations* Education/Opportunities</b>	
Principal Lead* Linda Lovgren 3.00 Hours @ \$190 ✓	\$570.00 ✓
<b>5.3 Editorial</b>	
Social Media Coordinator* Angie Hempel 1.25 Hours @ \$145 ✓	\$181.25 ✓
<b>Page 3</b>	

Emspace + Lovgren  
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 402-398-9448

**INVOICE**



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 Omaha NE 68102-4328

Invoice #
978
12/20/2019

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

*Charges\*\* 11/1/19 - 11/30/19*  
*Agreement\* 1819-01*  
*Project #CM-D2 (107)*  
*CN#22553*

Services	Amount
<i>CMAQ Air Quality &amp; Reduced Fare Campaign**Project #CM-D2-(107)</i>	
<b>TASK 5 * PUBLIC RELATIONS</b>	
<i>5.4 Engage Social Media*Facebook &amp; Twitter</i>	
Social Media Coordinator * Kelly Bast 4.75 Hours @ \$145 ✓	\$688.75 ✓
<i>5.5 Develop Community Partners</i>	
Project Lead * Elizebeth Murphy 2.00 Hours @ \$190 ✓	\$380.00 ✓
<b>DIRECT EXPENSES</b>	
Facebook Posts** 10/30 - 11/7 Choosing ethanol at the pump is a little step.. 10/30 - 11/7 Little Steps Promo	\$264.08 ✓
Digital Media * Omnichannel 11/25/19 - 12/30/19	\$7,000.00 ✓
Air Quality Survey*Completed interviews/Data Analysis	\$7,460.00 ✓
<b>AMOUNT DUE* PLEASE REMIT</b>	<b>\$26,997.83</b> ✓



## Cos+A1:134t Breakdown Form

### Specific Rates of Compensation (Fixed Labor) Agreements

Company Name:	EMSPACE + LOVGREN		
Control No.:	22553	Project No.:	CM-D2 (107)
Project Location:	Douglas County, Nebraska		
Agreement No.:	BK1819-01	Expire Date:	December 31, 2019
Invoice No.:	#978	Invoice Date:	12/20/2019
% Work Completed:	91%		
Current Billing Period:	11/1/2019 thru 11/30/2019		

Agreement No: <b>BK1819-01</b> Agreement amount thru supplement # 000	<b>Maximum Not-to-Exceed Amount</b> <b>\$442,813.00</b>
--	--

	Amount		
	This Period	Previously Billed	To Date
Direct Labor	\$12,273.75	\$126,307.50	\$138,581.25
Direct Costs (Non-Labor)	\$0.00	\$10,307.23	\$10,307.23
<b>Outside Services (Subconsultants):</b>			
<u>Name</u>	<u>Max Amount</u>		
Survey Subconsultant	\$35,000.00	\$7,460.00	\$21,090.00
Social Media Consultant	\$12,000.00	\$0.00	\$3,300.00
Heartland B-Cycle Branding	\$36,868.00	\$0.00	\$36,868.00
Media-Print Ads, Radio, TV	\$169,000.00	\$0.00	\$174,794.64
Social Media*FB/Twitter	\$10,000.00	\$7,264.08	\$2,547.42
<b>Adjustments:</b>			
Description:			


<b>Total Amount DUE &gt;&gt;</b>	<b>\$26,997.83</b>	<b>\$375,214.79</b>	<b>\$402,212.62</b>
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By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract	<b>Total Agreement Amount Remaining:</b>	<b>\$40,600.38</b>
Signature (typed or signed name required):	Title:	Date:
Donna Maxey	Client Operations Manager	12/20/2019
Consultant's email contact for invoice-related questions: <a href="mailto:maxey@emspacegroup.com">maxey@emspacegroup.com</a>		

DR Form 162a, v16.1230

- Notes:**
1. If Agreement covers multiple control numbers (projects) use the smallest number for this Cost Breakdown Form, then your invoice should include the breakdown of costs between all projects.

MAPA  
Hours Recap by Task

Emspace + Lovgren 		MAPA* CMAQ Quality & Reduced Fare Campaign**Project #CM-D2-(107) Agreement* 1819-01								
Task Name **HOURS RECAP	Task Order Hrs Budgeted	Invoice #916 June 2019 Hrs Billed	Invoice #852 Hrs Billed July 2019	Invoice #8670 Hrs Billed Aug 2019	Invoice #917 Sept 2019 Hrs Billed	Invoice #8335 Hrs Billed Oct 2019	Invoice #978 Hrs Billed Nov 2019	Hrs Billed to Date	Budget Hrs Remaining	% of Budget Hrs Completed
Task 1 Project Management & Administration*Direct Labor	294.00	19.00	13.00	22.75	32.00	39.75	29.50	156.00	78.00	67%
Task 2 Air Quality Awareness Survey**Direct Labor	15.00	0.00	0.00	6.25	3.75	0.00	5.00	15.00	0.00	100%
Task 3 Creative/Graphics * Direct Labor	138.00	9.00	32.00	35.50	14.50	8.75	29.75	129.50	8.50	94%
Task 4 Media Coordination* Direct Labor	81.00	0.00	1.50	2.50	2.00	3.00	3.00	12.00	69.00	15%
Task 5 Public Relations * Direct Labor	131.00	5.00	0.50	20.25	0.50	9.50	13.75	49.50	81.50	38%
<b>Total Hours:</b>	<b>899.00</b>	<b>33.00</b>	<b>47.00</b>	<b>87.25</b>	<b>52.75</b>	<b>61.00</b>	<b>81.00</b>	<b>362.00</b>	<b>237.00</b>	<b>60%</b>

Date	Job	Task	Job Name	Staff	Service	Description	Billing Rate	Hours	Total Amount
Nov 04 2019	5294	1.3	MAPA / LSBI Task 1 Project Management	Elizabeth Murphy	Project Lead	team updates/budget update	\$190.00	1.00	\$190.00
Nov 25 2019	5294	1.3	MAPA / LSBI Task 1 Project Management	Elizabeth Murphy	Project Lead	team touchpoint	\$190.00	0.25	\$47.50
						<b>Total:</b>		<b>1.25</b>	<b>\$237.50</b>
Nov 25 2019	5294	1.3	MAPA / LSBI Task 1 Project Management	Linda Lovgren	Project Lead	Little Steps internal meeting/ follow-up on projects	\$190.00	0.50	\$95.00
						<b>Total:</b>		<b>0.50</b>	<b>\$95.00</b>
Nov 01 2019	5294	1.3	MAPA / LSBI Task 1 Project Management	Tom Nemitz	Graphics Manager	Run through remaining 2019 schedule/plans/budget, task out projects	\$145.00	2.25	\$326.25
Nov 04 2019	5294	1.3	MAPA / LSBI Task 1 Project Management	Tom Nemitz	Graphics Manager	Prep for school curriculum brainstorm (read through curriculum document, write notes on ways to push it out, look at existing website for how to add)	\$145.00	2.00	\$290.00
Nov 05 2019	5294	1.3	MAPA / LSBI Task 1 Project Management	Tom Nemitz	Graphics Manager	2020 Planning: final revisions to scope of work and budget documents, create PDFs, send to Donna	\$145.00	1.75	\$253.75
Nov 06 2019	5294	1.3	MAPA / LSBI Task 1 Project Management	Tom Nemitz	Graphics Manager	Brainstorm session on school curriculum rollout	\$145.00	1.00	\$145.00
Nov 08 2019	5294	1.3	MAPA / LSBI Task 1 Project Management	Tom Nemitz	Graphics Manager	Meet with Douglas County Health to discuss progress on rollout of microsite	\$145.00	\$1.00	\$145.00
Nov 18 2019	5294	1.3	MAPA / LSBI Task 1 Project Management	Tom Nemitz	Graphics Manager	internal touchpoint meeting	\$145.00	0.50	\$72.50
Nov 18 2019	5294	1.3	MAPA / LSBI Task 1 Project Management	Tom Nemitz	Graphics Manager	Meet with Keelie and Donna to discuss remaining LSBI budget	\$145.00	0.50	\$72.50
Nov 25 2019	5294	1.3	MAPA / LSBI Task 1 Project Management	Tom Nemitz	Graphics Manager	Touchpoint meeting-discussion	\$145.00	1.00	\$145.00
						<b>Total:</b>		<b>10.00</b>	<b>\$1,450.00</b>

MAPA-  
% of Services Completed

Emspace + Lovgren		MAPA * CMAQ Quality & Reduced Fare Campaign ** Project #CM-D2-(107) * Agreement * 1819-01								
Task Name ** % of Services Completed	Task Order Total	Invoice #816 June 2019	Invoice #852 July 2019	Invoice #879 Aug 2019	Invoice # Sept 2019	Invoice #E935 Oct 2019	Invoice #978 Nov 2019	Billed to Date	Remaining Budget	% of Project Completed
Task 1 Project Management & Administration*Direct Labor	\$ 32,865.00	\$ 2,680.00	\$ 1,720.00	\$ 2,916.25	\$ 3,980.00	\$ 5,692.50	\$ 4,367.50	\$ 21,356.25	\$ 11,508.75	65%
Task 2 Air Quality Awareness Survey*Direct Labor	\$ 2,625.00	\$ -	\$ -	\$ 1,120.00	\$ 690.00	\$ -	\$ 815.00	\$ 2,625.00	\$ -	100%
Task 3 Creative/Graphics * Direct Labor	\$ 20,010.00	\$ 1,305.00	\$ 4,640.00	\$ 5,147.50	\$ 2,102.50	\$ 1,268.75	\$ 4,313.75	\$ 18,777.50	\$ 1,232.50	94%
Task 4 Media Coordination* Direct Labor	\$ 10,170.00	\$ -	\$ 217.50	\$ 407.50	\$ 290.00	\$ 435.00	\$ 435.00	\$ 1,785.00	\$ 8,385.00	18%
Task 5 Public Relations * Direct Labor	\$ 21,830.00	\$ 747.50	\$ 95.00	\$ 3,352.50	\$ 95.00	\$ 1,760.00	\$ 2,342.50	\$ 8,392.50	\$ 13,437.50	38%
<b>Sub-Total:</b>	<b>\$ 87,500.00</b>	<b>\$ 4,732.50</b>	<b>\$ 6,672.50</b>	<b>\$ 12,943.75</b>	<b>\$ 7,157.50</b>	<b>\$ 9,156.25</b>	<b>\$ 12,273.75</b>	<b>\$ 52,936.25</b>	<b>\$ 34,563.75</b>	<b>60%</b>
<b>Direct Expenses</b>										
Direct Costs:										
Printing/Production**Collateral, Backpacks, Radio & TV Production; Handouts, Display Panels	\$ 7,500.00	\$ -	\$ -	\$ 2,767.42	\$ -	\$ -	\$ -	\$ 2,767.42	\$ 4,732.58	37%
Heartland B-Cycle*Branding - 100 bikes in system	\$ 36,868.00	\$ -	\$ -	\$ 36,868.00	\$ -	\$ -	\$ -	\$ 36,868.00	\$ -	100%
Media* Print Ads, Radio Spots, TV, Outdoor, On-Line	\$ 80,000.00	\$ 14,820.00	\$ 53,711.00	\$ 10,469.00	\$ -	\$ -	\$ -	\$ 79,000.00	\$ 1,000.00	99%
Social Media*Facebook & Twitter	\$ 10,000.00	\$ 354.13	\$ -	\$ -	\$ 869.25	\$ 1,324.04	\$ 7,264.08	\$ 9,811.50	\$ 188.50	98%
Survey*Survey Subconsultant	\$ 15,000.00	\$ -	\$ -	\$ 7,460.00	\$ -	\$ -	\$ 7,460.00	\$ 14,920.00	\$ 80.00	99%
<b>Sub-Total:</b>	<b>\$ 149,368.00</b>	<b>\$ 15,174.13</b>	<b>\$ 53,711.00</b>	<b>\$ 57,564.42</b>	<b>\$ 869.25</b>	<b>\$ 1,324.04</b>	<b>\$ 14,724.08</b>	<b>\$ 143,366.92</b>	<b>\$ 6,001.08</b>	<b>96%</b>
<b>GRAND TOTAL:</b>	<b>\$ 236,868.00</b>	<b>\$ 19,906.63</b>	<b>\$ 60,383.50</b>	<b>\$ 70,508.17</b>	<b>\$ 8,026.75</b>	<b>\$ 10,480.29</b>	<b>\$ 26,997.83</b>	<b>\$ 196,303.17</b>	<b>\$ 40,564.83</b>	<b>83%</b>







*Emspace + Lovgren \*\*Progress Report*

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

Date: 12-20-2019  
Invoice # 978  
Charges\* 11/1/19 - 11/30/19  
Project #: CM-D2 (107)  
Control #: 22553  
Agreement #: BK1819-01  
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

<i>Task #</i>	<i>Description of Services</i>
<i>Task 1 Project Management</i>	Strategic Planning-Client & Internal Meetings; DCH meeting-microsite, budget discussions; updates; Meeting prep/agenda,attend; followup- discussion/brainstorming; invoicing; digital media buy; media summary report; activity guide
<i>Task 2 Air Quality Awareness Survey</i>	Survey results; survey presentation
<i>Task 3 Creative/Graphics</i>	DCHD microsite-flyer concept, design, layout; backpack layout; Concepts for digital ads-New Years; blog edits; proofing
<i>Task 4 Media Coordination</i>	Social media posts;copy for new ad campaign
<i>Task 5 Public Relations</i>	Curriculum media outreach planning/contacts; press release-distribution; blog post; social media
<i>Direct Costs* Printing/Production; Media Advertising</i>	Facebook Paid Posts; Air Quality survey; digital media

Nov 13 2019	5294	1.4	MAPA / LSBI Task 1 Project Management	Linda Lovgren*	Project Lead	Planning time-discussion on facebook with Sue	\$190.00	0.50	\$95.00
Nov 15 2019	5294	1.4	MAPA / LSBI Task 1 Project Management	Linda Lovgren*	Project Lead	prep for facebook meeting	\$190.00	0.50	\$95.00
Nov 15 2019	5294	1.4	MAPA / LSBI Task 1 Project Management	Linda Lovgren*	Project Lead	facebook requirements meeting with Sue	\$190.00	0.75	\$142.50
Nov 22 2019	5294	1.4	MAPA / LSBI Task 1 Project Management	Linda Lovgren*	Project Lead	Arranging presentation and meetings	\$190.00	0.50	\$95.00
Nov 12 2019	5294	1.4	MAPA / LSBI Task 1 Project Management	Linda Lovgren*	Project Lead	Discuss shifting money from Facebook Promoted Posts to digital media buy with Sue/MAPA	\$190.00	0.50	\$95.00
Nov 18 2019	5294	1.4	MAPA / LSBI Task 1 Project Management	Linda Lovgren*	Project Lead	Discuss digital media buy	\$190.00	0.75	\$142.50
Nov 18 2019	5294	1.4	MAPA / LSBI Task 1 Project Management	Linda Lovgren*	Project Lead	Continue work on media summary report	\$190.00	3.00	\$570.00
						<b>Total:</b>		<b>6.50</b>	<b>\$1,235.00</b>
Nov 06 2019	5294	1.5	MAPA / LSBI Task 1 Project Management	Donna Maxey*	Project Administration	Build a spreadsheet with a list of schools and community organizations LSBI team will contact and who is assigned to them; share with the team	\$85.00	1.00	\$85.00
Nov 11 2019	5294	1.5	MAPA / LSBI Task 1 Project Management	Donna Maxey*	Project Administration	notes from curriculum brainstorm, agenda for internal meeting	\$85.00	0.75	\$63.75
Nov 12 2019	5294	1.5	MAPA / LSBI Task 1 Project Management	Donna Maxey	Project Administration	pull timesheets/outside costs; prep for invoicing	\$85.00	3.00	\$255.00
Nov 13 2019	5294	1.5	MAPA / LSBI Task 1 Project Management	Donna Maxey	Project Administration	more invoice prep-docs	\$85.00	1.25	\$106.25
Nov 15 2019	5294	1.5	MAPA / LSBI Task 1 Project Management	Donna Maxey	Project Administration	finalize docs for invoicing-out to client	\$85.00	1.50	\$127.50
						<b>Total:</b>		<b>7.50</b>	<b>\$637.50</b>
Nov 05 2019	5294	1.5	MAPA / LSBI Task 1 Project Management	Elizabeth Murphy*	Project Lead	activity guide	\$190.00	1.00	\$190.00
Nov 06 2019	5294	1.5	MAPA / LSBI Task 1 Project Management	Elizabeth Murphy*	Project Lead	school curriculum brainstorm + meeting prep	\$190.00	1.50	\$285.00
Nov 06 2019	5294	1.5	MAPA / LSBI Task 1 Project Management	Elizabeth Murphy*	Project Lead	curriculum spreadsheet review	\$190.00	0.25	\$47.50
Nov 07 2019	5294	1.5	MAPA / LSBI Task 1 Project Management	Elizabeth Murphy*	Project Lead	emails - activity guide	\$190.00	0.50	\$95.00
Nov 14 2019	5294	1.5	MAPA / LSBI Task 1 Project Management	Elizabeth Murphy*	Project Lead	Activity Guide	\$190.00	0.50	\$95.00
						<b>Total:</b>		<b>3.75</b>	<b>\$712.50</b>

Date	Job	Task	Job Name	Staff	Service	Description	Billing Rate	Hours	Total Amount
Nov 26 2019	5295	2.3	MAPA / LSBI Task 2 Air Quality Awareness Survey	Linda Lovgren	Project Lead	survey results discussion	\$190.00	2.00	\$380.00
						<b>Total:</b>		<b>2.00</b>	<b>\$380.00</b>
Nov 04 2019	5295	2.3	MAPA / LSBI Task 2 Air Quality Awareness Survey	Tom Nemitz	Graphics Manager	Check first draft of online survey, proofread; conference call with MSR to discuss progress	\$145.00	1.75	\$253.75
Nov 26 2019	5295	2.3	MAPA / LSBI Task 2 Air Quality Awareness Survey	Tom Nemitz	Graphics Manager	Survey presentation meeting; meet with Sue to discuss Facebook status	\$145.00	1.25	\$181.25
						<b>Total:</b>		<b>3.00</b>	<b>\$435.00</b>

Date	Job	Task	Job Name	Staff	Service	Description	Billing Rate	Hours	Total Amount
Nov 07 2019	5296	3.1	MAPA / LSBI Task 3 Creative / Graphics	Tom Nemitz	Graphics Manager	Concept, Write copy, layout one-page flyer promoting DCHD microsite on air quality, proof	\$145.00	4.00	\$580.00
						<b>Total:</b>		<b>4.00</b>	<b>\$580.00</b>
Nov 15 2019	5296		MAPA / LSBI Task 3 Creative / Graphics	Tom Nemitz	Graphics Manager	Create footstep graphics for DCHD microsite, route	\$145.00	2.50	\$398.75
						<b>Total:</b>		<b>2.50</b>	<b>\$398.75</b>
Nov 05 2019	5296	3.3	MAPA / LSBI Task 3 Creative / Graphics	Tom Nemitz	Graphics Manager	New layout for LSBI backpacks, route	\$145.00	2.25	\$326.25
Nov 06 2019	5296	3.3	MAPA / LSBI Task 3 Creative / Graphics	Tom Nemitz	Graphics Manager	Begin work on DCHD one-page flyer	\$145.00	1.25	\$181.25
Nov 13 2019	5296	3.3	MAPA / LSBI Task 3 Creative / Graphics	Tom Nemitz	Graphics Manager	Revise DCHD Microsite flyer with feedback	\$145.00	1.25	\$145.00
Nov 19 2019	5296	3.3	MAPA / LSBI Task 3 Creative / Graphics	Tom Nemitz	Graphics Manager	Concepting on digital ads for New Years Resolution campaign	\$145.00	1.00	\$145.00
Nov 20 2019	5296	3.3	MAPA / LSBI Task 3 Creative / Graphics	Tom Nemitz	Graphics Manager	Begin building digital ads for New Years Resolution campaign	\$145.00	3.00	\$435.00
Nov 21 2019	5296	3.3	MAPA / LSBI Task 3 Creative / Graphics	Tom Nemitz	Graphics Manager	Build digital ads for New Years Resolution campaign, route	\$145.00	2.00	\$290.00
Nov 21 2019	5296	3.3	MAPA / LSBI Task 3 Creative / Graphics	Tom Nemitz	Graphics Manager	Revise graphics for DCHD microsite after routing, create final files, send to DCHD; create final file for DCHD one-pager, send to DCHD	\$145.00	3.00	\$435.00
Nov 22 2019	5296	3.3	MAPA / LSBI Task 3 Creative / Graphics	Tom Nemitz	Graphics Manager	Digital ads, revise, send to Sue for approval	\$145.00	1.25	\$181.25
Nov 26 2019	5296	3.3	MAPA / LSBI Task 3 Creative / Graphics	Tom Nemitz	Graphics Manager	File prep digital ads	\$145.00	1.00	\$145.00
						<b>Total:</b>		<b>16.00</b>	<b>\$2,283.75</b>
Nov 01 2019	5296	3.5	MAPA / LSBI Task 3 Creative / Graphics	Tom Nemitz	Graphics Manager	Run security updates on LSBI website; test after updates	\$145.00	4.00	\$580.00
Nov 06 2019	5296	3.5	MAPA / LSBI Task 3 Creative / Graphics	Tom Nemitz	Graphics Manager	Work on graphics to supply to DCHD for the air quality microsite	\$145.00	2.00	\$290.00
						<b>Total:</b>		<b>6.00</b>	<b>\$870.00</b>
Nov 20 2019	5296	3.6	MAPA / LSBI Task 3 Creative / Graphics	Kelly Bast	Social Media Coordinator	proofing LSBI digital ads	\$145.00	0.25	\$36.25
Nov 20 2019	5296	3.6	MAPA / LSBI Task 3 Creative / Graphics	Kelly Bast	Social Media Coordinator	proofing DCHD flier about microsite	\$145.00	0.25	\$36.25
Nov 22 2019	5296	3.6	MAPA / LSBI Task 3 Creative / Graphics	Kelly Bast	Social Media Coordinator	proofing digital ads	\$145.00	0.25	\$36.25
						<b>Total:</b>		<b>0.75</b>	<b>\$108.75</b>
Nov 22 2019	5296	3.6	MAPA / LSBI Task 3 Creative / Graphics	Angie Hempel	Social Media Coordinator	blog edits	\$145.00	0.50	\$72.50
						<b>Total:</b>		<b>0.50</b>	<b>\$72.50</b>



MAPA \* INVOICE #978 November 2019

Date	Job	Task #	Job Name	Staff	Service	Description	Billing Rate	Hours	Total Amount
Nov 04 2019	5297	4.2	MAPA / LSBI Task 4 Media Coordination	Kelly Bast	Social Media Coordinator	social review + posts	\$145.00	1.00	\$145.00
Nov 21 2019	5297	4.2	MAPA / LSBI Task 4 Media Coordination	Kelly Bast	Social Media Coordinator	social posts	\$145.00	0.50	\$72.50
						<b>Total:</b>		1.50	\$217.50
Nov 20 2019	5297	4.2	MAPA / LSBI Task 4 Media Coordination	Angie Hempel	Social Media Coordinator	Writing new copy for new ad campaign	\$145.00	1.00	\$145.00
Nov 20 2019	5297	4.2	MAPA / LSBI Task 4 Media Coordination	Angie Hempel	Social Media Coordinator	Proofing air quality filer	\$145.00	0.50	\$72.50
						<b>Total:</b>		1.50	\$217.50

Date	Task	Job	Job Name	Staff	Service	Description	Billing Rate	Hours	Total Amount
Nov 06 2019	5.1	5298	MAPA / LSBI Task 5 Public Relations	Elizebeth Murphy	Project Lead	Planning for curriculum media outreach; follow up	\$190.00	1.25	\$237.50
Nov 07 2019	5.1	5298	MAPA / LSBI Task 5 Public Relations	Elizebeth Murphy	Project Lead	contacts for curriculum	\$190.00	0.50	\$95.00
Nov 18 2019	5.1	5298	MAPA / LSBI Task 5 Public Relations	Elizebeth Murphy	Project Lead	planning through contract/curriculum	\$190.00	1.00	\$190.00
						<b>Total:</b>		<b>2.75</b>	<b>\$522.50</b>
Oct 30 2019	5.2	5298	MAPA / LSBI Task 5 Public Relations	Linda Lovgren	Project Lead	planning and discussions for the new air quality app	\$190.00	0.50	\$95.00
Nov 24 2019	5.2	5298	MAPA / LSBI Task 5 Public Relations	Linda Lovgren	Project Lead	editing and strategy for construction document	\$190.00	1.25	\$237.50
Nov 25 2019	5.2	5298	MAPA / LSBI Task 5 Public Relations	Linda Lovgren	Project Lead	press release and distribution	\$190.00	1.25	\$237.50
						<b>Total:</b>		<b>3.00</b>	<b>\$570.00</b>
Nov 20 2019	5.3	5298	MAPA / LSBI Task 5 Public Relations	Angie Hempel	Social Media Coordinator	Reviewing blog post and coordinating approvals	\$145.00	1.25	\$181.25
						<b>Total:</b>		<b>1.25</b>	<b>\$181.25</b>
Nov 19 2019	5.4	5298	MAPA / LSBI Task 5 Public Relations	Kelly Bast	Social Media Coordinator	social posts	\$145.00	0.25	\$36.25
Nov 20 2019	5.4	5298	MAPA / LSBI Task 5 Public Relations	Kelly Bast	Social Media Coordinator	proofing brake cleaner blog	\$145.00	0.25	\$36.25
Nov 27 2019	5.4	5298	MAPA / LSBI Task 5 Public Relations	Kelly Bast	Social Media Coordinator	Edits to DCHD air quality microsite descriptions	\$145.00	0.25	\$36.25
						<b>Total:</b>		<b>0.75</b>	<b>\$108.75</b>
Nov 05 2019	5.5	5298	MAPA / LSBI Task 5 Public Relations	Elizebeth Murphy*	Project Lead	Curriculum promotion planning	\$190.00	1.00	\$190.00
Nov 12 2019	5.5	5298	MAPA / LSBI Task 5 Public Relations	Elizebeth Murphy*	Project Lead	Emailing community members about curriculum outreach	\$190.00	1.00	\$190.00
						<b>Total:</b>		<b>2.00</b>	<b>\$380.00</b>

PO # 1636  
 Mapa JOB # 5299

**POSTED**



**Invoice**

1121 North 102nd Court, Suite 100  
 Omaha, NE 68114-1947

DATE	INVOICE #
11/27/2019	29749

<b>BILL TO</b>
Emspace + Lovgren Attn: Kelly Bast 105 North 31 Avenue Suite 100 Omaha, NE 68131

P.O. NO.	TERMS	PROJECT
Bast	Net 30	Little Steps, Big Imp...

QUANTITY	DESCRIPTION	RATE	AMOUNT
	Project: Little Steps, Big Impact 2019		
	Client consultation, project supervision and management.	1,200.00	1,200.00
	Survey update.	300.00	300.00
	Programming revisions and/or development.	500.00	500.00
4	Hours managing sample for study.	85.00	340.00
250	Completed interviews with qualified respondents (Phone).	26.00	6,500.00
300	Completed interviews with qualified respondents (Web).	10.00	3,000.00
	Cleaning and/or coding verbatim responses.	150.00	150.00
	Data analysis and report generation of research findings.	2,930.00	2,930.00
	Credit for advance invoice #29622 paid with check #19109.	-7,460.00	-7,460.00

Terms: Net. A finance charge will be incurred at the maximum rate allowed by applicable state law but not to exceed 1.5% per month or 18% per annum on all amounts not paid in full within 30 day from invoice date.

<b>Total</b>	<b>\$7,460.00</b>
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Phone #	Fax #	Tax I.D. Number
402-392-0755	402-392-1068	80-0107273

Web Site
www.theMSRgroup.com



14707 California Street #3  
Omaha, NE 68154

**POSTED**

Patsy M. Sumner  
psummer@themediaspark.com  
(402) 505-5433

# INVOICE

Invoice Number: 3073  
Invoice Date: Dec 1, 2019  
Due Date: Dec 30, 2019

Mapa JOB# 5301

**Customer:**  
Emspace-Little Steps Big Impact  
105 North 31st Avenue Ste 100  
Omaha, NE 68131

**Bill to:**  
Emspace  
7634 Pierce Street  
Omaha, NE 68124

Customer ID	Customer Email	Payment Terms	
Emspace-Little Steps	billing@emspacegroup.com	See Due Date	
Order	Job Name	Job Date	Due Date
LSBI_GWG111819	LITTLE STEPS		12/30/19
Description	Unit Price	Amount	
Digital Media-Omnichannel order LSBI_GWG111819 for Little Steps Big Impact from November 25-December 30, 2019		7,000.00	
Subtotal		7,000.00	
Sales Tax			
Total Invoice Amount		7,000.00	
Payment/Credit Applied			
<b>TOTAL DUE</b>		<b>7,000.00</b>	

THANK YOU FOR  
YOUR BUSINESS!



1501177  
JOB #5301 Mapa

POSTED

Receipt for Little Steps Big Impact

Account ID: 893668200765745



Invoice/Payment Date  
Nov 30, 2019, 9:19 AM

Payment Method  
Visa\*7499  
Reference Number: PTLH6NEP72

Paid

\$264.08 USD

Transaction ID  
2352745498170212-5083135

Remaining ad costs at the end of the month.

Product Type  
Facebook

Campaigns

Post: "Choosing ethanol at the pump is a little step..."		
From Oct 30, 2019, 12:00 AM to Nov 7, 2019, 11:59 PM		\$72.18
Post: "Choosing ethanol at the pump is a little step..."	5,397 Impressions	\$72.18
[10/04/2019] Promoting Little Steps, Big Impact		
From Oct 30, 2019, 12:00 AM to Nov 7, 2019, 11:59 PM		\$191.90
[10/04/2019] Promoting Little Steps, Big Impact	13,571 Impressions	\$191.90



# Subcontractor Payment Authorization

Contract Number: -

Contract Party: Hamilton Associates

Contract Description: Audit

Contract Approved by Board of Directors: July 25, 2019

Amendment Approved by Board of Directors: December 12, 2019

Contact Amount: \$15,330.00

Match Amount: \$0.00

Contract Period: July 1, 2018 - June 30, 2019

Payment # 1

Billed to Date: \$ 7,350.00

Less Previous Payments: \$ -

Amount Due: \$ 7,350.00

Payment Recommended By: Anada Morales  
Responsible Charge / MAPA Staff Member

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

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

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

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

**Hamilton Associates, P.C.**  
Certified Public Accountants and Consultants

20 PEARL STREET  
P.O. BOX 959  
COUNCIL BLUFFS, IA 51502

(712) 322-0277

Bill To:

METROPOLITAN AREA PLANNING AGENCY  
2222 Cuming Street  
Omaha, NE 68102-4328

Invoice No. 26925  
Date 12/31/2019  
Client No. 12235

**INVOICE**

Progress billing for services rendered through December 31 in  
connection with the audit for the year ended June 30, 2019

\$ 7,350.00

<b>MAPA Expense Authorization Voucher</b>	
Date	12-31-19
Amount	7,350 <sup>00</sup> -
Project	98000-03
Account	10-5320
Grant	16INDCO1
Acctg. Dir.	AM
Exec. Dir.	
Treasurer	



**Payment in Full Due On Receipt**

1 1/4% monthly or 15% annual finance charge  
will be computed on all outstanding balances over 30 days.



## Subcontractor Payment Authorization

**Organization** Pottawattamie County

**Contract Number** 2090310006

**Contract Description** Pottawattamie County GIS Activities - FY20

**Contract Amount** \$30,000.00

**Match Amount** \$12,857.00

**Billed to Date** \$16,989.53

**Board Approval** 05/30/2019

**Contract Start** 07/01/2019

**Contract End** 06/30/2020

**Payment Number** 2

**Payment Amount** \$8,771.38

Recommended by:

**Responsible Charge**

Court Barber

**Department Manager**

Michael Helgerson

**Executive Director**

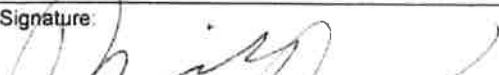
Greg Youell

Approved By MAPA Finance Committee:

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

# Cost Breakdown Form for Actual Cost Plus Fixed Fee Agreements

Company Name:	Pottawattamie County		
Address:	227 S 6 <sup>th</sup> St, Council Bluffs, IA 51501		
Employer (FEIN) No.:	42-6004433		
Project No.:	2090310006		
Project Location:	xxxxxxx		
Control No.:	xxxxxxx		
Agreement No.:	xxxxxxx		
Invoice No. and Date:	20191231 & December 31, 2019		
Progress Report Date:	December 31, 2019		
% Work Completed:	60.0%		
Current Billing Period:	10/1/2019 to 12/31/2019		
<b>Actual Cost plus Fixed Fee Amount &gt;</b>	<b>Limiting Max. Amount \$30,000.00</b>	<b>Fixed Fee for Profit</b>	<b>Total Contract Amount \$30,000.00</b>
	<b>Amount</b>		
	<b>This Period</b>	<b>Previously Billed</b>	<b>To Date</b>
Direct Labor	\$8,771.38	\$9,218.15	\$17,989.53
Overhead @ % of Direct Labor	\$0.00		\$0.00
Fixed Fee = % of Labor and Overhead	\$0.00		\$0.00
FCCM @ % of Direct Labor	\$0.00		\$0.00
Direct Non-Labor Costs			\$0.00
Indirect Costs			\$0.00
Outside Services (Subconsultants)			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Subtotal – Outside Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Due &gt;</b>	<b>\$8,771.38</b>	<b>\$9,218.15</b>	<b>\$17,989.53</b>
<i>I certify that the billed amounts are actual and in agreement with the contract terms.</i>		<b>Balance:</b>	<b>\$12,010.47</b>
Signature: 	Title: Chief Information Officer		Date: 12/31/2019

Billing Period

October 1, 2019 to December 31, 2019

**Total Requested this Period: \$8,771.38**

Description	Employee	Hours Worked	Hourly Rate	Calculated Total	Requested Amount	In-Kind Match (30%)
Project A: Natural Resources Inventory	Employee 1	8	\$48.04	\$384.32	\$269.02	\$115.30
Project B: Regional Data Portal	Employee 1	0	\$48.04	\$0.00	\$0.00	\$0.00
Project C: Data Maintenance	Employee 1	11	\$48.04	\$528.44	\$369.91	\$158.53
	Employee 2	135	\$34.75	\$4,691.25	\$3,283.88	\$1,407.38
Project D: Website Maintenance	Employee 1	0	\$48.04	\$0.00	\$0.00	\$0.00
	Employee 2	92	\$34.75	\$3,197.00	\$2,237.90	\$959.10
Fringe Benefits	Employee 1	19	\$17.20	\$326.80	\$228.76	\$98.04
Fringe Benefits	Employee 2	227	\$14.99	\$3,402.73	\$2,381.91	\$1,020.82
				\$12,530.54	\$8,771.38	\$3,759.16

To-Date Received: \$ 9,218.15

Balance available for disbursement: **\$ 20,781.85**

Name	Salary	Fringe Benefits				Fringe Benefits
		Medical Insurance	Dental Insurance	FICA	Pension	per hour
Employee 1	\$99,223.20	\$ 18,128.88	\$ 693.96	\$ 7,590.57	\$ 9,366.67	\$ 17.20
Employee 2	\$72,280.00	\$ 18,128.88	\$ 693.96	\$ 5,529.42	\$ 6,823.23	\$ 14.99

Note: Longevity pay is built into the hourly rate and has been paid to the employee this quarter.

# Progress Report Form

## Work Completed for Current Billing Period:

- Road Centerline Edits
- Road Right-of-Way Edits
- Land Records Edits (see table below)
- Section Corner Edits
- Basemap Edits
- Website Maintenance both public facing and internal sites – for a list and access to all our public-facing sites please visit <https://gis.pottcounty-ia.gov>
- NRI Meetings and Data Uploading/Sharing

Month	New or Modified Parcels	Subdivisions	Surveys
Oct-19	18	4	20
Nov-19	32	1	12
Dec-19	18	0	17

**Anticipated Work for Next Billing Period:** The same or similar

**Information Needed from MAPA/IDOT:** None anticipated

**Percent of Work Completed to Date:** 60.07%

**Outstanding Issues:** None

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Expense Date	Payment Date	Payment #	Packet	Employee	Employee #	Dept.	Code	Units	Amount	
<b>Payroll Department: 54 - GIS</b>										
<b>Fund: 0001 - GENERAL BASIC FUND</b>										
<b>Expense</b>										
<b>0001-54-9120-000-10035-000</b>		<b>SALARIES OF REG EMP-GIS SPECIALIST</b>							<b>19,461.90</b>	
10/04/2019	10/04/2019	72725	PYPKT03966		00929	54	H	64.00	2,224.22	
10/04/2019	10/04/2019	72725	PYPKT03966		00929	54	V	16.00	556.06	
10/18/2019	10/18/2019	73230	PYPKT03990		00929	54	H	80.00	2,780.27	
11/01/2019	11/01/2019	73769	PYPKT04019		00929	54	H	80.00	2,780.27	
11/15/2019	11/15/2019	74243	PYPKT04043		00929	54	H	72.00	2,502.24	
11/15/2019	11/15/2019	74243	PYPKT04043		00929	54	V	8.00	278.03	
11/27/2019	11/27/2019	74778	PYPKT04068		00929	54	8	8.00	278.03	
11/27/2019	11/27/2019	74778	PYPKT04068		00929	54	H	69.50	2,415.36	
11/27/2019	11/27/2019	74778	PYPKT04068		00929	54	SI	2.50	86.88	
12/13/2019	12/13/2019	75279	PYPKT04095		00929	54	8	16.00	556.05	
12/13/2019	12/13/2019	75279	PYPKT04095		00929	54	H	64.00	2,224.22	
12/27/2019	12/27/2019	75770	PYPKT04114		00929	54	H	78.50	2,728.14	
12/27/2019	12/27/2019	75770	PYPKT04114		00929	54	SI	1.50	52.13	
<b>0001-54-9120-000-10037-000</b>		<b>SALARIES OF REG EMP-GIS SUPERVISOR</b>							<b>26,901.11</b>	
10/04/2019	10/04/2019	72724	PYPKT03966		00384	54	H	72.00	3,458.71	
10/04/2019	10/04/2019	72724	PYPKT03966		00384	54	V	8.00	384.30	
10/18/2019	10/18/2019	73229	PYPKT03990		00384	54	H	80.00	3,843.02	
11/01/2019	11/01/2019	73768	PYPKT04019		00384	54	H	71.00	3,410.68	
11/01/2019	11/01/2019	73768	PYPKT04019		00384	54	V	9.00	432.34	
11/15/2019	11/15/2019	74242	PYPKT04043		00384	54	44	8.00	384.30	
11/15/2019	11/15/2019	74242	PYPKT04043		00384	54	H	72.00	3,458.71	
11/27/2019	11/27/2019	74777	PYPKT04068		00384	54	8	8.00	384.30	
11/27/2019	11/27/2019	74777	PYPKT04068		00384	54	H	67.00	3,218.53	
11/27/2019	11/27/2019	74777	PYPKT04068		00384	54	SI	5.00	240.19	
12/13/2019	12/13/2019	75278	PYPKT04095		00384	54	8	16.00	768.60	
12/13/2019	12/13/2019	75278	PYPKT04095		00384	54	H	64.00	3,074.41	
12/27/2019	12/27/2019	75769	PYPKT04114		00384	54	H	66.00	3,170.49	
12/27/2019	12/27/2019	75769	PYPKT04114		00384	54	SI	12.00	576.45	
12/27/2019	12/27/2019	75769	PYPKT04114		00384	54	V	2.00	96.08	
<b>0001-54-9120-000-10038-000</b>		<b>SALARIES OF REG EMP-GIS INTERN</b>							<b>2,970.00</b>	
11/01/2019	11/01/2019	404259	PYPKT04019		01304	54	H	40.00	600.00	
11/15/2019	11/15/2019	74241	PYPKT04043		01304	54	H	40.00	600.00	
11/27/2019	11/27/2019	74776	PYPKT04068		01304	54	H	36.00	540.00	
12/13/2019	12/13/2019	75277	PYPKT04095		01304	54	H	36.00	540.00	
12/27/2019	12/27/2019	75768	PYPKT04114		01304	54	H	46.00	690.00	
<b>Account Type Expense Total:</b>								<b>1,318.00</b>	<b>49,333.01</b>	
<b>Fund 0001 - GENERAL BASIC FUND Total:</b>								<b>1,318.00</b>	<b>49,333.01</b>	
<b>Fund: 0002 - GENERAL SUPPLEMENTAL FUND</b>										
<b>Expense</b>										
<b>0002-01-9000-000-11302-000</b>		<b>INSURANCE - WELLNESS-CO CONTB</b>							<b>180.00</b>	
10/04/2019	10/04/2019	72724	PYPKT03966		00384	54	25	15.00	15.00	
10/04/2019	10/04/2019	72725	PYPKT03966		00929	54	25	15.00	15.00	
10/18/2019	10/18/2019	73229	PYPKT03990		00384	54	25	15.00	15.00	
10/18/2019	10/18/2019	73230	PYPKT03990		00929	54	25	15.00	15.00	
11/01/2019	11/01/2019	73768	PYPKT04019		00384	54	25	15.00	15.00	
11/01/2019	11/01/2019	73769	PYPKT04019		00929	54	25	15.00	15.00	
11/15/2019	11/15/2019	74242	PYPKT04043		00384	54	25	15.00	15.00	
11/15/2019	11/15/2019	74243	PYPKT04043		00929	54	25	15.00	15.00	
12/13/2019	12/13/2019	75278	PYPKT04095		00384	54	25	15.00	15.00	

Distribution Report

Expense Range: 10/01/2019-12/31/2019 Payment Range: -

Expense Date	Payment Date	Payment #	Packet	Employee	Employee #	Dept.	Code	Units	Amount
12/13/2019	12/13/2019	75279	PYPKT04095		00929	54	25		15.00
12/27/2019	12/27/2019	75769	PYPKT04114		00384	54	25		15.00
12/27/2019	12/27/2019	75770	PYPKT04114		00929	54	25		15.00
<b>0002-01-9210-000-46501-000</b>			<b>LIFE INSURANCE-EMPLOYEE LIFE DISABILITY</b>						<b>105.74</b>
10/04/2019	10/04/2019	72724	PYPKT03966		00384	54	277		0.63
10/04/2019	10/04/2019	72724	PYPKT03966		00384	54	278		2.25
10/04/2019	10/04/2019	72724	PYPKT03966		00384	54	279		16.38
10/04/2019	10/04/2019	72725	PYPKT03966		00929	54	277		0.63
10/04/2019	10/04/2019	72725	PYPKT03966		00929	54	278		2.25
10/04/2019	10/04/2019	72725	PYPKT03966		00929	54	279		12.00
11/01/2019	11/01/2019	73768	PYPKT04019		00384	54	277		0.63
11/01/2019	11/01/2019	73768	PYPKT04019		00384	54	278		2.25
11/01/2019	11/01/2019	73768	PYPKT04019		00384	54	279		17.33
11/01/2019	11/01/2019	73769	PYPKT04019		00929	54	277		0.63
11/01/2019	11/01/2019	73769	PYPKT04019		00929	54	278		2.25
11/01/2019	11/01/2019	73769	PYPKT04019		00929	54	279		12.71
12/13/2019	12/13/2019	75278	PYPKT04095		00384	54	277		0.63
12/13/2019	12/13/2019	75278	PYPKT04095		00384	54	278		2.25
12/13/2019	12/13/2019	75278	PYPKT04095		00384	54	279		17.33
12/13/2019	12/13/2019	75279	PYPKT04095		00929	54	277		0.63
12/13/2019	12/13/2019	75279	PYPKT04095		00929	54	278		2.25
12/13/2019	12/13/2019	75279	PYPKT04095		00929	54	279		12.71
<b>0002-54-9120-000-11001-000</b>			<b>FICA - COUNTY CONTRIBUTION</b>						<b>3,664.95</b>
10/04/2019	10/04/2019	72724	PYPKT03966		00384	54	MC		53.60
10/04/2019	10/04/2019	72724	PYPKT03966		00384	54	SS		229.17
10/04/2019	10/04/2019	72725	PYPKT03966		00929	54	MC		39.00
10/04/2019	10/04/2019	72725	PYPKT03966		00929	54	SS		166.74
10/18/2019	10/18/2019	73229	PYPKT03990		00384	54	MC		53.60
10/18/2019	10/18/2019	73229	PYPKT03990		00384	54	SS		229.17
10/18/2019	10/18/2019	73230	PYPKT03990		00929	54	MC		39.00
10/18/2019	10/18/2019	73230	PYPKT03990		00929	54	SS		166.74
11/01/2019	11/01/2019	404259	PYPKT04019		01304	54	MC		8.70
11/01/2019	11/01/2019	404259	PYPKT04019		01304	54	SS		37.20
11/01/2019	11/01/2019	73768	PYPKT04019		00384	54	MC		53.60
11/01/2019	11/01/2019	73768	PYPKT04019		00384	54	SS		229.17
11/01/2019	11/01/2019	73769	PYPKT04019		00929	54	MC		39.00
11/01/2019	11/01/2019	73769	PYPKT04019		00929	54	SS		166.74
11/15/2019	11/15/2019	74241	PYPKT04043		01304	54	MC		8.70
11/15/2019	11/15/2019	74241	PYPKT04043		01304	54	SS		37.20
11/15/2019	11/15/2019	74242	PYPKT04043		00384	54	MC		53.60
11/15/2019	11/15/2019	74242	PYPKT04043		00384	54	SS		229.17
11/15/2019	11/15/2019	74243	PYPKT04043		00929	54	MC		39.00
11/15/2019	11/15/2019	74243	PYPKT04043		00929	54	SS		166.74
11/27/2019	11/27/2019	74776	PYPKT04068		01304	54	MC		7.83
11/27/2019	11/27/2019	74776	PYPKT04068		01304	54	SS		33.48
11/27/2019	11/27/2019	74777	PYPKT04068		00384	54	MC		55.72
11/27/2019	11/27/2019	74777	PYPKT04068		00384	54	SS		238.27
11/27/2019	11/27/2019	74778	PYPKT04068		00929	54	MC		40.31
11/27/2019	11/27/2019	74778	PYPKT04068		00929	54	SS		172.38
12/13/2019	12/13/2019	75277	PYPKT04095		01304	54	MC		7.83
12/13/2019	12/13/2019	75277	PYPKT04095		01304	54	SS		33.48
12/13/2019	12/13/2019	75278	PYPKT04095		00384	54	MC		53.60
12/13/2019	12/13/2019	75278	PYPKT04095		00384	54	SS		229.17
12/13/2019	12/13/2019	75279	PYPKT04095		00929	54	MC		39.00
12/13/2019	12/13/2019	75279	PYPKT04095		00929	54	SS		166.74
12/27/2019	12/27/2019	75768	PYPKT04114		01304	54	MC		10.01
12/27/2019	12/27/2019	75768	PYPKT04114		01304	54	SS		42.78
12/27/2019	12/27/2019	75769	PYPKT04114		00384	54	MC		53.60
12/27/2019	12/27/2019	75769	PYPKT04114		00384	54	SS		229.17
12/27/2019	12/27/2019	75770	PYPKT04114		00929	54	MC		39.00

Distribution Report

Expense Range: 10/01/2019-12/31/2019 Payment Range: -

Expense Date	Payment Date	Payment #	Packet	Employee	Employee #	Dept.	Code	Units	Amount
12/27/2019	12/27/2019	75770	PYPKT04114		00929	54	SS		166.74
<b>0002-54-9120-000-11102-000</b>			<b>IPERS - CO CONTRIBUTION</b>						<b>4,376.68</b>
10/04/2019	10/04/2019	72724	PYPKT03966		00384	54	IPERS01		362.78
10/04/2019	10/04/2019	72725	PYPKT03966		00929	54	IPERS01		262.46
10/18/2019	10/18/2019	73229	PYPKT03990		00384	54	IPERS01		362.78
10/18/2019	10/18/2019	73230	PYPKT03990		00929	54	IPERS01		262.46
11/01/2019	11/01/2019	73768	PYPKT04019		00384	54	IPERS01		362.78
11/01/2019	11/01/2019	73769	PYPKT04019		00929	54	IPERS01		262.46
11/15/2019	11/15/2019	74242	PYPKT04043		00384	54	IPERS01		362.78
11/15/2019	11/15/2019	74243	PYPKT04043		00929	54	IPERS01		262.46
11/27/2019	11/27/2019	74777	PYPKT04068		00384	54	IPERS01		362.78
11/27/2019	11/27/2019	74778	PYPKT04068		00929	54	IPERS01		262.46
12/13/2019	12/13/2019	75278	PYPKT04095		00384	54	IPERS01		362.78
12/13/2019	12/13/2019	75279	PYPKT04095		00929	54	IPERS01		262.46
12/27/2019	12/27/2019	75769	PYPKT04114		00384	54	IPERS01		362.78
12/27/2019	12/27/2019	75770	PYPKT04114		00929	54	IPERS01		262.46
<b>0002-54-9120-000-11301-000</b>			<b>INSURANCE - CO CONTRIBUTION</b>						<b>9,948.00</b>
10/04/2019	10/04/2019	72724	PYPKT03966		00384	54	12		798.39
10/04/2019	10/04/2019	72724	PYPKT03966		00384	54	82		30.61
10/04/2019	10/04/2019	72725	PYPKT03966		00929	54	12		798.39
10/04/2019	10/04/2019	72725	PYPKT03966		00929	54	82		30.61
10/18/2019	10/18/2019	73229	PYPKT03990		00384	54	12		798.39
10/18/2019	10/18/2019	73229	PYPKT03990		00384	54	82		30.61
10/18/2019	10/18/2019	73230	PYPKT03990		00929	54	12		798.39
10/18/2019	10/18/2019	73230	PYPKT03990		00929	54	82		30.61
11/01/2019	11/01/2019	73768	PYPKT04019		00384	54	12		798.39
11/01/2019	11/01/2019	73768	PYPKT04019		00384	54	82		30.61
11/01/2019	11/01/2019	73769	PYPKT04019		00929	54	12		798.39
11/01/2019	11/01/2019	73769	PYPKT04019		00929	54	82		30.61
11/15/2019	11/15/2019	74242	PYPKT04043		00384	54	12		798.39
11/15/2019	11/15/2019	74242	PYPKT04043		00384	54	82		30.61
11/15/2019	11/15/2019	74243	PYPKT04043		00929	54	12		798.39
11/15/2019	11/15/2019	74243	PYPKT04043		00929	54	82		30.61
12/13/2019	12/13/2019	75278	PYPKT04095		00384	54	12		798.39
12/13/2019	12/13/2019	75278	PYPKT04095		00384	54	82		30.61
12/13/2019	12/13/2019	75279	PYPKT04095		00929	54	12		798.39
12/13/2019	12/13/2019	75279	PYPKT04095		00929	54	82		30.61
12/27/2019	12/27/2019	75769	PYPKT04114		00384	54	12		798.39
12/27/2019	12/27/2019	75769	PYPKT04114		00384	54	82		30.61
12/27/2019	12/27/2019	75770	PYPKT04114		00929	54	12		798.39
12/27/2019	12/27/2019	75770	PYPKT04114		00929	54	82		30.61

Account Type Expense Total: **18,275.37**

Fund 0002 - GENERAL SUPPLEMENTAL FUND Total: **18,275.37**

Payroll Department 54 - GIS Total: **1,318.00** **67,608.38**

### Fund Summary

Fund	Units	Amount
0001-GENERAL BASIC FUND	1,318.00	49,333.01
0002-GENERAL SUPPLEMENTAL FUND		18,275.37
<b>Grand Total:</b>	<b>1,318.00</b>	<b>67,608.38</b>



# Subcontractor Payment Authorization

Contract Number: 2050310001  
 Contract Party: Douglas County  
 Contract Description: GIS Activities - FY 2020  
 Contract Approved by Board of Directors: May 30, 2019  
 Contract Amount: \$55,000.00  
 Match Amount: \$23,571.00  
 Contract Period: July 1, 2019 - June 30, 2020

## Payment # 1

Billed to Date: \$ 29,000.50  
 Less Previous Payments: \$ 19,571.38  
 Amount Due: \$ 9,429.12

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 for Actual Cost Plus Fixed Fee Agreements

Company Name:	Douglas County GIS		
Address:	1819 Famam St - Civic Center 402		
Employer (FEIN) No.:			
Project No.:	310 Douglas County GIS Activities FY20		
Project Location:	Omaha		
Control No.:			
Agreement No.:	2050310001		
Invoice No. and Date:	021 - 2020-01-03		
Progress Report Date:	2019-12-31		
% Work Completed:	52.7		
Current Billing Period:	Oct 2019 - Dec 2019		
<b>Actual Cost plus Fixed Fee Amount &gt;</b>	<b>Limiting Max. Amount \$55,000.00</b>	<b>Fixed Fee for Profit</b>	<b>Total Contract Amount \$55,000.00</b>
	<b>Amount</b>		
	<b>This Period</b>	<b>Previously Billed</b>	<b>To Date</b>
Direct Labor	\$7,165.53	\$14,873.00	\$22,038.53
Overhead @ 31.59% of Direct Labor	\$2,263.59	\$4,698.38	\$6,961.97
Direct Non-Labor Costs	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Fee for Profit = % of Labor and Overhead	\$0.00	\$0.00	\$0.00
Outside Services (Subconsultants)			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Subtotal – Outside Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Amount Due &gt;</b>	<b>\$9,429.12</b>	<b>\$19,571.38</b>	<b>\$29,000.50</b>
<i>I certify that the billed amounts are actual and in agreement with the contract terms.</i>		<b>Balance:</b>	<b>\$25,999.50</b>
Signature: 	Title: GIS Coordinator	Date: 1/3/2020	

Direct Personnel Costs								Federal Match - Total Grant \$54,997					
Project	Name	Hourly Rate	Description	Hours	Total	Federal 70%	Local 30%	Current	Previous	Total	Budget	Balance	
Project 1 - NRI (Labor)	Mike Schonlau	\$53.89	Salary and Wages	2	\$ 107.78	\$ 75.45	\$ 32.33						
Project 1 - NRI (Labor)	Mike Schonlau	\$21.90	Fringe Benefits	2	\$ 61.80	\$ 44.66	\$ 17.14						
Project 1 - NRI (Labor)	Steve Cacioppo	\$43.69	Salary and Wages	2	\$ 87.38	\$ 61.17	\$ 26.21	Project 1 - NRI (Labor)	\$ 136.62	\$ 37.72	\$ 174.34	\$ 1,002.40	\$ 828.06
Project 1 - NRI (Labor)	Steve Cacioppo	\$27.76	Fringe Benefits	2	\$ 55.52	\$ 38.86	\$ 16.66	Project 1 - NRI (Fringe)	\$ 83.52	\$ 21.23	\$ 104.75	\$ 622.30	\$ 517.55
Project 1 - NRI (Labor)	Nataliya Lys	\$36.64	Salary and Wages	0	\$ -	\$ -	\$ -	Project 1 - NRI (Indirect)	\$ 69.58	\$ 18.62	\$ 88.20	\$ 511.00	\$ 422.84
Project 1 - NRI (Labor)	Nataliya Lys	\$22.82	Fringe Benefits	0	\$ -	\$ -	\$ -	Project 1 Total	\$ 289.68	\$ 77.57	\$ 367.25	\$ 2,135.70	\$ 1,768.45
Project 1 - NRI (Labor)	Craig Carsley	\$36.64	Salary and Wages	0	\$ -	\$ -	\$ -	Project 2 - Data Portal (Labor)	\$ -	\$ -	\$ -	\$ 1,002.40	\$ 1,002.40
Project 1 - NRI (Labor)	Craig Carsley	\$22.26	Fringe Benefits	0	\$ -	\$ -	\$ -	Project 2 - Data Portal (Fringe)	\$ -	\$ -	\$ -	\$ 622.30	\$ 622.30
			Project 1 Subtotal	4	\$ 314.48	\$ 220.14	\$ 94.34	Project 2 - Data Portal (Indirect)	\$ -	\$ -	\$ -	\$ 511.00	\$ 511.00
								Project 2 Total	\$ -	\$ -	\$ -	\$ 2,135.70	\$ 2,135.70
Project 2 - Data Portal (Labor)	Mike Schonlau	\$53.89	Salary and Wages	0	\$ -	\$ -	\$ -	Project 3 - Vision Zero (Labor)	\$ -	\$ 1,076.44	\$ 1,076.44	\$ 1,002.40	\$ 74.04
Project 2 - Data Portal (Labor)	Mike Schonlau	\$21.90	Fringe Benefits	0	\$ -	\$ -	\$ -	Project 3 - Vision Zero (Fringe)	\$ -	\$ 686.24	\$ 686.24	\$ 622.30	\$ 63.94
Project 2 - Data Portal (Labor)	Steve Cacioppo	\$43.69	Salary and Wages	0	\$ -	\$ -	\$ -	Project 3 - Vision Zero (Indirect)	\$ -	\$ 556.83	\$ 556.83	\$ 511.00	\$ 45.83
Project 2 - Data Portal (Labor)	Steve Cacioppo	\$27.76	Fringe Benefits	0	\$ -	\$ -	\$ -	Project 3 Total	\$ -	\$ 2,319.51	\$ 2,319.51	\$ 2,135.70	\$ 183.81
Project 2 - Data Portal (Labor)	Nataliya Lys	\$36.64	Salary and Wages	0	\$ -	\$ -	\$ -	Project 4 - Data Development & Maintenance (Labor)	\$ 4,303.43	\$ 8,117.38	\$ 12,420.71	\$ 22,941.10	\$ 10,520.39
Project 2 - Data Portal (Labor)	Nataliya Lys	\$22.82	Fringe Benefits	0	\$ -	\$ -	\$ -	Project 4 - Data Development & Maintenance (Fringe)	\$ 2,642.96	\$ 4,934.09	\$ 7,576.05	\$ 14,019.60	\$ 6,443.55
Project 2 - Data Portal (Labor)	Craig Carsley	\$36.64	Salary and Wages	0	\$ -	\$ -	\$ -	Project 4 - Data Development & Maintenance (Indirect)	\$ 2,194.05	\$ 4,122.93	\$ 6,316.98	\$ 11,627.70	\$ 5,310.72
Project 2 - Data Portal (Labor)	Craig Carsley	\$22.26	Fringe Benefits	0	\$ -	\$ -	\$ -	Project 4 Total	\$ 9,139.44	\$ 17,174.30	\$ 26,313.71	\$ 48,588.40	\$ 22,274.66
			Project 2 Subtotal	0	\$ -	\$ -	\$ -						
Project 3 - Vision Zero (Labor)	Mike Schonlau	\$53.89	Salary and Wages	0	\$ -	\$ -	\$ -						
Project 3 - Vision Zero (Labor)	Mike Schonlau	\$21.90	Fringe Benefits	0	\$ -	\$ -	\$ -						
Project 3 - Vision Zero (Labor)	Steve Cacioppo	\$43.69	Salary and Wages	0	\$ -	\$ -	\$ -						
Project 3 - Vision Zero (Labor)	Steve Cacioppo	\$27.76	Fringe Benefits	0	\$ -	\$ -	\$ -						
Project 3 - Vision Zero (Labor)	Nataliya Lys	\$36.64	Salary and Wages	0	\$ -	\$ -	\$ -						
Project 3 - Vision Zero (Labor)	Nataliya Lys	\$22.82	Fringe Benefits	0	\$ -	\$ -	\$ -						
Project 3 - Vision Zero (Labor)	Craig Carsley	\$36.64	Salary and Wages	0	\$ -	\$ -	\$ -						
Project 3 - Vision Zero (Labor)	Craig Carsley	\$22.26	Fringe Benefits	0	\$ -	\$ -	\$ -						
			Project 3 Subtotal	0	\$ -	\$ -	\$ -						
Project 4 - Data Development & Maintenance (Labor)	Mike Schonlau	\$53.89	Salary and Wages	20.25	\$ 1,091.27	\$ 763.89	\$ 327.38						
Project 4 - Data Development & Maintenance (Labor)	Mike Schonlau	\$21.90	Fringe Benefits	20.25	\$ 645.98	\$ 452.38	\$ 193.60	Project 1 Budget	\$ 3,051.00	\$ 2,135.70	\$ 915.30	\$ 367.25	17%
Project 4 - Data Development & Maintenance (Labor)	Steve Cacioppo	\$43.69	Salary and Wages	39	\$ 1,703.91	\$ 1,192.74	\$ 511.17	Project 2 Budget	\$ 3,051.00	\$ -1,135.70	\$ 915.30	\$ -	0%
Project 4 - Data Development & Maintenance (Labor)	Steve Cacioppo	\$27.76	Fringe Benefits	39	\$ 1,082.64	\$ 757.65	\$ 324.99	Project 3 Budget	\$ 3,051.00	\$ -2,135.70	\$ 915.30	\$ 2,319.51	109%
Project 4 - Data Development & Maintenance (Labor)	Nataliya Lys	\$36.64	Salary and Wages	15.75	\$ 577.08	\$ 403.96	\$ 173.12	Project 4 Budget	\$ 69,422.00	\$ 48,588.40	\$ 20,823.60	\$ 26,313.74	54%
Project 4 - Data Development & Maintenance (Labor)	Nataliya Lys	\$22.82	Fringe Benefits	15.75	\$ 359.42	\$ 251.59	\$ 107.83				\$ 29,000.50	52.7%	
Project 4 - Data Development & Maintenance (Labor)	Craig Carsley	\$36.64	Salary and Wages	75.75	\$ 2,775.48	\$ 1,942.84	\$ 832.64						
Project 4 - Data Development & Maintenance (Labor)	Craig Carsley	\$22.26	Fringe Benefits	75.75	\$ 1,686.20	\$ 1,180.34	\$ 505.86						
Project 4 - Data Development & Maintenance (Indirect)	Fidel Estrada Ayala	\$21.46	Salary and Wages	11.25	\$ 241.43	\$ 169.00	\$ 72.43						
Project 4 - Data Development & Maintenance (Indirect)	Fidel Estrada Ayala	\$7.16	Fringe Benefits	11.25	\$ 80.55	\$ 56.39	\$ 24.16						
			Project 4 Subtotal	162	\$ 10,243.94	\$ 7,170.78	\$ 3,073.16						
			Subtotal Direct Personnel Costs	166	\$ 10,558.42	\$ 7,390.92	\$ 3,167.50						
	Indirect Cost Rate	31.59%	Indirect Costs		\$ 3,335.41	\$ 2,334.79	\$ 1,000.61						
			<b>Total</b>		<b>\$ 13,893.83</b>	<b>\$ 9,725.71</b>	<b>\$ 4,168.12</b>						

Additional Billing support required:

At the time of the first billing the County must provide a certification of its current indirect cost rate. The cost rate shall be recertified regularly.

**DOUGLAS COUNTY, NEBRASKA  
COMPUTATION OF COUNTYWIDE INDIRECT COST RATE  
FOR THE FISCAL YEAR ENDING JUNE 30, 2020 (1)**

I. Indirect Costs:

Countywide Central Service Allocations	\$56,380,102
Less: City of Omaha	(\$442,789)
County Sheriff Court Operations	(\$4,931,719)
County Benefits Allocated	<u>(\$19,598,323)</u>

Total Indirect Costs \$31,407,271

II. Roll Forward Adjustment (2) (\$1,500,908)

III. Indirect Costs Plus Roll Forward \$29,906,363 (A)

IV. FY 2018 Direct Salaries

Total County Salaries	\$137,130,554
Less: Central Service Departments	<u>(\$42,462,991)</u>

Total Direct Salaries \$94,667,563 (B)

V. FY 2020 Fixed Indirect Cost Rate (A/B) 31.59%

---

(1) Based on actual FY 2018 costs.

(2) FY 2018 Indirect Cost Rate 34.34%

FY 2018 Direct Salaries \$94,667,563

Total FY 2018 Fixed Recovery \$32,508,841

Reverse Roll-forward in Fixed Rate \$399,338

Adjusted FY 2018 Fixed Recovery \$32,908,179

Actual FY 2018 Indirect Costs \$31,407,271

Over Recovery \$1,500,908





September 5, 2019

Joseph T. Lorenz, Director  
Douglas County Finance & Budget  
1819 Farnam Street, LC2  
Omaha, NE 68183

Dear Mr. Lorenz:

Enclosed is Douglas County's completed Countywide Cost Allocation Plan based on actual costs for the fiscal year ended June 30, 2018.

Also enclosed are the following indirect cost rate computations for the County's July 1, 2019, through June 30, 2020, fiscal year:

Clerk of the District Court - The rate for FY 2020 is 135.58 percent. This compares to a rate of 183.18 percent for FY 2019.

Court Administrator Referee - The rate for FY 2020 is 74.02 percent. This compares to a rate of 69.17 percent for FY 2019.

Nebraska Department of Health and Human Services - The rate for FY 2020 is 408.19 percent. This compares to a rate of 540.79 percent for FY 2019.

County Wide – A special indirect cost rate has been computed for use in grant applications. The rate of 31.59 percent applies to fiscal year 2020.

A copy of the indirect cost rate computations has been furnished to the Clerk of the District Court and to the Court Administrator with instructions to use the new rates starting September 30, 2019.

Also, please sign the Certification Statement and return it to the address below.

Sequoia is pleased for the opportunity to be of service to Douglas County and plan on working with Douglas County for many years to provide professional indirect cost allocation plans. Please contact me if you have any questions in this regard or otherwise desire our assistance.

Respectfully,

Wesley J. Ehlers, Manager



**Sequoia Consulting Group**

919 Road B

P.O. Box 576

Henderson, Nebraska 68371

Telephone: (402) 469-0078

wesleyehlers@sequoiacg.com

**Fringe Benefit Calculation for Responsible Charge - Steve Cacioppo**

<b>Annual Salary</b>	<b>Estimated hours worked/year</b>	<b>Effective Wage rate</b>
\$ 90,875.16	2080	\$ 43.69

\*Shaded areas to be completed by the LPA

**Insurance Cost (Per Month)**

Health	\$ 1,685.47
Dental	\$ 52.34
Accidental Death and Dismemberment (AD&D)	
Life	\$ 2.86
Vision	
<b>Other Insurance Benefits</b>	
Insurance Cost/month	\$ 1,740.67
Insurance Cost/hour	\$ 10.04

**Workmen's Compensation**

Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate ÷ \$100 x Wage Rate = \$.09 per hr.)	\$ -
Rate per \$100 of coverage	\$ -
Effective Hourly Effective Wage Rate	\$ 43.69
Workman's Compensation Insurance Cost	\$ -

**FICA/Medicare (7.65 %)**

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$ 2.71
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$ 0.63

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

Vacation days	25.0
Sick Days	14.0
Pers/Adm. Days	1.0
Holidays	11.0
Leave days/year	51.0
Leave hours/year	408.0
Normal Working Hours/day	8.0
Normal Hours/year	2,080.0
Adjusted Working Hours/year	1,672.0
Effective Hourly Wage Rate	\$ 43.69
Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$ 10.66

**Pension**

Percent of Effective Wage Rate	8.5%
Pension/Retirement Cost	\$ 3.71

<b>Insurance Cost</b>	<b>Work Comp</b>	<b>6.2% FICA</b>	<b>1.45% Medicare</b>	<b>Holiday Vac Sick</b>	<b>Pension/Retirement</b>	<b>Total fringe/hour</b>
\$10.04	\$0.00	\$2.71	\$0.63	\$10.66	\$3.71	\$27.76

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

<b>Effective hourly rate</b>	<b>\$ 43.69</b>
<b>Fringe benefits per hour</b>	<b>\$ 27.76</b>
<b>Total hourly rate</b>	<b>\$ 71.45</b>

**Fringe Benefit Calculation for Responsible Charge - Craig Carsley**

<b>Annual Salary</b>	<b>Estimated hours worked/year</b>	<b>Effective Wage rate</b>
\$ 76,211.20	2080	\$ 36.64

\*Shaded areas to be completed by the LPA

**Insurance Cost (Per Month)**

Health	\$ 1,588.72
Dental	\$ 52.34

**Accidental Death and Dismemberment (AD&D)**

Life	\$ 2.86
------	---------

Vision

**Other Insurance Benefits**

Insurance Cost/month	\$ 1,643.92
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Insurance Cost/hour	\$ 9.48
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**Workmen's Compensation**

Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate ÷ \$100 x Wage Rate = \$.09 per hr.)	\$ -
--	------

Rate per \$100 of coverage	\$ -
----------------------------	------

Effective Hourly Effective Wage Rate	\$ 36.64
--------------------------------------	----------

Workman's Compensation Insurance Cost	\$ -
---------------------------------------	------

**FICA/Medicare (7.65 %)**

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$ 2.27
--	---------

Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$ 0.53
---	---------

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

Vacation days	15.0
---------------	------

Sick Days	14.0
-----------	------

Pers/Adm. Days	1.0
----------------	-----

Holidays	11.0
----------	------

Leave days/year	41.0
-----------------	------

Leave hours/year	328.0
------------------	-------

Normal Working Hours/day	8.0
--------------------------	-----

Normal Hours/year	2,080.0
-------------------	---------

Adjusted Working Hours/year	1,752.0
-----------------------------	---------

Effective Hourly Wage Rate	\$ 36.64
----------------------------	----------

Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$ 6.86
--	---------

**Pension**

Percent of Effective Wage Rate	8.5%
--------------------------------	------

Pension/Retirement Cost	\$ 3.11
-------------------------	---------

<b>Insurance Cost</b>	<b>Work Comp</b>	<b>6.2% FICA</b>	<b>1.45% Medicare</b>	<b>Holiday Vac Sick</b>	<b>Pension/Retirement</b>	<b>Total fringe/hour</b>
\$9.48	\$0.00	\$2.27	\$0.53	\$6.86	\$3.11	\$22.26

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

Effective hourly rate	\$ 36.64
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Fringe benefits per hour	\$ 22.26
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<b>Total hourly rate</b>	<b>\$ 58.90</b>
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**Fringe Benefit Calculation for Responsible Charge - Fidel Estrada Ayala**

<b>Annual Salary</b>	<b>Estimated hours worked/year</b>	<b>Effective Wage rate</b>
\$ 44,636.80	2080	\$ 21.46

\*Shaded areas to be completed by the LPA

<b>Insurance Cost (Per Month)</b>						
Health						
Dental						
Accidental Death and Dismemberment (AD&D)						
Life	\$ 2.86					
Vision						
<b>Other Insurance Benefits</b>						
Insurance Cost/month	\$ 2.86					
Insurance Cost/hour	\$ 0.02					
<b>Workmen's Compensation</b>						
Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate ÷ \$100 x Wage Rate = \$.09 per hr.)	\$ -					
Rate per \$100 of coverage	\$ -					
Effective Hourly Effective Wage Rate	\$ 21.46					
Workman's Compensation Insurance Cost	\$ -					
<b>FICA/Medicare (7.65 %)</b>						
FICA (6.2 Percent of Effective Hourly Wage Rate)	\$ 1.33					
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$ 0.31					
<b>Holiday/Vacation/Sick Leave/Personal/Admin Time Off</b>						
Vacation days	12.0					
Sick Days	14.0					
Pers/Adm. Days	1.0					
Holidays	11.0					
Leave days/year	38.0					
Leave hours/year	304.0					
Normal Working Hours/day	8.0					
Normal Hours/year	2,080.0					
Adjusted Working Hours/year	1,776.0					
Effective Hourly Wage Rate	\$ 21.46					
Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$ 3.67					
<b>Pension</b>						
Percent of Effective Wage Rate	8.5%					
Pension/Retirement Cost	\$ 1.82					
<b>Insurance Cost</b>	<b>Work Comp</b>	<b>6.2% FICA</b>	<b>1.45% Medicare</b>	<b>Holiday Vac Sick</b>	<b>Pension/Retirement</b>	<b>Total fringe/hour</b>
\$0.02	\$0.00	\$1.33	\$0.31	\$3.67	\$1.82	\$7.16
Other typical expenses may be submitted for reimbursement as allowed under the RC Reimbursement guidelines						
<b>Effective hourly rate</b>						<b>\$ 21.46</b>
<b>Fringe benefits per hour</b>						<b>\$ 7.16</b>
<b>Total hourly rate</b>						<b>\$ 28.62</b>

**Fringe Benefit Calculation for Responsible Charge - Nataliya Lys**

Annual Salary	Estimated hours worked/year	Effective Wage rate
\$ 76,211.20	2080	\$ 36.64

\*Shaded areas to be completed by the LPA

**Insurance Cost (Per Month)**

Health	\$ 1,685.47
Dental	\$ 52.34
Accidental Death and Dismemberment (AD&D)	
Life	\$ 2.86
Vision	
<b>Other Insurance Benefits</b>	
Insurance Cost/month	\$ 1,740.67
Insurance Cost/hour	\$ 10.04

**Workmen's Compensation**

Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate ÷ \$100 x Wage Rate = \$.09 per hr.)	\$ -
Rate per \$100 of coverage	\$ -
Effective Hourly Effective Wage Rate	\$ 36.64
Workman's Compensation Insurance Cost	\$ -

**FICA/Medicare (7.65 %)**

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$ 2.27
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$ 0.53

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

Vacation days	15.0
Sick Days	14.0
Pers/Adm. Days	1.0
Holidays	11.0
Leave days/year	41.0
Leave hours/year	328.0
Normal Working Hours/day	8.0
Normal Hours/year	2,080.0
Adjusted Working Hours/year	1,752.0
Effective Hourly Wage Rate	\$ 36.64
Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$ 6.86

**Pension**

Percent of Effective Wage Rate	8.5%
Pension/Retirement Cost	\$ 3.11

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$10.04	\$0.00	\$2.27	\$0.53	\$6.86	\$3.11	\$22.82

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

Effective hourly rate	\$ 36.64
Fringe benefits per hour	\$ 22.82
<b>Total hourly rate</b>	<b>\$ 59.46</b>

**Fringe Benefit Calculation for Responsible Charge - Mike Schonlau**

<b>Annual Salary</b>	<b>Estimated hours worked/year</b>	<b>Effective Wage rate</b>
\$ 112,096.80	2080	\$ 53.89

**Insurance Cost (Per Month)**

Health	\$ 1,685.47
Dental	\$ 52.34
Accidental Death and Dismemberment (AD&D)	
Life	\$ 2.86
Vision	
Other Insurance Benefits	
Insurance Cost/month	\$ 1,740.67
Insurance Cost/hour	\$ 10.04

\*Shaded areas to be completed by the LPA

**Workmen's Compensation**

Workman's Compensation Insurance - rate = \$.265 per \$100 of wages (rate ÷ \$100 x Wage Rate = \$.09 per hr.)	\$ -
Rate per \$100 of coverage	\$ -
Effective Hourly Effective Wage Rate	\$ 53.89
Workman's Compensation Insurance Cost	\$ -

**FICA/Medicare (7.65 %)**

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$ 3.34
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$ 0.78

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

Vacation days	25.0
Sick Days	14.0
Pers/Adm. Days	1.0
Holidays	11.0
Leave days/year	51.0
Leave hours/year	408.0
Normal Working Hours/day	8.0
Normal Hours/year	2,080.0
Adjusted Working Hours/year	1,672.0
Effective Hourly Wage Rate	\$ 53.89

Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost \$ 13.15

**Pension**

Percent of Effective Wage Rate	8.5%
Pension/Retirement Cost	\$ 4.58

<b>Insurance Cost</b>	<b>Work Comp</b>	<b>6.2% FICA</b>	<b>1.45% Medicare</b>	<b>Holiday Vac Sick</b>	<b>Pension/Retirement</b>	<b>Total fringe/hour</b>
\$10.04	\$0.00	\$3.34	\$0.78	\$13.15	\$4.58	\$31.90

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

Effective hourly rate	\$ 53.89
Fringe benefits per hour	\$ 31.90
<b>Total hourly rate</b>	<b>\$ 85.79</b>

**MAPA Unified Work Program**

**Douglas County GIS**

**Fiscal year: 2019-2020**

**Project #1**

**Progress Report Q2**

**Project Name:**

Natural Resource Inventory (NRI)

**Current Period Activities:**

For this period, DCGIS worked on the following transportation data activities:

- Communications regarding NRI data portal design
- Meeting with MAPA and other GIS staff to discuss plans for identifying and sharing NRI data with the new portal

## **MAPA Unified Work Program**

### **Douglas County GIS**

**Fiscal year: 2019-2020**

### **Project #4**

### **Progress Report Q2**

#### **Project Name:**

Data Development & Maintenance

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

For this period, DCGIS worked on the following transportation data activities:

- Administer and perform maintenance on five geospatial database environments hosting transportation data used by City and County employees
- Continued maintenance of countywide address points and street centerlines
- Worked on configuring real-time AVL services in GeoEvent Server for Public Works
- Continued work on configuring new ESRI Roads & Highways routes data structure and event data setup; began post-deployment editing workflows
- Assisted Omaha Public Works Traffic Division with GIS data analysis and crash data reporting
- Assisted Omaha Public Works Traffic Division with the Vision Zero Project
- Assisted Omaha Public Works Parking Division on development of various new parking-related datasets, field data collection workflows, and maps
- Assisted Omaha Public Works Street Maintenance Division with support services for snow plow operations
- Continued work on various other transportation and roadway-related GIS datasets
- Build and publish new vector-tile street basemaps for consumption in various applications
- Work with Public Service Commission on evaluating street and address data for 911 and logistics usage





# TRAVEL AUTHORIZATION FORM

Person Traveling :	Josh Corrigan		
Dates of Travel:	February 24 - 26, 2020		
Departure Time:	10:00 AM	Return Time:	11:00 PM
Traveling to :	Chicago, IL		
Purpose:	ESRI User Conference		
Coding:	25000 01 19NDOT02		
Block Rate Deadline:	February 3, 2020		
# Traveling:	2		

### Estimated Travel Expenses:

Registration	\$275.00	Transp. Fares	\$10.00	Parking	_____
Flights	\$250.00	Auto Rental	_____	Other	_____

MAPA Vehicle Miles	_____	Personal Vehicle Miles	_____	Rate	\$0.580
MAPA Vehicle Mileage	\$0.00	Personal Vehicle Mileage	\$0.00		

Per Diem	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$57.00	\$76.00			\$57.00
Breakfast	\$0.00	\$18.00	x	1	\$13.50
Lunch	\$14.25	\$19.00	x	1	\$14.25
Dinner	\$25.50	\$34.00	x	1	\$25.50
Incidental	\$3.75	\$5.00	x	1	\$3.75
Meals & Incidental Total	\$43.50	\$76.00	x	1	\$57.00
Lodging	\$125.00	\$125.00	x	1	
Taxes & Fees on Lodging	\$25.00	\$25.00	x	1	

Deduction for Meals Provided at Conferences \_\_\_\_\_ -64.75

Total Lodging \$300.00 Total Meals and Incidentals \$111.75

Total Estimated Travel Expenses: \$946.75

Date Submitted: \_\_\_\_\_ by [Signature] Employee Traveling

Date Approved: 12/20/19 by [Signature] Department Director

Date Approved: 1-2-20 by [Signature] 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.

# Registration fees

Early Bird

Standard

Late/Onsite

---

Deadline: February 21, 2020

Attendee			\$600
Discount with hotel reservation			20 percent off
Government			\$275
One Day			\$325
Student			\$100
Educator			\$299
Preconference Training Seminars			\$275



# Hilton Chicago

720 South Michigan Avenue  
Chicago, IL 60605, UNITED STATES

Sort by

Name (A/Z)

Show available only

## Select Your Room

Available   Unavailable   **Selected**

### Single/Double Government

Max Guests: 2

#### Details

Single/Double room at government rate  
Show more

Feb

**Mon**  
**24**

**Tue**  
**25**

**USD 125.00**

Average nightly rate  
+Taxes & Fees

Rooms

1

Guests

1



# Agenda

February 25-26, 2020

Hilton Chicago | Chicago, Illinois

Tue Feb 25

---

## Tuesday February 25, 2020

7:30 a.m.

Registration Open

7:30 a.m. – 5:30 p.m. [View all](#)

📍 Normandie Lounge

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8:00 a.m.

📍 Normandie Lounge

### Expo

8:00 a.m. – 4:30 p.m. [View all](#)

📍 Normandie Lounge

### 9:00 a.m.

#### Plenary

9:00 a.m. – 10:00 a.m. [View all](#)

📍 Grand Ballroom

### 10:00 a.m.

#### Networking Break

10:00 a.m. – 10:30 a.m. [View all](#)

📍 Normandie Lounge

### 10:30 a.m.

#### Plenary

10:30 a.m. – 12:00 p.m. [View all](#)

📍 Grand Ballroom

### 12:00 p.m.

#### Hosted Lunch

12:00 p.m. – 1:30 p.m. [View all](#)

📍 Salon A Center

---

1:00 p.m.

### Hands-on Learning Lab and Data Health Check

1:00 p.m. – 5:30 p.m. [View all](#)

📍 Boulevard AB

---

1:30 p.m.

### Esri Best Practices: Architecting your ArcGIS Implementation

1:30 p.m. – 2:30 p.m.

📍 Salon A3

Technical Workshop

[View full description](#)

### Fostering Community Engagement with ArcGIS Hub

1:30 p.m. – 2:30 p.m.

📍 Salon A4

Technical Workshop

[View full description](#)

### User Presentations Coming Soon!

1:30 p.m. – 5:30 p.m. [View all](#)

📍 Location TBD

User Presentations

---

2:30 p.m.

### Networking Break

2:30 p.m. – 3:00 p.m. [View all](#)

📍 Normandie Lounge

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Esri Midwest User Conference

---

ArcGIS Enterprise: Architecting your Deployment

3:00 p.m. – 4:00 p.m.

📍 Salon A3

Technical Workshop

[View full description](#)

Make an ArcGIS Pro Map in Five Easy Steps (and One Difficult One)

3:00 p.m. – 4:00 p.m.

📍 Salon A4

Technical Workshop

[View full description](#)

---

4:00 p.m.

Networking Break

4:00 p.m. – 4:30 p.m. [View all](#)

📍 Normandie Lounge

---

4:30 p.m.

Understanding Web GIS

4:30 p.m. – 5:30 p.m.

📍 Salon A3

Technical Workshop

[View full description](#)

Using Real Time Information Across the Platform

4:30 p.m. – 5:30 p.m.

📍 Salon A4

Technical Workshop

[View full description](#)

---



### Event Networking Social

5:30 p.m. – 7:30 p.m.

📍 Location TBD

Location to be announced soon!

## Get started now

See registration rates and details

## Justify your trip

Get your letter

## Esri Midwest User Conference

### UPCOMING DATES AND LOCATIONS

February 25–26, 2020

Hyatt Chicago

700 S. Michigan Avenue Chicago, Illinois, 60605

### RESOURCES

Webinars and Demos

### HELP

1-888-377-4576



### ARCGIS

About ArcGIS

ArcGIS Pro

ArcGIS Enterprise

ArcGIS Online

Apps

ArcGIS for Developers

### COMMUNITY

Esri Community (GeoNet)

ArcGIS Blog

Early Adopter Community

Events

### UNDERSTANDING GIS

What is GIS?

Training

Maps We Love

Esri Blog

WhereNext Magazine

Learn ArcGIS

- [About Esri](#)
- [Contact Us](#)
- [Esri Offices Worldwide](#)
- [Careers](#)
- [Open Vision](#)
- [Partners](#)
- [Code of Business Conduct](#)

- [ArcGIS for Personal Use](#)
- [ArcGIS for Student Use](#)
- [Conservation](#)
- [Disaster Response](#)
- [Education](#)
- [Nonprofit](#)

English (Global)

Privacy

Accessibility

Legal

Trust Center

Site Map



# Agenda

February 25-26, 2020

Hilton Chicago | Chicago, Illinois

Wed Feb 26

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## Wednesday February 26, 2020

7:30 a.m.

Registration Open

7:30 a.m. – 3:00 p.m. [View all](#)

📍 Normandie Lounge

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8:00 a.m.

---

📍 Normandie Lounge

### Expo

8:00 a.m. – 3:00 p.m. [View all](#)

📍 Normandie Lounge

---

### 9:00 a.m.

#### ArcGIS Field Apps: What's New and What's Coming

9:00 a.m. – 10:00 a.m.

📍 Salon A4

Technical Workshop

[View full description](#)

#### Creating Dashboards with Configurable Apps

9:00 a.m. – 10:00 a.m.

📍 Salon A5

Technical Workshop

[View full description](#)

#### Hands-on Learning Lab and Data Health Check

9:00 a.m. – 5:00 p.m. [View all](#)

📍 Boulevard AB

#### User Presentations Coming Soon!

9:00 a.m. – 5:00 p.m. [View all](#)

📍 Location TBD

User Presentations

---

### 10:00 a.m.

---

📍 Normandie Lounge

---

10:30 a.m.

Web AppBuilder for ArcGIS: What's New and What's Coming

10:30 a.m. – 11:00 a.m.

📍 Salon A5

Technical Workshop

[View full description](#)

Survey123 for ArcGIS: Tips and Tricks

10:30 a.m. – 11:30 a.m.

📍 Salon A4

Technical Workshop

[View full description](#)

---

11:00 a.m.

Building with the Next Generation of ArcGIS StoryMaps

11:00 a.m. – 11:30 a.m.

📍 Salon A5

Technical Update

[View full description](#)

---

11:30 a.m.

Hosted Lunch

11:30 a.m. – 1:00 p.m. [View all](#)

📍 Salon A Center

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## Monitor and Manage a Workforce with Tracker for ArcGIS

1:00 p.m. – 1:30 p.m.

📍 Salon A4

Technical Update

[View full description](#)

## ArcGIS Insights: An Introduction

1:00 p.m. – 1:30 p.m.

📍 Salon A5

Technical Update

[View full description](#)

---

1:30 p.m.

## Arcade: An Introduction

1:30 p.m. – 2:00 p.m.

📍 Salon A4

Technical Update

[View full description](#)

## ArcGIS Solutions for Local and State Government: An Overview

1:30 p.m. – 2:00 p.m.

📍 Salon A5

Technical Update

[View full description](#)

---

2:00 p.m.

## Expo Networking Social

2:00 p.m. – 2:45 p.m.

📍 Normandie Lounge

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### ArcGIS Pro: Editing Overview

2:45 p.m. – 3:15 p.m.

📍 Salon A4

Technical Update

[View full description](#)

### Assessment and Tax Solutions for Local Governments

2:45 p.m. – 3:15 p.m.

📍 Salon A5

Technical Update

[View full description](#)

---

3:15 p.m.

### Managing Parcels with ArcGIS Pro

3:15 p.m. – 3:45 p.m.

📍 Salon A4

Technical Update

[View full description](#)

### Natural Resource Solutions for State Governments

3:15 p.m. – 3:45 p.m.

📍 Salon A5

Technical Update

[View full description](#)

---

3:45 p.m.

### Transition Break

3:45 p.m. – 4:00 p.m.

📍 Location TBD

---

### ArcGIS Pro: Analysis and Geoprocessing Overview

4:00 p.m. – 4:30 p.m.

📍 Salon A4

Technical Update

[View full description](#)

### Public Works Solutions for Local Governments

4:00 p.m. – 4:30 p.m.

📍 Salon A5

Technical Update

[View full description](#)

---

4:30 p.m.

### ArcGIS Pro: Mapping and Visualization

4:30 p.m. – 5:00 p.m.

📍 Salon A4

Technical Update

[View full description](#)

### Public Engagement Solutions for State and Local Governments

4:30 p.m. – 5:00 p.m.

📍 Salon A5

Technical Update

[View full description](#)

### Election Solutions for Local Governments

4:30 p.m. – 5:00 p.m.

📍 Salon A5

Technical Update

[View full description](#)



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# Esri Midwest User Conference

### UPCOMING DATES AND LOCATIONS

February 25-26, 2020  
Hilton Chicago  
720 S. Michigan Avenue, Chicago, Illinois 60605

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[888.377.4576](#)



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# TRAVEL AUTHORIZATION FORM

Person Traveling :	Owen Stuckey		
Dates of Travel:	February 24 - 26, 2020		
Departure Time:	10:00 AM	Return Time:	11:00 PM
Traveling to :	Chicago, IL		
Purpose:	ESRI User Conference		
Coding:	25000 01 19NDOT02		
Block Rate Deadline:	February 3, 2020		
# Traveling:	2		

### Estimated Travel Expenses:

Registration	\$275.00	Transp. Fares	\$10.00	Parking	_____
Flights	\$250.00	Auto Rental	_____	Other	_____

MAPA Vehicle Miles	_____	Personal Vehicle Miles	_____	Rate	\$0.580
MAPA Vehicle Mileage	\$0.00	Personal Vehicle Mileage	\$0.00		

Per Diem	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$57.00	\$76.00			\$57.00
Breakfast	\$0.00	\$18.00	x	1	\$13.50
Lunch	\$14.25	\$19.00	x	1	\$14.25
Dinner	\$25.50	\$34.00	x	1	\$25.50
Incidental	\$3.75	\$5.00	x	1	\$3.75
Meals & Incidental Total	\$43.50	\$76.00	x	1	\$57.00
Lodging	\$125.00	\$125.00	x	1	
Taxes & Fees on Lodging	\$25.00	\$25.00	x	1	

Deduction for Meals Provided at Conferences \_\_\_\_\_ -64.75

Total Lodging \$300.00 Total Meals and Incidentals \$111.75

Total Estimated Travel Expenses: \$946.75

Date Submitted: 12/30/2019 by [Signature] Employee Traveling

Date Approved: 12/30/19 by [Signature] Department Director

Date Approved: 1-2-20 by [Signature] 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.

# Registration fees

Early Bird

Standard

Late/Onsite

---

Deadline: February 21, 2020

Attendee	\$600
Discount with hotel reservation	20 percent off
Government	\$275
One Day	\$325
Student	\$100
Educator	\$299
Preconference Training Seminars	\$275



# Hilton Chicago

720 South Michigan Avenue  
Chicago, IL 60605, UNITED STATES

Sort by

Name (A/Z)

Show available only

## Select Your Room

Available   Unavailable   **Selected**

### Single/Double Government

Max Guests: 2

#### Details

Single/Double room at government rate  
Show more

Feb

**Mon**  
**24**

**Tue**  
**25**

**USD 125.00**

Average nightly rate  
+Taxes & Fees

Rooms

1

Guests

1



# Agenda

## February 25-26, 2020

Hilton Chicago | Chicago, Illinois

Tue Feb 25

---

### Tuesday February 25, 2020

7:30 a.m.

Registration Open

7:30 a.m. – 5:30 p.m. [View all](#)

📍 Normandie Lounge

---

8:00 a.m.

## Esri Midwest User Conference

Registration

---

📍 Normandie Lounge

## Expo

8:00 a.m. – 4:30 p.m. [View all](#)

📍 Normandie Lounge

---

9:00 a.m.

## Plenary

9:00 a.m. – 10:00 a.m. [View all](#)

📍 Grand Ballroom

---

10:00 a.m.

## Networking Break

10:00 a.m. – 10:30 a.m. [View all](#)

📍 Normandie Lounge

---

10:30 a.m.

## Plenary

10:30 a.m. – 12:00 p.m. [View all](#)

📍 Grand Ballroom

---

12:00 p.m.

## Hosted Lunch

12:00 p.m. – 1:30 p.m. [View all](#)

📍 Salon A Center

---

1:00 p.m.

### Hands-on Learning Lab and Data Health Check

1:00 p.m. – 5:30 p.m. [View all](#)

📍 Boulevard AB

---

1:30 p.m.

### Esri Best Practices: Architecting your ArcGIS Implementation

1:30 p.m. – 2:30 p.m.

📍 Salon A3

Technical Workshop

[View full description](#)

### Fostering Community Engagement with ArcGIS Hub

1:30 p.m. – 2:30 p.m.

📍 Salon A4

Technical Workshop

[View full description](#)

### User Presentations Coming Soon!

1:30 p.m. – 5:30 p.m. [View all](#)

📍 Location TBD

User Presentations

---

2:30 p.m.

### Networking Break

2:30 p.m. – 3:00 p.m. [View all](#)

📍 Normandie Lounge

---



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## ArcGIS Enterprise: Architecting your Deployment

3:00 p.m. – 4:00 p.m.

📍 Salon A3

Technical Workshop

[View full description](#)

## Make an ArcGIS Pro Map in Five Easy Steps (and One Difficult One)

3:00 p.m. – 4:00 p.m.

📍 Salon A4

Technical Workshop

[View full description](#)

---

4:00 p.m.

## Networking Break

4:00 p.m. – 4:30 p.m. [View all](#)

📍 Normandie Lounge

---

4:30 p.m.

## Understanding Web GIS

4:30 p.m. – 5:30 p.m.

📍 Salon A3

Technical Workshop

[View full description](#)

## Using Real Time Information Across the Platform

4:30 p.m. – 5:30 p.m.

📍 Salon A4

Technical Workshop

[View full description](#)

### Event Networking Social

5:30 p.m. – 7:30 p.m.

📍 Location TBD

Location to be announced soon!

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## Esri Midwest User Conference

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# Agenda

## February 25-26, 2020

Hilton Chicago | Chicago, Illinois

Wed Feb 26

---

### Wednesday February 26, 2020

7:30 a.m.

Registration Open

7:30 a.m. – 3:00 p.m. [View all](#)

📍 Normandie Lounge

---

8:00 a.m.

📍 Normandie Lounge

### Expo

8:00 a.m. – 3:00 p.m. [View all](#)

📍 Normandie Lounge

### 9:00 a.m.

#### ArcGIS Field Apps: What's New and What's Coming

9:00 a.m. – 10:00 a.m.

📍 Salon A4

Technical Workshop

[View full description](#)

#### Creating Dashboards with Configurable Apps

9:00 a.m. – 10:00 a.m.

📍 Salon A5

Technical Workshop

[View full description](#)

#### Hands-on Learning Lab and Data Health Check

9:00 a.m. – 5:00 p.m. [View all](#)

📍 Boulevard AB

#### User Presentations Coming Soon!

9:00 a.m. – 5:00 p.m. [View all](#)

📍 Location TBD

User Presentations

### 10:00 a.m.

---

📍 Normandie Lounge

---

10:30 a.m.

### Web AppBuilder for ArcGIS: What's New and What's Coming

10:30 a.m. – 11:00 a.m.

📍 Salon A5

Technical Workshop

[View full description](#)

### Survey123 for ArcGIS: Tips and Tricks

10:30 a.m. – 11:30 a.m.

📍 Salon A4

Technical Workshop

[View full description](#)

---

11:00 a.m.

### Building with the Next Generation of ArcGIS StoryMaps

11:00 a.m. – 11:30 a.m.

📍 Salon A5

Technical Update

[View full description](#)

---

11:30 a.m.

### Hosted Lunch

11:30 a.m. – 1:00 p.m. [View all](#)

📍 Salon A Center

---

---

## Monitor and Manage a Workforce with Tracker for ArcGIS

1:00 p.m. – 1:30 p.m.

📍 Salon A4

Technical Update

[View full description](#)

## ArcGIS Insights: An Introduction

1:00 p.m. – 1:30 p.m.

📍 Salon A5

Technical Update

[View full description](#)

---

1:30 p.m.

## Arcade: An Introduction

1:30 p.m. – 2:00 p.m.

📍 Salon A4

Technical Update

[View full description](#)

## ArcGIS Solutions for Local and State Government: An Overview

1:30 p.m. – 2:00 p.m.

📍 Salon A5

Technical Update

[View full description](#)

---

2:00 p.m.

## Expo Networking Social

2:00 p.m. – 2:45 p.m.

📍 Normandie Lounge

---

### ArcGIS Pro: Editing Overview

2:45 p.m. – 3:15 p.m.

📍 Salon A4

Technical Update

[View full description](#)

### Assessment and Tax Solutions for Local Governments

2:45 p.m. – 3:15 p.m.

📍 Salon A5

Technical Update

[View full description](#)

---

3:15 p.m.

### Managing Parcels with ArcGIS Pro

3:15 p.m. – 3:45 p.m.

📍 Salon A4

Technical Update

[View full description](#)

### Natural Resource Solutions for State Governments

3:15 p.m. – 3:45 p.m.

📍 Salon A5

Technical Update

[View full description](#)

---

3:45 p.m.

### Transition Break

3:45 p.m. – 4:00 p.m.

📍 Location TBD



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### ArcGIS Pro: Analysis and Geoprocessing Overview

4:00 p.m. – 4:30 p.m.

📍 Salon A4

Technical Update

[View full description](#)

### Public Works Solutions for Local Governments

4:00 p.m. – 4:30 p.m.

📍 Salon A5

Technical Update

[View full description](#)

---

4:30 p.m.

### ArcGIS Pro: Mapping and Visualization

4:30 p.m. – 5:00 p.m.

📍 Salon A4

Technical Update

[View full description](#)

### Public Engagement Solutions for State and Local Governments

4:30 p.m. – 5:00 p.m.

📍 Salon A5

Technical Update

[View full description](#)

### Election Solutions for Local Governments

4:30 p.m. – 5:00 p.m.

📍 Salon A5

Technical Update

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Subcontractor Payment Authorization

Contract Number: 19013100003  
 Grant Number:  
 Contract Party: Florence Home for the Aged  
 Contract Description: Paratransit Service  
 Contract Approved by Board of Directors: December 6, 2018  
 Contact Amount: \$42,478.00  
 Match Amount: \$42,478.00  
 Contract Period: October 1, 2018 - December 31, 2019  
 Responsible Charge: Court Barber

Payment # Final

Billed to Date: \$ 42,478.00  
 Less Previous Payments: \$ 36,771.65  
 Amount Due: \$ 5,706.35

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

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

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

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

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

## Billing Summary

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

**Contact Name:** Deb Thacker

**Billing Period:** 7/1/19-9/30/19

BUDGET DETAIL	TOTAL	TOTAL	TOTAL	7/1/19-9/30/19		TOTAL	Program to Date		Remaining	
	Year 1 Budget	BUDGET 5310	BUDGET Local Match	5310 Request	LOCAL MATCH	COST MONTH	5310 Request	LOCAL MATCH	5310 Request	LOCAL MATCH
<b>A. OPERATING EXPENSES</b>										
1. Personnel	\$ 26,000.00	\$ 13,000.00	\$ 13,000.00	\$ ✓ 3,026.27	\$ ✓ 3,026.27	\$ ✓ 6,052.54	\$ 13,000.00	\$ 13,000.00	\$ -	\$ -
2. Administrative	\$ 39,656.00	\$ 19,828.00	\$ 19,828.00	\$ ✓ 218.31	\$ ✓ 218.31	\$ 436.62	\$ 19,828.00	\$ 19,828.00	\$ -	\$ -
3. Insurance	\$ 14,000.00	\$ 7,000.00	\$ 7,000.00	\$ ✓ 1,929.39	\$ ✓ 1,929.39	\$ 3,858.78	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -
4. Vehicle Fuel	\$ 4,300.00	\$ 2,150.00	\$ 2,150.00	\$ ✓ 514.91	\$ ✓ 514.91	\$ 1,029.82	\$ 2,150.00	\$ 2,150.00	\$ -	\$ -
5. Vehicle Repair/Maintenance	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ ✓ 17.47	\$ ✓ 17.47	\$ 34.94	\$ 500.00	\$ 500.00	\$ -	\$ -
	\$ 84,956.00	\$ 42,478.00	\$ 42,478.00	\$ 5,706.35	\$ 5,706.35	\$ 11,412.70	\$ 42,478.00	\$ 42,478.00	\$ -	\$ -
1. Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Vehicle Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5. Vehicle Repair/Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal - Operating Expenses</b>	\$ 84,956.00	\$ 42,478.00	\$ 42,478.00	\$ 5,706.35	\$ 5,706.35	\$ 11,412.70	\$ 42,478.00	\$ 42,478.00	\$ -	\$ -
<b>B. PROGRAM TOTAL BUDGET</b>	\$ 84,956	\$ 42,478	\$ 42,478	\$ 5,706	\$ 5,706	\$ 11,413	\$ 42,478	\$ 42,478	\$ -	\$ -
				13%	13%	13%	100%	100%	0%	0%

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

**Contractor Name:** Florence Home Transportation

**Billing Period:** 7-1-2019 to 9-30-2019

## **Progress Report Form**

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

13% of transportation expenses are being requested in this reporting period. This represents 443 trips for July to September 2019. Transportation was conducted for residents of Florence Home, Royale Oaks and House of Hope. Time was calculated based on boarding time; drive time to doctor visits, essential shopping, van trips and dental visits; time to assist residents off the vehicles and to their visit and then back on the vehicles; and drive time back to the facilities.

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

Grant for this current time period is complete.

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

None at this time

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

100% (including 2,016 trips to date under the current contract)

### **Outstanding Issues:**

None at this time.

### PR Check History 07/19/2019 thru 10/11/2019

004424 Bradley-Larsen, Tammy M

Check Number DD00060054		Check Date 09/27/2019		Check Type C		Pay Period 09/09/2019 - 09/22/2019											
Dept	Loc	Job Class	Earning Code	Add Hrs	Visits	Hours	Rate	Earnings	Earnings GL Account Code	Deduct Code	Ded Type	Deduct Amount	Deduction GL Account Code	Benefit Code	Benefits Taken	Benefits Earned	Benefits Adjusted
57	00	MRCOR	REG	Yes		80.00	0.00	1,692.31		TAXST	T	72.38	01-23110-00-00	PTOFEX	0.00	7.50	0.00
										UC-ST	X	0.00		SICKEX	0.00	1.50	0.00
										TAXFED	T	174.09	01-23100-00-00		0.00	0.00	0.00
										TAXFIC	T	99.97	01-23120-00-00		0.00	0.00	0.00
										TAXMED	T	23.38	01-23120-00-00		0.00	0.00	0.00
										DENTS	D	7.23	01-23150-00-00		0.00	0.00	0.00
										VIS-S	D	7.64	01-23155-00-00		0.00	0.00	0.00
										MD6S3	D	65.00	01-23130-00-00		0.00	0.00	0.00
										LIFE S	D	4.50	01-23157-00-00		0.00	0.00	0.00
										LIFDEP					.00	0.00	0.00
										401RO					.00	0.00	0.00
										ACH-%					.00	0.00	0.00
										GARN-					.00	0.00	0.00
<b>Weeks Worked 2</b>						80.00		\$1,692.31									

Admin time ✓ 461.00  
 Less Drive Time ✓ (14.75)  
 Net Hours Admin ✓ 446.25  
 Hourly Rate \$ 30.01  
 Total Admin Q3 2019 \$ 13,391.96 ✓

Check Number DD00060236		Check Date 10/11/2019		Check Type C		Pay											
Dept	Loc	Job Class	Earning Code	Add Hrs	Visits	Hours	Rate	Earnings	Earnings GL Account Code	Deduct Code	Ded Type	Deduct Amount	Deduction GL Account Code	Benefit Code	Benefits Taken	Benefits Earned	Benefits Adjusted
57	00	MRCOR	REG	Yes		80.00	0.00	1,692.31		TAXST					0.00	7.50	0.00
										UC-ST					0.00	1.50	0.00
										TAXFEL					0.00	0.00	0.00
										TAXFIC					0.00	0.00	0.00
										TAXMEI					0.00	0.00	0.00
										MD6S3					0.00	0.00	0.00
										LIFE S					0.00	0.00	0.00
										LIFDEP					0.00	0.00	0.00
										401ROT	D	15.00	01-23180-00-00		0.00	0.00	0.00
										ACH-%	Z	1,002.61	01-10200-00-00		0.00	0.00	0.00
										GARN-D	D	197.79	01-23160-00-00		0.00	0.00	0.00
										UNIMED	D	32.33	01-23195-00-00		0.00	0.00	0.00
<b>Weeks Worked 2</b>						80.00		\$1,692.31	<b>Net Amount \$0.00</b>								

7/1/19 - 10/6/19 493.00 ✓  
 Less 10/11/19 (32.00) ✓  
 total hrs 3rd Q 461.00 ✓

Totals for Employee ID: 004424		Earning Code	Hours	Rate	Earnings	Deduction Description	Deduct Code	Deduct Amount	Benefit Description	Benefit Code	Benefits Taken	Benefits Earned	Benefits Adjusted
Holiday		HOL	16.00	20.51	328.11	401(k) Roth Contribu	401ROT	105.00	Vacation - Full Time	PTOFEX	51.00	34.25	0.00
Overtime		OT	15.00	29.79	446.86	ACH Direct Deposit	ACH-%	6,774.76	Sick Pay - Exempt	SICKEX	0.00	10.50	0.00
PTO		PTO	51.00	20.87	1,064.62	Dental Insurance Sir	DENTS	21.69			0.00	0.00	0.00
Regular		REG	493.00	20.57	10,142.97	Other Withholding	GARN-D	593.94			0.00	0.00	0.00
			0.00	0.00	0.00	Life Ins - Dependent	LIFDEP	8.10			0.00	0.00	0.00

**PR Check History 07/19/2019 thru 10/11/2019**

**004424 Bradley-Larsen, Tammy M**

Totals for Employee ID: 004424		Earning Code	Hours	Rate	Earnings	Deduction Description	Deduct Code	Deduct Amount	Benefit Description	Benefit Code	Benefits Taken	Benefits Earned	Benefits Adjusted
Earnings Description.													
			0.00	0.00	0.00	Life Ins - Employee	LIFE S	27.00			0.00	0.00	0.00
			0.00	0.00	0.00	Med Ins Plan A Emp	MD6S3	390.00			0.00	0.00	0.00
			0.00	0.00	0.00	Miscellaneous	MISC	15.00			0.00	0.00	0.00
			0.00	0.00	0.00	Fed Inc Tax	TAXFED	1,249.96			0.00	0.00	0.00
			0.00	0.00	0.00	FICA Tax	TAXFIC	715.97			0.00	0.00	0.00
			0.00	0.00	0.00	Medicare Tax	TAXMED	167.46			0.00	0.00	0.00
			0.00	0.00	0.00	State Inc Tax	TAXST	523.87			0.00	0.00	0.00
			0.00	0.00	0.00	Nebraska Unemploy	UC-ST	0.00			0.00	0.00	0.00
			0.00	0.00	0.00	Unimed Pharmacy	UNIMED	83.68			0.00	0.00	0.00
			0.00	0.00	0.00	Vision - Employee C	VIS-S	22.92			0.00	0.00	0.00
<b>Employee Total</b>	<b>Weeks Worked: 14</b>		<b>575.00</b>		<b>\$11,982.56</b>			<b>\$10,699.35</b>			<b>51.00</b>	<b>44.75</b>	<b>0.00</b>
								<b>Net Amount \$1,283.21</b>					

**PR Check History 07/19/2019 thru 10/11/2019**

**004424 Bradley-Larsen, Tammy M**

Check Number DD00059221		Check Date 07/19/2019		Check Type C		Pay Period 07/01/2019 - 07/14/2019											
Dept	Loc	Job Class	Earning Code	Add Hrs	Visits	Hours	Rate	Earnings	Earnings GL Account Code	Deduct Code	Ded Type	Deduct Amount	Deduction GL Account Code	Benefit Code	Benefits Taken	Benefits Earned	Benefits Adjusted
57	00	MRCOR	HOL	Yes		8.00	0.00	158.88	01-60600-57-00	TAXST	T	68.51	01-23110-00-00	PTOFEX	4.50	5.25	0.00
57	00	MRCOR	OT	Yes		1.50	0.00	44.69	01-60200-57-00	UC-ST	X	0.00		SICKEX	0.00	1.50	0.00
57	00	MRCOR	PTO	Yes		4.50	0.00	89.37	01-60400-57-00	TAXFED	T	167.04	01-23100-00-00		0.00	0.00	0.00
57	00	MRCOR	REG	Yes		67.50	0.00	1,340.57	01-60000-57-00	TAXFIC	T	96.33	01-23120-00-00		0.00	0.00	0.00
										TAXMED	T	22.53	01-23120-00-00		0.00	0.00	0.00
										ACH-%	Z	1,134.36	01-10200-00-00		0.00	0.00	0.00
										DENTS	D	7.23	01-23150-00-00		0.00	0.00	0.00
										VIS-S	D	7.64	01-23155-00-00		0.00	0.00	0.00
										MD6S3	D	65.00	01-23130-00-00		0.00	0.00	0.00
										LIFE S	D	4.50	01-23157-00-00		0.00	0.00	0.00
										LIFDEP	D	1.35	01-23157-00-00		0.00	0.00	0.00
										401ROT	D	15.00	01-23180-00-00		0.00	0.00	0.00
										UNIMED	D	29.02	01-23195-00-00		0.00	0.00	0.00
										MISC	D	15.00	01-23195-00-00		0.00	0.00	0.00
<b>Weeks Worked 2</b>						<b>81.50</b>		<b>\$1,633.51</b>				<b>\$1,633.51</b>	<b>Net Amount \$0.00</b>		<b>4.50</b>	<b>6.75</b>	<b>0.00</b>

Check Number DD00059374		Check Date 08/02/2019		Check Type C		Pay Period 07/15/2019 - 07/28/2019											
Dept	Loc	Job Class	Earning Code	Add Hrs	Visits	Hours	Rate	Earnings	Earnings GL Account Code	Deduct Code	Ded Type	Deduct Amount	Deduction GL Account Code	Benefit Code	Benefits Taken	Benefits Earned	Benefits Adjusted
57	00	MRCOR	OT	Yes		10.50	0.00	312.80	01-60200-57-00	TAXST	T	87.16	01-23110-00-00	PTOFEX	6.50	6.50	0.00
57	00	MRCOR	PTO	Yes		6.50	0.00	129.09	01-60400-57-00	UC-ST	X	0.00		SICKEX	0.00	1.50	0.00
57	00	MRCOR	REG	Yes		69.25	0.00	1,375.32	01-60000-57-00	TAXFED	T	200.99	01-23100-00-00		0.00	0.00	0.00
54	02	CSM	REG	Yes		4.25	0.00	84.41	01-60100-54-02	TAXFIC	T	113.87	01-23120-00-00		0.00	0.00	0.00
										TAXMED	T	26.63	01-23120-00-00		0.00	0.00	0.00
										ACH-%	Z	1,387.12	01-10200-00-00		0.00	0.00	0.00
										MD6S3	D	65.00	01-23130-00-00		0.00	0.00	0.00
										LIFE S	D	4.50	01-23157-00-00		0.00	0.00	0.00
										LIFDEP	D	1.35	01-23157-00-00		0.00	0.00	0.00
										401ROT	D	15.00	01-23180-00-00		0.00	0.00	0.00
<b>Weeks Worked 2</b>						<b>90.50</b>		<b>\$1,901.62</b>				<b>\$1,901.62</b>	<b>Net Amount \$0.00</b>		<b>6.50</b>	<b>8.00</b>	<b>0.00</b>

Check Number DD00059537		Check Date 08/16/2019		Check Type C		Pay Period 07/29/2019 - 08/11/2019											
Dept	Loc	Job Class	Earning Code	Add Hrs	Visits	Hours	Rate	Earnings	Earnings GL Account Code	Deduct Code	Ded Type	Deduct Amount	Deduction GL Account Code	Benefit Code	Benefits Taken	Benefits Earned	Benefits Adjusted
57	00	MRCOR	OT	Yes		3.00	0.00	89.37	01-60200-57-00	TAXST	T	71.45	01-23110-00-00	PTOFEX	0.00	0.00	0.00
57	00	MRCOR	REG	Yes		80.00	0.00	1,588.82	01-60000-57-00	UC-ST	X	0.00		SICKEX	0.00	1.50	0.00
										TAXFED	T	172.40	01-23100-00-00		0.00	0.00	0.00
										TAXFIC	T	99.10	01-23120-00-00		0.00	0.00	0.00
										TAXMED	T	23.18	01-23120-00-00		0.00	0.00	0.00



**PR Check History 07/19/2019 thru 10/11/2019**

004424 Bradley-Larsen, Tammy M

Check Number DD00059537				Check Date 08/16/2019				Check Type C				Pay Period 07/29/2019 - 08/11/2019					
Dept	Loc	Job Class	Earning Code	Add Hrs	Visits	Hours	Rate	Earnings	Earnings GL Account Code	Deduct Code	Ded Type	Deduct Amount	Deduction GL Account Code	Benefit Code	Benefits Taken	Benefits Earned	Benefits Adjusted
										ACH-%	Z	1,192.32	01-10200-00-00		0.00	0.00	0.00
										DENTS	D	7.23	01-23150-00-00		0.00	0.00	0.00
										VIS-S	D	7.64	01-23155-00-00		0.00	0.00	0.00
										MD6S3	D	65.00	01-23130-00-00		0.00	0.00	0.00
										LIFE S	D	4.50	01-23157-00-00		0.00	0.00	0.00
										LIFDEP	D	1.35	01-23157-00-00		0.00	0.00	0.00
										401ROT	D	15.00	01-23180-00-00		0.00	0.00	0.00
										UNIMED	D	19.02	01-23195-00-00		0.00	0.00	0.00
<b>Weeks Worked 2</b>						<b>83.00</b>		<b>\$1,678.19</b>				<b>\$1,678.19</b>	<b>Net Amount \$0.00</b>		<b>0.00</b>	<b>1.50</b>	<b>0.00</b>

Check Number 0000584948				Check Date 08/30/2019				Check Type C				Pay Period 08/12/2019 - 08/25/2019					
Dept	Loc	Job Class	Earning Code	Add Hrs	Visits	Hours	Rate	Earnings	Earnings GL Account Code	Deduct Code	Ded Type	Deduct Amount	Deduction GL Account Code	Benefit Code	Benefits Taken	Benefits Earned	Benefits Adjusted
57	00	MRCOR	REG	Yes		80.00	0.00	1,692.31		TAXST	T	77.65	01-23110-00-00	PTOFE	0.00	0.00	0.00
										UC-ST	X	0.00		SICKEX	0.00	1.50	0.00
										TAXFED	T	183.68	01-23100-00-00		0.00	0.00	0.00
										TAXFIC	T	104.92	01-23120-00-00		0.00	0.00	0.00
										TAXMED	T	24.54	01-23120-00-00		0.00	0.00	0.00
										401ROT	D	15.00	01-23180-00-00		0.00	0.00	0.00
										ACH-%	Z	0.00			0.00	0.00	0.00
										UNIMED	D	3.31	01-23195-00-00		0.00	0.00	0.00
<b>Weeks Worked 2</b>						<b>80.00</b>		<b>\$1,692.31</b>				<b>\$409.10</b>	<b>Net Amount \$1,283.21</b>		<b>0.00</b>	<b>1.50</b>	<b>0.00</b>

Check Number DD00059883				Check Date 09/13/2019				Check Type C				Pay Period 08/26/2019 - 09/08/2019					
Dept	Loc	Job Class	Earning Code	Add Hrs	Visits	Hours	Rate	Earnings	Earnings GL Account Code	Deduct Code	Ded Type	Deduct Amount	Deduction GL Account Code	Benefit Code	Benefits Taken	Benefits Earned	Benefits Adjusted
57	00	MRCOR	HOL	Yes		8.00	0.00	169.23	01-60600-57-00	TAXST	T	73.36	01-23110-00-00	PTOFE	40.00	7.50	0.00
57	00	MRCOR	PTO	Yes		40.00	0.00	846.16	01-60400-57-00	UC-ST	X	0.00		SICKEX	0.00	1.50	0.00
57	00	MRCOR	REG	Yes		32.00	0.00	676.92		TAXFED	T	175.88	01-23100-00-00		0.00	0.00	0.00
										TAXFIC	T	100.89	01-23120-00-00		0.00	0.00	0.00
										TAXMED	T	23.60	01-23120-00-00		0.00	0.00	0.00
										MD6S3	D	65.00	01-23130-00-00		0.00	0.00	0.00
										LIFE S	D	4.50	01-23157-00-00		0.00	0.00	0.00
										LIFDEP	D	1.35	01-23157-00-00		0.00	0.00	0.00
										401ROT	D	15.00	01-23180-00-00		0.00	0.00	0.00
										ACH-%	Z	1,034.95	01-10200-00-00		0.00	0.00	0.00
										GARN-D	D	197.78	01-23160-00-00		0.00	0.00	0.00
<b>Weeks Worked 2</b>						<b>80.00</b>		<b>\$1,692.31</b>				<b>\$1,692.31</b>	<b>Net Amount \$0.00</b>		<b>40.00</b>	<b>9.00</b>	<b>0.00</b>

# Application for Insurance

Please review, sign where indicated, and return



Policy number:  
Named Insured: MIDWEST GERIATRICS, INC

May 30, 2019  
Page 1 of 10

### Policy and premium information for policy number

Insurance company:	Progressive Northern Insurance Co P.O. BOX 94739 Cleveland, OH 44101
Agent:	JASON OTT AON PRIVATE RISK-MO 13091 SUTTON PARK DR JACKSONVILLE, FL 32224 84402 1-866-225-5266
Named Insured:	MIDWEST GERIATRICS, INC  7915 NO. 30TH STREET OMAHA, NE 68112 e-mail address: TRACI.CRIMM@AON.COM Phone Number: 1-402-827-6000
Financial responsibility vendor:	TRANS UNION 1-800-645-1938
Policy period:	May 31, 2019 - May 31, 2020
Effective date and time:	May 31, 2019 at 04:35PM ET
Total policy premium:	\$16,123.00
Initial payment required:	\$16,123.00
Initial payment received:	\$16,123.00 + 814.00 = 16,337.00
Payment plan:	1 Payment

See next page - adjust to value on one vehicle

Lloyd's 5/31/19 - 5/31/20	\$ 5,510.50
Progressive " "	\$ 16,337.00
Less GM car	\$ (1,810.00)
Net Premium 5/31/19-20	\$ 20,037.50 / 12 = \$ 1,669.79 per month 6/19-5/21

April 19 Expense	\$ 1,073.92
May 19 Expense	\$ 954.00 Philadelphia 1 month extension
June 19 Expense	\$ 1,669.79
	<u>\$ 3,697.71</u>
July-Sep 19 Expense	\$ 5,009.37

### Florence Home Vehicle and Driver Summary

Dates of Service	Employee Name	Total Minutes Drive Time	Drive Time in Hours	Hourly Wage	Total Cost
<b>Vehicle 2012 Van</b>					
7/1/19-7/31/19	Mindy Manning	830	13.83	✓\$23.06	\$318.92
7/1/19-7/31/19	Tammy Bradley	210	3.50	✓\$30.01	\$105.04
7/1/19-7/31/19	Porsha Brewer	780	13.00	✓\$17.00	\$221.00
8/1/19-8/31/19	Mindy Manning	720	12.00	✓\$23.06	\$276.72
8/1/19-8/31/19	Porsha Brewer	270	4.50	✓\$17.00	\$76.50
8/1/19-8/31/19	Tammy Bradley	255	4.25	✓\$30.01	\$127.54
9/1/19-9/30/19	Mindy Manning	1,010	16.83	✓\$23.06	\$388.10
9/1/19-9/30/19	Tammy Bradley	90	1.50	✓\$30.01	\$45.02
9/1/19-9/30/19	Porsha Brewer	530	8.83	✓\$17.00	\$150.11
<b>Vehicle 2014 Van</b>					
7/1/19-7/31/19	Mindy Manning	140	2.33	✓\$23.06	\$53.73
7/1/19-7/31/19	Porsha Brewer	100	1.67	✓\$17.00	\$28.39
7/1/19-7/31/19	Tammy Bradley	60	1.00	✓\$30.01	\$30.01
7/1/19-7/31/19	Jennifer Smith	40	0.67	✓\$21.16	\$14.18
8/1/19-8/31/19	Jennifer Smith	110	1.83	✓\$21.16	\$38.72
9/1/19-9/30/19	Jennifer Smith	150	2.50	✓\$21.16	\$52.90
<b>Vehicle 2013 Toyota</b>					
7/1/19-7/31/19	Mindy Manning	335	5.58	✓\$23.06	\$128.67
7/1/19-7/31/19	Porsha Brewer	80	1.33	✓\$17.00	\$22.61
8/1/19-8/31/19	Mindy Manning	60	1.00	✓\$23.06	\$23.06
8/1/19-8/31/19	Tammy Bradley	90	1.50	✓\$30.01	\$45.02
9/1/19-9/30/19	Haley Brown	30	0.50	✓\$15.48	\$7.74
9/1/19-9/30/19	Tammy Bradley	120	2.00	✓\$30.01	\$60.02
9/1/19-9/30/19	Porsha Brewer	20	0.33	✓\$17.00	\$5.61
9/1/19-9/30/19	Mindy Manning	200	3.33	✓\$23.06	\$76.79
<b>Vehicle 2009 Honda</b>					
7/1/19-7/31/19	Porsha Brewer	160	2.67	✓\$17.00	\$45.39
8/1/19-8/31/19	Mindy Manning	50	0.83	✓\$23.06	\$19.14
8/1/19-8/31/19	Haley Brown	30	0.50	✓\$15.48	\$7.74
<b>Vehicle 2016 Van</b>					
7/1/19-7/31/19	Michelle Blesh	560	9.33	✓\$27.08	\$252.66
7/1/19-7/31/19	Roger Evans	269	4.48	✓\$32.01	\$143.40
7/1/19-7/31/19	Charmaine Rhodes	214	3.57	✓\$21.65	\$77.29
7/1/19-7/31/19	Porsha Brewer	60	1.00	✓\$17.00	\$17.00
8/1/19-8/31/19	Charmaine Rhodes	322	5.37	✓\$21.65	\$116.26
8/1/19-8/31/19	Michelle Blesh	160	2.67	✓\$27.08	\$72.30
8/1/19-8/31/19	Roger Evans	19	0.32	✓\$32.01	\$10.24
9-1/19-9/30/19	Michelle Blesh	160	2.67	✓\$27.08	\$72.30
9/1/19-9/30/19	Charmaine Rhodes	175	2.92	✓\$21.65	\$63.22
9/1/19-9/30/19	Roger Evans	120	2.00	✓\$32.01	\$64.02
<b>Vehicle 2017 Dodge Van</b>					
7/1/19-7/31/19	Roger Evans	2,010	33.50	✓\$32.01	\$1,072.34
8/1/19-8/31/19	Roger Evans	1,548	25.80	✓\$32.01	\$825.86
9/1/19-9/30/19	Roger Evans	1,959	32.65	✓\$32.01	\$1,045.13
9/1/19-9/30/19	Charmaine Rhodes	30	0.50	✓\$21.65	\$10.83
<b>Vehicle 2019 Ford Bus</b>					
7/1/19-7/31/19	Mindy Manning	520	8.67	✓\$23.06	\$199.93
7/1/19-7/31/19	Porsha Brewer	485	8.08	✓\$17.00	\$137.36
8/1/19-8/31/19	Mindy Manning	415	6.92	✓\$23.06	\$159.58
8/1/19-8/31/19	Porsha Brewer	55	0.92	✓\$17.00	\$15.64
8/1/19-8/31/19	Tammy Bradley	60	1.00	✓\$30.01	\$30.01
9/1/19-9/30/19	Mindy Manning	170	2.83	✓\$23.06	\$65.26
9/1/19-9/30/19	Porsha Brewer	210	3.50	✓\$17.00	\$59.50
<b>Total</b>		<b>15,991</b>	<b>266.51</b>		<b>\$6,878.78</b>

Higher Than  
and Reported  
9/21

<b>Service</b>	<b>Vehicle</b>	<b>Date</b>	<b>Amount</b>
Florence Auto Body	2012 Dodge Caravan	7/24/2019	\$132.04
Florence Auto Body	2017 Dodge Caravan	7/29/2019	\$40.01
Florence Auto Body	2013 Toyota Corolla	8/21/2019	\$77.11
<b>Total</b>			<b>\$249.16</b>

**INVOICE**

Work Completed : 07/29/2019 Date: 07/29/2019

**FLORENCE HOMES - GENE FLORENCE HOMES**  
 315 N 30TH  
 E, 68112 OMAHA  
 Phone 402-827-6000 Tracy

2017 Dodge - Grand Caravan SE - 3.6L, V6 (220CI) VIN(G)  
 Lic # : 1121 Odometer In : 8191

VIN # : 2C7WDGBG3 HR712959

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
Oil Filter WL610010	1.00	8.80	8.80	OIL CHANGE	
Motor Oil-Synthetic Blend 5W20-B	6.00	3.10	18.60	Fluid Capacity: Engine Oil - Volume: 6.00 QTS. (5.7L) - API - SAE 5W-20; w/Filter - (Note: Chrysler recommends API Certified SAE 5W-20 Engine Oil, meeting the requirements of Chrysler Material Standard MS-6395 such as MOPAR, Pennzoil, and Shell Helix.)	
Shop Supplies			3.00	Change Oil and Filter and Reset Maint Light	6.11
				Change Oil and Filter and Reset Maint Light	
				Hazardous Materials	3.50

03-71200-45-00  
 EH 7-31-19

Estimate 54.91 Revisions 0.00 Current Estimate 54.91

Labor:	6.11
Parts:	30.40
HazMat:	3.50
SubTotal:	40.01
Tax:	0.00
Total:	40.01
Bal Due:	\$40.01

**See Us For All Your Automotive Needs**

Order Received: 07/29/2019

Customer Number : 3112

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

Signature: [Signature] Date: 7-29-19



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

INVOICE

24058

**INVOICE**

Work Completed : 07/24/2019 Date: 07/24/2019

FLORENCE HOMES - GENE FLORENCE HOMES

2012 Dodge - Grand Caravan SE - 3.6L, V6 (220CI) VIN(G)

7915 N 30TH

Lic # : 1705

Odometer In : 111743

NE, 68112 OMAHA

Home 402-827-6000 Tracy

VIN # : 2C4RDGBG7 CR166931

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
OIL FILTER 67526	1.00	8.27	8.27	2012 Dodge caravan oil and filter change AC Charge-not blowing very cold	
Motor Oil-Synthetic Blend 5W30-B	6.00	3.10	18.60	Change Oil and Filter and Reset Maint Light Change Oil and Filter and Reset Maint Light	6.11
Freon oil for 134 per oz Oil R-134	2.00	0.78	1.56	Evacate & Recharge System, Inc One Lb of R134A Freon	91.00
Shop Supplies			3.00	Hazardous Materials	3.50

01-71200-45-00  
 EA 8-7-19

Org. Estimate 148.48 - Revisions 0.00 Current Estimate 148.48

Labor:	97.11
Parts:	31.43
HazMat:	3.50
SubTotal:	132.04
Tax:	0.00
Total:	132.04
Bal Due:	\$132.04

[ Payments - ]

**See Us For All Your Automotive Needs**

Vehicle Received: 07/24/2019

Customer Number : 3112

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

Signature \_\_\_\_\_ Date \_\_\_\_\_



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

INVOICE

24164

Work Completed : 08/21/2019 Date: 08/21/2019

~~FLORENCE HOMES~~ ~~GENE~~ ~~FLORENCE HOMES~~

2013 Toyota - Corolla LE - 1.8L, In-Line4 (110CI) VIN(U)

7915 N 30TH  
 NE, 68112 OMAHA

Lic # : 573

Odometer In : 48659

Home 402-827-6000 Tracy

VIN # : 5YFBU4EE1 DP079232

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
OIL FILTER 67064	1.00	6.50	6.50	OIL CHANGE. DROP OFF IN MORNING 8:00	
PM 0W20 Parts Masters Full Synthetic Oil 879391 Shop Supplies	5.00	8.00	40.00	Change Oil and Filter and Reset Maint Light Change Oil and Filter and Reset Maint Light Fluid Capacity: Engine Oil - Volume: 4.40 QTS. (4.2L) - TOYOTA Genuine Motor Oil. SAE 0W-20 or equivalent ILSAC multigrade oil; Drain and Refill,w/Filter - (Note: SAE 0W-20 is the best choice for good fuel economy and good starting in cold weather. If SAE 0W-20 is not available, SAE 5W-20 oil may be used. However, it must be replaced with SAE 0W-20 at the next oil change. The fluid capacity is the quantity of reference.)	6.11
			3.00	added time to remove under engine cover to change oil	18.00
				Hazardous Materials	3.50

01-71200-45-00  
 EJ 8-23-19

Org. Estimate 77.11 Revisions 0.00 Current Estimate 77.11

Labor:	24.11
Parts:	49.50
HazMat:	3.50
SubTotal:	77.11
Tax:	0.00
Total:	77.11
Bal Due:	\$77.11

[Payments - ]

See Us For All Your Automotive Needs

Vehicle Received: 08/21/2019

Customer Number : 3112

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Gas Date	Amount
7/1/2019	\$27.35
7/3/2019	\$44.21
7/9/2019	\$38.85
7/9/2019	\$80.00
7/12/2019	\$31.41
7/12/2019	\$26.00
7/12/2019	\$36.35
7/12/2019	\$63.00
7/16/2019	\$24.00
7/18/2019	\$36.85
7/18/2019	\$94.97
7/19/2019	\$31.63
7/23/2019	\$41.50
7/24/2019	\$33.90
7/30/2019	\$24.90
8/2/2019	\$56.00
8/2/2019	\$40.50
8/8/2019	\$29.05
8/16/2019	\$40.30
8/19/2019	\$24.75
8/23/2019	\$38.00
8/24/2019	\$40.00
8/26/2019	\$27.00
8/29/2019	\$80.00
8/21/2019	\$33.51
9/4/2019	\$36.75
9/9/2019	\$24.00
9/10/2019	\$35.05
9/12/2019	\$22.00
9/16/2019	\$36.50
9/17/2019	\$33.25
9/20/2019	\$28.00
9/26/2019	\$25.50
9/26/2019	\$40.02
Total	\$1,325.10





RO/HOH AL Transport  
2017 Dodge Van  
Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104



SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

07/01/2019 10:55:16 AM  
Register: 1 Trans #: 7679 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA	PUMP# 4	
11.399 GAL @ \$2.399/GAL		\$27.35 99
Subtotal =		\$27.35
Tax =		\$0.00
Total =		\$27.35

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

Change Due = \$0.00

Credit \$27.35 ✓

Credit USD\$27.35  
XXXX XX XXX924 6, SHL FLTBUS  
Swiped  
APPROVED  
AUTH # 177892 INV # 885665  
ODOMETER 6352

Customer Copy

Local Store Discount  
You could win FREE FUEL FOR A YEAR!  
Join Fuel Rewards to get chances  
to win FREE FUEL FOR A YEAR  
for every V-Power NITRO+ purchase!  
fuelrewards.com/gold and shell.us/win

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30Th  
Omaha NE 68104

*2016 Ford  
#1440*

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

07/03/2019 9:45:16 AM  
Register: 1 Trans #: 9453 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA PUMP# 5  
17.693 GAL @ \$2.499/GAL \$44.21 99

Subtotal = \$44.21

Tax = \$0.00

Total = \$44.21

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

Change Due = \$0.00

Credit \$44.21

Credit USD\$44.21

XXXX XX XXX924 6, SHL FLTBUS

Swiped

APPROVED

AUTH # 324692

INV # 002535

ODOMETER 000

Customer Copy

Local Store Discount

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Join Fuel Rewards to get chances

to win FREE FUEL FOR A YEAR

for every V-Power NITRO+ purchase!

[fuelrewards.com/gold](http://fuelrewards.com/gold) and [shell.us/win](http://shell.us/win)

*Optimistic - Money*

THANK YOU  
FOR SHOPPING AT

2012  
Dodge Van  
6931

11301

Welcome to Shell

RBAN

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

07/09/2019 9:49:32 AM  
Register: 1 Trans #: 4576 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA	PUMP# 2		
15.547 GAL @	\$2.499/GAL	\$38.85	99
		-----	
		Subtotal =	\$38.85
		Tax =	\$0.00
		-----	
		Total =	\$38.85

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

Change Due =	\$0.00
Credit	\$38.85

Credit	USD\$38.85
XXXX XX XXX924 6, SHL FLTBUS	
Swiped	
APPROVED	
AUTH # 958501	INV # 051581
ODDMETER 7915	

Customer Copy

Local Store Discount  
 You could win FREE FUEL FOR A YEAR!  
 Join Fuel Rewards to get chances  
 to win FREE FUEL FOR A YEAR  
 for every V-Power NITRO+ purchase!  
[fuelrewards.com/gold](http://fuelrewards.com/gold) and [shell.us/win](http://shell.us/win)

THANK YOU  
END TRANSACTION AT

2019 Ford  
Bus # 9285

Welcome to Shell

mm

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

07/09/2019 8:58:28 AM  
Register: 1 Trans #: 4542 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA PUMP# 6  
32.011 GAL @ \$2.499/GAL \$80.00 99

Subtotal = \$80.00  
Tax = \$0.00

Total = \$80.00

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

Change Due = \$0.00

Credit \$80.00

-----  
Credit USD\$80.00  
XXXX XX XXX924 6, SHL FLTBUS  
Swiped  
APPROVED  
AUTH # 896454 : INV # 051177  
ODMETER 1000

Customer Copy  
-----

-----  
Local Store Discount  
You could win FREE FUEL FOR A YEAR!  
Join Fuel Rewards to get chances  
to win FREE FUEL FOR A YEAR  
for every V-Power Nitro+ purchase!  
[fuelrewards.com/gold](http://fuelrewards.com/gold) and [shell.us/win](http://shell.us/win)

THANK YOU  
FOR SHOPPING AT

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

*Dodge Caravan*

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

*JB*

Vin # *3B1*

07/12/2019 6:01:02 AM  
Register: 1 Trans #: 7116 Op ID: 1  
Your cashier: AL

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

REGULAR GA PUMP# 3  
12.570 GAL @ \$2.499/GAL \$31.41 99

Subtotal = \$31.41  
Tax = \$0.00

Total = \$31.41

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

Change Due = \$0.00

Credit \$31.41

Credit USD\$31.41

XXXX XX XXX924 6, SHL FLTBUS

Swiped

APPROVED

AUTH # 721536

ODOMETER 7915

INV # 075986

Customer Copy

Local Store Discount  
You could win FREE FUEL FOR A YEAR!  
Join Fuel Rewards to get chances.

2014 Ford  
Bus

MM

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30Th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

07/12/2019 10:36:53 AM  
Register: 1 Trans #: 7371 Op ID: 3  
Your cashier: Joey

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

REGULAR CA PUMP# 2  
10.403 GAL @ \$2.499/GAL \$26.00 99

Subtotal = \$26.00

Tax = \$0.00

Total = \$26.00

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

Change Due, = \$0.00

Credit \$26.00

Credit USD\$26.00

XXXX XX XXX924 6, SHL FLTBUS

Swiped

APPROVED

AUTH # 051787

INV # 078485

ODOMETER 11111

Customer Copy

Local Store Discount

You could win FREE FUEL FOR A YEAR!

Join Fuel Rewards to get chances

to win FREE FUEL FOR A YEAR

for every V-Power NITRO+ purchase!

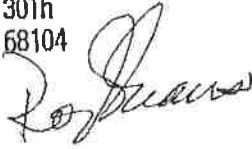
[fuelrewards.com/gold](http://fuelrewards.com/gold) and [shell.us/win](http://shell.us/win)

THANK YOU  
FOR SHOPPING AT

RO/HOH Transportation  
2017 Dodge Van

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104



SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

07/12/2019 12:54:18 PM  
Register: 1 Trans #: 7478 Op ID: 3  
Your cashier: Joey

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

REGULAR CA PUMP# 3  
14.547 GAL @ \$2.499/GAL \$36.35 99

total = \$36.35  
tax = \$0.00

total = \$36.35

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

Change Due = \$0.00

Credit \$36.35

Credit USD\$36.35

XXXX XX XXX924 6, SHL FLTBUS

Swiped

APPROVED

AUTH # 198939

INV # 079616

ODOMETER 7425

Customer Copy

Local Store Discount  
You could win FREE FUEL FOR A YEAR!  
Join Fuel Rewards to get chances  
to win FREE FUEL FOR A YEAR  
for every V-Power NITRO+ purchase!  
fuelrewards.com/gold and shell.us/win

THANK YOU  
FOR SHOPPING AT

2016 Ford Bus  
#1440  
Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

07/12/2019 3:56:10 PM  
Register: 1 Trans #: 7639 Op ID: 3  
Your cashier: Joey

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

REGULAR CA PUMP# 2  
25.211 GAL @ \$2.499/GAL \$63.00 99

Subtotal = \$63.00  
Tax = \$0.00

Total = \$63.00

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

Change Due = \$0.00

Credit \$63.00

Credit USD\$63.00  
XXXX XX XXX924 6, SHL FLTBUS  
Swiped  
APPROVED  
AUTH # 398244 INV # 081109  
ODOMETER 1111

Customer Copy

Local Store Discount  
You could win FREE FUEL FOR A YEAR!  
Join Fuel Rewards to get chances  
to win FREE FUEL FOR A YEAR  
for every V-Power NITRO+ purchase!  
fuelrewards.com/gold and shell.us/win

THANK YOU  
FOR SHOPPING AT



2013 10/01  
#9232 mm

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

07/16/2019 10:10:42 AM  
Register: 1 Trans #: 825 Dp ID: 2  
Your cashier: Loraine

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

REGULAR CA PUMP# 3  
9.235 GAL @ \$2.599/GAL \$24.00 99

Subtotal = \$24.00  
Tax = \$0.00

Total = \$24.00

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

Change Due = \$0.00

Credit \$24.00

Credit USD\$24.00

XXXX XX XXX924 6, SHL FLTBUS

Swiped

APPROVED

AUTH # 768742

ODOMETER 1111

INV # 111856

Customer Copy

Local Store Discount  
You could win FREE FUEL FOR A YEAR!  
Join Fuel Rewards to get chances  
to win FREE FUEL FOR A YEAR  
for every V-Power NITRO+ purchase!  
[fuelrewards.com/gold](http://fuelrewards.com/gold) and [shell.us/win](http://shell.us/win)

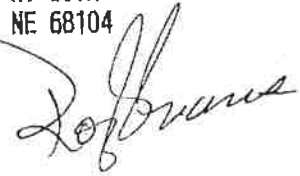
THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART

Ro/404 Transportation  
2017 Dodge Van

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003



07/18/2019 11:43:03 AM  
Register: 1 Trans #: 2600 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA PUMP# 3  
14.178 GAL @ \$2.599/GAL \$36.85 99

Subtotal = \$36.85  
Tax = \$0.00

Total = \$36.85

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

Change Due = \$0.00

Credit \$36.85

Credit USD\$36.85

XXXX XX XXX924 6, SHL FLTBUS

Swiped

APPROVED

AUTH # 918248

INV # 129643

ODOMETER 6744

Customer Copy

Local Store Discount

You could win FREE FUEL FOR A YEAR!

Join Fuel Rewards to get chances

to win FREE FUEL FOR A YEAR

for every V-Power NITRO+ purchase!

[fuelrewards.com/gold](http://fuelrewards.com/gold) and [shell.us/win](http://shell.us/win)

THANK YOU  
FOR SHOPPING AT

Ford Bus  
9285

P. Brews  
1120 miles

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30Th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

07/18/2019 2:42:57 PM  
Register: 1 Trans #: 2747 Op ID: 9  
Your cashier: Kathleen

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

REGULAR CA PUMP# 6  
36.540 GAL @ \$2.599/GAL \$94.97 99

Subtotal = \$94.97

Tax = \$0.00

Total = \$94.97

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

Change Due = \$0.00

Credit \$94.97

Credit USD\$94.97

XXXX XX XXX924 6, SHL FLTBUS

Swiped

APPROVED

AUTH # 119742

INV # 131110

ODOMETER 7915

Customer Copy

Local Store Discount  
You could win FREE FUEL FOR A YEAR!  
Join Fuel Rewards to get chances  
to win FREE FUEL FOR A YEAR  
for every V-Power NITRO+ purchase!  
fuelrewards.com/gold and shell.us/win

THANK YOU  
FOR SHOPPING AT

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

AB  
09 Honda  
VIN #  
2091

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

07/19/2019 12:50:50 PM  
Register: 1 Trans #: 3504 Op ID: 9  
Your cashier: Kathleen

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

REGULAR CA PUMP# 2  
12.169 GAL @ \$2.599/GAL \$31.63 99

Subtotal = \$31.63

Tax = \$0.00

Total = \$31.63

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

Change Due = \$0.00

Credit \$31.63

Credit USD\$31.63

XXXX XX XXX924 6, SKL FLTBUS

Swiped

APPROVED

AUTH # 996968

INV # 138883

ODOMETER 7915

Customer Copy

Local Store Discount

You could win FREE FUEL FOR A YEAR!

Join Fuel Rewards to get chances

2012 Dodge  
#6931 mm

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30TH  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

07/23/2019 3:13:22 PM  
Register: 1 Trans #: 6879 Op ID: 9  
Your cashier: Kathleen

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

REGULAR CA PUMP# 3  
15.967 GAL @ \$2.599/GAL \$41.50 99

Subtotal = \$41.50

Tax = \$0.00

Total = \$41.50

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

Change Due = \$0.00

Credit \$41.50

Credit USD\$41.50

XXXX XX XXX924 6, SHL FLTBUS

Swiped

APPROVED

AUTH # 896588

INV # 171629

ODOMETER 11111

Customer Copy

Local Store Discount

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for every V-Power NITRO+ purchase!

[fuelrewards.com/gold](http://fuelrewards.com/gold) and [shell.us/win](http://shell.us/win)

THANK YOU  
FOR SHOPPING AT

Paula  
Will you please  
Put this copy in  
Lois' Mail Box?  
Thanks very much!!  
Roger

RO/HOH 1 Trans Validation  
2017 Dodge Van

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

*Roger*

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

07/24/2019 10:57:31 AM  
Register: 1 Trans #: 7624 Op ID: 1  
Your cashier: AL

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

REGULAR CA PUMP# 3  
13.043 GAL @ \$2.599/GAL \$33.90 99  
Subtotal = \$33.90  
Tax = \$0.00  
Total = \$33.90

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

Change Due = \$0.00

Credit \$33.90

Credit USD\$33.90  
XXXX XX XXX924 6, SHL FLTBUS  
Swiped  
APPROVED  
AUTH # 628133 INV # 178319  
ODOMETER 8009

Customer Copy

Local Store Discount  
You could win FREE FUEL FOR A YEAR!  
Join Fuel Rewards to get chances  
to win FREE FUEL FOR A YEAR  
for every V-Power NITRO+ purchase!  
[fuelrewards.com/gold](http://fuelrewards.com/gold) and [shell.us/win](http://shell.us/win)

THANK YOU  
FOR SHOPPING AT  
SHELL SPEEDEE MART

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

2017  
Dodge  
Jan

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

*Jo Jones*

07/30/2019 10:24:01 AM  
Register: 1 Trans #: 2677 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA PUMP# 3		
9.579 GAL @ \$2.599/GAL		\$24.90 99
	-----	
Subtotal =		\$24.90
Tax =		\$0.00
	-----	
Total =		\$24.90

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

Change Due = \$0.00

Credit \$24.90

---

Credit USD\$24.90  
 XXXX XX XXX924 6, SHL FLTBUS  
 Swiped  
 APPROVED  
 AUTH # 364981 INV # 226704  
 ODOMETER 8000

Customer Copy

---

Local Store Discount  
 Not a member?  
 Download Fuel Rewards App to Join!

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

Please come again

2019 Ford Bus

Welcome to Shell #

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

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

08/02/2019 10:08:49 AM  
Register: 1 Trans #: 5245 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA	PUMP# 2		
22.408 GAL @ \$2.499/GAL		\$56.00	99
		-----	
	Subtotal =	\$56.00	
	Tax =	\$0.00	
		-----	
	Total =	\$56.00	

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

Change Due = \$0.00

Credit \$56.00

-----

Credit	USD\$56.00
XXXX XX XXX924 6, SHL FLTBUS	
Swiped	
APPROVED	
AUTH # 401006	INV # 251249
ODOMETER 1111	

Customer Copy

-----

Local Store Discount  
Not a member?  
Download Fuel Rewards App to Join!

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



2012 Dodge #6931  
MM

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30Th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

08/02/2019 3:36:05 PM  
Register: 1 Trans #: 5535 Op ID: 3  
Your cashier: Joey

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

REGULAR CA PUMP# 2  
16.207 GAL @ \$2.499/GAL \$40.50 99

Subtotal = \$40.50

Tax = \$0.00

Total = \$40.50

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

Change Due = \$0.00

Credit \$40.50

Credit USD\$40.50

XXXX XX XXX924 6, SHL FLTBUS

Swiped

APPROVED

AUTH # 749109

INV #:253930

ODOMETER 111111

Customer Copy

Local Store Discount

Not a member?

Download Fuel Rewards App to Join!

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

HON/KO Mawporka  
2017 Dodge Van

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104



SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

08/08/2019 11:14:44 AM  
Register: 1 Trans #: 438 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA PUMP# 3  
11.624 GAL @ \$2.499/GAL \$29.05 99

Subtotal = \$29.05

Tax = \$0.00

Total = \$29.05

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

Change Due = \$0.00

Credit \$29.05

Credit USD\$29.05

XXXX XX XXX924 6, SHL FLTBUS

Swiped

APPROVED

AUTH # 220725

INV # 300970

ODOMETER B432

Customer Copy

Local Store Discount  
Not a member?  
Download Fuel Rewards App to Join!

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

Ro/NoH Transportation  
2017 Dodge Van

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104



SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

08/16/2019 9:38:15 AM  
Register: 1 Trans #: 7236 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA PUMP# 1  
16.799 GAL @ \$2.399/GAL \$40.30 99  
-----  
Subtotal = \$40.30  
Tax = \$0.00  
-----  
Total = \$40.30

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

Change Due = \$0.00

Credit \$40.30  
-----

Credit USD\$40.30  
XXXX XX XXX924 6, SHL FLTBUS  
Swiped  
APPROVED  
AUTH # 894860 INV # 365585  
ODOMETER 8007

Customer Copy  
-----

-----  
Local Store Discount  
Not a member?  
Download Fuel Rewards App to Join!

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

Dodge 2012 #6931

mm

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

08/19/2019 12:06:21 PM  
Register: 1 Trans #: 9803 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA PUMP# 1  
10.316 GAL @ \$2.399/GAL \$24.75 99

Subtotal = \$24.75  
Tax = \$0.00

Total = \$24.75

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

Change Due = \$0.00

Credit \$24.75

Credit USD \$24.75

XXXX XX XXX924:6, SHL FLTBUS

Swiped

APPROVED

AUTH # 797909

INV # 390294

ODOMETER 11111

Customer Copy

Local Store Discount  
Not a member?  
Download Fuel Rewards App to Join!

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

20/HOH Transportels  
2017 Dodge Van

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30Th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003



08/23/2019 11:51:44 AM  
Register: 1 Trans #: 3226 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA	PUMP# 2		
15.842 GAL @ \$2.399/GAL		\$38.00	99
		-----	
	Subtotal =	\$38.00	
	Tax =	\$0.00	
		-----	
	Total =	\$38.00	

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

Change Due = \$0.00

Credit \$38.00

Credit USD\$38.00  
XXXX XX XXX924 6, SHL FLTBUS  
Swiped  
APPROVED  
AUTH # 870588 INV # 422287  
ODOMETER 8549

Customer Copy

Local Store Discount  
Not a member?  
Download Fuel Rewards App to Join!

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

Welcome to Shell

2013  
Toyota

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

08/24/2019 9:21:34 AM  
Register: 1 Trans #: 4018 Op ID: 4  
Your cashier: Rita

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

REGULAR CA PUMP# 7  
16.674 GAL @ \$2.399/GAL \$40.00 99

Subtotal = \$40.00  
Tax = \$0.00

Total = \$40.00

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

Change Due = \$0.00

Credit \$40.00

Credit USD\$40.00

XXXX XX XXX924 6, SHL FLTBUS

Swiped

APPROVED

AUTH # 465910

INV # 429753

ODOMETER 7916

Customer Copy

Local Store Discount  
Not a member?  
Download Fuel Rewards App to Join!

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

2012 Dodge # 6701

Welcome to Shell

mm

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

08/26/2019 9:51:47 AM  
Register: 1 Trans #: 5683 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA PUMP# 3  
11.254 GAL @ \$2.399/GAL \$27.00 99

Subtotal = \$27.00  
Tax = \$0.00

Total = \$27.00

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

Change Due = \$0.00

Credit \$27.00

Credit USD\$27.00  
XXXX XX XXX924 6, SHL FLTBUS  
Swiped  
APPROVED  
AUTH # 464873 INV # 445981  
ODOMETER 111111

Customer Copy

Local Store Discount  
Not a member?  
Download Fuel Rewards. App to Join!

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

2019  
Ford #9285

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

08/29/2019 10:18:02 AM  
Register: 1 Trans #: 8218 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA PUMP# 7  
33.913 GAL @ \$2.359/GAL \$80.00 99

Subtotal = \$80.00  
Tax = \$0.00

Total = \$80.00

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

Change Due = \$0.00

Credit \$80.00

Credit USD\$80.00  
XXXX XX XXX924 6, SHL FLTBUS  
Swiped  
APPROVED  
AUTH # 567430 INV # 470583  
ODOMETER 11111

Customer Copy

Local Store Discount  
Not a member?  
Download Fuel Rewards App to Join!

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



2012 Dodge # 6931  
mm

Welcome to Shell

WELCOME

57445612900

SHELL

8033 W. HOLLING RD.

ALDA NE

68810

DATE 8/21/18 16:12

TRAN# 8033438

PUMP# 03

SERVICE LEVEL: SELF

PRODUCT: REG

GALLONS: 13.518

PRICE/G: \$ 2.478

FUEL SALE \$33.51

CREDIT \$33.51

XXXX XX XXX924 8

SHL FLTBUS

Swiped

APPROVED

AUTH # 128215

INV # 455485

VEHICLE 75841

ODOMETER 111111

-----  
Local Store Discount

Not a member?

Get the Fuel Rewards

App to join!

Please come again

SMGR:308-382-5902

DMGR:816-872-5581

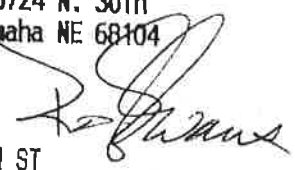
Thank You

R/NOA Transportation  
2017 Dodge Van

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30TH  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003



09/04/2019 10:30:32 AM  
Register: 1 Trans #: 3462 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA	PUMP# 3		
15.987 GAL @ \$2.299/GAL		\$36.75	99
		-----	
		Subtotal =	\$36.75
		Tax =	\$0.00
		-----	
		Total =	\$36.75

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

Change Due = \$0.00

Credit \$36.75

Credit USD\$36.75  
XXXX XX XXX924 6, SHL FLTBUS  
Swiped  
APPROVED  
AUTH # 736759 INV # 520296  
ODOMETER 7915

Customer Copy

Your Bonus Savings  
Not a member?  
Download Fuel Rewards App to Join!

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

2012  
Dodge #6931 MM

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

09/09/2019 10:07:33 AM  
Register: 1 Trans #: 7638 Op ID: 2  
Your cashier: Lorraine

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

REGULAR CA PUMP# 4  
10.438 GAL @ \$2.299/GAL \$24.00 99  
-----  
Subtotal = \$24.00  
Tax = \$0.00  
-----  
Total = \$24.00

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

Change Due = \$0.00  
Credit \$24.00  
-----

Credit USD\$24.00  
XXXX XX XXX924 6, SHL FLTBUS  
Swiped  
APPROVED  
AUTH # 491829 INV # 560342  
ODOMETER 11111

Customer Copy

2017 Dodge Van

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104



SHELL  
24 NORTH 30TH ST  
OMAHA, NE 68104  
1006613003

09/10/2019 11:54:47 AM  
Register: 1 Trans #: 8521 Op ID: 1  
Your cashier: AL

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

REGULAR CA	PUMP# 4		
5.244 GAL @ \$2.299/GAL		\$35.05	99
Subtotal =		\$35.05	
Tax =		\$0.00	
Total =		\$35.05	

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

Change Due = \$0.00

Credit \$35.05

-----

Credit USD\$35.05  
 (XXX XX XXX924 6, SHL FLTBUS  
 Swiped  
 APPROVED  
 AUTH # 626595 INV # 568758  
 ODOMETER 9521

Customer Copy

Your Bonus Savings  
Not a member?  
Download Fuel Rewards App to Join!

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

2013  
Toyota

#9232  
MM

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

09/12/2019 9:26:57 AM  
Register: 1 Trans #: 205 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA PUMP# 3  
9.570 GAL @ \$2.299/GAL \$22.00 99

Subtotal = \$22.00

Tax = \$0.00

Total = \$22.00

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

Change Due = \$0.00

Credit \$22.00

Credit USD\$22.00

XXXX XX XXX924 6, SHL FLTBUS

Swiped

APPROVED

AUTH # 530191

INV # 585208

ODOMETER 111111

Customer Copy

Your Bonus Savings  
Not a member?  
Download Fuel Rewards App to Join!

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

2012 Dodge # 6931 MM

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30TH  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

09/16/2019 10:15:53 AM  
Register: 1 Trans #: 3706 Op ID: 2  
Your cashier: Loraine

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

REGULAR CA PUMP# 3  
15.875 GAL @ \$2.299/GAL \$36.50 99

Subtotal = \$36.50  
Tax = \$0.00

Total = \$36.50

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

Change Due = \$0.00

Credit \$36.50

Credit USD \$36.50

XXXX XX XXX924 6, SHL FLTBUS

Swiped

APPROVED

AUTH # 357752

ODDMETER 11111

INV # 619411

Customer Copy

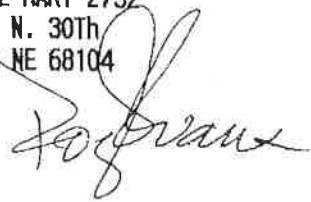
Your Bonus Savings  
Not a member?  
Download Fuel Rewards App to Join!

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

20/10/14 Transportation  
2017 Dodge Van

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104



SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

09/17/2019 12:00:42 PM  
Register: 1 Trans #: 4622 Op ID: 2  
Your cashier: Lorraine

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

REGULAR CA	PUMP# 3	
13.860 GAL @ \$2.399/GAL		\$33.25 99
		-----
	Subtotal =	\$33.25
	Tax =	\$0.00
		-----
	Total =	\$33.25

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

Change Due = \$0.00

Credit \$33.25

-----

Credit	USD\$33.25
XXXX XX XXX924 6, SHL FLTBUS	
Swiped	
APPROVED	
AUTH # 500379	INV # 628115
ODOMETER 9766	

Customer Copy

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

Please come again

2012 Dodge #16931 MM  
Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

09/20/2019 3:02:23 PM  
Register: 1 Trans #: 7420 Op ID: 3  
Your cashier: Joey

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

REGULAR CA PUMP# 3  
11.671 GAL @ \$2.399/GAL \$28.00 99  
-----  
Subtotal = \$28.00  
Tax = \$0.00  
-----  
Total = \$28.00

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

Change Due = \$0.00  
Credit \$28.00

-----  
Credit USD\$28.00  
XXXX XX XXX924 6, SHL FLTBUS  
Swiped  
APPROVED  
AUTH # 771191 INV # 654947  
ODOMETER 111111

Customer Copy  
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Your Bonus Savings  
Not a member?  
Download Fuel Rewards App to Join!

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

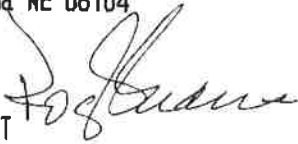


Ro/AOH Transporter  
2017 Dodge Van

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003



09/26/2019 2:14:23 PM  
Register: 1 Trans #: 2538 Op ID: 9  
Your cashier: Kathleen

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

REGULAR CA PUMP# 3  
10.629 GAL @ \$2.399/GAL \$25.50 99  
-----  
Subtotal = \$25.50  
Tax = \$0.00  
-----  
Total = \$25.50

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

Change Due = \$0.00

Credit \$25.50

-----  
Credit USD\$25.50  
XXXX XX XXX924 6, SHL FLTBUS  
Swiped  
APPROVED  
AUTH # 569003 INV # 703934  
ODOMETER 10035

Customer Copy

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

Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30th  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006613003

*Moby Bus*

09/26/2019 5:11:33 PM  
Register: 1 Trans #: 2707 Op ID: 4  
Your cashier: Rita

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

REGULAR CA PUMP# 7  
16.684 GAL @ \$2.399/GAL \$40.02 99

Subtotal = \$40.02  
Tax = \$0.00

Total = \$40.02

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

Change Due = \$0.00

Credit \$40.02

Credit USD\$40.02

XXXX XX XXX924 6, SHL FLTBUS

Swiped

APPROVED

AUTH # 762354

INV # 705715

ODOMETER 7915

Customer Copy

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

Please come again\*

GRANT     COOPERATIVE AGREEMENT

### FINANCIAL ASSISTANCE AWARD

FEDERAL AWARD ID NUMBER  
05-69-05941; URI: 113915

RECIPIENT NAME  
Omaha- Council Bluffs Metropolitan Area Planning Agency

PERIOD OF PERFORMANCE  
Dec. 18, 2019-Dec. 18, 2021

STREET ADDRESS  
2222 Cuming Street

FEDERAL SHARE OF COST  
\$ 388,556

CITY, STATE, ZIP CODE  
Omaha, NE, 68102-4328

RECIPIENT SHARE OF COST  
\$ 97,139

AUTHORITY  
Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 5301-5305)

TOTAL ESTIMATED COST  
\$ 485,695

CFDA NO. AND NAME  
11.307, Economic Adjustment Assistance; 2019 Disaster Supplemental

PROJECT TITLE  
EDD Staffing Assistance- Community and Economic Development Recovery Coordinators

This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.

- DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS
- R & D AWARD
- FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE
- SPECIFIC AWARD CONDITIONS
- LINE ITEM BUDGET
- 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101
- 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES
- MULTI-YEAR AWARD. PLEASE SEE THE MULTI-YEAR SPECIFIC AWARD CONDITION.
- OTHER(S): \_\_\_\_\_

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER

Angela B. Martinez, Regional Director



DATE

12/18/19

PRINTED NAME, PRINTED TITLE, AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

Greg Youell, Executive Director

DATE

SPECIFIC AWARD CONDITIONS  
U.S. DEPARTMENT OF COMMERCE  
Economic Development Administration (EDA)

**DISASTER NON-CONSTRUCTION PROJECTS:** Economic Adjustment Assistance Program under Sections 209 and 703 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. §3121 et seq.) (PWEDA)

<b>Project Title:</b> EDD Staffing Assistance- Community and Economic Development Recovery Coordinators	
<b>Recipient Name:</b> Omaha- Council Bluffs Metropolitan Area Planning Agency	<b>Award Number:</b> 05-69-05941

1. This EDA Award supports the work described in the approved final scope of work, which is incorporated by reference into this Award, as the *Authorized Scope of Work*. All work on this project should be consistent with this *Authorized Scope of Work* as detailed in Attachment 1, unless the Grants Officer has authorized a modification of the scope of work in writing through an amendment memorialized through execution of a Form CD-451.
2. The Recipient Contact's name, title, address, and telephone number are:

Greg Youell Executive Director Phone: (402) 444-6866 ext. 220 Email: <a href="mailto:gyouell@mapacog.org">gyouell@mapacog.org</a>	Omaha- Council Bluffs Metropolitan Area Planning Agency 2222 Cuming Street Omaha, NE 68102-4328
--	---

The Grants Officer is authorized to award, amend, suspend, and terminate financial assistance awards. The Grants Officer is:

Angela B. Martinez Regional Director Phone: (303) 844-3909 Email: <a href="mailto:amartinez@eda.gov">amartinez@eda.gov</a>	Economic Development Administration 1244 Speer Blvd. Suite 431 Denver, Colorado 80204
---	---

The Federal Program Officer (Area Director) oversees the programmatic aspects of this Award. The Federal Program Officer is:

Cindy Edwards Area Director Phone: (303) 844-5360 Email: <a href="mailto:cedwards@eda.gov">cedwards@eda.gov</a>	Economic Development Administration 1244 Speer Blvd. Suite 431 Denver, Colorado 80204
--	---

The Project Officer is responsible for day-to-day administration and liaison with the Recipient and receives all reports and payment requests. The Project Officer is:

Julianne Kingery Phone: 303-844-4474 Email: <a href="mailto:jkingery@eda.gov">jkingery@eda.gov</a>	Economic Development Administration 1244 Speer Blvd. Suite 431 Denver, Colorado 80204
--	---

**3. ADDITIONAL INCLUDED DOCUMENTS:**

In addition to the regulations, documents, or authorities incorporated by reference on the Financial Assistance Award (Form CD-450) the following additional documents are included with and considered to be part of the Award's terms and conditions:

- Recipient's final completed Application (this item not enclosed in this Award package);
- *Authorized Scope of Work* (Attachment 1);
- *Line Item Budget* (Attachment 2);
- *Staffing Plan* (Attachment 3); and
- *Instructions for ASAP enrollment and accessing funds* (Attachment 4).

Should there be a conflict between the above referenced documents and the Specific Award Conditions (this document), the Specific Award Conditions, including any attachments, shall prevail.

**4. PROJECT DEVELOPMENT TIME SCHEDULE:** The Recipient agrees to the following Project Development Time Schedule:

Return of Executed Financial Assistance Award.....	Due no later than 30 calendar days after receipt of Form CD450
Submission of Draft Final Project Progress Report.....	(23 months) November 18, 2021
Submission of Final Progress Report.....	(24 months) December 18, 2021
Authorized Award End Date.....	(24 months) December 18, 2021
Submission of Final Financial Documents (SF-425) .....	Due no later than 90 calendar days from Award End Date

The Recipient shall diligently pursue the development and implementation of the Project upon receipt of an EDA Award so as to ensure completion within this time schedule. Moreover, the Recipient shall promptly notify EDA in writing of any event which could substantially delay meeting any of the proscribed time limits for the Project as set forth above. The Recipient further acknowledges that failure to meet the development time schedule may result in EDA's taking action to terminate the Award in accordance with the regulations set forth at 2 C.F.R. §§ 200.338 through 200.342.

## 5. PROJECT REPORTING AND FINANCIAL DISBURSEMENTS INSTRUCTIONS:

- A. **AWARD DISBURSEMENTS:** EDA will make Award payments using the Department of Treasury's Automated Standard Application for Payments (ASAP) system. The Recipient is required to furnish documentation as required by ASAP including but not limited to Recipient and Requestor Identification Numbers. Complete information concerning the ASAP system may be obtained by visiting [www.fms.treas.gov/asap](http://www.fms.treas.gov/asap).

In order to receive payments, Recipients must submit a Form SF-270 "*Request for Reimbursement*" for the applicable period electronically to the Project Officer, who will review and process the request.

Please note that prior to the initial disbursement, Recipients must complete the attached Form SF-3881, "*ACH Vendor/Miscellaneous Payment Enrollment Form*" and submit it to NOAA's Accounting Office by FAX to 301-528-3675 (*FAX is required to secure confidentiality of sensitive information*). The form must be completed by the respective parties (EDA, Recipient Bank, and Recipient) at the start of each new award.

### B. REPORTS:

- a. *Project Progress Reports*: The Recipient agrees to provide the Project Officer with Project Progress Reports, which will communicate the important activities and accomplishments of the Project, on a semi-annual basis for the periods ending **March 31** and **September 30**, or any portion thereof. Reports are due no later than 1 month following the end of the period.

Performance Progress Reports should be submitted to EDA in an electronic format no later than the dates outlined above in a concise, clear format, which outlines the following information in no more than 3-6 pages in length:

- i. Provide a clear, concise overview of the activities undertaken during the Project Period;
- ii. Document accomplishments, benefits, and impacts that the Project and activities are having. Recipients should note specific outcomes where activities have led to job creation/retention, private investment, increased regional collaboration, engagement with historically excluded groups or regions, enhanced regional capacity, and other positive economic benefits;
- iii. Highlight any upcoming or potential press events or opportunities for collaborative press events to highlight benefits of the EDA investment;

- iv. Compare progress with the project timeline, explaining any departures from the targeted schedule, identifying how these departures are going to be remedied, and projecting the course of work for the next period;
- v. Outline challenges that currently impact or could impact progress on the grant over the next reporting period and identify ways to mitigate this risk; and
- vi. Outline any areas where EDA assistance is needed to support the project or any other key information that would be helpful for your EDA Project Officer to know.

Final Project Reports may be posted on EDA's website, used for promotional materials or policy reviews, or may be otherwise shared. Recipients should not include any copyrighted or other sensitive business information in these reports. There is no specific page limit for Final Project Reports; however, such reports should concisely communicate key project information, and should:

- i. Outline the specific regional need that the project was designed to address and update on progress made during the reporting period that will mitigate need and advance economic development;
  - ii. Provide a high-level overview of the activities undertaken;
  - iii. Detail lessons learned during the project period that may be of assistance to EDA or other communities undertaking similar efforts;
  - iv. Outline the expected and actual economic benefits of the project at the time that the report is written; and
  - v. Any other key information from the relevant project period.
- b. ***Financial Reports:*** The Recipient shall submit a "Financial Status Report" (Form SF-425) on a semi-annual basis for the periods ending **March 31** and **September 30**, or any portion thereof, for the entire project period. Form SF-425 (and instructions for completing this form) is available at: [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html). Reports are due no later than 1 month following the end of the period.

A final Form SF-425 must be submitted no more than 90 calendar days after the expiration date of the Award (e.g., the Award end date specified on the Form CD-450 or Form CD-451). Final financial reports should follow the guidance outlined by the form instructions for submitting mid-term financial reports, but should ensure that all fields accurately reflect the total outlays for the entire project period, and that all matching and program income (if applicable) is fully reported. Final grant rate and determinations of final balances owed to

the government will be determined by the information on the final Form SF-425, so it is imperative that this final financial form is submitted in a timely and accurate manner.

6. **ALLOWABLE COSTS AND AUTHORIZED BUDGET:** The attached Final Line Item Budget is the authorized budget for this award. Total allowable costs will be determined at the conclusion of the period of performance in accordance with the administrative authorities applicable pursuant to the Financial Assistance Award (Form CD-450), including the applicable requirements as set forth in 2 C.F.R. part 200, after the Final financial forms, including any required documentation, is submitted.
7. **FEDERAL SHARE:** The EDA participation in total eligible project costs will be limited to the EDA grant amount or the EDA share of total allowable project costs, based on the area's grant rate eligibility at the time of award, whichever is less.
8. **MATCHING SHARE:** The Recipient agrees to provide the Recipient's non-Federal Matching Share contribution for eligible project expenses in proportion to the Federal share requested for such project expenses. The Recipient also certifies that, in accepting the Financial Assistance Award, the Recipient's Matching Share of the project costs is committed and unencumbered, from authorized sources, and shall be available as needed for the project.
9. **REFUND CHECKS, INTEREST, OR UNUSED FUNDS:** Treasury has given the EDA two options for having payments deposited to EDA's account:
  - i. The first one is Pay.Gov. This option allows the payee to pay EDA through the Internet. The payee will have the option to make a one-time payment or to set up an account to make regular payments.
  - ii. The second option is Paper Check conversion. All checks must identify on their face the name of the DOC agency funding the award, award number, and no more than a two-word description to identify the reason for the refund or check. A copy of the check should be provided to the EDA Project Officer. This option allows the payee to send a check to NOAA's Accounting Office, who processes EDA's accounting functions at the following address:

U.S. Department of Commerce  
National Oceanic and Atmospheric Administration  
Finance Office, AOD, EDA Grants  
20020 Century Boulevard  
Germantown, MD 20874

The accounting staff will scan the checks in to an encrypted file and transfer to the Federal Reserve Bank, where the funds will be deposited in



EDA's account. While this process will not be an issue with most payees, there are occasionally issues for entities remitting funds to EDA via check. If you are remitting funds to EDA via check, please make note of the following:

- If a check is sent to EDA, it will be converted into an electronic funds transfer by copying the check and using the account information to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours and will appear on your regular account statement.
- EDA will not return your original check; the original will be destroyed and a copy will be maintained in our office. If the Electronic Funds Transfer (EFT) cannot be processed for technical reasons, the copy will be processed in place of the original check. If the EFT cannot be completed because of insufficient funds, EDA will charge you a one-time fee of \$25.00, which will be collected by EFT.

10. **PLANNING COORDINATION:** In keeping with regional economic development principles, Recipients should coordinate economic development planning and implementation projects with other economic development organizations affecting the area, specifically EDA-funded recipients such as State and Urban planning grantees, adjoining Economic Development Districts (EDDs) and Indian Tribes, and University Centers (UCs).
11. **PROCUREMENT:** For all contractual expenses incurred as part of this project, the service must be competitively procured in accordance with 2 C.F.R. §§ 200.317 through 200.326, as applicable. Prior to advertisement of an RFQ or RFP, as applicable, Recipient shall provide EDA with a draft copy of the advertisement. Once proposals have been received but before the contract has been executed, Recipient shall provide EDA with a copy of the chosen proposal, documentation of the selection process including rank and rating sheets, and a draft copy of the contract for EDA's review. Once the contract has been executed, Recipient shall provide EDA with a final copy of the contract.
12. **BUY AMERICAN:** Consistent with Executive Order 13858, *Strengthening Buy-American Preferences for Infrastructure Projects*, the Recipient is encouraged to use, to the greatest extent practicable, iron and aluminum as well as steel, cement, and other manufactured products produced in the United States in every contract, subcontract, purchase order, or sub-award that is chargeable under this Award.
13. **STAFFING:** For vacant positions primarily funded by the EDA grant, EDA is requesting the following information be sent to the Denver Regional Office for review: a copy of the job announcement, a copy of the resumes of the top three qualified candidates, and if interviews have already taken place, the identification of the selected candidate hired for the EDA funded position. This review is consistent the Public Works

and Economic Development Act of 1965, as Amended (“PWEDA”) Title V – Administration SEC.504. Administration, Operation and Maintenance (42 U.S.C. § 3194). The review is to ensure that the key EDA funded positions will be staffed by qualified individuals and that the grant will be properly and efficiently administered, operated and maintained.

14. **NONRELOCATION:** In signing this award of financial assistance, Recipient(s) attests that EDA funding is not intended by the Recipient to assist its efforts to induce the relocation, or the movement of existing jobs from one region to another region in competition with those jobs. In the event that EDA determines that its assistance was used for such purposes, EDA retains the right to pursue appropriate enforcement action in accord with the Standard Terms and Conditions of the Award, including suspension of disbursements and termination of the award, which may include the establishment of a debt requiring the Recipient to reimburse EDA.
15. **PERFORMANCE MEASURES:** The Recipient agrees to report on program performance measures and program outcomes in such form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act (GPRA) of 1993, and the Government Performance and Results Modernization Act of 2010. Recipients are to retain sufficient documentation so that they can submit these required reports. Failure to submit this required report can adversely impact the ability of the Recipient to secure future funding from EDA.

Performance measures and reporting requirements that apply to program activities funded by this investment will be provided in a separate GPRA information collection document, if applicable. EDA staff will contact Recipients in writing within a reasonable period prior to the time of submission of the reports with information on how this data should be submitted.

16. **FRAUD AWARENESS TRAINING:** Consistent with 2 CFR part 200, Recipient personnel responsible for managing the Recipient’s finances and overseeing any contractors, sub-contractors or sub-grantees, will complete the training PowerPoint entitled “Compliance with EDA Disaster Assistance Program Requirements” and return the signed Certificate of Training Completion (page 38 of the training) to EDA along with the signed CD-450 within 30 days of receipt.

Further, Recipient will monitor award activities for common fraud schemes, such as:

- false claims for materials and labor,
- bribes related to the acquisition of materials and labor,
- product substitution,
- mismarking or mislabeling on products and materials, and

- time and materials overcharging.

Should Recipient detect any suspicious activity, Recipient will contact EDA staff listed above and the Office of Inspector General, as indicated at <https://www.oig.doc.gov/Pages/Contact-Us.aspx>, as soon as possible.

#### **17. REAFFIRMATION OF APPLICATION/ACCEPTANCE OF AWARD**

Recipient(s) acknowledges that Recipient's Application for this Award may have been submitted to the Government and signed by Recipient(s), or by an authorized representative of Recipient(s), electronically without providing an original "wet" signature. In addition, the Recipient(s) or an authorized representative of Recipient(s) may have accepted the Award electronically, which includes drawing down any funds under this Award. Regardless of who submitted the Application to the Government or the means by which Recipient(s) submitted the Application or accepted the Award, Recipient(s) hereby reaffirms and states that:

- i. All data in the applicable Application were true and correct when the Application was submitted and remain true and correct as of the date of this Award;
- ii. The Application was, as of the date submission and the date of this Award, duly authorized as required by local law by the governing body of the Recipient(s); and
- iii. Recipient(s) has read, understood, and will comply with all terms of this Award, including the Assurances and Certifications submitted with, or attached to, the Application.

The Recipient agrees to immediately notify the Grants Officer of any material changes to the Application within 30 calendar days of the date the Recipient becomes aware of such changes. For purposes of this provision, the term "Application" includes all documentation and any information provided to the Government as part of, and in furtherance to, the request for funding, including submissions made in response to information requested by the Government after submission of the initial Application.

## **Attachment 1**

### ***Authorized Scope of Work***

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Recipient: Omaha- Council Bluffs Metropolitan Area Planning Agency

Award Number: 05-69-05941

The Omaha- Council Bluffs Metropolitan Area Planning Agency will create two Community Economic Recovery Coordinator (CERC) positions, each for a two-year period, to address disaster recovery and long-term disaster related planning faced by member jurisdictions in Nebraska and Iowa as a result of the 2019 flooding.

#### **Task 1: Post-Disaster Assessment**

Assessment of the post-disaster situation including identifying unmet needs, assessing local capacity, and identifying and prioritizing local priorities.

Activities, outcomes, and deliverables and timeline for Task 1 include:

- Activity 1: Identify the number of private residential and commercial properties that received FEMA assistance for each county in the MAPA region
  - Outcome: A quantitative understanding of private property damage and need by county
  - Deliverables: Spreadsheet depicting number of properties by use type, damage estimates, and value of assistance received
  - Timeline: 2 months
- Activity 2: Identify the number of public assistance requests by each county in the MAPA region
  - Outcome: A quantitative understanding of public property damage and need by county
  - Deliverables: Spreadsheet depicting number of project by type and value of assistance
  - Timeline: 4 months
- Activity 3: Provide recovery assistance to communities most impacted and have capacity limitations/needs
  - Outcome: Identify and prioritize projects/activities of at least five local jurisdictions most effected by the flood event
  - Deliverables: Prioritized spreadsheet depicting mitigation, infrastructure, replacement housing, business assistance, and planning projects
  - Timeline: 6 months

#### **Task 2: Hazard Mitigation Grant Program Assistance**

Recovery Coordinators will assist with the application process for HMGP property buyouts within the MAPA jurisdiction.

Activities, outcomes, and deliverables and timeline for Task 2 include:

- Activity 1: Assist Pacific Junction, Plattsmouth, and Pottawattamie County submit HMGP Applications
  - Outcome: To mitigate existing development located in flood hazard areas
  - Deliverables: HMGP funding agreement for the acquisition and demolition of an estimated 190 properties Timeline: 6 months
  - Timeline: 6 months

### **Task 3: Financial Assistance Grant/ Application Writing**

Preparing applications for financial assistance for communities located in the MAPA region.

Activities, outcomes, and deliverables and timeline for Task 3 include:

- Activity 1: Prepare applications for financial assistance with regards to water treatment facilities, sanitary treatment facilities, and storm water pump systems.
  - Outcome: Ensure all communities in the region have adequate and safe water supply and sanitary treatment facilities that are environmentally compliant
  - Deliverables: Reconstruction or construction of 4 sanitary and water treatment facilities using EDA and/or other funding sources
  - Timeline: 24 months and ongoing
- Activity 2: Prepare applications for financial assistance with regards to roadway improvement (specifically targeting roads serving business and job centers)
  - Outcome: To ensure the efficient movement of existing business inputs and outputs, enhance locations for future business development, and to create additional jobs of flood impacted local economies
  - Deliverables: Reconstruction of 2 flood damage roadways that serve current and future industrial development areas.
  - Timeline: 24 months and ongoing
- Activity 3: Prepare applications for financial assistance with regards to flood mitigation projects (such as levee reconstruction/repair, gate structures, etc.).
  - Outcome: Ensure Missouri River levee systems are compliant with USACE/FEMA requirements and continue to provide flood protection
  - Deliverables: Levee certification study and 2 levee repair/improvement projects
  - Timeline: 24 months and ongoing
- Activity 4: Prepare applications for financial assistance with regards to housing rehabilitation and replacement housing
  - Outcome: Replace and repair housing for housing units lost due to the flood
  - Deliverables: Assist in the construction and/or rehabilitation of 300 housing units within the MAPA region
  - Timeline: 24 months and ongoing

#### **Task 4: Determine Business Impacts**

Determine business impacts including transportation logistics and provide information on assistance programs available for business recovery.

Activities, outcomes, and deliverables and timeline for Task 3 include:

- Activity 1: Determine and evaluate transportation logistic disruptions caused by the flood event
  - Outcome: To develop an understanding of flood impacts on long term regional transportation plans
  - Deliverables: Incorporate additional flood resiliency into long range transportation plan
  - Timeline: 24 months
- Activity 2: Gather information on assistance programs available for business recovery.
  - Outcome: Increases understanding of available disaster recovery assistance programs.
  - Deliverables: Preparation and distribution of listing of flood recovery programs in Iowa and Nebraska
  - Timeline: 6 months
- Activity 3: Assess demand for business assistance with emphasis on communities most impacted by flooding
  - Outcome: Determine the demand for businesses assistance in the MAPA region
  - Deliverables: Assist communities develop business assistance projects that address local needs
  - Timeline: 24 months

#### **Task 5: Expand Disaster Recovery and Mitigation Strategies**

As a part of MAPA's CEDS update, participate in multi-jurisdictional planning, recovery and mitigation efforts, and encourage regional coordination where appropriate. Lead or participate with others in community, county, regional, and multi-regional planning efforts relating to flood recovery, future land use, and resiliency.

Activities, outcomes, and deliverables and timeline for Task 5 include:

- Activity 1: Undertake multi-jurisdictional planning, recovery and mitigation efforts, and encourage regional coordination in the CEDs update
  - Outcome: To incorporate disaster needs and resiliency in the CEDs update
  - Deliverables: Preparation of a CEDs document with a robust disaster resiliency element and including future strategies that are more disaster resilient
  - Timeline: 18 month

- **Activity 2: Lead or participate with others in community, county, regional, and multi-regional planning efforts relating to flood recovery, future land use, and resiliency.**
  - **Outcome:** Enhance the use of resilient local planning and land use activities
  - **Deliverables:** Preparation of revised hazard mitigation plans and participation in multi-county planning efforts.
  - **Timeline:** 24 months

**Task 6: Track and Assess Recovery Efforts**

Track and assess the ongoing recovery efforts in the MAPA area to gauge the economic impacts.

- **Activity 1: Develop a tracking system to gauge economic recovery by county in the MAPA region**
  - **Outcome:** Enhance flood recovery needs through enhanced monitoring of economic indicators
  - **Deliverables:** Annual report of economic indicators
  - **Timeline:** 24 months and on going

**Attachment 2**  
***Final Line Item Budget***

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Recipient: Omaha- Council Bluffs Metropolitan Area Planning Agency

Award Number: 05-69-05941

A. Under the terms of the Award, the total approved authorized budget is:

Federal Share (EDA Amount)	\$388,556
Non-Federal Matching Share	\$97,139
Total Project Cost	\$485,695

B. Under the terms of the Award, the authorized line item budget is:

<b>Cost Classification</b>	<b>Approved (\$)</b>
Personnel*	\$249,000
Fringe Benefits*	\$129,555
Travel <sup>1</sup>	\$11,000
Equipment	\$0
Supplies <sup>2</sup>	\$1,500
Contractual Cost	\$0
Other	\$0
<b>Total Direct</b>	<b>\$391,055</b>
Indirect Charges <sup>3</sup>	\$94,640
<b>Grand Total</b>	<b>\$485,695</b>

\* See Authorized Staffing Plan for breakdown of Personnel and Fringe expenses

1. Travel: Each Disaster Recovery Coordinator will receive \$2,000 annually. Funding includes cost for one state-wide conference and 3-5 meetings in Lincoln, NE or Des Moines, IA. (\$8,000 is for travel outside of the MAPA region; \$3,000 is for travel within the MAPA region).
2. Supplies: Basic office supplies.
3. Indirect Charges: Calculated at a rate of 25% of personnel and fringe benefit costs.



**Attachment 3**  
**Authorized Staff Positions**

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Recipient: Omaha- Council Bluffs Metropolitan Area Planning Agency

Award Number: 05-69-05941

**Name: Donald Gross**

**Position: Community Development Manager**

**% of Time to EDA Project: 5%**

<b>Timeline</b>	<b>Annual Salary</b>	<b>Salary Charged to Project</b>	<b>Fringe (at 52.03% of salary)</b>	<b>Total (Salary and Fringe)</b>
Year 1	\$90,000	\$4,500	\$2,341	\$6,841
Year 2	\$90,000	\$4,500	\$2,342	\$6,842
<b>TOTAL</b>		<b>\$9,000</b>	<b>\$4,683</b>	<b>\$13,683</b>

**Name: TBD**

**Position: Community Economic Recovery Coordinator #1**

**% of Time to EDA Project: 100%**

<b>Timeline</b>	<b>Annual Salary</b>	<b>Salary Charged to Project</b>	<b>Fringe (at 52.03% of salary)</b>	<b>Total (Salary and Fringe)</b>
Year 1	\$60,000	\$60,000	\$31,218	\$91,218
Year 2	\$60,000	\$60,000	\$31,218	\$91,218
<b>TOTAL</b>		<b>\$120,000</b>	<b>\$62,436</b>	<b>\$182,436</b>

**Name: TBD**

**Position: Community Economic Recovery Coordinator #2**

**% of Time to EDA Project: 100%**

<b>Timeline</b>	<b>Annual Salary</b>	<b>Salary Charged to Project</b>	<b>Fringe (at 52.03% of salary)</b>	<b>Total (Salary and Fringe)</b>
Year 1	\$60,000	\$60,000	\$31,218	\$91,218
Year 2	\$60,000	\$60,000	\$31,218	\$91,218
<b>TOTAL</b>		<b>\$120,000</b>	<b>\$62,436</b>	<b>\$182,436</b>

**Total Salary: \$249,000**

**Total Fringe: \$129,555**

**Total Cost of Personnel (Salary and Fringe): \$378,555**

## Attachment 4

### Instructions for ASAP Enrollment

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1. The grantee will send an email to EDA's ASAP e-mail address, [edagrants@NOAA.gov](mailto:edagrants@NOAA.gov). If the grantee is already enrolled in ASAP.gov with another federal agency, EDA still needs this email. However, all the organization needs to do is link their organization to EDA. There are instructions on Home page of ASAP.gov on how to link.
  - a. Include the grantee's complete name, address, Tax Identification Number, DUNS number, ASAP's Recipient ID (if already enrolled in ASAP)
  - b. Include the point of contact's (POC) name, phone number, title, and e-mail address. It is suggested that the POC is an employee in the Accounting or Finance office.
  - c. EDA will enroll the grantee by comparing the enrollment information to application received by the project officer.
  - d. EDA will reply to the POC and inform him/her that the grantee has been enrolled.
2. The POC will receive an email from [ASAP.gov](http://ASAP.gov). This email will be triggered by EDA enrolling the grantee.
  - a. The email will have instructions for the POC on the enrollment process.
  - b. The email will have the POC's User ID in it.
  - c. The password is sent by U.S. Mail for security purposes.
3. Once the POC has his user's ID and password, the POC can log into [ASAP.gov](http://ASAP.gov)\*
  - a. The POC confirms the information entered by EDA.
  - b. The POC identifies the recipient organization's officials, which include the Head of Organization, Authorizing Official, and Financial Official. A re-delegated Head of Organization and another Point of Contact can also be defined.
4. Once entered by the POC, the officials are assigned a User ID and temporary password in [ASAP.gov](http://ASAP.gov)'s system. He/she will receive an email notification.
5. The Head of Organization approves the officials identified by the point of contact.\*
6. The Authorizing Official is responsible for confirming the recipient organization's information and identifying the users who need access to the [ASAP.gov](http://ASAP.gov) application\*.
7. The Financial Official is responsible for entering the bank account information for the recipient organization. \* If the grantee is already enrolled in ASAP.gov with another federal agency all the organization needs to do is link their organization to EDA. There are instructions on the Homepage of ASAP.gov.
8. Once all of the above tasks are completed, the ASAP.gov application will notify EDA by email that the grantee's enrollment has been completed. The email will include the ASAP recipient number.

9. EDA will create and fund accounts for the grantee so that the grantee will be able to draw down funds using [ASAP.gov](http://ASAP.gov)

Please visit [ASAP.gov](http://ASAP.gov)'s website at <http://fms.treas.gov/asap> for more information, including instructions and a user manual. Please note that there is excellent online help at [ASAP.gov](http://ASAP.gov).

\*The setting on the computer's desktop must have the screen resolution set to 1024x768.

- a. Right click on an empty space on the computer's desktop.
- b. Select Properties.
- c. Go to the Setting tab.
- d. Change the screen resolution to 1024x768.

### **Who to Call if You Have Questions about ASAP**

Username or password problems- Federal Reserve Bank of Richmond -804-697-8384

**Enrollment questions** - National Oceanic and Atmospheric Administration (NOAA) Finance Team: *Teresa Shahan @ 301-444-2807, Roberta Duncan @ 301-444-2753 or by email @ [edagrants@NOAA.gov](mailto:edagrants@NOAA.gov).*

**Funding questions** - National Oceanic and Atmospheric Administration (NOAA) Finance Team:

(EDA cannot fund your grant until we receive an email from [ASAP.gov](http://ASAP.gov) confirming enrollment completion.)




How to use the ASAP system/ System questions- call the Treasury Financial Center determined by the location of your state capital:

- In the Eastern and Central time zone, call the Kansas City Regional Financial Center at (855)868-0151 from 7:30 a.m. to 4:00 p.m.
- If your state capital is in the any time zone other than the Eastern and Central time zones, call San Francisco Financial Center at (510)594-7182 from 7:30 a.m. to 4:00 p.m.

**Not sure** - National Oceanic and Atmospheric Administration (NOAA) Finance Team: *Teresa Shahan @ 301-444-2807, Roberta Duncan @ 301-444-2753 or via email @ [edagrants@NOAA.gov](mailto:edagrants@NOAA.gov).*

## Procedures for Drawing Down Funds from ASAP

### For Grants that are on Reimbursement Status

1. The grantee will send a Request for Advance or Reimbursement, SF 270, to the project officer with the amount that they want to draw down and the period of performance. This does not need to be an original. It can be sent to the project officer either by email, fax, or mail.
2. The grantee will go into ASAP and request a payment for the same amount that is on the SF-270.
  - a. Click on the  Tab at the top of the screen.
  - b. From the drop down menu, select initiate payment request.
  - c. Confirm banking account information and number.
  - d. Select Payment Request type as **Individual** Payment Method - ACH or wire
  - e. Requested Settlement date- grantee's decision (next business day)
  - f. Requester Reference number- EDA's grant number, Account # is EDA's grant number with the letter "F" in front of the grant number (no hyphens)
  - g. Press 
  - h. Cash on Hand 0.00
  - i. Amount Requested \$\$\$\$.\$\$
  - j. Review
  - k. Press- 
3. EDA's project officer will notify NOAA's Finance Team and grantee thru the ASAP email address [edagrants@NOAA.gov](mailto:edagrants@NOAA.gov) authorizing funds draws. NOAA's Team also must receive a copy of the SF-270. (With cover letter)
  - a. On the subject line, please include organization's name and project number
4. NOAA will release the funds in ASAP upon grantees withdrawal in ASAP.
5. The funds will be in the grantee's account within two business days of approval.

\*All grants except for planning grants with program code of 83 and 84.



# General Scope of Work

## 2020 Clean Air Partnership Campaign

January 1-December 31, 2020

**Little Steps. Big Impact.**

 **emspace**  
+lovgren

# Task 1 – Project Management + Administration

## Objective:

To plan, develop, coordinate and implement the Little Steps. Big Impact. project. This implementation will be executed between the Emspace + Lovgren (E+L) team, Metro Area Planning Agency (MAPA) and the campaign's partner organizations (together known as the LSBI Campaign Team) through regularly planned meetings, collaboration and communications.

## Deliverables:

Project strategic plan, project execution plan, timeline, community engagement, creative services, media buy, social media strategy and engagement, website updates and content changes, campaign monitoring, earned media planning and coordination, monthly progress reports, coordination of meetings as necessary and other communications determined by the campaign plan.

## Project Management and Administration:

**1.1 Project strategic plan and execution.** Through collaboration with the MAPA project team, LSBI Campaign Team and E+L, we'll carefully assess how Little Steps is currently serving the community and identify opportunities for what happens next. Essential elements of the strategic plan include developing goals and vision, soliciting community input, and planning communications.

Utilizing the strategic plan as the guide, an overall campaign execution plan which utilizes survey results, community impact, design, creative development, media, social media, the website and public relations efforts will be provided to the LSBI Campaign Team for discussion and approval. The execution plan will include a timeline, points of review, and key metrics for measuring campaign progress.



University of Nebraska at Omaha



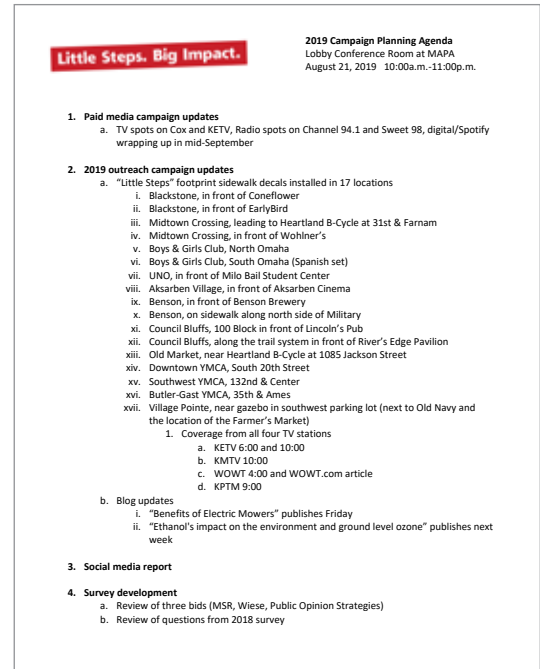
# Task 1 – Project Management + Administration (Continued)

**1.2 Plan monthly or bi-monthly progress meetings with LSBI Campaign Team.** Develop meeting agendas, provide appropriate meeting notes, report activities and events the team partners are participating in or leading, evaluate available data, including social media metrics, earned media and digital campaign engagement, toward the goals and monitor the campaign's overall progress. These meetings would include discussion and presentation of creative approach, potential earned media opportunities, message points prior to news conferences or media interviews, review materials for presentations and other campaign ideas or issues pertinent to the project.

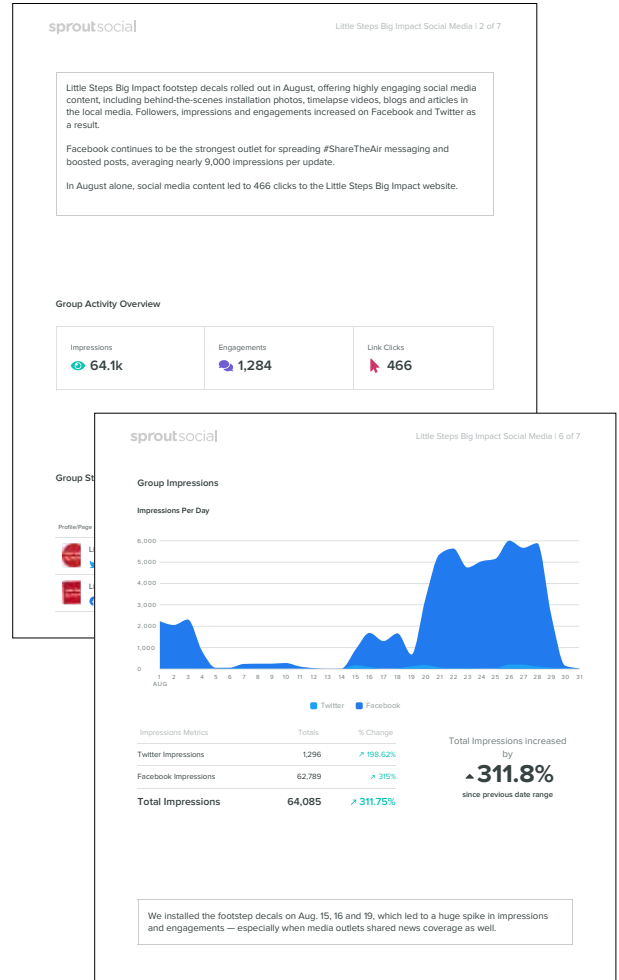
**1.3 Stakeholder communications and strategies.** This is where our campaign goals, community input, best practices and brand strategy come together and are brought to life with a robust, targeted communications and public relations plan designed to show results.

**1.4 Branding development.** By conducting brand assessment/alignment workshops, we identify a course of action that can include moving forward with a communications plan for the current brand, making changes and updates to the current brand, or potentially transitioning Little Steps to something entirely new that will better serve the campaign's updated goals and move the community to action.

**1.5 Administrative duties.** Assist with plan execution, prepare and distribute invoicing for media buys, monitor sub-contracts and all costs associated with the contract. Prepare the billing and required documentation as requested by the client.



Sample progress meeting agenda (above) and social media report (below) from the 2019 campaign





# Task 2 – Graphic + Media Design

## Objective:

Following a review of international best practices, updated creative will reflect today's air quality conversation and landscape, and will be designed to move a wider audience to make meaningful behavior change. Targeted creative will be developed to serve specific needs based on the communications plan, including special initiatives for school children and families, worksites, in the public health sector, online and in the media.

Expertly timed and seamlessly managed, we'll present multiple concepts — including rationales tied to strategy, community input, campaign goals and best practices — for the partnership to assess and provide input around, so that the final campaign creative is enthusiastically owned and ready to be carried forward by the group.

## Deliverables:

Graphic design concepts, broadcast, print and digital ads, web design and content updates, copywriting and production to implement the media campaign, video bites to tell compelling stories for social media and other content strategies. MAPA must approve all recommended deliverables prior to purchase or implementation.

### 2.1 Creative development and production.

E+L will update the creative concept previously used with *Little Steps. Big Impact.* focusing on air quality and incorporating the messaging of alternative fuels and everyday changes people can make to improve health and quality of life. This includes review and updates of creative elements for print, outdoor, broadcast, digital and social media platforms.

### 2.2 Graphic design.

E+L will develop new design elements and present them to the LSBI Campaign Team based on the campaign's strategy and goals.



*Examples of marketing materials using the #ShareTheAir hashtag created in 2019*





## Task 2 – Graphic + Media Design (Continued)

**2.3 Web Design + Content.** E+L will update the website highlighting key elements of the new aspects of the program as they are developed. E+L will link with key partners including Douglas County Health Department, Nebraska Ethanol Board, Wellcom and other partner organizations as well as organizations with like-minded goals.

**2.4 Creative + Branding Materials.** Based on the result of the brand assessment/alignment workshops, E+L will update the brand and campaign materials.

*Footprint sidewalk decals were installed as part of the 2019 campaign.*



# Task 3 – Media Coordination + Purchasing

## Objective:

Paid media remains a useful tool in facilitating behavior change. Like other tools, paid media continues to evolve based on user preferences and new opportunities. The 2020 paid media strategy, developed to align directly with current best practices, community input, campaign goals and the brand strategy, will maximize and respond to actions identified across the communications plan and campaign budget parameters. Emspace + Lovgren has earned a reputation for negotiating significant value-adds to each media purchase, and will make this information available to the partnership.

## Deliverables:

A strategic media buy incorporating traditional mass media, social media, an online presence and website.

**3.1 Media Planning + Buying.** E+L is responsible for building awareness of the CMAQ air quality message through the strategic purchase of broadcast television, radio, print, outdoor, digital and social media sites, or any combination of platforms within the available budget.

- Research the rates and ranking necessary to make buying decisions.
- Negotiate rates along with value added and pro bono extensions to be reviewed and approved by MAPA prior to purchase.
- Provide a recommended schedule of spots/insertions with costs for the campaign.
- Develop insertion orders for each outlet/medium selected and provide to the outlets.
- Provide each media appropriately formatted content for air/placement.

**3.2 Social/Digital placement.** We will develop placements appropriate for the situation, with paid and promoted posts on both Facebook and Twitter.

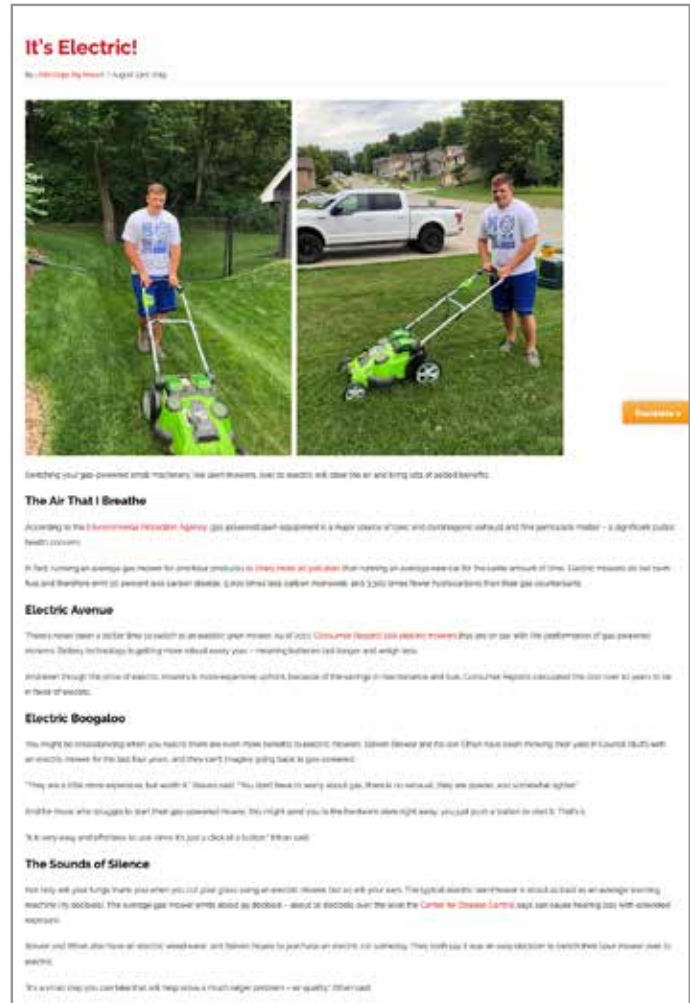


Examples of social media posts created in 2019.

# Task 3 – Graphics, Creative, Production and Web Design (Continued)

**3.3 Press releases, editorials and blogs.**  
Develop consistent message/ talking points to be provided to the LSBI Campaign Team and identified spokespersons for the program. Using the results of the survey, target objectives, and partner feedback determine and create content with the messages that most resonate with the stakeholders and the general population.

- 3.4 Media tracking + reporting.** E+L will provide oversight to:
- Monitor the placements to assure correct scheduling and billing.
  - Coordinate invoicing and payment of placements.
  - Provide to the MAPA a detailed billing summary of campaign budget and the value added placements provided by media.



One of the nine blog posts published in 2019.

# Task 4 – Community Outreach + Partnerships

## Objective:

To expand our reach through community involvement activities.

## Deliverables:

Development of the Clean Air Partnership, continued rollout and management of the school curriculum, and coordination with Wellcom on corporate outreach.


- 4.1 Outreach + develop community partners.** E+L is responsible for building the Clean Air Partnership, made up of representatives from public utilities and other stakeholders. Once tightly defined, launched and managed, the partnership will enable the campaign message to reach almost every household and will deepen engagement with community leaders and decision-makers. Ongoing communications and reporting will attach to the Clean Air Partnership.
- 4.2 Message platform.** Develop consistent message/talking points to be provided to the LSBI Campaign Team and identified spokespersons for the program. Using the results of the survey, target objectives, and partner feedback determine the messages that most resonate with the stakeholders and the general population.
- 4.3 Community branding.** Expand our reach through community involvement activities.
  - Coordinate with all local radio and television meteorologists and traffic reporters to be more aware of the campaign and to assist in the dissemination of information about the high ozone alert days; health risk levels; or other thought-provoking information.
  - Utilize our partnership with metro cities to promote the campaign in public places such as events, public buildings, public libraries, earth day activities and transportation events in the targeted Counties.
  - Expand coordination with County health officials and health departments in three major surrounding counties to help emphasize the health benefits of improved air quality.
  - Expand the youth engagement program to additional schools.
  - Expand the outreach to curriculum specialists to determine appropriate involvement.
  - Encourage youth involvement to help build awareness about air quality.
  - Engage students in Little Steps like idle free zone campaigns, biking to school or other efforts to raise awareness of ozone pollution with students, educators and parents.
  - Reach out to other air quality programs across the country to build on best practices.



## Task 4 – Community Outreach + Partners (Continued)

4.4 **Media relations.** E+L will implement media relations across the extended period as follows:

- Plan key media interaction to educate media and news reporters on the objectives of the campaign.
- Initiate media opportunities – write news releases, organize news conferences, seek out media opportunities when news worthy.
- Provide on-going background information to news media about the campaign or its components; provide story ideas, interesting interviews and other opportunities for story development.



**MEDIA ALERT**

**For information, contact:**  
Sue Cutsforth, (402) 444-6866 ext. 226  
scutsforth@mapacog.org

**Temporary Footsteps to be Installed Around Omaha Metro Area**

**WHAT:**  
The [Little Steps Big Impact](#) campaign is installing vinyl, oversized footsteps around the Omaha metro area on Thursday and Friday of this week that inspire residents to make tiny yet impactful changes to improve our air quality.

**WHY:**  
Ground-level ozone continues to be a health hazard in our area and contributes to poor air quality. Residents have an opportunity to improve our air quality through small lifestyle changes.

**MEDIA OPPORTUNITY:**  
Thursday, August 15, 2019  
10 a.m.  
Footstep installation in Midtown Crossing, 32<sup>nd</sup> & Farnam

Each set contains 10 footsteps, and there are 10 different versions with entertaining, yet informative, rhymes inspired by the tongue-in-cheek [Burma Shave signs](#). The steps will be installed on sidewalks throughout high foot traffic areas, like the Old Market, Benson, Midtown Crossing, Village Pointe, Blackstone, Aksarben, the 100 Block in Council Bluffs, three YMCA locations (Downtown, Butler-Gast and Southwest), UNO, and others.

**About Little Steps Big Impact**  
The Little Steps Big Impact outreach campaign, managed by the [Metropolitan Area Planning Agency \(MAPA\)](#), is funded by grants from the [Federal Highway Administration](#) and the [Nebraska Environmental Trust](#). It offers easy ways for all Omaha area residents to do their part to improve our air quality.

*Sample media alert from the 2019 campaign*



# Task 5 – Air Quality Outreach Measurement

## Objective:

With LSBI pivoting from an awareness campaign to an outreach campaign, we will revisit additional and/or alternative ways to measure the program's effectiveness that directly align with updates to the campaign strategy.

It will remain our objective to monitor public awareness of air quality issues, measure the effectiveness of the current campaign, track the attitude of metro-area residents regarding barriers to using alternate forms of transportation, determine incentives, real or perceived, which would increase overall participation, determine which messages are most effective in altering public behavior and attitudes toward improving air quality in the targeted market.

## Deliverables:

Throughout the course of the campaign, we will be gathering data on public awareness of the campaign through the increased outreach and community partnership work that will be part of the 2020 project. We will compile the data and provide an analysis and reporting to include comparisons of respondents, and an executive summary with supporting documents and data, similar to what was done with the formal survey in years' past. The report will be completed in early Fall after the conclusion of the primary media campaign.

- 5.1 Outreach Measurement management + administration.** E+L will provide outreach measurement management and administration including gathering data.
- 5.2 Outreach Measurement development + implementation.** E+L will measure the program's effectiveness in ways that directly align with updates to the campaign strategy.
- 5.3 Outreach Measurement results + reporting.** Compiling a report and analysis of the public's awareness of air quality issues.

# Staffing Plan (CPFF)

# PLANNING

**Project Name:** 2020 Clean Air Partnership **Project Number:** \_\_\_\_\_  
**Consultant:** Emspace + Lovgren **Control Number:** \_\_\_\_\_  
**Consultant PM:** Tom Nemitz 531-222-8318 tnemitz@emspacegroup.com 0  
**LPA RC:** \_\_\_\_\_  
**NDOT PC:** \_\_\_\_\_  
**Date:** January 1, 2020



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

<b>Overhead Rate<sup>[1]</sup></b>	
	%
<b>Fee for Profit Rate<sup>[2]</sup></b>	
	0.00% \$0.00
<b>FCCM (if applicable)</b>	
	%

## BLENDING RATES TABLE

Template: T-WB-Generic (rev 06-11-2019) CF

Employee Name	Job Title & Certifications <sup>[3]</sup>	Current/Actual Salary/Rate/Hr <sup>[4]</sup>	% Assigned
<b>Principal</b>			
Elizebeth Murphy	President	\$190.00	25%
Linda Lovgren	Vice-President	\$190.00	25%
Tom Nemitz	Design Strategist	\$190.00	50%
		<b>Blended Rate:</b>	<b>\$190.00</b>
			<b>\$0.00</b>
<b>Program Manager</b>			
Angie Hempel	Copy/Content Strategist	\$145.00	70%
Nina Rongisch	Brand Communications Mgr	\$145.00	30%
		<b>Blended Rate:</b>	<b>\$145.00</b>
			<b>\$0.00</b>
<b>Designer</b>			
Tom Nemitz	Design Strategist	\$145.00	50%
Allyson Gibbs	Design Strategist	\$145.00	50%
		<b>Blended Rate:</b>	<b>\$145.00</b>
			<b>\$0.00</b>
<b>Administrative</b>			
Donna Maxey	Client Operations Mgr	\$85.00	100%
		<b>Blended Rate:</b>	<b>\$85.00</b>
			<b>\$0.00</b>
<b>Social Media</b>			
Kelly Bast	Social Media Coordinator	\$145.00	90%
Angie Hempel	Copy/Content Strategist	\$145.00	10%
		<b>Blended Rate:</b>	<b>\$145.00</b>
			<b>\$0.00</b>

# Consultant's Estimate of Hours

# Planning

Project Name: 2020 Clean Air Partnership  
 Consultant: Emspace + Lovgren  
 Consultant PM: Tom Nemitz 531-222-8318  
 NDOT PC: \_\_\_\_\_  
 Date: January 1, 2020

Project Number:  
 Control Number:

TASKS	PERSONNEL CLASSIFICATIONS					
	PR	PM	Des	Adm	Social	Total
<b>I. Project Management + Administration</b>	<b>163</b>	<b>49</b>	<b>20</b>	<b>100</b>	<b>15</b>	<b>347</b>
1.1 Project Strategic Planning & Execution	40	5				45
1.2 Progress & Client Meetings	50	24	15		15	104
1.3 Stakeholder Communications & Strategies	35	15				50
1.4 Branding Development	38	5	5			48
1.5 Administrative Duties				100		100
						0
						0
						0
<b>II. Graphic * Media Design</b>	<b>10</b>	<b>15</b>	<b>165</b>	<b>0</b>	<b>70</b>	<b>260</b>
2.1 Creative Development & Production			40			40
2.2 Graphics Design			55			55
2.3 Web Design & Content			45		70	115
2.4 Creative* Branding Materials	10	15	25			50
						0
						0
						0
<b>III. Media Coordination*Purchasing</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>18</b>	<b>140</b>	<b>182</b>
3.1 Media Planning & Buying		24				24
3.2 Social/Digital Placement					110	110
3.3 Press Releases/Editorials/Blogs					30	30
3.4 Media Tracking/Reporting				18		18
						0
<b>IV. Community Outreach * Partnerships</b>	<b>55</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80</b>
4.1 Outreach-Develop Community Partners	15					15
4.2 Message Platform		25				25
4.3 Community Branding	15					15
4.4 Media Relations	25					25
						0
						0
<b>V. Air Quality Outreach Measurement</b>	<b>30</b>	<b>30</b>	<b>16</b>	<b>6</b>	<b>0</b>	<b>82</b>
5.1 Outreach Measurement Mgt & Administration	15	10				25
5.2 Outreach Measurement Development-Implementation		10	8			18
5.3 Outreach Measurement Results/Reporting	15	10	8	6		39
						0
<b>Total Days</b>	<b>32.3</b>	<b>17.9</b>	<b>25.1</b>	<b>15.5</b>	<b>28.1</b>	<b>119</b>
<b>Total Hours</b>	<b>258</b>	<b>143</b>	<b>201</b>	<b>124</b>	<b>225</b>	<b>951.0</b>





<b>Direct Expenses</b>	<b>PLANNING</b>
------------------------	-----------------

**Project Name:** 2020 Clean Air Partnership  
**Consultant:** Emspace + Lovgren  
**Consultant PM:** Tom Nemitz 531-222-8318  
**NDOT PC:** \_\_\_\_\_  
**Date:** January 1, 2020

**Project Number:** 0  
**Control Number:** 00000

Subconsultants:			Amount
<b>Subtotal</b>			<b>\$0.00</b>
Printing and Reproduction:	Qty	Unit Cost	Amount
Printing/Production-Collateral			\$39,935.00
Media* Newspaper, Radio/TV,Outdoor,Social Media			\$38,000.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Subtotal</b>			<b>\$77,935.00</b>
<b>TOTAL DIRECT EXPENSES</b>			<b>\$77,935.00</b>

ATTACHMENT A:  
Scope of Services

Sarpy County I-80 Interchange  
Planning & Environmental Linkages Study

January 23, 2020

Metropolitan Area Planning Agency

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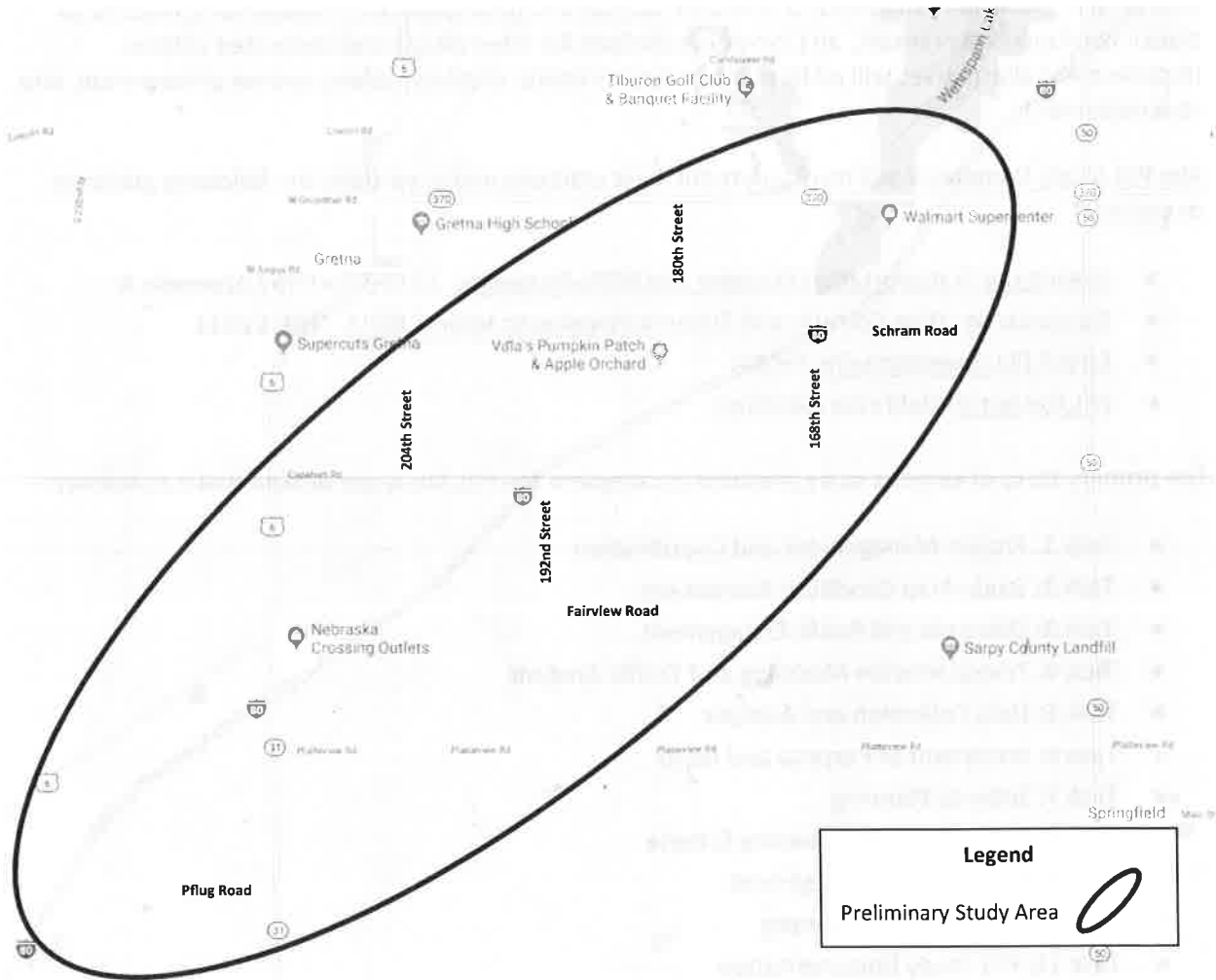
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## INTRODUCTION AND STUDY OBJECTIVES

The below referenced scope of services represents effort to be performed in completion of the **Sarpy County I-80 Interchange Planning and Environmental Linkages (PEL) Study**. This study will prepare the Metropolitan Area Planning Agency (MAPA), its partners on this project (Sarpy County, the cities of Gretna and Papillion), and the Nebraska Department of Transportation (NDOT) for possible future transportation improvement projects, including National Environmental Policy Act (NEPA) documentation, on segments of independent utility within the defined study area.

An 'area of influence' (hereinafter referred to as the Study Area) has been defined as the area along I-80 from Pflug Road to just east of Nebraska Highway 370, with more emphasis approximately halfway between Nebraska Highway 31 and Nebraska Highway 370, in Sarpy County, Nebraska. The preliminary Study Area is presented below for purposes of this scope to identify the general areas for developing alternatives and evaluating improvements and impacts, and will be modified throughout the study, resulting the final Study Area which will be presented in the PEL Study.



**Preliminary PEL Study Area**

The PEL Study will identify and evaluate alternatives for an interchange (or interchanges) on I-80, or improvements to existing interchanges or local roadways, allowing for connections to the local roadway

network, as well as alternatives to reuse the existing bridges at 192<sup>nd</sup> Street and Capehart Road, 168<sup>th</sup> Street and Schram Road, 204<sup>th</sup> and Fairview Road, and Pflug Road as part of these transportation system improvement options.

The PEL Study will also consider the corridors of Nebraska Highway 370, Platteview Road, and Nebraska Highway 31 within the study area, including their connections to I-80 and one another, as well as evaluating potential improvements to these corridors, and ways to postpone (or accelerate) major improvements to one or all of them.

Attention will be given to existing and future comprehensive land use plans that affect the relocation or improvements of these corridors and the local roadway network, opportunities to harmonize adjoining or overlapping plans, and steps that may need to be taken to update these plans in accordance with Long Range Transportation planning efforts and to update funding mechanisms such as the Statewide Improvement Plan (STIP) or regional Transportation Improvement Plan (TIP).

Other issues to be considered will include current and future access to residential, commercial, industrial and distribution centers in the area, bicycle and pedestrian accommodations, impacts to transit corridors and railroads, and recommendations for interrelated and connected actions. Improvement alternatives will address future access needs, mobility, safety, system preservation, and redevelopment.

The PEL Study framework will incorporate the best practices and draw upon the following guidance documents:

- Linking the Transportation Planning and NEPA Processes: 23 CFR Part 450 Appendix A
- Guidance on Using Corridor and Subarea Planning to Inform NEPA: FHWA 2011
- FHWA PEL Questionnaire: FHWA
- PEL Guidance: Nebraska (*pending*)

The primary tasks of services to be provided to complete the PEL Study are broken down as follows:

- Task 1: Project Management and Coordination
- Task 2: Study Area Condition Assessment
- Task 3: Outreach and Public Engagement
- Task 4: Transportation Modeling and Traffic Analysis
- Task 5: Data Collection and Analysis
- Task 6: Statement of Purpose and Need
- Task 7: Subarea Planning
- Task 8: Evaluation and Screening Criteria
- Task 9: Alternatives Development
- Task 10: Alternatives Screening
- Task 11: PEL Study Documentation



The order in which the above tasks are completed may or may not correspond to the sequence of the task numbers in the scope of services. The Consultant expects that many tasks listed within the scope of services will be prepared concurrently by the project team in order to expedite the preparation of the PEL Study document and associated deliverables. Items of work may be listed in more than one task in the scope of services, solely for the purposes of clarification. It should not be assumed that this is an indication that the items of work must be performed multiple times. However, the results from any item of work may be incorporated into multiple tasks within the scope of services. The attached estimate of hours and costs provides further detail on the anticipated effort for each task required for this study.

Furthermore, there may be various task items that are best performed by MAPA or its project partners in order to facilitate better communication, reduce cost, or to gain greater public visibility. To the extent that these tasks have been identified and assigned during the scoping process, they have been assigned as such. If it becomes apparent during execution of the contract that tasks can be better performed by the project partners or the Consultant, efforts will be made to share these assignments equitably.

The inherent nature and characteristics of this Planning and Environmental Linkages Study may require adjustments and refinements in task efforts and deliverables as the study proceeds. Such revisions that can be incorporated into the work or performed as a tradeoff with other efforts that might be deleted or reduced in scope will be identified and negotiated between the Consultant and MAPA and would be documented as no-cost modifications to the scope. Preparation and execution of supplemental agreements will be required prior to performance of any requested work considered an additional service not included in the original scope of services or fee budget. The Consultant will not be compensated for additional services performed prior to written approval of a supplemental agreement. Written confirmation from MAPA of requested additional services and associated costs prior to formal execution of the supplement will formulate a basis for additional compensation under the supplement, if necessary, to accommodate the Consultant's progress towards meeting the schedule. Only additional services that are required due to changed or unforeseen conditions or due to a change in the specified deliverables will be considered for inclusion in a supplemental agreement. Additional effort required to complete specified tasks are not considered additional services and will not be compensated in a supplemental agreement.

MAPA or its project partners will provide or complete the following items or tasks (the format or extent of each is described in greater detail later in this scope):

- GIS base data (aerials, property lines, utilities, roadway network, among others)
- Existing and Future Traffic Data volumes
- Crash Data (if available)
- LIDAR elevation data (if available)
- As-Built Plans for existing freeway infrastructure (if available)
- Media interaction
- Website hosting
- Landowner notification and mailers
- Venues for workshops, public events, and progress meetings

## 1.0 PROJECT MANAGEMENT AND COORDINATION

The Consultant will develop and maintain a Project Management Plan and assume responsibility of comprehensive coordination among the major work groups, including environmental and socio-economic studies, traffic modeling, engineering, public involvement and others. Key aspects of the project will include progress reporting and a general outline of communications and data sharing among the study parties. Other project management responsibilities and efforts will include:

- Core Team Coordination
- Communication Protocol
- Technical and Community Advisory Groups Coordination
- Resource Agency Coordination
- Data Sharing Protocols
- Key Contact List, including Secondary Contacts
- Progress Meeting Schedules
- Decision Log / Action Item reporting
- Quality Review
- Budget and Cost Control
- Study Schedule and Progress Reporting

The PEL Study will be led and contractually managed through MAPA as the contracting agency implemented through close coordination with and oversight by the Core Team consisting of designated staff from MAPA, Sarpy County, the cities of Papillion and Gretna, and the Nebraska Department of Transportation (NDOT). A Technical Advisory Group (TAG) will be convened regularly consisting of designated staff from the Core Team, supplemented with staff from the Federal Highway Administration (FHWA), and others as suggested by the Core Team. The TAG will be called upon and convened at key decision points and milestones to review and provide input and comment on deliverables as directed by the Core Team throughout the duration of the study. In addition, a Community Advisory Group (CAG) will be convened at major milestones consisting of designated public and private representatives from within the Core Team jurisdictions expanded to include representatives from the adjacent municipal jurisdictions, possibly to include the cities of Springfield, Bellevue, LaVista, Omaha, and other public or private entities as directed by the Core Team. The TAG and CAG are discussed in greater detail in subsequent sections.

### 1.1 Project Management Plan

Consultant will prepare a Project Management Plan (PMP) documenting the work plan and general management coordination of the study activities. The PMP will:

- Include a work breakdown for each subtask described in this scope of services
- Identify the method for tracking budget and schedule for the duration of the project
- Establish key project contacts within the Consultant team and other stakeholders
- Establish Project Milestones
- Include a Quality Control Plan

Consultant will submit monthly cost and schedule reports with each monthly invoice to support project administrative monitoring. The original contract budget (and supplements if needed) will be referenced as the baseline against which status and progress are measured and reported.

## **1.2 Project Controls, Administration and Contract Administration**

### **1.2.1 Schedule**

Consultant will develop and prepare a project schedule and assign tasks. The schedule will list individual tasks described in the scope of services and identify key milestone dates. The project schedule will be maintained and updated as the study proceeds. The schedule will include anticipated review times by the Core Team and other appropriate reviewing agencies.

### **1.2.2 Invoicing and Progress Reporting**

Consultant will prepare an invoice and submit it to MAPA following each month where there is activity on the project. The Consultant shall certify that subconsultants are paid in a timely manner. The Consultant will prepare and submit a monthly progress report including the following:

- The past month's activities and accomplishments
- Pending issues and decisions
- Budget status summary including percent of hours and dollars spent to date by subconsultants
- Schedule status summary
- Upcoming planned activities

### **1.2.3 Budget Tracking**

Consultant will track the detailed project budget by task and report monthly related expenditures to date, total budget, and completion of deliverable tasks to date.

## **1.3 Data Sharing Protocols**

Consultant will develop a document that outlines the protocols for data sharing, permissions, file naming, and information transfer, and will distribute to the Project Team and Core Team.

## **1.4 Kickoff Meeting**

The Consultant will schedule, coordinate and facilitate a kick-off meeting with the Consultant team, the Core Team and FHWA. The intent of this meeting will be to discuss study goals, expectations related to project scope, overall schedule, the makeup of the TAG and CAG groups, and a discussion of expected study deliverables. Consultant will coordinate with MAPA to identify specific meeting attendees and the Consultant will be responsible for notifying the attendees.

## **1.5 Core Team Meetings**

The Consultant team will meet regularly with the Core Team throughout the project. Meetings with the Core Team will be held monthly, depending on need, for up to 12 meetings. The coordination meetings will typically be attended by the Consultant team's project manager and deputy project manager. Other project team members will attend based on the anticipated discussion at each meeting. The meetings will focus on the following topics:

- Activities completed since the last meeting
- Problems encountered or anticipated
- Late activities/activities slipping behind schedule
- Solutions for unresolved or newly identified problems
- Schedule of upcoming activities
- Information on items required from other agencies
- Action items

## **1.6 Internal Project Team Meetings**

This task includes weekly internal Consultant team meetings to coordinate staffing, work tasks, track schedule, and discuss other items that may arise during the execution of the contract. In addition, Consultant will schedule and conduct weekly telephone calls with project management staff from MAPA to provide general production status updates.

## **1.7 Technical Advisory Group Meetings**

With assistance and input from the Core Team, Consultant will maintain a current contact list of jurisdictions and individuals who will serve and represent the Technical Advisory Group (TAG). In addition to review and input on key study deliverables, the TAG will be convened for up to six meetings throughout the duration of the study. Roles, responsibilities, and key milestone points requiring TAG input will be established in coordination with the Core Team and documented in the Project Management Plan.

## **1.8 Community Advisory Group Meetings**

With assistance and input from the Core Team, Consultant will maintain a current contact list of jurisdictions and individuals who will serve and represent the Community Advisory Group. The CAG will be convened for three meetings as progress proceeds during the following major milestone tasks: Development of Purpose and Need; Development of the Initial Range of Alternatives; and Evaluation and Screening of Alternatives. Roles and responsibilities and input points from the CAG will be established in coordination with the Core Team and documented in the Project Management Plan.

## **1.9 Miscellaneous Meetings/Presentations**

The Consultant will be available for four meetings with various entities and groups (e.g. NDOT leadership, Sarpy County Chamber of Commerce, city councils) to give presentations or meet on various topics throughout the PEL process.

### Deliverables:

- Project Management Plan
- Project Budget
- Project Schedule
- Monthly Progress Reports
- Meeting Minutes and Action Items

## 2.0 STUDY AREA CONDITION ASSESSMENT

Using existing available data and supplemental data collected under **Task 5**, Consultant will assess the current conditions and characteristics in the Study Area as they relate to the transportation network, traffic, safety, built and natural environmental conditions, and land use and development characteristics and trends. The assessment will include any future and programmed improvements and resulting conditions that would formulate the planning context and the basis for the No-Action Alternative. The assessment will document environmental resources and other characteristics within the Study Area that will be affected by the proposed alternatives.

### 2.1 Planning Context

Consultant will identify and collect available past and active agency planning studies and initiatives relevant to this study. A summary of the planning efforts will be developed to present an integrated overview of the future planning context for consideration and incorporation by this study. Consultant will identify, collect, and summarize relevant transportation and development/redevelopment project information to document current and proposed transportation projects and development activity that may influence project planning efforts from at least the following studies:

- *Transportation Funding Study for Douglas and Sarpy Counties* (2004) – MAPA
- *192nd/180th Street Corridor Study – Harrison to N-370* (2015) - Sarpy County
- *180th Street Interchange Concepts* (2004) – Sarpy County
- *Platteview Road Corridor Study* (2016) – MAPA
- *Flatwater Metroplex Sixty Mile Radius Study* (2004) – Joslyn Institute for Sustainable Communities (JISC), Nebraska Environmental Trust
- *Sarpy County Comprehensive Plan* (2017) – Sarpy County
- *Sarpy County Plan* (2005) – Sarpy County (Pflug Road interchange)
- *Sarpy County Trails Master Plan* (2017) – Sarpy County
- *Pflug Road Interchange EIS (Notice of Intent 2007)* – FHWA/NDOT/Sarpy County
- *Sarpy County Transit Study* (2017) – MAPA
- *Flatwater Metroplex Envisioning Regional Design Final Report* (2007) – JISC
- *Gretna Comprehensive Plan - Update* (2017) – City of Gretna
- *NIZC Regional Comprehensive Plan* (2008) - NDOT
- *Sarpy County I-80 Interchange Assessment* (2017) - MAPA
- *Metro Omaha Beltway Feasibility Study* (2009) – MAPA
- *Papillion Comprehensive Plan - Update* (2019) – City of Papillion
- *Gretna Comprehensive Plan* (2009) – City of Gretna
- *Heartland 2050 and associated studies (Close the Gap, ConnectGO, Equity Profile)* – MAPA, Greater Omaha Chamber, SmartCities, et al.
- *Metro Area Travel Improvement Study (MTIS)* (2015-2019) – MAPA

### 2.2 Resource Agency Scoping

Resource agency scoping activities will be conducted early to identify key issues and concerns to be evaluated by the study. The purpose of the meeting will be to review the broad goals for the study, provide a framework of the purpose and need, review the study schedule and an open solicitation for areas of concerns and opportunities for coordination and collaboration. Consultant will produce the meeting materials including, agenda and handouts, and will track comments and meeting minutes. It is

envisioned that NDOT's quarterly inter-agency meeting can be used to leverage the logistics and reduce costs rather than arranging a separate meeting for this purpose. If this is not possible, Consultant assumes that NDOT or MAPA will provide the venue and send invitations to the agencies.

### **2.3 Transportation System Condition Assessment**

An evaluation of the existing transportation system will be performed by the Consultant involving the identification, characterization and mapping of existing and planned components of the system within the Study Area, using data collected in **Task 5**. This task will identify the make-up of transportation markets served in the study area including major generators, commuter through traffic, freight, origin/destination characteristics, and transit.

System condition inventory and assessments will include:

- Highway Facilities (Interstate/NHS) – number of lanes, pavement condition, bridge condition and access locations, and substandard geometrics and service conditions.
- Pedestrian/Bike Facilities – type of facility, width, connectivity, and general ADA compliance
- Transit Facilities – bus stops, bus routes, stations, and park-and-ride lots

Consultant will generally assess the safety and crash data obtained in **Task 5** to identify existing safety problems and issues.

### **2.4 Environmental and Land Use Condition Assessment**

Consultant will conduct an environmental scan of the Study Area based on data collected in **Task 5**. The scan will examine and document existing environmental resource conditions including a summary of findings and critical issues, with supporting maps, figures and tables as necessary. Issues requiring further investigation and future processing will be identified. The list of critical environmental issues includes:

- Floodplains and floodways
- Wetlands
- Known archaeological sites
- Hazardous materials
- Historic buildings, sites and districts
- Wildlife Refuges or Management Areas
- Threatened and Endangered species (known locations or possible habitat)
- Public parks and recreational resources
- Current and planned land uses including community profiles, population, trends, social diversity and socio-economic characteristics
- Sensitive Noise receptors (identification only, no modelling or measurements)
- Air quality (not including measurements)
- Environmental Justice or protected population areas

## **2.5 Study Area Condition Assessment Report**

### **2.5.1 Draft Study Area Condition Assessment Report**

The findings of **Tasks 2.1 through 2.4** will be documented in a Study Area Condition Assessment Report, including:

- Summary of the planning context, resource agency scoping, and environmental and land use conditions.
- Description and assessment of transportation system including identification of areas of substandard features and safety operations.

The draft report will be distributed to the Core Team and the TAG for review and comment.

### **2.5.2 Final Study Area Condition Assessment Report**

Consultant will review comments with the Core Team, address and incorporate comments, and submit the final Study Area Condition Assessment Report.

#### Deliverables:

- Draft Study Area Condition Assessment Report
- Final Study Area Condition Assessment Report
- Constraint Maps showing various environmental resources and infrastructure components

#### DOES NOT INCLUDE:

- Topographic surveys
- Utility Locates
- Wetland Delineations
- Archeological or Historic Structures Surveys
- Aerial photography or drone surveys
- Traffic Counts
- VISSIM modeling
- Phone surveys
- Phase 1 ESA field surveys
- Plant or Animal Species Surveys
- ROW or property assessments
- Noise measurements or modelling
- Geotechnical investigations
- Bridge condition assessments
- Pavement condition assessments

### 3.0 OUTREACH AND PUBLIC ENGAGEMENT

The Consultant team will engage all relevant stakeholders in a way that is consistent with MAPA's *Public Participation Plan (2019)*, bringing them together to discuss needs, assets, and priorities for the Study Area and surrounding vicinity. The effort will involve:

- Providing creative and effective means of connecting with stakeholders
- Balancing non-traditional and traditional engagement tools to ensure that as many community members are reached during the engagement timeframe as possible
- Building interactivity, consensus building, and informed consent into outreach activities
- Discussing needs, vision, and alternatives for addressing traffic concerns in the project area
- Measuring and evaluating engagement success
- Staffing and logistics coordination
- Utilizing a combination of print and digital materials to educate, inform, and engage the community

#### 3.1 Public Involvement Plan

Consultant will develop a Public Involvement Plan that serves as the “playbook” for meaningful community participation. The plan will describe:

- Goals for awareness building and engagement.
- Central messaging for reaching the broadest possible audience, including, but not limited to, persons with Limited English Proficiency (LEP) and persons with disabilities.
- Development of outreach tools that inform and collect feedback from the community members.
- An implementation strategy that outlines deployment strategies and activities associated with outreach tool deployment and communications, along with timing and evaluation measures.
- A contact list of stakeholders, such as business and economic development representatives, property owners, community groups, project partners, and others from across the study area.

Consultant will implement the final public involvement plan in coordination with the Core Team (MAPA, NDOT, Sarpy County, Papillion, and Gretna) and FHWA.

#### 3.2 Public Involvement Deployment

Consultant will work with MAPA staff and the project partners to prepare a package of materials for use during the project. Consultant will provide (written/oral) translation needs for general materials if requested, not to exceed one language in addition to English. Specific efforts and activities to be provided by Consultant will include:

##### 3.2.1 Community Advisory Group Meetings

Working with a group of diverse community stakeholders identified by the Core Team who will serve as the project's Community Advisory Group (CAG), the Consultant will hold, staff, prepare presentation materials, and summarize three meetings with them. The first CAG meeting will involve a virtual tour of the study area and the group will explore the project purpose, needs, visioning, and opportunities. The second meeting will be an interactive workshop centered on



alternatives. Visualizations of traffic models, alternatives, and land use concepts will be presented for feedback. The third meeting will outline the recommended alternatives and updated visualizations will be presented for comment. The Consultant will staff, prepare presentation materials, and summarize each meeting.

### **3.2.2 Public Meetings**

To reach the various generations that make up the project area, the Consultant will hold, staff, prepare presentation materials, and summarize, three interactive public meetings. One meeting will be held immediately after each CAG meeting (on the same day), ideally during the later afternoon/early evening. As a result, the first will focus on the project purpose, needs, visioning, and opportunities. The second meeting will center on alternatives. The third meeting will outline the recommended alternatives. The Consultant will staff, prepare presentation materials, and summarize each meeting.

### **3.2.3 Email Marketing**

The Consultant will develop up to six email marketing campaigns to provide notice of meetings and input opportunities. Each campaign will consist of a series of e-blasts. The Consultant will deploy them via an electronic service that monitors the open and click-through rates and those who unsubscribe during and after each campaign. The campaigns will focus on the CAG meetings, public meetings, and commenting opportunities.

### **3.2.4 Online Commenting**

The Consultant will provide an online commenting survey to gather feedback for younger generations, busy families, and other stakeholders, and will coordinate online comment gathering, so that it corresponds with the public meetings and develop survey questions for it. Consultant will deploy the questions using Vireo's survey application, Digicate®. Survey Monkey may be used as an alternative. The Consultant will provide the final surveys as a URL (for digital needs) and PDF (for printing) and will coordinate with the Core Team and CAG to collect responses. Consultant will summarize the survey results and integrate them into planning recommendations. If appropriate, the Consultant will incorporate digital tools, such as Mentimeter, for crowdsourcing/real-time commenting and/or voting, into CAG and public meetings.

### **3.2.5 Social Media**

Because there are nearly 100,000 people (aged 18 to 65+) on Facebook who self-identified as being located in Sarpy County, Nebraska, the Consultant will provide the Core Team with sample social media posts that they can share with their existing networks (Facebook, Twitter). The posts will focus on public meetings and commenting opportunities.

### **3.2.6 Press Releases**

To keep local news outlets up to speed on the project, the Consultant will draft three press releases and provide them to the Core Team for review and comment. MAPA, Sarpy County, and the Cities will distribute the final releases to media contacts. Where possible, the Consultant will link the releases to electronic publications and high-quality imagery that the local news media can easily download and use for news coverage. The releases will focus on the public meetings and commenting opportunities.

### **3.3 Public Outreach Documentation**

The Consultant will combine the summaries from the CAG and public meetings, online commenting, and social media comments into a consolidated public involvement summary that can be incorporated into the PEL Study document. The Consultant will provide a draft summary to the Core Team for review and comment and then finalize it.

#### Deliverables:

- Public Involvement Plan
- 3 CAG meetings and summaries
- 3 Public meetings and summaries
- Up to 6 email marketing campaigns
- 3 opinion surveys
- Social media content
- 3 official press releases
- Information for landowner notification (mailers to be sent by MAPA and Core Team)
- Consolidated public involvement summary

#### Assumptions:

- CAG members may include representatives from the Sarpy County Chamber of Commerce, Sarpy County Economic Development Corporation, Amazon, freight companies, Smart Cities, Offutt Air Force Base, and the Cities of Bellevue and Springfield.
- CAG meetings and corresponding Public meetings will be held back-to-back, on the same day.



agreed upon by MAPA and other reviewing agencies prior beginning travel demand forecasting and traffic analysis.

## 4.2 Regional Travel Demand Modeling

### 4.2.1 Review Current MAPA Model

Consultant will review MAPA's most recent calibrated travel demand model within the limits of the study area. The primary objective of this task is to ensure the model generates reasonable results for base and forecast year within the study area. The Consultant will summarize model results and compare to traffic count and cell phone data collected/assembled in **Task 5**. In addition, one or more sensitivity tests will be conducted to assess model convergence and overall reasonableness of model sensitivity in response to changes in model input.

Consultant will obtain land use data from the high/medium/low land use scenarios from **Task 7**, develop the travel demand data for inclusion into the model runs for the scenario at hand, and then provide the data to MAPA to update the Transportation Analysis Zones in the regional model.

*The following refinements or modifications to MAPA's model can be completed if needed and agreed by the Core Team and MAPA, upon request, but are outside the scope of services in this agreement.*

*If requested, the Consultant will refine the model to represent existing conditions in the study area as observed in traffic count and cell phone data if necessary. For instance, adjustments may be made so the model more accurately matches base year traffic counts or origin-destination travel flows in the study area. Note that the Consultant anticipates making only minor adjustments to the model if needed, and it is not within the scope or budget of this project to fix any major issues with the model, should they be discovered.*

*The types of adjustments that may be made include adjustments to centroid connectors or network facility types, adjustments to zonal socioeconomic information (should it be determined that certain zones have too few or too much population or employment), or addition of K-factors to better represent travel flows. Consultant will coordinate with MAPA if it is determined adjustments are needed. Any updates made to the regional model in support of this study will be conducted within MAPA's modeling framework and will be passed back to MAPA for inclusion in the in-house version of the model.*

### 4.2.2 Model Post-Processing

The Consultant will specify and use a post-processing method to process model outputs for this study. Several options for post-processing are available. The two most common methods include the following:

- **Offset approach.** In this approach, offsets between base year model volumes and observed traffic counts are computed for links in the study area. In the future year, the same offset is applied to the model forecasts.
- **Factor method.** In this approach, the ratio of observed traffic counts to base year model volumes is computed and multiplied by the model forecasts.

The main difference between the approaches is that the factor method assumes that errors in the model propagate forward into future years, while the offset approach assumes the error remains constant into the future. The factor method can be more difficult to use since large errors in the base year could lead to unreasonable post-processed forecasts in the future year.

### 4.2.3 TDM Scenario Analysis

After the Practicable Alternatives have been identified, the Travel Demand Model will be used to forecast roadway volumes and generate travel performance metrics. Each model run may include adjustments to land use data as well as network alignment updates. It is anticipated that the TDM will be used to examine three interchange locations that will be evaluated through the Level 2 screening defined in **Task 10**.

An additional two scenarios would be modeled to address possible network configurations that involve Platteview Road connections to I-80. Furthermore, if a single interchange between N-31 and N-370 cannot accommodate forecasted demand generated from the proposed land use scenarios, one additional model run would be conducted within this area to assess a second interchange in the Study Area.

Consultant anticipates using a single land use scenario developed in **Task 7** (i.e. the mid-density scenario) to test the initial TDM scenarios in Level 2 screening, which will provide a consistent benchmark from which to evaluate the alternatives. If excess growth-related congestion is encountered during this phase, this assumption may be revisited and/or other land use scenarios may be tested.

A variety of model outputs will be generated and reported as part of each model run. These outputs include the following:

- Link volumes
- Link level of service and/or volume-to-capacity ratios
- Regional and subarea vehicle miles traveled (VMT), vehicle hours traveled (VHT), and delay
- Maps showing link level information

Turning movement volumes at intersections will not be generated as part of this task. See Task 4.3.2 for a description of efforts related to turning movement volume generation.

## 4.3 Traffic Operations Analysis

### 4.3.1 Roadway Network Level of Service

Base Year Volume Scenario: Using the traffic volume scenarios developed from Task 4.2.1, Consultant will summarize the segment Level of Service (LOS) for the major streets located within the study area for the base year volume condition. The segment LOS will be determined using NCHRP 365 planning methodologies. The primary segments that will be summarized are listed below<sup>1</sup>:

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<sup>1</sup> It should be noted that these segments are those that will be placed on a map within the models and reported on as the output of the model. The number of segments does not have any bearing on the number of alternatives, scenarios or interchange configurations. These are simply the locations that will be used to compare variations in the traffic volumes for each scenario.

- N-370 (I-80 to N-50)
- N-370 (168<sup>th</sup> to I-80)
- Schram Road (East of I-80)
- Schram Road (West of I-80)
- Capehart Road (East of I-80)
- Capehart Road (West of I-80)
- Fairview Road (East of I-80)
- Fairview Road (West of I-80)
- Platteview Road (East of N-31)
- 144<sup>th</sup> Street (N-50) (South of N-370)
- 144<sup>th</sup> Street (N-50) (North of Springfield)
- 144<sup>th</sup> Street (N-50) (South of Springfield)
- 168<sup>th</sup> Street (I-80 to N-370)
- 168<sup>th</sup> Street (North of N-370)
- 168<sup>th</sup> Street (Platteview Rd to Schram Rd)
- 192<sup>nd</sup> Street (Capehart Rd to N-370)
- 192<sup>nd</sup> Street (North of N-370)
- 192<sup>nd</sup> Street (Platteview Rd to Capehart Rd)
- N-31 (I-80 to US-6)
- N-31 (US 6 to Capehart Rd)
- N-31 (Platteview Rd to I-80)
- N-31 (South of Platteview Rd)
- US-6 (West of N-31)
- Four Additional Corridors (TBD)

Alignment Options Levels of Service: Using the traffic volume scenarios developed from Task 4.2.3, Consultant will summarize the LOS for the major streets located within the study area for the future year volume condition. The segment LOS will be determined using NCHRP 365 planning methodologies. The same segments for the base year volume conditions will be analyzed on a segment level condition. Results from this LOS analysis will be used in the Level 2 screening process.

### 4.3.2 Traffic Volume Development

Following the Level 2 screening, the Reasonable Alternatives to be studied further will be analyzed at the intersection level. Up to ten intersections will be evaluated. Consultant will review available turning movement counts at the ten agreed upon intersections provided by Sarpy County, MAPA and NDOT to develop the existing conditions analysis. The future volume scenarios will be obtained from the TDM for each alternative. The following traffic scenarios will be developed:

- Existing Condition
- Year 2045 No-Action
- Year 2045 Action Alternatives
  - Up to three interchange locations (between N-370 and N-31)
  - Up to two potential interchange/network configurations at each interchange location
  - Two land use growth scenarios per interchange/network configuration

The base year and future year volumes for the N-370 and N-31 interchanges with I-80 will be generated from available information from the Metro Area Travel Improvement Study (MTIS).

Using the traffic volume scenarios defined in the above sections, peak period turning movements will be developed for two land use growth scenarios per interchange in the PM commuter period. The results will be summarized on figures to be used for the intersection and interchange traffic analysis.

### 4.3.3 Existing Interchange Capacity Analysis

Existing interchange operations will be derived from the MTIS study for the N-370 and N-31 interchanges. If delays and levels of service are unavailable, additional interchange analysis may be required to compare build scenarios with base conditions. Additional analyses for these locations are not included in this scope of service.

#### **4.3.4 Proposed Interchange Alternatives**

Up to two proposed interchange configurations, at up to three locations, will be analyzed using the most likely land use growth scenarios for each location. Using the peak hour traffic volumes defined in Task 4.3.2, the proposed interchanges will be analyzed using FHWA's Capacity Analysis for Planning of Junctions (CAP-X) tool to evaluate interchange alternatives. This tool will allow the consultant to compare different alternatives at the planning level, based on volume to capacity ratios, to be used as part of the Level 3 screening of alternatives in **Task 10**.

#### **4.3.5 Recommended Alternative(s) Capacity Analysis**

Consultant will use either Synchro/Sim Traffic or Highway Capacity Software to provide detailed level of traffic operation to analyze and refine the recommended alternatives for the final PEL report. The traffic volumes developed in Task 4.3.2 will be used to evaluate how the alternative(s) will operate with different land-use growth scenarios. This analysis will be used for the Level 3 screening.

### **4.4 Traffic Operations Report of Findings**

#### **4.4.1 Draft Traffic Operations Report of Findings**

Consultant will prepare a draft report of findings of the traffic operations analysis documenting the No-Action condition, and potential operational conditions of the Reasonable Alternative scenarios. The analysis will focus of the planning level operation for the roadway network and intersection traffic operation for the key study intersections. The findings will be reported in the context of comparison with the No-Action alternative. The draft report will be distributed to the Core Team and the Technical Advisory Group for review and comment.

#### **4.4.2 Final Traffic Operations Report of Findings**

Consultant will review comments with the Core Team, address and incorporate comments, and submit the final Traffic Operations Report of Findings.

#### **Deliverables:**

- Methods and Assumptions Memorandum
- Travel Demand Model Methodology Technical Memorandum
- Calibrated Travel Demand Model (if any changes are made)
- Draft Traffic Operations Report of Findings
- Final Traffic Operations Report of Findings

#### **Assumptions:**

- No capacity analysis will be completed for the existing N-370 and N-31 interchanges with I-80, and the proposed interchange configurations for these locations will be those defined in MTIS.
- Existing and future volumes for the I-80 interchanges at N-370 and N-31 will be provided by MAPA or NDOT.

## 5.0 DATA COLLECTION AND ANALYSIS

This task includes the identification of sources and data collection needs to support all aspects of the PEL Study. Data needs include but are not limited to:

- Base Mapping
- Previous Studies and Plans
- Programmed Improvements
- Traffic and Safety
- Stakeholders List by Individual or Group
- Environmental and other pertinent regional data to be addressed in the PEL

### 5.1 Study Area Base Mapping

Consultant will collect base mapping information in the Study Area from available sources including aerial photography, USGS, and GIS data from the Core Team and other sources. Aerial-based project mapping will be prepared at scales suitable to depict alternatives by location and of sufficient detail to ascertain potential impacts to the adjacent and surrounding environment. GIS data will be inventoried by layer for reference and use by the Consultant team.

#### 5.1.1 Utilities

Consultant will inventory available information on major utilities (existing and proposed) within the Study Area potentially affecting the existing and alternative strategy scenarios for the transportation system. Consultant will coordinate with major utility providers to obtain this information. This does not include a utility coordination meeting or any sub-surface utility locations (SUE).

#### 5.1.2 Roadway Plans and Condition Ratings

Consultant will collect and inventory from NDOT and Sarpy County available as-built plans, bridge service ratings and pavement condition ratings for interstate bridges, freeways and principal arterials in the Study Area. Plans for roads directly connecting the freeway system along the project route will also be collected and inventoried. This task does not include performing pavement or bridge condition assessments.

#### 5.1.3 Transit Operations Review

Available transit related studies that could be relevant to the development and analysis of alternatives as they relate to access and connectivity within the Study Area will be inventoried.

#### 5.1.4 Traffic Data Review

Consultant will review the available traffic data provided by Sarpy County, NDOT, and MAPA. This data should include daily traffic volumes and peak period intersection turning movement counts for the proposed study segments and intersections. This task does not include conducting traffic counts.

#### 5.1.5 Crash and Safety Data

Consultant will review available crash data provided by NDOT by numbers of crashes, and crash rates by intersection and highway segment on the project route.



### **5.1.6 Existing Traffic Operations Models**

Consultant will obtain and review available previously developed traffic operational models from NDOT, MAPA, and Sarpy County. These previous models will formulate the basis for constructing new models to support this PEL study.

### **5.1.7 Non-Motorized Facilities**

Consultant will collect data related to facilities and routes within the Study Area designated specifically for non-motorized transportation modes (e.g., bicycle and pedestrian).

### **5.1.8 Freight Traffic and Intermodal Access**

Consultant will collect, analyze, and review vehicle classification count data to be provided by NDOT, MAPA, Iowa Department of Transportation, and others. The primary purpose of this task is to document truck traffic and its effects on transportation operations along the project route in the Study Area. Major freight generating facilities within the Study Area will be identified.

### **5.1.9 Land Use and Zoning Data**

Consultant will identify existing and adopted land use and zoning classifications within the Study Area, including incorporated boundaries, and review land use forecasts by MAPA and local jurisdictions. Data to be collected will include commercial level platting information in critical areas and known planned developments within the Study Area. Consultant will assemble readily available planning information within the Study Area related to proposed land use. Such information will include publicly adopted studies and private land use planning as available through and shared by the identified stakeholders.

### **5.1.10 Social, Economic, and Demographic Data**

Consultant will collect readily available data regarding social, economic and demographic characteristics within the Study Area. Data will include most recently published demographic reports and census data by MAPA. Data will also include future projections related to social, economic and demographic characteristics to the extent the data are readily available from public jurisdictions in the Study Area including MAPA and city and county sources.

## **5.2 Environmental Data**

Consultant will collect, inventory and review available environmental databases within the Study Area to identify known constraints and potential impacts.

### **5.2.1 Wetlands**

Consultant will obtain stream wetland and hydric soil information from Natural Resources Conservation Service (NRCS) offices, USGS and National Wetland Inventory (NWI) mapping. This task does not include performing wetland delineations.

### **5.2.2 Floodplains**

Consultant will collect available floodplain information including approximate 100-year floodplain limits, using National Floodplain Insurance Program (NFIP) maps and identify regulatory floodways. Show floodway, floodway fringe and floodplain from NFIP maps on project mapping.

### **5.2.3 Threatened and Endangered Species**

Consultant will contact the Nebraska Game and Parks Commission and the US Fish and Wildlife Service to obtain information on threatened and endangered species locations and natural features.

### **5.2.4 Public Lands**

Consultant will identify potential Public Recreation and Wildlife Areas, or lands encumbered by Land and Water Conservation Funds (Section 4(f) and Section 6(f) properties).

### **5.2.5 Hazardous Materials Sites**

Consultant will collect and review relevant information available in public and private files (CERCLIS, RCRA, LUST, and Nebraska Department of Environment and Energy (NDEE) hazardous materials list) on properties known or suspected of waste disposal and/or waste sources.

### **5.2.6 Cultural Resources**

Consultant will review Nebraska SHPO, National Register of Historic Places (NRHP), Sarpy County Historical Society files and records, and any other appropriate agency for recorded archeological and architectural resources. Consultant will locate historic districts, structures and sites from the relevant lists on the composite environmental constraints mapping.

## **5.3 Supplemental Field Traffic Counts**

***Intersection Turning Movement Counts:*** If directed by MAPA and agreed upon by the Core Team, supplemental AM and/or PM peak period turning movements can be collected at intersections where traffic counts are not available. This task would be beyond this scope of service.

***Daily Traffic Volume Counts:*** If directed by MAPA and agreed upon by the Core Team, supplemental daily traffic volume counts can be collected along the existing street network where ADT traffic counts are not available. This task would be beyond this scope of service.

#### Deliverables:

- Digital GIS Data Files as appropriate

## 6.0 STATEMENT OF PURPOSE AND NEED

Consultant will coordinate and engage with the Core Team and resource agencies through scoping meetings, public and stakeholder engagement, and traffic and travel demand activities to develop the PEL Study's statement of Purpose and Need. The Purpose and Need will be based on policies within *Heartland 2050*, MAPA's Long Range Transportation Plan (LRTP), the Metro Area Travel Improvement Study (MTIS), and other local planning documents, and will formulate the basis for identifying the needs for transportation improvements, defining goals and objectives of the PEL Study, and support development of a methodology for evaluating and screening alternatives.

### 6.1 Develop the Statement of Purpose and Need

Consultant will prepare a written narrative containing the statement of purpose and need for review and comment. The statement of Purpose and Need will formulate an "umbrella" statement for the study area, based on identification of needs and efficiencies. The statement will reflect the context sensitivity of the transportation needs within the study area to support the attainment of stated transportation goals by encouraging the consideration of land use, transportation, environmental and infrastructure needs in an integrated manner.

Consultant will develop a Statement of Purpose and Need for the transportation system improvements. Specifically, the statement will contain and address the following:

- Identify the visions and goals of the Core Team and stakeholders for the near and long-term future of the study area, and document points of disagreement and congruence.
- Refer to data identified in **Task 2** and **Task 4** regarding existing and expected deficiencies in the transportation system serving the study area to support compilation of system deficiencies.
- Reference the list of issues that resulted from contacts with stakeholders and general knowledge of the area to identify a list of key needs in the study area.
- Prepare and document a preliminary list of existing and anticipated deficiencies in the transportation system and the growth or changing needs in the study area.

#### 6.1.1 **Draft Statement of Purpose and Need**

Consultant will prepare a draft Statement of Purpose and Need for distribution to the Core Team and the Technical Advisory Group for review and comment.

#### 6.1.2 **Final Statement of Purpose and Need**

Consultant will review comments with the Core Team, address and incorporate comments, and submit the final Statement of Purpose and Need.

#### Deliverables:

- Draft Statement of Purpose and Need
- Final Statement of Purpose and Need

## 7.0 SUBAREA PLANNING

Several different plans have been adopted by various jurisdictions that envision alternative futures for the planning area. The Subarea Planning effort outlined herein is intended to create a tool for jurisdictions to jointly pursue alternatives that are most consistent with existing plans, provide necessary coordination between existing plans, and identify opportunities and constraints for flexible implementation for accomplishing local goals and policies recognized in the adopted plans. This task will focus on creating three scenarios (i.e. low, medium, and high) that correspond to different levels of development intensity which would require varying corresponding traffic improvements and construction phasing.

The goal of this task is to use existing planning efforts to arrive at a series of possible outcomes or development scenarios and triggers (i.e. possible actions that would steer development toward one scenario or another). The scenarios would then be available to each jurisdiction as they make future land use decisions, ensuring to the extent possible, that these decisions take best advantage of the significant investment in transportation improvements that plan implementation will require.

### 7.1 Subarea Existing Conditions Analysis

Data in existing plans will be obtained from current available resources evaluated as part of **Task 2** and **Task 5**. This information will be analyzed and noted along with their implications in the Existing Conditions Memorandum. The Existing Conditions Analysis includes:

- Land Use
- Zoning
- Utilities and Infrastructure
- Transportation (all modes)
- Topography and natural resources
- Public Facilities
- Parks and Open Space

The Existing Conditions Analysis will identify areas of consistency within the various adopted plans and areas of inconsistency to be discussed further through the Public Involvement Process, or Stakeholder Visioning Process (explained further below).

### 7.2 Subarea Profile and Analysis

The Subarea Profile and Analysis will update other information related to the adopted plans that impact decisions related to transportation improvements. The analysis will highlight changes from previous studies and the implications of such changes to the subarea plan. The following issues will be evaluated:

- Planning Vision, Goals and Guiding Principles (from adopted plans noting consistencies and inconsistencies)
- General Demographic Characteristics (population, age, racial/cultural composition, educational attainment, and poverty status)
- Housing Characteristics (housing structures/units, housing occupancy/vacancy, home values, and age of housing structures)

- Household Characteristics (total households, size, type, income, monthly homeowner costs, and monthly renter costs)
- Employment Characteristics (employment status, occupation, industry, and class of worker)
- Commuting/Mobility Characteristics (commuting to work patterns, available vehicles per household)

The information developed in Tasks 7.1 – 7.2 will be shared and discussed in the first set of stakeholder and public meetings. The results of these discussions will be summarized in a memorandum of findings and lead to the creation of the Preliminary Subarea Plan Memorandum.

### **7.3 Stakeholder Land Use Visioning**

Based on discussions with MAPA and NDOT, it is important to gather data and prepare a pathway for future land use planning document updates, as well as harmonize the vision for the area surrounding the new interchange(s), as well as make sure the proposed land uses and proposed infrastructure improvements are considered “consistent” with local land use plans. The Consultant proposes a series of efforts to gather this vision and document the path forward considering the recommended alternatives.

#### **7.3.1 Visioning Interviews**

Consultant will conduct interviews with community leaders (e.g. Planning Directors or Commission Members, Community Development Personnel, etc.) with knowledge or expertise relevant to the subarea as identified by the Core Team and TAG. The interviews will be used to inform issues and opportunities surrounding the Study Area. Up to ten one-hour interviews will be conducted.

#### **7.3.2 Visioning Workshop**

Consultant will facilitate a half-day visioning workshop. The format, agenda, and all visual materials (compilation of land use and development plans to date, analysis mapping, graphics, and imagery) for the workshop will be prepared, and shared in draft form. The workshop will include sessions for the Core Team, TAG and CAG members, and other public officials, subarea experts, or opinion leaders that the Core Team or MAPA recommends.

The workshop may include interactive exercises and will be designed to obtain consensus through a visioning process while understanding and prioritizing the opportunities, constraints, and discrepancies identified prior to and during the workshops. The result will be a list of measures of success for any land use approach at each of the three levels, low, medium, and high development density. This list will guide development of the conceptual subarea plan. It is anticipated that the workshop will be held at a City Hall, or County Facility within the subarea.

#### **7.3.3 Visioning Summary**

A memorandum will be prepared summarizing the process and findings. Photographs of the event and any displays will be provided for use in final deliverable as needed.

### **7.4 Preliminary Subarea Plan Memorandum**

Preliminary Subarea Plan scenarios will be developed based on the information generated above and the stakeholder and public discussion at the first round of meetings.

- Identification of Subarea vision, goals and guiding principles – the things the various jurisdictions can agree on.
- Land Use and Zoning – The Preliminary Subarea Plan will identify three draft land use growth scenarios based on the concept of high, medium and low intensity. Key opportunity areas or triggers will be highlighted for each scenario.
- Key Development and Redevelopment Opportunities: The Preliminary Subarea Plan will identify possible development opportunities within the subarea that would impact generation of transportation modelling alternatives at the high, medium and low intensities. This is not a full economic analysis, but a feasibility approach based on feedback received to date.
- Conceptual Transportation networks (Roadways, Pedestrian and Trail) to support each of the draft development scenarios.

The Preliminary Subarea Plan Memorandum will be shared in the second round of stakeholder and public meetings. Feedback and comment will be incorporated into the Final Subarea Plan Report.

## 7.5 Final Subarea Plan Report

The Preliminary Subarea Plan Memorandum will be revised based on one round of feedback and comment to result in the Final Subarea Plan Report, which will include:

- Subarea Development Scenarios at three intensities (high, medium and low) communicated in an illustrative plan and in narrative form. The development scenarios will include policy, land use and general transportation recommendations for each scenario. All scenarios will meet project purpose and need, goals, and vision established for the Subarea Plan and PEL Study.
- Recommendations broken down by jurisdiction for their use in updating local plans as a tool for implementation of the Subarea Plan including conceptual timeline of key land use and development elements, funding opportunities, and administration strategies.
- Transportation Improvement Plan that graphically communicates the transportation facilities and phasing required to support the development scenarios and satisfy the overall projects' purpose and need.

The Final Subarea Plan Report will include all exhibits and memoranda, along with an executive summary to submit in the third round of stakeholder and public meetings. The report will be finalized based on one round of comment and feedback. The Core Team will provide feedback as a single set of review comments to be addressed before distribution of the final report.

### Deliverables:

- Existing Conditions Memorandum
- Visioning Summary Memorandum
- Preliminary Subarea Plan Memorandum
- Pre-Final Subarea Plan Report
- Final Subarea Plan Report

Assumptions:

- A full economic analysis of the study area will not be prepared.
- Aesthetics and Urban Design Enhancements will not be part of Subarea Plan.

## 8.0 EVALUATION AND SCREENING CRITERIA

This effort will include development of a framework and procedures for identifying the Recommended Alternatives to be carried into subsequent NEPA studies and documents. Screening will be accomplished in three steps that use increasing levels of analysis to reduce the broad Initial Range of Alternatives to a set of Recommended Alternatives to be further evaluated.

The first level evaluation criteria will be based on the Purpose and Need, and other PEL Study goals identified in **Task 6**. The criteria developed will consider policies in *Heartland 2050*, performance metrics and targets defined in the MAP-21 Transportation Bill, and other resources identified in and other regional planning documents. The second level criteria will be based on how well the alternatives meet basic performance metrics for travel demand and overall transportation benefits, as described in **Task 4.2**. The third level criteria will focus on advanced performance metrics including benefits and costs, traffic operations described in **Task 4.3**, as well as their impacts to various socio-economic and environmental resources.

If certain criteria become less important or are not able to effectively discern between different alternatives and their effectiveness or their impact intensity, they may be subsequently modified following their development. However, the intent of this task is to develop and obtain agreement on the screening criteria prior to the development of the alternatives, as well as prior to the implementation of the screening process itself.

### 8.1 Performance Metrics

Consultant will develop and apply basic and advanced performance metrics and screening criteria to evaluate alternatives and strategies. The list of measures below is preliminary and is subject to potential revision determined from input from the Core Team and the study stakeholders.

#### 8.1.1 **Transportation, Safety and Traffic Operational Effectiveness**

Consultant will develop measures to comparatively determine how each alternative may address transportation demand, safety, traffic capacity, and operational deficiencies and needs as identified in the Purpose and Need.

#### 8.1.2 **Land Use Consequences, Impacts and Opportunities**

Consultant will develop measures to comparatively determine how each alternative will affect accessibility, mobility, connectivity and land use/economic development potential in the study area (i.e. indirect and cumulative impacts). Some transportation network alternatives are anticipated to affect land use considerations, while some land use and urban design alternatives are anticipated to affect the transportation network. Corresponding land use opportunities and implications will then be assessed and compared.

#### 8.1.3 **Financial Analysis and Economical Feasibility**

Consultant will develop measures to compare the alternatives in terms of whether the benefits and economic development opportunities are commensurate with the costs. This analysis will also consider the availability of funds for construction and operation, the anticipated economic development benefits and strategies associated with each scenario, and the anticipated equity (i.e., the distribution of costs and benefits).



### **8.1.4 Environmental Impacts**

Consultant will develop measures to compare the alternatives in terms of impacts on environmental resources and feasibility as they relate to environmental issues and regulations. Resources to be considered in this evaluation will include but may not be limited to floodplains, water quality, air quality, noise, historical and cultural resources, hazardous waste, and public lands.

### **8.1.5 Socio-Economic Impacts**

Consultant will develop measures and evaluation factors to compare the alternatives as they relate to impacts to displacements, property values, neighborhoods, and environmental justice.

### **8.1.6 Conformity with Current and Future Planning Goals and Policies**

Consultant will develop measures and evaluation factors to compare the alternatives as they relate to conformance with local and regional planning goals and policies.

## **8.2 Screening Criteria Memorandum**

### **8.2.1 Draft Screening Criteria Memorandum**

Consultant will prepare a draft Screening Criteria Memorandum to document the methodologies and performance metrics to be applied in the study. Consultant will distribute the memorandum to the Core Team and the Technical Advisory Group for review and comment.

### **8.2.2 Final Screening Criteria Memorandum**

Consultant will review comments with the Core Team, address and incorporate comments, and submit the final Screening Criteria Memorandum.

#### Deliverables:

- Draft Screening Criteria Memorandum
- Final Screening Criteria Memorandum

## 9.0 ALTERNATIVES DEVELOPMENT

The Consultant will develop alternatives based on the initial input from MAPA and the project partners, TAG and CAG input, as well as public involvement. Alternatives may come from other previous studies and planning documents or may be developed during the initial stages of the PEL study. The alternatives will be developed at increasing levels of detail and will be evaluated and screened using criteria explained elsewhere in this scope of services.

- **Initial Range of Alternatives** – brainstormed without bias and with just enough information to ascertain if the alternative meets the Purpose and Need developed in **Task 6** (Level 1 screening).
- **Practicable Alternatives** – developed at a network level of detail (i.e. lines on a map) to evaluate their effectiveness in meeting basic performance metrics developed in **Task 8**, and by the transportation demand modeling efforts explained in **Task 4.2** (Level 2 screening).
- **Reasonable Alternatives** – developed at a greater level of detail (i.e. corridors with approximate roadway widths, general roadway configurations, and anticipated connections to local roadways) to be screened using advanced performance metrics developed in **Task 8** and by the traffic operations and capacity analysis explained in **Task 4.3** (Level 3 screening).
- **Recommended Alternatives** – refined at a higher level of detail to include number of lanes and configurations of intersections subject to a Value Planning Workshop explained in **Task 10**.

### 9.1 New Interchange Location(s) and Configurations

Consultant will identify various interchange and other transportation improvement alternatives that may address the problems identified in the Purpose and Need. These alternatives will focus first on the connection points for various local roadways and highways, and then will investigate possible interchange types and configurations, with emphasis on the differences between the varying development scenarios (i.e. residential development vs. major distribution center development), as well as possible options to development expansion plans or phased implementation of improvements, tied to certain development triggers.

It is anticipated that options considered for a new interchange will include locations within the vicinity of 192<sup>nd</sup> and Capehart Road, as well as other locations nearby.

Consultant will illustrate up to three interchange locations at the conceptual level to be considered as Practicable Alternatives. These concepts will be completed in CAD using available base mapping and aerials imagery from Sarpy County. LIDAR data files (if available) would be utilized to evaluate the vertical elements of the configurations. As described in **Task 4.2**, these interchange locations would be identified for the Practicable Alternatives advancing beyond Level 1 screening (i.e. Purpose and Need) and would be further developed with enough detail to be evaluated in the Level 2 screening using basic performance metrics developed in **Task 8**, and the transportation demand methodology in **Task 4.2**. The Practicable Alternatives would account for various major roadway connections including Platteview Road.

For those alternatives advancing past Level 2 screening (i.e. Reasonable Alternatives), they would be developed further with enough detail to be evaluated using the advanced criteria developed for Level 3

screening. These configurations would account for roadway priority and connectivity and would illustrate possible intersection types at the ramp terminals. At those locations with an existing I-80 bridge, interchange configurations may be developed to utilize existing infrastructure (i.e. Pflug Road, Fairview Road, Capehart Road, and Schram Road). Ramp access to I-80, bridge widening or modifications, and other ways to utilize these existing resources would be considered. It is anticipated that up to two interchange configurations at up to three interchange locations would be developed at this level of detail. These alternatives would then be screened during Level 3 using the traffic operations and capacity analysis described in **Task 4.3** and the advanced performance metrics described in **Task 8**.

## **9.2 Arterial Roadway Network Layout**

For the Reasonable Alternatives, consultant will provide illustrations of proposed arterial roadway networks and identify possible options to connect local roads to the three interchange locations developed in **Task 9.1**. Up to two variations of the arterial roadway network will be developed for each of the three interchange locations. The street classification, number of lanes, and preliminary intersection locations would be developed within this task. The arterial roadway network will be completed in CAD using available base mapping and aerials imagery from Sarpy County. LIDAR data files (if available) would be utilized to evaluate the vertical elements of the configurations. These network layouts would be used in Level 3 screening.

## **9.3 Alternatives and Strategies Developed**

### **9.3.1 Draft Alternatives and Strategies Memorandum**

Consultant will prepare a draft Alternatives and Strategies Memorandum that explains the alternatives developed and distribute the memorandum to the Core Team and the Technical Advisory Group for review and comment.

### **9.3.2 Final Alternatives and Strategies Memorandum**

Consultant will review comments with the Core Team, address and incorporate comments, and submit the final Alternatives and Strategies Memorandum.

#### Deliverables:

- Draft Alternatives and Strategies Memorandum
- Final Alternatives and Strategies Memorandum

#### Assumptions:

- Approximately 8-10 Practicable Alternatives will be developed
- Approximately 3-6 Reasonable Alternatives will be developed

## 10.0 ALTERNATIVES SCREENING

In coordination with the Core Team, the Initial Range of Alternatives and strategies will be evaluated and screened by the Purpose and Need developed in **Task 6**, transportation demand modeling data and traffic operations analysis performed in **Task 4**, and screening criteria established in **Task 8**. The screening process will involve three steps with increasing levels of analysis to reduce the broad range of alternatives to a set of alternatives to be further evaluated at a higher level of detail, and ultimately result in a range of Recommended Alternatives to be advanced beyond this study.

### 10.1 Level 1 Screening

The purpose of the Level 1 screening is to eliminate the apparently unfeasible alternatives as agreed upon by the Core Team and alternatives that do not meet the Purpose and Need developed in **Task 6**. Alternatives deemed to be impractical, too costly, or redundant with more suitable alternatives will be documented and eliminated at this level. The results of the Level 1 screening will be a set of Practicable Alternatives that can be carried into the Level 2 screening.

### 10.2 Level 2 Screening

Level 2 will evaluate and screen the Practicable Alternatives for their transportation benefits and basic performance metrics developed in **Task 8**. The evaluation for each alternative will include applying TDM model data from **Task 4.2** to determine the extent to which alternatives may perform better than others. The results of Level 2 screening will be a set of Reasonable Alternatives that can be carried into Level 3 screening.

### 10.3 Level 3 Screening

Level 3 will evaluate and screen the Reasonable Alternatives. The evaluation for each alternative will include development of conceptual alignments, typical sections, cost estimates, and environmental and land use impacts. The Reasonable Alternatives will be evaluated and screened by application of the methodology and advanced performance metrics established in **Task 8** including environmental and land use impacts, cost benefits, conformity with land use plans, and traffic operations completed in **Task 4.3**. Following the Level 3 screening, a Value Planning Workshop will be scheduled (described below) to refine the Recommended Alternatives for further study.

### 10.4 Value Planning Workshop

Consultant will conduct a Value Planning workshop with the Core Team and the TAG to refine the Recommended Alternatives advancing from the Level 3 screening. The workshop will be scheduled after the second public input meeting and after the Recommended Alternatives have been identified. The Value Planning Workshop will focus on cost, performance, and acceptance. Through this process, one or more alternatives, in addition to the No-Action, could be recommended for further study.

The outcome of this task will be a set of Recommended Alternatives and strategies with planning-level details and cost estimates, and with enough detail to be carried forward into future NEPA analysis. The logical termini for the recommended alternatives will be defined to establish segments of independent utility where feasible to support independent NEPA classifications and actions.

## **10.5 Alternatives Screening Documentation**

### **10.5.1 Draft Recommended Alternatives Memorandum**

Consultant will prepare a draft Recommended Alternatives Memorandum and distribute to the Core Team and the Technical Advisory Group for review and comment. This memorandum will include descriptions of each screening level and how and why alternatives were either eliminated or advanced. This document will be incorporated into the final PEL Report, explained in **Task 11**.

### **10.5.2 Final Recommended Alternatives Memorandum**

Consultant will review comments with the Core Team, address and incorporate comments, and submit the final Recommended Alternatives Memorandum.

#### Deliverables:

- Level 1, 2, and 3 Evaluation Matrices
- Draft Recommended Alternatives Memorandum
- Final Recommended Alternatives Memorandum

## 11.0 PEL STUDY DOCUMENTATION

The Consultant will prepare a PEL Report that will describe the objectives, alternatives, and findings developed within this study. The PEL Report will be a technical summary of the engineering and environmental considerations, assumptions, analysis methodologies and illustrations of the final recommended alternatives and implementation considerations. Included in the report will be the NEPA Implementation Plan and responses to the FHWA PEL Questionnaire. The objective of the study will be to receive an acceptance letter from FHWA.

### 11.1 Draft PEL Report

A draft PEL Report will be prepared by the Consultant for review and comment. One set of consolidated comments will be received from the Core Team for incorporation into the final document.

The PEL Study report will include the following chapters which may be subject to revision as directed and approved by the Core Team:

- Executive Summary
- Introduction and Purpose and Need Statement
- Alternatives Development and Screening
- Transportation Impacts
- Environmental Impacts
- Land Use and Land Use Planning Impacts
- Economic Development Impacts
- Agency Coordination and Public Involvement

### 11.2 Draft NEPA Transition Plan and FHWA PEL Questionnaire

The Consultant will prepare a strategic plan for identifying segments of independent utility and probable NEPA classifications for the recommended alternatives to be carried forward for subsequent NEPA analyses. The Consultant will review the FHWA PEL Questionnaire to determine what information is available to carry into the NEPA process, and how subsequent NEPA studies can be appropriately scoped to include any follow-on steps identified in the Questionnaire. Components of the PEL Study report to be addressed in the Questionnaire will include:

- **Agency Scoping**
  - How the PEL methodology should be presented in NEPA.
  - What steps should be taken with each agency during NEPA scoping.
  - Whether any unresolved issues exist with the public, stakeholders, or agencies.
  - How to use PEL study information when coordinating with agencies and the public during the NEPA process.
  - Critical issues identified in the PEL study that need consideration in the NEPA process.
- **Purpose and Need**

- What steps will need to be taken during the NEPA process to convert the PEL study vision/purpose and need into a project-level purpose and need statement(s).
- **Recommended Alternatives to be Brought Forward**
  - Which project alternatives should be brought forward into NEPA and why.
- **Environmental Analysis and Mitigation**
  - Which resource issues need to be considered during NEPA.
  - Which environmental resources were evaluated in the PEL study and why, and how environmental resource data will be supplemented during the NEPA process.
  - Which environmental resources were not evaluated in the PEL study and why, and whether they should be reviewed during the NEPA process.
  - Mitigation strategies that should be analyzed during NEPA.

The plan will also include planning-level analysis and recommendations for potential funding and financing strategies for future improvements recommended in the PEL Study.

A draft NEPA Transition and Documentation Report will be prepared by the Consultant for review and comment. The NEPA Transition and Documentation Report will be a technical summary of the engineering and environmental considerations, assumptions, analysis methodologies and illustrations of the final recommended alternatives and implementation considerations. The Consultant will also complete the FHWA PEL Questionnaire for documentation of the PEL Study and for use with the future NEPA actions. A draft questionnaire will be submitted with the draft PEL report for review and comment.

### **11.3 Final PEL Report, NEPA Transition Plan and FHWA PEL Questionnaire**

Based on comments, a final PEL Report, NEPA Transition Plan and FHWA Questionnaire will be prepared by the Consultant for submission to FHWA by the Core Team. The Consultant will assist the project sponsors with the presentation of the final PEL Report to agency leadership, project partners and key stakeholders, as requested.

#### **Deliverables:**

- Draft PEL Report
- Draft NEPA Transition Plan
- Draft FHWA PEL Questionnaire
- Final PEL Report, NEPA Transition Plan and FHWA PEL Questionnaire

## 12.0 DEFINITIONS AND TERMS

**Preliminary PEL Study Area:** Detailed condition assessment, preliminary corridor for potential interchange alternatives, subject to change based on development of alternatives and stakeholder/public involvement.

**Preliminary Data Modeling Area:** Overall travel modeling area, captures input data for traffic operations, area in which travel patterns may be affected by proposed changes in the Study Area.

**Core Team:** Consists of primary representatives of MAPA, Sarpy County, Cities of Papillion and Gretna, and NDOT. The Core Team will meet regularly (at least monthly) to discuss project progress and make key decisions.

**Technical Advisory Group:** Consists of the Core Team with additional representation from each of their agencies/staff to provide technical guidance on various topics (traffic, planning, economics, design). Also includes additional staff from NDOT and FHWA.

**Community Advisory Group:** Consists of designated representatives from the Core Team jurisdictions expanded to include representatives from the adjacent municipal jurisdictions, possibly to include the cities of Springfield, Bellevue, LaVista, Omaha, and other public or private entities as directed by the Core Team.

**Consultant:** Alfred Benesch and Company and its subconsultants (Hg Consult, Vireo, and Cambridge Systematics)

**Resource Agency:** Federal, State, and local agencies with primary responsibility for natural resources, including the United States Army Corps of Engineers, United State Fish and Wildlife Service, United States Environmental Protection Agency, Nebraska Game and Parks Commission, Nebraska Department of Natural Resources, Nebraska Department of Environment and Energy, Papio-Missouri River Natural Resources District, among others.

**Initial Range of Alternatives:** Those alternatives presented by MAPA or the Project Partners, Consultant, Agencies, or the Public that have a basic proposition to address some or all of the problems in the Study Area, but have not been vetted to determine if or how much they meet the components of the Purpose and Need statement of the project.

**Practicable Alternatives:** Those alternatives that meet the Purpose and Need and are capable of being done within the realm of possibility but have not been validated for basic performance metrics.

**Reasonable Alternatives:** Those alternatives that meet the Purpose and Need, are capable of being done, that meet basic performance metrics and present logical solutions to the problems at hand.

**Recommended Alternatives:** Those alternatives meeting Purpose and Need, are capable of being done, meet basic and advanced performance metrics, present logical solutions, and have relatively fewer resource impacts than others. The recommended alternatives will be refined for further study using a Value Planning Methodology that focuses on performance, cost and acceptance.



# Staffing Plan (CPFF)

Enter General Project Type HERE

**Project Name:** Sarpy County I-80 Interchange Planning Study

**Project Number:** \_\_\_\_\_

**Consultant:** Alfred Benesch and Company

**Control Number:** \_\_\_\_\_

**Consultant PM:** Craig Mielke

**LPA RC:** \_\_\_\_\_ Example: Sue Jones, 402-777-0000, sue@lpa.gov



**NDOT PC:** \_\_\_\_\_ Example: Jane Smith, 402-479-0001, jane.smith@nebraska.gov

**Date:** January 23, 2020

#	Code	Classification	#	Code	Classification
1	PR	Principal	6	DES	Designer
2	PM	Project Manager	7	TECH	Technician
3	SENG	Sr. Engineer	8		
4	ENG	Engineer	9	ENV	Enviromental Scientist
5			10		

<b>Overhead Rate<sup>[1]</sup></b>
161.09%
<b>Fee for Profit Rate<sup>[2]</sup></b>
12.60%
<b>FCCM (if applicable)</b>
0.68%

## BLENDED RATES TABLE

Template: T-WB-Generic Fee Proposal (rev 11-07-2019) CPFF

Employee Name	Job Title & Certifications <sup>[3]</sup>	Current Actual Salary Rate/Hr <sup>[4]</sup>	% Assigned
<b>Principal</b>			
Mike Gorman, PE	Project Principal	\$96.00	100%
		<b>Blended Rate:</b>	<b>\$96.00</b>
<b>Project Manager</b>			
Craig Mielke, PWS	Group Manager, Environmental Scientist	\$56.00	100%
		<b>Blended Rate:</b>	<b>\$56.00</b>
<b>Sr. Engineer</b>			
Jim Jussel, PE, PTOE	Project Manager II, Traffic Engineer	\$58.60	100%
		<b>Blended Rate:</b>	<b>\$58.60</b>
<b>Engineer</b>			
Pat Kastl, PE	Project Manager II, Roadway Engineer	\$58.50	60%
Chris Hennings, PE	Project Manager, Roadway Engineer	\$47.00	40%
		<b>Blended Rate:</b>	<b>\$53.90</b>
<b>Designer</b>			
Jessica Iszczyszyn	Design Engineer - Traffic	\$33.20	100%
		<b>Blended Rate:</b>	<b>\$33.20</b>
<b>Technician</b>			
Tracy Salisbury	Technologist II	\$29.00	100%
		<b>Blended Rate:</b>	<b>\$29.00</b>
<b>Enviromental Scientist</b>			
Zach Kresl	Project Scientist II	\$37.00	100%
		<b>Blended Rate:</b>	<b>\$37.00</b>

# Consultant's Estimate of Hours

Enter General Project Type **HERE**

**Project Name:** Sarpy County I-80 Interchange Planning Study

**Project Number:** \_\_\_\_\_

**Consultant:** Alfred Benesch and Company

**Control Number:** \_\_\_\_\_

**Consultant PM:** Craig Mielke

**NDOT PC:** \_\_\_\_\_

**Date:** January 23, 2020

TASKS	PERSONNEL CLASSIFICATIONS									
	PR	PM	SENG	ENG		DES	TECH		ENV	Total
<b>I. Project Management</b>	<b>6</b>	<b>154</b>	<b>20</b>						<b>8</b>	<b>188</b>
1.1. Project Management Plan		16								16
1.2. Project Controls and Administration		12								12
1.3. Data Sharing		8								8
1.4. Kickoff Meeting	4	12	8						8	32
1.5. Core Team Meetings		12								12
1.6. Internal Meetings		52	12							64
1.7. Technical Advisory Group (coord. and management) - mtgs below		24								24
1.8. Community Advisory Group (coord. and management) - mtgs below		12								12
1.9. Miscellaneous Meetings	2	6								8
<b>II. Study Area Condition Assessment</b>		<b>40</b>	<b>12</b>						<b>52</b>	<b>104</b>
2.1. Planning Context		8							16	24
2.2. Resource Agency Scoping		16							8	24
2.3. Transportation System Assessment			12							12
2.4. Environmental and Land Use Assessment		8							12	20
2.5. Reporting		8							16	24
<b>III. Outreach and Public Engagement</b>		<b>32</b>	<b>12</b>						<b>20</b>	<b>64</b>
3.1. Public Involvement Plan		8								8
3.2.1 Deployment - CAG meetings									12	12
3.2.2 Deployment - Public Meetings		12	12							24
3.2.3 Deployment - Email, Online, Social Media, Press Releases 3.2.6		8								8
3.3. Documentation		4							8	12
<b>IV. Transportation Modeling and Traffic Analysis</b>			<b>60</b>			<b>64</b>			<b>16</b>	<b>140</b>
4.1. Methods and Assumptions			12							12
4.2. Regional Travel Demand Modelling			12							12
4.3. Traffic Operations Analysis			20			64			16	100
4.4. Reporting			16							16
<b>V. Data Collection</b>		<b>8</b>							<b>40</b>	<b>48</b>
5.1. Study Area Base Mapping		4							20	24
5.2. Environmental Data		4							20	24
<b>VI. Purpose and Need</b>	<b>2</b>	<b>32</b>	<b>8</b>							<b>42</b>

TASKS	PERSONNEL CLASSIFICATIONS										
	PR	PM	SENG	ENG		DES	TECH		ENV		Total
6.1. Develop P&N	2	16	8								26
6.2. Documentation of P&N		16									16
<b>VII. Subarea Planning</b>		<b>24</b>							<b>8</b>		<b>32</b>
7.1. Existing Conditions Analysis									4		4
7.2. Subarea Profile									4		4
7.3. Stakeholder Land Use Visioning		8									8
7.4. Preliminary SAP Memorandum		8									8
7.5. Final SAP Report		8									8
<b>VIII. Screening Criteria Development</b>	<b>2</b>	<b>40</b>	<b>24</b>						<b>16</b>		<b>82</b>
8.1. Performance Metrics	2	24	16						16		58
8.2. Screening Criteria Memorandum		16	8								24
<b>IX. Alternatives Development</b>		<b>28</b>	<b>64</b>	<b>48</b>			<b>40</b>		<b>12</b>		<b>192</b>
9.1. New Interchanges		8	36	24			20				88
9.2. Street Network Layout		8	20	24			20				72
9.3. Reporting		12	8						12		32
<b>X. Screening</b>	<b>4</b>	<b>60</b>	<b>44</b>	<b>8</b>					<b>28</b>		<b>144</b>
10.1. Level 1		16	4								20
10.2. Level 2		12	12						6		30
10.3. Level 3		12	12						6		30
10.4. Value Planning Workshop	4	12	16	8							40
10.5. Reporting		8							16		24
<b>XI. PEL Study Documentation</b>	<b>6</b>	<b>32</b>									<b>38</b>
11.1- 11.2 Draft PEL Report, Transition Plan, FHWA Questionnaire		16									16
11.3. Final Report	6	16									22
<b>Total Days</b>	<b>2.5</b>	<b>56.3</b>	<b>30.5</b>	<b>7</b>		<b>8</b>	<b>5</b>		<b>25</b>		<b>134</b>
<b>Total Hours</b>	<b>20</b>	<b>450</b>	<b>244</b>	<b>56</b>		<b>64</b>	<b>40</b>		<b>200</b>		<b>1,074.0</b>

**Direct Expenses**Enter General Project Type **HERE****Project Name:** Sarpy County I-80 Interchange Planning Study**Project Number:** \_\_\_\_\_**Consultant:** Alfred Benesch and Company**Control Number:** \_\_\_\_\_**Date:** January 23, 2020

<b>Subconsultants:</b>			<b>Amount</b>	
Hg Consult			\$120,999.52	
Vireo			\$50,936.14	
Cambridge Systematics			\$30,205.52	
<b>Subtotal</b>			<b>\$202,141.18</b>	
<b>Printing and Reproduction:</b>		<b>Qty</b>	<b>Unit Cost</b>	<b>Amount</b>
Printing and Reproduction:		500	\$1.00	\$500.00
<b>Subtotal</b>			<b>\$500.00</b>	
<b>Mileage/Travel:</b>		<b>Qty</b>	<b>Unit Cost</b>	<b>Amount</b>
Mileage/Travel:		3000	\$0.580	\$1,740.00
<b>Subtotal</b>			<b>\$1,740.00</b>	
<b>Lodging/Meals:</b>		<b>Qty</b>	<b>Unit Cost</b>	<b>Amount</b>
Motel - Standard Rate \$96+tax			\$113.00	
Motel - Omaha/Douglas Co. \$110+tax			\$126.00	
Meals & Incidentals (GSA Standard Rate, full days)			\$55.00	
Meals & Incidentals (GSA Standard Rate, first and last days)			\$41.25	
Meals & Incidentals (GSA Std Rate, full days, Omaha/Douglas Co.)			\$61.00	
Meals & Incidentals (GSA Std Rate, first and last days, Omaha/Douglas Co.)			\$45.75	
<b>Subtotal</b>				
<b>Other Miscellaneous Costs:</b>		<b>Qty</b>	<b>Unit Cost</b>	<b>Amount</b>
<b>Subtotal</b>				
<b>TOTAL DIRECT EXPENSES</b>			<b>\$204,381.18</b>	

**Project Cost & Breakdown**

Enter General Project Type HERE

Project Name: Sarpy County I-80 Interchange Planning Study

Project Number: \_\_\_\_\_

Consultant: Alfred Benesch and Company

Control Number: \_\_\_\_\_

Consultant PM: Craig Mielke

NDOT PC: \_\_\_\_\_

Date: January 23, 2020

<b>DIRECT LABOR COSTS</b>			
<b>Classification</b>	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Principal	20	\$96.00	\$1,920.00
Project Manager	450	\$56.00	\$25,200.00
Sr. Engineer	244	\$58.60	\$14,298.40
Engineer	56	\$53.90	\$3,018.40
Designer	64	\$33.20	\$2,124.80
Technician	40	\$29.00	\$1,160.00
Enviromental Scientist	200	\$37.00	\$7,400.00
	1074	<b>Subtotal</b>	<b>\$55,121.60</b>

<b>DIRECT EXPENSES</b>	<b>Amount</b>
Subconsultants:	\$202,141.18
Printing And Reproduction:	\$500.00
Mileage/Travel:	\$1,740.00
Lodging/Meals:	
Other Miscellaneous Costs:	
<b>Subtotal</b>	<b>\$204,381.18</b>

<b>TOTAL PROJECT COSTS</b>	<b>Amount</b>
Direct Labor Costs	\$55,121.60
Labor Cost Escalation Factor for Multi-year Projects (if allowed): Y 1.0 years @ 3.0% / year =	
Overhead @ 161.09%	\$88,795.39
Facility Capital Cost of Money (FCCM) @ 0.680% (labor costs x FCCM%)	\$374.83
Direct Expenses	\$204,381.18
Fee for Profit Rate @ 12.60%	\$18,133.54
<b>TOTAL COST</b>	<b>\$366,806.54</b>

## County Funding Requests FY-21

	Population		FYE 20			FYE 21		
	2010 Census	% of Pop	\$/capita	FYE 20 Request	FYE 21 \$/cap	Dues @ 48¢	\$/cap	Dues @ 50¢
<b>Cass Co.</b>	25,241	<b>3.1%</b>	\$ 0.47	\$ 11,740	\$ 0.48	\$ 12,116	\$ 0.50	\$ 12,621
<b>Douglas Co.</b>	517,110	<b>64.3%</b>	\$ 0.47	\$ 240,526	\$ 0.48	\$ 248,213	\$ 0.50	\$ 258,555
<b>Sarpy Co.</b>	158,840	<b>19.7%</b>	\$ 0.47	\$ 73,882	\$ 0.48	\$ 76,243	\$ 0.50	\$ 79,420
<b>Washington Co.</b>	20,234	<b>2.5%</b>	\$ 0.47	\$ 9,412	\$ 0.48	\$ 9,712	\$ 0.50	\$ 10,117
<b>Mills Co.</b>	15,059	<b>1.9%</b>	\$ 0.47	\$ 7,004	\$ 0.48	\$ 7,228	\$ 0.50	\$ 7,530
<b>Pottawattamie Co.</b>	93,158	<b>11.6%</b>	\$ 0.47	\$ 43,332	\$ 0.48	\$ 44,716	\$ 0.50	\$ 46,579
<b>Total</b>	<b>804,401</b>	<b>100%</b>		<b>\$ 374,156</b>		<b>\$ 386,112</b>		<b>\$ 402,201</b>

### FY21 anticipated major funds (non pass-through)

#### Federal funds

Nebraska PL	\$1,100,000
Nebraska FTA	\$300,000
Iowa DOT MPO	\$115,000
Iowa DOT RPA	\$30,000
FTA 5310	\$50,000
EDA	\$70,000
	<b>\$1,665,000</b>

#### State Funds

Nebraska DED	\$80,000
Iowa COG	\$15,000
	<b>\$95,000</b>

#### Local funds

TIP Fee	\$180,000
Contracts/misc	\$100,000
	<b>\$280,000</b>

Federal	\$1,665,000
State	\$95,000
Local	\$280,000
<b>Subtotal</b>	<b>\$2,040,000</b>
Goal	\$2,450,000
Difference	\$410,000



## FY 2021 BUDGET SCHEDULE

### December

Council of Officials  
Announce Annual Member Survey

### January

Finance Committee  
Recommend County Fund Request

Board of Directors  
Approve County Fund Request

### February

RPAC  
Review Member Annual Survey Response

MAPA Staff  
Strategic Planning Meeting  
Discuss Pass-Through Transportation Planning Funds with Members

Finance Committee & Board of Directors  
Review/Approve Preliminary Funds Budget # 1

### March

NDOT & IDOT  
Provide FY 2021 Targets for FHWA & FTA Planning Funds

TTAC, Finance Committee & Board of Directors  
Review/Approve Draft Work Program / UPWP

Council of Officials  
Recommend Program Priorities  
Approve Draft Work Program / UPWP

RPA-18  
Approve Draft TPWP (Submit to IDOT April 1)

### April

MAPA Staff  
Submit Draft UPWP & TPWP to State and Federal Agencies for Review  
Draft UPWP Public Comment Period (30 days)  
Submit In-kind / Tapered Match Requests to State and Federal Agencies

RPAC  
Review Draft Work Program / UPWP

Finance Committee & Board of Directors  
Review Preliminary Funds Budget #2  
Review Preliminary Line Item Budget  
Review Preliminary Program Budget  
Review Draft Community Development Work Program  
Review Draft Foundation Budget  
Review Draft Strategic Plan Update

### May

TTAC, Finance Committee & Board of Directors  
Recommend/Approve Final Funds Budget  
Recommend/Approve Final Line Item Budget  
Recommend/Approve Final Program Budget  
Recommend/Approve Final Work Program / UPWP  
Recommend/Approve Community Development Work Program  
Recommend/Approve Strategic Plan Update

RPA-18  
Approve Final TPWP

### June

Council of Officials  
Approve Final Work Program / UPWP  
Approve Strategic Plan Update

MAPA Staff  
Submit Final Work Program to State and Federal Partners

Board of Directors  
Approve MOUs for Pass-Through Transportation Grants and Studies  
Approve Final TIP and MOUs for TIP Fees

**Resolution No. 2020-01**

**MAPA FOUNDATION BOARD RESOLUTION APPROVING THE ADMINISTRATIVE PLAN FOR THE DANA CAMPUS REVOLVING LOAN FUND.**

WHEREAS, the Nebraska Department of Economic Development (NDED) administers the Nebraska Affordable Housing Trust Fund Program (NAHTF); and

WHEREAS, NDED made NAHTF funding available through the Innovative Housing Demonstration Program (Program); and

WHEREAS, the MAPA Foundation submitted an application for funding under the Program to establish a revolving loan fund to undertake adaptive reuse of buildings on the former Dana Campus in Blair; and

WHEREAS, said application was awarded funding in the amount of \$450,000 to establish a revolving loan fund; and

WHEREAS, a contract between NDED and the MAPA Foundation has been executed for the funding award; and

WHEREAS, an Administrative Plan for the Danna Campus Revolving Loan Fund has been prepared to guide the implementation of the Fund; and

RESOLVED, that the Administrative Plan for the Danna Campus Revolving Loan Fund is hereby approved and adopted.

Passed this 20th day of January, 2020.

---

Doug Kindig, Chairperson  
MAPA Foundation Board of Directors



## **Dana Campus Revolving Loan Fund Administrative Plan**

**Administered by:  
MAPA Foundation**

The Nebraska Affordable Housing Trust Fund (NAHTF) was established by the 1996 Nebraska Affordable Housing Act. The Act was adopted to address the state's affordable housing needs and called for a portion of the documentary stamp tax from the Nebraska real estate transactions to be transferred to NAHTF. The MAPA Foundation applied and was awarded \$450,000 under the NAHTF Program to establish a revolving loan fund to promote affordable housing projects on the former Dana Campus. Funds will be matched by \$50,000 from the Angels Share/MAPA Foundation. The MAPA Foundation will be the administrator of the Dana Campus Revolving Loan Fund (Dana RLF). The controlling body of the MAPA Foundation is the Board of Directors ("Board").

The Nebraska Department of Economic Development (NDED) awards NAHTF resources to promote or enhance:

- new affordable rental housing and the preservation of affordable rental housing;
- housing preservation by improving the quality of existing affordable housing;
- additional households into homeownership by expanding affordable homeownership opportunities; and
- an understanding of fair housing law through outreach and education.

**Section 1 - Geographic Service Area:** The geographic service area of the Dana RLF is Lots 1 – 11, Transformation Hill Subdivision to the City of Blair. The service area of the Dana RLF may be modified in the future to add other areas in the City of Blair as an amendment to this Plan outlined in Section 9.

**Section 2 - Eligible Activities:** The activities listed in Section 58-706 of the Nebraska Affordable Housing Act shall be eligible to receive loans from the Dana RLF. All projects undertaken must benefit households at or below 120% of median family income.

**Section 3 - Eligible Applicant Entities:** Subject to Section 6 of this Plan, entities eligible to receive loans from the Dana RLF include:

- Non-Profit 501 (c) (3), 501 (c) (4), 501 (c) (6) housing related service organizations; and
- Private residential home builders and developers (Sole Proprietorship, "S" Corporations, "C" Corporations, General Partnerships, Limited Partnerships, and Limited Liability Companies).
- 

**Section 4 - Types, Amounts and Terms of Assistance:** The Dana RLF will be a revolving loan account intended to provide financing to entities undertaking eligible activities outlined in Section 2. The right is

reserved to negotiate rates for the term and conditions of financial assistance with each applicant, terms and conditions may vary from applicant to applicant and project to project.

**Section 5 - Administration:**

Dana RLF administrator – MAPA’s Manager of Community and Economic Development will act as the fund administrator of the Dana RLF. The fund administrator will be assisted by a Community and Economic Development Planner.

The fund administrator will be responsible for coordinating meetings, communicating with the applicant/borrower about projects and the overall management of the Dana RLF in terms of applications, closing and project management as it relates to the Dana RLF.

The fund administrator shall provide as least quarterly finance and progress reports to the MAPA Finance Committee and Board.

The Dana RLF may contract with an experienced loan servicer such as a title company or banking institution to assist in construction loan administration and servicing. Other third party services may be retained for credit reports, appraisals, legal, loan closing, etc. as determined necessary for the operation of the Fund.

**Section 6 - Project Selection:**

Projects – Project will be selected on an open basis as resources are available.

Application - Applications are available at: MAPA Foundation; 2222 Cuming Street Omaha, NE 68102-4328 or via the agency website at <http://www.mapacog.org>

Initial Submittal Requirements – The following information shall be provided for review:

- Project summary;
- Sources and uses of funds;
- Proposed builder equity;
- Proposed term and interest rate;
- Site plans;
- Building plans with elevations;
- Site plan;
- Builder’s cost breakdown;
- Documentation on site control; and
- Certificate of insurance.

Loan Review Committee - All proposals, loans, and contracts will be reviewed by a three member Loan Review Committee (“Committee”) comprised of the fund administrator, a MAPA community

development staff member, and one Angels Share representative. Additional members may be added to the Committee as approved by the Board.

The Committee will review and make loan recommendation of approval or denial to the Board. The Committee will also recommend changes in the Investment Plan of the Dana RLF to the Board. The structure of the Committee and their attendance at meetings are critical to the success of the Dana RLF. The Committee will meet on an “as needed” basis. The Committee may conduct its review during a face to face meeting, by mail, email, or using telephone conference call. A quorum of the Committee (three members) is required to meet. All recommendations will require a simple majority of the quorum. The Committee shall perform the following duties:

- Assess and analyze, recommend approval or denial of loan requests or loan extensions to the Board;
- Assist the fund administrator in the refinement of loan underwriting and policies;
- Assess and analyze, recommend foreclosure proceedings in the event of default;
- Review loan compliance with exposure limits, actions taken on loans with delinquencies, and loan maturities;
- Review report of the fund administrator;
- Review and recommend new loan products needed or other new opportunities; and
- Undertake other related activities as the Board requests.

The Board, Committee members, and staff shall keep confidential all information that is provided to them that is reasonably clear to be confidential or sensitive in nature even when the information affects an activity of the Board or Committee member outside of the fund administrator.

Determination - Recommendations from the loan review committee shall be approved by the MAPA Foundation Board of Directors, who will ratify final terms and conditions of applications for assistance.

Process – The following process will be used on loans:

- Letter of Commitment – Upon completion of the developer selection process outlined in this section, a letter of commitment will be prepared outlining loan amounts offered and terms. The letter will also include application forms and checklist outlining details to be completed before the loan can close and funding can begin (plot plan, detailed construction plans, material specifications, list of subcontractors, appraisal based on location and construction plans, etc.).
- Loan Security Documents – At a minimum, all loans provided by the Dana RLF will be secured with a promissory note and deed of trust. The Fund may require additional forms of security as determined necessary by Dana RLF.
- Loan Closing – Upon completion of the checklist items and loan approval, a loan closing with the developer will be conducted. At this time, loan agreements, security interests and other documents will be executed and recorded.

- Loan Administration – Drawdown of loan proceeds shall be disbursed on a monthly basis or construction schedule as negotiated with the developer. All costs shall be documented, and verified and determined eligible by the Dana RLF prior to payment. Contractor and subcontractor lien waivers will be obtained as necessary on each draw.
- Loan Repayment – Upon sale of the newly constructed workforce housing unit, the loan plus accrued interest would be deposited to the Dana RLF.
- Loan Servicing and Delinquencies – The Dana RLF will follow industry standards practiced by the loan servicing firms regarding determination and handling of late payments, delinquent accounts and collections.

### **Section 7 - Risk Mitigation:**

The Fund will employ the following actions to mitigate risk and to minimize losses to the Fund:

- A due diligence review will be completed on each developer and/or project to receive assistance.
- The Committee will review each loan application as to credit worthiness before entering loan agreements.
- The Dana RLF desires to maximize developer equity on each workforce housing unit and will score submittals accordingly.
- Terms and interest rates will be set through the RFP process ensuring competition and selected based on the most advantageous to the Dana RLF.
- The Dana RLF may utilize multiple developers to implement the Program which will spread risk over several development entities.
- Adequate security will be filed on each loan provided by the Dana RLF.
- Where determined appropriate by the Dana RLF, the use of other security will be utilized.

**Section 8 – Program Income Reuse Plan:** The Fund is intended to retain program income through the repayment of loans made to projects or recaptured funds from completed projects to be used for future NATHF eligible activities in the geographic service area. The following requirements shall be applied with the use of program income:

- Funded activities shall be consistent with the Nebraska Affordable Housing Act.
- Program income funds are those returned, repaid, or recaptured to the Dana RLF.
- Program income funds shall be first utilized for the initial/current project if the project is not completed.
- The Dana RLF is responsible for developing and utilizing new program guidelines for all new eligible activities as necessary.
- Up to 20% of program income may be utilized for general administration expenses.
- All loans shall be adequately secured to protect the Dana RLF assets.

- In the event of recapture and the income is received, the amount of recapture cannot exceed the net proceeds (sales price minus superior loan repayment and any closing costs).
- The MAPA Foundation shall deposit all program income into its revolving loan fund account which shall be a specific interest bearing account.

**Section 9 - Conflict of Interest Clause:** No member of the Board; Committee; or official, employee, or agent of MAPA Foundation who exercises policy, decision-making functions, or has responsibilities in connection with the planning and implementation of the Dana RLF shall directly or indirectly benefit from the program.

**Section 10 - Plan Amendments:** The Board may consider amendments to this Plan at any time. The Committee, shall consider any proposed Plan amendments and make a recommendation to the Board for consideration. Changes shall be adopted in the form of a resolution.

**Dana RLF Geographic Service Area**



**Resolution No. 2020-01**

**MAPA FOUNDATION BOARD RESOLUTION APPROVING THE ADMINISTRATIVE PLAN FOR THE DANA CAMPUS REVOLVING LOAN FUND.**

WHEREAS, the Nebraska Department of Economic Development (NDED) administers the Nebraska Affordable Housing Trust Fund Program (NAHTF); and

WHEREAS, NDED made NAHTF funding available through the Innovative Housing Demonstration Program (Program); and

WHEREAS, the MAPA Foundation submitted an application for funding under the Program to establish a revolving loan fund to undertake adaptive reuse of buildings on the former Dana Campus in Blair; and

WHEREAS, said application was awarded funding in the amount of \$450,000 to establish a revolving loan fund; and

WHEREAS, a contract between NDED and the MAPA Foundation has been executed for the funding award; and

WHEREAS, an Administrative Plan for the Danna Campus Revolving Loan Fund has been prepared to guide the implementation of the Fund; and

RESOLVED, that the Administrative Plan for the Danna Campus Revolving Loan Fund is hereby approved and adopted.

Passed this 20th day of January, 2020.

---

Doug Kindig, Chairperson  
MAPA Foundation Board of Directors

**RESOLUTION NUMBER 2020-02**

**MAPA FOUNDATION RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING AND LOAN AGREEMENT WITH ANGELS SHARE.**

WHEREAS, On May 30, 2019, the MAPA Foundation Board authorized the submission of an application to the Nebraska Department of Economic Development (NDED) for Nebraska Affordable Housing Trust Program Funds (NAHTF) for the renovation of Dana Suites building at 2832 Hansen Drive in Blair, NE; and

WHEREAS, said application was subsequently awarded funding; and

WHEREAS, the MAPA Foundation executed Contract No. 18-TRFH-17089 with NDED on August 28, 2019; and

WHEREAS, said contract provides \$420,000 in funding to the MAPA Foundation which in turn will be loaned to Angel Share to renovate the building at 2832 Hansen Drive as a 12 unit affordable housing project; and

WHEREAS, all special conditions for the release of funds have been completed and reviewed by NDED; and

WHEREAS, a memorandum of understanding and loan agreement between the MAPA Foundation and Angels Share have been prepared and require Board approval prior to execution; and

NOW THEREFORE BE IT RESOLVED, the Board of Directors of the MAPA Foundation hereby authorizes the Executive Director to execute a memorandum of understanding and loan agreement with Angels Share and to take all actions necessary to implement and complete the activities outlined in NDED Contract No. 18-TRFH-17089 and the Administrative Plan for the Danna Campus Revolving Loan Fund.

Passed this 23rd day of January, 2020.

---

Doug Kindig, Chairperson  
MAPA Foundation Board of Directors

**RESOLUTION NUMBER 2020-02**

**MAPA FOUNDATION RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING AND LOAN AGREEMENT WITH ANGELS SHARE.**

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Passed this 23rd day of January, 2020.

---

Doug Kindig, Chairperson  
MAPA Foundation Board of Directors



# **AGREEMENT CONCERNING NEBRASKA AFFORDABLE HOUSING TRUST FUND PROGRAM FUNDS LOAN [Angel Share]**

This Agreement concerning State of Nebraska's Department of Economic Development Affordable Housing Trust Fund Program Loan is executed this 24th day of January 2020, by MAPA Foundation a Nebraska nonprofit corporation ("MAPA Foundation") and Angels Share a Nebraska Non-Profit Corporation ("Borrower").

## **RECITALS**

A. MAPA Foundation and Owner have applied for and been awarded funding under the State of Nebraska's Department of Economic Development Affordable Housing Trust Fund Program in the amount of \$420,000 (the "Award") for a the renovation of a 12 -unit affordable rental housing project located at 2832 Hansen Drive, Blair, Nebraska, and known as Dana Suites Project consisting of one building containing 12- 2 bedroom housing units (the "Project") being renovated by and to be owned by the Owner. The Award was made pursuant to an application from MAPA Foundation and Owner (the "Application") and is received as a conditional grant to MAPA Foundation MAPA Foundation, in turn, will loan the proceeds of the Award to the Owner.

B. As a condition to receipt of the proceeds of the Award, MAPA Foundation and the Owner have agreed that the Project will be used as moderate-income (120% of Median Family Income) housing for a term of at least 10-years from the date the Project is fully occupied by eligible tenants. Under the Affordable Housing Trust Fund Program Funds requirements, MAPA Foundation is subject to certain compliance obligations with respect to the Project to confirm that the Project has satisfied the low-income housing requirement. Under the terms of the Award, to the extent the Project ceases to be used as low-income housing at any time during the 10-years from the date the funding is received, MAPA Foundation will be obligated to repay the entire principal amount.

C. Based on the Affordable Housing Trust Fund Program Funds requirements, the parties have agreed that the Award shall be reflected as a grant to MAPA Foundation and a subsequent loan by MAPA Foundation to the Owner (the "Project Loan"). The Owner shall grant to MAPA Foundation a Deed of Trust to secure its obligations to MAPA Foundation.

D. The parties desire to memorialize certain agreements concerning the Award.

## **AGREEMENT**

In consideration of the foregoing Recitals, and intending to be bound, the parties agree as follows:

1. Owner agrees that, for as long as it owns the Project, it will take all reasonable measures to ensure that the Project will be maintained as low-income housing for at least 10-years from the date the proceeds of the Award are received.

2. The Owner further covenants and agrees with MAPA Foundation that (i) the Owner will execute and record the Covenant; and (ii) MAPA Foundation shall have the right to enforce the Covenant with respect to any breach of the Covenant by the Owner.

3. MAPA Foundation agrees that compliance by the Owner with the terms of the Covenant shall constitute compliance with the Affordable Housing Trust Fund Program Funds requirements as to the maximum income and rental rates, and that there shall be no event of default attributable to the failure to observe maximum income and rent restrictions under either the "Borrower Loan" or the "Project Loan" if the Owner is in compliance with the terms of the Covenant.

4. The Owner agrees that, for as long as it is the owner of the Project, it will provide all necessary and reasonable assistance to MAPA Foundation in meeting the Affordable Housing Trust Fund Program Funds compliance requirements, as set forth in the Nebraska Department of Economic Development Monitoring and Reporting Procedures for a term of 10 years from the date the proceeds of the Award are first advanced for the Project. Without limiting the generality of the previous sentence, the Owner agrees to provide periodic reports to MAPA Foundation in accordance with the Nebraska Department of Economic Development Monitoring and Reporting Procedures. In the event Owner fails to provide such assistance or reports to MAPA Foundation, such inaction shall constitute an event of default under the promissory note evidencing Affordable Housing Trust Fund Program Loan.

EXECUTED by the parties, to be effective as of the date first set forth above.

MAPA Foundation

BY: \_\_\_\_\_  
Greg P. Youell, Executive Director

Angel Share.

BY: \_\_\_\_\_  
Ed J. Shada, President

STATE OF NEBRASKA    )  
  )  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_ day of \_\_\_\_\_, before me the undersigned, a Notary Public duly commissioned and qualified, personally came Greg P. Youell, Executive Director of the

MAPA Foundation, to me known to be the identical person whose name is affixed to the foregoing instrument and acknowledges the same to be the voluntary act and deed of MAPA Foundation

Witness my hand and notarial seal the day and year last above written.

\_\_\_\_\_  
Notary Public

STATE OF NEBRASKA    )  
  )  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_ day of \_\_\_\_\_, before me the undersigned, a Notary Public duly commissioned and qualified, personally came Edward J. Shada, president of Angel Share, to me known to be the identical person whose name is affixed to the foregoing instrument and acknowledges the same to be the voluntary act and deed of Angel Share.

Witness my hand and notarial seal the day and year last above written.

\_\_\_\_\_  
Notary Public

## **MEMORANDUM OF UNDERSTANDING BETWEEN THE MAPA FOUNDATION AND ANGELS SHARE, INC.**

In consideration of the loan given to Angels Share, Inc. ("OWNERS") in the amount of up to Four Hundred Twenty Thousand Dollars (\$420,000.00) by the MAPA Foundation ("LENDER") pursuant to State of Nebraska Department of Economic Development ("NDED") Nebraska Affordable Housing Trust Fund Program Contract No. 18-TFRH-17089 ("CONTRACT") (a copy of which is attached hereto as Exhibit "1") utilized in the rehabilitation of OWNERS real property, OWNERS agree to grant to the LENDER a Deed of Trust on OWNERS real property which is addressed as 2832 Hansen Drive, Blair, Nebraska, and which is legally described as:

Lot 11, Transformation Hill Addition on the Replat of Lot 17 and Lots 19-26,  
Transformation Hill Addition, a subdivision in the City of Blair, Washington County,  
Nebraska

for \$420,000.00

We further agree as follows:

1. OWNERS shall provide a cash contribution at loan closing in the amount of Fifty Thousand Dollars (\$50,000.00) to the LENDER as the matching funds required under the paragraph 3.01 of the CONTRACT. OWNERS contribution will be combined with \$420,000 LENDER loan to proportionately reimburse the OWNERS costs incurred in the renovation of 2832 Hansen Drive ("PROJECT"). Only the costs listed in the Development Cost Schedule are eligible for reimbursement (a copy of which is attached hereto as Exhibit "2").
2. OWNERS shall secure private loan funds in the amount of \$205,000 and provide documentation of a loan commitment on or before loan closing. The OWNERS may substitute equity for private loan funds upon the establishment on an escrow account acceptable to the LENDER in the amount of \$205,000.
3. OWNERS shall submit reimbursement request of costs incurred on forms as required by NDED. Reimbursement requests will be submitted to MAPA Foundation which will reviewed for adequacy prior to submitting request to NDED. Upon receipt of NDED funds, the LENDER will make the reimburse payment to OWNERS.
4. OWNERS will be responsible for all facets of the rehabilitation of the above properties, including the following:
  - a. Requiring OWNERS and all OWNERS contractors to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration

Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee. In the event OWNERS contractors are individuals or sole proprietorships, OWNERS shall require said contractors to complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us). The attestation form is also reproduced on the last page of the CONTRACT attached hereto. If the contractor indicates on such attestation form that the contractor is a qualified alien, the contractor shall provide the US Citizenship and Immigration Services documentation required to verify the contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program. OWNERS understand and agree that the contractor's lawful presence in the United States is required and the OWNERS or contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

b. Rehabilitation Standards. Upon completion of rehabilitation, the PROJECT shall comply with NDED "Minimum Standards for Single Family and Multi-Family Rehabilitation". A copy of these standards can be found at the following link: <https://opportunity.nebraska.gov/program/nebraska-affordable-housing-trust-fund/#forms>. OWNERS shall obtain a certification from a qualified third party that the PROJECT complies with said standards.

c. Schedule of Work. The proposed schedule for performing the rehabilitation work under the CONTRACT guidelines shall be August 31, 2020.

5. The parties understand that the CONTRACT provides funding for the PROJECT which consists of the rehabilitation of twelve (12) rental units in structure located at 2832 Hansen Drive, Blair, Nebraska.

Pursuant to the CONTRACT, twelve (12) rehabilitated rental units are to be rented to income-qualified renters as provided for in the CONTRACT. All twelve (12) units must be rented or available to income-qualified renters (households with incomes at or below 120% median Family Income) for a period of ten (10) years. When rehabilitation of all twelve (12) rental units is completed, the assisted property OWNERS are required to complete income qualification documents for prospective renters of all twelve (12) units for LENDER approval. Under no circumstances shall a rental lease be entered between a tenant and OWNER without the approval of the LENDER.

6. OWNER shall pay as damages to the LENDER, a recapture the total remaining principal balance of the loan amount of Four Hundred Twenty Thousand Dollars (\$420,000) which shall be immediately due and payable upon the occurrence of any of the following events:

a. OWNER noncompliance with any provision in the Deed of Trust or this Memorandum of Understanding.

- b. OWNER noncompliance with any condition or provision of the CONTRACT.
  - c. OWNER failure to keep the Property in good and substantial repair.
  - d. OWNER failure to pay all taxes and assessments of every kind or nature upon the Property or any part thereof, and any amounts that may come due pursuant to the Deed of Trust and this Memorandum of Understanding.
  - e. OWNER failure to keep the Property insured against loss by fire, windstorm, or flood (Special Flood Hazard Areas) in the name of LENDER by rider or otherwise to the full insurable value thereof with a company licensed by the State of Nebraska pursuant to the Deed of Trust and this Memorandum of Understanding.
  - f. At such time as any action or proceeding is commenced to foreclose upon any prior or subsequent mortgage, deed of trust or lien secured by the Property.
  - g. In the event that the twelve (12) rehabilitated rental units as set forth above are not rented or available to income-qualified renters for the period of affordability set forth in the CONTRACT.
  - h. The sale of the Property on terms that do not require the purchaser to continue to observe the low-income housing requirements identified in (a) and in the CONTRACT.
  - i. Failure of the OWNER to give notice and get written approval from NDED if OWNER refinances.
  - j. The failure of the OWNER to deliver to the Lender all reports required in connection with the Property under the State of NDED, NATHF Program monitoring and reporting procedures.
7. OWNER agrees to complete the United States Citizenship Attestation Form and to have each prospective renter of the unit rehabilitated with funds received pursuant to this Memorandum of Understanding complete the United States Citizenship Attestation Form, available on the State of Nebraska Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us). The attestation form is also reproduced on the last page of the CONTRACT attached hereto.
8. The Recipient's officers, employees, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements, during the time of performance of this contract or for one year after closeout.
9. In the event there is a loss of funding to the State of Nebraska Department of Economic Development which terminates the CONTRACT in full or in part and the State of Nebraska Department of Economic Development is unable to make payments to the MAPA Foundation pursuant to the CONTRACT, OWNER acknowledges that the MAPA Foundation may not be able to make payment to OWNER as contemplated herein.
10. This agreement for recapture shall be secured by a Deed of Trust in favor of the MAPA

Foundation as previously set forth herein for the period of affordability set forth in the CONTRACT. The LENDER requires the OWNERS to execute a loan agreement and requires the Deed of Trust to be in 1<sup>st</sup> lien position.

11. OWNER agrees to comply with all provisions set forth in the CONTRACT applicable to the property receiving benefits pursuant to the CONTRACT.
12. The provisions of this Memorandum of Understanding shall be in effect for a maximum of ten (10) years from the date of project completion (which is upon the lease of all 12 units).
10. This Agreement shall run with the land and be binding upon the heirs, successors, personal representatives and assigns of the respective parties hereto.
11. Time is of the essence.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

OWNER  
Angels Share, Inc.

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Edward J. Shada, President

LENDER  
MAPA Foundation

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Greg Youell, Executive Director