

MAPA COMMITTEE MEETING

July 17, 2019 – 8:30 a.m.

AGENDA

This meeting of the Metropolitan Area Planning Agency Benefits and 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.

Call to Order for Joint Benefits and Finance Committee Meeting

A. [APPROVAL OF MAY 22, 2019 BENEFITS COMMITTEE MEETING MINUTES](#) (ACTION)

The Benefits Committee will consider for approval the May 22, 2019 meeting minutes.

B. [RETIREMENT PLAN FUND OFFERINGS](#) (ACTION)

The Benefits Committee will consider for approval a change in retirement plan fund offerings.

C. [HEALTH INSURANCE](#) (ACTION)

1. [Health Insurance Plan](#)

The Committees will review and consider for recommendation to the Board of Directors for approval one of three health insurance plans.

2. [Premium Structure/Policy Change Recommendation](#)

The Committees will review and consider for recommendation to the Board of Directors for approval changes to the premium structure and Employee Benefits Policy (Section XIII).

D. [ADJOURNMENT OF BENEFITS COMMITTEE](#) (ACTION)

E. [FINANCE COMMITTEE INFORMATION](#)

1. [Monthly Financial Statements](#) (May)

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](#)

F. [FOR FINANCE COMMITTEE APPROVAL](#)

1. [Contract Payments](#)

- a. [City of Omaha - 13th Street Walkability Study - PMT #2 - \\$1,306.46](#)
- b. [Emspace + Lovgren - PMT #12 - \\$13,506.47](#)
- c. [Emspace + Lovgren - PMT #13 - \\$19,906.63](#)
- d. [Steve Jensen Consulting - PMT #2 - \\$910.00](#)
- e. [Vireo - PMT #2 - \\$11,617.65](#)
- f. [Wellcom - PMT #3 - \\$1,380.43](#)

2. Purchases

- a. [Central Plains Technology Plan - \\$5,210.52](#)

3. Travel

- a. [Reclaiming Vacant Properties Conference – Atlanta, GA - October 2-4, 2019 – Jeff Spiehs – Not to exceed \\$1,100](#)
- b. [NARC Executive Directors Conference and Board Retreat – Scottsdale, AZ – October 26 - 30, 2019 – Greg Youell & Carol Vinton – \\$1,713.66](#)

G. RECOMMENDATIONS TO THE BOARD

1. Final Contract Payments

- a. [Douglas County GIS - \\$15,731.00](#)
- b. [City of Omaha Planning - \\$364.76](#)
- c. [Pottawattamie County GIS - \\$4,965.93](#)

2. New Contracts

- a. [Iowa West Foundation Grant - \\$27,500.00](#)
- b. I-80 Interchange Planning & Environmental Linkages (PEL) Study – MOU
 - i. [Sarpy County](#)
 - ii. [Papillion](#)
 - iii. [Gretna](#)

3. Travel

- a. [Heartland 2050 Site-Visit – Dallas, TX – October 23 - 25, 2019 – 4 Staff & 24 Others – \\$47,014.40](#)

4. Audit Engagement Letter

H. OTHER

1. Anticipated FY2020 Activities

- a. [Transportation Studies](#)
- b. [Flood Recovery](#)

I. ADJOURNMENT OF FINANCE COMMITTEE MEETING

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)

**OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
BENEFITS COMMITTEE MEETING**

Minutes
May 22, 2019

The MAPA Benefits Committee met on May 22, 2019 in the MAPA conference room. Melissa Engel called the meeting to order at 8:03 AM.

ROLL CALL/INTRODUCTIONS

Voting Members

Carol Vinton
Patrick Bloomingdale
Greg Youell
Melissa Engel
Grant Anderson

MAPA Staff

Katie Preister

Members Absent

Mike Helgersen

1. Approval of Minutes of the April 25, 2019 meeting.

MOTION by Bloomingdale, SECOND by Anderson to approve the minutes of the April 25, 2019 meeting.
MOTION carried.

2. FY 2020 Insurance Renewal - ACTION

Committee discussed the July renewals for Life and AD&D, LTD, Dental, and Vision. MAPA was able to negotiate a rate pass (0% increase) with no planned changes for all benefits through 6/30/2021.

MOTION by Duda, SECOND by Vinton to approve the FY 2020 Insurance Renewal.
MOTION carried.

3. Part Time Benefits Eligibility - ACTION

Committee discussed changing the benefit eligibility for 30 hours per week to 21 hours per week.

MOTION by Vinton, SECOND by Duda to approve the Part Time Benefits Eligibility.
MOTION carried.

4. Adjournment at 8:10 AM.

Parnassus Mid-Cap PARMX

Category
 Mid-Cap Blend

Investment Information from investment's prospectus

Investment Objective & Strategy

The investment seeks capital appreciation. The fund normally invests at least 80% of its net assets in mid-sized companies. The fund's managers consider a mid-sized company to be one that has a market capitalization between that of the smallest and largest constituents of the Russell Midcap Index measured at the time of purchase. The Russell Midcap Index includes approximately 800 of the smallest companies in the Russell 1000 Index. The fund may normally invest up to 20% of its net assets in smaller- and larger-capitalization companies.

Broad Asset Class: Mid Cap Stocks

Shares of ownership in mid-sized corporations.

Notes

This material is authorized for client use only when preceded or accompanied by a Disclosure Statement, a current plan performance summary, and a fund prospectus and/or informational brochure containing more complete information. These can be obtained from your investment professional or your plan's website and should be read carefully before investing or sending money.

Morningstar ratings reflect the reduction of the fund's expense ratio. However, your plan may charge an administrative fee and/or plan-level fee, which is not reflected in this rating.

To determine a fund's star rating for a given period, the fund's Morningstar risk score is subtracted from its Morningstar return score. If the fund scores in the top 10% of its respective Morningstar category, it receives five stars; if it falls in the next 22.5%, it receives four stars; a place in the middle 35% earns it three stars; those in the next 22.5% receive two stars; and the bottom 10% get one star.

The Broad Asset Class identifies a fund's investment style. The Broad Asset Class was developed by Nationwide in conjunction with Ibbotson Associates for asset allocation. Asset Allocation does not assure a profit or guarantee against loss in a declining market.

NOT A DEPOSIT — NOT FDIC INSURED — NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY — NOT GUARANTEED BY THE INSTITUTION — MAY GO DOWN IN VALUE

Overall Morningstar Rating™

★★★★★

Out of 377 Mid-Cap Blend funds. **An investment's overall Morningstar Rating, based on its risk-adjusted return, is a weighted average of its applicable 3-, 5-, and 10-year Ratings. See disclosure for details.**

Morningstar Return

Above Average

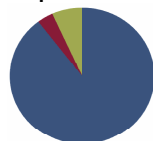
Morningstar Risk

Low

Morningstar Proprietary Statistics

	1-Year	3-Year	5-Year	10-Year
Morningstar Rating	—	★★★★	★★★★★	★★★★★
Fund Rank Percentile	4	18	4	25
Out of # of Investments	457	377	330	234

Portfolio Analysis as of 02-28-19

Composition as of 02-28-19


U.S. Stocks	89.62
Non-U.S. Stocks	3.56
Bonds	0.00
Cash	6.83
Other	0.00

Morningstar Style Box™ as of 02-28-19

	Value	Blend	Growth
Large			
Mid			
Small			

	% Mkt Cap
Giant	0.00
Large	42.71
Medium	56.00
Small	1.29
Micro	0.00

Top 10 Holdings as of 02-28-19

	% Assets
Motorola Solutions Inc	4.54
Hologic Inc	4.35
Teleflex Inc	4.33
First Horizon National Corp	3.76
Fiserv Inc	3.73
Xylem Inc	3.57
Verisk Analytics Inc	3.36
Trimble Inc	3.20
Cerner Corp	2.90
Hanesbrands Inc	2.89
Total Number of Stock Holdings	39
Total Number of Bond Holdings	—
Annual Turnover Ratio %	31.52
Total Fund Assets (\$mil)	3,403.49

Operations

Fund Inception Date	04-29-05
Initial Share Class Inception Date	04-29-05
Advisor	Parnassus Investments
Subadvisor	—

Fees and Expenses as of 05-01-18

Gross Prospectus Expense Ratio	1.01%
Net Prospectus Expense Ratio	0.99%

Waiver Data

Header Data	Type	Exp.Date	%
Management Fee	Contractual	05-01-19	0.02

Portfolio Manager(s)

Matthew D. Gershuny. M.B.A., University of Michigan. B.A., Cornell University. Since 2008.
 Lori A. Keith. M.B.A., Harvard Business School. B.A., University of California. Since 2008.

Statistics as of 02-28-19

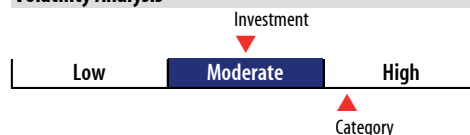
	Stk Port Avg	S&P 500	Category
P/E Ratio	21.24	17.05	15.49
P/B Ratio	3.37	2.97	2.01
P/C Ratio	5.51	8.80	9.17
GeoAvgCap(\$mil)	14,542.73	105,009.98	8,444.33

Risk Measures as of 03-31-19

	Port Avg	S&P 500	Category
3 Yr Std Dev	10.44	10.73	12.91
3 Yr Sharpe Ratio	1.02	1.12	0.68
3 Yr Alpha	0.21	—	-4.18
3 Yr Beta	0.88	—	1.08
3 Yr R-squared	80.90	—	80.83

Morningstar Sectors as of 02-28-19

	%Fund	S&P 500 %
Cyclical	31.72	32.26
Basic Materials	6.81	2.46
Consumer Cyclical	7.97	11.90
Financial Services	12.49	15.40
Real Estate	4.45	2.50
Sensitive	48.01	42.16
Communication Services	1.56	3.56
Energy	2.31	5.43
Industrials	20.54	10.23
Technology	23.60	22.94
Defensive	20.27	25.59
Consumer Defensive	8.16	7.77
Healthcare	10.82	14.49
Utilities	1.29	3.33

Volatility Analysis


In the past, this investment has shown a relatively moderate range of price fluctuations relative to other investments. This investment may experience larger or smaller price declines or price increases depending on market conditions. Some of this risk may be offset by owning other investments with different portfolio makeups or investment strategies.

Federated MDT Mid Cap Growth A FGSAX

Category
Mid-Cap Blend

Overall Morningstar Rating™
★★★★

Morningstar Return
Above Average

Morningstar Risk
High

Out of 377 Mid-Cap Blend funds. **An investment's overall Morningstar Rating, based on its risk-adjusted return, is a weighted average of its applicable 3-, 5-, and 10-year Ratings. See disclosure for details.**

Investment Information from investment's prospectus

Investment Objective & Strategy

The investment seeks appreciation of capital. The fund pursues its investment objective by investing primarily in domestic, mid cap common stocks that offer superior growth prospects. It will invest at least 80% of its net assets (plus any borrowing for investment purposes) in mid cap investments. The fund's manager considers mid cap companies to be those of a size similar to companies listed in the Russell Midcap Growth Index.

Past name: Federated MDT Mid Cap Gr Strats A.

Broad Asset Class: Mid Cap Stocks

Shares of ownership in mid-sized corporations.

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To determine a fund's star rating for a given period, the fund's Morningstar risk score is subtracted from its Morningstar return score. If the fund scores in the top 10% of its respective Morningstar category, it receives five stars; if it falls in the next 22.5%, it receives four stars; a place in the middle 35% earns it three stars; those in the next 22.5% receive two stars; and the bottom 10% get one star.

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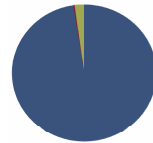
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Morningstar Proprietary Statistics

	1-Year	3-Year	5-Year	10-Year
Morningstar Rating	—	★★★★★	★★★★★	★★★★
Fund Rank Percentile	8	1	2	51
Out of # of Investments	457	377	330	234

Portfolio Analysis as of 12-31-18

Composition as of 12-31-18



U.S. Stocks	97.53
Non-U.S. Stocks	0.27
Bonds	0.00
Cash	2.20
Other	0.00

Morningstar Style Box™ as of 12-31-18

	Value	Blend	Growth
Large			
Mid			
Small			

	% Mkt Cap
Giant	0.00
Large	28.18
Medium	68.51
Small	3.15
Micro	0.16

Top 10 Holdings as of 12-31-18

	% Assets
Xilinx Inc	3.37
Global Payments Inc	3.19
Fortinet Inc	2.96
Veeva Systems Inc Class A	2.93
Live Nation Entertainment Inc	2.79
Lennox International Inc	2.78
Westlake Chemical Corp	2.73
Wyndham Destinations Inc	2.66
Allison Transmission Holdings Inc	2.59
Northern Trust Corp	2.49

Total Number of Stock Holdings	113
Total Number of Bond Holdings	—
Annual Turnover Ratio %	171.00
Total Fund Assets (\$mil)	515.02

Operations

Fund Inception Date	08-23-84
Initial Share Class Inception Date	08-23-84
Advisor	Federated MDTA LLC
Subadvisor	—

Fees and Expenses as of 12-31-18

Gross Prospectus Expense Ratio	1.29%
Net Prospectus Expense Ratio	1.15%

Waiver Data	Type	Exp.Date	%
Expense Ratio	—	01-01-20	0.14

Portfolio Manager(s)

Frederick L. Konopka, CFA. M.S., Massachusetts Institute of Technology (Sloan). A.B., Dartmouth College. Since 2013.
Daniel J. Mahr, CFA. M.S., Harvard University. A.B., Harvard University. Since 2013.

Statistics as of 12-31-18

	Stk Port Avg	S&P 500	Category
P/E Ratio	15.17	17.05	15.49
P/B Ratio	3.62	2.97	2.01
P/C Ratio	9.34	8.80	9.17
GeoAvgCap(\$mil)	10,115.11	105,009.98	8,444.33

Risk Measures as of 03-31-19

	Port Avg	S&P 500	Category
3 Yr Std Dev	15.16	10.73	12.91
3 Yr Sharpe Ratio	0.97	1.12	0.68
3 Yr Alpha	-0.35	—	-4.18
3 Yr Beta	1.26	—	1.08
3 Yr R-squared	79.35	—	80.83

Morningstar Sectors as of 12-31-18

	%Fund	S&P 500 %
Cyclical	38.79	32.26
Basic Materials	4.94	2.46
Consumer Cyclical	23.55	11.90
Financial Services	9.99	15.40
Real Estate	0.31	2.50
Sensitive	46.68	42.16
Communication Services	0.00	3.56
Energy	1.52	5.43
Industrials	17.25	10.23
Technology	27.91	22.94
Defensive	14.53	25.59
Consumer Defensive	4.43	7.77
Healthcare	10.10	14.49
Utilities	0.00	3.33

Volatility Analysis

	Investment
Low	
Moderate	
High	
Category	

In the past, this investment has shown a wide range of price fluctuations relative to other investments. This investment may experience significant price increases in favorable markets or undergo large price declines in adverse markets. Some of this risk may be offset by owning other investments that follow different investment strategies.

Lord Abbett Bond Debenture R4 LBNSX

Category
 Multisector Bond

Overall Morningstar Rating™
 ★★★★★

Morningstar Return
 High

Morningstar Risk
 High

Out of 291 Multisector Bond funds. **An investment's overall Morningstar Rating, based on its risk-adjusted return, is a weighted average of its applicable 3-, 5-, and 10-year Ratings. See disclosure for details.**

Investment Information from investment's prospectus

Investment Objective & Strategy

The investment seeks high current income and the opportunity for capital appreciation to produce a high total return. To pursue its objective, under normal conditions, the fund invests at least 80% of its net assets, plus the amount of any borrowings for investment purposes, in bonds, debentures and other fixed income securities. It may invest a substantial portion of its net assets in high-yield securities (commonly referred to as "below investment grade" or "junk" bonds). The fund may invest up to 20% of its net assets in equity securities, including common stocks, preferred stocks, convertible preferred stocks, and similar instruments.

Broad Asset Class: Bonds

IOUs issued by governments or corporations.

Notes

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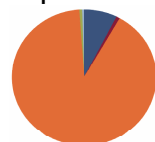
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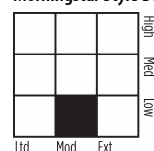
Morningstar Proprietary Statistics

	1-Year	3-Year	5-Year	10-Year
Morningstar Rating	—	★★★★★	—	—
Fund Rank Percentile	33	4	—	—
Out of # of Investments	326	291	—	—

Portfolio Analysis as of 01-31-19

Composition as of 01-31-19


U.S. Stocks	7.45
Non-U.S. Stocks	0.79
Bonds	90.96
Cash	0.66
Other	0.49

Morningstar Style Box™ as of 01-31-19


Average Effective Duration	5.46
Average Effective Maturity	9.85

Top 10 Holdings as of 01-31-19

	% Assets
Federal National Mortgage Association 4.5% 02-01-49	8.08
United States Treasury Notes 0.5% 01-15-28	1.03
Sprint Capital Corporation 6.88% 11-15-28	0.84
United States Treasury Notes 2.75% 05-31-23	0.83
TEXAS A & M UNIV PERM UNIV FD 3.66% 07-01-47	0.56
Tenet Healthcare Corporation 5.13% 05-01-25	0.48
FREEPORT-MCMORAN INC 3.88% 03-15-23	0.47
Pacific Gas and Electric Company 6.05% 03-01-34	0.47
CCO Holdings, LLC/ CCO Holdings Capital Corp. 5.75% 02-15-26	0.47
Verizon Communications Inc. 2.63% 08-15-26	0.45
Total Number of Stock Holdings	74
Total Number of Bond Holdings	652
Annual Turnover Ratio %	147.00
Total Fund Assets (\$mil)	13,161.76

Operations

Fund Inception Date	06-30-15
Initial Share Class Inception Date	04-01-71
Advisor	Lord, Abbett & Co LLC
Subadvisor	—

Fees and Expenses as of 05-01-18

Gross Prospectus Expense Ratio	0.85%
Net Prospectus Expense Ratio	0.85%

Waiver Data	Type	Exp.Date	%
—	—	—	—

Portfolio Manager(s)

Christopher J. Gizzo. Since 2013.
 Steven F. Rocco, CFA. B.A., Cornell University. Since 2014.

Risk Measures as of 03-31-19

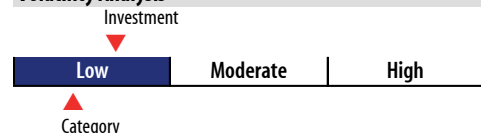
	Port Avg	BC Aggr	Category
3 Yr Std Dev	4.14	2.97	2.99
3 Yr Sharpe Ratio	1.41	0.26	1.13
3 Yr Alpha	5.65	—	2.86
3 Yr Beta	0.40	—	0.50
3 Yr R-squared	8.01	—	29.32

Morningstar Sectors as of 01-31-19

	%Fund	%Category
Government	9.72	24.56
Corporate	73.94	29.18
Securitized	11.74	29.54
Municipal	4.39	0.72
Cash and Equivalents	0.19	10.98
Other	0.02	5.03

Credit Analysis as of 01-31-19

	%Bonds
AAA	13
AA	7
A	9
BBB	22
BB	25
B	20
Below B	4
NR/NA	1

Volatility Analysis


In the past, this investment has shown a relatively small range of fluctuations relative to other investments. Based on this measure, currently more than two thirds of all investments have shown higher levels of risk. Consequently, this investment may appeal to investors looking for a conservative investment strategy.

PIMCO Income A PONAX

Category
 Multisector Bond

Overall Morningstar Rating™
 ★★★★★

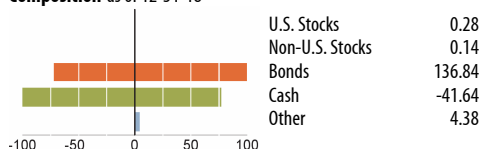
Morningstar Return
 High

Morningstar Risk
 Below Average

 Out of 291 Multisector Bond funds. **An investment's overall Morningstar Rating, based on its risk-adjusted return, is a weighted average of its applicable 3-, 5-, and 10-year Ratings. See disclosure for details.**
Morningstar Proprietary Statistics

	1-Year	3-Year	5-Year	10-Year
Morningstar Rating	—	★★★★	★★★★★	★★★★★
Fund Rank Percentile	40	14	2	2
Out of # of Investments	326	291	225	131

Portfolio Analysis as of 12-31-18

Composition as of 12-31-18

Morningstar Style Box™ as of 12-31-18

Not Available	Average Effective Duration	1.96
	Average Effective Maturity	3.80

Top 10 Holdings as of 12-31-18

	% Assets
Irs Jpy 0.45000 03/20/19-10y Lch 03-20-29	16.25
Irs Usd 2.75000 12/19/18-5y Cme 12-19-23	16.08
Irs Usd 3.14000 07/19/18-5y* Cme 10-19-23	9.42
Cirs Usd 4y Mat 3.85/2.00% M 7/2020 Dub 07-13-22	9.23
Cirs Usd 4y Mat 3.82/2.00% M 7/2020 Glm 07-06-22	9.23

Cirs Usd 4y Mat 3.82/2.00% M 6/2020 Myc 06-29-22	9.22
Fin Fut Uk Gilt Ice 03/27/19 03-28-19	6.81
Federal National Mortgage Association 3.5% 01-14-49	5.99
Federal National Mortgage Association 4% 01-14-49	5.32
Irs Usd 3.00000 12/19/18-10y Cme 12-19-28	5.11

Total Number of Stock Holdings	21
Total Number of Bond Holdings	6617
Annual Turnover Ratio %	266.00
Total Fund Assets (\$mil)	115,317.44

Operations

Fund Inception Date	03-30-07
Initial Share Class Inception Date	03-30-07
Advisor	Pacific Investment Management Company, LLC
Subadvisor	—

Fees and Expenses as of 07-30-18

Gross Prospectus Expense Ratio	1.14%
Net Prospectus Expense Ratio	1.14%

Waiver Data	Type	Exp. Date	%
—	—	—	—

Portfolio Manager(s)

Daniel J. Ivascyn. M.B.A., University of Chicago. B.A., Occidental College. Since 2007.
 Alfred T. Murata. Ph.D., Stanford University. J.D., Stanford Law School. Since 2013.

Investment Information from investment's prospectus

Investment Objective & Strategy

The investment seeks to maximize current income; long-term capital appreciation is a secondary objective. The fund invests at least 65% of its total assets in a multi-sector portfolio of Fixed Income Instruments of varying maturities, which may be represented by forwards or derivatives such as options, futures contracts or swap agreements. It may invest up to 50% of its total assets in high yield securities rated below investment grade by Moody's, S&P or Fitch, or if unrated, as determined by PIMCO.

Broad Asset Class: Bonds

IOUs issued by governments or corporations.

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Risk Measures	as of 03-31-19	Port Avg	BC Aggr	Category
3 Yr Std Dev	1.74	2.97	2.99	
3 Yr Sharpe Ratio	2.45	0.26	1.13	
3 Yr Alpha	4.22	—	2.86	
3 Yr Beta	0.34	—	0.50	
3 Yr R-squared	30.02	—	29.32	

Morningstar Sectors as of 12-31-18

	%Fund	%Category
Government	27.98	24.56
Corporate	9.35	29.18
Securitized	27.93	29.54
Municipal	0.08	0.72
Cash and Equivalents	17.62	10.98
Other	17.04	5.03

Credit Analysis

Not Available %Bonds

Volatility Analysis

Investment	Low	Moderate	High
Category	Low	Moderate	High

In the past, this investment has shown a relatively small range of fluctuations relative to other investments. Based on this measure, currently more than two thirds of all investments have shown higher levels of risk. Consequently, this investment may appeal to investors looking for a conservative investment strategy.

MAPA
Investment Review
For the period ending March 31, 2019

This information is not complete without being preceded or accompanied by the Fund Evaluation and Monitoring Methodology explanation. This explanation can be found by visiting our web site at www.fiduciaryseries.com. After logging in, select Reference Tools, then Methodology from the drop-down menu.



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Nationwide Fiduciary SeriesSM Important Disclosures

KEY for Fiduciary Series website symbols and abbreviations	
*	"Parent share class" - Indicates a fund in which the share class offered in the Nationwide product is different than the share class displayed. This is typically an indication of a fund share class with less than 3 years of performance history, in which case the history for the parent share class with the same fund name has been substituted. The two share classes have identical investment objectives and holdings but may have different fund expenses, which would affect the performance. Please consult your other Nationwide materials and a prospectus for information on the true share class.
⬛	"Blocked fund" - Specific to individual plans : Fund is no longer available for new investment by participants but assets remain in the fund.
✓	"Pass" : - Above Average batting average against peers (greater than .250) - Meets minimum fund analysis criteria outlined in Investment Policy Statement
✗	"Fail" : - Below Average batting average against peers (less than .250) - Does Not Meet minimum fund analysis criteria outlined in Investment Policy Statement
⚠	"Warning Sign" indicator - secondary fund analysis : - On Available Investments, Quarterly Status Summary, Plan Overview reports : indicates fund has at least one Warning Sign - Detailed Analysis report details quantity and characteristics of Warning Sign(s)
SIR	Since Inception Return (fund performance)
GER	Gross Prospectus Expense Ratio : Annual operating expense ratio, gross of any fee waivers, as found in the fee table of the fund's prospectus
Total Assets	Assets and Accounts (number of Participants with assets currently in each investment) are updated twice a month, to reflect data near the middle and end of each month. Therefore, this information will not match back to the quarter-end date noted at the top of this report, but it is designed to provide the user with updates throughout the quarter.

APPROVED FOR ADVISOR USE WITH PLAN SPONSORS

For more information about the available underlying investment options, including all charges and expenses, please consult the respective fund prospectus. Fund prospectuses and additional information relating to your retirement plan can be obtained by contacting your pension representative or by calling 1-800-626-3112. Before investing, carefully consider the fund's investment objectives, risks, charges and expenses. The fund prospectus contains this and other important information. Your clients should read the fund prospectus carefully before investing.

Before investing, understand that mutual funds are not insured by the FDIC, NCUSIF, or any other Federal government agency; are not deposits or obligations of, or guaranteed by, or insured by, the depository institution where offered or any of its affiliates; involve investment risk, including possible loss of value. Performance information prior to a fund's inception date is for the fund's parent share class and may not reflect the current expenses for the available share class.

The gross prospectus expense shown is before fund management expense waivers or reimbursements. The performance shown represents net operating expenses of the funds. If gross operating expenses were reflected in the performance figures, the performance would be lower. For more information about management expense waivers or reimbursements, please read the fund's prospectus.

Total return figures do not reflect the deduction of any trust fees or plan recordkeeping fees that may be imposed in connection with your plan. Such fees and charges, if reflected, would lower the performance shown below. Unusually high performance may be the result of

current favorable market conditions, including successful IPOs or strength of a particular market sector. This performance may not be replicated in the future.

Morningstar Categorical listings are provided within this report. In some instances, the category designated by Morningstar may differ from the label applied by either the mutual fund company or by Nationwide. Morningstar classifies funds based on security holdings within the fund; therefore, asset allocation funds, style drift, as well as other variables may provide explanation for the discrepancy.

Nationwide Fiduciary Batting Average

Each fund is evaluated on the basis of six evaluation measures (fund evaluation measures) that quantify the relative operating expenses, total returns and risk-adjusted performance of a fund within its peer group. The total returns of cash equivalents and index funds are evaluated against their specific market benchmarks. The evaluation methodology is not an attempt to predict a fund's future potential; it summarizes how well each fund has historically balanced expenses, returns and risk. The six evaluation measures together provide a systematic process to evaluate and monitor funds using generally accepted investment principles and modern portfolio theories. For each of the six evaluation measures, all funds are ranked using percentile rankings ranging from 1% (best) to 100% (worst) within their respective peer group to determine each fund's relative performance.

Percentile ranks for each evaluation measure are translated into "batting averages" for presentation purposes. Batting averages range from 0.400 (best) to 0.100 (worst). The six evaluation measures are equally weighted to compute each fund's overall batting average within its peer group, which is used to determine each fund's status rating. This ranking system provides for appropriate comparisons of funds with similar objectives and investment styles. The batting average is not adjusted for any plan or Nationwide charge's or expenses (if applicable). This report must be accompanied by the Fund Evaluation and Monitoring Methodology which is available at www.fiduciaryseries.com under the Reference Tools tab at the top of the screen. Detailed batting average information for each fund can also be obtained at this web site.

The performance data featured represents past performance, which is not a guarantee of future results. The information provided is at fund level and does not include any other fees or expenses, including a contingent deferred sales charge or any applicable variable annuity fees, or any retirement fees or expenses. Investment return and principle value will fluctuate so that the fund's value, when redeemed, may be worth more or less than the amount invested. Current performance may be higher or lower than the performance quoted. For performance information current to the most recent month ended, call 1-800-626-3112.

The market values of investments fluctuate in response to interest rates, investor perceptions, and market liquidity. All investments have some type of risks involving historical and prospective earnings of the security issuer, the value of its assets and general economic, political and market

conditions. As a fiduciary you should be aware of the following risks and disclosures about specific investments and indexes.

Market indices are benchmarks used to represent each asset class: Indexes are unmanaged, and one cannot invest directly in an index. This analysis assumes market indices are reasonable representations of the asset classes and approximate the returns an investor would have experienced from exposures to the depicted asset classes over the period shown. The benchmark index shown for each fund is intended to represent the index that most closely reflects the composition of the fund.

Class	Benchmark
Money Market	Citigroup U.S. Domestic 3-Month T-Bill Index
Intermediate-Term Bond	BarCap Agg Bond Index
Diversified Emerging Mkts	MSCI Emerging Markets Index
Foreign Small/Mid Value	S&P Developed ex US Small Index
Foreign Large Blend	MSCI EAFE Index
Large Growth	S&P 500/Citigroup Growth Index
Large Value	S&P 500/Citigroup Value Index
Small Growth	Russell 2000 Growth Index
Small Value	Russell 2000 Value Index
Specialty — Real Estate	FTSE NAREIT Equity Index

**Not a deposit • Not FDIC or NCUSIF insured • Not guaranteed by the institution
Not insured by any federal government agency • May lose value**

Understanding Risks

Stock markets are volatile and can decline response to adverse developments. Particular funds can react differently to these developments. Here is a list of some of the risks associated with the funds. For specific risks related to each fund, see the fund's prospectus.

1. High-yield funds: Funds that invest in high-yield securities are subject to greater credit risk and price fluctuations than funds that invest in higher-quality securities.
2. International/emerging markets funds: Funds that invest internationally involve risks not associated with investing solely in the United States, such as currency fluctuation, political risk, differences in accounting and the limited availability of information.
3. Non-diversified funds: Funds that invest in a concentrated sector or focus on a relatively small number of securities may be subject to greater volatility than a more diversified investment.
4. Small-/Mid-cap funds: Funds investing in stocks of small-cap, mid-cap or emerging companies may have less liquidity than those investing in larger, established companies and may be subject to greater price volatility and risk than the overall stock market.

5. **Money market funds:** These funds are not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although they seek to preserve the value of your investment at \$1.00 per share, it's possible to lose money by investing in money market funds.
6. **Government funds:** While the funds invest primarily in the securities of the U.S. government and its agencies, the values are not guaranteed by these entities.
7. **Target Date/Maturity funds:** For products that do include Target Date/Maturity funds please keep in mind that like other funds, target date funds are subject to market risk and loss. Loss of principal can occur at any time, including before, at or after the target date. There is no guarantee that target date funds will provide enough income for retirement.
8. **Real estate funds:** Funds that focus on real estate investing are sensitive to economic and business cycles, changing demographic patterns and government actions.
9. **Bond funds:** These funds have the same interest rate, inflation and credit risks associated with the underlying bonds owned by the fund. Interest rate risk is the possibility of a change in the value of a bond due to changing interest rates. Inflation risk arises from the decline in value of cash flows due to loss of purchasing power. Credit risk is the potential loss on an investment based on the bond issuer's failure to repay on the amount borrowed.
10. **Asset allocation funds:** The use of asset allocation as a part of an overall investment strategy does not assure a profit or protect against loss in declining market.
11. **Managed volatility funds:** Funds that are designed to offer traditional long-term investments blended with a strategy that seeks to mitigate risk and manage portfolio volatility. These funds may not be successful in reducing volatility, and it is possible that the funds' volatility management strategies could result in losses greater than if the funds did not use such strategies.
12. **Commodities/Natural resources:** Specific uncertainties associated with commodities and natural resources investing include changes in supply-and-demand relationships due to environmental, economic and political factors, which may cause increased volatility and decreased liquidity.
13. **May include increased volatility due to the use of options or futures.** Leveraged exposure can result in accelerated losses as well as accelerated gains, depending on how the market moves. Funds dedicated to Inverse and Leveraged strategies include increased risk compared to funds that do not use these strategies and are not meant to be long term buy and hold strategies.

14. The American Funds require that all plans selecting any of their funds with R5 shares class have \$1 million or more in total plan assets.
15. Performance and Batting Averages for periods prior to the inception date of the available share class are for the parent share class.
16. Indexes are unmanaged, and one cannot invest directly in an index.

Parent Share Class

Fund names listed with an asterisk indicate fund share classes with less than 3 years of performance history, in which case the history for the parent share class within the same fund name has been substituted. The two share classes have identical investment objectives and holdings but may have different fund expenses, which would affect the performance. Please consult additional Nationwide materials and a prospectus for information on the true share class.

Certain funds are only available as investment options in variable life insurance or variable annuity contracts issued by life insurance companies. They are not offered or made available to the general public directly.

Potential purchasers seeking to use an annuity to fund a qualified or other tax-advantaged retirement plan should understand that the use of an annuity for such purpose is not necessary to achieve tax deferral within a retirement plan.

Investing for a short period makes losses more likely. Investments are not FDIC insured, nor are they deposits of, or guaranteed by, a bank or any other entity.

Data and information are provided for informational purposes only and not intended for the purpose of trading. Although data has been gathered from reliable sources, neither accuracy nor completeness can be guaranteed.

Fund Analysis Tool

The result of reports generated using the fund analysis tool are based upon evaluation criteria identified by the user. Final investment decisions and the analysis used to make those decisions must be made by the client. This report is for demonstration purposes only and should not be considered as a recommendation of specific investment options. Other investment options within The BEST of AMERICA® Group Retirement Series may meet your desired criteria and should be considered for further evaluation. All investment options listed on this report should be accompanied by their respective prospectuses.

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PNW-0268AO.5

Plan Overview

Fund status is based on the fund's overall batting average versus its peer group. See **Methodology**. A fund rated below average for three or more quarters as of the annual asset review date will normally be replaced. Fund status, overall batting average, and all graphical data is shown as of the most recent quarter end. Plan assets and accounts will be updated every two weeks.

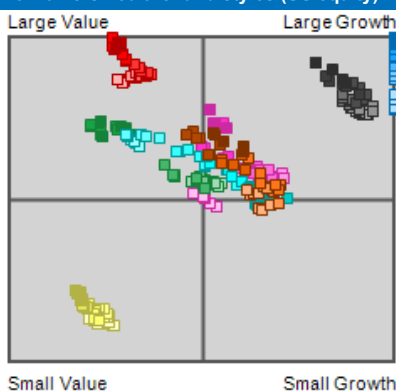
Fund Name	Asset Class	Morningstar Peer Group (# of Funds)	Plan		Overall Batting	
			Assets	Accounts	Average	Status
Nationwide Government Money Market Prime	Cash	Money Market (563 funds)	\$1,073	2	-	✓
Oppenheimer Limited-Term Government A	Bonds	Short Government (101 funds)	\$1,958	1	0.303	✓ ⚠
Lord Abbett Short Duration Income A	Bonds	Short-Term Bond (549 funds)	\$1,533	1	0.354	✓ ⚠
PIMCO Investment Grade Credit Bond A	Bonds	Corporate Bond (214 funds)	\$2,369	2	0.309	✓ ⚠
Pioneer Strategic Income A	Bonds	Multisector Bond (342 funds)	\$3,831	2	0.246	✗ ⚠
BlackRock High Yield Bond Inv A	Bonds	High Yield Bond (694 funds)	\$11,945	4	0.307	✓ ⚠
Oppenheimer International Bond A	Bonds	World Bond (326 funds)	\$3,754	2	0.256	✓ ⚠
Nationwide Inv Dest Mod Cnsv R	Balanced	Conservative Allocation (558 funds)	\$4,503	1	-	-
Nationwide Inv Dest Cnsv R	Balanced	Allocation - 15-30% Equity (206 funds)	\$118	1	-	-
American Funds American Balanced R3	Balanced	Moderate Allocation (780 funds)	\$43,090	4	0.350	✓
Invesco Equity and Income A	Balanced	Moderate Allocation (780 funds)	\$0	0	0.298	✓ ⚠
Nationwide Inv Dest Mod R	Balanced	Moderate Allocation (780 funds)	\$126	1	-	-
American Funds Income Fund of Amer R3	Balanced	Aggressive Allocation (364 funds)	\$39,906	2	0.268	✓ ⚠
Nationwide Inv Dest Mod Agrsv R	Balanced	Aggressive Allocation (364 funds)	\$234,909	4	-	-
Nationwide Inv Dest Agrsv R	Balanced	Allocation - 85%+ Equity (186 funds)	\$6,606	3	-	-
American Funds Capital Income Bldr R3	Balanced	World Allocation (489 funds)	\$0	0	0.279	✓
Nationwide Destination 2010 R	Balanced	Target-Date 2000-2010 (158 funds)	\$0	0	-	-
Nationwide Destination 2015 R	Balanced	Target-Date 2011-2015 (152 funds)	\$0	0	-	-
Nationwide Destination 2020 R	Balanced	Target-Date 2016-2020 (266 funds)	\$0	0	-	-
Nationwide Destination 2025 R	Balanced	Target-Date 2021-2025 (244 funds)	\$0	0	-	-
Nationwide Destination 2030 R	Balanced	Target-Date 2026-2030 (255 funds)	\$0	0	-	-
Nationwide Destination 2035 R	Balanced	Target-Date 2031-2035 (239 funds)	\$12,341	3	-	-
Nationwide Destination 2040 R	Balanced	Target-Date 2036-2040 (255 funds)	\$0	0	-	-
Nationwide Destination 2045 R	Balanced	Target-Date 2041-2045 (239 funds)	\$4,217	1	-	-
Nationwide Destination 2050 R	Balanced	Target-Date 2046-2050 (255 funds)	\$113,896	5	-	-
Nationwide Destination 2055 R	Balanced	Target-Date 2051-2055 (239 funds)	\$8,474	1	-	-
Nationwide Destination 2060 R	Balanced	Target-Date 2056+ (236 funds)	\$0	0	-	-
Putnam Equity Income A	Large Cap	Large Value (1171 funds)	\$28,017	4	0.314	✓
T. Rowe Price Growth Stock R	Large Cap	Large Growth (1403 funds)	\$26,672	4	0.303	✓ ⚠
American Funds Growth Fund of Amer R3	Large Cap	Large Growth (1403 funds)	\$32,272	3	0.253	✓
Victory Sycamore Established Value A	Mid Cap	Mid-Cap Value (399 funds)	\$0	0	0.348	✓
Oppenheimer Main Street Mid Cap A	Mid Cap	Mid-Cap Blend (428 funds)	\$0	0	0.235	✗
Fidelity Advisor Leveraged Co Stk A	Mid Cap	Mid-Cap Blend (428 funds)	\$6,021	1	0.228	✗ ⚠
Eaton Vance Atlanta Capital SMID-Cap A	Mid Cap	Mid-Cap Growth (598 funds)	\$5,077	3	0.299	✓
Goldman Sachs Small Cap Value A	Small Cap	Small Blend (724 funds)	\$11,034	3	0.254	✓ ⚠
Oppenheimer Global A	Intl Stocks	World Stock (921 funds)	\$13,290	4	0.315	✓ ⚠
American Funds Capital World Gr&Inc R3	Intl Stocks	World Stock (921 funds)	\$7,287	2	0.250	✓
American Funds Europacific Growth R3	Intl Stocks	Foreign Large Growth (453 funds)	\$14,596	4	0.252	✓
Fund Window	Other	-	\$0	0	-	-
		Total Assets	\$638,915			

How have the asset classes performed?

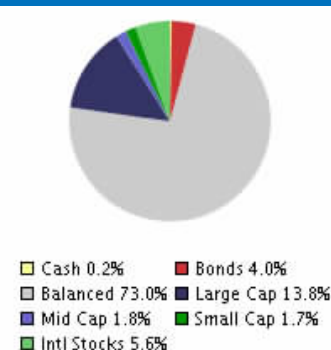
Total Return 1 Year



How diversified are fund styles (US equity)?



How diversified are the plan assets?





For a complete legend and explanation of symbols and abbreviations, see [Important Disclosures](#). This report must be accompanied by Important Disclosures. Data reflects past performance and is no guarantee of future results. Return and benchmark data is provided through Morningstar, Inc.

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Metropolitan Area Planning Agency Premium Breakdown

Renewal Date: September 1, 2019

	BlueCross/BlueShield BluePride Option 3	BlueCross/BlueShield BluePride GPA19N	BlueCross/BlueShield BlueFlex FPA19	BlueCross/BlueShield BluePride GHA19 HSA Gold
Calendar Year Deductible	PPO / NON-PPO	PPO / NON-PPO	PPO / NON-PPO	PPO / NON-PPO
Individual	\$500 / \$1,000	\$1,000 / \$2,000	\$1,000 / \$2,000	\$1,750 / \$3,500
Family	\$1,000 / \$2,000	\$2,000 / \$4,000	\$2,000 / \$4,000	\$3,500 / \$7,000
Coinsurance	80% / 60%	70% / 50%	80% / 60%	90% / 60%
Out of Pocket Maximum				
Individual	\$2,000 / \$5,500	\$4,000 / \$8,000	\$2,000 / \$4,000	\$3,375 / \$67,500
Family	\$4,000 / \$11,000	\$8,000 / Alternative Rates	\$4,000 / \$8,000	\$6,750 / \$13,500
Physician Office Visit (PCP)	\$25 copay / 60%	\$30 copay / 50%	\$30 copay / 60%	90% / 60%
Employees	Current Rates	ACA Community Rates	Alternative Rates	ACA Community Rates
Anderson, Grant (EE)	\$639.15	\$533.18	\$550.47	\$528.36
Barber, Courtney (EE)	\$639.15	\$502.40	\$550.47	\$497.87
Barrett, Natasha (EE)	\$639.15	\$526.24	\$550.47	\$521.49
Brownell, Christina (ESC-2)	\$1,789.61	\$1,722.64	\$1,596.37	\$1,707.09
Corrigan, Joshua (ESC-2)	\$1,789.61	\$1,759.06	\$1,596.37	\$1,743.17
Cutsforth, Susan (EE)	\$639.15	\$846.15	\$550.47	\$838.51
Engel, Melissa (EC-2)	\$1,118.50	\$1,383.67	\$963.32	\$1,371.18
Gross, Donald (ES)	\$1,342.21	\$2,187.77	\$1,128.47	\$2,168.01
Halm, Travis (EE)	\$639.15	\$485.06	\$550.47	\$480.68
Helgersen, Michael (EE)	\$639.15	\$512.81	\$550.47	\$508.18
Loewenstein, Karna (ES)	\$1,342.21	\$2,580.07	\$1,128.47	\$2,556.76
Morales, Amanda (ESC-3)	\$1,789.61	\$2,207.27	\$1,596.37	\$2,187.35
Pigaga, Anne (EE)	\$639.15	\$454.29	\$550.47	\$450.18
Sneller, Emily (EE)	\$639.15	\$512.81	\$550.47	\$508.18
Spiehs, Jeff (EC-3)	\$1,118.50	\$1,534.94	\$963.32	\$1,521.10
Stuckey, Owen (EE)	\$639.15	\$502.40	\$550.47	\$497.87
Walker, Megan (EE)	\$639.15	\$471.19	\$550.47	\$466.94
Youell, Gregory (ESC-7)	\$1,789.61	\$2,164.36	\$1,596.37	\$2,144.82
Total Monthly Cost	\$18,471.36	\$20,886.31	\$16,073.76	\$20,697.74
Total Annual Cost	\$221,656.32	\$250,635.72	\$192,885.12	\$248,372.88
Percent Change from Current		13.1%	-13.0%	12.1%

NOTES:

1) Age band changes are italicized.

2) Final rates are subject to change based on actual enrollment and age on the effective date.
For all carriers (current and bidding), an underwriting process, in accordance with State Law, must be completed to determine final rates.



Metropolitan Area Planning Agency Medical Market Analysis

Renewal Date: September 1, 2019

Carrier	BlueCross/BlueShield BluePride Option 3		BlueCross/BlueShield BluePride GPA19N	
	PPO	Non-PPO	PPO	Non-PPO
Calendar Year Deductible		Embedded		Embedded
Individual	\$500	\$1,000	\$1,000	\$2,000
Family	\$1,000	\$2,000	\$2,000	\$4,000
PPO & Non-PPO Accumulation		Combined		Combined
Coinsurance (after deductible is met)	80%	60%	70%	50%
Out-of-Pocket Maximum				
Individual	\$2,000	\$5,500	\$4,000	\$8,000
Family	\$4,000	\$11,000	\$8,000	Alternative Rates
<i>w/ ded, coinsurance, copays for med / Rx</i>				
Physician Office Services				
Primary Care Physician (PCP)	\$25 copay	60%	\$30 copay	50%
Specialist	\$40 copay	60%	\$60 copay	50%
Telemedicine	\$10 copay	n/a	100% (\$39 charge)	n/a
Preventive Services	100% (ded/coins waived)	60%	100% (ded/coins waived)	50%
Pediatric Vision	Not covered	Not covered	70% or 50%	50%
Pediatric Dental	Not covered	Not covered	70% - Add'l oop for ortho services	70% - Add'l oop for ortho services
Lab / X-ray Services				
Physician Office	Included in copay	60%	70%	50%
Outpatient	80%	60%	70%	50%
Advanced Imaging / Major Diagnostics	80%	60%	70%	50%
Hospital Services				
Physician Charges	80%	60%	70%	50%
Facility Charges	80%	60%	70%	50%
Prescription Drugs	Generic: \$10 copay Formulary: \$30 copay Non-formulary: \$50 copay Specialty: \$70 copay	Generic, Formulary, Non-formulary: In-network benefits + 25% penalty Specialty: \$300 copay	Preferred Generic - \$10 copay Non-Preferred Generic - \$30 copay Preferred Brand - \$50 copay Non-Preferred Brand - \$125 copay Preferred Specialty - Deductible + 40% Non-Preferred Specialty - Deductible + 50%	In-Network Benefits + 25% Penalty Out of Network Pharmacy Includes: CVS/Target
Mental/Nervous & Alcohol/Drug				
Inpatient	80%	60%	70%	50%
Outpatient - Office Services	\$25 copay	60%	70%	50%
Outpatient - All other Services	80%		70%	
Emergency Facility	\$100 copay	Valid Emergency - Same as In-Network	70%	Valid Emergency - Same as In-Network
Urgent Care Center	\$40 copay	60%	\$60 copay	50%



Metropolitan Area Planning Agency Medical Market Analysis

Renewal Date: September 1, 2019

Carrier	BlueCross/BlueShield BluePride Option 3		BlueCross/BlueShield BlueFlex FPA19	
	PPO	Non-PPO	PPO	Non-PPO
Calendar Year Deductible		Embedded		Embedded
Individual	\$500	\$1,000	\$1,000	\$2,000
Family	\$1,000	\$2,000	\$2,000	\$4,000
PPO & Non-PPO Accumulation		Combined		Combined
Coinsurance (after deductible is met)	80%	60%	80%	60%
Out-of-Pocket Maximum				
Individual	\$2,000	\$5,500	\$2,000	\$4,000
Family	\$4,000	\$11,000	\$4,000	\$8,000
<i>w/ ded, coinsurance, copays for med / Rx</i>				
Physician Office Services				
Primary Care Physician (PCP)	\$25 copay	60%	\$30 copay	60%
Specialist	\$40 copay	60%	\$45 copay	60%
Telemedicine	\$10 copay	n/a	\$10 copay	60%
Preventive Services	100% (ded/coins waived)	60%	100% (ded/coins waived)	60%
Pediatric Vision	Not covered	Not covered	Not covered	Not covered
Pediatric Dental	Not covered	Not covered	Not covered	Not covered
Lab / X-ray Services				
Physician Office	Included in copay	60%	80%	60%
Outpatient	80%	60%	80%	60%
Advanced Imaging / Major Diagnostics	80%	60%	80%	60%
Hospital Services				
Physician Charges	80%	60%	80%	60%
Facility Charges	80%	60%	80%	60%
Prescription Drugs	Generic: \$10 copay Formulary: \$30 copay Non-formulary: \$50 copay Specialty: \$70 copay	Generic, Formulary, Non-formulary: In-network benefits + 25% penalty Specialty: \$300 copay	Generic: \$10 copay Formulary: \$30 copay Non-formulary: \$50 copay Specialty: \$100 copay	Generic, Formulary, Non-formulary: In-network benefits + 25% penalty Specialty: Not covered
Mental/Nervous & Alcohol/Drug				
Inpatient	80%	60%	80%	60%
Outpatient - Office Services	\$25 copay	60%	80%	60%
Outpatient - All other Services	80%		80%	
Emergency Facility	\$100 copay	Valid Emergency - Same as In-Network	\$150 copay	Valid Emergency - Same as In-Network
Urgent Care Center	\$40 copay	60%	\$60 copay	60%



Metropolitan Area Planning Agency Medical Market Analysis

Renewal Date: September 1, 2019

Carrier	BlueCross/BlueShield BluePride Option 3		BlueCross/BlueShield BluePride GHA19 HSA Gold	
	PPO	Non-PPO	Aggregate	
Calendar Year Deductible		Embedded	Aggregate	
Individual	\$500	\$1,000	\$1,750	\$3,500
Family	\$1,000	\$2,000	\$3,500	\$7,000
PPO & Non-PPO Accumulation		Combined		
Coinsurance (after deductible is met)	80%	60%	90%	60%
Out-of-Pocket Maximum				
Individual	\$2,000	\$5,500	\$3,375	\$67,500
Family	\$4,000	\$11,000	\$6,750	\$13,500
<i>w/ ded, coinsurance, copays for med / Rx</i>				
Physician Office Services				
Primary Care Physician (PCP)	\$25 copay	60%	90%	60%
Specialist	\$40 copay	60%	90%	60%
Telemedicine	\$10 copay	n/a	90% (\$39 charge)	60%
Preventive Services	100% (ded/coins waived)	60%	100% (ded/coins waived)	60%
Pediatric Vision	Not covered	Not covered	90% or 50%	60%
Pediatric Dental	Not covered	Not covered	90% - Addtl oop for ortho services 90% - Addtl oop for ortho services	
Lab / X-ray Services				
Physician Office	Included in copay	60%	90%	60%
Outpatient	80%	60%	90%	60%
Advanced Imaging / Major Diagnostics	80%	60%	90%	60%
Hospital Services				
Physician Charges	80%	60%	90%	60%
Facility Charges	80%	60%	90%	60%
Prescription Drugs	Generic: \$10 copay Formulary: \$30 copay Non-formulary: \$50 copay Specialty: \$70 copay	Generic, Formulary, Non-formulary: In-network benefits + 25% penalty Specialty: \$300 copay	90%	In-network benefits + 25% penalty
Mental/Nervous & Alcohol/Drug				
Inpatient	80%	60%	90%	60%
Outpatient - Office Services	\$25 copay	60%	90%	60%
Outpatient - All other Services	80%		90%	
Emergency Facility	\$100 copay	Valid Emergency - Same as In-Network	90%	Valid Emergency - Same as In-Network
Urgent Care Center	\$40 copay	60%	90%	60%

Schedule of Benefits Summary

Option FPA19

Payment for Services	In-network Provider	Out-of-network Provider
Covered Services are reimbursed based on the Allowable Charge. Blue Cross and Blue Shield of Nebraska In-network Providers have agreed to accept the benefit payment as payment in full, not including Deductible, Coinsurance and/or Copayment amounts and any charges for non-covered services, which are the Covered Person's responsibility. That means that In-network providers, under the terms of their contract with Blue Cross and Blue Shield, can't bill for amounts over the Contracted Amount. Out-of-network Providers can bill for amounts over the Out-of-network Allowance.		
In-Network provider: The provider network is shown on your ID card. For help in locating In-Network providers, visit www.nebraskablue.com.		
Deductible (the amount the Covered Person pays each Calendar Year for Covered Services before the Coinsurance is payable) <ul style="list-style-type: none"> Individual Family (Embedded*) 	\$1,000 \$2,000	\$2,000 \$4,000
Coinsurance (the percentage amount the Covered Person must pay for most Covered Services after the Deductible has been met) <ul style="list-style-type: none"> Covered Person Pays 	20%	40%
Out-of-pocket Limit (includes the Deductible, Coinsurance and Copayment amounts) <ul style="list-style-type: none"> Individual Family (Embedded*) 	\$2,000 \$4,000	\$4,000 \$8,000
Once the annual Out-of-pocket Limit is reached, most Covered Services are payable by the plan at 100% for the rest of the Calendar Year.		
In-network and Out-of-network Deductible and Out-of-pocket Limits are separate and do not cross accumulate. All other limits (days, visits, sessions, dollar amounts, etc.) do cross accumulate between In-network and Out-of-network, unless noted differently.		
*Embedded – If you have single coverage, you only need to satisfy the individual Deductible and Out-of-pocket Limit amounts. If you have family coverage, no one family member contributes more than the individual amount. Family members may combine their covered expenses to satisfy the required family Deductible and Out-of-pocket amounts.		

Other Covered Services – Illness or Injury		In-network Provider	Out-of-network Provider
Physician Professional Services Inpatient and Outpatient services, such as, surgery, surgical assistant, anesthesia, inpatient hospital visits and other non-surgical services		Deductible and Coinsurance	Deductible and Coinsurance
Pregnancy, Maternity and Newborn Care <ul style="list-style-type: none"> Pregnancy and maternity (Payment for prenatal and postnatal care is included in the payment for the delivery) Newborn care NOTE: Newborns are covered at birth, subject to the plan's enrollment provisions.		Deductible and Coinsurance Deductible and Coinsurance	Deductible and Coinsurance Deductible and Coinsurance
Radiation Therapy and Chemotherapy		Deductible and Coinsurance	Deductible and Coinsurance
Radiology (x-ray) Services and other Diagnostic Test		Deductible and Coinsurance	Deductible and Coinsurance
Rehabilitation Services – Inpatient Facility		Deductible and Coinsurance	Deductible and Coinsurance
Rehabilitation Services <ul style="list-style-type: none"> Cardiac rehabilitation (limited to 18 sessions per diagnosis) Pulmonary Rehabilitation (Chronic lung disease is limited to 18 sessions per diagnosis, not to exceed 18 sessions per Calendar Year. Lung, heart-lung transplants and lung volume are limited to 18 sessions following referral and prior to surgery plus 18 sessions within six months of discharge from hospital following surgery) 		Deductible and Coinsurance Deductible and Coinsurance	Deductible and Coinsurance Deductible and Coinsurance
Renal Dialysis		Deductible and Coinsurance	Deductible and Coinsurance
Skilled Nursing Facility (limited to 60 days per Calendar Year)		Deductible and Coinsurance	Deductible and Coinsurance
Temporomandibular and Craniomandibular Joint Disorder		Deductible and Coinsurance	Deductible and Coinsurance

Rx Option 1

Prescription Drugs	In-network Provider	Out-of-network Provider
Retail and Mail order – per 30-day supply <ul style="list-style-type: none"> Generic drugs Formulary Brand Name Drugs Non-formulary Brand Name Drugs 	<p>\$10</p> <p>\$30</p> <p>\$50</p>	<p>In-network level of benefits + 25%</p> <p>In-network level of benefits + 25%</p> <p>In-network level of benefits + 25%</p>
NOTE: A 90-day supply is available at an Extended Supply Network pharmacy subject to 3 copays		
Specialty drugs (specialty drugs must be purchased through a designated specialty pharmacy after two fills)	\$100	Not Covered

Please note: This Schedule of Benefits Summary is intended to provide you with a brief overview of your benefits. It is not a contract and should not be regarded as one. For more complete information about your plan, including benefits, exclusions and contract limitations, please refer to the master group contract. In the event there are discrepancies between this document and the contract, the terms and conditions of the contract will govern.



BlueFlex

Final Quote

Prepared for: Metropolitan Area Planning Agency

Valid for Effective Date: 9/1/2019

Broker Name: KRISTIN MICHELE NOLLETT

Brokerage Name: SILVERSTONE GROUP INC

Quote Expiration Date: 8/31/2019

Run Date: 6/17/2019

Quote Option FPA19

InNetwork

Deductible (Single/Family)	\$1,000/\$2,000
Coinsurance	20%
Out-Of-Pocket (Single/Family)	\$2,000/\$4,000
Pharmacy	\$10; \$30; \$50; \$100
Physician Office Services	\$30 Copay
Specialist Office Services	\$45 Copay

Aggregate Corridor:

110%

Specific Stop Loss:

\$25,000

NetworkBlue					
Rating Tier	Enrollment	Admin Fee	Stop Loss Premium	Claims Funding	Total Cost
Employee	11	\$110.09	\$220.19	\$220.19	\$550.47
Employee + Spouse	2	\$225.69	\$451.39	\$451.39	\$1,128.47
Employee + Children	2	\$192.66	\$385.33	\$385.33	\$963.32
Employee + Family	4	\$319.27	\$638.55	\$638.55	\$1,596.37
Monthly	19	\$3,324.77	\$6,649.73	\$6,649.73	\$16,624.23
Annual	228	\$39,897.24	\$79,796.76	\$79,796.76	\$199,490.76

Premier Select BlueChoice					
Rating Tier	Enrollment	Admin Fee	Stop Loss Premium	Claims Funding	Total Cost
Employee	11	\$102.39	\$204.78	\$204.77	\$511.94
Employee + Spouse	2	\$209.89	\$419.79	\$419.79	\$1,049.47
Employee + Children	2	\$179.18	\$358.36	\$358.35	\$895.89
Employee + Family	4	\$296.92	\$593.85	\$593.85	\$1,484.62
Monthly	19	\$3,092.11	\$6,184.28	\$6,184.15	\$15,460.54
Annual	228	\$37,105.32	\$74,211.36	\$74,209.80	\$185,526.48

Blueprint Health					
Rating Tier	Enrollment	Admin Fee	Stop Loss Premium	Claims Funding	Total Cost
Employee	11	\$94.68	\$189.36	\$189.37	\$473.41
Employee + Spouse	2	\$194.10	\$388.19	\$388.19	\$970.48
Employee + Children	2	\$165.69	\$331.38	\$331.39	\$828.46
Employee + Family	4	\$274.57	\$549.15	\$549.15	\$1,372.87
Monthly	19	\$2,859.34	\$5,718.70	\$5,718.83	\$14,296.87
Annual	228	\$34,312.08	\$68,624.40	\$68,625.96	\$171,562.44



BlueFlex

Level funded plans

Designed for businesses with 5-50 employees



Why offer BlueFlex?

Value for your small groups:

- PCORI fee reporting, payment reminders and estimated fee cost included in the group's level funding payment*
- 24-month run-out protection on stop loss policy
- No lasering at renewal
- Simplified Rx structure
- BCBSNE meets all Nebraska state mandates required for self-funded plans
- Rates up to 20-30% lower than similar ACA plans
- Multiple networks and plan designs available

Introducing a small group alternative

Blue Cross and Blue Shield of Nebraska's (BCBSNE) BlueFlex provides a great alternative to traditional, fully insured Affordable Care Act-compliant small group health plans. BCBSNE will help groups evaluate their maximum claims risk, then blend specific and aggregate stop loss insurance to create a level funding plan for ease of budgeting each month.

How the BlueFlex plan compares to a traditional ACA product

BlueFlex Level Funding	Traditional ACA Plan
Risk is underwritten	Subject to community rating
Risk is capped through stop loss	Risk is capped through fully insured premium
Opportunity for refund with positive claims	No benefit for positive claims experience
Fixed monthly cost reflects a group's claims experience	Rates vary by the group's community experience
Reporting included	No reporting available

*Note: IRS reporting is the responsibility of the group

HOW DOES BLUEFLEX WORK?

When groups enroll in BlueFlex, they will have a fixed per employee rate each month, made up of three parts:

1

Expected medical and pharmacy costs

Covers claims made by employees and their dependents. This is the maximum groups will have to pay for any claims made on their policy during the coverage year.

2

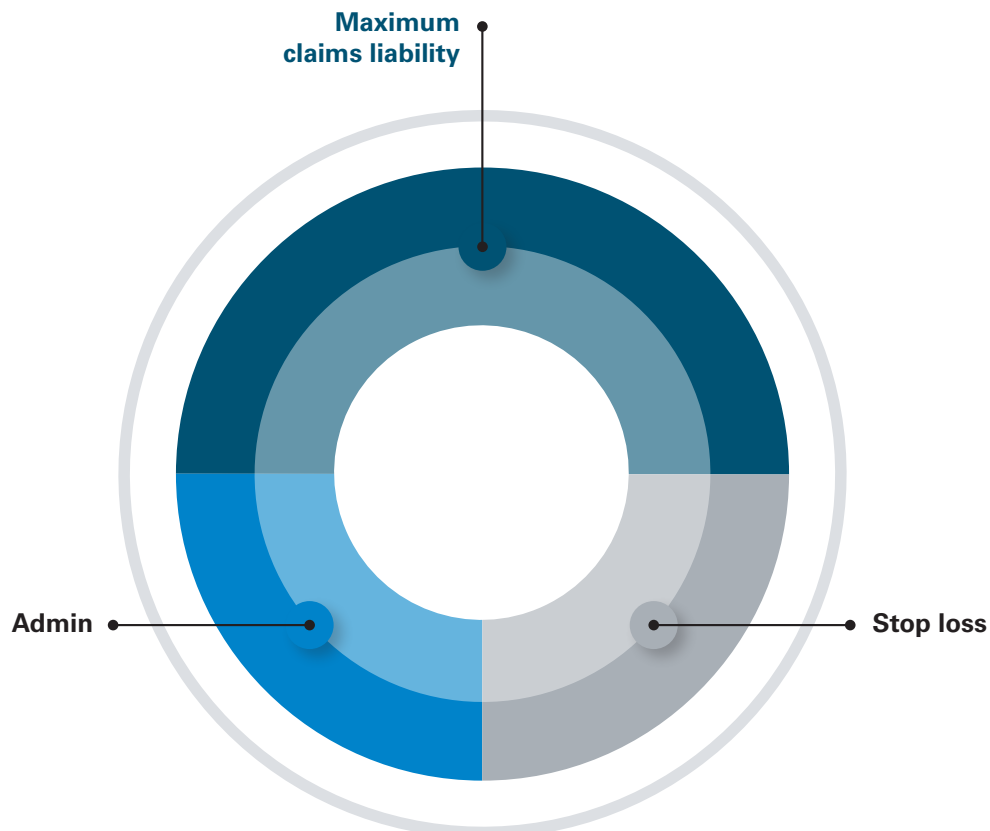
Administration fees

Covers certain services, such as claims processing, customer service and billing.

3

Built-in stop loss policy

Pays for any covered cost above the annualized claims expense. This is financial protection for unexpected policy claims and ensures there are no additional out-of-pocket expenses.

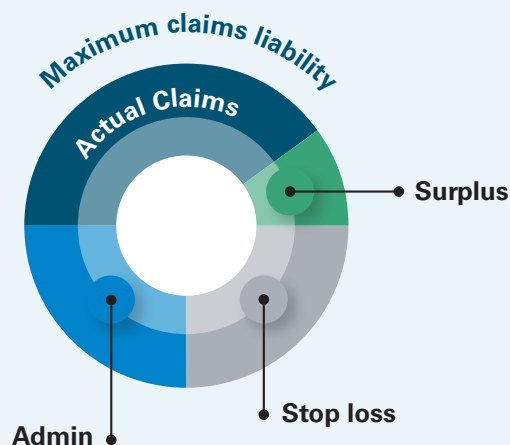


IT'S A WIN-WIN

BlueFlex has been carefully designed to include stop loss and refund options to ensure that groups neither over- nor under-fund their plans.

► Lower-than-expected claims

When a group pays their monthly contribution, a portion of their payment covers claims. At the end of the year, if the actual claims are lower than the maximum claim liability, they will receive a refund of the claims surplus.



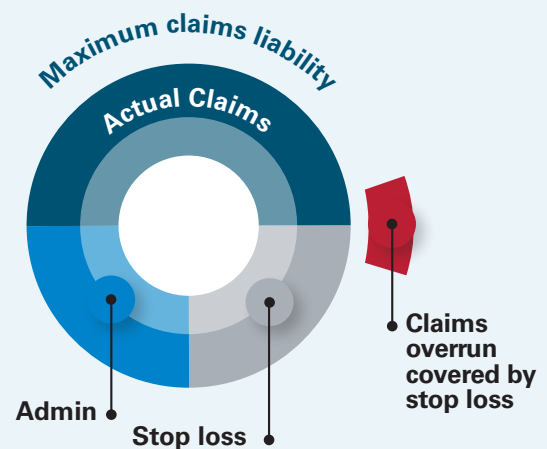
LESS THAN BUDGETED

Surplus

- Four-month post contract payout with group renewal and active coverage
- 110% aggregate corridor
- 50% refunded to group

► Higher-than-expected claims

If the total claims are more than the amount paid, the group's out-of-pocket expenses would be protected and they would not owe any additional money. If the total claims are more than the amount paid, stop loss coverage will cover the claims.



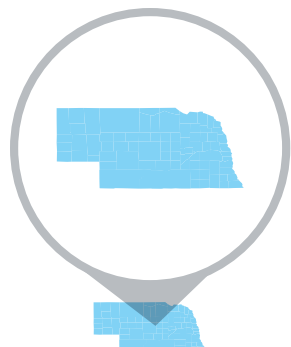
GREATER THAN OR
EQUAL TO BUDGETED

Stop Loss Insurance

- 110% aggregate corridor
- Specific: Group size 5-25: \$25,000
Group size 26-50: \$35,000
- 24-month run-out protection contract
- No lasering at renewal

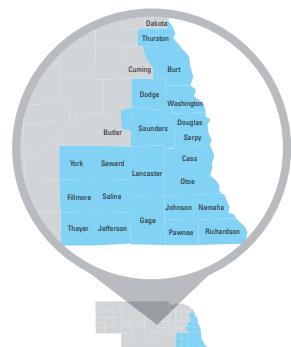
OUR NETWORKS

We understand the importance of having access to high quality health care services. With BlueFlex, your groups can choose any combination of the following networks:



Network: Network BLUE

Network BLUE is our statewide network, made up of 95% of Nebraska's doctors and 100% of the state's non-governmental acute care hospitals.*

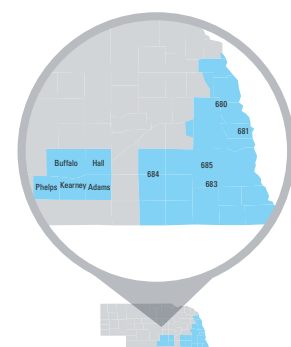


Network: Premier Select BlueChoice

Our Premier Select BlueChoice network is a regional two-tier network available to groups headquartered in Omaha, Lincoln and surrounding communities (680, 681, 683, 684 and 685 ZIP codes). All other Nebraska providers are out of network.

Some of the key hospitals and health care providers include:

- Methodist Hospital System
- Nebraska Medicine
- Bryan Health
- Boystown National Research Hospital
- Children's Hospital and Medical Center



Network: Blueprint Health

Our Blueprint Health network is a regional two-tier network available to groups headquartered in Omaha, Lincoln and surrounding communities in ZIP codes 680, 681, 683, 684 and 685, as well as Adams, Buffalo, Hall, Kearney and Phelps counties. All other Nebraska providers are out of network.

Some of the key hospitals and health care providers include:

- CHI Health System
- Alegent Creighton Health Services
- Nebraska Spine Hospital LLC
- Boystown National Research Hospital
- Children's Hospital and Medical Center

→ For a complete list of hospitals and providers, visit:
www.nebraskablue.com/networks



Out-of-State Networks

BCBSNE members have access to a national network called the BlueCardSM Program. The BlueCard Program gives members access to doctors and hospitals almost everywhere within the United States. Members are covered whether they need care in urban or rural areas.

Outside of the United States, members have access to doctors and hospitals in nearly 200 countries and territories around the world through the Blue Cross Blue Shield Global Core Program.

*According to Blue Cross and Blue Shield of Nebraska statistics.



PPO Options FPA19, FPB19 & FPC19

Pharmacy

Network C, PDL 10

With BlueFlex, employers have access to a much simpler prescription plan than with the traditional ACA product.

Prescription drug coverage is available to BCBSNE members through our Rx Nebraska Prescription Drug Program with our pharmacy benefit manager, Prime Therapeutics, Inc.

	In-Network		Out-of-Network	
Pharmacy Benefits¹				
Generic drugs	\$10 Copay	Walgreens Baker's Kohl's ShopKo U Save Kmart	\$10 Copay + 25% penalty*	CVS
Preferred brand name drugs	\$30 Copay		\$30 Copay + 25% penalty*	
Non preferred brand name drugs	\$50 Copay		\$50 Copay + 25% penalty*	
Specialty drugs²	\$100 Copay		Not Covered	

For a complete listing of in-network pharmacies, visit: nebraskablue.com/resources/pharmacy-tools/find-a-pharmacy

Retail Pharmacies

Members should take their prescription to a participating pharmacy and show the pharmacist their BCBSNE member ID card. The member will pay the applicable copay/deductible/coinsurance amount.

Please note: Whenever appropriate, generic drugs will be used to fill prescriptions. If a brandname drug is preferred when a generic equivalent is available, the member will be responsible for the difference in cost, plus the applicable copay/coinsurance amount. The member will also be responsible for paying an additional 25% if a prescription is filled at a non-participating pharmacy.

Mail Service

If BCBSNE members use AllianceRx Walgreens Prime, they may order a 90-day supply of maintenance medication by paying the applicable copay amount for each 30-day supply.

Preauthorization

As part of our efforts to address the serious issue of escalating costs and to continue to provide members with access to quality and cost-effective pharmacy care, we require benefits for certain prescription products to be preauthorized. Those products include: GI protection NSAIDs, proton pump inhibitors, diabetic test strips and testosterone PA programs. For a list of additional products requiring preauthorization, visit nebraskablue.com/druglist.

Extended Supply Network Pharmacy Benefit

BCBSNE offers our Extended Supply Network (ESN) retail pharmacy benefit to all BlueFlex members. This benefit allows members to get a 90-day supply of prescription medications from a retail pharmacy (if allowed by their prescription).[†] Non-ESN retail pharmacies are limited to a 30-day supply.

Members with the following pharmacy plans must pay three copays at one time to purchase a 90-day supply of a preferred generic drug:

FPA19	FPB19	FPC19
-------	-------	-------

Members covered by one of these pharmacy plans must pay the applicable deductible/coinsurance amounts:

FPD19	FHB19	FHD19
FHA19	FHC19	

Using the ESN retail pharmacy benefit for up to a 90-day supply of medications means fewer trips to the pharmacy, saving our members time.

Members may view a list of ESN retail pharmacies under the Pharmacy Benefits tab at myNebraskaBlue.com/toolsandresources, or by calling our Member Services Department at the number on the back of their BCBSNE member ID card.

[†]Excludes specialty drugs.

¹ Under the HSA-eligible options and PPO Option FPD19, prescription drug benefits must be subject to plan deductible and coinsurance amounts.

² Specialty drugs must be purchased through a designated specialty pharmacy after two fills.

*Note: A 25% penalty applies to prescriptions filled at an out-of-network pharmacy or if a BCBSNE member ID card is not presented at an in-network pharmacy.

Wellness Programs

Small changes can make a big difference

The lifestyle decisions employees make directly impact their health care costs. BCBSNE offers resources to help your group's employees make positive lifestyle changes.

BCBSNE offers the BlueHealth Advantage Premium Wellness Program, which provides tools, resources and support to help employees live better.

Discount on Fitbit Trackers and Devices

Fitness trackers and wearable devices can give employees the freedom to get fit their way. The Fitbit family of trackers and smartwatches can work seamlessly with any lifestyle, budget and goals. As BCBSNE members, employees can enjoy an exclusive discount and **save 18%** on the entire line of Fitbit products, plus receive free shipping.

Blue365

Blue365 is a national program that gives members exclusive access to discounts and savings that make it easier and more affordable to make healthy choices.

Blue365 features on select products and services employees can use to improve and maintain their health every day, such as:

- Fitness
- Healthy eating
- Personal Care

Plus, when employees join the Blue365 email list, they'll receive weekly deals on healthy products, along with discounts on health and fitness clubs, weight loss programs, and much more. Learn more at nebraskablue.com/blue365

➤ EMPLOYEES EARN UP TO \$125 IN REWARDS!

When employees complete their health assessment, they will earn a **\$25** Visa reward card. Once they have successfully completed an online wellness challenge, they will earn a **\$50** Visa reward card for the completion of each challenge.



Telehealth

Instead of members having to schedule an appointment and travel to a doctor's office, telehealth lets them interact with a doctor at their convenience. Telehealth is available 24/7, 365 days a year, over your computer, tablet or smart phone.

Telehealth services can be used any time, day or night. It's perfect when the doctor's office is closed, the member is too sick or busy to see someone in person, or even they're traveling.

Telehealth services are offered through American Well®, also known as Amwell. With Amwell, registration is free, and the cost per visit is less than the cost of an in-person visit.



Telehealth lets you interact with a doctor at your convenience for common conditions, such as:

- sinus infection
- cold
- pinkeye
- ear infection
- sore throat

Behavioral health services also available?

With telehealth behavioral health services, Amwell's licensed therapists can provide treatment for the following conditions:

- anxiety
- depression
- attention deficit hyperactivity disorder (ADHA)
- bereavement
- panic attacks
- obsessive-compulsive disorder (OCD)
- trauma/post-traumatic stress disorder (PTSD)
- stress
- and more

Therapists are available by appointment from 7 a.m. to 11 p.m. local time, seven days per week.

COMPARE PLANS

Find the choice that fits the group's budget and needs

With eight BlueFlex options to choose from, you're sure to find one that meets the group's coverage and budget needs. The options differ in terms of the deductible, coinsurance and copay amounts they require, but all offer employees much-needed protection against the high cost of medical care.

- **Groups with 5-9 enrolled employees:**
Select up to two medical options and any combination of our three networks
- **Groups with 10-50 enrolled employees:**
Select up to three medical options and any combination of our three networks



For more information or to find out if Nurture Health[®] is right for your group, contact your sales representative today or visit nurturehealthclinic.com

	PPO Option FPA19		PPO Option FPB19		PPO Option FPC19		PPO Option FPD19 ¹	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible								
Individual	\$1,000	\$2,000	\$2,000	\$4,000	\$3,000	\$6,000	\$7,900	\$15,800
Family	\$2,000	\$4,000	\$4,000	\$8,000	\$6,000	\$12,000	\$15,800	\$31,600
Type of Deductible	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
Coinsurance (Amount member pays)								
Hospital/medical/surgical/other	20%	40%	20%	40%	30%	50%	0%	0%
Out-of-Pocket Limit (Includes Deductible, Coinsurance and Copays)								
Individual	\$2,000	\$4,000	\$4,000	\$8,000	\$6,000	\$12,000	\$7,900	\$15,800
Family	\$4,000	\$8,000	\$8,000	\$16,000	\$12,000	\$24,000	\$15,800	\$31,600
Type of out-of-pocket limit	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
Preventive Care								
Preventive Care Services	0%	Deductible & Coinsurance	0%	Deductible & Coinsurance	0%	Deductible & Coinsurance	0%	Deductible
Physician Office								
Primary Care Physician Office	\$30 Copay	Deductible & Coinsurance	\$25 Copay	Deductible & Coinsurance	\$30 Copay	Deductible & Coinsurance	Deductible	Deductible
Specialist Physician Office	\$45 Copay	Deductible & Coinsurance	\$50 Copay	Deductible & Coinsurance	\$50 Copay	Deductible & Coinsurance	Deductible	Deductible
Telehealth	\$10 Copay	Not covered	\$10 Copay	Not covered	\$10 Copay	Not covered	Deductible	Not Covered
Emergency Care								
Urgent Care Facility Services	\$60 Copay	Deductible and Coinsurance	\$75 Copay	Deductible & Coinsurance	\$75 Copay	Deductible & Coinsurance	Deductible	Deductible
Emergency Care Services	\$150 Copay	\$150 Copay	\$150 Copay	\$150 Copay	\$150 Copay	\$150 Copay	Deductible	In-Network Deductible
Ambulance Services	Deductible & Coinsurance	In-Network Deductible & Coinsurance	Deductible & Coinsurance	In-Network Deductible & Coinsurance	Deductible & Coinsurance	In-Network Deductible & Coinsurance	Deductible	In-Network Deductible
Mental Illness and/or Substance Dependence and Abuse Services								
Inpatient	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible	Deductible
Outpatient	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible	Deductible
Office Services	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible	Deductible
Emergency Care Services	\$150 Copay	\$150 Copay	\$150 Copay	\$150 Copay	\$150 Copay	\$150 Copay	Deductible	In-Network Deductible
Telehealth	Deductible & Coinsurance	Not covered	Deductible & Coinsurance	Not covered	Deductible & Coinsurance	Not covered	Deductible	Not covered

Help groups choose the best plan for them

HSA Option FHA19 and HSA Option FHB19 require satisfaction of an aggregate family deductible and out-of-pocket limit.

Aggregate deductible and/or coinsurance – Aggregate deductible means that if a member has family coverage, the entire family deductible must be met prior to any benefits becoming available. Aggregate coinsurance means that after the family deductible is met, the entire family coinsurance limit must be met before coverage begins to pay at 100%.

Embedded deductible and/or coinsurance –

Embedded deductible means that family members may combine their covered expenses to satisfy the required calendar year deductible. However, no one family member contributes more than the individual deductible amount. Embedded family coinsurance means family members may combine their covered expense to satisfy the family coinsurance limit. No one family member contributes more than the individual coinsurance limit to satisfy the family's coinsurance limit.

	HSA Option FHA19		HSA Option FHB19		HSA Option FHC19		HSA Option FHD19	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible								
Individual	\$2,500	\$5,000	\$3,000	\$6,000	\$3,500	\$7,000	\$6,750	\$13,500
Family	\$5,000	\$10,000	\$6,000	\$12,000	\$7,000	\$14,000	\$13,500	\$27,000
Type of Deductible	Aggregate	Aggregate	Aggregate	Aggregate	Embedded	Embedded	Embedded	Embedded
Coinsurance (Amount member pays)								
Hospital/medical/surgical/other	20%	40%	0%	20%	20%	40%	0%	0%
Out-of-Pocket Limit (Includes Deductible, Coinsurance and Copays)								
Individual	\$3,675	\$9,000	\$3,000	\$10,000	\$5,500	\$11,000	\$6,750	\$13,500
Family	\$7,350	\$18,000	\$6,000	\$20,000	\$11,000	\$22,000	\$13,500	\$27,000
Type of out-of-pocket limit	Aggregate	Aggregate	Aggregate	Aggregate	Embedded	Embedded	Embedded	Embedded
Preventive Care								
Preventive Care Services	0%	Deductible & Coinsurance	0%	Deductible & Coinsurance	0%	Deductible & Coinsurance	0%	Deductible
Physician Office								
Primary Care Physician Office	Deductible & Coinsurance	Deductible & Coinsurance	Deductible	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible	Deductible
Specialist Physician Office	Deductible & Coinsurance	Deductible & Coinsurance	Deductible	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible	Deductible
Telehealth	Deductible & Coinsurance	Not covered	Deductible	Not covered	Deductible & Coinsurance	Not covered	Deductible	Not covered
Emergency Care								
Urgent Care Facility Services	Deductible & Coinsurance	Deductible & Coinsurance	Deductible	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible	Deductible
Emergency Care Services	Deductible & Coinsurance	In-Network Deductible & Coinsurance	Deductible	In-Network Deductible	Deductible & Coinsurance	In-Network Deductible & Coinsurance	Deductible	In-Network Deductible
Ambulance Services	Deductible & Coinsurance	In-Network Deductible & Coinsurance	Deductible	In-Network Deductible	Deductible & Coinsurance	In-Network Deductible & Coinsurance	Deductible	In-Network Deductible
Mental Illness and/or Substance Dependence and Abuse Services								
Inpatient	Deductible & Coinsurance	Deductible & Coinsurance	Deductible	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible	Deductible
Outpatient	Deductible & Coinsurance	Deductible & Coinsurance	Deductible	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible	Deductible
Office Services	Deductible & Coinsurance	Deductible & Coinsurance	Deductible	Deductible & Coinsurance	Deductible & Coinsurance	Deductible & Coinsurance	Deductible	Deductible
Emergency Care Services	Deductible & Coinsurance	In-Network Deductible & Coinsurance	Deductible	In-Network Deductible	Deductible & Coinsurance	In-Network Deductible & Coinsurance	Deductible	In-Network Deductible
Telehealth	Deductible & Coinsurance	Not covered	Deductible	Not covered	Deductible & Coinsurance	Not covered	Deductible	Not Covered

Notes

Notes



GET STARTED

For more information or to find out if BCBSNE BlueFlex is right for your client, contact your BCBSNE sales representative today or visit us online at nebraskablue.com/agents-and-brokers.

COUNT ON US TO BE THERE

For nearly 80 years, Blue Cross and Blue Shield of Nebraska (BCBSNE) has been an important part of Nebraskans' lives. We provide health insurance coverage or claims administration to more than 600,000 people. We're a Nebraska-based company, with our main office in Omaha and a satellite location in Lincoln.



An independent licensee of the Blue Cross and Blue Shield Association.
92-188 (10-23-18)

MAPA Share												
Health	Number	Current	EE	Proposed	Proposed	\$ Change	% Change	Policy %	Current	Proposed	\$ Change	Change in
	of Policies			Total	EE			Change				monthly cost
Single	10	639.15	-	550.47	38.53	38.53		-13.87%	639.15	511.94	(127.21)	(1,272.10)
Spouse	2	1,342.21	175.76	1,128.47	169.27	(6.49)	-3.69%	-15.92%	1,166.45	959.20	(207.25)	(414.50)
E+C	2	1,118.50	119.84	963.32	144.50	24.66	20.58%	-13.87%	998.66	818.82	(179.84)	(359.68)
Family	4	1,789.61	287.62	1,596.37	239.46	(48.16)	-16.74%	-10.80%	1,501.99	1,356.91	(145.08)	(580.32)
	18											(2,626.60)
MAPA Share												
Dental	Number	Current	EE	Proposed	Proposed	\$ Change	% Change		Current	Proposed	\$ Change	Change in
	of Policies			Total	EE							monthly cost
Single	9	29.65	29.65	29.66	2.08	(27.57)	-93%			27.57	27.57	248.13
Spouse	2	60.30	60.30	60.30	9.05	(51.25)	-85%			51.25	51.25	102.50
E+C	2	57.80	57.80	57.80	8.67	(49.13)	-85%			49.13	49.13	98.26
Family	4	94.63	94.63	94.64	14.20	(80.43)	-85%			80.43	80.43	321.72
	17											770.61
						Monthly	Before Tax	After tax				
						change to	Change per	assuming				
						EE	payperiod	28%				
						10.96	5.06	3.64	Decrease in paycheck			
						(57.74)	(26.65)	(19.19)	Increase in paycheck			
						(24.47)	(11.29)	(8.13)	Increase in paycheck			
						(128.59)	(59.35)	(42.73)	Increase in paycheck			
												Overall monthly savings to MAPA
												before tax
												Monthly savings after tax
												Annual after tax savings to
												MAPA

Currently MAPA pays 100% of employee only health insurance and 75% of the difference between a dependent covered policy and a employee only coverage. MAPA does not pay any portion of the dental coverage.

The above proposal assumes that employee only will be responsible for 7% of both the health and dental insurance policies for employee only coverage. For a policy that includes dependents, the employee is responsible for 15% of the premium of both the health and dental insurance.

Section XIII – Employee Benefits

13.01 Group Health and Life Insurance (Current)

Employees having Probationary, Regular or Acting Appointment status and working an average of 30 hours or more per work week will automatically become eligible for participation in the MAPA Group Insurance Plan on the first full day of employment. Premium costs for employee participation are borne 100% by the agency. Dependents of the employee may participate in the plan subject to the same regulations as for employees except that MAPA and the employee may share premium costs. If an employee declares participation in dependency coverage subsequent to his initial eligibility enrollment date, he/she may have to provide the carrier with a Declaration of Insurability Statement. The agency will continue payment of premiums on the employee while the employee is on maternity leave. Conversion privileges are available to employees upon termination of employment.

Section XIII – Employee Benefits

13.01 Group Health and Life Insurance (Proposed)

Employees having Probationary, Regular or Acting Appointment status and working an average of 30 hours or more per work week will automatically become eligible for participation in the MAPA Group Insurance Plan on the first full day of employment. MAPA covers the premium costs for health and dental insurance costs for employee only coverage at 93% and employee plus dependent coverage at 85%. Dependents of the employee may participate in the plan subject to the same regulations as for employees. If an employee declares participation in dependency coverage subsequent to his initial eligibility enrollment date, he/she may have to provide the carrier with a Declaration of Insurability Statement. The agency will continue payment of premiums on the employee while the employee is on maternity leave. Conversion privileges are available to employees upon termination of employment.

Metropolitan Area Planning Agency - Foundation
Bank Reconciliation Statement
May 2019

WASHINGTON COUNTY BANK - SAVINGS

Cash in bank May 31, 2019	<u>\$848,337.17</u>
General Ledger Balance, April 30, 2018	\$964,932.09
Transfer to WCB Checking	(\$117,189.09)
WCB Savings Interest Earned	\$594.17
General Ledger Balances, May 31, 2019	<u>\$848,337.17</u>

WASHINGTON COUNTY BANK - CHECKING

Balance per bank May 31, 2019	\$0.00
Transfer In	\$117,189.09
Deposit	\$2,000.00
Erickson Construction	-\$117,184.09
ACH Payment	-\$2,000.00
Cash in bank May 31, 2019	<u>\$5.00</u>

Metropolitan Area Planning Agency
Bank Reconciliation Statement
May 2019

AMERICAN NATIONAL BANK

Balance per bank, May 31, 2019		\$818,862.46
Less: Checks Outstanding (5/31/19)		\$424,596.53
		<u>(\$424,596.53)</u>

Cash in bank May 31, 2019		<u>\$394,265.93</u>
---------------------------	--	---------------------

General Ledger Balance, April 30, 2019		\$531,330.37
Cash Receipts		\$468,858.93
Foundation Transfers		\$325.00

Less:	Checks (5/2019)		\$458,041.41
	Petty Cash Replenishment Withdrawal		\$150.00
	Postalia		\$100.00
	Bank Charges		\$28.11
	Nebraska Sales tax		\$0.00
	Capital Business Systems		\$1,359.34
	Transfer to NPAIT-Capitol Reserve		\$1,200.00
	Payroll Expenses		\$140,142.82
	ACH Payroll (5/2019)	\$76,769.19	
	ACH Federal Payroll Taxes	\$25,178.36	
	Nationwide Payroll Contribution	\$12,910.07	
	Blue Cross Blue Shield of NE Health Ins.	\$19,110.51	
	Nebraska State withholding Tax	\$3,671.99	
	Quarterly SUTA	\$681.48	
	Pay Flex (5/2019)	\$1,821.22	
	ACH VISA card (5/2019)		\$5,226.69
	Auto - Gas/Maintenance	\$41.58	
	Contracts - Malvern 5-2-1-0 (BSN sports)	\$1,062.05	
	Due from Employee	\$3.85	
	Forums	\$109.76	
	Heartland 2050 Summit	\$289.08	
	Membership - Reference Materials	\$284.40	
	Miscellaneous Expenses	\$80.10	
	Public Relations - Website Software/Fees	\$129.00	
	Supplies	\$3,164.63	
	Dell / HP / Amazon (Computer Equipment)	\$1,241.62	
	Apple / Best Buy / Amazon (Facebook Live Steaming Equip.)	\$653.20	
	Quality Glass Block - H2050 Summit	\$321.16	
	Art.com - Canvas Prints for Office	\$690.04	
	Other	\$258.61	
	Travel & Conferences		\$1,784.19
	St Louis, MO - Speihs, Walker - Public Participation	\$820.92	
	Ames, IA - Boerner ITS Architecture & Systems Engineering	\$315.84	
	St Louis, MO - Stuckey - ESRI User Conference	\$189.10	
	Staff Retreat	\$309.98	
	Other	\$148.35	

\$606,248.37

General Ledger Balances, May 31, 2019		<u>\$394,265.93</u>
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Less assigned deposits		\$ (2,595.12)
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Available Cash Balance		<u>\$391,670.81</u>
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STATEMENT ON INVESTMENT
Treasury Bills
May 2019

American Wealth Partners								
Money Market		\$	8,538.48	\$	7,840.37	0.170%	Original Investments	
CD	7/23/2019	\$	104,945.40	\$	105,000.00	2.100%	Closing Costs	\$ 355,000.00
CD	5/1/2020	\$	49,682.50	\$	50,000.00	1.750%	General Undesignated	\$ 100,000.00
CD	9/28/2020	\$	106,525.76	\$	106,000.00	2.850%		\$ 455,000.00
CD	12/28/2021	\$	101,682.00	\$	100,000.00	3.200%	Aggregate Earnings	\$ 28,995.52
CD	9/27/2022	\$	64,411.10	\$	65,000.00	2.300%	Total	\$ 483,995.52
CD	9/28/2022	\$	46,505.00		\$50,000.00	0.000%		
Accrued Interest		\$	1,705.28					
Total Account Value		\$	483,995.52					

NPAIT INVESTMENTS

MAPA	General	Capitol	Sarpy Co. Revolving	Special Projects	TOTAL
	MAPA	MAPA	Loan Fund	MAPA	MAPA
Acct #	001	002	005	008	
Beginning Balance	788,653.37	79,605.81	47,561.42	22,421.63	938,242.23
Sponsor Fees	234.52				234.52
Interest	1,463.87	149.47	88.26	41.61	1,743.21
Transfer (to)/from General checking		1,200.00			1,200.00
Transfer to/from another NPAIT account					
Ending Balance	790,351.76	80,955.28	47,649.68	22,463.24	941,419.96
Less Reserve for other projects	-				
Available for the Agency	790,351.76				

MAPA Foundation	Foundation	NDO	Washington Co.	TOTAL
	MAMA		Revolving Loan Fund	MAPA Foundation
Acct #	003	006	007	
Beginning Balance	33,797.90	53,073.41	188,290.80	275,162.11
Sponsor Fees				-
Interest	62.72	100.28	317.48	480.48
Transfer from Foundation		1,687.00		1,687.00
Transfers			(188,608.28)	(188,608.28)
Ending Balance	33,860.62	54,860.69		88,721.31

Metropolitan Area Planning Agency
Cash Receipts Report
May 2019

Type	Payer	Receipt Number	Deposit Number	Amount
Received EFT	ECONOMIC DEVELOPMENT ADMINISTRATION	1465	745	\$17,500.00
Received EFT	FEDERAL TRANSIT ADMINISTRATION	1466	746	\$3,868.00
Check	City of Omaha	1467	747	\$95,772.80
Check	City of Omaha	1467	747	\$35.00
Check	Emspace + Lovgren	1468	747	\$500.00
Received EFT	NDOT- CMAQ	1474	749	\$37,596.74
Check	Metro Transit	1470	748	\$250.00
Check	Peter Kiewit Foundation	1471	748	\$7,500.00
Check	Vinny Palermo	1472	748	\$39.96
Check	City of Omaha	1473	748	\$3,000.00
Check	Park Omaha	1473	748	\$1,500.00
Received EFT	Nebraska Department of Economic Developement	1475	750	\$9,621.24
Received EFT	Nebraska Enviromental Trust	1476	750	\$12,725.31
Check	Pottawattamie County Community Foundation	1479	751	\$250.00
Check	Washington County	1480	751	\$4,706.00
Check	Metro Transit	1481	751	\$2,626.73
Check	Pottawattamie County, Iowa	1482	751	\$890.65
Received EFT	City of Lincoln	1483	752	\$168,893.50
Check	Metropolitan Utilities District	1484	753	\$10,000.00
Check	City of Omaha	1485	753	\$20,870.00
Check	Greater Omaha Chamber Foundation	1487	753	\$10,019.00
Received EFT	FEDERAL TRANSIT ADMINISTRATION	1488	754	\$12,988.00
Received EFT	IOWA DEPARTMENT OF TRANSPORTATION	1489	755	\$12,730.00
Received EFT	IOWA DEPARTMENT OF TRANSPORTATION	1490	755	\$34,976.00
				<u>\$468,858.93</u>

Account Description	Amount
Aerial Photo Revenue	\$ 199,763.50
Contracts	\$ 13,536.38
Federal Revenue	\$ 119,658.74
Heartland 2050 Summit	\$ 2,535.00
Local Revenue	\$ 7,706.00
Miscellaneous	\$ 7,500.00
Site Visit Registration	\$ 39.96
State Revenue	\$ 22,346.55
TIP fee	\$ 95,772.80
	<u>\$ 468,858.93</u>

Metropolitan Area Planning Agency
Cash Disbursements
May 2019

Check #	Date	Payee	Amount
17060	5/1/2019	AFLAC	\$308.64
17061	5/1/2019	American Red Cross	\$1,270.00
17062	5/1/2019	BenefitPlansInc.	\$545.00
17063	5/1/2019	CenturyLink	\$53.44
17064	5/1/2019	The Daily Record	\$53.20
17065	5/1/2019	DAS State Accounting - Central Finance	\$39.07
17066	5/1/2019	Economic Development Research Group, Inc.	\$7,305.18
17067	5/1/2019	Fidelity Security Life Insurance Co. (eye med)	\$123.98
17068	5/1/2019	Intercultural Senior Center	\$3,868.09
17069	5/1/2019	Iowa Association of Regional Councils	\$65.00
17070	5/1/2019	Metro	\$7,175.00
17071	5/1/2019	Mike Helgersen	\$74.82
17072	5/1/2019	Nebraska Department of Economic Development	\$130.00
17073	5/1/2019	Omaha Douglas Public Bldg.Comm	\$7.00
17074	5/1/2019	Owen Stuckey	\$67.62
17075	5/1/2019	Payless Office Products, Inc.	\$105.54
17076	5/1/2019	Principal Life Insurance Company	\$1,417.33
17077	5/1/2019	United States Postal Service	\$348.35
17078	5/1/2019	United Way	\$105.00
17080	5/7/2019	Pella at Blackstone	\$2,760.00
17081	5/14/2019	AFLAC	\$308.64
17082	5/14/2019	The Daily Nonpareil	\$71.18
17083	5/14/2019	The Daily Record	\$66.90
17084	5/14/2019	Douglas County Treasurer	\$194.84
17085	5/14/2019	Francotyp-Postalia, Inc.	\$84.00
17086	5/14/2019	Greater Bellevue Area Chamber of Commerce	\$20.00
17087	5/14/2019	Griff's Delivery Service	\$15.00
17088	5/14/2019	Kissel, Kohout, E&S Associates LLC	\$833.33
17089	5/14/2019	Metro	\$10.13
17090	5/14/2019	National Association of Regional Councils	\$5,000.00
17091	5/14/2019	Omaha Douglas Public Bldg.Comm	\$5.25
17092	5/14/2019	Payless Office Products, Inc.	\$60.35
17093	5/14/2019	Port Authority of Allegheny County	\$369.00
17094	5/14/2019	Regal Printing Co.	\$380.00
17095	5/14/2019	Standard Printing Company	\$99.00
17096	5/14/2019	United Way	\$105.00
17097	5/30/2019	AAA Electrostatic Painting	\$800.00
17098	5/30/2019	CenturyLink	\$53.44
17099	5/30/2019	City of Council Bluffs	\$12,988.00
17100	5/30/2019	City of Omaha Cashier	\$7,770.11
17101	5/30/2019	City of Omaha Cashier	\$15,836.05
17102	5/30/2019	The Daily Record	\$143.50
17103	5/30/2019	DAS State Accounting - Central Finance	\$47.55
17104	5/30/2019	Douglas County GIS	\$20,885.59
17105	5/30/2019	Emspace + Lovgren	\$26,181.21
17106	5/30/2019	Fidelity Security Life Insurance Co. (eye med)	\$116.97
17107	5/30/2019	Firespring	\$44.62
17108	5/30/2019	Francotyp-Postalia, Inc.	\$24.00
17109	5/30/2019	Griff's Delivery Service	\$20.00
17110	5/30/2019	Megan Walker	\$976.36
17111	5/30/2019	Metro	\$7,175.00
17112	5/30/2019	Omaha World-Herald	\$86.15
17113	5/30/2019	Omaha's Henry Doorly Zoo and Aquarium	\$614.00
17114	5/30/2019	Payless Office Products, Inc.	\$128.25
17115	5/30/2019	Pictometry International Corp.	\$308,188.27
17116	5/30/2019	Pottawattamie County GIS	\$7,538.79
17117	5/30/2019	Principal Life Insurance Company	\$1,386.37
17118	5/30/2019	Rubinstein's Office Supplies & Furniture	\$37.81
17119	5/30/2019	Ryan Ossell	\$30.16
17120	5/30/2019	Sarpy County GIS	\$6,313.78
17121	5/30/2019	Sarpy County Planning	\$6,855.55
17122	5/30/2019	United States Postal Service	\$40.00
17123	5/30/2019	United States Postal Service	\$235.00
17124	5/30/2019	United Way	\$80.00
			\$458,041.41

Metropolitan Area Planning Agency
Cash Disbursements
May 2019

Check Disbursement Detail

Advertising	\$334.78
Auto - Gas/Maintenance	\$210.05
Data Processing	\$3,583.33
Employee Benefits/Withholding	\$4,565.93
Equipment Maintenance	\$108.00
Heartland 2050 Summit	\$2,760.00
Membership - Reference Materials	\$86.15
Miscellaneous Expenses	\$800.00
Office Rent	\$11,600.00
Postage	\$45.13
Prepaid Expenses	\$623.35
Printing	\$523.62
Professional Services	\$545.00
Supplies	\$331.95
Telephone	\$193.50
Travel & Conferences	\$2,154.00
Tuition Reimbursement	\$846.00
MAPA Activities	\$29,310.79
Contracts	\$346,674.66
Pass Through Contracts - Planning	\$65,199.87
Pass Through Contracts - STP	\$16,856.09
Contracts Subtotal	\$428,730.62
Total Disbursements	\$458,041.41

Metropolitan Area Planning Agency
Payroll Register
May 2019

Pay Types/Benefits	Hours	Amount
AL Pay	0.00	\$5,651.02
ER H.I.	0.00	\$6,194.79
ER H.I. CH	0.00	\$1,843.68
ER H.I. FA	0.00	\$5,545.76
ER H.I. SP	0.00	\$2,153.44
GC Earnings	0.00	\$10.77
Hourly	382.50	\$7,561.15
Hourly - Reg	799.50	\$19,344.57
Life & Dis	0.00	\$455.87
OT Hourly	4.50	\$162.68
Salary	0.00	\$77,137.16
SL Pay	0.00	\$275.54
Vehicle	79.00	\$118.50
Gross Pay		\$110,261.39
Gross Benefits		\$16,193.54
Gross Pay/Benefits		\$126,454.93

Deductions/Employee Taxes	Adj. Gross	Amount
457-\$	N/A	\$1,200.00
457-%	N/A	\$1,266.44
457-Roth \$	N/A	\$100.00
457-Roth%	N/A	\$775.77
AFLAC	N/A	\$190.56
AT AFLAC	N/A	\$118.08
Dental Ins	N/A	\$840.90
Flex Plan 19	N/A	\$1,511.70
Gift Cards	N/A	\$10.00
Health Ins	N/A	\$1,607.72
Pension Loan	N/A	\$147.38
Pension Plan	N/A	\$3,966.48
United Way	N/A	\$185.00
Vehicle Use	N/A	\$118.50
VISION	N/A	\$117.11
Zoo	N/A	\$160.80
Federal	97,070.06	\$8,961.29
Medicare	105,993.37	\$1,536.92
Soc Security	105,993.37	\$6,571.62
State - NE	99,560.45	\$4,105.93
Deductions/Employee Taxes:		\$33,492.20

Employer Expenses	Adj. Gross	Amount
ER Pension	N/A	\$5,454.00
Medicare	105,993.37	\$1,536.92
Soc Security	105,993.37	\$6,571.62
SUTA	6,079.77	\$21.28
Additional Employer Expenses:		\$13,583.82

GRAND TOTAL NET PAY: \$76,769.19

GRAND TOTAL EXPENSE: \$140,038.75

Metropolitan Area Planning Agency

Aged Accounts Receivable Report

May 31, 2019

Aging Balance For	Client ID	Last Paid	current	31-60	61-90	over 90	Balance
City of Bellevue		6/24/2019					
<i>City of Bellevue</i>		6/24/2019	\$0.00	\$0.00	\$0.00	\$82,844.40	\$82,844.40
Totals for City of Bellevue:			\$0.00	\$0.00	\$0.00	\$82,844.40	\$82,844.40
City of Council Bluffs		10/9/2018					
<i>City of Council Bluffs</i>		10/9/2018	\$0.00	\$0.00	\$0.00	\$63,422.40	\$63,422.40
Totals for City of Council Bluffs:			\$0.00	\$0.00	\$0.00	\$63,422.40	\$63,422.40
City of Hancock		12/28/2018					
<i>City of Hancock</i>		12/28/2018	\$0.00	\$0.00	\$0.00	\$0.02	\$0.02
Totals for City of Hancock:			\$0.00	\$0.00	\$0.00	\$0.02	\$0.02
City of Lincoln		7/3/2019					
<i>City of Lincoln</i>		7/3/2019	\$1,382.15	\$0.00	\$0.00	\$0.00	\$1,382.15
Totals for City of Lincoln:			\$1,382.15	\$0.00	\$0.00	\$0.00	\$1,382.15
City of Omaha		6/14/2019					
<i>City of Omaha</i>		6/14/2019	\$35.00	\$0.00	\$0.00	\$0.00	\$35.00
Totals for City of Omaha:			\$35.00	\$0.00	\$0.00	\$0.00	\$35.00
Cornhusker Motor Club Foundation		5/27/2018					
<i>Cornhusker Motor Club Foundation</i>		5/27/2018	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00
Totals for Cornhusker Motor Club Foundation			\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00
Council Bluffs Area Chamber of Commerce		6/14/2019					
<i>Council Bluffs Area Chamber of Commerce</i>		6/14/2019	\$0.00	\$0.00	\$0.00	\$335.00	\$335.00
Totals for Council Bluffs Area Chamber of Cor			\$0.00	\$0.00	\$0.00	\$335.00	\$335.00
Douglas County Emergency Management		11/14/2014					
<i>Douglas County Emergency Management</i>		11/14/2014	\$779.00	\$0.00	\$0.00	\$0.00	\$779.00
Totals for Douglas County Emergency Manage			\$779.00	\$0.00	\$0.00	\$0.00	\$779.00
Douglas County Environmental Services							
<i>Douglas County Environmental Services</i>			\$2,337.00	\$0.00	\$0.00	\$0.00	\$2,337.00
Totals for Douglas County Environmental Ser			\$2,337.00	\$0.00	\$0.00	\$0.00	\$2,337.00

Metropolitan Area Planning Agency

Aged Accounts Receivable Report

May 31, 2019

Aging Balance For	Client ID	Last Paid	current	31-60	61-90	over 90	Balance
IOWA COG		7/3/2019					
<i>IOWA COG</i>		7/3/2019	\$0.00	\$2,892.05	\$0.00	\$2,500.00	\$5,392.05
Totals for IOWA COG:			\$0.00	\$2,892.05	\$0.00	\$2,500.00	\$5,392.05
MAPA Foundation		5/10/2019					
<i>MAPA Foundation</i>		5/10/2019	\$0.00	\$0.00	\$5.00	\$0.00	\$5.00
Totals for MAPA Foundation:			\$0.00	\$0.00	\$5.00	\$0.00	\$5.00
Mills County		2/22/2019					
<i>Mills County</i>		2/22/2019	\$0.00	\$0.00	\$0.00	\$0.01	\$0.01
Totals for Mills County:			\$0.00	\$0.00	\$0.00	\$0.01	\$0.01
NDOT- CMAQ		6/18/2019					
<i>NDOT- CMAQ</i>		6/18/2019	\$15,667.81	\$16,583.04	\$0.00	\$0.00	\$32,250.85
Totals for NDOT- CMAQ:			\$15,667.81	\$16,583.04	\$0.00	\$0.00	\$32,250.85
NDOT		6/17/2019					
<i>NDOT</i>		6/17/2019	\$2,412.17	\$0.00	\$227,584.62	\$0.00	\$229,996.79
Totals for NDOT:			\$2,412.17	\$0.00	\$227,584.62	\$0.00	\$229,996.79
Papio-Missouri River Natural Resources District		8/17/2018					
<i>Papio-Missouri River Natural Resources District</i>		8/17/2018	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
Totals for Papio-Missouri River Natural Resou			\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
Pottawattamie County, Iowa		5/17/2019					
<i>Pottawattamie County, Iowa</i>		5/17/2019	\$63,477.37	\$0.00	\$0.00	\$420.94	\$63,898.31
Totals for Pottawattamie County, Iowa:			\$63,477.37	\$0.00	\$0.00	\$420.94	\$63,898.31
Grand Totals:			\$111,090.50	\$19,475.09	\$227,589.62	\$153,022.77	\$511,177.98

Metropolitan Area Planning Agency

Aged Accounts Payable Report

May 31, 2019

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
CDS Inspections & Beyond								
CDS Inspections & Beyond	MAPA Admin		\$675.00	\$0.00	\$0.00	\$0.00	\$0.00	\$675.00
CDS Inspections & Beyond	MAPA Lead-		\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
		<i>Totals for CDS Inspections & Beyond:</i>	<i>\$1,675.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,675.00</i>
The Daily Record								
The Daily Record	120770		\$21.50	\$0.00	\$0.00	\$0.00	\$0.00	\$21.50
		<i>Totals for The Daily Record:</i>	<i>\$21.50</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$21.50</i>
Felsburg Holt & Ullevig								
Felsburg Holt & Ullevig	24659	pmt #3	\$987.81	\$0.00	\$0.00	\$0.00	\$0.00	\$987.81
		<i>Totals for Felsburg Holt & Ullevig:</i>	<i>\$987.81</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$987.81</i>
Iowa Association of Regional Councils								
Iowa Association of Regional Councils	502		\$328.46	\$0.00	\$0.00	\$0.00	\$0.00	\$328.46
		<i>Totals for Iowa Association of Regional Councils:</i>	<i>\$328.46</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$328.46</i>
Jeff Spiehs								
Jeff Spiehs	5,17.19		\$50.67	\$0.00	\$0.00	\$0.00	\$0.00	\$50.67
		<i>Totals for Jeff Spiehs:</i>	<i>\$50.67</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$50.67</i>
Kissel, Kohout, E&S Associates LLC								
Kissel, Kohout, E&S Associates LLC	MAPA-0918		\$0.00	\$0.00	\$0.00	\$833.33	\$0.00	\$833.33
Kissel, Kohout, E&S Associates LLC	MAPA-0319		\$0.00	\$0.00	\$0.00	\$833.33	\$0.00	\$833.33
		<i>Totals for Kissel, Kohout, E&S Associates LLC:</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,666.66</i>	<i>\$0.00</i>	<i>\$1,666.66</i>
Metro								
Metro	35234	Q3	\$0.00	\$0.00	\$13,620.63	\$0.00	\$0.00	\$13,620.63
		<i>Totals for Metro:</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$13,620.63</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$13,620.63</i>
The New BLK								
The New BLK	1060	Task Order 1 Payment 1	\$12,625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,625.00
		<i>Totals for The New BLK:</i>	<i>\$12,625.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$12,625.00</i>
One Source The Background Check Co								
One Source The Background Check Co	3016-2019053		\$31.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31.00
One Source The Background Check Co	3016-2019043	Ryan Ossell	\$0.00	\$31.00	\$0.00	\$0.00	\$0.00	\$31.00
		<i>Totals for One Source The Background Check Co:</i>	<i>\$31.00</i>	<i>\$31.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$62.00</i>
Rubinstein's Office Supplies & Furniture								
Rubinstein's Office Supplies & Furniture	3281395-1		\$8.38	\$0.00	\$0.00	\$0.00	\$0.00	\$8.38

Metropolitan Area Planning Agency
Aged Accounts Payable Report
May 31, 2019

Vendor Name	Trans. No.	Description	current	31-60	61-90	over 90	Credits	Net Due
		<i>Totals for Rubinstein's Office Supplies & Furniture:</i>	<i>\$8.38</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$8.38</i>
SOS Heating, Cooling & Electric								
SOS Heating, Cooling & Electric	J013638		\$7,330.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,330.00
		<i>Totals for SOS Heating, Cooling & Electric:</i>	<i>\$7,330.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$7,330.00</i>
WellCom								
WellCom	4175	#1	\$1,427.32	\$0.00	\$0.00	\$0.00	\$0.00	\$1,427.32
WellCom	4187	#2	\$885.08	\$0.00	\$0.00	\$0.00	\$0.00	\$885.08
		<i>Totals for WellCom:</i>	<i>\$2,312.40</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$2,312.40</i>
GRAND TOTALS:			\$25,370.22	\$31.00	\$13,620.63	\$1,666.66	\$0.00	\$40,688.51

A total of 16 transaction(s) listed

Metropolitan Area Planning Agency
Statement of Financial Position
May 31, 2019

		<u>Actual</u>
Assets		
10-1000	Petty Cash	\$134.36
10-1010	Cash - American National Bank	\$394,265.93
10-1030	Treasury Bills	\$483,995.52
10-1040	NPAIT Investments General	\$790,351.76
10-1043	NPAIT Investments Special Projects	\$22,463.24
10-1045	NPAIT Investments Capitol Reserve	\$80,955.28
10-1100	Accounts Receivable	\$511,177.98
10-1110	Due To/Due From Funds	\$5,236.47
10-1140	Due from Employee	(\$0.01)
10-1145	Employee Elected Deduction	\$344.80
10-1300	Prepaid Expenses	\$16,991.73
10-1310	Prepaid Insurance	\$1,326.13
11-1110	Due To/Due From Funds	(\$8,636.74)
12-1055	NPAIT Investments Sarpy Co. Revolving Loan	\$47,649.68
13-1200	Furniture, Fixtures & Equipment	\$169,006.60
13-1205	Vehicles	\$51,215.35
13-1220	Less: Accumulated Depreciation	\$125,241.05
20-1020	Cash - ANB Foundation	\$35,445.57
20-1025	Cash - Washington County Bank - MAPA Foundation	\$5.00
20-1027	Cash-Washington County- Savings - MAPA Foundaiton	\$848,337.17
20-1060	NPAIT Investments Foundation	\$33,860.62
20-1065	NPAIT Investments FD NDO	\$54,860.69
20-1110	Due To/Due From Funds	\$3,395.27
20-1415	Note Receivable - Sterling Ambitions, LLC	\$12,497.00
20-1425	Note Receivable KB Quality Meats	\$9,206.00
20-1501	Note Receivable NDED Housing	\$45,422.98
20-1502	Note Receivable NIFA Housing	\$31,255.48
20-1503	Note Receivable MAPA Housing	\$12,617.50
20-1504	Note Receivable Blair Housing	\$32,805.48
20-1505	Note Receivable Local Housing	\$2,523.51
40-1100	Accounts Receivable	\$161,518.87
Total Assets		<u>\$3,724,988.17</u>

Liabilities and Fund Balance

Liabilities

10-2000	Accounts Payable	\$31,683.51
10-2015	Credit Card Payable	\$30,631.56
10-2105	Nebraska Withholding	\$4,105.93
10-2115	AFLAC W/H Payable	(\$154.32)
10-2125	Dental Insurance W/H Payable	(\$1,201.64)
10-2126	Life & Disability Insurance Payable	(\$560.33)

Metropolitan Area Planning Agency
Statement of Financial Position
May 31, 2019

		Actual
10-2130	Flex W/H Payable	(\$715.67)
10-2132	Vision Insurance Payable	(\$161.18)
10-2135	Health Insurance Payable	(\$579.64)
10-2160	SUTA Tax	\$46.75
10-2170	Nebraska Sales Tax Payable	\$8.40
10-2210	Accrued Compensated Absences	\$76,741.70
10-2220	Accrued Audit Fees	\$11,000.00
20-2000	Accounts Payable	\$9,004.80
20-2430	Deferred Revolving Loan	(\$24,138.64)
20-2435	Deferred Revolving Loan Housing	\$974,117.12
40-2000	Accounts Payable	\$306,806.12
Total Liabilities		\$1,416,634.47
Fund Balance		
10-3000	Fund Balance Undesignated	\$1,406,214.87
10-3010	Fund Balance Assigned	\$324,683.25
10-3020	Fund Balance Committed	\$425,500.00
11-3000	Fund Balance Undesignated	(\$8,636.74)
12-3100	Fund Balance Restricted	\$47,649.68
13-3005	Invested in Capital Assets	\$94,980.90
20-3000	Fund Balance Undesignated	\$63,441.82
20-3100	Fund Balance Restricted	\$99,807.17
40-3010	Fund Balance Assigned	(\$145,287.25)
Total Fund Balance		\$2,308,353.70
Total Liabilities and Fund Balance		\$3,724,988.17

Metropolitan Area Planning Agency

Statement of Revenues and Expenditures

May 31, 2019

		5/1/19 - 5/31/19		7/1/18 - 5/31/19		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2019 Budget
		Actual	Budget	Acutual YTD	Budget YTD				
Revenues									
Federal and State Revenue									
10-4100	Federal Revenue	\$18,079.98	\$0.00	\$1,509,748.58	\$2,073,042.75	72.83 %	\$2,336,628.71	(35.39)%	\$2,764,057.00
10-4200	State Revenue	\$0.00	\$0.00	\$116,102.25	\$113,250.00	102.52 %	\$106,789.37	8.72 %	\$151,000.00
Total Federal and State Revenue		\$18,079.98	\$0.00	\$1,625,850.83	\$2,186,292.75	74.37 %	\$2,443,418.08	(33.46)%	\$2,915,057.00
Local Government Revenue									
10-4300	Local Revenue	\$0.00	\$0.00	\$396,988.00	\$400,000.00	99.25 %	\$399,512.00	(0.63)%	\$400,000.00
10-4305	TIP Fee	\$0.00	\$0.00	\$271,776.80	\$194,600.00	139.66 %	\$0.00	0.00 %	\$275,000.00
10-4350	Heartland 2050 Local Revenue	\$0.00	\$0.00	\$4,781.42	\$5,000.00	95.63 %	\$41,223.33	(88.40)%	\$5,000.00
15-4300	Local Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$784,258.89	(100.00)%	\$0.00
Total Local Government Revenue		\$0.00	\$0.00	\$673,546.22	\$599,600.00	112.33 %	\$1,224,994.22	(45.02)%	\$680,000.00
Charges for Services									
10-4400	Contracts	\$9,641.59	\$0.00	\$83,871.22	\$93,937.50	89.28 %	\$77,954.97	7.59 %	\$125,250.00
10-4405	Aerial Photo Revenue	\$292,739.02	\$384,964.00	\$292,739.02	\$384,964.00	76.04 %	\$0.00	0.00 %	\$384,964.00
Total Charges for Services		\$302,380.61	\$384,964.00	\$376,610.24	\$478,901.50	78.64 %	\$77,954.97	383.11 %	\$510,214.00
Forums Revenue									
10-4500	Forums/Annual Dinner	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$21,121.00	(100.00)%	\$0.00
10-4501	Council of Officials Quarterly	\$0.00	\$0.00	\$470.00	\$750.00	62.67 %	\$0.00	0.00 %	\$1,000.00
10-4502	Council of Officials Annual	\$0.00	\$0.00	\$5,815.00	\$5,000.00	116.30 %	\$0.00	0.00 %	\$6,000.00
10-4505	Heartland 2050 Summit	\$35.00	\$0.00	\$2,570.00	\$6,000.00	42.83 %	\$0.00	0.00 %	\$6,500.00
10-4506	Heartland 2050 Speaker Series	\$0.00	\$0.00	\$2,306.00	\$1,875.00	122.99 %	\$0.00	0.00 %	\$2,500.00
Total Forums Revenue		\$35.00	\$0.00	\$11,161.00	\$13,625.00	81.92 %	\$21,121.00	(47.16)%	\$16,000.00
In-kind Revenue									
10-4510	In-Kind Revenue	\$0.00	\$0.00	\$211,596.64	\$219,737.25	96.30 %	\$463,706.67	(54.37)%	\$292,983.00
Total In-kind Revenue		\$0.00	\$0.00	\$211,596.64	\$219,737.25	96.30 %	\$463,706.67	(54.37)%	\$292,983.00

Metropolitan Area Planning Agency

Statement of Revenues and Expenditures

May 31, 2019

		5/1/19 - 5/31/19		7/1/18 - 5/31/19		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2019 Budget
		Actual	Budget	Actual YTD	Budget YTD				
Investment Income									
10-4520	Investment Earnings	\$3,501.11	\$0.00	\$28,956.31	\$0.00	0.00 %	(\$40.65)	(71,333.23)%	\$30,500.00
15-4520	Investment Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$1,375.08	(100.00)%	\$0.00
Total Investment Income		\$3,501.11	\$0.00	\$28,956.31	\$0.00	0.00 %	\$1,334.43	2,069.94 %	\$30,500.00
Miscellaneous Revenue									
10-4310	Match Contributions	\$0.00	\$5,625.00	\$72,500.00	\$61,875.00	117.17 %	\$0.00	0.00 %	\$72,500.00
10-4507	Site Visit Registration	\$0.00	\$0.00	\$40,526.40	\$44,000.00	92.11 %	\$0.00	0.00 %	\$44,000.00
10-4530	Misc. Cash Sales	\$0.00	\$0.00	\$120.00	\$0.00	0.00 %	\$168.00	(28.57)%	\$250.00
10-4540	Miscellaneous	\$7,744.52	\$6,666.67	\$128,394.73	\$73,333.33	175.08 %	\$28,636.13	348.37 %	\$130,000.00
15-4310	Match Contributions	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$40,500.00	(100.00)%	\$0.00
15-4540	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$165,000.00	(100.00)%	\$0.00
Total Miscellaneous Revenue		\$7,744.52	\$12,291.67	\$241,541.13	\$179,208.33	134.78 %	\$234,304.13	3.09 %	\$246,750.00
Total		\$331,741.22	\$397,255.67	\$3,169,262.37	\$3,677,364.83	86.18 %	\$4,466,833.50	(29.05)%	\$4,691,504.00
Total Revenues		\$331,741.22	\$397,255.67	\$3,169,262.37	\$3,677,364.83	86.18 %	\$4,466,833.50	(29.05)%	\$4,691,504.00
Expenses									
MAPA Activities									
MAPA Personnel Expenses									
Salaries		\$92,989.06	\$119,770.42	\$1,149,338.98	\$1,317,474.58	87.24 %	\$1,137,332.99	1.06 %	\$1,576,495.00
Payroll Taxes		\$8,129.81	\$7,934.59	\$87,689.54	\$87,280.41	100.47 %	\$83,979.59	4.42 %	\$121,875.00
Employee Benefits		\$21,647.54	\$24,677.09	\$252,777.27	\$271,447.92	93.12 %	\$241,059.85	4.86 %	\$318,800.00
Total MAPA Personnel Expenses		\$122,766.41	\$152,382.10	\$1,489,805.79	\$1,676,202.91	88.88 %	\$1,462,372.43	1.88 %	\$2,017,170.00
MAPA Non-personnel									
10-5200	Advertising	\$303.08	\$1,083.34	\$3,150.48	\$11,916.66	26.44 %	\$2,979.95	5.72 %	\$13,000.00
10-5210	Membership - Reference	\$750.20	\$1,666.67	\$20,702.21	\$18,333.33	112.92 %	\$20,374.73	1.61 %	\$22,000.00
Data Processing		\$3,374.90	\$2,916.67	\$48,196.34	\$32,083.33	150.22 %	\$29,318.98	64.39 %	\$58,600.00
Forums Expense		\$22,816.59	\$15,000.00	\$41,023.85	\$62,000.00	66.17 %	\$60,458.88	(32.15)%	\$69,563.00

Metropolitan Area Planning Agency
Statement of Revenues and Expenditures
May 31, 2019

		5/1/19 - 5/31/19		7/1/18 - 5/31/19		% to YTD Budget	Prior Year to Date	Increase/ (Dec YTD to PYTD	FY 2019 Budget
		Actual	Budget	Actual YTD	Budget YTD				
10-5650	Miscellaneous Expenses	\$831.00	\$166.67	\$3,342.76	\$1,833.33	182.33 %	\$3,267.02	2.32 %	\$3,500.00
10-5730	Bank Charges	\$28.11	\$83.34	\$482.10	\$916.66	52.59 %	\$343.54	40.33 %	\$1,000.00
10-5800	Office Rent	\$5,800.00	\$5,225.00	\$63,800.00	\$69,600.00	91.67 %	\$63,800.00	0.00 %	\$69,600.00
	Office Expense	\$4,052.93	\$6,158.35	\$53,544.74	\$67,741.65	79.04 %	\$50,879.48	5.24 %	\$79,025.00
	Professional Fees	\$986.58	\$1,580.00	\$24,497.38	\$27,420.00	89.34 %	\$21,917.55	11.77 %	\$29,000.00
	Travel and Conferences	\$8,294.19	\$3,083.34	\$105,130.67	\$121,416.66	86.59 %	\$69,067.16	52.22 %	\$136,000.00
	Transfers	\$0.00	(\$4,308.33)	\$0.00	(\$47,391.67)	0.00 %	\$7,624.40	(100.00)%	(\$51,700.00)
10-5950	Capital Outlays	\$0.00	\$4,000.00	\$6,420.83	\$76,000.00	8.45 %	\$34,307.60	(81.28)%	\$80,000.00
Total MAPA Non-personnel		\$47,237.58	\$36,655.05	\$370,291.36	\$441,869.95	83.80 %	\$364,339.29	1.63 %	\$509,588.00
Total MAPA Activities		\$170,003.99	\$189,037.15	\$1,860,097.15	\$2,118,072.86	87.82 %	\$1,826,711.72	1.83 %	\$2,526,758.00
Contracts and Pass-through									
10-5400	Contracts	\$38,229.38	\$0.00	\$369,461.13	\$262,500.00	140.75 %	\$152,856.96	141.70 %	\$477,500.00
10-5410	Aerial Photo Expense	\$308,188.27	\$0.00	\$448,819.39	\$222,340.50	201.86 %	\$0.00	0.00 %	\$450,210.00
10-5420	Pass Through Contracts -	\$0.00	\$0.00	\$227,931.00	\$442,865.00	51.47 %	\$342,956.10	(33.54)%	\$442,865.00
10-5430	Pass Through Contracts - STP	\$0.00	\$0.00	\$241,770.13	\$501,188.00	48.24 %	\$1,022,837.55	(76.36)%	\$501,188.00
10-5440	In-Kind Expense	\$0.00	\$0.00	\$211,596.64	\$93,106.50	227.26 %	\$463,706.67	(54.37)%	\$292,983.00
Subtotal Contracts and Pass-Through		\$346,417.65	\$0.00	\$1,499,578.29	\$1,522,000.00	98.53 %	\$1,982,357.28	(24.35)%	\$2,164,746.00
Total Expenses		\$516,421.64	\$189,037.15	\$3,359,675.44	\$3,640,072.86	92.30 %	\$3,809,069.00	(11.80)%	\$4,691,504.00
NET SURPLUS/(DEFICIT)		(\$184,680.42)	\$208,218.52	(\$190,413.07)	\$37,291.97	(510.60)%	\$657,764.50	(128.95)%	\$0.00

Metropolitan Area Planning Agency
Statement of Revenues and Expenditures
May 31, 2019

		Revolving Loan		Housing Activities		MAMA		
		May 1-31	July 1 - May 31	May 1-31	July 1- May 31	May 1-31	July 1- May 31	Total YTD
Revenues								
20-4200	State Revenue	\$0.00	\$0.00	\$0.00	\$9,621.24	\$0.00	\$0.00	\$9,621.24
20-4520	Investment Earnings	\$0.00	\$895.16	\$0.00	\$0.00	\$62.96	\$590.07	\$1,485.23
20-4700	Motorist Assist Income	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$26,640.00	\$26,640.00
20-4800	Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$195.00	\$195.00
Total Revenues		\$0.00	\$895.16	\$0.00	\$9,621.24	\$102.96	\$27,425.07	\$37,941.47
Expenses								
20-5320	Professional Services	\$0.00	\$0.00	\$0.00	\$1,155.00	\$0.00	\$0.00	\$1,155.00
20-5400	Contracts	\$0.00	\$0.00	\$9,005.00	\$10,680.00	\$0.00	\$0.00	\$10,680.00
20-6000	Auto - Gas/Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$709.38	\$709.38
20-6075	Miscellaneous Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$224.30	\$3,071.69	\$3,071.69
20-6083	Insurance - Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
20-6086	Admin Fee	\$0.00	\$0.00	\$0.00	\$7,946.24	\$0.00	\$0.00	\$7,946.24
20-6088	Telephone - Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$83.84	\$934.34	\$934.34
20-6098	Vehicle Purchases - Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,542.00	\$27,542.00
Total Expenses		\$0.00	\$0.00	\$9,005.00	\$19,781.24	\$308.14	\$32,757.41	\$52,538.65
NET SURPLUS/(DEFICIT)		\$0.00	\$895.16	(\$9,005.00)	(\$10,160.00)	(\$205.18)	(\$5,332.34)	(\$14,597.18)



Subcontractor Payment Authorization

Contract Number: 185022004
Contract Party: City of Omaha
Contract Description: 13th Street Walkability Study Mini Grant
Contract Approved by Board of Directors: July 27, 2017
Contact Amount: \$100,000.00
Match Amount: \$25,000.00
Contract Period: July 1, 2017 - December 31, 2018

Payment # 2

Labor

Billed to Date : \$ 85,389.98
Less Previous Payments: \$ 85,389.98
Amount Due: \$ -

Payment Recommended By: _____
Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____
Date

MAPA Treasurer/Finance Committee Member

Non-Labor Expenses

Billed to Date : \$ 1,306.46
Less Previous Payments: \$ -
Amount Due: \$ 1,306.46

Payment Recommended By: _____
Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____
Date

MAPA Treasurer/Finance Committee Member

LPA TRANSMITTAL MEMORANDUM

PROJECT EXPENSE REIMBURSEMENT

DATE April 16, 2019

TO MAPA –Melissa Engel

FROM **Jamie Winterstein, PE**
Provisional Responsible Charge, Project Manager
City of Omaha- Public Works Department
1819 Farnam St. Suite 604
Omaha, NE 68183
Jamie.winterstein@CityofOmaha.org
(402) 444-3390

THRU MAPA

PROJECT **Location: 13th Street Walkability Study**
OPW No.: 53287
Contract No.: 185022004
MAPA-5121(3)
Responsible Charge: Krista Wassenaar (No longer at the City of Omaha)
Project Coordinator (MAPA): Michael Helgerson

SUBJECT Project Expense Reimbursement

Attached includes the following documents for approval and payment:

- Form DR 162
- Backup for Direct (Non-Labor)
- Proof of payment

NDOT's Notice to Proceed (NTP) for these services was provided on **October 12, 2017**. The reimbursement amount requested is within the approved limit of **\$100,000**. The amount spent on the project totals to-date is **\$112,579.87** as of **August 20, 2018**. Eligible reimbursement is a maximum of \$100,000 FHWA PL Funds, with a minimum \$25,000 in local matching funds (or an 80%/20% split). As noted below, documentation could not be provided for **\$4,209.32** of the Direct Costs (Non-Labor). This amount has been deducted from the requested total Costs incurred resulting total to-date of **\$108,370.55**. Below is an itemization of the invoices included on this Request for Reimbursement:

Invoice No.	Invoice Amount	Cumulative Amount	Direct Non-Labor	Undocumented Direct Non-Labor	Adjusted Cumulative	MAPA Portion	City of Omaha Portion
1 (299277)	\$4,802.67	\$4,802.67	\$0	\$0	\$4,802.67	\$3842.14	\$960.53
2 (301434)	\$10,985.20	\$15,787.87	\$134.33	\$0	\$15,787.87	\$12,630.30	\$3,157.57
3 (303625)	\$21,579.53	\$37,367.40	\$495.72	\$0	\$37,367.40	\$29,893.92	\$7,473.48
4 (306202)	\$20,951.68	\$58,319.08	\$905.52	\$159.62	\$58,159.46	\$46,527.57	\$11,631.89
5 (307559)	\$19,663.32	\$77,982.40	\$262.12	\$5.00	\$77,817.78	\$62,254.22	\$15,563.56
6 (309900)	\$34,597.47	\$112,579.87	\$4044.70	\$4044.70	\$108,370.55	\$86,696.44	\$21,674.11
				\$4,209.32	Total Undocumented Non-Labor Expenses		

Paid \$85,389.98

Balance Due 1,306.46

Cost Breakdown Form

for LPA Reimbursement

Agency Name:	City of Omaha - Public Works		
Control No.:	22737, 22738	Project No.:	MAPA-5121(3)
Project Location:	13th Street , Omaha, NE		
Agreement No.:	BN1707	Expire Date:	June 30, 2018
Invoice No.:	156965	Invoice Date:	September 27, 2018
Current Billing Period:	10/12/2017 thru 7/23/2018	BEYOND EXPIRATION DATE	
Agreement No:	BN1707	Maximum Not-to-Exceed Amount	\$125,000.00
Agreement amount thru supplement # 000			
Cost Split	20%	Local Share (typically 20%)	\$25,000.00
	80%	Federal Share (typically 80%)	\$100,000.00
		Amount	
		This Period	Previously Billed
		To Date	
Direct Labor			\$0.00
Direct Costs (Non-Labor)			\$0.00
Outside Services (Subconsultants):			
<u>Name</u>	<u>Max Amount</u>		
Olsson Associates	\$125,000.00	\$112,579.87	\$112,579.87
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Adjustments:			
Description: Undocumented Direct (Non-Labor)		\$ (4,209.32)	-\$4,209.32
100% Total Costs Incurred		\$108,370.55	\$108,370.55
20%	Local Share	\$21,674.11	\$21,674.11
80%	Total Amount Due	\$86,696.44	\$86,696.44
By submitting this form electronically to State, LPA certifies submitted costs are actual and allowed by contract		Total Agreement Amount Remaining:	\$16,629.45
Signature (typed or signed name required):		Title:	Date:
Jamie Winterstein, PE		Provisional Responsible Charge	9/28/2018
LPS's email contact for invoice-related questions: jamie.winterstein@cityofomaha.org			

Detailed Expense Report

Monday, April 16, 2018

9:26:45 AM

Olsson Associates, Inc

Employee 04473 Roach, Stacey A

Signed

Approved

Organization 02-2-01-13-34

Expense Report: WE 4-14-18

Report Date: 4/14/2018

Date	Category	Description	Project	Phase	Task	Bill	Company Paid	Credit Card	Account	Amount
------	----------	-------------	---------	-------	------	------	-----------------	----------------	---------	--------

4/2/2018	Mileage (Personal Auto)		018-0736	200	200002	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5125	64.31
----------	----------------------------	--	----------	-----	--------	-------------------------------------	--------------------------	--	------	-------

Business Reason: Client Meeting Omaha 13th St Walkability Study
Travel From/To: Lincoln/Omaha RT Travel: 118.00 mi @ 0.545

Invoice
301434
Backup

Detailed Expense Report

Thursday, March 15, 2018
2:31:48 PM

Olsson Associates, Inc

Employee 04126 Gordanier, Trevor S

Signed

Weekly, Corrin A.

Submitted

Approved

Organization 02-2-01-15-46

Expense Report: w/e 03/17/2018

Report Date: 3/17/2018

Date	Category	Description	Project	Phase	Task	Bill	Company Paid	Credit Card	Account	Amount
3/12/2018	Mileage (Personal Auto)		018-0736	300	300001	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5125	65.40
Omaha 13th St Walkability Study Travel From/To: To/From Omaha										
Travel: 120.00 ml @ 0.545										
Total Expenses										65.40
Amount Advanced										
Company Paid										
Total Due										65.40

Kathi L. Johnson

From: Brittany Hillis
Sent: Friday, March 23, 2018 8:48 AM
To: Kathi L. Johnson
Subject: FW: OpenVoice Conference Information

018-0736, 100, 100001

Thank you!

Brittany Hillis | Traffic/Technology | Mechanical/Electrical | Olsson Associates
601 P Street, Suite 200 | Lincoln, NE 68508 | bhillis@olssonassociates.com
TEL 402.474.6311 | DIR 402.458.5945



Please consider the environment before printing this email.

From: OpenVoice <DO.NOT.REPLY@openvoice.com>
Sent: Thursday, March 22, 2018 4:58 PM
To: Brittany Hillis <bhillis@olssonassociates.com>
Subject: OpenVoice Conference Information

Important OpenVoice Notification

OpenVoice

Dear Brilttany Hillis,

The following is a summary of a conference you held.

Information in this report is based on the time zone setting on the My Account page.

Date of conference call: 03/22/2018

Conference Room #: 728944524

Conference Call Detail Report:

Calling Party	Called Number	Billed As	Start Time	Total Minutes
+14023411116	+18885859008	US Toll-free	02:00 PM CDT	54

\$4.62

+18163611177	+18885859008	US Toll-free	02:00 PM CDT	51
+14029908333	+18885859008	US Toll-free	02:00 PM CDT	35
+19133811170	+18885859008	US Toll-free	02:00 PM CDT	35

Total Minutes: 175
Number of Callers: 4

Visit [My Conferences](#) to see your minute usage.

If you have any questions, please contact [Global Customer Support](#).

Thank you for using OpenVoice Audio Conferencing.

Regards,
Global Customer Support
<https://link.openvoice.com/contact-us>

Join audio conferences instantly with the free OpenVoice mobile app.
One-tap simplicity - no need to type in phone and conference room numbers.



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GetGo Audio LLC, a subsidiary of LogMeIn, Inc.. | 10 Exchange Place | Suite 1710 | Jersey City, NJ 07302

Internal Unit	Table	Name							
Date	Description	Project	Phase	Task	Account	Quantity	Cost Amount	Billing Amount	Billing Extension
LN DWG PH LNK	OA STANDARD	Line Drawing-Photo							
6/30/2018	IU063018 KIP DUP	017-2477	300	300101	5113	22.000	14.30	14.30	14.30
				Line Drawing-Photo Total		22.000	14.30	14.30	14.30
LN DWG PH NCO	OA STANDARD	Line Drawing-Photo							
6/30/2018	IU063018 KIP DUP	015-1989	400	400009	5113	207.778	135.06	135.06	135.06
				Line Drawing-Photo Total		207.778	135.06	135.06	135.06
LN DWG PH SPF	OA STANDARD	Line Drawing-Photo							
6/30/2018	IU063018 KIP DUP	A18-0551	100	100102	5113	12.014	7.81	7.81	7.81
				Line Drawing-Photo Total		12.014	7.81	7.81	7.81
MAP RND BD KCS	OA STANDARD	Map Rendering-Bond							
6/30/2018	IU063018 KIP DUP	000-0002	313	001445	7110	3.000	3.75	3.75	3.75
6/30/2018	IU063018 KIP DUP	000-0002	314	000701	7110	9.062	11.33	11.33	11.33
6/30/2018	IU063018 KIP DUP	000-0002	320	001445	7110	6.007	7.51	7.51	7.51
6/30/2018	IU063018 KIP DUP	B18-0892	010	010001	5113	7.549	9.44	9.44	9.44
				Map Rendering-Bond Total		25.618	32.03	32.03	32.03
MAP RND BD LNK	OA STANDARD	Map Rendering-Bond							
6/30/2018	IU063018 KIP DUP	018-1915	100	100001	5113	2.292	2.87	2.87	2.87
				Map Rendering-Bond Total		2.292	2.87	2.87	2.87
MAP RND BD OMA	OA STANDARD	Map Rendering-Bond							
6/30/2018	IU063018 KIP DUP	000-0002	202	001334	7110	27.062	33.83	33.83	33.83
6/30/2018	IU063018 KIP DUP	018-0736	400	400002	5113	27.000	33.75	33.75	33.75
6/30/2018	IU063018 KIP DUP	018-0797	004	004001	5113	24.125	30.16	30.16	30.16
				Map Rendering-Bond Total		78.187	97.74	97.74	97.74
				Final Total		10,727.990	2,332.03	2,761.16	2,756.91

General Ledger Posting Summary

Company: 02

Olsson Associates

Debits

Credits

02-1-02-13-90

OA Corporate Site/Civil PG

7110

Duplication

51.11

0.00

Total for 02-1-02-13-90

51.11

0.00

02-2-01-07-01

Lincoln Administrative

7110

Duplication

11.34

0.00

7910

Printing/Reproduction Recovery

0.00

421.79

Total for 02-2-01-07-01

11.34

421.79

02-2-01-11-36

Lincoln Mechanical Electrical

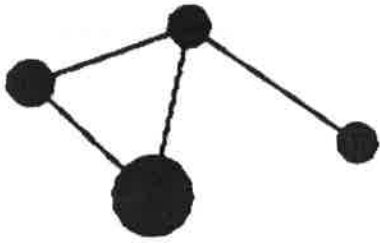
5113

Duplication

45.63

0.00

Internal Unit	Table	Name								
Date	Description	Project	Phase	Task	Account	Quantity	Cost Amount	Billing Amount	Billing Extension	
7/7/2018	IU070718 KIP DUP	018-1493	500	500501	5113	18.000	4.50	4.50	4.50	
7/7/2018	IU070718 KIP DUP	018-1632	100	100001	5113	18.000	4.50	4.50	4.50	
7/7/2018	IU070718 KIP DUP	A16-1206	600	600601	5113	24.604	6.15	6.15	6.15	
7/7/2018	IU070718 KIP DUP	A17-0054	500	500501	5113	6.000	1.50	1.50	1.50	
Line Drawing-Bond Total						615.680	153.92	153.92	153.92	
LN DWG PH DNV	OA STANDARD	Line Drawing-Photo								
7/7/2018	IU070718 KIP DUP	000-0002	407	001445	7110	18.000	11.70	11.70	11.70	
Line Drawing-Photo Total						18.000	11.70	11.70	11.70	
LN DWG PH KCS	OA STANDARD	Line Drawing-Photo								
7/7/2018	IU070718 KIP DUP	D16-2184	950	950002	5113	12.000	7.80	7.80	7.80	
Line Drawing-Photo Total						12.000	7.80	7.80	7.80	
MAP RND BD GRI	OA STANDARD	Map Rendering-Bond								
7/7/2018	IU070718 KIP DUP	018-1416	100	100200	5113	5.500	6.88	6.88	6.88	
Map Rendering-Bond Total						5.500	6.88	6.88	6.88	
MAP RND BD HST	OA STANDARD	Map Rendering-Bond								
7/7/2018	IU070718 KIP DUP	018-0198	300	300300	5113	8.042	10.05	10.05	10.05	
Map Rendering-Bond Total						8.042	10.05	10.05	10.05	
MAP RND BD KCN	OA STANDARD	Map Rendering-Bond								
7/7/2018	IU070718 KIP DUP	018-1782	100	100001	5113	6.007	7.51	7.51	7.51	
Map Rendering-Bond Total						6.007	7.51	7.51	7.51	
MAP RND BD KCS	OA STANDARD	Map Rendering-Bond								
7/7/2018	IU070718 KIP DUP	017-0830	101	101001	5113	3.000	3.75	3.75	3.75	
7/7/2018	IU070718 KIP DUP	B18-0892	010	010001	5113	6.000	7.50	7.50	7.50	
Map Rendering-Bond Total						9.000	11.25	11.25	11.25	
MAP RND BD LNK	OA STANDARD	Map Rendering-Bond								
7/7/2018	IU070718 KIP DUP	000-0002	201	000701	7110	22.000	27.50	27.50	27.50	
Map Rendering-Bond Total						22.000	27.50	27.50	27.50	
MAP RND BD OMA	OA STANDARD	Map Rendering-Bond								
7/7/2018	IU070718 KIP DUP	016-3109	100	100004	5113	24.000	30.00	30.00	30.00	
7/7/2018	IU070718 KIP DUP	018-0699	121	121001	5113	8.000	10.00	10.00	10.00	
7/7/2018	IU070718 KIP DUP	018-0699	140	140001	5113	12.000	15.00	15.00	15.00	
7/7/2018	IU070718 KIP DUP	018-0736	400	400002	5113	6.000	7.50	7.50	7.50	
7/7/2018	IU070718 KIP DUP	018-0904	100	100001	5113	4.000	5.00	5.00	5.00	
Map Rendering-Bond Total						54.000	67.50	67.50	67.50	



OutrSpaces

Event Invoice

OutrSpaces
1258 S. 13th Street
Omaha, NE, 68108
308-224-4130
outrspacesomaha@gmail.com

Date: 5-14-18
Service: 13th Street Walkability
Client: Olsson Associates

ITEM	COST
13th Street Walkability	\$50.00

Grand Total = US \$50.00

Payment Status: unpaid

Vendor #	16349	Pmt Date	<input checked="" type="checkbox"/>
Invoice Date	05/14/18	e	
Invoice #	051418	Invoice Amt	50.00
Project #	018-0736	Phase #	200
Task #	001	Account #	5109
		Amount	\$ 50.00
			\$
			*
234009		05/14/18	50.00

Please make check payable to: OutrSpaces

@OutrSpacesOmaha
OutrSpacesOmaha@gmail.com
OutrSpaces.org
(308) 224-4130

Kathi L. Johnson

From: Chris Rolling
Sent: Monday, July 9, 2018 4:25 PM
To: Accounts Payable
Cc: 018-0736
Subject: FW: 13th Street Walkability Study Open House - Monday, May 14
Attachments: Olsson Associates - Invoice.pdf

Could you issue payment for this. Project number is 018-0736, 200, 200001.

Christopher M. Rolling, PE, PTOE | Olsson Associates
2111 South 67th Street, Suite 200 | Omaha, NE 68106 | crolling@olssonassociates.com
231 South Main Street, Suite 100 | Council Bluffs, IA 51503

From: Stacey Roach
Sent: Thursday, June 21, 2018 4:07 PM
To: Chris Rolling <crolling@olssonassociates.com>
Subject: FW: 13th Street Walkability Study Open House - Monday, May 14

Stacey Roach | Public Involvement | Olsson Associates
601 P Street, Suite 200 | Lincoln, NE 68508 | sroach@olssonassociates.com
TEL 402.474.6311 | DIR 402.458.5042 | CELL 402.430.0109 | FAX 402.474.5160



From: OutrSpaces <outrspacesomaha@gmail.com>
Sent: Thursday, June 21, 2018 12:40 PM
To: Stacey Roach <sroach@olssonassociates.com>
Subject: Re: 13th Street Walkability Study Open House - Monday, May 14

Hello Stacey,

Here is the invoice for the May 14th event at OutrSpaces.

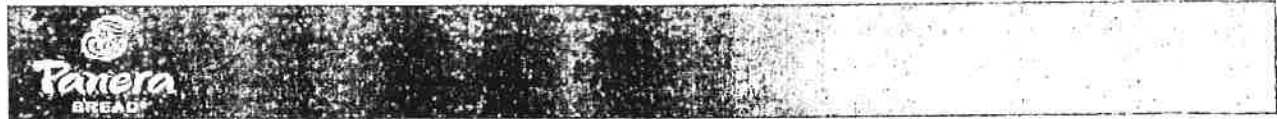
Philip Kolbo

On Fri, May 11, 2018 at 12:51 PM, Stacey Roach <sroach@olssonassociates.com> wrote:

Please join us for an open house meeting to learn about the 13th Street Walkability Study, and give your input on how to best utilize 13th Street between I-80 and I-480 to accommodate all users. Short project overview presentation at 5:15 pm.

Stacey Roach

From: Panera Bread <no-reply@panerabread.com>
Sent: Wednesday, June 27, 2018 5:17 PM
To: Stacey Roach
Subject: Your Panera Order - 7347390



Thanks for your order!

Customer Information

Order number:
7347390

Name:
Stacey Roach

Phone Number:
4024300109

Email Address:
sroach@olssonassociates.com

Account Primary:
4024300109

Time Ready:
07:00 AM - 07:15 AM

Order Details

Delivery Number:
6080067347390

Order Type:
Pickup

Cafe Address:
344 N Saddle Creek Rd
Omaha, NE 68131
402-952-2720

Date: 06/28/2018

Order Placed:
06/27/2018 05:12 PM

Time Ready:
07:00 AM - 07:15 AM

No. of People:
25

If you need any assistance
with your order.

Phone Number:
402-952-2720

Order Summary

Dark Roast Coffee \$ 15.99

Hazelnut Coffee \$ 15.99

Included in your order: Napkins, utensils, plates and/or bowls, etc.
for 25 people.

Subtotal \$ 31.98

Tax \$ 3.09



Total \$ 35.07

Feel free to tip your bakery-cafe team for excellent service.
Never expected. Always appreciated.

Payment Information

Type	Amnt.	Balance
VISA 1578	\$ 35.07	

Detailed Expense Report

Friday, April 12, 2019

9:12:52 AM

Olsson, Inc.

Employee 04473 Roach, Stacey A

Signed Electronically by: Hereth,Brea M 7/1/2018 7:24:10 AM

Posted

Approved Electronically by: Hereth, Brea M 7/1/2018 7:24:10 AM

Organization 02-2-01-13-34

Expense Report: WE 6-30-18

Report Date: 6/30/2018

Date	Category	Description	Project	Phase	Task	Bill	Company Paid	Credit Card	Account	Amount
6/28/2018	Mileage (Personal Auto)	mileage	018-0736	200	200002	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5125	65.40
Business Reason: stakeholder meetings			Omaha 13th St Walkability Study			Travel: 120.00 mi @ 0.545				
			Travel From/To: lincoln/omaha							
6/27/2018	Meals	4473-22	018-0736	200	200002	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5103	35.07
			Omaha 13th St Walkability Study							
						Total Expenses				100.47
						Amount Advanced				
						Company Paid				
						Total Due				100.47

Detailed Expense Report

Friday, April 12, 2019

9:25:24 AM

Olsson, Inc.

Employee 04473 Roach, Stacey A

Signed Electronically by: Hereth,Brea M 6/18/2018 5:40:11 AM

Posted

Approved Electronically by: Bausch, Emily G 6/18/2018 7:26:44 AM

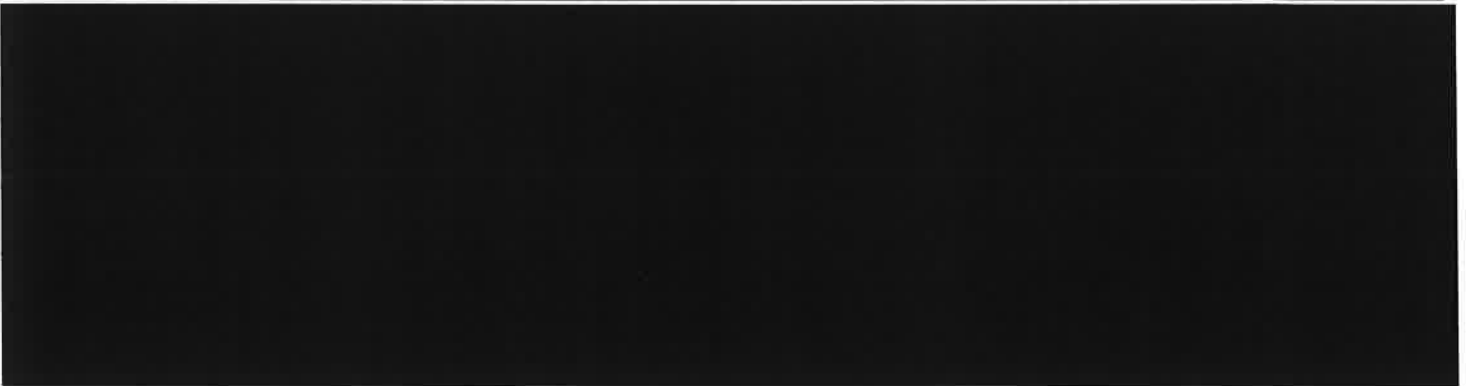
Organization 02-2-01-13-34

Expense Report: WE 6-16-18

Report Date: 6/16/2018

Date	Category	Description	Project	Phase	Task	Bill	Company Paid	Credit Card	Account	Amount
6/13/2018	Mileage (Personal Auto)	Mileage	018-0736	200	200002	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5125	65.40

Business Reason: Stakeholder meeting Omaha 13th St Walkability Study
Travel From/To: Lincoln/Omaha Travel: 120.00 mi @ 0.545



Detailed Expense Report

Wednesday, February 13, 2019

11:54:23 AM

Olsson, Inc.

Employee 04473 Roach, Stacey A

Signed Electronically by: Roach, Stacey A 5/24/2018 7:51:35 AM

Posted

Approved Electronically by: Bausch, Emily G 5/25/2018 6:59:50 AM

Organization 02-2-01-13-34

Expense Report: WE 5-26-18

Report Date: 5/26/2018

Date	Category	Description	Project	Phase	Task	Bill	Company Paid	Credit Card	Account	Amount
------	----------	-------------	---------	-------	------	------	--------------	-------------	---------	--------

5/22/2018	Mileage (Personal Auto)	mileage	018-0736	200	200002	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5125	65.40
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Omaha 13th St Walkability Study

Business Reason: client meeting

Travel From/To: Lincoln/Omaha

Travel: 120.00 mi @ 0.545

Total Expenses	128.62
Amount Advanced	
Company Paid	
Total Due	128.62

Internal Unit	Table	Name							
Date	Description	Project	Phase	Task	Account	Quantity	Cost Amount	Billing Amount	Billing Extension
LN DWG PH KCN	OA STANDARD	Line Drawing-Photo							
5/5/2018	IU050518 KIP DUP	000-0002	336	001233	7110	72.000	46.80	46.80	46.80
				Line Drawing-Photo Total		72.000	46.80	46.80	46.80
LN DWG PH KCS	OA STANDARD	Line Drawing-Photo							
5/5/2018	IU050518 KIP DUP	016-3640	900	900002	5113	72.000	46.80	46.80	46.80
				Line Drawing-Photo Total		72.000	46.80	46.80	46.80
LN DWG PH LNK	OA STANDARD	Line Drawing-Photo							
5/5/2018	IU050518 KIP DUP	000-0002	101	000606	7110	6.014	3.91	3.91	3.91
5/5/2018	IU050518 KIP DUP	000-0002	201	000701	7110	25.000	16.25	16.25	16.25
5/5/2018	IU050518 KIP DUP	017-0152	100	100002	5113	5.667	3.68	3.68	3.68
5/5/2018	IU050518 KIP DUP	018-0736	200	200002	5113	6.014	3.91	3.91	3.91
				Line Drawing-Photo Total		42.695	27.75	27.75	27.75
LN DWG PH NCO	OA STANDARD	Line Drawing-Photo							
5/5/2018	IU050518 KIP DUP	016-1326	200	200001	5113	6.000	3.90	3.90	3.90
				Line Drawing-Photo Total		6.000	3.90	3.90	3.90
LN DWG PH PHX	OA STANDARD	Line Drawing-Photo							
5/5/2018	IU050518 KIP DUP	000-0002	404	000701	7110	5.500	3.58	3.58	3.58
5/5/2018	IU050518 KIP DUP	017-0271	999	999001	5113	121.139	78.74	78.74	78.74
5/5/2018	IU050518 KIP DUP	017-2546	999	999001	5113	510.646	331.92	331.92	331.92
				Line Drawing-Photo Total		637.285	414.24	414.24	414.24
LN DWG PH SPF	OA STANDARD	Line Drawing-Photo							
5/5/2018	IU050518 KIP DUP	018-0851	600	600601	5113	6.000	3.90	3.90	3.90
5/5/2018	IU050518 KIP DUP	A16-2546	860	860001	5113	12.000	7.80	7.80	7.80
				Line Drawing-Photo Total		18.000	11.70	11.70	11.70
MAP RND BD GRI	OA STANDARD	Map Rendering-Bond							
5/5/2018	IU050518 KIP DUP	000-0002	208	001334	7110	12.000	15.00	15.00	15.00
5/5/2018	IU050518 KIP DUP	017-1262	100	100102	5113	2.250	2.81	2.81	2.81
				Map Rendering-Bond Total		14.250	17.81	17.81	17.81
MAP RND BD KCS	OA STANDARD	Map Rendering-Bond							
5/5/2018	IU050518 KIP DUP	000-0002	320	001334	7110	10.389	12.99	12.99	12.99
				Map Rendering-Bond Total		10.389	12.99	12.99	12.99
MAP RND BD LNK	OA STANDARD	Map Rendering-Bond							
5/5/2018	IU050518 KIP DUP	000-0002	201	001334	7110	5.194	6.49	6.49	6.49

Picklemans Gourmet Cafe #17
1503 Farnam St
Omaha, NE 68102
Phone: 402-505-9775
www.picklemans.com

Ord #5

Delivery

Empl: Justin F. 5/3/2018 10:37 AM

W DALE CLARK LIBRARY
STACY

#3

215 S 15TH ST

#0

Zip: 68102

402-430-0109

DRIVER: Josh Delaney

3 Dozen Cookies	29.97
1 Assorted Croissant	64.99
1 Assorted Croissant	64.99
30 Chips	0.00
Original Salted	44.70

Subtotal	204.65
Tax	19.44
Delivery Fee	30.70
Total	254.79

Visa 7274 Payment 254.79

Tip


Total

~~254.79~~



274.79

*** Guest Copy ***


Paid in full 018-0736

Ord #5

Detailed Expense Report

Wednesday, February 13, 2019

11:49:26 AM

Olsson, Inc.

Employee 04473 Roach, Stacey A

Signed Electronically by: Roach, Stacey A 5/7/2018 5:17:30 AM

Posted

Approved Electronically by: Bausch, Emily G 5/7/2018 7:24:53 AM

Organization 02-2-01-13-34

Expense Report: WE 5-5-18

Report Date: 5/5/2018

Date	Category	Description	Project	Phase	Task	Bill	Company Paid	Credit Card	Account	Amount
5/3/2018	Mileage	mileage	018-0736	200	200002	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5125	65.40
	(Personal Auto)									

Business Reason: Stakeholder meeting
Omaha 13th St Walkability Study
Travel From/To: Lincoln - Omaha, RT
Travel: 120.00 mi @ 0.545

Total Expenses	65.40
Amount Advanced	
Company Paid	
Total Due	65.40

**WELCOME TO
ALL STAR PLAZA INN !**

SBHD000102
All Star
1781 frontage rd
sabetha ks

2739-1

Description	Qty	Amount
T COLD BREW COFFEE	1	3.49
T ECLIPSE	1	1.49
Subtotal		4.98
Tax		0.42
TOTAL		5.40
CASH \$		6.00
Change \$		-0.60

THANKS COME AGAIN

ST# 1 TILL XXXX DR# 1 TRAN# 1016235
CSH# 32 05/03/18 16:02:21

2739-3 ✓

WELCOME

VV1078088965001
NDS

DATE 05/03/18 09:39
TRAN# 9058184
PUMP# 05
SERVICE LEVEL: SELF
PRODUCT: UNL
GALLONS: 7.671
PRICE/G: \$ 2.599
FUEL SALE \$ 19.94
CREDIT \$19.94

Visa
XXXXXXXXXXXX0684
WORKER-BRADDOCK/THOM
AS
Auth #: 07583D
Resp Code: 00

CITY OF OMAHA
RECEIPT A13

ENTRY TIME: 2739-2
05/03/18 10:07
EXIT TIME:
05/03/18 14:22
PARK DURATION HRS:MIN
0:04:15
AMOUNT:
USD 5.00

KIND OF PAYMENT:
VISA ✓
XXXXXXXXXXXX0684
XXXXXX 201
AUTH. CODE 070240
REF. 47

THANK YOU FOR YOUR
VISIT

COMMERCE PLAZA
BP
6284038
BP
3020 IOWA
LAWRENCE KS
66046

DATE 05/03/18 17:33
TRAN# 9099722
PUMP# 09
SERVICE LEVEL: SELF
PRODUCT: UNLD
GALLONS: 7.721
PRICE/G: \$ 2.599
FUEL SALE \$ 20.07
CREDIT \$20.07

VISA 2739-4 ✓
XXXXXXXXXXXX0684
Auth #: 00672D
Ref: 20870030
Resp Code: 000
Term ID: 00009
Stan: 05792492157

SITE ID: 6284038

VISA
XXXXXXXXXXXX0684
Stan: 05792492157

THANK YOU
HAVE A NICE DAY

Worker braddock - Olsson Associates - Expense Report -
2018-05-11

Internal Unit	Table	Name							
Date	Description	Project	Phase	Task	Account	Quantity	Cost Amount	Billing Amount	Billing Extension
5/5/2018	IU050518 KIP DUP	016-0546	240	240001	5113	6.000	1.50	1.50	1.50
5/5/2018	IU050518 KIP DUP	017-1520	999	999001	5113	7.549	1.89	1.89	1.89
5/5/2018	IU050518 KIP DUP	017-2106	100	100001	5113	22.549	5.64	5.64	5.64
5/5/2018	IU050518 KIP DUP	017-2695	100	100006	5113	18.000	4.50	4.50	4.50
5/5/2018	IU050518 KIP DUP	017-2980	900	900001	5113	10.389	2.60	2.60	2.60
5/5/2018	IU050518 KIP DUP	018-0537	100	100001	5113	140.000	35.00	35.00	35.00
5/5/2018	IU050518 KIP DUP	018-0699	130	130001	5113	18.014	4.50	4.50	4.50
5/5/2018	IU050518 KIP DUP	018-0736	100	100001	5113	82.500	20.63	20.63	20.63
5/5/2018	IU050518 KIP DUP	018-0751	999	999001	5113	5.194	1.30	1.30	1.30
5/5/2018	IU050518 KIP DUP	018-0793	300	300001	5113	63.083	15.77	15.77	15.77
5/5/2018	IU050518 KIP DUP	018-0940	100	100001	5113	3.000	.75	.75	.75
5/5/2018	IU050518 KIP DUP	018-1075	100	100001	5113	6.375	1.59	1.59	1.59
5/5/2018	IU050518 KIP DUP	A15-1687	310	310001	5113	11.014	2.75	2.75	2.75
5/5/2018	IU050518 KIP DUP	A16-2436	100	100002	5113	17.500	4.38	4.38	4.38
5/5/2018	IU050518 KIP DUP	A18-0500	310	310001	5113	5.194	1.30	1.30	1.30
5/5/2018	IU050518 KIP DUP	B07-1746	100	100001	5113	62.333	15.58	15.58	15.58
5/5/2018	IU050518 KIP DUP	B15-2087	999	999001	5113	5.194	1.30	1.30	1.30
Line Drawing-Bond Total						998.693	249.70	249.70	249.70
LN DWG BD PHX	OA STANDARD	Line Drawing-Bond							
5/5/2018	IU050518 KIP DUP	017-0271	999	999001	5113	6.000	1.50	1.50	1.50
5/5/2018	IU050518 KIP DUP	017-2407	999	999001	5113	174.000	43.50	43.50	43.50
5/5/2018	IU050518 KIP DUP	017-2546	999	999001	5113	518.681	129.67	129.67	129.67
5/5/2018	IU050518 KIP DUP	018-1422	050	050001	5113	6.000	1.50	1.50	1.50
Line Drawing-Bond Total						704.681	176.17	176.17	176.17
LN DWG BD SPF	OA STANDARD	Line Drawing-Bond							
5/5/2018	IU050518 KIP DUP	016-2112	998	998001	5113	48.000	12.00	12.00	12.00
5/5/2018	IU050518 KIP DUP	018-0551	900	900900	5113	6.000	1.50	1.50	1.50
5/5/2018	IU050518 KIP DUP	018-0851	600	600601	5113	12.000	3.00	3.00	3.00
5/5/2018	IU050518 KIP DUP	018-1025	100	100001	5113	24.000	6.00	6.00	6.00
5/5/2018	IU050518 KIP DUP	018-1025	998	998001	5113	6.000	1.50	1.50	1.50
5/5/2018	IU050518 KIP DUP	A16-2546	860	860001	5113	36.000	9.00	9.00	9.00
5/5/2018	IU050518 KIP DUP	A17-3211	600	600601	5113	84.000	21.00	21.00	21.00
Line Drawing-Bond Total						216.000	54.00	54.00	54.00
LN DWG PH DNV	OA STANDARD	Line Drawing-Photo							
5/5/2018	IU050518 KIP DUP	000-0002	407	000701	7110	12.000	7.80	7.80	7.80
5/5/2018	IU050518 KIP DUP	016-1326	200	200001	5113	9.097	5.91	5.91	5.91
Line Drawing-Photo Total						21.097	13.71	13.71	13.71

Internal Unit	Table	Name							
Date	Description	Project	Phase	Task	Account	Quantity	Cost Amount	Billing Amount	Billing Extension
5/5/2018	IU050518 KIP DUP	018-1282	100	100002	5113	8.750	10.94	10.94	10.94
Map Rendering-Bond Total						13.944	17.43	17.43	17.43
MAP RND BD	OA STANDARD	Map Rendering-Bond							
OMA									
5/5/2018	IU050518 KIP DUP	000-0002	102	000606	7110	99.083	123.85	123.85	123.85
5/5/2018	IU050518 KIP DUP	000-0002	202	001334	7110	5.194	6.49	6.49	6.49
5/5/2018	IU050518 KIP DUP	000-0002	202	001543	7110	16.507	20.63	20.63	20.63
5/5/2018	IU050518 KIP DUP	015-0137	100	100001	5113	17.500	21.88	21.88	21.88
5/5/2018	IU050518 KIP DUP	015-1092	100	100001	5113	18.000	22.50	22.50	22.50
5/5/2018	IU050518 KIP DUP	016-1737	999	999001	5113	15.021	18.78	18.78	18.78
5/5/2018	IU050518 KIP DUP	017-1268	100	100001	5113	30.007	37.51	37.51	37.51
5/5/2018	IU050518 KIP DUP	018-0697	100	100001	5113	6.000	7.50	7.50	7.50
5/5/2018	IU050518 KIP DUP	018-0699	130	130001	5113	20.764	25.96	25.96	25.96
5/5/2018	IU050518 KIP DUP	018-0736	100	100001	5113	16.500	20.63	20.63	20.63
5/5/2018	IU050518 KIP DUP	018-0797	007	007001	5113	12.000	15.00	15.00	15.00
5/5/2018	IU050518 KIP DUP	018-1075	100	100001	5113	5.792	7.24	7.24	7.24
5/5/2018	IU050518 KIP DUP	M18-0001	000	000001	7110	8.750	10.94	10.94	0.00
Map Rendering-Bond Total						271.118	338.91	338.91	327.97
MAP RND BD	OA STANDARD	Map Rendering-Bond							
SPF									
5/5/2018	IU050518 KIP DUP	018-1026	998	998001	5113	6.000	7.50	7.50	7.50
Map Rendering-Bond Total						6.000	7.50	7.50	7.50
MAP RND PH	OA STANDARD	Map Rendering-Photo							
HLD									
5/5/2018	IU050518 KIP DUP	000-0002	210	001445	7110	6.014	9.92	9.92	9.92
Map Rendering-Photo Total						6.014	9.92	9.92	9.92
Final Total						23,465.602	4,647.66	6,009.54	5,978.84
General Ledger Posting Summary				Debits		Credits			
Company: 02		Olsson Associates							
02-1-01-06-06		OA Corporate Marketing-Lincoln							
7110		Duplication				3.91		0.00	
Total for 02-1-01-06-06				3.91		0.00			
02-1-01-11-91		OA Corporate Facilities Industry Experts							
7110		Duplication				21.00		0.00	
Total for 02-1-01-11-91				21.00		0.00			
02-1-02-06-06		OA Corporate Marketing-Omaha							
7110		Duplication				129.58		0.00	
Total for 02-1-02-06-06				129.58		0.00			
02-1-15-01-01		OA Corporate Admin Services-Springfield							
7110		Duplication				187.55		0.00	
Total for 02-1-15-01-01				187.55		0.00			

**Lincoln
OA Mileage Log**

Vehicle Type: 2013 Chevy Impala (Pewter)

VIN# 2G1WG5E35D1210540

Plate No. UUE 867

Vehicle ID# 001007

Gas Card# WEX0146-1

DATES USED	EMPLOYEE NAME	DESTINATION/ PURPOSE	PROJECT NUMBER	PHASE NUMBER	TASK NUMBER	BEGINNING MILEAGE	ENDING MILEAGE	TOTAL MILES	DAYS USED	FUEL DATE	FUEL TOTAL	MISCELLANEOUS & / OR MAINTENANCE
4/30/18	Stacey Roach	Omaha	018-0736	200	200002	106,821	106,931	110	1	4/30/18	00.75	\$59.95
								0				
								0				
								0				
								0				
								0				
								0				
								0				
								0				
								0				
								0				
								0				
								0				
								0				

Total Miles Driven less than 150 miles will be charged on a per mile rate based on current IRS mileage. Daily Rate is \$85.00

Fuel is a corporate expense

Unit Code (Miles)

Unit Code (Day)

Unit Code (Fuel)

VEH 1007

VEH 1007D

AUTOFL LNK



1340 N Street
402.476.8156
Lincoln, NE 68508

Invoice
306202
backup

Invoice

No: 88982

Date: 5/7/18

Customer PO:

Stacey Roach
OLSSON ASSOCIATES
601 P st
Lincoln Ne 68501
Phone:

E-Mail sroach@olssonassociates.com

Quantity	Description	Amount
682	Postcards -- OMA13 - 5.5x8.5 print, 8.5 x 5.5 WHITE 100# Prodigital Gloss Cover 10% PCW-FSC GLOSS, Digitally Printed - Full Color on 2 sides	\$ 162.75
682	Full Mailer Service with List Scrup and inkjetting, sorting and dropping	\$ 98.21
0	Postage Paid	\$ 176.60
<div>018-0730 200 200002</div> <div><div>Vendor # 3065 Invoice Date 050718 Invoice # 88982</div><div>18-0730 200 002 5113 456.48</div><div>456.48</div><div>Stacy Roach</div></div>		
Taken by: Matthew		SUBTOTAL \$ 437.56
Data peak with check - 5 for them with invoice		TAX \$ 18.92
WE WANT TO Thank You! FOR BEING AWESOME		TOTAL \$ 456.48
PLEASE PAY FROM THIS INVOICE WITHIN 15 DAYS		AMOUNT DUE \$ 456.48
NO STATEMENT WILL BE SENT.		



Fed Tax Id : 430724835

Consolidated Inv. #
Rental Agreement #
Bill Ref #
Invoice Date

1/444802
24W18M
600025012405
31-May-2018

Bill To Information

OLSSON ASSOCIATES
601 P STREET STE 200
LINCOLN, NE - 68508

Rental Information

Reservation Number : 1837609261
Driver : WORKER-BRADDOCK, TOM
Pickup Date/Time : 05/02/2018 17:51
Return Date/Time : 05/03/2018 17:46
Miles/kms : 398
Car Class : FCAR Requested Class : FCAR

Vehicle Information

Yr/Make/Model	Unit #	License No	Beg/End/Distance
2017/CHEV/IMPA	7PX862	HN0N3W	31354/31752/398
VIN 2G1105S3XH9184396			

Rental Branch

LAWRENCE
2957 FOUR WHEEL DR
LAWRENCE, KS - 66047-3145

Return Branch

LAWRENCE
2957 FOUR WHEEL DR
LAWRENCE, KS-66047-3145

018-0736
200
200003 ✓

Charge Detail

Description
TIME & DISTANCE

Qty	Period	Rate	Amount
1	DAY	45.00	45.00
Sub Total			45.00
PERCENT		3.50	1.58
PERCENT		9.05	4.07

KANSAS EXCISE TAX
SALES TAX

Total Charges (USD) 50.65

Additional Information

Ext Bill Ref # 1

018-0736-200-200003

JOB #

018-0736-200-200003

Remit Payment in USD to

EEAN SERVICES, LLC
PO BOX 840173
KANSAS CITY, MO 64184-0173

For Billing Inquiries

Tel#:+1 8662789894
ARINQUIRY@EHI.COM

Payment Terms

Payment Due Within 30 days of invoice date.
Late payments are subject to finance charge.

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

Internal Unit	Table	Name							
Date	Description	Project	Phase	Task	Account	Quantity	Cost Amount	Billing Amount	Billing Extension
5/19/2018	IU051918 KIP DUP mk	018-0736	200	200001	5113	47.924	59.91	59.91	59.91
					Map Rendering-Bond Total	192.584	240.73	240.73	240.73
MAP RND BD PHX	OA STANDARD	Map Rendering-Bond							
5/19/2018	IU051918 KIP DUP mk	017-2407	200	200011	5113	12.000	15.00	15.00	15.00
					Map Rendering-Bond Total	12.000	15.00	15.00	15.00
MAP RND BD SPF	OA STANDARD	Map Rendering-Bond							
5/19/2018	IU051918 KIP DUP mk	017-3169	300	300302	5113	12.000	15.00	15.00	15.00
					Map Rendering-Bond Total	12.000	15.00	15.00	15.00
					Final Total	23,634.659	5,528.96	6,360.50	6,329.59

General Ledger Posting Summary

Company: 02	Olsson Associates	Debits	Credits
02-1-02-06-06	OA Corporate Marketing-Omaha		
7110	Duplication	18.48	0.00
	Total for 02-1-02-06-06	18.48	0.00
02-2-01-07-01	Lincoln Administrative		
7110	Duplication	42.26	0.00
7910	Printing/Reproduction Recovery	0.00	974.54
	Total for 02-2-01-07-01	42.26	974.54
02-2-01-11-36	Lincoln Mechanical Electrical		
5113	Duplication	129.32	0.00
7110	Duplication	13.21	0.00
	Total for 02-2-01-11-36	142.53	0.00
02-2-01-12-32	Lincoln Drilling		
5113	Duplication	.75	0.00
	Total for 02-2-01-12-32	.75	0.00
02-2-01-13-34	Lincoln General Civil		
5113	Duplication	537.69	0.00
7110	Duplication	13.46	0.00
	Total for 02-2-01-13-34	551.15	0.00
02-2-01-14-45	Lincoln Survey		
7110	Duplication	45.44	0.00
	Total for 02-2-01-14-45	45.44	0.00
02-2-01-15-30	Lincoln Airports		
5113	Duplication	98.71	0.00
	Total for 02-2-01-15-30	98.71	0.00
02-2-01-15-43	Lincoln Roads/Bridges		
5113	Duplication	35.00	0.00
	Total for 02-2-01-15-43	35.00	0.00

Internal Unit	Table	Name							
Date	Description	Project	Phase	Task	Account	Quantity	Cost Amount	Billing Amount	Billing Extension
5/19/2018	IU051918 KIP DUP mk	000-0002	202	000701	7110	264.278	66.07	66.07	66.07
5/19/2018	IU051918 KIP DUP mk	014-1274	300	300010	5113	62.333	15.58	15.58	15.58
5/19/2018	IU051918 KIP DUP mk	015-2843	210	210001	5113	14.667	3.67	3.67	3.67
5/19/2018	IU051918 KIP DUP mk	017-2799	900	900001	5113	5.500	1.38	1.38	1.38
5/19/2018	IU051918 KIP DUP mk	017-3849	900	900001	5113	82.500	20.63	20.63	20.63
5/19/2018	IU051918 KIP DUP mk	018-0310	100	100102	5113	96.021	24.01	24.01	24.01
5/19/2018	IU051918 KIP DUP mk	018-0683	210	210001	5113	10.562	2.64	2.64	2.64
5/19/2018	IU051918 KIP DUP mk	018-0699	150	150001	5113	9.000	2.25	2.25	2.25
5/19/2018	IU051918 KIP DUP mk	018-0736	200	200001	5113	55.458	13.86	13.86	13.86
5/19/2018	IU051918 KIP DUP mk	018-0793	999	999001	5113	17.500	4.38	4.38	4.38
5/19/2018	IU051918 KIP DUP mk	018-0940	100	100001	5113	3.667	.92	.92	.92
5/19/2018	IU051918 KIP DUP mk	018-1154	100	100001	5113	6.000	1.50	1.50	1.50
5/19/2018	IU051918 KIP DUP mk	A16-3635	100	100001	5113	32.750	8.19	8.19	8.19
5/19/2018	IU051918 KIP DUP mk	B17-3726	230	230002	5113	6.000	1.50	1.50	1.50
5/19/2018	IU051918 KIP DUP mk	P17-0579	004	000002	7110	9.007	2.25	2.25	0.00
Line Drawing-Bond Total						702.972	175.76	175.76	173.51
LN DWG BD PHX	OA STANDARD	Line Drawing-Bond							
5/19/2018	IU051918 KIP DUP mk	000-0002	404	000701	7110	12.014	3.00	3.00	3.00
5/19/2018	IU051918 KIP DUP mk	015-1114	850	850001	5113	150.000	37.50	37.50	37.50
5/19/2018	IU051918 KIP DUP mk	015-3345	110	000011	5113	12.000	3.00	3.00	3.00
5/19/2018	IU051918 KIP DUP mk	017-0090	999	999001	5113	318.000	79.50	79.50	79.50
5/19/2018	IU051918 KIP DUP mk	017-0271	999	999001	5113	216.000	54.00	54.00	54.00
5/19/2018	IU051918 KIP DUP mk	017-2407	200	200011	5113	66.000	16.50	16.50	16.50
5/19/2018	IU051918 KIP DUP mk	017-2473	600	600003	5113	12.000	3.00	3.00	3.00
5/19/2018	IU051918 KIP DUP mk	017-2546	999	999001	5113	504.000	126.00	126.00	126.00
5/19/2018	IU051918 KIP DUP mk	017-3611	999	999001	5113	84.000	21.00	21.00	21.00
Line Drawing-Bond Total						1,374.014	343.50	343.50	343.50
LN DWG BD SPF	OA STANDARD	Line Drawing-Bond							
5/19/2018	IU051918 KIP DUP mk	017-3169	300	300302	5113	10.500	2.63	2.63	2.63
5/19/2018	IU051918 KIP DUP mk	018-1492	100	100003	5113	24.000	6.00	6.00	6.00
5/19/2018	IU051918 KIP DUP mk	A15-2169	100	100101	5113	6.000	1.50	1.50	1.50
Line Drawing-Bond Total						40.500	10.13	10.13	10.13
LN DWG PH GRI	OA STANDARD	Line Drawing-Photo							
5/19/2018	IU051918 KIP DUP mk	017-2905	200	200100	5113	4.500	2.93	2.93	2.93
5/19/2018	IU051918 KIP DUP mk	018-0565	100	100003	5113	27.292	17.74	17.74	17.74
Line Drawing-Photo Total						31.792	20.67	20.67	20.67

Internal Unit	Table	Name							
Date	Description	Project	Phase	Task	Account	Quantity	Cost Amount	Billing Amount	Billing Extension
FUL CLR BD HLD	OA STANDARD	Full Color Image-Bond							
5/19/2018	IU051918 KIP DUP mk	018-1184	100	100001	5113	.194	.49	.49	.49
				Full Color Image-Bond Total		.194	.49	.49	.49
FUL CLR BD KCN	OA STANDARD	Full Color Image-Bond							
5/19/2018	IU051918 KIP DUP mk	017-0305	600	600006	5113	7.500	18.75	18.75	18.75
				Full Color Image-Bond Total		7.500	18.75	18.75	18.75
FUL CLR BD LNK	OA STANDARD	Full Color Image-Bond							
5/19/2018	IU051918 KIP DUP mk	017-3604	040	040001	5113	14.000	35.00	35.00	35.00
				Full Color Image-Bond Total		14.000	35.00	35.00	35.00
FUL CLR BD MNH	OA STANDARD	Full Color Image-Bond							
5/19/2018	IU051918 KIP DUP mk	B12-1457	200	200001	5113	6.021	15.05	15.05	15.05
				Full Color Image-Bond Total		6.021	15.05	15.05	15.05
FUL CLR BD OMA	OA STANDARD	Full Color Image-Bond							
5/19/2018	IU051918 KIP DUP mk	000-0002	202	000701	7110	7.500	18.75	18.75	18.75
5/19/2018	IU051918 KIP DUP mk	018-0736	200	200001	5113	66.000	165.00	165.00	165.00
				Full Color Image-Bond Total		73.500	183.75	183.75	183.75
LN DWG BD DNV	OA STANDARD	Line Drawing-Bond							
5/19/2018	IU051918 KIP DUP mk	000-0002	407	001445	7110	12.000	3.00	3.00	3.00
				Line Drawing-Bond Total		12.000	3.00	3.00	3.00
LN DWG BD DSM	OA STANDARD	Line Drawing-Bond							
5/19/2018	IU051918 KIP DUP mk	017-3580	500	500001	5113	22.618	5.65	5.65	5.65
				Line Drawing-Bond Total		22.618	5.65	5.65	5.65
LN DWG BD GRI	OA STANDARD	Line Drawing-Bond							
5/19/2018	IU051918 KIP DUP mk	000-0002	208	000701	7110	376.250	94.06	94.06	94.06
5/19/2018	IU051918 KIP DUP mk	016-1176	910	910002	5113	3.000	.75	.75	.75
5/19/2018	IU051918 KIP DUP mk	017-1262	100	100102	5113	5.194	1.30	1.30	1.30
5/19/2018	IU051918 KIP DUP mk	018-0565	100	100003	5113	24.000	6.00	6.00	6.00
5/19/2018	IU051918 KIP DUP mk	018-0679	100	100100	5113	195.007	48.75	48.75	48.75
5/19/2018	IU051918 KIP DUP mk	018-0992	200	200100	5113	24.062	6.02	6.02	6.02
5/19/2018	IU051918 KIP DUP mk	018-1245	200	200100	5113	51.000	12.75	12.75	12.75
5/19/2018	IU051918 KIP DUP mk	018-1373	100	100200	5113	5.194	1.30	1.30	1.30
5/19/2018	IU051918 KIP DUP mk	018-1392	200	200100	5113	81.000	20.25	20.25	20.25
5/19/2018	IU051918 KIP DUP mk	018-1424	200	200100	5113	66.000	16.50	16.50	16.50
				Line Drawing-Bond Total		830.707	207.68	207.68	207.68



Subcontractor Payment Authorization

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

Payment # 12

Billed to Date: \$ 205,909.45
Less Previous Payments: \$ 192,402.98
Amount Due: \$ 13,506.47

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

6/21/2019

Charges 5/1/19 - 5/31/19

Project #CM-D2 (107)

CN#22553

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

E-Mail: amorales@mapacog.org



We have moved. Effective May 20, 2019.

**New address: 105 North 31 Avenue Suite 100
Omaha Ne 68131**

Date	Invoice	Transaction	Amount
6/21/2019	797	CMAQ Air Quality & Reduced Fare Program	\$13,506.47
		AMOUNT DUE*PLEASE REMIT	\$13,506.47

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 #

797

Date * 6-21-19

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

Charges 5/1/19 - 5/31/19

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 1 * PROJECT MANAGEMENT	
1.3 Progress & Client Meetings	
Principal Manager * Linda Lovgren 11.75 Hrs @ \$190	\$2,232.50
Graphics Manager * Tom Nemitz 5.50 Hrs @ \$145	\$797.50
1.5 Administrative Duties	
Project Administration * Donna Maxey 9.50 Hrs @ \$85	\$807.50
TASK 3 * GRAPHIC DESIGN	
3.2 Creative Development	
Graphics Manager * Tom Nemitz 3.75 Hrs @ \$145	\$543.75
Page 1	

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 #

797

Date * 6-21-19

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

Charges 5/1/19 - 5/31/19

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 3 * GRAPHIC DESIGN	
3.5 Web Content	
Social Media Coordinator*Angie Hempel 1.00 Hours @ \$145	\$145.00
3.6 Social * Digital	
Social Media Coordinator*Angie Hempel .50 Hours @ \$145	\$72.50
Social Media Coordinator*Kelly Bast 3.00 Hours @ \$145	\$435.00
Page 2	

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 #

797

Date * 6-21-19

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

Charges 5/1/19 - 5/31/19

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 5 * PUBLIC RELATIONS	
5.4 Engage Social Media * Facebook & Twitter	
Social Media Coordinator*Kelly Bast 8.75 Hours @ \$145	\$1,268.75
Social Media Coordinator*Angie Hempel 12.25 Hours @ \$145	\$1,776.25
5.6 Develop Materials	
Principal Manager * Linda Lovgren 18.50 Hrs @ \$190	\$3,515.00
Graphics Manager * Tom Nemitz 4.50 Hrs @ \$145	\$652.50
Social Media Coordinator*Kelly Bast .50 Hours @ \$145	\$72.50
Page 3	

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 #

797

Date * 6-21-19

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

E-Mail: amorales@mapacog.org

Project #CM-D2 (107)

CN#22553

Charges 5/1/19 - 5/31/19

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
DIRECT EXPENSES	
Printing* Digital Bus Signs * 30 each of 4 designs	\$1,149.60
Shipping* Digital Bus Signs	\$38.12
AMOUNT DUE* PLEASE REMIT	\$13,506.47



Cost Breakdown Form

Specific Rates of Compensation (Fixed Labor) Agreements

Company Name:	EMSPACE + LOVGREN		
Control No.:	22553	Project No.:	CM-D2 (107)
Project Location:	Douglas County, Nebraska		
Agreement No.:	BK1819	Expire Date:	June 30, 2019
Invoice No.:	# 797	Invoice Date:	June 21, 2019
% Work Completed:	100%		
Current Billing Period:	5/1/2019 thru 5/31/2019		
Agreement No:	BK1819	Maximum Not-to-Exceed Amount	\$205,945.00
Agreement amount thru supplement # 000			
	Amount		
	This Period	Previously Billed	To Date
Direct Labor	\$12,318.75	\$73,326.25	\$85,645.00
Direct Costs (Non-Labor)	\$1,187.72	\$6,352.09	\$7,539.81
Outside Services (Subconsultants):			
Name	Max Amount		
Canary & Coal	\$3,300.00	\$0.00	\$3,300.00
Media Buy*	\$89,000.00	\$0.00	\$95,794.64
TV, Radio, Outdoor, Facebook/Twitter			
Survey-Sub Consultant	\$20,000.00	\$0.00	\$13,630.00
Adjustments:			
Description:			
Total Amount DUE >>	\$13,506.47	\$192,402.98	\$205,909.45
By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract		Total Agreement Amount Remaining:	\$35.55
Signature (typed or signed name required):	Title:	Date:	
Donna Maxey	Client Operations Manager	6/21/2019	
Consultant's email contact for invoice-related questions: maxey@emspacegroup.com			

MAPA* CMAQ Quality & Reduced Fare Campaign**Project #CM-D2-(107) (REVISIONS TO HOURS BY TASKS)

Task Name **HOURS RECAP	Task Order Hrs Budgeted	Invoice #19721 Apr-July 2018 Hrs Billed	Invoice #446-449 June-July 2018 Hrs Billed	Invoice #480-485 August 2018 Hrs Billed	Invoice #527-534 September 2018 Hrs Billed	Invoice #583 October 2018 Billed	Invoice #625 Nov 2018 Billed	Invoice # 659 December 2018 Billed	Invoice # 674 January 2019 Billed	Invoice # 699 February 2019 Billed	Invoice #726 March 2019 Billed	Invoice #761 April 2019 Billed	Invoice #797 May 2019 Billed	Hrs Billed to Date	Budget Hrs Remaining	% of Budget Hrs Completed
Task 1 Project Management & Administration*Direct Labor	188.00	13.25	33.00	12.50	11.25	7.00	18.50	23.50	8.50	11.00	9.75	13.00	26.75	188.00	0.00	100%
Task 2 Air Quality Awareness Survey*Direct Labor	17.00	0.00	0.00	6.50	4.50	1.00	2.50	2.50	0.00	0.00	0.00	0.00	0.00	17.00	0.00	100%
Task 3.1 Graphic Design * Direct Labor	190.00	6.25	36.25	3.75	10.75	16.00	4.50	13.00	17.00	14.75	23.25	36.25	8.25	190.00	0.00	100%
Task 4 Media Planning & Placement * Direct Labor	59.50	4.75	28.75	6.25	5.75	2.00	1.50	10.50	0.00	0.00	0.00	0.00	0.00	59.50	0.00	100%
Task 5 Public Relations * Direct Labor	119.50	8.75	20.00	2.75	5.50	2.00	12.75	10.25	3.50	2.25	3.25	4.00	44.50	119.50	0.00	100%
Total Hours:	574.00	33.00	118.00	31.75	37.75	28.00	39.75	59.75	29.00	28.00	36.25	53.25	79.50	574.00	0.00	100%

Empace + Lovgren	MAPA* CMAQ Quality & Reduced Fare Campaign**Project #CM-D2-(107)* (With Hrs Adjustments- Jan 2019)															
Task Name ** % of Services Completed	Task Order Total	Invoice # 15721 April/May 2018	Invoice #445-449 June/July 2018	Invoice #480-485 August 2018	Invoice #527-534 Sept 2018	Invoice #532 October 2018	Invoice #625 Nov 2018	Invoice #650 Dec 2018	Invoice #674 Jan 2019	Invoice #699 Feb 2019	Invoice #726 March 2019	Invoice #761 April 2019	Invoice #797 May 2019	Billed to Date	Remaining Budget	% of Project Completed
Task 1 Project Management & Administration*Direct Labor	\$ 27,455.00	\$ 2,146.25	\$ 5,763.75	\$ 1,456.25	\$ 1,368.75	\$ 595.00	\$ 3,132.50	\$ 3,602.50	\$ 1,071.25	\$ 1,557.50	\$ 1,170.00	\$ 1,753.75	\$ 3,837.50	\$ 27,455.00	\$ -	100%
Task 2 Air Quality Awareness Survey*Direct Labor	\$ 3,140.00	\$ -	\$ -	\$ 1,235.00	\$ 855.00	\$ 190.00	\$ 385.00	\$ 475.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,140.00	\$ -	100%
Task 3 Graphic Design * Direct Labor	\$ 27,550.00	\$ 906.25	\$ 5,256.25	\$ 543.75	\$ 1,558.75	\$ 2,320.00	\$ 652.50	\$ 1,885.00	\$ 2,465.00	\$ 2,138.75	\$ 3,371.25	\$ 5,256.25	\$ 1,196.25	\$ 27,550.00	\$ -	100%
Task 4 Media Planning & Placement * Direct Labor	\$ 6,955.00	\$ 902.50	\$ 2,863.75	\$ 711.25	\$ 732.50	\$ 185.00	\$ 217.50	\$ 1,342.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,955.00	\$ -	100%
Task 5 Public Relations * Direct Labor	\$ 20,545.00	\$ 1,662.50	\$ 4,216.25	\$ 455.00	\$ 910.00	\$ 290.00	\$ 1,848.75	\$ 1,677.50	\$ 575.00	\$ 360.00	\$ 505.00	\$ 760.00	\$ 7,285.00	\$ 20,545.00	\$ -	100%
Sub-Total:	\$ 85,645.00	\$ 5,617.50	\$ 18,100.00	\$ 4,401.25	\$ 5,425.00	\$ 3,580.00	\$ 6,236.25	\$ 8,982.50	\$ 4,111.25	\$ 4,056.25	\$ 5,046.25	\$ 7,770.00	\$ 12,318.75	\$ 85,645.00	\$ -	100%
Direct Expenses																
Direct Costs:																
Printing Collateral; Production-Radio,TV, Outdoor, Website	\$ 8,000.00	\$ -	\$ 25.00	\$ 9.00	\$ 27.50	\$ 1,449.59	\$ -	\$ 81.50	\$ 75.00	\$ 4,000.00	\$ 647.50	\$ 37.00	\$ 1,187.72	\$ 7,539.81	\$ 460.19	94%
Media*Prim Ads, Radio Spots, TV, Outdoor Bids, On-line, Social Media	\$ 95,370.00	\$ 2,000.00	\$ 11,050.00	\$ 48,518.99	\$ 15,326.85	\$ 4,884.44	\$ 462.36	\$ 597.17	\$ -	\$ 274.37	\$ 3,183.29	\$ 9,497.17		\$ 95,794.64	\$ (424.64)	100%
Social Media Consultant	\$ 3,300.00	\$ 2,200.00	\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,300.00	\$ -	100%
Survey*Survey Subconsultant	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 7,185.00	\$ 6,445.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 13,630.00	\$ -	100%
Sub-Total:	\$ 120,300.00	\$ 4,200.00	\$ 12,175.00	\$ 48,527.99	\$ 22,539.35	\$ 12,779.03	\$ 462.36	\$ 678.67	\$ 75.00	\$ 4,274.37	\$ 3,830.79	\$ 9,534.17	\$ 1,187.72	\$ 120,264.45	\$ 35.55	100%
GRAND TOTAL:	\$ 205,945.00	\$ 9,817.50	\$ 30,275.00	\$ 52,929.24	\$ 27,964.35	\$ 16,359.03	\$ 6,698.61	\$ 9,661.17	\$ 4,186.25	\$ 8,330.62	\$ 8,877.04	\$ 17,304.17	\$ 13,506.47	\$ 205,909.45	\$ 35.55	100%



Emspace + Lovgren **Progress Report

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

Date: June 21, 2019
Invoice # 797

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

Project Activity During This Period:

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

Task #	Description of Services
Task 1 Project Management	Strategic Planning ; Prep Reports-meeting agenda; Team updates/meetings, Invoicing- prep docs
Task 2 Air Quality Awareness Survey	None
Task 3 Creative/Graphics	Interior bus signs; revisions;edit no idle zone blog—add sections; review tv spot; broadcast ready prep; social media posts, reports, tactics, reviews
Task 4 Media Coordination	None
Task 5 Public Relations	Media-monitor, ideas, discussion; review media stats; discussion on next steps; write strategic plan with edits for social media; proof digital bus signs; review campaign plans,materials
Direct Costs* Printing/Production; Media Advertising	Printing-Digital Bus Sign

Job # 4836 Mapa

ENTERED
5/23/19

INDEPENDENT'S SERVICE COMPANY

Po Box 231
Hannibal, MO 63401-0231
Ph: (573) 221-4615
FAX: (573) 221-4616
Email: info@isco.net
Web: http://www.isco.net

CUSTOMER INVOICE

Invoice # **19015102**

Invoice Date 05/17/2019

Billed To: EMSPACE + LOVGREN - OMAHA
105 N 31ST AVENUE
SUITE 100
Omaha, NE 68131

Ship to: NEMITZ, TOM
EMSPACE + LOVGREN - OMAHA
105 N 31ST AVENUE
SUITE 100
Omaha, NE 68131

Office Phone: () 000- tnmritz@emspacegroup.com

Fax: N/A

Ordered by: TOM NEMITZ

SHIP DATE	ORDER DATE	TERMS	OUR ORDER #
5/17/2019	5/14/2019	Net 30	19015102

QUANTITY	ITEM	PRICE EACH	TOTAL PRICE
120	Digital Print - Rigid 11" x 33" print on Styrene .030 White 48x96 30 EACH OF 4 DESIGNS	\$9.58	\$1,149.60

30--WE'RE CLEARING THE AIR, TOGETHER
30--# ShareTheAir (ON RIGHT SIDE)
30--IT ALL ADDS UP TO CLEANER AIR
30--#ShareTheAir (on Left side)

SHIPPING INFORMATION:

Shipment	Quantity	Due Date	Ship Via	Date Shipped	Tracking Number
19015102-SAA	120	5/17/2019	FedEx/Ground	05/17/2019	486904465645

1	Shipping GROUND FED EX TO OMAHA	\$38.12	\$38.12
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Design: LITTLE STEPS. BIG IMPACT 30,30,30,30

Salesperson Ann Miller

Subtotal: \$1,187.72
Taxes: \$0.00
Total: \$1,187.72

A rebilling charge of 1.5% per month (18% APR) will be added to all accounts beyond terms.

Printed: 5/17/2019 8:30:11PM

Your total solution for Large Format Printing

Page 1 of 1

MAPA * INVOICE # 797 * May 2019

Page 4

May 02 2019	4832	MAPA / 5.6 Develop Materials	Tom Nemitz	Graphics Manager	Brainstorming meeting - creative materials for next steps	1.50	\$145.00	\$217.50
May 08 2019	4832	MAPA / 5.6 Develop Materials	Tom Nemitz	Graphics Manager	Creative materials-review footsteps for campaign	1.50	\$145.00	\$217.50
May 09 2019	4832	MAPA / 5.6 Develop Materials	Tom Nemitz	Graphics Manager	Discuss re-recording VO for existing 30-second spot - send script and video	0.50	\$145.00	\$72.50
May 14 2019	4832	MAPA / 5.6 Develop Materials	Tom Nemitz	Graphics Manager	Discuss interior bus signs	0.50	\$145.00	\$72.50
May 21 2019	4832	MAPA / 5.6 Develop Materials	Tom Nemitz	Graphics Manager	Discuss 2019 outdoor with Joe Klaus, verify correct creative from 2018	0.50	\$145.00	\$72.50
					Total-Tom:	4.50		\$652.50
Total:		Task 5 (Social Media)				26.00		\$3,770.00
May 02 2019	4832	MAPA / 5.6 Develop Materials	Linda Lovgren	Project Officer / Principal	Next Steps Creative Materials-discussion	2.50	\$190.00	\$475.00
May 08 2019	4832	MAPA / 5.6 Develop Materials	Linda Lovgren	Project Officer / Principal	Strategic plans-review-discuss media options	4.50	\$190.00	\$855.00
May 09 2019	4832	MAPA / 5.6 Develop Materials	Linda Lovgren	Project Officer / Principal	Copy and art review for bus signs/video	3.50	\$190.00	\$665.00
May 14 2019	4832	MAPA / 5.6 Develop Materials	Linda Lovgren	Project Officer / Principal	Review materials for campaign; discuss next steps	4.50	\$190.00	\$855.00
May 21 2019	4832	MAPA / 5.6 Develop Materials	Linda Lovgren	Project Officer / Principal	Meeting*discuss creative materials/outdoor/bus signs	3.50	\$190.00	\$665.00
					Total:	18.50		\$3,515.00
Total:		Task 5				44.50		\$7,285.00

MAPA * INVOICE # 797 * May 2019

Page 3

May 08 2019	4830	MAPA / 5.4 Engage Social Media	Kelly Bast	Social Media Coordinator	Discuss creative steps* footprints	2.00	\$145.00	\$290.00
May 09 2019	4830	MAPA / 5.4 Engage Social Media	Kelly Bast	Social Media Coordinator	Final edits to April LSBI social meeting report; client meeting	3.75	\$145.00	\$543.75
May 13 2019	4830	MAPA / 5.4 Engage Social Media	Kelly Bast	Social Media Coordinator	Discussion-next steps and footprints	1.50	\$145.00	\$217.50
May 14 2019	4830	MAPA / 5.4 Engage Social Media	Kelly Bast	Social Media Coordinator	Team meeting/discussion social media tactics	1.50	\$145.00	\$217.50
					Total: Kelly	8.75		\$1,268.75
May 02 2019	4830	MAPA / 5.4 Engage Social Media	Angie Hempel	Social Media Coordinator	Internal meeting -social media planning	2.50	\$145.00	\$362.50
May 02 2019	4830	MAPA / 5.4 Engage Social Media	Angie Hempel	Social Media Coordinator	Writing and editing strategic plan	3.25	\$145.00	\$471.25
May 08 2019	4830	MAPA / 5.4 Engage Social Media	Angie Hempel	Social Media Coordinator	Meeting-strat planning creative ideas-footprints	2.00	\$145.00	\$290.00
May 09 2019	4830	MAPA / 5.4 Engage Social Media	Angie Hempel	Social Media Coordinator	Check social media posts	1.25	\$145.00	\$181.25
May 14 2019	4830	MAPA / 5.4 Engage Social Media	Angie Hempel	Social Media Coordinator	Team meeting*discuss social media tactics	1.50	\$145.00	\$217.50
May 20 2019	4830	MAPA / 5.4 Engage Social Media	Angie Hempel	Social Media Coordinator	Social media blog/post edits	1.75	\$145.00	\$253.75
					Total-Angie:	12.25		\$1,776.25
May 14 2019	4832	MAPA / 5.6 Develop Materials	Kelly Bast	Social Media Coordinator	Proofing Little Steps bus posters	0.50	\$145.00	\$72.50
					Total-Kelly:	0.50		\$72.50

MAPA * INVOICE # 797 * May 2019

Page 1

Date	Job	Job Name	Staff	Service	Description	Hours	Billing Rate	Total Amount
May 06 2019	4811	MAPA / 1.3 Progress + Client Meetings	Linda Lovgren	Project Officer / Principal	Review of work in progress; team meeting	3.00	\$190.00	\$570.00
May 09 2019	4811	MAPA / 1.3 Progress + Client Meetings	Linda Lovgren	Project Officer / Principal	Meeting Prep; Coordination of client meeting; attend client meeting	2.75	\$190.00	\$522.50
May 14 2019	4811	MAPA / 1.3 Progress + Client Meetings	Linda Lovgren	Project Officer / Principal	Review strategic plan/creative ideas for next steps	3.00	\$190.00	\$570.00
May 29 2019	4811	MAPA / 1.3 Progress + Client Meetings	Linda Lovgren	Project Officer / Principal	Review next steps; new contract; discussion with client	3.00	\$190.00	\$570.00
					Total:	11.75		\$2,232.50
May 08 2019	4811	MAPA / 1.3 Progress + Client Meetings	Tom Nemitz	Graphics Manager	Develop agenda for May partner meeting, send out to attendees	1.75	\$145.00	\$253.75
May 09 2019	4811	MAPA / 1.3 Progress + Client Meetings	Tom Nemitz	Graphics Manager	Attend May partner meeting	1.25	\$145.00	\$181.25
May 13 2019	4811	MAPA / 1.3 Progress + Client Meetings	Tom Nemitz	Graphics Manager	Strategic Planning/review creative ideas-footprints/brainstorm creative direction-next steps	1.00	\$145.00	\$145.00
May 14 2019	4811	MAPA / 1.3 Progress + Client Meetings	Tom Nemitz	Graphics Manager	Type up meeting notes/minutes from May partner meeting	1.50	\$145.00	\$217.50
					Total:	5.50		\$797.50
May 07 2019	4813	MAPA / 1.5 Administrative Duties	Donna Maxey	Project Administration	Prep billing docs	5.00	\$85.00	\$425.00
May 08 2019	4813	MAPA / 1.5 Administrative Duties	Donna Maxey	Project Administration	Billing docs*prep	2.50	\$85.00	\$212.50
May 13 2019	4813	MAPA / 1.5 Administrative Duties	Donna Maxey	Project Administration	Complete billing/reports/docs	2.00	\$85.00	\$170.00
					Total:	9.50		\$807.50
Total:		Task 1				26.75		3837.50

MAPA * INVOICE # 797 * May 2019

Page 2

May 07 2019	4818	MAPA / 3.2 Creative Development + Production	Tom Nemitz	Graphics Manager	Proof social media report & media buy report for May before meeting; prepare notes on both for meeting	1.75	\$145.00	\$253.75
May 10 2019	4818	MAPA / 3.2 Creative Development + Production	Tom Nemitz	Graphics Manager	File prep interior bus signs, final route	0.75	\$145.00	\$108.75
May 14 2019	4818	MAPA / 3.2 Creative Development + Production	Tom Nemitz	Graphics Manager	Final revisions to interior bus signs, send to printer	0.75	\$145.00	\$108.75
May 28 2019	4818	MAPA / 3.2 Creative Development + Production	Tom Nemitz	Graphics Manager	Review new VO on 2019 TV spot, approve, download broadcast ready file	0.50	\$145.00	\$72.50
					Total * Tom:	✓ 3.75		\$543.75
May 14 2019	4821	MAPA / 3.5 Web Content	Angie Hempel	Social Media Coordinator	Editing no idle zone blog (adding new section)	1.00	\$145.00	\$145.00
					Total * Angie:	✓ 1.00		\$145.00
May 01 2019	4822	MAPA / 3.6 Social + Digital	Kelly Bast	Social Media Coordinator	LSBI social media posts for Air Quality Awareness Week	0.50	\$145.00	\$72.50
May 06 2019	4822	MAPA / 3.6 Social + Digital	Kelly Bast	Social Media Coordinator	Social posts about Public Pulse air quality mention	1.00	\$145.00	\$145.00
May 07 2019	4822	MAPA / 3.6 Social + Digital	Kelly Bast	Social Media Coordinator	Social Media - April report	1.00	\$145.00	\$145.00
May 08 2019	4822	MAPA / 3.6 Social + Digital	Kelly Bast	Social Media Coordinator	Social posts for LSBI - Bike to School Day and Heartland 2050	0.50	\$145.00	\$72.50
					Total* Kelly	✓ 3.00		\$435.00
May 13 2019	4822	MAPA / 3.6 Social + Digital	Angie Hempel	Social Media Coordinator	Planning-social media tactics	0.50	\$145.00	\$72.50
					Total * Angie	✓ 0.50		\$72.50
Total:		Task 3				8.25		\$1,196.25



Subcontractor Payment Authorization

Contract Number: BK1819
Project Number: CM-D2 (107) 22553
Contract Party: Emspace + Lovgren
Contract Description: CMAQ and Reduced Fare Program
Contract Approved by Board of Directors: March 29, 2018
Contract Amount: \$442,813.00
Match Amount: \$0.00
Contract Period: 04/18/2018 - 12/31/2019

Payment # 13

Billed to Date: \$ 225,816.08
Less Previous Payments: \$ 205,909.45
Amount Due: \$ 19,906.63

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

7-3-2019

*Charges** 6/1/19 - 6/28/19*

Agreement 1819-01*

Project #CM-D2 (107)

CN#22553

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

Date	Invoice	Transaction	Amount
7/3/2019	816	CMAQ Air Quality & Reduced Fare Program	\$19,906.63
		AMOUNT DUE*PLEASE REMIT	\$19,906.63

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 #

816

Date * 7-3-2019

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

Charges** 6/1/19 - 6/28/19

Agreement* 1819-01

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 1 * PROJECT MANAGEMENT	
1.3 Progress & Client Meetings	
Principal Manager * Linda Lovgren 2.00 Hrs @ \$190	\$380.00
Principal Manager * Elizebeth Murphy 2.50 Hrs @ \$190	\$475.00
Graphics Manager * Tom Nemitz 9.00 Hrs @ \$145	\$1,305.00
1.5 Administrative Duties	
Project Administration * Donna Maxey 5.00 Hrs @ \$85	\$425.00
Principal Manager * Linda Lovgren .50 Hrs @ \$190	\$95.00
TASK 3 * GRAPHIC DESIGN	
3.1 Graphics Design	
Graphics Manager * Tom Nemitz 2.25 Hrs @ \$145	\$326.25
Graphics/Designer * Ashley Eisenga .25 Hrs @ \$145	\$36.25
Page 1	

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 #

816

Date * 7-3-2019

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

Charges** 6/1/19 - 6/28/19

Agreement* 1819-01

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 3 * GRAPHIC DESIGN	
3.3 Video Production & Photography	
Graphics Manager * Tom Nemitz 3.50 Hrs @ \$145 ✓	\$507.50
3.5 Web Content	
Social Media Coordinator*Angie Hempel 1.00 Hours @ \$145 ✓	\$145.00
Social Media Coordinator*Kelly Bast 1.00 Hours @ \$145 ✓	\$145.00
3.6 Social * Digital	
Graphics Manager * Tom Nemitz 1.00 Hrs @ \$145 ✓	\$145.00
Page 2	

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 #

816

Date * 7-3-2019

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

Charges** 6/1/19 - 6/28/19

Agreement* 1819-01

Project #CM-D2 (107)

CN#22553

Services	Amount
<i>CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)</i>	
TASK 5 * PUBLIC RELATIONS	
<i>5.4 Engage Social Media * Facebook & Twitter</i>	
Social Media Coordinator*Kelly Bast 3.75 Hours @ \$145	\$543.75
<i>5.5 Develop Community Partners</i>	
Principal Manager * Linda Lovgren .50 Hrs @ \$190	\$95.00
<i>5.6 Develop Materials</i>	
Graphics Manager * Tom Nemitz .75 Hrs @ \$145	\$108.75
Page 3	

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 #

816

Date * 7-3-2019

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

Charges** 6/1/19 - 6/28/19

Agreement* 1819-01

Project #CM-D2 (107)

CN#22553

Services	Amount
CMAQ Air Quality & Reduced Fare Campaign**Project #CM-D2-(107)	
DIRECT EXPENSES	
Lamar Outdoor* Digital Board S/S I-80 72nd Street 6/3/19 - 6/30/19	\$2,600.00
Facebook Posts* Promoting Little Steps,Big Impact "It's our favorite week of the year-Air Quality" 5/30/19	\$104.14
Facebook Posts*"There are countless ways to #Share..." "Last week, campers at University of Nebraska..." 6/25/19	\$249.99
Digital Media*Omnichannel 6/17/19 - 6/30/19	\$2,990.00
TTWN Radio * radio spots for week of June 17, 2019	\$1,584.00
KQKQ Radio * radio spots 6/17/19 - 6/30/19	\$693.00
KQCH Radio * radio spots 6/17/19 - 6/30/19	\$1,846.00
Cox Cable * tv spots 6/10/19 - 6/30/19	\$2,665.00
KETV * tv spots 6/17/19 - 6/30/19	\$2,442.00
AMOUNT DUE* PLEASE REMIT	\$19,906.63



Cost Breakdown Form

Specific Rates of Compensation (Fixed Labor) Agreements

Company Name:	EMSPACE + LOVGREN		
Control No.:	22553	Project No.:	CM-D2 (107)
Project Location:	Douglas County, Nebraska		
Agreement No.:	BK1819-01	Expire Date:	December 31, 2019
Invoice No.:	# 816	Invoice Date:	7/3/2019
% Work Completed:	51%		
Current Billing Period:	6/1/2019 thru 6/28/2019		

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

	Amount			
	This Period	Previously Billed	To Date	
Direct Labor	\$4,732.50	\$85,645.00	\$90,377.50	
Direct Costs (Non-Labor)	\$0.00	\$7,539.81	\$7,539.81	
Outside Services (Subconsultants):				
<div><div>Name</div><div>Max Amount</div></div>				
Survey Subconsultant	\$35,000.00	\$0.00	\$13,630.00	\$13,630.00
Social Media Consultant	\$12,000.00	\$0.00	\$3,300.00	\$3,300.00
Heartland B-Cycle Branding	\$36,868.00	\$0.00	\$0.00	\$0.00
Media-Print Ads,Radio,TV	\$169,000.00	\$14,820.00	\$95,794.64	\$110,614.64
Social Media*FB/Twitter	\$10,000.00	\$354.13	\$0.00	\$354.13
Adjustments:				
Description:				
Total Amount DUE >>	✓ \$19,906.63	✓ \$205,909.45	\$225,816.08	

By submitting this form electronically to State, Consultant certifies submitted costs are actual and allowed by contract		Total Agreement Amount Remaining:	\$216,996.92
Signature (typed or signed name required):	Title:	Date:	
Donna Maxey	Client Operations Manager	7/3/2019	
Consultant's email contact for invoice-related questions: maxey@emspacegroup.com			

MAPA* CMAQ Quality & Reduced Fare Campaign**Project #CM-DZ-(107) Agreement* 1819-01

Task Name **HOURS RECAP	Task Order Hrs Budgeted	Invoice #016 June 2019 Hrs Billed	Invoice # Hrs Billed	Invoice # Hrs Billed	Invoice # Hrs Billed	Invoice # Hrs Billed	Invoice # Hrs Billed	Invoice # Hrs Billed	Invoice # Hrs Billed	Invoice # Hrs Billed	Invoice # Hrs Billed	Invoice # Hrs Billed	Invoice # Hrs Billed	Hrs Billed to Date	Budget Hrs Remaining	% of Budget Hrs Completed
Task 1 Project Management & Administration*Direct Labor	234.00	19.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.00	215.00	8%
Task 2 Air Quality Awareness Survey*Direct Labor	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	0%
Task 3 Creative/Graphics * Direct Labor	138.00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.00	129.00	7%
Task 4 Media Coordination* Direct Labor	81.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.00	0%
Task 5 Public Relations * Direct Labor	131.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	126.00	4%
Total Hours:	599.00	33.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00	566.00	6%

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 #	Invoice #	Invoice #	Invoice #	Invoice #	Invoice #	Invoice #	Invoice #	Invoice #	Invoice #	Invoice #	Billed to Date	Remaining Budget	% of Project Completed
Task 1 Project Management & Administration*Direct Labor	\$ 32,865.00	\$ 2,680.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,680.00	\$ 30,185.00	8%
Task 2 Air Quality Awareness Survey*Direct Labor	\$ 2,625.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,625.00	0%
Task 3 Creative/Graphics * Direct Labor	\$ 20,010.00	\$ 1,305.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,010.00	0%
Task 4 Media Coordination* Direct Labor	\$ 10,170.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,170.00	0%
Task 5 Public Relations * Direct Labor	\$ 21,830.00	\$ 747.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,830.00	0%
Sub-Total:	\$ 87,500.00	\$ 4,732.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,732.50	\$ 82,767.50	5%
Direct Expenses																
Direct Costs:																
Printing/Production**Collateral, Backpacks, Radio & TV Production, Handouts, Display Panels	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500.00	0%
Heartland B-Cycle*Brimding - 100 bikes in system	\$ 36,868.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,868.00	0%
Media* Print Ads, Radio Spots, TV, Outdoor, On-Line	\$ 80,000.00	\$ 14,820.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,820.00	\$ 65,180.00	19%
Social Media*Facebook & Twitter	\$ 10,000.00	\$ 354.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 354.13	\$ 9,645.87	4%
Survey*Survey Subcontractant	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	0%
Sub-Total:	\$ 149,368.00	\$ 15,174.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,174.13	\$ 134,193.87	10%
GRAND TOTAL:	\$ 236,868.00	\$ 19,906.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,906.63	\$ 216,961.37	8%



Emspace + Lovgren **Progress Report

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

Date: July 3, 2019
Invoice # 816
Charges* 6/1/19 - 6/28/19
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

Task #	Description of Services
Task 1 Project Management	Strategic Planning ; Prep Reports-meeting agenda; Team updates/meetings, Invoicing- prep docs
Task 2 Air Quality Awareness Survey	None
Task 3 Creative/Graphics	Layout B-Cycle ads; Photo Shoot at UNO; Aim for the Stars; copy/ideas youth activity guide; blog; events list
Task 4 Media Coordination	None
Task 5 Public Relations	Social media posts; social media reports; planning curriculum development; bus sign installation
Direct Costs* Printing/Production; Media Advertising	Outdoor digital board; Social Media Paid Posts; Radio Spots, TV Spots, Digital Spots

THANK YOU FOR
YOUR BUSINESS!

2039

PO 1432 JOB 5301 MAPA

INVOICE

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

CUSTOMER: EMSPACE + LOVGREN
ADVERTISER: MAPA - OZONE PROJECT

INVOICE NO: 110305757
INVOICE DATE: 06/03/2019
DUE DATE: 07/03/2019

CUSTOMER
CONTRACT NO:



LAMAR CUSTOMER NO: 585381
LAMAR CONTRACT NO: 3197313

MARKET / MEDIA TYPE / DESIGN / LOCATION				CONTRACT SERVICE DATES	PANEL NUMBER	PANEL TAB ID	ILLUM	AMOUNT
1 - OMAHA, NE 244-Omaha, NE Media Type: DigitalBulletins Design: Ozone S/S I-80 .2m w/o 72ND STREET - FE				6/3/19-6/30/19	1645	30597853	Yes Total Panels:1	2,600.00
STATE TAX				COUNTY or PARISH TAX				AMOUNT
0.00				0.00				0.00
				CITY TAX				AMOUNT
								2,600.00

EMITTANCE STUB - Please send this with payment.

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

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

000585381110305757000002600009

CUSTOMER
EMSPACE + LOVGREN
ATTN: LINDA LOVGREN
7634 PIERCE STREET
OMAHA, NE 68124

TERMS:
NET 30 DAYS

THIS AMOUNT DUE
2,600.00
US DOLLARS

Lamar Office Use Only
110305757
585381-3
pr:06/03/2019 sc:06/05/2019
ContractPlantAdvertiser

MAIL
PAYMENT TO

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

Job 5301
6-19

Receipt for Little Steps Big Impact

Account ID: 883688200765745



Payment Date
May 31, 2019, 4:26 PM

Payment Method
Visa*1410
Reference Number: FYVR8KEP72

Transaction ID
2025096757601756-4427786

Product Type
Facebook

Paid

\$104.14 USD

Remaining ad costs at the end of the month,

Campaigns

[04/02/2019] Promoting Little Steps, Big Impact

From Apr 29, 2019, 12:00 AM to May 4, 2019, 3:31 PM

\$4.15

[04/02/2019] Promoting Little Steps, Big Impact

354 Impressions

\$4.15

Post: "It's our favorite week of the year — Air Quality..."

From Apr 29, 2019, 12:00 AM to May 4, 2019, 3:31 PM

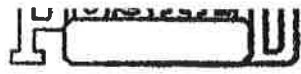
\$99.99

Post: "It's our favorite week of the year — Air Quality..."

2,524 Impressions

\$99.99

10-17-11
JOB# 5301



Receipt for Little Steps Big Impact
Account ID: 893568200785745



Payment Date
Jun 30, 2019, 12:56 PM

Payment Method
Visa*1410
Reference Number: JASC9LWP72

Transaction ID
2139007582877343-4521442

Product Type
Facebook

Paid
\$249.99 USD
Remaining ad costs at the end of the month.

Campaigns

Post: "There are countless ways to #ShareTheAir and take..."		
From Jun 17, 2019, 4:31 PM to Jun 25, 2019, 4:31 PM		\$199.99
Post: "There are countless ways to #ShareTheAir and take..."	3,162 Impressions	\$199.99
Post: "Last week, campers at University of Nebraska at..."		
From Jun 17, 2019, 4:31 PM to Jun 25, 2019, 4:31 PM		\$50.00
Post: "Last week, campers at University of Nebraska at..."	5,812 Impressions	\$50.00

MAPA * INVOICE # 816* June 2019

Page 1

Date	Job #	Job Name	Job Task #	Staff Name	Service	Description	Hours	Billing Rate	Total Amount
Jun 17 2019	5294	MAPA / LSBI Task 1 Project Management	1.3 Progress/Clt Meetings	Linda Lovgren	Principal	Project planning and updates	0.75	\$190.00	\$142.50
Jun 19 2019	5294	MAPA / LSBI Task 1 Project Management	1.3 Progress/Clt Meetings	Linda Lovgren	Principal	Partners progress meeting	1.25	\$190.00	\$237.50
						Total:	2.00		\$380.00
Jun 17 2019	5294	MAPA / LSBI Task 1 Project Management	1.3 Progress/Clt Meetings	Elizebeth Murphy	Principal	Project planning and updates	0.50	\$190.00	\$95.00
Jun 19 2019	5294	MAPA / LSBI Task 1 Project Management	1.3 Progress/Clt Meetings	Elizebeth Murphy	Principal	Partners meeting at MAPA; follow up	1.50	\$190.00	\$285.00
Jun 24 2019	5294	MAPA / LSBI Task 1 Project Management	1.3 Progress/Clt Meetings	Elizebeth Murphy	Principal	Project planning and updates	0.50	\$190.00	\$95.00
						Total:	2.50		\$475.00
Jun 03 2019	5294	MAPA / LSBI Task 1 Project Management	1.3 Progress/Clt Meetings	Tom Nemitz	Graphics Manager	Project planning and updates	0.50	\$145.00	\$72.50
Jun 06 2019	5294	MAPA / LSBI Task 1 Project Management	1.3 Progress/Clt Meetings	Tom Nemitz	Graphics Manager	Meet with Sue to kick off 2019 campaign, discuss proposed plan	1.00	\$145.00	\$145.00
Jun 06 2019	5294	MAPA / LSBI Task 1 Project Management	1.3 Progress/Clt Meetings	Tom Nemitz	Graphics Manager	Prepare outline of 2019 creative campaign to present to Sue at meeting, revise/print	2.00	\$145.00	\$290.00
Jun 11 2019	5294	MAPA / LSBI Task 1 Project Management	1.3 Progress/Clt Meetings	Tom Nemitz	Graphics Manager	Project timeline / budget & 2019 deliverables	1.00	\$145.00	\$145.00
Jun 12 2019	5294	MAPA / LSBI Task 1 Project Management	1.3 Progress/Clt Meetings	Tom Nemitz	Graphics Manager	Project planning and updates	0.50	\$145.00	\$72.50
Jun 17 2019	5294	MAPA / LSBI Task 1 Project Management	1.3 Progress/Clt Meetings	Tom Nemitz	Graphics Manager	Project planning and updates	0.50	\$145.00	\$72.50
Jun 18 2019	5294	MAPA / LSBI Task 1 Project Management	1.3 Progress/Clt Meetings	Tom Nemitz	Graphics Manager	Meet with Sue and teacher from Lewis Central to discuss development of lesson plan/curriculum for LSBI	1.00	\$145.00	\$145.00
Jun 18 2019	5294	MAPA / LSBI Task 1 Project Management	1.3 Progress/Clt Meetings	Tom Nemitz	Graphics Manager	Put together agenda for June meeting, send to attendees	0.75	\$145.00	\$108.75
Jun 19 2019	5294	MAPA / LSBI Task 1 Project Management	1.3 Progress/Clt Meetings	Tom Nemitz	Graphics Manager	LSBI Partner meeting at MAPA	1.00	\$145.00	\$145.00
Jun 24 2019	5294	MAPA / LSBI Task 1 Project Management	1.3 Progress/Clt Meetings	Tom Nemitz	Graphics Manager	Project planning and updates	0.75	\$145.00	\$108.75
						Total:	9.00		\$1,305.00
Jun 17 2019	5294	MAPA / LSBI Task 1 Project Management	1.5 Administrative Duties	Donna Maxey	Project Administration	Prep billing docs; prep reports	5.00	\$85.00	\$425.00
						Total:	5.00		\$425.00
Jun 24 2019	5294	MAPA / LSBI Task 1 Project Management	1.5 Administrative Duties	Linda Lovgren	Principal	Review deliverables and planning	0.50	\$190.00	\$95.00
						Total:	0.50		\$95.00

MAPA * INVOICE # 816 * June 2019

Page 2

Jun 28 2019	5296	MAPA / LSBI Task 3 Creative / Graphics	3.1 Graphics Design	Ashley Eisenga	Graphics Manager	Review of bike graphics	0.25	\$145.00	\$36.25
						Total:	0.25		\$36.25
Jun 26 2019	5296	MAPA / LSBI Task 3 Creative / Graphics	3.1 Graphics Design	Tom Nemitz	Graphics Manager	Layout LSBI Heartland B-Cycle ads (bike basket and wheel shroud), review	2.25	\$145.00	\$326.25
						Total:	2.25		\$326.25
Jun 17 2019	5296	MAPA / LSBI Task 3 Creative / Graphics	3.3 Video Production & Photography	Tom Nemitz	Graphics Manager	Sort, edit photos from UNO/Aim for the Stars photo shoot, send to Kelly for social media and to Sue for MAPA use	1.50	\$145.00	\$217.50
Jun 13 2019	5296	MAPA / LSBI Task 3 Creative / Graphics	3.3 Video Production & Photography	Tom Nemitz	Graphics Manager	Photo shoot at UNO (Aim for the Stars)	2.00	\$145.00	\$290.00
						Total:	3.50		\$507.50
Jun 21 2019	5296	MAPA / LSBI Task 3 Creative / Graphics	3.5 Web Content	Kelly Bast	Social Media Coordinator	Writing copy + brainstorming ideas for LSBI youth activity guide	1.00	\$145.00	\$145.00
Jun 21 2019	5296	MAPA / LSBI Task 3 Creative / Graphics	3.5 Web Content	Angie Hempel	Social Media Coordinator	Editing no idle zone blog *add new section	1.00	\$145.00	\$145.00
						Total:	2.00		\$290.00
Jun 03 2019	5296	MAPA / LSBI Task 3 Creative / Graphics	3.6 Social & Digital	Tom Nemitz	Graphics Manager	List of events in Douglas/Sarpy/CB -2019 * create geofenced Facebook ads	1.00	\$145.00	\$145.00
						Total:	1.00		\$145.00
Jun 12 2019	5298	MAPA / LSBI Task 5 Public Relations	5.4 Engage Social Media*FB/Twitter	Kelly Bast	Social Media Coordinator	Sprout Social*report	0.75	\$145.00	\$108.75
Jun 17 2019	5298	MAPA / LSBI Task 5 Public Relations	5.4 Engage Social Media*FB/Twitter	Kelly Bast	Social Media Coordinator	Twitter + FB post	0.50	\$145.00	\$72.50
Jun 18 2019	5298	MAPA / LSBI Task 5 Public Relations	5.4 Engage Social Media*FB/Twitter	Kelly Bast	Social Media Coordinator	Aim for the Stars photos social media post	0.75	\$145.00	\$108.75
Jun 19 2019	5298	MAPA / LSBI Task 5 Public Relations	5.4 Engage Social Media*FB/Twitter	Kelly Bast	Social Media Coordinator	May social media report	1.00	\$145.00	\$145.00
Jun 28 2019	5298	MAPA / LSBI Task 5 Public Relations	5.4 Engage Social Media*FB/Twitter	Kelly Bast	Social Media Coordinator	Sprout Social*report	0.75	\$145.00	\$108.75
						Total:	3.75		\$543.75
Jun 18 2019	5298	MAPA / LSBI Task 5 Public Relations	5.5 Develop Community Partners	Linda Lovgren	Project Officer / Principal	Meeting with the teacher for curriculum development	0.50	\$190.00	\$95.00
						Total:	0.50		\$95.00
Jun 16 2019	5298	MAPA / LSBI Task 5 Public Relations	5.6 Develop Print, Audio, Visual Materials	Tom Nemitz	Graphics Manager	Install bus signs in entire Metro fleet	0.75	\$145.00	\$108.75
						Total:	0.75		\$108.75



Subcontractor Payment Authorization

Contract Number: 19012700701

Contract Party: Steve Jensen Consulting, LLC

Contract Description: Heartland 2050 Consulting

Contract Approved by Executive Director: January 24, 2019

Contract Amendment approved by Finance Committee: June 19, 2019

Contact Amount: \$4,800.00

Match Amount: \$0.00

Contract Period: February 1, 2019 - June 30, 2020

Payment # 2

Billed to Date:	\$	1,787.50
Less Previous Payments:	\$	<u>877.50</u>
Amount Due:	\$	<u>910.00</u>

Payment Recommended By:

Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee:

Date

MAPA Treasurer/Finance Committee Member

July 7, 2019

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

Dear Greg,

Enclosed please find a revised invoice for my work with MAPA on the podcasts for June, 2019. My understanding is that I did not need to list the "dates of service" for each activity on future invoices, so they are not included on this invoice. Hopefully I understood that correctly. If not, let me know and I can easily go back and add them.

Let me know if you have any questions.

Sincerely,

A handwritten signature in dark ink, appearing to read "Steven Jensen", with a stylized, flowing script.

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

C: Melissa Engel, Amanda Morales, Karna Lowenstein

Invoice

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

Customer

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

Date	Invoice No.	P.O. Number	Terms	Project
07/07/19	230	6/1/19-6/30/19		

Item	Description	Quantity	Rate	Amount
Principal 2	0605 Infrastrucutre Comm. Mtg.	1.5	130.00	195.00
Principal 2	0607 H2050 Regional Planning Committee	2	130.00	260.00
Principal 2	0613 Podcast brianstorming mtg.	0.5	130.00	65.00
Principal 2	Podcast prep.	0.5	130.00	65.00
Principal 2	Podcast recording	1.5	130.00	195.00
Principal 2	Podcast prep.	0.5	130.00	65.00
Principal 2	Podcast ideas, email with Karna	0.5	130.00	65.00

Total \$910.00

Invoice

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

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

2019

	<u>Feb. - Apr.</u>	<u>May - June</u>	<u>July - Sept.</u>	<u>Oct. - Dec.</u>
Current Billing	\$877.50	\$910.00	\$0.00	\$0.00
Previous Billing	\$0	\$877.50	\$1,787.50	\$1,787.50
Contract to Date	\$877.50	\$1,787.50	\$1,787.50	\$1,787.50

2020

	<u>Jan. - Mar.</u>	<u>Apr. - June</u>	<u>July - Sept.</u>	<u>Oct. - Dec.</u>
Current Billing	\$0.00	\$0.00	\$0.00	\$0.00
Previous Billing	\$1,787.50	\$1,787.50	\$1,787.50	\$1,787.50
Contract to Date	\$1,787.50	\$1,787.50	\$1,787.50	\$1,787.50



Subcontractor Payment Authorization

Contract Number: 1950310006
Contract Party: Vireo
Contract Description: N. 24th Street Corridor Study
Contract Approved by Board of Directors:
Contract Amount: \$125,000.00
Match Amount: \$0.00
Contract Period: April 25, 2019 - June 30, 2020

Payment # 2

Billed to Date: \$ 13,287.94
Less Previous Payments: \$ 1,670.29
Amount Due: \$ 11,617.65

Payment Recommended By: _____
Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____
Date

MAPA Treasurer/Finance Committee Member



Remittance address

929 Walnut Suite 700 | Kansas City, Missouri 64106

phone: 816 756 5690 | www.BeVireo.com

July 09, 2019

Invoice No: P19028 - 2

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

Project P19028 MAPA North 24th Street Corridor Study

Professional Services from June 01, 2019 to June 30, 2019

Phase 01 Project Management

Professional Personnel

	Hours	Rate	Amount	
Program Manager				
Penelton, Triveece	2.50	33.65	84.13	
Engineer				
Wagner, Benjamin	1.00	28.85	28.85	
Totals	3.50		112.98	
Total Labor				112.98

Additional Fees

Overhead	153.70 % of 112.98	173.65	
Profit	10.00 % of 286.63	28.66	
Total Additional Fees		202.31	202.31

Billing Limits

	Current	Prior	To-Date
Labor	112.98	84.13	197.11
Limit			573.97
Remaining			376.86
Additional Fees	202.31	150.65	352.96
Limit			1,027.81
Remaining			674.85

Total this Phase \$315.29

Phase 02 Public Outreach & Presentations

Professional Personnel

	Hours	Rate	Amount	
Bentley, Tom	2.00	38.46 ✓	76.92 ✓	
French, Lindsay	.50	27.88 ✓	13.94 ✓	
Penelton, Triveece	24.50	33.65	824.43 ✓	
Totals	27.00		915.29	
Total Labor				915.29

Project	P19028	MAPA North 24th Street Corridor Study	Invoice	2
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Additional Fees

Overhead	153.70 % of 915.29	1,406.80 ✓	
Profit	10.00 % of 2,322.09	232.21 ✓	
Total Additional Fees		1,639.01	1,639.01

Billing Limits

	Current	Prior	To-Date
Labor	915.29	420.63	1,335.92
Limit			3,583.55
Remaining			2,247.63
Additional Fees	1,639.01	753.22	2,392.23
Limit			6,417.07
Remaining			4,024.84

Total this Phase \$2,554.30 ✓

Phase	03	Conditions Inventory & Analysis
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Professional Personnel

	Hours	Rate	Amount
Program Manager			
Penelton, Triveece	5.00	33.65	168.25 ✓
Engineer			
Wagner, Benjamin	22.00	28.85	634.70 ✓
Totals	27.00		802.95 ✓
Total Labor			802.95 ✓

Additional Fees

Overhead	153.70 % of 802.95	1,234.13 ✓	
Profit	10.00 % of 2,037.08	203.71 ✓	
Total Additional Fees		1,437.84	1,437.84

Billing Limits

	Current	Prior	To-Date
Labor	802.95	93.76	896.71
Limit			1,737.52
Remaining			840.81
Additional Fees	1,437.84	167.90	1,605.74
Limit			3,111.38
Remaining			1,505.64

Total this Phase \$2,240.79 ✓

Phase	CONS	Consultants
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Consultants

Applied Real Estate Analysis, Inc.	4,095.56	
Toole Design Group, LLC	2,129.06	2127 ¹¹
Total Consultants	6,224.62	6,224.62

Project	P19028	MAPA North 24th Street Corridor Study	Invoice	2
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Billing Limits	Current	Prior	To-Date
Consultants	6,224.62	0.00	6,224.62
Limit			90,796.49
Remaining			84,571.87
Total this Phase			\$6,224.62

Phase	EXP	Expenses
Reimbursable Expenses		
Car Rental/Taxi/Bus Fare		149.98 ✓
Parking/Tolls-Project		34.65 ✓
Telephone-Project		70.28 ✓
Total Reimbursables		254.91 254.91
Unit Billing		
Plots		29.69 ✓
Total Units		29.69 29.69

Billing Limits	Current	Prior	To-Date
Total Billings	284.60	0.00	284.60
Limit			2,284.50
Remaining			1,999.90
Total this Phase			\$284.60

Total this Invoice **\$11,619.60**

Billings to Date	Current	Prior	Total
Labor	5,110.38	1,670.29	6,780.67
Consultant	6,224.62	0.00	6,224.62
Expense	284.60	0.00	284.60
Totals	11,619.60	1,670.29	13,289.89

Outstanding Invoices	Number	Date	Balance
	1	6/26/2019	1,670.29
Total			1,670.29

June 30, 2019

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

RE: N. 24th Street Corridor Study -
Progress Report
Vireo Project No. 19028
MAPA Project No. 1950310006
Invoice No. 2

Dear Mike:

Enclosed you will find Invoice No. 2 in the amount of \$11,619.60 for the period ending June 30, 2019 as described below. If you have questions, please do not hesitate to contact us.

Task	Description	Work Associated	% Completed
1	Project Management and Administration	<ul style="list-style-type: none">• Project team conference call• Team coordination• Invoicing	35%
2	Public Outreach and Presentations	<ul style="list-style-type: none">• Summarize Stakeholder Meeting No. 2• Develop outline and draft presentation/facilitation tools for community design workshop• Develop preference survey	38%
3	Existing Conditions Inventory and Analysis	<ul style="list-style-type: none">• Continue data collection and analysis, e.g. for land use/zoning, transportation, and stormwater best management practices• Develop map series• Review housing survey	52%
4	Alternatives Analysis and Development	<ul style="list-style-type: none">• None	0%
5	Recommendations and Plan	<ul style="list-style-type: none">• None	0%

Sincerely,



Linda deFlon

Financial Manager | Owner

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_MAY01
 Date 06/27/2019

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

Period: 5/13/2019 - 05/31/2019

1. Project Management and Administration Services

			Hours	Cost Rate	Cost Amount	Billed Amount
Adam S. Wood	Project Planner		7.00	46.64	326.48	
	Subtotal		7.00		326.48	
		<u>Rate</u>	<u>Basis</u>	<u>Markup</u>	<u>Amount</u>	
	Overhead	163.31%	326.48	533.18 ✓	859.66	
	Profit	10.00%	859.66	85.96 ✓	945.62	
	FCCM	0.14%	945.62	1.32	946.94	946.94
	Task subtotal			1.45		946.94

3. Existing Conditions Inventory and Analysis Services

			Hours	Cost Rate	Cost Amount	Billed Amount
Adam S. Wood	Project Planner		5.50	46.64	256.52 ✓	
Emily M. Koehle	Engineer II		1.00	35.68	35.68	
Sagar Onta	Senior Engineer		2.00	57.68	115.36	
	Subtotal		8.50		407.56 ✓	
		<u>Rate</u>	<u>Basis</u>	<u>Markup</u>	<u>Amount</u>	
	Overhead	163.31%	407.56	665.59 ✓	1,073.15	
	Profit	10.00%	1,073.15	107.30 ✓	1,180.45	
	FCCM	0.14%	1,180.45	1.67	1,182.12	1,182.12
	Task subtotal			1.67		1,182.12

Invoice total **\$2,129.06**

Invoice Summary

Description	Contract Amount	Percent Spent	Total Billed	Prior Billed	Current Invoice	Remaining Percent
1. Project Management and Administration	2,510.40	38%	946.94	0.00	946.94	62%
2. Public Outreach and Presentations	6,727.73	0%	0.00	0.00	0.00	100%

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. If you have questions regarding our work, contact Adam Wood, Toole Design's project manager, at awood@tooledesign.com or 608-663-8082 ext 402.

Thank you,

A handwritten signature in black ink, appearing to read 'Alia Anderson', with a long horizontal flourish extending to the right.

Alia Anderson
Director of Planning, North America

Enclosures

June 27, 2019

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

RE: N. 24th Street Corridor Study – Progress Report
Toole Design Project Number: 80068
Vireo Project No. 19028
MAPA Project No. 1950310006
Invoice No. 1

Dear Ms. Penelton,

Enclosed you will find Invoice No. 1 in the amount of \$2,129.06 for the period ending May 31, 2019 as described below. If you have questions, please do not hesitate to contact us.

Task	Description	Work Associated	% Completed
1	Project Management and Administration	<ul style="list-style-type: none">• Project set up and administration• Kickoff meeting preparation, attendance, and follow-up• Data request coordination	38%
2	Public Outreach and Presentations	<ul style="list-style-type: none">• n/a	0%
3	Existing Conditions Inventory and Analysis	<ul style="list-style-type: none">• Receive and inventory data; initial review• Turning movement count review• Signal observations (two project team members were in Omaha for other reasons and were able to visit the corridor)	23%
4	Alternatives Analysis and Development	<ul style="list-style-type: none">• n/a	0%
5	Recommendations and Plan	<ul style="list-style-type: none">• n/a	0%

Project Cost & BreakdownProject Name: 24th Street Corridor, Omaha, NEProject Number: P-19028Consultant: Applied Real Estate Analysis, Inc.

AREA Invoice No.: 19-4695.2664

Consultant PM: Maxine V. Mitchell, 312-461-9332, mmitchell@areainc.net

NDOR PC:

Date: May 01 though May 31, 2019

Classification	Hours	Rate	Amount
Principal: Maxine V. Mitchell	16.00	\$72.12	\$1,153.92
Principal: Robert Miller	1.50	\$72.12	\$108.18
Senior Analyst: Ralph Kinser	0.00	\$48.08	\$0.00
Analyst: Kinga Ndicu	2.50	\$26.44	\$66.10
Subtotal	20.00		\$1,328.20
Subconsultants:			
Printing And Reproduction:		\$0.00	\$0.00
Mileage/Travel: Airfare, Car Rental, taxi, fuel	\$0.00	\$0.00	\$0.00
Lodging/Meals:	\$0.00	\$0.00	\$0.00
Other Miscellaneous Costs:		\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00
Direct Labor Costs			
Direct Labor Costs			\$1,328.20
Overhead @ 180.00%			\$2,390.76
Total Labor Costs			\$3,718.96
Fee for Profit Rate @ 10.00%			\$371.90
Facility Capital Cost of Money (FCCM) @ 0.354% (direct labor cost x FCCM%)			\$4.70
Direct Expenses			\$0.00
TOTAL COST			\$4,095.56
Work Associated	Phase		
Initial Data Collection	1		
Arrage field work	1		
Percentage complete: 8.48%			

Vireo
929 Walnut , Suite 700
Kansas City, MO 64106
June 21, 2019
AREA Invoice No: 19-4695.2664

Project: P19028 **MAPA North 24th Street Corridor Study**

Professional Services from June 01, 2019 to June 30, 2019

<u>Professional Personnel</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal			
Mitchell, Maxine	16	72.12 ✓	1,153.92
Principal			
Miller, Robert	1.50	72.12 ✓	108.18
Senior Analyst			
Kinser Ralph	0.00	48.08 ✓	0.00
Analyst			
Ndicu, Kinga	2.50	26.44 ✓	66.10
Totals			1,328.20
Total Labor			1,328.20
Additional Fees			
Overhead	180% of Total Labor		2,390.76
Fee for Profit	10.00 % Total Labor + Overhead		371.90
Facility Capital Cost of Money (FCCM)	0.354% of Direct Labor		4.70
Total Additional Fees			2,767.36
Billing Limits	Current	Prior	To-Date
Total Billings	4,095.56	0.00	4,095.56
Limit			48,332.80
Remaining			44,237.24
Total this Invoice			4,095.56 ✓



19028-03 MD
Applied Real Estate Analysis, Inc.

914 S. Wabash Avenue
Chicago, IL 60605
Telephone 312.461.9332

mainoffice@areainc.net
www.areainc.net

June 24, 2019

Triveece Penelton, AICP, City Planner
Vireo
929 Walnut, Suite 700
Kansas City, MO 64106
triveece@bevireo.com

Contract No. P-19028
Invoice No.: 19-4695
AREA Job No.: 2664
May Billing Statement

For professional services rendered by Applied Real Estate Analysis (AREA), Inc., in the N. 24th Street Corridor Housing Market and Multi modal Transportation Study.
Tasks conducted are as follows:

Task	Description	Work Associated	% Completed
1	Project Management and Administration	- Not applicable	
2	Public Outreach and Presentation	- Not applicable	
3	Existing Conditions Inventory and Analysis	- Initial Research - Fieldwork Planning	8.48%
4	Alternatives Analysis and Development	- Not applicable	
5	Recommendations	- Not applicable	

Total Contract Amount \$ 48,322.80
Amount this invoice \$ 4,095.56
Previously billed \$0.00
TOTAL AMOUNT DUE \$ 4,095.56

Submitted by,

APPLIED REAL ESTATE ANALYSIS, INC.

Maxine V. Mitchell
President

Invoice Summary

Description	Contract Amount	Percent Spent	Total Billed	Prior Billed	Current Invoice	Remaining Percent
3. Existing Conditions Inventory and Analysis	5,191.25	23%	1,182.12	0.00	1,182.12	77%
4. Alternatives Analysis and Development	4,904.30	0%	0.00	0.00	0.00	100%
5. Recommendations and Plan	4,737.69	0%	0.00	0.00	0.00	100%
Direct Expenses	931.00	0%	0.00	0.00	0.00	100%
Total	\$25,002.37	9%	2,129.06	0.00	\$2,129.06	91%

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
80068_MAY01	06/27/2019	2,129.06	2,129.06				
	Total	2,129.06	2,129.06	0.00	0.00	0.00	0.00

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

DATE	PROJECT	LOCATION	SIZE	TYPE	AMOUNT
3/2/19	PIEDS	JACKSON PARK	30' x 12' B/W	30	AS
4/1/2019	P 1111	WILSON ST. PARK	20' x 11' C/W	15	UP
4/1/2019		"	30' x 10' C/W	5	LT
			20' x 30' C/W	5	UP
			11' x 17' C/W	100	1) 1)
			30' x 11' C/W	500	"
5/1/19	P 18171	JANUARY ST. PARK	20' x 30' C/W	10	UP 125 sqf
			15' x 11' C/W	500	UP
05/31/19	P-19028	N 24 TH ST CORRIDOR	50' x 125' C/W	1	BIK 31.25%
6/2/19	P-18196	Tulsa Aerial Pumping	30' x 50' C/W	13	UP 135.46%
6/2/19	P-18196	Tulsa Aerial Pumping	30' x 40' C/W	2	UP 16.66%

EXPENSE REPORT



Employee:

Triveece Penelton

Project Name:

MAPA - 24th Street Corridor Housing and Multimodal Transportation Study

Project #

P-19028

Task # 01

Date	Mileage @ .58/mile	Toll	Shuttle	Meals	Gas	Total Cost
2019-06-03 - Stakeholder Committee Meeting No. 1 in Omaha					34.65	34.65
						0.00
						0.00
						0.00
						0.00
Totals	0.00	0.00	0.00	0.00	34.65	34.65

Expense Report Total

34.65

Mileage Calculat

0.58

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

DUPLICATE OUTDOOR RECEIPT

DATE 06/03/19
TIME 4:18 PM
AUTH# 031744

VISA
ACCOUNT NUMBER
XXXX XXXX XXXX 7972
TRIVEECE J PENELTO

PUMP PRODUCT PPG
03 UNLD \$2.999

GALLONS FUEL TOTAL
11.555 \$34.65

THANKS COME AGAIN

Linda deFlon

From: Triveece Penelton
Sent: Tuesday, June 04, 2019 10:40 AM
To: Linda deFlon
Subject: FW: ENTERPRISE Rental Agreement 5YS5QR

Linda -

Please see below. Bill to P-19028 - N. 24th Street Housing Market and Multimodal Transportation Study: Phase 1 - Listen.

Thanks,
Triveece

Triveece Penelton AICP



[LinkedIn](#)

Vimeo

From: Triveece Penelton
Sent: Tuesday, June 04, 2019 10:22 AM
To: Linda deFlon <linda@bevireo.com>
Subject: Fwd: ENTERPRISE Rental Agreement 5YS5QR

See attached. Please bill to P-19028 - N. 24th Street Study.

Triveece Penelton AICP
2000 Main St, Suite 100, Kansas City, MO 64106
816.842.4700
triveece@bevireo.com

Sent: Tuesday, June 4, 2019 10:24 AM

----- Original message -----

From: DoNotReply@erac.com
Date: 6/4/19 10:09 AM (GMT-06:00)
To: Triveece Penelton <triveece@bevireo.com>
Subject: ENTERPRISE Rental Agreement 5YS5QR



RA #: 5YS5QR

Renter: HARVEY,TRIVEECE

Dates & Times	Location
Pickup Jun 03, 2019 7:35 AM	600 GRAND BLVD KANSAS CITY, MO 64106-1404 8168424700
Return Jun 04, 2019 10:07 AM	600 GRAND BLVD KANSAS CITY, MO 64106-1404 8168424700



RA #: 5YS5QR

Renter: HARVEY,TRIVEECE

Vehicle

Make/Model: DODG/CHAR

Color: BLUE MED

Mileage: 419

Fuel Out: Full

Fuel In: 5/8

License: ADH8892

Unit #: 7RGYX4

Vehicle #: KH565613

Charges

Price/Unit

Total

Less Bill To - PATTI BANKS ASSOCIATES:

\$149.98

Total Charges:

\$0.00

2019-06-04 10:08:54

invoice

PAGE 2

INVOICE NUMBER 27857945
INVOICE DATE 05/26/2019
ACCOUNT NO. 8076078
DUE DATE 06/25/2019
TAX ID 58-2421656

Cost Center Detail

COST CENTER

MODERATOR	TOTAL CHARGES	TOTAL TAX	TOTAL W/TAX	MODERATOR	TOTAL CHARGES	TOTAL TAX	TOTAL W/TAX
8076078 - Linda deFlon	40.48	7.21	47.69				

COST CENTER TOTAL USD\$47.69

COST CENTER AB17002

MODERATOR	TOTAL CHARGES	TOTAL TAX	TOTAL W/TAX	MODERATOR	TOTAL CHARGES	TOTAL TAX	TOTAL W/TAX
8076078 - Linda deFlon	67.86	15.79	83.65				

COST CENTER TOTAL USD\$83.65

COST CENTER bid & prop *Leavenworth Comp Plan*

MODERATOR	TOTAL CHARGES	TOTAL TAX	TOTAL W/TAX	MODERATOR	TOTAL CHARGES	TOTAL TAX	TOTAL W/TAX
8076078 - Linda deFlon	24.35	5.04	29.39				

COST CENTER TOTAL USD\$29.39

COST CENTER P18013

MODERATOR	TOTAL CHARGES	TOTAL TAX	TOTAL W/TAX	MODERATOR	TOTAL CHARGES	TOTAL TAX	TOTAL W/TAX
8076078 - Linda deFlon	22.32	4.53	26.85				

COST CENTER TOTAL USD\$26.85

COST CENTER P19028 *24th Street*

MODERATOR	TOTAL CHARGES	TOTAL TAX	TOTAL W/TAX	MODERATOR	TOTAL CHARGES	TOTAL TAX	TOTAL W/TAX
8076078 - Linda deFlon	57.16	13.12	70.28				

COST CENTER TOTAL USD\$70.28



Subcontractor Payment Authorization

Contract Number: 19013100004

Contract Party: Wellness Council of the Midlands

Contract Description: Air Quality Outreach Services

Contract Approved by Board of Directors: December 6, 2018

Contact Amount: \$20,000.00

Match Amount: \$0.00

Contract Period: January 1, 2019 - December 31, 2019

Payment # 3

Billed to Date:	\$	3,692.83
Less Previous Payments:	\$	<u>2,312.40</u>
Amount Due:	\$	<u>1,380.43</u>

Payment Recommended By: _____
Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____
Date

MAPA Treasurer/Finance Committee Member

WELLCOM

Community Engagement Center Room 219
University of Nebraska at Omaha
6001 Dodge Street
Omaha, NE 68182-0874
(402) 934-5795
tnelson@elevatingwellness.org



Invoice

BILL TO

MAPA
2222 Cuming St
Omaha, NE 68102

INVOICE # 4200**DATE** 05/31/2019**DUE DATE** 06/30/2019**TERMS** Net 30

ACTIVITY

AMOUNT

Grant
Personnel

1,245.65 ✓

Grant
Travel

10.21 ✓

Grant
Indirect Costs (10%)

124.57 ✓

Grant
Office Supplies

0.00

Grant
Other

0.00

BALANCE DUE**\$1,380.43** ✓

May 2019 Progress Report - WELLCOM

Title: WELLCOM May Progress Report 2019

Date: 06/26/19

1. Work Completed for Current Billing Period:

Task 1

Promoted Bike To Work Day with WELLCOM members. Provided posters and recommendations for commuter stations.

Justin worked with Mike at the Peony Park location for Bike to Work Day on May 17th.

Task 2

Completed initial restructure of toolkit and integration of communications plan within toolkit. Completed adding/editing information to toolkit, including integration of tax information from Megan.

Task 3

Promoted MAPA's services at WELLCOM's Employer Forum on May 7th and through a WELLCOM e-mail blast.

Shane connected with Michelle Miller and SilverStone Group to discuss walking maps. A phone call has been scheduled to discuss in more detail.

2. Anticipated Work for Next Billing Period:

Receive feedback from MAPA on the toolkit/communications plan emails and work on edits. Complete a phone call with SilverStone to create a plan for creating/implementing walking maps. Also, reach out to Omaha Integrative Care about implementing walking maps.

MAPA GRANT: SHANE WAREHIME

Total Hours.....29 (\$19.21/hour) = \$557.09 ✓

Mileage.....0 (\$0.58/mile) = \$0

May Total.....\$557.09

HOURS		
Date:	Hours:	Work Activities
5/2	5	Email templates, Bike to Work Day promotion
5/6	4	Toolkit updates
5/7	4	Employer forum
5/16	4	Toolkit updates, Bike to Work Day promotion
5/20	3	Email templates
5/21	2	Toolkit updates
5/23	2	Email templates; Connect with SilverStone
5/28	3	Communications plan
5/30	2	Toolkit updates
		Total Hours: 29
MILEAGE		
Date:	Miles:	Work Activities
		Total Miles: 0

MAPA GRANT: Justin Holes

May 2019

Category	Total Hours/mileage :	Hourly/mileage Rate:	Fringe Benefit	Total Hourly Rate	Justin Hourly Total (less fringe benefits):	Total Amount
Hours	19	\$29.22	\$7.02	\$36.24		\$688.56
Mileage	17.6	\$0.58				\$10.21
May Total					\$555.18	\$698.77

HOURS		
Date:	Hours:	Work Activities
05/03/19	2	Progress Report and financial
05/09/19	3	Little Steps, Big Impact Meeting; update report
05/10/19	2	Revise progress report and documentation; updates from Shane
05/14/19	2	Finalize progress report and all documentation
05/17/19	5	Bike to Work Event
05/24/19	3	Admin Work
05/31/19	2	Invoice, documentation - Admin
Total Hours: 19		
MILEAGE		
Date:	Miles:	Work Activities
05/17/19	17.6	Bike to Work Event and Pick up canopy for event
Total Miles: 17.6		

Task Name	Task Order Total	Feb/March Invoice	April Invoice	May Invoice	June Invoice	July Invoice	August Invoice	September Invoice	October Invoice	November Invoice	December Invoice	Billed to Date	Remaining Budget	Hours Available	Hours Completed	Completion %
Task 1: Little Steps, Big Impact Coordination	\$4,210.79															
Participate in (4) little steps, big impact stakeholder meetings, including workplan development	\$409.54	\$0.00	\$55.45	\$36.24								\$91.69	\$317.85	16	3	18.8%
Provide updates to MAPA on employer-related activities throughout the year	\$322.21	\$76.84	\$55.45	\$36.24								\$168.53	\$153.68	15	7	46.7%
Project Management Overhead Cost (8 hours / Month)	\$3,479.04	\$326.16	\$199.32	\$616.08								\$1,141.56	\$2,337.48	96	31.5	32.8%
Task 2: Employer Communication Plan	\$4,725.07															
Coordination and on-going communication MAPA's communications staff on branding, approach and content of communications plan and templates	\$576.00	\$76.84	\$0.00	\$0.00								\$76.84	\$499.16	30	4	13.3%
Oversight and development of outline for how communications plan will be incorporated into Active Commuting Toolkit	\$768.00	\$230.52	\$153.68	\$57.63								\$441.83	\$326.17	40	23	57.5%
Development of email content, templates and schedule for up to three (3) transportation programs or service in coordination with MAPA's communications team	\$1,537.00	\$153.68	\$134.47	\$192.10								\$480.25	\$1,056.75	80	25	31.3%
Update Active Commuting Toolkit - Revamp layout, formatting, and content	\$1,690.07	\$422.62	\$192.10	\$172.89								\$787.61	\$902.46	80	41	51.3%
Participation in up to two (2) stakeholder meetings with transportation partner organizations	\$154.00	\$0.00	\$0.00	\$0.00								\$0.00	\$154.00	8	0	0.0%
Task 3: Active Community Outreach Support	\$3,093.00															
Provide input into RFP development and participate in MAPA's RFP selection committee for the Active Commuting consultation services	\$192.00	\$0.00	\$0.00	\$0.00								\$0.00	\$192.00	10	0	0.0%
Support MAPA and consultant effort to identify employers and worksites interested in participating in employee surveys, focus groups, and/or policy development	\$288.00	\$0.00	\$0.00	\$0.00								\$0.00	\$288.00	15	0	0.0%
Participate in up to four (4) coordination meetings between MAPA and the Active Commuting consulting services	\$307.00	\$0.00	\$0.00	\$0.00								\$0.00	\$307.00	16	0	0.0%
Promote services at up to two (2) quarterly and/or WELLCOM events with representatives from local employers	\$384.00	\$0.00	\$0.00	\$115.26								\$115.26	\$268.74	20	6	30.0%
Identify up to two (2) employers to implement revised worksite walking maps and destination directories	\$961.00	\$0.00	\$0.00	\$19.21								\$19.21	\$941.79	50	1	2.0%
Identify up to two (2) employers for MAPA staff to conduct "block talks" or walk audits	\$961.00	\$0.00	\$0.00	\$0.00								\$0.00	\$961.00	50	0	0.0%
Administrative Costs	\$1,972.90															
Office Supplies - (printing promotional flyers, walking maps, designation directories, general office supplies)	\$500.00	\$0.00	\$0.00	\$0.00								\$0.00	\$500.00			
Mileage (local travel of ~ 30 miles per month @ \$0.58 per mile)	\$200.00	\$10.90	\$14.15	\$10.21								\$35.26	\$164.74			
Indirect Costs at 10%	\$1,272.90	\$129.76	\$80.46	\$124.57								\$334.79	\$938.11			
Grand Total	\$14,001.76	\$1,427.32	\$885.08	\$1,380.43								\$3,692.83	\$10,308.93	526	141.5	26.9%



FY12019 Little Steps, Big Impact
WELLCOM Employer Outreach & Resource Development Budget: Updated 06/26/2019

	Estimated Hours	Rate	Total
Task 1: Little Steps, Big Impact Coordination			
MAPA retains a public relations/marketing consultant responsible for facilitating the on-going "Little Steps, Big Impact." ozone awareness campaign and related community outreach. WELLCOM will serve as the representative of major employers on this group, providing input on opportunities to connect the campaign's messaging and resources to worksites throughout the region. Specific work elements include:			
Participate in (4) little steps, big impact stakeholder meetings, including workplan development	10	\$19.21	
	6	\$36.24	\$409.54
Provide updates to MAPA on employer-related activities throughout the year - Exhibitor booth at Summit, Session on active commuting?	13	\$19.21	
	2	\$36.24	\$322.21
Project Management Overhead Cost (8 hours / Month)	96	\$36.24	\$3,479.04
Task 2: Employer Communication Plan			
WELLCOM's Active Commuting Tool-Kit provides an inventory of resources and information about transportation-related benefits, programs, and policies. Discussions between MAPA and WELLCOM revealed an opportunity to package these resources to make the recommendations of the tool-kit easier to implement. MAPA's communications staff is available to assist with the branding, design and content development related to the communications tool-kit. Specific work elements include:			
Coordination and on-going communication MAPA's communications staff on branding, approach and content of communications plan and templates	30	\$19.21	\$576.00
Oversight and development of outline for how communications plan will be incorporated into Active Commuting Toolkit	40	\$19.21	\$768.00
Development of email content, templates and schedule for up to three (3) transportation programs or service in coordination with MAPA's communications team	80	\$19.21	\$1,537.00
Update Active Commuting Toolkit - Revamp layout, formatting, and content	71	\$19.21	
	9	\$36.24	\$1,690.07
Participation in up to two (2) stakeholder meetings with transportation partner organizations	8	\$19.21	\$154.00
Task 3: Active Community Outreach Support			
During the initial development of the Active Commuting Tool-Kit, WELLCOM retained consulting services to conduct surveys at local employers and develop work plans. MAPA and WELLCOM recognized an opportunity to build on this work and identify opportunities for implementing the Active Commuting Tool-Kit at area employers and MAPA will be procuring for such services in late 2018/early 2019. Implementation of WELLCOM's Walk-It Tool-Kit and promotional of physical activity during the work day is another opportunity for partnership between MAPA and WELLCOM. Specific work elements include:			
Provide input into RFP development and participate in MAPA's RFP selection committee for the Active Commuting consultation services	10	\$19.21	\$192.00
Support MAPA and consultant effort to identify employers and worksites interested in participating in employee surveys, focus groups, and/or policy development	15	\$19.21	\$288.00
Participate in up to four (4) coordination meetings between MAPA and the Active Commuting consulting services	16	\$19.21	\$307.00
Promote services at up to two (2) quarterly and/or WELLCOM events with representatives from local employers	20	\$19.21	\$384.00
Identify up to two (2) employers to implement revised worksite walking maps and destination directories	50	\$19.21	\$961.00
Identify up to two (2) employers for MAPA staff to conduct "block talks" or walk audits --most employers in the Aksarben Neighborhood	50	\$19.21	\$961.00
Administrative Costs			
Office Supplies - (Printing promotional flyers, walking maps, destination Directories; general office supplies)			\$500.00
Mileage (local travel of ~ 30 miles per month @ \$0.58 per mile)			\$200.00
Indirect Costs at 10%			\$1,272.90
Total Budget Requested			\$14,001.76





PURCHASE ORDER

DATE:	6/20/2019
VENDOR:	Mid-America Regional Council
PURCHASER:	Boerner
PAYMENT METHOD:	Please send check

QTY	UNIT PRICE	DESCRIPTION	CODING	TOTAL
		Central Plains Technology Plan		\$5,210.92
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
SUBTOTAL				\$5,210.92
SALES TAX				
SHIPPING				
OTHER				
TOTAL				\$5,210.92

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

REAPPROVE:

<u>DEPARTMENT MANAGER</u>	<u>EXECUTIVE DIRECTOR</u>
<u>FINANCE MEMBER</u>	<u>BOARD MEMBER</u>



Remit To:
600 Broadway Suite 200
Kansas City, MO 64105-1659
Phone: (816) 474-4240
Fax: (816) 421-7758

Invoice	G-I-0009516
Date	6/6/2019
Grant No.	69658
Page	1

Bill To:

Omaha-Council Bluffs Metropolitan Area Planning Ager

James Boerner
2222 Cumming St.
Omaha NE 68102

Return one copy with payment.

Purchase Order No.	Customer ID	MARC Contact	Payment Terms	Master No.
	OMAHA MAPA	Amanda Rehani	Due on Receipt	12,065
Item Number	Description	Ext. Price		
69658 GOV	Central Plains Technology Plan	\$5,210.92		
<div data-bbox="565 1142 1201 1644" data-label="Form"> <p>MARC Expense Authorization Voucher</p> <p>Date <u>6/6/19</u> Amt. <u>5,210.92</u></p> <p>Project <u>22000-01</u></p> <p>Account <u>10-5400</u></p> <p>Grant <u>16DU2801</u></p> <p>Asst. Dir. <u>[Signature]</u></p> <p>Exec. Dir. <u>[Signature]</u></p> <p>Treasurer <u>[Signature]</u></p> </div>				
Subtotal		\$5,210.92		
Misc		\$0.00		
Total		\$5,210.92		

600 Broadway, Suite 200
Kansas City, Missouri 64105-1659

816-474-4240
816-421-7758 FAX
www.marc.org



June 6, 2019

Mr. James Boerner
Transportation Planner
Metropolitan Area Planning Agency (MAPA)
2222 Cuming St
Omaha, NE 68102

RE: Central Plains Technology Plan Invoice

Dear Mr. Boerner:

This is to confirm that the attached invoice from Mid-America Regional Council for \$5,210.92 is MAPA's share for the Central Plains Technology Plan, contributing to the overall match for the National Economics Partnership grant received from the Federal Highway Administration. These funds will be used to complete the approved statement of work. Deliverables include, but are not limited to:

- Stakeholder engagement plan,
- A variety of technical memos,
- Guidebook for regional data sharing,
- Data sharing templates, and;
- Final report.

This project will conclude by December 2020. If you have any questions regarding this invoice, please don't hesitate to contact me.

Sincerely,

Caitlin Zibers
Transportation Planner
816-701-8319
czibers@marc.org

CC: Melissa Engel, MAPA
Michael Helgersen, MAPA

Chair
Rob Roberts
Commissioner
Miami County,
Kansas

1st Vice Chair
Jimmy Odom
Commissioner
Cass County,
Missouri

2nd Vice Chair
Harold Johnson Jr.
Commissioner
Unified Government
of Wyandotte County/
Kansas City, Kansas

Treasurer
Eileen Weir
Mayor
Independence,
Missouri

Secretary
Carson Ross
Mayor
Blue Springs,
Missouri

Executive Director
David A. Warm



TRAVEL AUTHORIZATION FORM

Person Traveling :	Jeff Spiehs		
Dates of Travel:	October 2-4, 2019		
Departure Time:	6:00a.m.	Return Time:	9:00p.m.
Traveling to :	Atlanta GA		
Purpose:	Reclaiming Vacant Properties Conference		
Coding:			
Block Rate Deadline:	(9/11/19)		
# Traveling:	1		

Estimated Travel Expenses:

Registration \$300.00
Flights \$387.00

Transp. Fares \$25.00
Auto Rental

Parking \$15.00
Other

MAPA Vehicle Miles
MAPA Vehicle Mileage \$0.00

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

Per Diem	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$49.50	\$66.00	x		\$49.50
Breakfast			x	1	
Lunch			x	1	
Dinner		\$28.00	x	1	\$28.00
Incidental			x	1	
Meals & Incidental					
Total	\$0.00	\$28.00	x	1	\$28.00
Lodging	\$179.00		x	1	
Taxes & Fees on Lodging	\$35.80	\$0.00	x	1	

Deduction for Meals Provided at Conferences

Total Lodging \$214.80

Total Meals and Incidentals \$56.00

Total Estimated Travel Expenses: \$997.80

Date Submitted: 7-3-19 by Jeff Spiehs
Employee Traveling
Date Approved: by Kenneth L. Loevenberg
Department Director
Date Approved: 7-3-19 by Jeff Spiehs
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)

- * 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.



Karna Loewenstein <kloewenstein@mapacog.org>

Atlanta conference

2 messages

Jeff Spiehs <jspiehs@mapacog.org>
To: Karna Loewenstein <kloewenstein@mapacog.org>

Tue, Jul 2, 2019 at 2:47 PM

Reclaiming Vacant Properties Conference-put on by Center for Community Progress-the largest national organization that assists with the creation of land banks, land trusts and so on.

<https://reclaimingvacantproperties.org/about/>

The theme is Equity First: Revitalizing Communities Together

Registration cost: \$300 (I can and would apply for a scholarship)

Hotel: Block rate of \$179 (2 nights)

Airfare: Round trip through Delta-\$387

Total: \$1,045

Background:

I was invited by Meridith Dillon of Sherwood Foundation to participate in a housing workgroup that is focusing on a few items:

- Accessory Dwelling Units
- Missing Middle Housing
- Community Land Trust

The workgroup consists of:

- Spark
- Omaha by Design
- Omaha City Council
- Douglas County Health Dept
- City Planning
- Sherwood Foundation

This workgroup is planning to attend this conference as they have been tasked by Sherwood Foundation to investigate the need for a Community Land Trust in Omaha. What is a community land trust?

<https://groundedsolutions.org/start-upclthub>

Grounded Solutions is the technical assistance that our workgroup is receiving since we didn't receive the \$150,000 Ford Foundation grant which MAPA was asked to be part of the learning co-hort if we received that grant-Homes for Everyone.

I think thats it.

--
Jeff Spiehs

Community Relations Manager
Metropolitan Area Planning Agency
[2222 Cuming Street](#)
Omaha, NE 68102-4328
p: (402) 444-6866 ext. 214
f: (402) 951-6517
www.mapacog.org

Karna Loewenstein <kloewenstein@mapacog.org>
To: Jeff Spiehs <jspiehs@mapacog.org>

Tue, Jul 2, 2019 at 2:51 PM

This looks good. I will fill out the paperwork and get it to Amanda.

When you have a minute lets talk about Ariana.

Karna Loewenstein

Project Coordinator Heartland 2050 Regional Vision

Metro Area Planning Agency (MAPA)

2222 Cuming St

Omaha NE 68102

402.444.6866 ex 225 - Office

402.708.1040 - Cell

kloewenstein@mapacog.org

[Quoted text hidden]



TRAVEL AUTHORIZATION FORM

Person Traveling :	Greg Youell		
Dates of Travel:	October 26-29, 2019		
Departure Time:	4pm	Return Time:	6pm
Traveling to :	Scottsdale, AZ		
Purpose:	2019 NARC Board Retreat Executive Directors Conference		
Coding:	98 888 01		
Block Rate Deadline:	TBD		
# Traveling:	1		

Estimated Travel Expenses:

Registration	\$0.00	Transp. Fares	\$65.00	Parking	
Flights	\$350.00	Auto Rental	\$0.00	Other	

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

Per Diem:	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$42.00	\$56.00			\$42.00
Breakfast	\$9.75	\$13.00	x	2	\$9.75
Lunch	\$11.25	\$15.00	x	2	\$11.25
Dinner	\$17.25	\$23.00	x	2	\$17.25
Incidental	\$3.75	\$5.00	x	2	\$3.75
Meals & Incidental Total	\$42.00	\$56.00	x	2	\$42.00
Lodging	\$121.00	\$121.00	x	2	
Taxes & Fees on Lodging	\$12.10	\$24.20	x	2	

Deduction for Meals Provided at Conferences _____

Total Lodging	\$423.50	Total Meals and Incidentals	\$196.00
---------------	----------	-----------------------------	----------

Total Estimated Travel Expenses: **\$1,034.50**

Date Submitted: 7-18-19	by	
Date Approved:	by	Employee Traveling
Date Approved: 7-8-19	by	
	by	Department Director
	by	Executive Director
	by	Finance Committee Chair/Member (if amount is over \$1000)
	by	Board of Directors Chair/Member (if amount is over \$2000)

* See Notes on Page 2



TRAVEL AUTHORIZATION FORM

Person Traveling :	Carol Vinton		
Dates of Travel:	October 29-30, 2019		
Departure Time:	7am	Return Time:	10:00 p.m.
Traveling to :	Scottsdale, AZ		
Purpose:	2019 NARC Board Retreat		
Coding:	98 888 01		
Block Rate Deadline:	TBD		
# Traveling:	1		

Estimated Travel Expenses:

Registration	\$0.00	Transp. Fares	\$50.00	Parking	
Flights	\$350.00	Auto Rental	\$0.00	Other	\$25.00

MAPA Vehicle Miles		Personal Vehicle Miles	68		
MAPA Vehicle Mileage	\$0.00	Personal Vehicle Mileage	\$37.06	Rate	\$0.545

Per Diem:	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$42.00	\$56.00			\$42.00
Breakfast	\$9.75	\$13.00	x	0	\$9.75
Lunch	\$11.25	\$15.00	x	0	\$11.25
Dinner	\$17.25	\$23.00	x	0	\$17.25
Incidental	\$3.75	\$5.00	x	0	\$3.75
Meals & Incidental					
Total	\$42.00	\$56.00	x	0	\$42.00
Lodging	\$121.00		x	0	
Taxes & Fees on Lodging	\$12.10	\$0.00	x	0	

Deduction for Meals Provided at Conferences _____

Total Lodging	\$133.10	Total Meals and Incidentals	\$84.00
---------------	----------	-----------------------------	---------

Total Estimated Travel Expenses: **\$679.16**

Date Submitted:	by	Employee Traveling
Date Approved:	by	Department Director
Date Approved: 7-8-19	by	Executive Director
Date Approved:	by	Finance Committee Chair/Member (if amount is over \$1000)
Date Approved:	by	Board of Directors Chair/Member (if amount is over \$2000)

* See Notes on Page 2



Subcontractor Payment Authorization

Contract Number: 18504101001
Contract Party: Douglas County
Contract Description: GIS Activities - FY 2018
Contract Approved by Board of Directors: June 29, 2017
Contract Amount: \$55,000.00
Match Amount: \$23,571.00
Contract Period: July 1, 2017 - June 30, 2018

Final Payment

Billed to Date: \$ 54,998.54
Less Previous Payments: \$ 39,267.54
Amount Due: \$ 15,731.00

Payment Recommended By: _____

Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____

Date

MAPA Treasurer/Finance Committee Member


Approved by MAPA Board of Directors: _____

Date

MAPA Board Chair/Member

Cost Breakdown Form

for Actual Cost Plus Fixed Fee Agreements

Company Name:	Douglas County GIS		
Address:	1819 Farnam St - Civic Center 402		
Employer (FEIN) No.:			
Project No.:	310 Douglas County GIS Activities FY19		
Project Location:	Omaha		
Control No.:			
Agreement No.:	1950310001		
Invoice No. and Date:	019 - 2019-6-28		
Progress Report Date:	2019-06-30		
% Work Completed:	100.0		
Current Billing Period:	Apr 2019 - Jun 2019		
Actual Cost plus Fixed Fee Amount ➤	Limiting Max. Amount \$55,000.00	Fixed Fee for Profit	Total Contract Amount \$55,000.00
	Amount		
	This Period	Previously Billed	To Date
Direct Labor	✓ \$11,966.38	\$29,870.33	\$41,836.71
Overhead @ 31.46% of Direct Labor	✓ \$3,764.62	\$9,397.21	\$13,161.83
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
Subtotal – Outside Services	\$0.00	\$0.00	\$0.00
Total Amount Due ➤	✓ \$15,731.00	✓ \$39,267.54	✓ \$54,998.54
<i>I certify that the billed amounts are actual and in agreement with the contract terms.</i>		Balance:	\$1.46
Signature: 	Title: GIS Coordinator		Date: 6/28/2019

MAPA Unified Work Program

Douglas County GIS

Fiscal year: 2018-2019

Project #1

Progress Report Q4

Project Name:

Natural Resource Inventory (NRI)

Current Period Activities:

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

- Began project scoping, task identification and assignment
- Began discussions of potential urban planning software programs to possibly deploy in support of the NRI
- Started building hosted map services with published NRI data for inclusion in the Metro Data Portal
- Evaluated potential software programs to serve as analytical tools for the planning community to use in their natural resources analysis work

MAPA Unified Work Program

Douglas County GIS

Fiscal year: 2018-2019

Project #2

Progress Report Q4

Project Name:

Data Portal

Current Period Activities:

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

- Began submitting various NRI-related map services to the new Metro Data Portal

MAPA Unified Work Program

Douglas County GIS

Fiscal year: 2018-2019

Project #3

Progress Report Q4

Project Name:

Data Development

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 Parking Division on development of various new parking-related datasets and field data collection workflows
- 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

Fringe Benefit Calculation for Responsible Charge - Steve Cacioppo

Annual Salary	Estimated hours worked/year	Effective Wage rate
\$ 86,732.52	2080	\$ 41.70

*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		
Other Insurance Benefits		
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	\$	41.70
Workman's Compensation Insurance Cost	\$	-

FICA/Medicare (7.65 %)

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$	2.59
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$	0.60

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	\$ 41.70
Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$ 10.18

Pension

Percent of Effective Wage Rate	8.5%
Pension/Retirement Cost	\$ 3.54

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$10.04	\$0.00	\$2.59	\$0.60	\$10.18	\$3.54	\$26.95

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

Effective hourly rate	\$	41.70
Fringe benefits per hour	\$	26.95
Total hourly rate	\$	68.65

Fringe Benefit Calculation for Responsible Charge - Craig Carsley

Annual Salary	Estimated hours worked/year	Effective Wage rate
\$ 72,300.80	2080	\$ 34.76

*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
Insurance Cost/hour	\$ 9.48

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	\$ 34.76
Workman's Compensation Insurance Cost	\$ -

FICA/Medicare (7.65 %)

FICA (6.2 Percent of Effective Hourly Wage Rate)	\$ 2.16
Medicare (1.45 Percent of Effective Hourly Wage Rate)	\$ 0.50

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	\$ 34.76
Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$ 6.51

Pension

Percent of Effective Wage Rate	8.5%
Pension/Retirement Cost	\$ 2.95

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$9.48	\$0.00	\$2.16	\$0.50	\$6.51	\$2.95	\$21.61

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

Effective hourly rate	\$ 34.76
Fringe benefits per hour	\$ 21.61
Total hourly rate	\$ 56.37

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	
Other Insurance Benefits	
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
Total hourly rate	\$ 59.46

Fringe Benefit Calculation for Responsible Charge - Mike Schonlau

Annual Salary	Estimated hours worked/year	Effective Wage rate
\$ 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

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	20.0
Sick Days	14.0
Pers/Adm. Days	1.0
Holidays	11.0

Leave days/year	46.0
Leave hours/year	368.0

Normal Working Hours/day	8.0
Normal Hours/year	2,080.0
Adjusted Working Hours/year	1,712.0
Effective Hourly Wage Rate	\$ 53.89

Holiday/Vacation/Sick Leave/Personal/Admin Time Off Cost	\$ 11.58
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Pension

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

Insurance Cost	Work Comp	6.2% FICA	1.45% Medicare	Holiday Vac Sick	Pension/Retirement	Total fringe/hour
\$10.04	\$0.00	\$3.34	\$0.78	\$11.58	\$4.58	\$30.33

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

Effective hourly rate	\$ 53.89
Fringe benefits per hour	\$ 30.33
Total hourly rate	\$ 84.22

September 4, 2018

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, 2017.

Also enclosed are the following indirect cost rate computations for the County's July 1, 2018, through June 30, 2019, fiscal year:

Clerk of the District Court - The rate for FY 2019 is 183.18 percent. This compares to a rate of 135.78 percent for FY 2018.

Court Administrator Referee - The rate for FY 2019 is 69.17 percent. This compares to a rate of 62.56 percent for FY 2018.

Nebraska Department of Health and Human Services - The rate for FY 2019 is 540.79 percent. This compares to a rate of 398.80 percent for FY 2018.

* County Wide - A special indirect cost rate has been computed for use in grant applications. The rate of 31.46 percent applies to fiscal year 2019. *

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, 2018.

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

DOUGLAS COUNTY, NEBRASKA
COMPUTATION OF COUNTYWIDE INDIRECT COST RATE
FOR THE FISCAL YEAR ENDING JUNE 30, 2019 (1)

I. Indirect Costs:

Countywide Central Service Allocations	\$53,965,485
Less: City of Omaha	(\$497,795)
County Sheriff Court Operations	(\$3,673,642)
County Benefits Allocated	<u>(\$17,826,687)</u>

Total Indirect Costs	\$31,967,361
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II. Roll Forward Adjustment (2)	<u>(\$2,035,567)</u>
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III. Indirect Costs Plus Roll Forward	<u>\$29,931,794 (A)</u>
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IV. FY 2019 Direct Salaries

Total County Salaries	\$137,268,687
Less: Central Service Departments	<u>(\$42,138,377)</u>

Total Direct Salaries	<u>\$95,130,310 (B)</u>
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V. FY 2019 Fixed Indirect Cost Rate (A/B)	<u><u>31.46%</u></u>
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(1) Based on actual FY 2017 costs.

(2) FY 2017 Indirect Cost Rate	34.74%
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FY 2017 Direct Salaries	<u>\$95,130,310</u>
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Total FY 2017 Fixed Recovery	\$33,048,270
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Reverse Roll-forward in Fixed Rate	<u>\$954,658</u>
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Adjusted FY 2017 Fixed Recovery	\$34,002,928
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Actual FY 2017 Indirect Costs	<u>\$31,967,361</u>
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Over Recovery	<u><u>\$2,035,567</u></u>
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Sequoia
Consulting
Group



Subcontractor Payment Authorization

Contract Number: 1850410201
Contract Party: City of Omaha
Contract Description: FY 2018 Planning
Contract Approved by Board of Directors: May 23, 2018
Contract Amount: \$30,000.00
Match Amount: \$12,857.00
Contract Period: July 1, 2018- June 30, 2019

Payment # Final

Billed to Date: \$ 30,000.00
Less Previous Payments: \$ 29,635.24
Amount Due: \$ 364.76

Payment Recommended By: _____
Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____
Date

MAPA Treasurer/Finance Committee Member

Approved by MAPA Board of Directors: _____
Date

MAPA Board Chair/Member

City of Omaha

Date: 02-JUL-19

Page 1 of 1

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

Remit To :

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

Bill To :

MAPA
GREG YOEUELL, DIRECTOR
2222 CUMING ST
OMAHA NE 68102

Ship To :

Customer Number : 28392

Invoice Number : 168927

Terms : 30 NET

Transaction Type : PLANNING

Total due : \$ 364.76

PLEASE RETURN TOP PORTION WITH REMITTANCE

Item No	Description	Qty Invoiced	Unit Price	Extended Price
1	WAGES APRIL - JUNE 2019	1	364.76	364.76
	SPECIAL INSTRUCTIONS	DUE DATE		TOTAL DUE
	Invoice Number : 168927	01-AUG-19		\$364.76

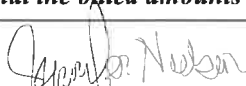
City of Omaha Cashier
RM H10

Cost Breakdown Form

for Actual Cost Plus Fixed Fee Agreements

Company Name:	City of Omaha		
Address:	1819 Farnam Street, Suite 1100		
Project No.:	310 Omaha Planning - FY 2019		
Project Location:	OMAHA, NE		
Control No.:			
Agreement No.:	MAPA contract #		
Invoice No. and Date:	168927 6/30/2019		
Progress Report Date:	6/30/2019		
% Work Completed:	SEE ATTACHED SUMMARY		
Current Billing Period:	April - May 2019		

Actual Cost plus Fixed Fee Amount ➤	Limiting Max. Amount \$30,000.00	Fixed Fee for Profit	Total Contract Amount \$30,000.00
	Amount		
	This Period	Previously Billed	To Date
Direct Labor	\$364.76	\$23,711.05	\$24,075.81
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	\$3,457.07	\$3,457.07
Outside Services (Subconsultants)			
Travel & Training	\$0.00	\$2,467.12	\$2,467.12
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Subtotal – Outside Services	\$0.00	\$2,467.12	\$2,467.12
Total Amount Due ➤	\$364.76	\$29,635.24	\$30,000.00

I certify that the billed amounts are actual and in agreement with the contract terms.		Balance:	\$0.00
Signature: 	Title: Operations Manager	Date: 07/02/2019	

City of Omaha Invoice
Q4 2018-2019 April-June

MAPA
Greg Youell, Director
2222 Cumling st
Omaha Ne 68102

Direct Personnel Costs						
Project	Name	Hourly Rate	Description	Hours	Total	Federal 70%
Project 1	Derek Miller	\$72.46 Effective Rate		36.5	2,644.79	1,851.35
Project 1	Kellie Johnston-Dorsey	\$47.76 Effective Rate				
Project 1	Kevin Carder	\$49.16 Effective Rate				

Budget

	Current	Previous	Total	Budget	Balance
Staff time	2,644.79	33,872.92	36,517.71	\$ 64,278.00	\$ 27,760.29
Travel, Training, Service		3,524.80	3,524.80	\$ 4,295.00	\$ 770.20
Indirect cost rate (14.58%)	385.62	4,938.67	5,324.29	\$ 9,998.00	\$ 4,673.71

Project 1 Subtotal	36.5	\$ 2,644.79	\$ 1,851.35	\$ 793.44
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Project 2	Derek Miller	\$72.46 Effective Rate				
Project 2	Kellie Johnston-Dorsey	\$47.76 Effective Rate				
Project 2	Kevin Carder	\$49.16 Effective Rate				

Project 2 Subtotal	0	\$ -	\$ -	\$ -
--------------------	---	------	------	------

Total	3,030.41	42,336.00	45,366.80	78,571.00	33,204.20
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Subtotal Direct Personnel Costs	36.5	2,644.79	1,851.35	793.44
Indirect cost rate (14.58%)		385.62	269.93	115.69

Other Direct Costs			
Training			
Travel			
Services			
EXTRA MATCH PROVIDED	(2,509.32)	(1,756.52)	(752.80)
	(2,509.32)	(1,756.52)	(752.80)
Total	521.09	364.76	156.33

Training & Travel

Stephen Osberg Washington
Derek Miller APA
David Fanslau APA registration

Billing:		Description: April - June 2019	
2019.11111.109031.0000.41119.0000	\$	364.76	
2019.11111.109031.0000.42121.0000			
2019.21217.109011.0000.42854.0000			
Bill effective date	4/30/2019	\$	364.76 TOTAL
Customer #	28392		

2018-2019 Budget

Item		Total	Federal (70%)	Local (30%)	JULY - SEPT 2018	Oct- Dec 2018	Jan-Mar 2019	Apr-Jun 2019	Total Spent	Amount left
<i>Direct Costs</i>										
Training, Travel, Services		\$3,577.82	\$2,504.00	\$1,073.82	249.00	3,058.92	216.88		3,524.80	53.02
<i>Personnel Costs</i>										
Effective Rate	<i>Hours</i> 350	\$34,340.51	\$24,039.00	\$10,301.51	5,895.29	8,422.71	19,554.92	520.61	34,393.53	(53.02)
<i>2017 Indirect cost rate (14.58%)</i>										
		\$4,938.67	\$3,457.00	\$1,481.67	859.53	1,228.03	2,851.11		4,938.67	-
Total		\$42,857.00	\$30,000.00	\$12,857.00	7,003.82	12,709.66	22,622.91	520.61	42,857.00	0.00

*

Derek Miller		April - 2019																														Monthly Total
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Project #3 - Regionally Significant Planning Projects			1	1.5		1					1	2	2		2	2							2				1					1
Develop and refine planning process; including project reviews, collect and maintain data to analyze transportation, housing and land use trends; to develop project plans and proposals; assist in the development of Transportation Improvement Program (TIP); assist in setting the Capital Improvement Plan (CIP); assist in programming, funding and delivery of transportation improvement projects; develop and maintain multimodal performance measures to track progress toward regional goals																																
Daily Total		0.0	1.0	1.5	0.0	1.0	0.0	0.0	0.0	0.0	1.0	2.0	2.0	0.0	0.0	2.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	1.0	0.0	0.0	16.5
Non-work days																																
																																Grand Total

Derek Miller	May - 2019																															Monthly Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Project #3 - Regionally Significant Planning Projects		1						2						1.5		1						1	1.5	0.5						1		
Develop and refine planning process; including project reviews, collect and maintain data to analyze transportation, housing and land use trends; to develop project plans and proposals; assist in the development of Transportation Improvement Program (TIP); assist in setting the Capital Improvement Plan (CIP); assist in programming, funding and delivery of transportation improvement projects; develop and maintain multimodal performance measures to track progress toward regional goals.																																
Daily Total	0.0	1.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	1.5	0.0	1.0	0.0	0.0	0.0	0.0	1.0	1.5	0.5	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	9.5
Non-work days																																Grand Total

Derek Miller		June - 2019																														Monthly Total
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Project #3 - Regionally Significant Planning Projects				1.5		1.5					0.5							2		1		1.5					1		1.5			
Develop and refine planning process; including project reviews; collect and maintain data to analyze transportation, housing and land use trends; to develop project plans and proposals; assist in the development of Transportation Improvement Program (TIP); assist in setting the Capital Improvement Plan (CIP); assist in programming, funding and delivery of transportation improvement projects; develop and maintain multimodal performance measures to track progress toward regional goals.																																
Daily Total		0.0	0.0	1.5	0.0	1.5	0.0	0.0	0.0	0.0	0.5	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	1.0	0.0	1.5	0.0	0.0	0.0	0.0	1.0	0.0	1.5	0.0	0.0	
Non-work days																																
Grand Total																																10.5

MAPA Unified Work Program Funding Request

Omaha City Planning

Fiscal year: 2018

Project #1

Progress Report Q4

Project Name:

Training and Travel

Current Period Activities:

- Attended the American Planning Association conference in May.

MAPA Unified Work Program Funding Request

Omaha City Planning

Fiscal year: 2018

Project #2

Progress Report Q4

Project Name:

Bicycle and Pedestrian Counter Program

Current Period Activities:

- Continue to monitor, resolve technical issues, and collect counts from 5 installed permanent counters on at least a quarterly basis.
- Completed shorter-duration counts with the mobile automated counter at three sites including 1) the Martin Luther King Jr Pedestrian Bridge; 2) the northern approach to the bridge over the railroad tracks between Lewis and Clark Landing and Heartland of America Park; and 3) a second count at the Pratt St pedestrian bridge over US 75 to get a “pre and post count” following clearance of overgrown vegetation by our Housing and Community Development Division.
- Researched and tested methodology for estimating annual average daily pedestrian and bicycle counts (AADP and AADB) from short-duration counts.
- Revised template for Bicycle and Pedestrian Counter Reports and completed a 2018 Report in early 2019.

MAPA Unified Work Program Funding Request

Omaha City Planning

Fiscal year: 2018

Project #3

Progress Report Q4

Project Name:

Regionally Significant Planning Projects

Project Period Activities:

- Master Plan updates and implementation
 - Continue to evaluate the existing Master Plan
 - Developing the process for a major update (to begin in 2021)
- Annexation Study
 - The 2019 was finalized and a public meeting was completed in May and sent to Planning Board. Planning board approved on a 6-1 vote, it will go onto City Council next.
- 2020-2025 Capital Improvement Plan (CIP)
 - Created improved project update and new project request forms for department staff to submit project requests.
 - Started departmental meetings in late March.
 - Draft CIP will go to Planning Board in July.
- Public Engagement Process Development
 - Finalized the draft Public Engagement Handbook in September. Review and editing underway by consultant.
- Existing Land Use Database Creation
 - Verified and edited land use categories assigned by MAPA to all parcels within ½ mile of a ORBT station
- North Downtown Pedestrian Bridge Final Design
 - 70% Design will be complete by Fall of 2019.
 - On hold until decision from the Corp of Engineers is made.
- Transit Oriented Development Policy and Zoning Amendment Development
 - BRT (Dodge Corridor) –

- Conducted monthly Action Team meetings to discuss TOD “Tiers” for all ORBT station locations, feedback from the public meeting, and TOD appropriate uses.
 - Facilitated Stakeholder meetings in January, February, March, April and May to discuss TOD “Tiers” for all ORBT station locations.
 - Conducted online surveys for visual preference and wants / do not wants around TOD stations.
 - Completed 11 public neighborhood meetings surrounding each station location.
 - Project completion is expected in the fall of 2019.
- Development Review
 - Ongoing
- 24th Street Road Diet Project
 - Final design underway.
- 30th Street Road Diet Project
 - Final design underway.
- B-Cycle Implementation
 - Began work on planning second expansion with Heartland Bike Share, including site selection, property owner outreach, and other preparation for a second CMAQ Application to be submitted in mid 2019.
- Parking Regulation Reform
 - Ongoing
 - Downtown parking and mobility study has been restarted
 - This will be developed in conjunction with the TOD Study.
 - Working on proposed draft bicycle parking requirements based on Mayor’s Active Living Advisory Committee recommendation.
- 20 Mile Loop Implementation
 - Public Works Traffic Maintenance staff are installing the signs in early 2019 with completion of installation tentatively planned by Spring, followed by a coordinated public education and outreach campaign led by Live Well.
- Complete Streets Design Guide
 - Draft Guide is complete and will go out for public comment in mid-2019.
- Smart Cities Lab
- Riverfront
- Vision Zero Task Force
 - Task Force made recommendations to the Mayor in March
- Dockless Bike and Scooter
 - Worked with internal and external stakeholders and determined a pilot program for dockless scooters is the best approach to the issue.

- Worked with Public Works and Law to develop an RFP for a Pilot Program from late March to November 2019.
- Met with representatives from UNO, MCC, UNMC, and Creighton to both inform and obtain feedback from them on issues with the use of scooters on and around their campuses.
- Selected two vendors to participate in the pilot to launch in April
- Launched pilot in mid to late May.
- Will develop an evaluation report by the end of 2019
- Sanitary Interceptor Sewer Element Update
 - Will conduct a midterm update by the end of 2019.

Item	Total	Federal(70%)	Local (30%)
Non-Personnel	\$ 11,000.00	\$ 7,700.00	\$ 3,300.00
Training / Travel	\$ 10,000.00	\$ 7,000.00	\$ 3,000.00
Equipment	\$ 1,000.00	\$ 700.00	\$ 300.00
Staff time (hrs)			
\$ 350.00			
Salary & Wages	\$ 15,367.33	\$ 10,703.54	\$ 4,663.79
Fringe benefits	\$ 11,103.17	\$ 7,772.22	\$ 3,330.95
Indirect rate	\$ 5,463.20	\$ 3,824.24	\$ 1,638.96
14.58%			
Total	\$ 42,933.70	\$ 30,000.00	\$ 12,933.70



Subcontractor Payment Authorization

Contract Number: 1990310006
Contract Party: Pottawattamie County
Contract Description: GIS Activities - FY 2019
Contract Approved by Board of Directors: June 28, 2018
Contract Amount: \$30,000.00
Match Amount: \$12,857.00
Contract Period: July 1, 2018 - June 30, 2019

Final Payment

Billed to Date:	\$	30,000.00
Less Previous Payments:	\$	<u>25,034.07</u>
Amount Due:	\$	<u>4,965.93</u>

Payment Recommended By: _____
Responsible Charge / MAPA Staff Member

Department Manager

MAPA Executive Director

Approved by MAPA Finance Committee: _____
Date

MAPA Treasurer/Finance Committee Member

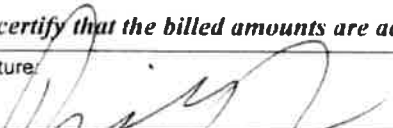
Approved by MAPA Board of Directors: _____
Date

MAPA Board Chair/Member

Cost Breakdown Form for Actual Cost Plus Fixed Fee Agreements

Company Name:	Pottawattamie County		
Address:	227 S 6 th St, Council Bluffs, IA 51501		
Employer (FEIN) No.:	42-6004433		
Project No.:	1990310006		
Project Location:	xxxxxxx		
Control No.:	xxxxxxx		
Agreement No.:	xxxxxxx		
Invoice No. and Date:	20190701 & July 1, 2019		
Progress Report Date:	July 1, 2019		
% Work Completed:	100%		
Current Billing Period:	4/1/2019 to 6/30/2019		

Actual Cost plus Fixed Fee Amount ➤	Limiting Max. Amount \$30,000.00	Fixed Fee for Profit	Total Contract Amount \$30,000.00
	Amount		
	This Period	Previously Billed	To Date
Direct Labor	\$4,965.93	\$25,034.07	\$30,000.00
Overhead @ % of Direct Labor	\$0.00		\$0.00
Fixed Fee = % of Labor and Overhead	\$0.00		\$0.00
FCCM @ % of Direct Labor	\$0.00		\$0.00
Direct Non-Labor Costs			\$0.00
Indirect Costs			\$0.00
Outside Services (Subconsultants)			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Subtotal – Outside Services	\$0.00	\$0.00	\$0.00
Total Amount Due ➤	\$4,965.93	\$25,034.07	\$30,000.00

I certify that the billed amounts are actual and in agreement with the contract terms.		Balance:	\$0.00
Signature: 	Title: Chief Information Officer	Date: 7/1/2019	

Billing Period**April 1, 2019 - June 30, 2019****Total Requested this Period: \$4,965.93****Actual Work Performed this Period: \$8,338.85**

Description	Employee	Hours Worked	Hourly Rate	Calculated Total	Requested Amount	In-Kind Match (30%)
Project A: NRI	Employee 1	5	\$46.99	\$234.95	\$164.47	\$70.49
	Employee 2	0	\$32.82	\$0.00	\$0.00	\$0.00
Project B: Regional Data Portal	Employee 1	0	\$46.99	\$0.00	\$0.00	\$0.00
	Employee 2	0	\$32.82	\$0.00	\$0.00	\$0.00
Project C: Data Maintenance	Employee 1	8	\$46.99	\$375.92	\$263.14	\$112.78
	Employee 2	132	\$32.82	\$4,332.24	\$3,032.57	\$1,299.67
Project D: Website Maintenance	Employee 1	3	\$46.99	\$140.97	\$98.68	\$42.29
	Employee 2	92	\$32.82	\$3,019.44	\$2,113.61	\$905.83
Fringe Benefits	Employee 1	16	\$18.13	\$290.08	\$203.06	\$87.02
Fringe Benefits	Employee 2	224	\$15.71	\$3,519.04	\$2,463.33	\$1,055.71
				\$11,912.64	\$8,338.85	\$3,573.79

To-Date Received: \$ 25,034.07

Balance available for disbursement: **\$ 4,965.93**

Name	Salary	Fringe Benefits				Fringe Benefits per hour
		Medical Insurance	Dental Insurance	FICA	Pension	
Employee 1	\$97,749.47	\$ 20,143.20	\$ 864.00	\$ 7,477.83	\$ 9,227.55	\$ 18.13
Employee 2	\$68,260.22	\$ 20,143.20	\$ 864.00	\$ 5,221.91	\$ 6,443.76	\$ 15.71

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 Meeting and subsequent GIS data layer organization

Month	New or Modified Parcels	Subdivisions	Surveys
Apr-19	14	3	20
May-19	20	2	10
Jun-19	16	3	16

Anticipated Work for Next Billing Period: The same or similar

Information Needed from MAPA/IDOT: None anticipated

Percent of Work Completed to Date: 100%

Outstanding Issues: None

July 1, 2019

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

Dear Mr. Youell,

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The official announcement of your award will be in a media release appearing in the next two weeks in the local news. We ask, however, that you refrain from making your grant award public before our initial announcement is published in the Council Bluffs *Daily Nonpareil* and on its website. The Foundation encourages collaborative communications, in particular, to assist you in meeting your organization's mission (see the enclosure for details).

Enclosed is the Iowa West Foundation Grant Award Letter of Agreement detailing the amount, conditions, and uses of the award. After making a copy, please sign and return page one of the enclosed original grant award agreement to the foundation office prior to **August 15, 2019**.

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Should you have questions regarding grants administration, please contact Pam Bierce, Grants Assistant, at (712) 309-3000, or by e-mail at grantinfo@iowawest.com.

Sincerely,



Pete Tulipana, MSW, MPA
President & CEO

Enclosures
cc: Karna Loewenstein

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GRANT AWARD LETTER OF AGREEMENT

Grant No.: C2 2019 #13

Organization: Omaha-Council
Bluffs Metropolitan Area
Planning Agency

This Grant Agreement ("Agreement") is made between the **Iowa West Foundation** ("Foundation") and Omaha-Council Bluffs Metropolitan Area Planning Agency ("Grantee") for the purpose of providing grant funding for the **Heartland 2050 Close the Gap 2019** project.

The Iowa West Foundation is a private, charitable foundation serving Southwest Iowa and Eastern Nebraska. Its mission is to improve lives and strengthen communities for current and future generations to achieve our vision of a community where families choose to live and businesses choose to locate because of the quality of life and the standard of living. In furtherance of this mission, the Iowa West Foundation's Board of Directors, during its **Cycle 2 2019** Grants Review Committee meeting approved funding in the amount of **\$27,500.00** for use by the Grantee as follows:

- *\$17,500 to continue the work of the Council Bluffs Mobility Task force in identifying improvements to the transit system in Council Bluffs, and*
- *\$10,000 in support of the Heartland 2050 Summit and Speakers Series.*

Award Information

Title	Heartland 2050 Close the Gap 2019
Award %	Not to exceed 8% of the project
Expiration Date	August 30 th , 2020
Foundation Contact Person	Matthew Henkes, mhenkes@iowawestfoundation.org , 712-309-3007
Special Award Conditions	<ul style="list-style-type: none">• Funding is restricted to the two uses identified in above and does not include support to the annual site visit. Any changes to the restrictions on these funds must be approved in-writing by the Iowa West Foundation.• Grantee shall provide recommendations for any follow-on work after the completion of the task force through a written report to the Iowa West Foundation and City of Council Bluffs.

Terms and Conditions

Please additionally review the terms and conditions sheet included with this letter. It is incorporated as a critical piece of the agreement. Grantee's deposit, negotiation, or endorsement of the first disbursement check will constitute its agreement to the terms and conditions set forth above and in any attachments. For the Iowa West Foundation's files, please have the enclosed copy of this agreement reviewed and signed where indicated by an authorized officer of Grantee and then returned to the Foundation by **August 15, 2019**. Do not forget to retain a copy for your files.

Please sign and return this signature page

Date

Name of Authorized Agent

Title of Authorized Agent

Signature

Terms and Conditions

1. **Eligible Organization:** Grantee confirms that it is an organization that is currently recognized by the Internal Revenue Service (the "IRS") as a public charity under sections 501(c)(3) and 509(a)(1), (2), or (3) of the Internal Revenue Code (the "Code"), or, a school district applying through the local area education agency, or another governmental entity. Additionally, Grantee shall inform the Iowa West Foundation immediately of any change in, or IRS proposed or actual revocation (whether or not appealed) of its tax status described above.
2. **Eligible Activities:** This grant may be used only for Grantee's charitable and educational activities.
3. **Misuse of Funds:** Grant funds may not be used for activities or purposes prohibited in the Grant Eligibility and Restrictions section of the Iowa West Foundation Policies and Procedures (www.iowawestfoundation.org/grantmaking), such as discriminating against any individual or group, based on race, religious beliefs, or ethnic or national origin. Nor may funds be used for any activity or purpose prohibited by the Internal Revenue Code (such as inurement/private benefit) or other state/federal law.
4. **Purpose and Use of Funds:** The Grantee agrees that all funding disbursed under this Grant Agreement shall be used exclusively towards the attainment of the proposed Grant Activity Description as described in Grantee's grant request submitted to Foundation, which is incorporated by reference and an integral part of this agreement letter, and subject to any Special Award Conditions described on the cover page. Furthermore, if at any time the Grantee should determine that achievement of the stated objectives is no longer feasible, for any reason, the Grantee agrees to notify the Foundation in writing immediately to initiate discussion on steps to be taken.

Grantee accepts responsibility for complying with this agreement's terms and conditions and will exercise full control over the grant and the expenditure of grant funds. The Iowa West Foundation will request that Grantee return any grant unexpended grant funds remaining at the end of the project period.

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8. **Termination:** The Foundation reserves the right, in its sole discretion, to discontinue funding if it is not satisfied with the progress of the grant, the content of any required written report, if grant performance standards are not met, or if Grantee spends grant proceeds for purposes other than those approved by the Foundation. In the event of discontinuation or at the close of the grant, any unexpended funds shall immediately be returned to the Foundation, except where the Foundation has agreed in writing to an alternative use of the unused funds. The Grantee also agrees to repay any funds that the Foundation



Communications

Congratulations on receiving a grant from the Iowa West Foundation!

We know you're probably excited to share the good news with your leadership, staff, stakeholders, and hopefully even your fans and followers on social media among others. We're excited for you to spread the word as well, and are happy to help assist you in that process. To ensure an effective communications strategy, we ask that you work in partnership with Iowa West Foundation.

Feel free to contact Director of Communications, Nicole Lindquist, for assistance with:

- Access and usage of the Iowa West Foundation logo
- Approval of press/media releases
- Quotes from our President/CEO Pete Tulipana
- Boilerplate language about the Iowa West Foundation
- Traditional media contact information
- Other communications-related questions

In addition, we want to celebrate your success and the impact of your grant with you. Please keep both our director of communications and your due diligence contact abreast of important milestones including but not limited to:

- Groundbreakings
- Ribbon Cuttings
- Grand Openings
- Other significant media opportunities

Any online communication about the project that recognizes funding sources - websites, blogs, etc. should acknowledge the Iowa West Foundation and ideally include a link to our homepage: www.iowawestfoundation.org

Also, please be sure to tag our accounts accordingly on social media.

Facebook: www.facebook.com/IowaWestFoundation

Twitter: @IowaWestFdn

Instagram: @iowawestfoundation

If we don't "like" or follow you already, this will remind us to do so. Then we can share, retweet and repost updates in relation to your grant project throughout the year.

Congratulations, again! We look forward to working with you.

Sincerely,

Nicole Lindquist

Director of Communications

nlindquist@iowawestfoundation.org

w: 712-309-3004 c: 402-981-2289

Guidelines for receiving payment and reporting on use of funds

For grants of \$25,000 or less, one hundred percent (100%) of the grant will be disbursed within 30 days after the signed Letter of Agreement due date.

For grants greater than \$25,000 and less than or equal to \$100,000, seventy-five percent (75%) of the grant will be disbursed within 30 days after the signed Letter of Agreement due date. Grantor will disburse the remaining twenty-five percent (25%) upon receipt and approval of Grantee's concluding narrative and financial report.

For grants over \$100,000, one-half (50%) of the grant will be disbursed within 30 days after the signed Letter of Agreement due date. Another thirty percent (30%) of the grant will be disbursed upon receipt and approval of an interim narrative and financial report; and, the remaining twenty percent (20%) will be disbursed upon receipt and approval of Grantee's concluding narrative and financial report.

The impact report is to be completed on-line. An email will be sent to you when the impact report is available. If you should have any questions please direct questions to grantinfo@iowawest.com , or (712) 309-3000.

July 1, 2019

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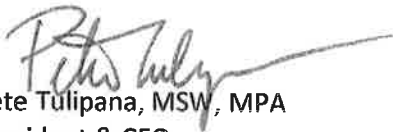
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Title of Authorized Agent

Signature

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determines to be misspent pursuant to the terms of this letter. Further, the Foundation may terminate grant disbursements during the grant period if grant performance standards (activities and outputs) are unmet.

9. **Modification:** The Foundation may amend the grant agreement from time to time. Modifications may be initiated by the Foundation or at the request of the Grantee. In either event, the final approval of the modification shall be issued in-writing by the Foundation.
10. **Ownership of Intellectual Property:** All reports generated and data collected during this grant shall be considered the joint property of the Grantee and Foundation. This provision extends to third party evaluations conducted for the purposes of the grant and/or as may be required in this agreement.
11. **Performance Management:** The Foundation will use a variety of mechanisms to stay abreast of the Grantee's performance under the grant, and of general progress toward attainment of the grant objectives. These may include:
 - a. Feedback from key partners
 - b. Site visits by Foundation personnel
 - c. Meetings to review and assess periodic work plans and progress reports
 - d. Impact Reports

During the grant period, Grantee agrees to permit The Foundation or its designated agent to inspect Grantee's premises, facilities or the project where the grant is utilized. Grantee shall maintain records of receipts and expenditures involving the award and to make all related books and records available to the Foundation upon request.

12. **Financial / Progress Reporting:** The Grantee agrees to submit required financial and progress report ("Impact Report") to the Foundation. Grantee will be advised if an *interim Impact Report* is also required. The final *Impact Report* on use of funds and grant outcomes is due no later than 30 days after the contract expiration date, and may be submitted early if the grant outcomes are achieved prior to the due date. A web-link to an online *Impact Report* will be made available to grantee by Pam Bierce, Grants Assistant, who is available to assist at (712) 309-3000 and at grantinfo@iowawestfoundation.org.
13. **Communication:** The Grantee agrees to abide by the Foundation Communications Policy, attached to this agreement, and to acknowledge the award publicly in Grantee's customary fashion, and to copy the Foundation on all announcements. For any questions, contact Director of Communications Nicole Lindquist at (712) 309-3004, or nlindquist@iowawestfoundation.org.
14. **Staff Contact:** The primary Foundation staff contact(s) for this agreement is indicated on the cover page. Please reference your grant number in your communications with the Foundation.



Communications

Congratulations on receiving a grant from the Iowa West Foundation!

We know you're probably excited to share the good news with your leadership, staff, stakeholders, and hopefully even your fans and followers on social media among others. We're excited for you to spread the word as well, and are happy to help assist you in that process. To ensure an effective communications strategy, we ask that you work in partnership with Iowa West Foundation.

Feel free to contact Director of Communications, Nicole Lindquist, for assistance with:

- Access and usage of the Iowa West Foundation logo
- Approval of press/media releases
- Quotes from our President/CEO Pete Tulipana
- Boilerplate language about the Iowa West Foundation
- Traditional media contact information
- Other communications-related questions

In addition, we want to celebrate your success and the impact of your grant with you. Please keep both our director of communications and your due diligence contact abreast of important milestones including but not limited to:

- Groundbreakings
- Ribbon Cuttings
- Grand Openings
- Other significant media opportunities

Any online communication about the project that recognizes funding sources - websites, blogs, etc. should acknowledge the Iowa West Foundation and ideally include a link to our homepage: www.iowawestfoundation.org

Also, please be sure to tag our accounts accordingly on social media.

Facebook: www.facebook.com/IowaWestFoundation

Twitter: @IowaWestFdn

Instagram: @iowawestfoundation

If we don't "like" or follow you already, this will remind us to do so. Then we can share, retweet and repost updates in relation to your grant project throughout the year.

Congratulations, again! We look forward to working with you.

Sincerely,

Nicole Lindquist

Director of Communications

nlindquist@iowawestfoundation.org

w: 712-309-3004 c: 402-981-2289

Guidelines for receiving payment and reporting on use of funds

For grants of \$25,000 or less, one hundred percent (100%) of the grant will be disbursed within 30 days after the signed Letter of Agreement due date.

For grants greater than \$25,000 and less than or equal to \$100,000, seventy-five percent (75%) of the grant will be disbursed within 30 days after the signed Letter of Agreement due date. Grantor will disburse the remaining twenty-five percent (25%) upon receipt and approval of Grantee's concluding narrative and financial report.

For grants over \$100,000, one-half (50%) of the grant will be disbursed within 30 days after the signed Letter of Agreement due date. Another thirty percent (30%) of the grant will be disbursed upon receipt and approval of an interim narrative and financial report; and, the remaining twenty percent (20%) will be disbursed upon receipt and approval of Grantee's concluding narrative and financial report.

The impact report is to be completed on-line. An email will be sent to you when the impact report is available. If you should have any questions please direct questions to grantinfo@iowawest.com , or (712) 309-3000.

Terms and Conditions

1. **Eligible Organization:** Grantee confirms that it is an organization that is currently recognized by the Internal Revenue Service (the "IRS") as a public charity under sections 501(c)(3) and 509(a)(1), (2), or (3) of the Internal Revenue Code (the "Code"), or, a school district applying through the local area education agency, or another governmental entity. Additionally, Grantee shall inform the Iowa West Foundation immediately of any change in, or IRS proposed or actual revocation (whether or not appealed) of its tax status described above.
2. **Eligible Activities:** This grant may be used only for Grantee's charitable and educational activities.
3. **Misuse of Funds:** Grant funds may not be used for activities or purposes prohibited in the Grant Eligibility and Restrictions section of the Iowa West Foundation Policies and Procedures (www.iowawestfoundation.org/grantmaking), such as discriminating against any individual or group, based on race, religious beliefs, or ethnic or national origin. Nor may funds be used for any activity or purpose prohibited by the Internal Revenue Code (such as inurement/private benefit) or other state/federal law.
4. **Purpose and Use of Funds:** The Grantee agrees that all funding disbursed under this Grant Agreement shall be used exclusively towards the attainment of the proposed Grant Activity Description as described in Grantee's grant request submitted to Foundation, which is incorporated by reference and an integral part of this agreement letter, and subject to any Special Award Conditions described on the cover page. Furthermore, if at any time the Grantee should determine that achievement of the stated objectives is no longer feasible, for any reason, the Grantee agrees to notify the Foundation in writing immediately to initiate discussion on steps to be taken.

Grantee accepts responsibility for complying with this agreement's terms and conditions and will exercise full control over the grant and the expenditure of grant funds. The Iowa West Foundation will request that Grantee return any grant unexpended grant funds remaining at the end of the project period.

5. **Leveraging Funds:** The funding granted through this Agreement is based on a percentage of the expected project cost, per the Grantee's application. If the project or program decreases in size and scope post award, the Grantee must ensure that the Foundation-funded portion does not exceed the proportion listed in this section, without prior Foundation approval.
6. **Incorporation of Grant Request:** The grant request proposal submitted by the Grantee to the Foundation is hereby agreed to be an integral part of the agreement. It is expected that the Grantee will complete the work identified in their application, as restricted by the "special award considerations." Any change to the scope should be discussed with the appropriate foundation contact person.
7. **Term of Agreement:** This agreement is effective during the time period specified under the Term of Agreement, unless terminated earlier in accordance with this Agreement. It is agreed that all activities financed with Foundation funds (including for the purposes of calculating the grantee match) will be completed within the period of the grant unless Iowa West Foundation provides approval of extension in writing. *A request-to-extend the contract expiration date must be received in writing 60-days prior to the contract expiration date.*
8. **Termination:** The Foundation reserves the right, in its sole discretion, to discontinue funding if it is not satisfied with the progress of the grant, the content of any required written report, if grant performance standards are not met, or if Grantee spends grant proceeds for purposes other than those approved by the Foundation. In the event of discontinuation or at the close of the grant, any unexpended funds shall immediately be returned to the Foundation, except where the Foundation has agreed in writing to an alternative use of the unused funds. The Grantee also agrees to repay any funds that the Foundation

determines to be misspent pursuant to the terms of this letter. Further, the Foundation may terminate grant disbursements during the grant period if grant performance standards (activities and outputs) are unmet.

9. **Modification:** The Foundation may amend the grant agreement from time to time. Modifications may be initiated by the Foundation or at the request of the Grantee. In either event, the final approval of the modification shall be issued in-writing by the Foundation.
10. **Ownership of Intellectual Property:** All reports generated and data collected during this grant shall be considered the joint property of the Grantee and Foundation. This provision extends to third party evaluations conducted for the purposes of the grant and/or as may be required in this agreement.
11. **Performance Management:** The Foundation will use a variety of mechanisms to stay abreast of the Grantee's performance under the grant, and of general progress toward attainment of the grant objectives. These may include:
 - a. Feedback from key partners
 - b. Site visits by Foundation personnel
 - c. Meetings to review and assess periodic work plans and progress reports
 - d. Impact Reports

During the grant period, Grantee agrees to permit The Foundation or its designated agent to inspect Grantee's premises, facilities or the project where the grant is utilized. Grantee shall maintain records of receipts and expenditures involving the award and to make all related books and records available to the Foundation upon request.

12. **Financial / Progress Reporting:** The Grantee agrees to submit required financial and progress report ("Impact Report") to the Foundation. Grantee will be advised if an *interim Impact Report* is also required. The final *Impact Report* on use of funds and grant outcomes is due no later than 30 days after the contract expiration date, and may be submitted early if the grant outcomes are achieved prior to the due date. A web-link to an online *Impact Report* will be made available to grantee by Pam Bierce, Grants Assistant, who is available to assist at (712) 309-3000 and at grantinfo@iowawestfoundation.org.
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14. **Staff Contact:** The primary Foundation staff contact(s) for this agreement is indicated on the cover page. Please reference your grant number in your communications with the Foundation.

**AN AGREEMENT BETWEEN THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING
AGENCY, AND SARPY COUNTY, NEBRASKA FOR AN I-80 INTERCHANGE PLANNING AND
ENVIRONMENTAL LINKAGES STUDY**

THIS AGREEMENT made and entered into by and between the Omaha-Council Bluffs Metropolitan Area Planning Agency (hereinafter called MAPA) and Sarpy County, Nebraska, (hereinafter called "the County").

WITNESSETH:

WHEREAS, a group of agencies from Sarpy County Nebraska including Sarpy County, the City of Papillion, the City of Gretna and MAPA officials, and the Nebraska Department of Transportation (NDOT), have mutually agreed the need for a Planning and Environmental Linkages Study (hereinafter called "the Study") for a new interchange on Interstate 80 in Sarpy County; and,

WHEREAS, MAPA and the County are willing to commit to funding a portion of the Study.

NOW, THEREFORE, the parties do agree that:

I.
PURPOSE

The purpose of this agreement is to provide for the funding and administration of a Planning and Environmental Linkages Study for a new interchange on Interstate 80 in Sarpy County that is proposed between the locations of Nebraska Highway 31 (N-31) interchange to the west and Nebraska Highway 370 (N-370) to the east. The anticipated Area of Potential Effect (APE) to be included in the study is generally to be considered between Harrison Street to the east and the Platte River to the west. The project shall be undertaken by MAPA who will procure and enter into a contact with a consultant.

II.
STEERING COMMITTEE

A Steering Committee shall be formed, which shall be made up of at least one representative from each of the participating entities, as well as the NDOT, which shall be responsible for guiding the conduct of the Study, and deciding whether to accept the finished products of the consultant. A Project Manager from the MAPA staff will be the point of contact between the Steering Committee and the consultant. The Steering Committee will provide general direction relating to the Study; such direction will be carried out by the Project Manager. The Steering Committee will provide staff resources necessary to review the Study and to obtain approval from their jurisdiction.

III.
SCOPE OF SERVICES

The scope of services to be performed or procured pursuant to this agreement will be as described in the Contract between MAPA and the consultant. The work shall include:

Phase 1 – Traffic Study, Planning, & Environmental Linkage, Public Involvement

Phase 2 – NEPA/IJR, Preliminary Design

Phase 3 – Final Design – Local Connections Only

Phase 4 – Construction Engineering and Inspection – Local Connections Only

IV.

METHODS AND PROCEDURE

The work program developed by the Steering Committee shall be performed the consultant, who will be procured through MAPA's procurement policies and in accordance with federal aid requirements. MAPA shall enter into a contract with the consultant for completion of the contemplated work. No contract shall be signed with the consultant until MAPA, the County, and other participating jurisdictions have executed this Agreement or one that is similar for each of the participating agencies. After completion of the Study by the consultant each party to this Agreement shall receive a copy of the Study.

V.

FEES, RECORDS, PAYMENT

MAPA shall make payment in response to the billings by the consultant.

The consultant. shall provide regular progress reports which shall be available to the Steering Committee. An account of Study billings and payments by MAPA shall be made available to participating agencies upon request.

The Study cost shall be approved by the Steering Committee. MAPA shall provide \$125,000 of Federal transportation planning funds (PL) toward the cost of the Study, with \$100,000 in FY20 funds and \$25,000 in FY21 funds. The remaining Study costs shall be shared in three equal amounts between the County and the Cities. Payment will be made in full upon the execution of an agreement between MAPA and the consultant. Payment will be made within 30 days of receipt of the bill.

VI.

CONDITIONS OF THE MOU

MAPA shall be considered the recipient of federal funds passed through Nebraska Department of Transportation (NDOT). MAPA will be responsible for the administration of the federal funds including the oversight of the consultant, reporting to NDOT for reimbursement, payment to the consultant and securing an audit in accordance with 2 CFR 200. MAPA shall be the Local Public Agency (LPA) with NDOT and provide an employee to serve as the Responsible Charge (RC) for this federal-aid transportation project. A Consultant shall be engaged to conduct the Study. Total project costs will be determined after negotiation of the project scope with the Consultant.

As a federal-aid project, the Study must comply with all applicable federal and state requirements and policies. MAPA and its RC are responsible for ensuring that administrative procedures of the Study comply with these requirements and policies. Should the project fail to meet any eligibility requirements, the County understands that there is a risk of partial or total repayment of federal funds expended on the project. If repayment is required through the fault of any other party than MAPA and its RC, Sarpy County and the

Cities of Gretna and Papillion agree to repay MAPA equally, all previously paid federal funds for the Study, as determined by the NDOT, and any costs or expenses the NDOT has incurred for the project.

VII.
DURATION

This Agreement shall remain in full force and effective until final payment has been made to the consultant plus three years for close out of the federal grant by NDOT. Services the consultant shall be completed no later than December 31, 2020, unless the Study contemplated by this Agreement has been fully performed to the satisfaction of MAPA and the participating agencies prior to that date, in which case, the Agreement will terminate upon the completion of the Steering Committee's duties. This Agreement may be extended past December 31, 2020, upon the mutual agreement of all parties to this Agreement, if it is necessary for completion of the Study contemplated by it.

VIII.
NON-DISCRIMINATION

The parties to this Agreement shall not, in the performance of this Agreement discriminate or permit discrimination in violation of federal or state laws or local ordinances because of race, color, sex, age, disability, political or religious opinions, affiliations or national origin.

IX.
APPLICABLE LAW

Parties to this Agreement shall conform with all existing and applicable local ordinances, resolutions, state and local laws, federal laws, and all existing and applicable rules and regulations. Nebraska law will govern the terms and the performance under this Agreement.

X.
STRICT COMPLIANCE

All provisions of this Agreement and each and every document that shall be attached shall be strictly complied with as written, and no substitution or change shall be made except upon written direction from an authorized representative.

XI.
MERGER

This Agreement shall not be merged into any other oral or written contract, lease or deed of any type. This is the complete and full agreement of the parties.

XII.
MODIFICATION

This Agreement contains the entire agreement of the parties. No representations were made or relied upon by either party other than those that are expressly set forth herein. No agent, employee or other representative of either party is empowered to alter any of the terms hereof unless done in writing and signed by an authorized officer of the respective parties.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their proper officials thereunto duly authorized as of the dates below indicated.

METROPOLITAN AREA PLANNING AGENCY

ATTEST:

BY: _____
Board Chairperson Date

BY: _____
Date

PRINT NAME_____

PRINT NAME_____

SARPY COUNTY

ATTEST:

BY: _____
Board Chairperson Date

BY: _____
Date

PRINT NAME_____

PRINT NAME_____

**AN AGREEMENT BETWEEN THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING
AGENCY, AND CITY OF PAPIILLION, NEBRASKA FOR AN I-80 INTERCHANGE PLANNING AND
ENVIRONMENTAL LINKAGES STUDY**

THIS AGREEMENT made and entered into by and between the Omaha-Council Bluffs Metropolitan Area Planning Agency (hereinafter called MAPA) and City of Papillion, Nebraska, (hereinafter called "the City").

WITNESSETH:

WHEREAS, a group of agencies from Sarpy County Nebraska including Sarpy County, the City of Papillion, the City of Gretna and MAPA officials, and the Nebraska Department of Transportation (NDOT), have mutually agreed the need for a Planning and Environmental Linkages Study (hereinafter called "the Study") for a new interchange on Interstate 80 in Sarpy County; and,

WHEREAS, MAPA and the City are willing to commit to funding a portion of the Study.

NOW, THEREFORE, the parties do agree that:

I.
PURPOSE

The purpose of this agreement is to provide for the funding and administration of a Planning and Environmental Linkages Study for a new interchange on Interstate 80 in Sarpy County that is proposed between the locations of Nebraska Highway 31 (N-31) interchange to the west and Nebraska Highway 370 (N-370) to the east. The anticipated Area of Potential Effect (APE) to be included in the study is generally to be considered between Harrison Street to the east and the Platte River to the west. The project shall be undertaken by MAPA who will procure and enter into a contact with a consultant.

II.
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A Steering Committee shall be formed, which shall be made up of at least one representative from each of the participating entities, as well as the NDOT, which shall be responsible for guiding the conduct of the Study, and deciding whether to accept the finished products of the consultant. A Project Manager from the MAPA staff will be the point of contact between the Steering Committee and the consultant. The Steering Committee will provide general direction relating to the Study; such direction will be carried out by the Project Manager. The Steering Committee will provide staff resources necessary to review the Study and to obtain approval from their jurisdiction.

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SCOPE OF SERVICES

The scope of services to be performed or procured pursuant to this agreement will be as described in the Contract between MAPA and the consultant. The work shall include:

Phase 1 – Traffic Study, Planning, & Environmental Linkage, Public Involvement

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Phase 3 – Final Design – Local Connections Only

Phase 4 – Construction Engineering and Inspection – Local Connections Only

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The work program developed by the Steering Committee shall be performed the consultant, who will be procured through MAPA's procurement policies and in accordance with federal aid requirements. MAPA shall enter into a contract with the consultant for completion of the contemplated work. No contract shall be signed with the consultant until MAPA, the City, and other participating jurisdictions have executed this Agreement or one that is similar for each of the participating agencies. After completion of the Study by the consultant each party to this Agreement shall receive a copy of the Study.

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VI.

CONDITIONS OF THE MOU

MAPA shall be considered the recipient of federal funds passed through Nebraska Department of Transportation (NDOT). MAPA will be responsible for the administration of the federal funds including the oversight of the consultant, reporting to NDOT for reimbursement, payment to the consultant and securing an audit in accordance with 2 CFR 200. MAPA shall be the Local Public Agency (LPA) with NDOT and provide an employee to serve as the Responsible Charge (RC) for this federal-aid transportation project. A Consultant shall be engaged to conduct the Study. Total project costs will be determined after negotiation of the project scope with the Consultant.

As a federal-aid project, the Study must comply with all applicable federal and state requirements and policies. MAPA and its RC are responsible for ensuring that administrative procedures of the Study comply with these requirements and policies. Should the project fail to meet any eligibility requirements, the City understands that there is a risk of partial or total repayment of federal funds expended on the project. If repayment is required through the fault of any other party than MAPA and its RC, Sarpy County and the

Cities of Gretna and Papillion agree to repay MAPA equally, all previously paid federal funds for the Study, as determined by the NDOT, and any costs or expenses the NDOT has incurred for the project.

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IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their proper officials thereunto duly authorized as of the dates below indicated.

METROPOLITAN AREA PLANNING AGENCY

ATTEST:

BY: _____
Board Chairperson Date

BY: _____
Date

PRINT NAME_____

PRINT NAME_____

CITY OF PAPILLION

ATTEST:

BY: _____
Mayor Date

BY: _____
Date

PRINT NAME_____

PRINT NAME_____

**AN AGREEMENT BETWEEN THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING
AGENCY, AND CITY OF GRETNA, NEBRASKA FOR AN I-80 INTERCHANGE PLANNING AND
ENVIRONMENTAL LINKAGES STUDY**

THIS AGREEMENT made and entered into by and between the Omaha-Council Bluffs Metropolitan Area Planning Agency (hereinafter called MAPA) and City of Gretna, Nebraska, (hereinafter called "the City").

WITNESSETH:

WHEREAS, a group of agencies from Sarpy County Nebraska including Sarpy County, the City of Papillion, the City of Gretna and MAPA officials, and the Nebraska Department of Transportation (NDOT), have mutually agreed the need for a Planning and Environmental Linkages Study (hereinafter called "the Study") for a new interchange on Interstate 80 in Sarpy County; and,

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DURATION

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NON-DISCRIMINATION

The parties to this Agreement shall not, in the performance of this Agreement discriminate or permit discrimination in violation of federal or state laws or local ordinances because of race, color, sex, age, disability, political or religious opinions, affiliations or national origin.

IX.
APPLICABLE LAW

Parties to this Agreement shall conform with all existing and applicable local ordinances, resolutions, state and local laws, federal laws, and all existing and applicable rules and regulations. Nebraska law will govern the terms and the performance under this Agreement.

X.
STRICT COMPLIANCE

All provisions of this Agreement and each and every document that shall be attached shall be strictly complied with as written, and no substitution or change shall be made except upon written direction from an authorized representative.

XI.
MERGER

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XII.
MODIFICATION

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IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their proper officials thereunto duly authorized as of the dates below indicated.

METROPOLITAN AREA PLANNING AGENCY

ATTEST:

BY: _____
Board Chairperson Date

BY: _____
Date

PRINT NAME_____

PRINT NAME_____

CITY OF GRETNA

ATTEST:

BY: _____
Mayor Date

BY: _____
Date

PRINT NAME_____

PRINT NAME_____



TRAVEL AUTHORIZATION FORM

Person Traveling : Karna Loewenstein, Mike Helgerson, Jeff Spiehs, Christina Brownell, 24 Team Members			
Dates of Travel:		October 23-25, 2019	
Departure Time:	8:00 a.m.	Return Time:	3:45p.m.
Traveling to :		Dallas Metro Area	
Purpose:		Heartland 2050 Learning Site Visit	
Coding:		27008-04	
Block Rate Deadline:		N/A	
# Traveling:		28	

Estimated Travel Expenses:

Registration \$0.00
 Flights \$12,600.00

Transp. Fares \$896.00
 Auto Rental \$0.00

Parking _____
 Other \$15,000.00

MAPA Vehicle Miles
 MAPA Vehicle Mileage \$0.00

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

<u>Per Diem</u>	Start Day	Between Days	x	# of days	End Day
Day's Max.	\$130 x 28	\$146 x 28			\$36 x 28
Breakfast		\$16 x 4	x	1	\$16 x 4
Lunch	\$20 x 28	\$20 x 28	x	1	\$20 x 28
Dinner	\$110 x 28	\$110 x 28	x	1	
Incidental			x	1	
Meals & Incidental					
Total	\$3,640.00	\$3,704.00	x	1	\$624.00
Lodging	\$157.00 x 28	\$157.00 x 28	x	1	
Taxes & Fees on Lodging	31.40 x 28	\$31.40 x 28	x	1	

Deduction for Meals Provided at Conferences N/A

Total Lodging \$10,550.40

Total Meals and Incidentals \$7,968.00

Total Estimated Travel Expenses: \$47,014.40

Date Submitted:	by	_____
		Employee Traveling
Date Approved:	by	_____
		Department Director
Date Approved:	by	_____
		Executive Director
Date Approved:	by	_____
		Finance Committee Chair/Member (if amount is over \$1000)
Date Approved:	by	_____
		Board of Directors Chair/Member (if amount is over \$2000)

* See Notes on Page 2

- * If travel is outside the MAPA five-county region Travel Authorizations are to be approved in advance.
- * 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.



June 28, 2019

Board of Directors
Executive Director
Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102

Attention: Gregory Youell

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of the Metropolitan Area Planning Agency ("MAPA"), which comprise governmental activities, business-type activities, each major fund, and aggregate remaining fund information as of and for the year-ended June 30, 2019 which collectively comprise the basic financial statements. We will also perform the audit of MAPA in order to report on whether required supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

We will also perform the audit of MAPA as of June 30, 2019, so as to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The Responsibilities of the Auditor

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 U.S. CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; and the U.S. Office of Management and Budget's (OMB) Compliance Supplement. Those standards, circulars, or supplements require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Our audit approach places a strong emphasis on obtaining an understanding of how MAPA functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your business. The development of a specific audit plan will begin by performing inquiries of the board of directors and management to obtain an understanding of MAPA's business objectives, strategies, risks, and performance.

We apply the concept of materiality both in planning and performing the audit, evaluating the effect of identified misstatements on the audit, and the effect of uncorrected misstatements, if any, on the financial statements, in forming the opinion in our report on the financial statements, and in determining or reporting in accordance with Government Auditing Standards and other compliance reporting requirements. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial information needs of users of the financial statements. We establish performance materiality at an amount less than materiality for the financial statements as a whole to allow for the risk of misstatements that may not be detected by the audit. We use performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. We will accumulate misstatements identified during the audit, other than those that are clearly trivial. At the end of the audit, we will inform the board of directors and management of all individual unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

Additionally, the board of directors' insights may assist us in understanding MAPA and its environment, in identifying appropriate sources of audit evidence, and in providing information about specific transactions or events. We will discuss with the board of directors its oversight of the effectiveness of internal control and any areas where the board of directors may request additional procedures to be undertaken.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, Government Auditing Standards do not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to MAPA's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the board of directors (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, (b) any instances of noncompliance with laws and regulations, illegal acts, or abuse that we become aware of during the audit (unless they are clearly inconsequential), (c) any disagreements with management or other serious difficulties encountered in performing the audit, and (d) other matters arising from the audit that are, in our professional judgment, significant and relevant to the board of directors in its oversight of the financial reporting process.

The funds that you have told us are maintained by MAPA and that are to be included as part of our audit is listed here.

- General Fund
- Special Revenue Funds
- Proprietary Fund
- Fiduciary Fund

Our report(s) on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circulars identified above. Our report(s) on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts, and any state or federal grant, entitlement, or loan program questioned costs of which we become aware, consistent with requirements of the standards and circulars identified above.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our Firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. In addition, our policies restrict certain non-audit services that may be provided by Hamilton Associates, P.C. and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management and when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- c. For establishing and maintaining effective internal control over financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
- d. For (a) making us aware of significant vendor relationships where the vendor is responsible for program compliance, (b) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings, and a corrective action plan, and (c) report distribution including submitting the reporting package(s); and
- e. To provide us with:
 - (1) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - (2) Additional information that we may request from management for the purpose of the audit;
 - (3) Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
 - (4) When applicable, a summary schedule of prior audit findings for inclusion in the single audit reporting package; and

- (5) If applicable, responses to any findings reported on the schedule of findings and questioned costs.

As part of our audit process, we will request from management and when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit including among other items:

- a. That management has fulfilled its responsibilities as set out in the terms of this letter; and
- b. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that MAPA complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse or suspected fraud or abuse affecting the entity received in communications from employees, former employees, analysts, regulators, or others.

Management is responsible for the preparation of the required supplementary information and supplementary information presented in relation to the financial statements as a whole in accordance with accounting principles generally accepted in the United States of America, Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and statutory requirements of the State of Nebraska. Management agrees to include the auditor's report on the RSI and supplementary information in any document that contains the supplementary information and that indicates that the auditor has reported on such RSI and supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The board of directors is responsible for informing us of its views about the risks of fraud or abuse within the entity, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the entity. Additionally, we expect that the board of directors will timely communicate with us any matters it considers relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures, or suspicions or detections of fraud or abuse.

Because Hamilton Associates, P.C. will rely on MAPA and its management and board of directors to discharge the foregoing responsibilities, MAPA holds harmless and releases Hamilton Associates, P.C., its partners, and employees from all claims, liabilities, losses, and costs arising in circumstances where there has been a knowing misrepresentation by a member of MAPA's management which has caused, in any respect, Hamilton Associates, P.C.'s breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

MAPA'S Records and Assistance

If circumstances arise relating to the condition of MAPA's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any

course of action permitted by professional standards, including declining to express an opinion, issue a report, or withdraw from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in MAPA's books and records. MAPA will determine that all such data, if necessary, will be so reflected. Accordingly, MAPA will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by MAPA personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Melissa Engel, Administrative Services Director. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

In connection with our audit, you may request us to perform certain nonaudit services necessary for the preparation of the draft financial statements. The independence standards of the "Government Auditing Standards" issued by the Comptroller General of the United States, GAS, require that the auditor maintain independence so that opinions, findings, conclusions, judgments, and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a nonaudit service to MAPA, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other nonaudit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the nonaudit service to be performed. MAPA has agreed that Melissa Engel, Administrative Services Director possesses suitable skill, knowledge, or experience and that the individual understands any possible services to be performed sufficiently to oversee them. Accordingly, the management of MAPA agrees to the following:

1. MAPA has designated Melissa Engel a senior member of management, who possesses suitable skill, knowledge, and experience to oversee any nonaudit services.
2. Melissa Engel will assume all management responsibilities for subject matter and scope of any possible nonaudit services.
3. MAPA will evaluate the adequacy and results of possible services performed.
4. MAPA accepts responsibility for the results and ultimate use of possible services.

GAS further requires we establish an understanding with the management and those charged with governance of MAPA of the objectives of nonaudit services, the services to be performed, the entity's acceptance of its responsibilities, the auditor's responsibilities, and any limitations of the nonaudit services. We believe this letter documents that understanding.

Other Relevant Information

In accordance with Government Auditing Standards, a copy of our most recent peer review report is enclosed, for your information.

Fees, Costs, and Access to Workpapers

Our fees for the audit and accounting services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fees for the services described in this letter will not exceed \$11,330. Our fee estimate and completion of our work is based upon the following criteria:

- a. Anticipated cooperation from MAPA personnel
- b. Timely responses to our inquiries
- c. Timely completion and delivery of client assistance requests

- d. Timely communication of all significant accounting and financial reporting matters
- e. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, MAPA agrees it will compensate Hamilton Associates, P.C. for any additional costs incurred as a result of MAPA's employment of a partner or professional employee of Hamilton Associates, P.C.

In the event we are requested or authorized by MAPA or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for MAPA, MAPA will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of Hamilton Associates, P.C. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of Hamilton Associates, P.C. audit personnel and at a location designated by our Firm.

Claim Resolution

MAPA and Hamilton Associates, P.C. agree that no claim arising out of services rendered pursuant to this agreement shall be filed more than two years after the date of the audit report issued by Hamilton Associates, P.C. or the date of this arrangement letter if no report has been issued. MAPA waives any claim for punitive damages. Hamilton Associates, P.C.'s liability for all claims, damages and costs of MAPA arising from this engagement is limited to the amount of fees paid by MAPA to Hamilton Associates, P.C. for the services rendered under this arrangement letter.

If any term or provision of this Agreement is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

Information Security - Miscellaneous Terms

Hamilton Associates, P.C. is committed to the safe and confidential treatment of MAPA's proprietary information. Hamilton Associates, P.C. is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. MAPA agrees that it will not provide Hamilton Associates, P.C. with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of MAPA's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

Hamilton Associates, P.C. may terminate this relationship immediately in its sole discretion if Hamilton Associates, P.C. determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or Hamilton Associates, P.C.'s client acceptance or retention standards, or if MAPA is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, MAPA or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets

Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Reporting

We will issue a written report upon completion of our audit of MAPA's financial statements. Our report will be addressed to the board of directors of MAPA. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on MAPA's financial statements, we will also issue the following types of reports:

- A report on the fairness of the presentation of MAPA's schedule of expenditures of federal awards for the year ending June 30, 2019.
- A report which disclaims an opinion on management's discussion and analysis for the year ending June 30, 2019.
- A report which disclaims an opinion on MAPA's comparison of revenues, expenditures and changes in fund balances – general fund for the year ending June 30, 2019.
- A report on the fairness of the presentation of MAPA's schedule of State of Iowa financial assistance for the year ending June 30, 2019.
- Reports on internal control related to the financial statements, and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal controls.
- Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance that could have a material effect on the financial statements and any noncompliance that could have a material effect, as defined by Subpart F of Title 2 U.S. CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, on each major program.
- A schedule of findings and questioned costs.

This letter constitutes the complete and exclusive statement of agreement between Hamilton Associates, P.C. and MAPA, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.

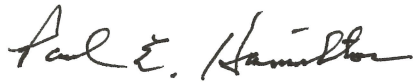
Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts,"

of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Hamilton Associates, P.C.

A handwritten signature in black ink, reading "Paul E. Hamilton". The signature is written in a cursive, flowing style.

Paul Hamilton, CPA

Confirmed on behalf of Metropolitan Area Planning Agency:

Board Member

Executive Director

[illegible]

Project	Description	Funding Source(s)	RFP Release Date	Contract Approval	Total Project Cost (Estimate)	MAPA Lead
Regional Disaster Capacity	Funding to retain two disaster recovery coordinators	EDA	n/a	TBD	\$350,000	Don Gross
Preparation of HMGP Application	Mills County	HMGP	n/a	August 2019	\$50,000	Don Gross
Preparation of HMGP Application	Pacific Junction	HMGP	n/a	August 2019	\$50,000	Don Gross
Acquisition of Flood Damage Properties	Mills County	HMGP	n/a	TBD	\$20,000,000	Don Gross
Acquisition of Flood Damage Properties	Pacific Junctions	HMPGHHMGP	n/a	TBD	\$20,000,000	Don Gross
Danna Suites Project	Loan to Angels Share for the renovation of Danna Suites	NAHTF	August 2019	August 2019	\$400,000	Don Gross