AGENDA
This meeting of the Metropolitan Area Planning Agency Board of Directors will be conducted in compliance with the Nebraska Statues of the Open Meeting Act. For reference, the Open Meeting Act is posted on the wall of the Board Room.

A. ROLL CALL / INTRODUCTIONS

B. APPROVAL OF THE AGENDA (ACTION)

C. BOARD MINUTES of the December 12, 2019 meeting. (ACTION)

D. AGENCY REPORTS & PRESENTATIONS – (INFO)
   1. AGENCY REPORTS
      a. Executive Director’s Report
      b. Staff Report: Mike Helgerson, Transportation and Data Manager – Transportation Update

E. PUBLIC COMMENTS – See Footnote

F. CONSENT AGENDA – (ACTION)
   Any individual item may be removed by a Board Member for special discussion and consideration. Unless there is an exception, these items will be approved as one with a single vote of the Board of Directors.
   1. FINANCE COMMITTEE MINUTES of the January 15, 2020 meeting.
   2. FINAL CONTRACT PAYMENT – Florence Home for the Aged - Paratransit Services - $5,706.85

G. DISCUSSION –

H. OLD BUSINESS –
   None.

I. NEW BUSINESS
   1. NEW CONTRACTS – (ACTION)
      The Board will consider approval of the contracts listed below.
      a. Economic Development Administration (EDA) Disaster Non-Construction Project Funding – $388,556 (with local match of $97,139 for a total of $485,695)
         MAPA was awarded funding from EDA disaster funds to support two community economic recovery coordinators (CERC) for two years as well as 5% of the Community Development Manager’s costs. The contract period expires December 2021.
b. **EmSpace + Lovgren, 2020 Clean Air Partnership – $220,000**
   This contract covers project support for the Little Steps Big Impact air quality program in 2020. Project tasks include, but are not limited to, graphic design, media purchasing, community outreach and engagement, program and measurement. The contract term is one year, with an option of two one-year renewals.

2. **FY 2021 BUDGET – (ACTION)**
   a. **FY 2021 County Dues Request –**
      The Finance Committee recommends to the Board of Directors FY21 Dues of 48-cents per capita for member counties.

   b. **FY 2021 Budget Schedule –**
      The Board will consider for approval the FY 2021 Budget Schedule.

3. **COST RECOVERY PLAN - DOUGLAS COUNTY EMERGENCY MANAGEMENT – (ACTION)**
   The Board will consider participating in a Douglas County Emergency Management Agency application to NEMA, in which MAPA would coordinate and oversee a consultant for the Tri-County PET Region for a Cost Recovery Plan. This Plan will assist local jurisdictions with proper procurement, documentation, recordkeeping, payment and reimbursement methods to ensure they are up-to-date and positioned to recover costs for future disaster events.

4. **RESOLUTION 2020 – 11 - STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS) BOARD APPOINTMENT – (ACTION)**
   The Board will consider for approval the appointment of Matt Cox from the City of Council Bluffs to Iowa’s Statewide Urban Design and Specifications (SUDAS) Board.

J. **ADDITIONAL BUSINESS**

1. **COUNCIL OF OFFICIALS MEMBERSHIP – (ACTION)**
   The Board will consider accepting the request from Ralston Public Schools, Bellevue Public Schools, and Papillion-La Vista Community Schools to discontinue membership in MAPA.

2. **SAFETY REPORT PRESENTATION – (INFORMATION)**
   Mr. Helgerson, MAPA Transportation and Data Manager, will provide an update to the Board on 2017 - 2018 Safety Report and 2020 Performance Measure Targets.

K. **ADJOURNMENT**

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

   **Future Meetings:**
   
   NARC National Conference of Regions – Washington, DC – February 9-12, 2020  
   Finance Committee: Wednesday, February 19, 2020  
   Board of Directors: Thursday, February 27, 2020  
   Council of Officials: Wednesday, March 11, 2020 @ Metro Community College - Fort Omaha Campus

*Individuals interested in addressing the MAPA Board of Directors during the Public Comment period about agenda items should identify themselves by name and address before speaking. Individuals interested in addressing the MAPA Board of Directors regarding non-agenda items must sign the request to speak list located in the Board Room prior to the beginning of the meeting.*

Requests to speak may also be made to MAPA in writing by regular U.S. mail or email (mapa@mapacog.org) provided that requests are received by the close of business on the day prior to the meeting. Speakers will be limited to three minutes. The presiding officer shall have authority to limit discussion or presentation by members and non-members of the Board of Directors or to take other appropriate actions necessary to conduct all business in an orderly manner.
OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
BOARD OF DIRECTORS REGULAR MEETING
Minutes
December 12, 2019

The Board of Directors met at the MAPA offices, 2222 Cuming Street, Omaha. Chairman Kindig called the meeting to order at 1:30 p.m.

A. ROLL CALL/INTRODUCTIONS

Members/Officers Present
Patrick Bloomingdale – Secretary/Treasurer
Clare Duda
Rusty Hike
Don Kelly
Doug Kindig – Chair
Justin Schultz
Jean Stothert (arrived at 1:33 p.m.)
Matt Walsh

Members/Officers Absent
Pete Festersen
Carol Vinton – Vice Chair

MAPA Staff
Court Barber
Karna Loewenstein

Guest
Jim Warren

B. APPROVAL OF THE AGENDA – (Action)

MOTION by Schultz, SECOND by Duda to approve the agenda for the December 12, 2019 meeting of the Board of Directors.
AYES: Duda, Hike, Kelly, Kindig, Schultz, Walsh
NAYS: None.
ABSTAIN: None.
MOTION CARRIED.

C. APPROVAL OF THE BOARD OF DIRECTORS MINUTES of the October 31, 2019 meeting – (Action)

MOTION by Kelly, SECOND by Hike to approve the minutes of the October 31, 2019 meeting of the Board of Directors.
AYES: Duda, Hike, Kelly, Kindig, Schultz, Walsh
NAYS: None.
ABSTAIN: None.
MOTION CARRIED.

D. AGENCY REPORTS & PRESENTATIONS – (Information)

1. Agency Reports –

   a. Executive Director’s Report – Presented by Greg Youell, Executive Director
   Mr. Youell provided an update to the Board on MAPA activities for the month of November. Updates were provided on the following: Finance Director Update, MAPA membership follow up, County Outreach events, upcoming project report, Connect GO update, NARC Washington DC visit.
   b. Staff Report: Karna Loewenstein, Communications and Outreach Manager
   Ms. Loewenstein provided an update to the Board on Heartland 2050 activities, and specifically highlighting the accomplishments over the last five years.
E. PUBLIC COMMENT – None.

F. CONSENT AGENDA – (Action)

1. Finance Committee Minutes of the December 4, 2019 meeting.

2. Final Contract Payments –
   a. Felsburg Holt & Ullevig – Bellevue Bridge Study – PMT #6 - $4,943.35
   b. The New BLK – On-Call Communications Support Service: Task Order 1 - $9,937.50

3. Amendment to the MAPA Personnel Policy – Section XIII – Employee Benefits: 13:01 Group Health and Life Insurance
   This amendment changes the eligibility date for participation in the MAPA Group Insurance Plan from the first full day of employment to the first day of the month following date of hire. If the date of hire is on the first day of the month, the employee will become eligible that day.

   MOTION by Walsh, SECOND by Duda to approve all items on the Consent Agenda.
   AYES: Duda, Hike, Kelly, Kindig, Schultz, Stothert, Walsh
   NAYS:  None.
   ABSTAIN:  None.
   MOTION CARRIED.

G. DISCUSSION – (Information)

1. Nebraska Public Agency Investment Trust (NPAIT) Update – Mr. Youell provided an update to the Board on NPAIT and the results of a recent RFP to select a new provider. The NPAIT Board has selected PMA Financial Network, LLC as their new provider.

H. OLD BUSINESS –

   The Board considered for approval the contract amendments listed below.
   a. Nebraska Iowa Regional Orthophotography Consortium (NIROC) Aerial Photography Project
      i. Eagle View / Pictometry - $823,879.25 (with $112,363.49 credit applied from 2018 project) – Amendment No. 1 to the agreement between the Pictometry International Corp. (now dba “Eagle View”) and MAPA dated December 11, 2017 covers aerial imagery and software tools for the Spring 2020 flight covering Douglas, Lancaster, Sarpy and Washington Counties in Nebraska and Pottawattamie County in Iowa. Other counties that are participating in the project are contracting separately with Eagle View/Pictometry.
      ii. Metropolitan Utilities District - $40,000 – This will amend MUD’s agreement with MAPA from 2018 to be included in the 2020 flight as an NIROC project partner.

   MOTION by Hike, SECOND by Stothert to approve contract amendments for the NIROC Aerial Photography Project with Eagle / Pictometry and MUD as listed above.
   AYES: Duda, Hike, Kelly, Kindig, Schultz, Stothert, Walsh
   NAYS:  None.
   ABSTAIN:  None.
   MOTION CARRIED.

   b. Pacific Junction Iowa – Iowa State Inventory Form (ISIF) Appraisals & Interim Mortgage Assistance - $29,390.00 – The Board considered for approval an amendment to MAPA’s agreement with the City of Pacific Junction to assist in completing certain elements of a Hazard Mitigation Grant Program (HMGP). The agreement will be amended to provide assistance in with an Interim Mortgage Assistance Program funded through the Iowa Flood Mitigation Board.

   MOTION by Kelly, SECOND by Stothert to approve the contract amendments listed above for Pacific Junction Iowa – ISIF Appraisals and Interim Mortgage Assistance.
   AYES: Duda, Hike, Kelly, Kindig, Schultz, Stothert, Walsh
   NAYS:  None.
   ABSTAIN:  None.
   MOTION CARRIED.

   c. Douglas County – 2020 Renewal for the Complete Counts Committee - $15,000.00
The Board considered for approval a renewal to the Douglas County 2020 Complete Counts Committee agreement. This renewal will cover MAPA’s assistance to Douglas County to administer and perform certain duties with the Douglas County Complete Counts Committee.

d. City of Omaha – 2020 Renewal for the Complete Counts Committee - $15,000.00
   The Board considered for approval a renewal to the City of Omaha 2020 Complete Counts Committee agreement. This renewal will cover MAPA’s assistance to the City of Omaha to administer and perform certain duties with the City of Omaha Complete Counts Committee.

   MOTION by Kelly, SECOND by Duda to approve the renewals of Douglas County and City of Omaha Complete Counts Committee assistance for 2020, each in the amount of $15,000.
   AYES: Duda, Hike, Kelly, Kindig, Schultz, Stothert, Walsh
   NAYS:  None.
   ABSTAIN:  None.
   MOTION CARRIED.

2. FY 2019 Audit – Additional Audit Fees – (Action)
   The Board considered for approval additional FY 19 audit fees of $4,000 to draft the Audit Report.

   MOTION by Stothert, SECOND by Walsh to approve the additional audit fees of $4,000 for the FY 2019 audit.
   AYES: Duda, Hike, Kelly, Kindig, Schultz, Stothert, Walsh
   NAYS:  None.
   ABSTAIN:  None.
   MOTION CARRIED.

3. Resolution 2020 – 07: Approval of Amendment 12 to the Long Range Transportation Plan (LRTP) – (Action)
   The Board considered for approval Resolution 2020 – 07: LRTP Amendment #12 to be released for a 30 day public comment period. This amendment includes an increase to the cost of the City of Omaha’s 120th Street – Stonegate to Fort project. Staff requested that the Board consider pre-approving the amendment to proceed as written on January 13, 2020 should there be no significant public comments that would require additional changes to this amendment.

   The Board considered for approval Resolution 2020 – 08: TIP Amendment 3. This amendment includes changes to the FTA Section 5310 program and changes to the Omaha Airport Authority’s program of projects.

   The Board considered for approval Resolution 2020 – 09: TIP Amendment 4. This amendment includes changes to the City of Omaha’s 120th Street – Stonegate to Fort project. The project is moving from FY 2023 to FY 2020, the funding source is changing in light of a new federal grant award, and the project cost is increasing.

   MOTION by Duda, SECOND by Stothert to approve Resolutions 2020 – 07; Resolution 2020 – 08 and Resolution 2020 - 09 as listed above.
   AYES: Duda, Hike, Kelly, Kindig, Schultz, Stothert, Walsh
   NAYS:  None.
   ABSTAIN:  None.
   MOTION CARRIED.

I. NEW BUSINESS

1. New Contracts / Tasks Orders –
   a. Nebraska-Iowa Regional Orthophotography Consortium (NIROC) Aerial Photography project. The Board considered for approval the following entities to contract with MAPA to participate in the 2020 NIROC project:
      i. City of Blair - $4,320.00
      ii. Omaha Airport Authority - $15,000.00
      iii. Omaha Public Power District - $50,000.00
      iv. Papio-Missouri River Natural Resources District - $50,000.00
      v. Washington County - $20,940.00
      vi. Sarpy County Revision - $181,208.00

   MOTION by Walsh, SECOND by Duda to approve new contracts with the entities and amounts listed above for participation in the 2020 NIROC project.
2. **MAPA Mission Statement** – (Action)
   The Board considered for approval a new agency mission statement. Staff presented three options (A,B and C) for consideration. Discussion ensued.

   MOTION by Schultz, SECOND by Stothert to approve Option C as the new MAPA Mission Statement.
   AYES: Duda, Hike, Kelly, Kindig, Schultz, Stothert, Walsh
   NAYS: None.
   ABSTAIN: None.
   MOTION CARRIED.

   The Board considered for approval Resolution 2020 – 10, adding the Sarpy County Chamber as a “Partner”.
   Partners are entitled to MAPA membership rates and a non-voting participant on the MAPA Council of Officials.
   MAPA would become a member of the Sarpy County Chamber of Commerce.

   MOTION by Kindig, SECOND by Duda to approve Resolution 2020 – 10: New Partner Organization – Sarpy County Chamber of Commerce.
   AYES: Duda, Hike, Kelly, Kindig, Schultz, Stothert, Walsh
   NAYS: None.
   ABSTAIN: None.
   MOTION CARRIED.

J. **ADDITIONAL BUSINESS** –
   Commissioner Kelly introduced Sarpy County Commissioner Jim Warren to the Board and announced that he will be the new Sarpy County representative serving on the MAPA Board of Directors, effective January 2020.

K. **ADJOURNMENT**
   Chair Kindig adjourned the meeting at 2:10 p.m.
MAPA Subcontractor Payment Authorization

Contract Number: 1901300003
Grant Number:
Contract Party: Florence Home for the Aged
Contract Description: Paratransit Service
Contract Approved by Board of Directors: December 6, 2018
Contact Amount: $42,478.00
Match Amount: $42,478.00
Contract Period: October 1, 2018 - December 31, 2019
Responsible Charge: Court Barber

Payment # Final

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

Payment Recommended By:
Responsible Charge / MAPA Staff Member

__________________________
Department Manager

__________________________
MAPA Executive Director

Approved by MAPA Finance Committee:
__________________________
Date

__________________________
MAPA Treasurer/Finance Committee Member
### Billing Summary

**Project Name:** Florence Home for the Aged  
**Contact Name:** Deb Thacker  
**Billing Period:** 7/1/19-9/30/19

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<td>$42,478.00</td>
<td>$5,706.35</td>
<td>$5,706.35</td>
<td>$11,412.70</td>
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| B. PROGRAM TOTAL BUDGET | $84,956 | $42,478 | $42,478 | $5,706 | $5,706 | $11,413 | $42,478 | $42,478 |

5310 funding for Operating Expenses may not exceed 50% of the total cost.
**Contractor Name:** Florence Home Transportation

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

**Progress Report Form**

**Work Completed for Current Billing Period:**

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

**Anticipated Work for Next Billing Period:**

Grant for this current time period is complete.

**Information Needed from MAPA/FTA:**

None at this time

**Percent of Work Completed to Date:**

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

**Outstanding Issues:**

None at this time.
### PR Check History 07/19/2019 thru 10/11/2019

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- **Check Type**: C
- **Pay Period**: 09/09/2019 - 09/22/2019

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**Weekly Hours Worked**: 80.00
**Net Pay**: $1,692.31

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**Weekly Hours Worked**: 80.00
**Net Pay**: $1,692.31

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**Totals for Employee ID: 004424**

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**Life Ins - Dependent**: Life Ins - Dependent

**Net Pay Amount**: $1,692.31

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*Admin Time* 461.00
*Less Drive Time* 14.75
*Total Admin* 446.25
*Hourly Rate* $30.01
*Q3 2019* $13,391.96
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- **Check Date:** 07/19/2019
- **Pay Period:** 07/01/2019 - 07/14/2019

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**Weeks Worked:** 2
- **Total Hours:** 81.50
- **Total Earnings:** $1,633.51
- **Net Amount:** $0.00

**Check Number DD00059374**
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- **Pay Period:** 07/15/2019 - 07/28/2019

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**Weeks Worked:** 2
- **Total Hours:** 90.50
- **Total Earnings:** $1,901.62
- **Net Amount:** $0.00

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- **Pay Period:** 07/29/2019 - 08/11/2019

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**Weeks Worked:** 2  
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**Net Amount:** $0.00
Application for Insurance
Please review, sign where indicated, and return

Policy number:
Policy number: MIDWEST GERATRICS, INC
May 30, 2019
Page 1 of 10

Policy and premium information for policy number

Insurance company: Progressive Northern Insurance Co
P.O. BOX 94739
Cleveland, OH 44101

Agent: JASON OTT
ADH PRIVATE RISK-MO
13091 SUTTON PARK DR
JACKSONVILLE, FL 32224
6402
1-866-225-5266

Named Insured: MIDWEST GERATRICS, INC
7915 NO. 30TH STREET
OMAHA, NE 68112
e-mail address: TRAC.CNIMM@ACH.COM
Phone Number: 1-402-427-6000

Financial responsibility vendor: TRANS UNION
3000 California Avenue
3000 California Avenue

Policy period: May 31, 2019 - May 31, 2020
Effective date and time: May 31, 2019 at 04:35PM ET

Total policy premium: $16,123.00
Initial payment required: $16,123.00
Initial payment received: $16,123.00
Payment plan: 1 Payment

See next page - adjust to value on one vehicle

April 19 Expense $10,138.99
May 19 Expense $9,544.00
June 19 Expense $16,697.79

July-Sep 19 Expense $5,009.37

Lloyd's 5/31/19 - 5/31/20
$5,510.50
$16,337.00
$14,820.00
$20,037.50 / 12 = $1,669.79 per month 6/19-5/20

Progressive Less GM car
Net Premium 5/31/19-20
$3,497.71

Philadelphia 1 month extension

$3,497.71

$3,497.71

$3,497.71

$3,497.71
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<td>Mindy Manning</td>
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<td>Tammy Bradley</td>
<td>100</td>
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<tr>
<td>7/1/19-7/31/19</td>
<td>Porsha Brewer</td>
<td>60</td>
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<td>$50.00</td>
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<tr>
<td>7/1/19-7/31/19</td>
<td>Jennifer Smith</td>
<td>40</td>
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<tr>
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**2013 Toyota**

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<tr>
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<th>Employee Name</th>
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<th>Drive Time in Hours</th>
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<td>9/1/19-9/30/19</td>
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<td>$15.00</td>
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<tr>
<td>9/1/19-9/30/19</td>
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<tr>
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**2009 Honda**

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<th>Total Cost</th>
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<tbody>
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**2016 Van**

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<th>Total Cost</th>
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<tbody>
<tr>
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<td>Michelle Blesh</td>
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<td>7/1/19-7/31/19</td>
<td>Roger Evans</td>
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<td>7/1/19-7/31/19</td>
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<tr>
<td>8/1/19-8/31/19</td>
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<td>$150.00</td>
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<td>Roger Evans</td>
<td>30</td>
<td>0.50</td>
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<td>$15.60</td>
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<tr>
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<tr>
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<td>Charmaine Rhodes</td>
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<td>Roger Evans</td>
<td>120</td>
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<td>$32.00</td>
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</table>

**2017 Dodge Van**

<table>
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<th>Drive Time in Hours</th>
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<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/19-7/31/19</td>
<td>Roger Evans</td>
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<tr>
<td>9/1/19-9/30/19</td>
<td>Roger Evans</td>
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<td>9/1/19-9/30/19</td>
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<td>30</td>
<td>0.50</td>
<td>$30.01</td>
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</table>

**2019 Ford Bus**

<table>
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<th>Total Minutes Drive Time</th>
<th>Drive Time in Hours</th>
<th>Hourly Wage</th>
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<tbody>
<tr>
<td>7/1/19-7/31/19</td>
<td>Mindy Manning</td>
<td>520</td>
<td>8.67</td>
<td>$25.00</td>
<td>$131.00</td>
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<td>7/1/19-7/31/19</td>
<td>Porsha Brewer</td>
<td>485</td>
<td>8.08</td>
<td>$17.00</td>
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<tr>
<td>8/1/19-8/31/19</td>
<td>Mindy Manning</td>
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<td>6.92</td>
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<td>$120.06</td>
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<td>Porsha Brewer</td>
<td>55</td>
<td>0.92</td>
<td>$17.00</td>
<td>$9.54</td>
</tr>
<tr>
<td>8/1/19-8/31/19</td>
<td>Tammy Bradley</td>
<td>60</td>
<td>1.00</td>
<td>$30.01</td>
<td>$30.01</td>
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<tr>
<td>9/1/19-9/30/19</td>
<td>Mindy Manning</td>
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<td>$48.52</td>
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<td>Porsha Brewer</td>
<td>210</td>
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<p>| Total            | 15,991         | 266.51                   | $6,878.78           |             |            |</p>
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<tr>
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<th>Date</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Florence Auto Body</td>
<td>2012 Dodge Caravan</td>
<td>7/24/2019</td>
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<td>Florence Auto Body</td>
<td>2017 Dodge Caravan</td>
<td>7/29/2019</td>
<td>$40.01</td>
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<tr>
<td>Florence Auto Body</td>
<td>2013 Toyota Corolla</td>
<td>8/21/2019</td>
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<tr>
<td><strong>Total</strong></td>
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<td></td>
<td><strong>$249.16</strong></td>
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</table>
LORENCE HOMES - GENE FLORENCE HOMES
315 N 30TH
E, 68112 OMAHA
Phone: 402-827-6000 Tracy

2017 Dodge - Grand Caravan SE - 3.6L, V6 (220CI) VIN(G)
Lic # : 1121
Odometer In : 8191
VIN # : 2C7WDGBG3 HR712959

<table>
<thead>
<tr>
<th>Description / Number</th>
<th>Qty</th>
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<tr>
<td>IL FILTER WL610010</td>
<td>1.00</td>
<td>8.80</td>
<td>8.80</td>
</tr>
<tr>
<td>Motor Oil-Synthetic Blend 5W20-B</td>
<td>6.00</td>
<td>3.10</td>
<td>18.60</td>
</tr>
<tr>
<td>Shop Supplies</td>
<td></td>
<td></td>
<td>3.00</td>
</tr>
</tbody>
</table>

Labor Description

- OIL CHANGE
  - Fluid Capacity:
    - Engine Oil - Volume: 8.00 QTS. (5.7L) - API - SAE 5W-20; w/Filtr -
      (Note: Chrysler recommends API Certified SAE 5W-20 Engine Oil, meeting the requirements of Chrysler Material Standard MS-6395 such as MOPAR, Pennzoll, and Shell Helix.)
  - Change Oil and Filter and Reset Maint Light
  - Change Oil and Filter and Reset Maint Light
  - Hazardous Materials

3. Estimate 54.91
Revisions 0.00
Current Estimate 54.91

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

See Us For All Your Automotive Needs

Customer Number: 3112

Date 7-29-19

Payment in Full is Due upon receiving vehicle.
FLORENCE AUTO BODY, INC
2859 CLAY STREET
Omaha, NE. 68112
Phone: 402-451-3566 Fax: 402-451-5984
Quality Service at a Reasonable Price

INVOICE

INVOICE

FLORENCE HOMES - GENE FLORENCE HOMES
7915 N 30TH
NE, 68112 OMAHA
Home 402-827-6000 Tracy

VIN #: 2C4RDGBG7 CR166931
2012 Dodge - Grand Caravan SE - 3.6L, V6 (220CI) VIN(G)
Lic #: 1705
Odometer In: 111743

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

Org. Estimate 148.48 - Revisions 0.00 Current Estimate 148.48

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

[
Payments: ---
]

Vehicle Received: 07/24/2019

See Us For All Your Automotive Needs

[Signature] [Date]

[Service Advisor: Davidson, Sheri, Tech: KIMANTAS, JOHN]
# INVOICE

**FLORENCE AUTO BODY, INC**
2859 CLAY STREET
Omaha, NE. 68112
Phone: 402-451-3568   Fax: 402-451-5984
Quality Service at a Reasonable Price

**INVOICE**

**FLORENCE HOMES - GENE FLORENCE HOMES**
7915 N 30TH
NE, 68112   OMAHA
Home 402-827-6000 Tracy

<table>
<thead>
<tr>
<th>Part Description / Number</th>
<th>Qty</th>
<th>Sale</th>
<th>Ext</th>
<th>Labor Description</th>
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<tbody>
<tr>
<td>OIL FILTER</td>
<td>1.00</td>
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<td>6.50</td>
<td>OIL CHANGE, DROP OFF IN MORNING 8:00</td>
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<tr>
<td></td>
<td></td>
<td></td>
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<td>Change Oil and Filter and Reset Maint Light</td>
<td>6.11</td>
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<tr>
<td>PM 0W20 Parts Masters Full</td>
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<td>8.30</td>
<td>40.00</td>
<td>Change Oil and Filter and Reset Maint Light</td>
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<tr>
<td>Synthetic Oil 879391</td>
<td></td>
<td></td>
<td></td>
<td>Fluid Capacity:</td>
<td></td>
</tr>
<tr>
<td>Shop Supplies</td>
<td></td>
<td></td>
<td></td>
<td>Engine Oil - Volume: 4.40 QTS. (4.2L) - TOYOTA Genuine Motor Oil. SAE 0W-20 or equivalent ILSAC multigrade oil; Drain</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Refill/Filter - (Note: SAE 0W-20 is the best choice for good fuel economy and good starting in cold weather. If SAE 0W-20 is not available, SAE 5W-20 oil may be used. However, it must be replaced with SAE 0W-20 at the next oil change. The fluid capacity is the quantity of reference.)</td>
<td></td>
</tr>
</tbody>
</table>

Org. Estimate 77.11  
Revisions 0.00  
Current Estimate 77.11

**Labor:** 24.11  
**Parts:** 49.50  
**HazMat:** 3.50

**SubTotal:** 77.11  
**Tax:** 0.00  
**Total:** 77.11  
**Bal Due:** $77.11

---

See Us For All Your Automotive Needs

| [Payments - ] |

Vehicle Received: 08/21/2019  
Customer Number: 3112

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

NOTE: Payment in full is required upon receiving vehicle.

Signature __________________________ Date __________________________

---

Service Advisor: Davison, Sheryl   
Tech: KLIMANTAS, JOHN

Page 1 of 1  
Copyright (c) 2019 Mitchell Reault Information Company, LLC. "Insure9 4.15.74-74"
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SPEEDEE MART 2732
8724 N. 30th
Omaha, NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

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

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

REGULAR CA PUMP# 4
11.399 GAL @ $2.399/GAL $27.35 99

Subtotal = $27.35
Tax = $0.00
Total = $27.35

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

Change Due = $0.00

Credit

$27.35

Credit USD$27.35

XXXX XX XXX924 6, SHL FLTBUS
Swiped
APPROVED
AUTH # 177882
ODOMETER 6352

INV # 885665

Customer Copy

Local Store Discount
You could win FREE FUEL FOR A YEAR!
Join Fuel Rewards to get chances
to win FREE FUEL FOR A YEAR
for every V-Power NITRO+ purchase!
fuelrewards.com/gold and shell.us/win
Welcome to Shell
SPEEDEE MART 2732
8724 N. 30Th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

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

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

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

Subtotal = $44.21
Tax = $0.00

Total = $44.21

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

Change Due = $0.00
Credit $44.21

Credit USD$44.21
XXXX XX XXX924 6, SHL FLTBUS
Swiped APPROVED
AUTH # 324692 INV # 002535
ODOMETER 000

Customer Copy

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

THANK YOU FOR SHOPPING AT
SPEEDEE MART 2732
Welcome to Shell

SPEEDEE MART 2732  
8724 N. 30TH  
Omaha NE 68104

SHELL  
8724 NORTH 30TH ST  
OMAHA, NE 68104  
10006513003

07/09/2013 9:49:32 AM  
Register: 1 Trans #: 4576 Op ID: 2  
Your cashier: Lorraine

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

REGULAR CA  
PUMP# 2  
15.547 GAL @ $2.499/GAL  
$38.85 99

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Subtotal = $38.85  
Tax = $0.00  
---------------------------
Total = $38.85

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

Change Due = $0.00

Credit  
USD$38.85

X X X X X X924 6, SHL FLTBUS  
SWiped  
APPROVED  
AUTH # 958501  
ODOMETER 7915

Customer Copy

---------------------------

Local Store Discount  
You could win FREE FUEL FOR A YEAR!  
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fuelrewards.com/gold and shell.us/win

THANK YOU  
FOR SUPPORTING US.
SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10005613003

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

*** REPRINT ***

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

Subtotal = $80.00
Tax = $0.00
Total = $80.00

*** REPRINT ***

Change Due = $0.00

Credit

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

Customer Copy

Local Store Discount
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for every V-Power NITRO+ purchase!
fuelrewards.com/gold and shell.us/wt1

THANK YOU
FOR SHOPPING AT
Welcome to Shell
SPEEDEE MART 2732
8724 N. 30TH
OMAHA, NE 68104

SHELL
8724 NORTH 30TH STREET
OMAHA, NE 68104
10066613003

07/12/2019 6:01:02 AM
Reg: 1 Trans #: 7115 Op ID: 1
Your cashier: AL

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

REGULAR GAS PUMP# 3
12.570 GAL @ $2.493/GAL
$31.41 99

Subtotal = $31.41
Tax = $0.00
Total = $31.41

*** REPRINT *** REPRINT *** REPRINT ***
Change Due = $0.00

Credit

Credit
USD$31.41
XX9924 61 SHEETBUS
Swiped
APPROVED
AUTH #: 721536
ODOMETER 9615

Customer Copy

Local Store Discount
You could win FREE FUEL FOR A YEAR!
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Welcome to Shell
SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10005613003

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

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

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

Subtotal = $26.00
Tax = $0.00

Total = $26.00

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

Change Due, = $0.00
Credit

Credit
USD$26.00
XXXX XX XXX924 5, SHL FLTBUS
Swiped
APPROVED
AUTH # 051787
CDGMETER 11111

Customer Copy

---------------------------------------------------------------------------------------------------------------------------------------

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8724 N. 30th
Omaha, NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

07/12/2019 12:54:19 PM
Register: 1 Trans #: 7478 Op ID: 3
Your cashier: Joey

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

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

-----------------------------------------
Total = $36.35
Tax = $0.00
-----------------------------------------
Total = $36.35

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

Change Due = $0.00

Credit $36.35

Credit USD $36.35
XXXX XX XXX924 5, SHL FLTBUS
Swiped
APPROVED
AUTH # 198939 INV # 079616
ODOMETER 7425

Customer Copy

-----------------

Local Store Discount
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SPEEDEE MART 2732
Welcome to Shell

SPEEDEE MART 2732
9724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

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

*** REPRINT ***

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

Subtotal = $63.00
Tax = $0.00
Total = $63.00

*** REPRINT ***

Change Due = $0.00
Credit $63.00

Customer Copy

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Welcome to Shell

SPEEDEE MART 2732
8724 N. 30TH
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

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

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

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

Subtotal = $24.00
Tax = $0.00

Total = $24.00

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

Change Due = $0.00

Credit USD$24.00

XXXX XX XXX924 6, SHL FLTBS
Swiped
APPROVED
AUTH # 768742
ODOMETER 1111

Customer Copy

-----------------------------
Local Store Discount
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THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
Re follower Transporation 2017 Dodge Van
Welcome to Shell
SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHAN, NE 68104
1000613003

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

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

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

Subtotal = $36.85
Tax = $0.00
Total = $36.85

*** REPRINT *** REPRINT *** REPRINT ***
Change Due = $0.00

Credit $36.85

Credit USD$36.85
XXXX XX XXX924 6, SHL FLD5US
Swiped
APPROVED
AUTH #: 918248
ODMETER 6744

Customer Copy

Local Store Discount
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Welcome to Shell

SPEEDEE MART 2732
8724 N. 30TH
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

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

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

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

Subtotal = $94.97
Tax = $0.00

Total = $94.97

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

Change Due = $0.00

Credit $94.97

Credit USD$94.97

XXXX XX XXX924 6, SHL FLTBUS
Swiped
APPROVED
AUTH# 119742 INV# 131110
OMMETER 7915

Customer Copy

--------------------------------------------------------------------------------

Local Store Discount
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THANK YOU FOR SUPPORTING AT
Welcome to Shell
SPEEDEE MART 2732
8724 N. 30TH
Omaha, NE 68104

07/19/2013 12:50:50 PM
Register: 1 Trans #: 3504 Op ID: 9
Your cashier: Kathleen

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

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

Subtotal = $31.63
Tax = $0.00
Total = $31.63

*** REPRINT *** REPRINT *** REPRINT ***
Change Due = $0.00

Credit $31.63

Credit USD$31.63
XXXX XX XXX924 6, SHL FLTBUS
Swiped
APPROVED
AUTH #: 996968 INV #: 136883
ODOMETER 7915

Customer Copy

------------------------------
Local Store Discount
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Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

SHELL
6724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

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

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

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

-----------
Subtotal = $41.50
Tax = $0.00
-----------
Total = $41.50

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

Change Due = $0.00

Credit $41.50

Credit USD$41.50
XXXX XX XXXX924 6, SHL FLTBUS
Swiped
APPROVED
AUTH # 896568  
O00METER 11111

Customer Copy

----------------------------------------

Local Store Discount
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for every V-Power NITRO+ purchase!
fuelrewards.com/gold and shell.us/win

THANK YOU
FOR SHOPPING AT
07/24/2019 10:57:31 AM
Register: 1 Trans #: 7624 Op ID: 1
Your cashier: AL

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

REGULAR CA PUMP# 3
13.043 GAL @ $2.599/GAL $33.90 99

Subtotal = $33.90
Tax = $0.00
Total = $33.90

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

Change Due = $0.00

Credit $33.90

Credit USD$33.90

XXXX XX XXX924 6, SHL FLTBUS
Swiped
APPROVED
AUTH # 62E133
OCCOMETER 9009

INV # 178319

Customer Copy

Local Store Discount
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SHELL SPEEDEE MART
Welcome to Shell
SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10005613003

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

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

REGULAR CA  PUMP# 3
9.579 GAL @ $2.599/GAL  $24.90  99

Subtotal = $24.90
Tax = $0.00

Total = $24.90

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

Change Due = $0.00
Credit

Credit
USD$24.90

XXXX XX XXX924 6, SHL FLTBUS
Swiped
APPROVED
AUTH # 364981
INV # 226704
ODOMETER 8000

Customer Copy

-----------------------------------------------

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

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

Please come again
2019 Ford Bus
Welcome to Shell

SPEEDEE MART 2732
8724 N. 30Th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10066613003

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

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

REGULAR CA PUMP# 2
22.408 GAL @ $2.499/GAL $56.00 93

-------------------
Subtotal = $56.00
Tax = $0.00
-------------------
Total = $56.00

*** REPRINT *** REPRINT *** REPRINT ***
Change Due = $0.00

Credit $56.00

Credit USD$56.00
XXXX XX XXX924 6, SHL FLTBUS
Swiped
APPROVED
AUTH # 401006 INV # 251249
ODO METER 111

Customer Copy

----------------------------------------

Local Store Discount
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THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND
HAVE A GREAT DAY!!
Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

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

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

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

Subtotal = $40.50
Tax = $0.00
Total = $40.50

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

Credit

Credit USD$40.50
XXX XX XXX924 6, SHL FLTBUS
Swiped
APPROVED
AUTH # 749109 INV #.259330
ODOMETER 111111

Customer Copy

Local Store Discount
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SHELL SPEEDEE MART
AND
HAVE A GREAT DAY!!
Welcome to Shell

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

8724 NORTH 30TH ST
OMAHA, NE 68104
10006513003

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

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

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

----------
Subtotal = $29.05
Tax = $0.00
----------
Total = $29.05

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

Change Due = $0.00

Credit $29.05

Credit USD$29.05
XXXX XX XXX924 6, SHL FLT BUS
Swiped
APPROVED
AUTH # 220725  INV # 300370
ODOMETER 8432

Customer Copy

---------------------------------------------
Local Store Discount
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THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND
HAVE A GREAT DAY!!
Welcome to Shell

SPEEDEE MART 2732
8724 N. 30TH
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006519003

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

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

REGULAR CA  PUMP# 1
16.799 GAL @ $2.399/GAL   $40.30  99

Subtotal = $40.30
Tax = $0.00
Total = $40.30

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

Credit Due = $0.00

Credit
USD$40.30

XXXX XX XXX924 6, SHL FLTBUS
Swiped
APPROVED
AUTH # 894560   INV # 365585
ODOMETER 8007

Customer Copy

Local Store Discount
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FOR SHOPPING AT
SHELL SPEEDEE MART
AND
HAVE A GREAT DAY!!
Welcome to Shell

SPEEDEE MART 2732
6724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006619609

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

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

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

Subtotal = $24.75
Tax = $0.00

Total = $24.75

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

Change Due = $0.00
Credit $24.75

Credit USD$24.75
XXXX XX XXX924.6, SHL FLTBU
Swiped
APPROVED
AUTH #: 7575909
ODOMETER 11111

Customer Copy

Local Store Discount
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THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE, MART
AND
HAVE A GREAT DAY!!
SPEEDEE MART 2732
8724 N 30Th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10005513003

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

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

REGULAR CA PUMP# 2
15.842 GAL @ $2.399/GAL $38.00 99

Subtotal = $38.00
Tax = $0.00

Total = $38.00

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

Change Due = $0.00

Credit

Credit USD#38.00

XXX XX XXX924 6, SHL FLTBUS

Swiped

Approved

AUTH # 870588
ODOMETER 8549

INV # 422287

Customer Copy

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FOR SHOPPING AT
SHELL SPEEDEE MART
AND
HAVE A GREAT DAY!
Welcome to Shell

SPEEDEE MART 2732
8724 N. 30Th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10005613003

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

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

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

Subtotal = $40.00
Tax = $0.00

Total = $40.00

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

Change Due = $0.00

Credit $40.00

Credit USD$40.00
XXXX XX XXX924 6, SHL FLTBUS
Swiped
APPROVED
AUTH # 465910
INV # 429753
ODOMETER 7916

Customer Copy

Local Store Discount
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THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND
HAVE A GREAT DAY!!
08/26/2019 9:51:47 AM
Register: 1 Trans #: 5683 Cc ID: 2
Your cashier: Loraine

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

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

Subtotal  =  $27.00
Tax  =  $0.00

Total  =  $27.00

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

Change Due  =  $0.00

Credit  $27.00

Credit USD$27.00

AUTH # 464673  INV # 445981

Customer Copy

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THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND
HAVE A GREAT DAY!!
SPEEDEE MART 2732
8724 N. 30TH
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006513003

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

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

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

-----------------
Subtotal = $80.00
Tax = $0.00
-----------------
Total = $80.00

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

Change Due = $0.00

Credit

$80.00

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

Customer Copy

Local Store Discount
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THANK YOU!
FOR SHOPPING AT
SHELL SPEEDEE MART
AND
HAVE A GREAT DAY!!
Welcome to Shell
WELCOME
57445612906
SHELL
8833 W. HOLLING RD.
ALDA
NE
68810

DATE 8/21/19 16:12
TRAN# 9933430
PUMP# 93
SERVICE LEVEL: SELF
PRODUCT: REG
GALLONS: 13.518
PRICE/G: $ 2.479
FUEL SALE $33.51
CREDIT $33.51

XXXX XX XXX924 8
SHL FLTBUS
Swiped
APPROVED
AUTH # 120215
INV # 455495
VEHICLE 75841
ODOMETER 111111

------------------------
Local Store Discount
Not a member?
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App to join!

Please come again
SMGR: 308-382-5902
DMGR: 816-872-5581
Thank You
Welcome to Shell
SPEEDEE MART 2732
8724 N. 30Th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10008613003

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

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

REGULAR CA  PUMP# 3
15.987 GAL @ $2.299/GAL  $36.75  99

Subtotal = $36.75
Tax = $0.00

Total = $36.75

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

Change Due = $0.00

Credit

Credit
USC$36.75
XXXX XX XXX924 6, SHL FLTBUS
Swiped
APPROVED
AUTH # 735759
ODDNETFR 7915

INV # 520296

Customer Copy

Your Bonus Savings
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THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND
HAVE A GREAT DAY!
September 9, 2019

Welcome to Shell

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

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

09/09/2019 10:07:33 AM
Register: 1 Trans #: 7636 Op ID: 2
Your cashier: Loraine

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

REGULAR CA  PUMP#4
13.438 GAL @ $2.239/GAL  $24.00  99

Subtotal: $24.00
Tax: $0.00
Total: $24.00

*** REPRINT *** REPRINT *** REPRINT ***
Change Due: $0.00
Credit: $24.00

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

Customer Copy
Welcome to Shell

SPEEDEE MART 2752
8724 N. 30TH
Omaha NE 68104

09/10/2019 11:54:47 AM
Register: 1 Trans #: 8921 Op ID: 1
Your cashier: AL

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

EGULAR CA PUMP# 4
5.244 GAL @ $2.299/GAL $35.05 99

Subtotal = $35.05
Tax = $0.00
Total = $35.05

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

Change Due = $0.00

Credit USD$35.05

Thank you

For shopping at
SheLL Speedee Mart
And
Have a great day!!
Welcome to Shell
SPEEDEE MART 2732
8724 N. 30TH
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
1006613003

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

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

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

Subtotal = $22.00
Tax = $0.00

Total = $22.00

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

Change Due = $0.00

Credit

$22.00

Credit USD$22.00
XXXX XX XXX924 6, SHL FLTBUS
Swiped
APPROVED
AUTH # 530191
ODOMETER 111111

Customer Copy

Your Bonus Savings
Not a member?
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THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND
HAVE A GREAT DAY!
Welcome to Shell

SPEEDEE MART 2732
8724 N. 30th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

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

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

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

Subtotal = $36.50
Tax = $0.00

Total = $36.50

*** REPRINT *** REPRINT *** REPRINT ***
Change Due = $0.00

Credit USD$36.50

XXXX XX XXX924 6, SHL FLT BUS

APPROVED
AUTH # 357752
ODOMETER 11111

Customer Copy

Your Bonus Savings
Not a member?
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THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND
HAVE A GREAT DAY!!
09/17/2019 12:00:42 PM
Register: 1 Trans #: 4522 Op ID: 2
Your cashier: Loraline

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

REGULAR CA
PUMP# 3
13.860 GAL @ $2.399/GAL $33.25 99

-------------------
Subtotal = $33.25
Tax = $0.00
-------------------
Total = $33.25

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

Change Due = $0.00

Credit
Credit
USD$33.25
XXXX XX XXX924 5, SCH F laughs
Swiped
APPROVED
AUTH # 500379
ODOMETER 9766

Customer Copy

--------------------------------------------------

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

Please come again
SPEEDEE MART 2732
8724 N. 30Th
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10006613003

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

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

REGULAR CA PUMP# 3
11.671 GAL @ $2.399/GAL $28.00 99

---------------------
Subtotal = $28.00
Tax = $0.00
---------------------
Total = $28.00

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

Change Due = $0.00

Credit $28.00

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

Customer Copy

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

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

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

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

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

REGULAR CA PUMP# 3
10.529 GAL @ $2.399/GAL $25.50 99

Subtotal = $25.50
Tax = $0.00

Total = $25.50

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

Change Due = $0.00

Credit $25.50

Credit USD$25.50
XXXX XX XXX924 6, SHL FLTBUS
Swiped
APPROVED
AUTH # 569003 INV # 709334
ODOMETER 10035

Customer Copy

THANK YOU
FOR SHOPPING AT
SHELL SPEEDEE MART
AND
HAVE A GREAT DAY!!
Welcome to Shell
SPEEDEE MART 2732
8724 N. 30TH
Omaha NE 68104

SHELL
8724 NORTH 30TH ST
OMAHA, NE 68104
10005613003

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

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

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

Subtotal = $40.02
Tax = $0.00
Total = $40.02

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

Change Due = $0.00

Credit
$40.02

Credit
USD$40.02
XXXX XX XXX924 6, SHL FLTBUS
Swiped
APPROVED
AUTH # 762354
ODOMETER 7915

INV # 705715

Customer Copy

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

"Please come again"
FINANCIAL ASSISTANCE AWARD

RECIPIENT NAME
Omaha- Council Bluffs Metropolitan Area Planning Agency

STREET ADDRESS
2222 Cuming Street

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

AUTHORITY
Public Works and Economic Development Act of 1965, as amended (42 U.S.C.

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

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

FEDERAL SHARE OF COST
$388,556

RECIPIENT SHARE OF COST
$97,139

TOTAL ESTIMATED COST
$485,695

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

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

☑ DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS
☑ SPECIFIC AWARD CONDITIONS
☑ LINE ITEM BUDGET
☑ 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101
☑ 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES
☑ MULTI-YEAR AWARD. PLEASE SEE THE MULTI-YEAR SPECIFIC AWARD CONDITION.

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER
Angela B. Martinez, Regional Director

DATE
12/18/19

PRINTED NAME, PRINTED TITLE, AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL
Greg Youell, Executive Director

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

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

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

1. This EDA Award supports the work described in the approved final scope of work, which is incorporated by reference into this Award, as the *Authorized Scope of Work*. All work on this project should be consistent with this *Authorized Scope of Work* as detailed in Attachment 1, unless the Grants Officer has authorized a modification of the scope of work in writing through an amendment memorialized through execution of a Form CD-451.

2. The Recipient Contact’s name, title, address, and telephone number are:

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

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

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

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

<table>
<thead>
<tr>
<th>Cindy Edwards</th>
<th>Economic Development Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Director</td>
<td>1244 Speer Blvd. Suite 431</td>
</tr>
<tr>
<td>Phone: (303) 844-5360</td>
<td>Denver, Colorado 80204</td>
</tr>
<tr>
<td>Email: <a href="mailto:cedwards@eda.gov">cedwards@eda.gov</a></td>
<td></td>
</tr>
</tbody>
</table>
The Project Officer is responsible for day-to-day administration and liaison with the Recipient and receives all reports and payment requests. The Project Officer is:

<table>
<thead>
<tr>
<th>Julianne Kingery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 303-844-4474</td>
</tr>
<tr>
<td>Email: <a href="mailto:jkingery@eda.gov">jkingery@eda.gov</a></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Economic Development Administration</td>
</tr>
<tr>
<td>1244 Speer Blvd. Suite 431</td>
</tr>
<tr>
<td>Denver, Colorado 80204</td>
</tr>
</tbody>
</table>

3. ADDITIONAL INCLUDED DOCUMENTS:
In addition to the regulations, documents, or authorities incorporated by reference on the Financial Assistance Award (Form CD-450) the following additional documents are included with and considered to be part of the Award’s terms and conditions:

- Recipient’s final completed Application (this item not enclosed in this Award package);
- **Authorized Scope of Work** (Attachment 1);
- **Line Item Budget** (Attachment 2);
- **Staffing Plan** (Attachment 3); and
- **Instructions for ASAP enrollment and accessing funds** (Attachment 4).

Should there be a conflict between the above referenced documents and the Specific Award Conditions (this document), the Specific Award Conditions, including any attachments, shall prevail.

4. PROJECT DEVELOPMENT TIME SCHEDULE: The Recipient agrees to the following Project Development Time Schedule:

Return of Executed Financial Assistance Award.........Due no later than 30 calendar days after receipt of Form CD450
Submission of Draft Final Project Progress Report…….(23 months) November 18, 2021
Submission of Final Progress Report..............................(24 months) December 18, 2021
Authorized Award End Date.................................(24 months) December 18, 2021
Submission of Final Financial Documents (SF-425) ......Due no later than 90 calendar days from Award End Date

The Recipient shall diligently pursue the development and implementation of the Project upon receipt of an EDA Award so as to ensure completion within this time schedule. Moreover, the Recipient shall promptly notify EDA in writing of any event which could substantially delay meeting any of the prescribed time limits for the Project as set forth above. The Recipient further acknowledges that failure to meet the development time schedule may result in EDA’s taking action to terminate the Award in accordance with the regulations set forth at 2 C.F.R. §§ 200.338 through 200.342.
5. PROJECT REPORTING AND FINANCIAL DISBURSEMENTS INSTRUCTIONS:

A. AWARD DISBURSEMENTS: EDA will make Award payments using the Department of Treasury’s Automated Standard Application for Payments (ASAP) system. The Recipient is required to furnish documentation as required by ASAP including but not limited to Recipient and Requestor Identification Numbers. Complete information concerning the ASAP system may be obtained by visiting www.fms.treas.gov/asap.

In order to receive payments, Recipients must submit a Form SF-270 “Request for Reimbursement” for the applicable period electronically to the Project Officer, who will review and process the request.

Please note that prior to the initial disbursement, Recipients must complete the attached Form SF-3881, “ACH Vendor/Miscellaneous Payment Enrollment Form” and submit it to NOAA’s Accounting Office by FAX to 301-528-3675 (FAX is required to secure confidentiality of sensitive information). The form must be completed by the respective parties (EDA, Recipient Bank, and Recipient) at the start of each new award.

B. REPORTS:

a. Project Progress Reports: The Recipient agrees to provide the Project Officer with Project Progress Reports, which will communicate the important activities and accomplishments of the Project, on a semi-annual basis for the periods ending March 31 and September 30, or any portion thereof. Reports are due no later than 1 month following the end of the period.

Performance Progress Reports should be submitted to EDA in an electronic format no later than the dates outlined above in a concise, clear format, which outlines the following information in no more than 3-6 pages in length:

i. Provide a clear, concise overview of the activities undertaken during the Project Period;

ii. Document accomplishments, benefits, and impacts that the Project and activities are having. Recipients should note specific outcomes where activities have led to job creation/retention, private investment, increased regional collaboration, engagement with historically excluded groups or regions, enhanced regional capacity, and other positive economic benefits;

iii. Highlight any upcoming or potential press events or opportunities for collaborative press events to highlight benefits of the EDA investment;
iv. Compare progress with the project timeline, explaining any
 departures from the targeted schedule, identifying how these
 departures are going to be remedied, and projecting the course
 of work for the next period;
v. Outline challenges that currently impact or could impact
 progress on the grant over the next reporting period and
 identify ways to mitigate this risk; and
vi. Outline any areas where EDA assistance is needed to support
 the project or any other key information that would be helpful
 for your EDA Project Officer to know.

Final Project Reports may be posted on EDA’s website, used for
 promotional materials or policy reviews, or may be otherwise shared.
 Recipients should not include any copyrighted or other sensitive
 business information in these reports. There is no specific page limit
 for Final Project Reports; however, such reports should concisely
 communicate key project information, and should:

 i. Outline the specific regional need that the project was designed
 to address and update on progress made during the reporting
 period that will mitigate need and advance economic
 development;
 ii. Provide a high-level overview of the activities undertaken;
 iii. Detail lessons learned during the project period that may be of
 assistance to EDA or other communities undertaking similar
 efforts;
 iv. Outline the expected and actual economic benefits of the
 project at the time that the report is written; and
 v. Any other key information from the relevant project period.

b. Financial Reports: The Recipient shall submit a “Financial Status
 Report” (Form SF-425) on a semi-annual basis for the periods ending
 March 31 and September 30, or any portion thereof, for the entire
 project period. Form SF-425 (and instructions for completing this
 form) is available at:
http://www.whitehouse.gov/omb/grants/grants_forms.html. Reports
 are due no later than 1 month following the end of the period.

A final Form SF-425 must be submitted no more than 90 calendar days
 after the expiration date of the Award (e.g., the Award end date
 specified on the Form CD-450 or Form CD-451). Final financial
 reports should follow the guidance outlined by the form instructions
 for submitting mid-term financial reports, but should ensure that all
 fields accurately reflect the total outlays for the entire project period,
 and that all matching and program income (if applicable) is fully
 reported. Final grant rate and determinations of final balances owed to
the government will be determined by the information on the final Form SF-425, so it is imperative that this final financial form is submitted in a timely and accurate manner.

6. ALLOWABLE COSTS AND AUTHORIZED BUDGET: The attached Final Line Item Budget is the authorized budget for this award. Total allowable costs will be determined at the conclusion of the period of performance in accordance with the administrative authorities applicable pursuant to the Financial Assistance Award (Form CD-450), including the applicable requirements as set forth in 2 C.F.R. part 200, after the Final financial forms, including any required documentation, is submitted.

7. FEDERAL SHARE: The EDA participation in total eligible project costs will be limited to the EDA grant amount or the EDA share of total allowable project costs, based on the area’s grant rate eligibility at the time of award, whichever is less.

8. MATCHING SHARE: The Recipient agrees to provide the Recipient’s non-Federal Matching Share contribution for eligible project expenses in proportion to the Federal share requested for such project expenses. The Recipient also certifies that, in accepting the Financial Assistance Award, the Recipient’s Matching Share of the project costs is committed and unencumbered, from authorized sources, and shall be available as needed for the project.

9. REFUND CHECKS, INTEREST, OR UNUSED FUNDS: Treasury has given the EDA two options for having payments deposited to EDA’s account:

i. The first one is Pay.Gov. This option allows the payee to pay EDA through the Internet. The payee will have the option to make a one-time payment or to set up an account to make regular payments.

ii. The second option is Paper Check conversion. All checks must identify on their face the name of the DOC agency funding the award, award number, and no more than a two-word description to identify the reason for the refund or check. A copy of the check should be provided to the EDA Project Officer. This option allows the payee to send a check to NOAA’s Accounting Office, who processes EDA’s accounting functions at the following address:

U.S. Department of Commerce
National Oceanic and Atmospheric Administration
Finance Office, AOD, EDA Grants
20020 Century Boulevard
Germantown, MD 20874

The accounting staff will scan the checks in to an encrypted file and transfer to the Federal Reserve Bank, where the funds will be deposited in
EDA’s account. While this process will not be an issue with most payees, there are occasionally issues for entities remitting funds to EDA via check. If you are remitting funds to EDA via check, please make note of the following:

- If a check is sent to EDA, it will be converted into an electronic funds transfer by copying the check and using the account information to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours and will appear on your regular account statement.

- EDA will not return your original check; the original will be destroyed and a copy will be maintained in our office. If the Electronic Funds Transfer (EFT) cannot be processed for technical reasons, the copy will be processed in place of the original check. If the EFT cannot be completed because of insufficient funds, EDA will charge you a one-time fee of $25.00, which will be collected by EFT.

10. PLANNING COORDINATION: In keeping with regional economic development principles, Recipients should coordinate economic development planning and implementation projects with other economic development organizations affecting the area, specifically EDA-funded recipients such as State and Urban planning grantees, adjoining Economic Development Districts (EDDs) and Indian Tribes, and University Centers (UCs).

11. PROCUREMENT: For all contractual expenses incurred as part of this project, the service must be competitively procured in accordance with 2 C.F.R. §§ 200.317 through 200.326, as applicable. Prior to advertisement of an RFQ or RFP, as applicable, Recipient shall provide EDA with a draft copy of the advertisement. Once proposals have been received but before the contract has been executed, Recipient shall provide EDA with a copy of the chosen proposal, documentation of the selection process including rank and rating sheets, and a draft copy of the contract for EDA’s review. Once the contract has been executed, Recipient shall provide EDA with a final copy of the contract.

12. BUY AMERICAN: Consistent with Executive Order 13858, *Strengthening Buy-American Preferences for Infrastructure Projects,* the Recipient is encouraged to use, to the greatest extent practicable, iron and aluminum as well as steel, cement, and other manufactured products produced in the United States in every contract, subcontract, purchase order, or sub-award that is chargeable under this Award.

13. STAFFING: For vacant positions primarily funded by the EDA grant, EDA is requesting the following information be sent to the Denver Regional Office for review: a copy of the job announcement, a copy of the resumes of the top three qualified candidates, and if interviews have already taken place, the identification of the selected candidate hired for the EDA funded position. This review is consistent the Public Works
and Economic Development Act of 1965, as Amended ("PWEDA") Title V – Administration SEC.504. Administration, Operation and Maintenance (42 U.S.C. § 3194). The review is to ensure that the key EDA funded positions will be staffed by qualified individuals and that the grant will be properly and efficiently administered, operated and maintained.

14. NONRELOCATION: In signing this award of financial assistance, Recipient(s) attests that EDA funding is not intended by the Recipient to assist its efforts to induce the relocation, or the movement of existing jobs from one region to another region in competition with those jobs. In the event that EDA determines that its assistance was used for such purposes, EDA retains the right to pursue appropriate enforcement action in accord with the Standard Terms and Conditions of the Award, including suspension of disbursements and termination of the award, which may include the establishment of a debt requiring the Recipient to reimburse EDA.

15. PERFORMANCE MEASURES: The Recipient agrees to report on program performance measures and program outcomes in such form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act (GPRA) of 1993, and the Government Performance and Results Modernization Act of 2010. Recipients are to retain sufficient documentation so that they can submit these required reports. Failure to submit this required report can adversely impact the ability of the Recipient to secure future funding from EDA.

Performance measures and reporting requirements that apply to program activities funded by this investment will be provided in a separate GPRA information collection document, if applicable. EDA staff will contact Recipients in writing within a reasonable period prior to the time of submission of the reports with information on how this data should be submitted.

16. FRAUD AWARENESS TRAINING: Consistent with 2 CFR part 200, Recipient personnel responsible for managing the Recipient’s finances and overseeing any contractors, sub-contractors or sub-grantees, will complete the training PowerPoint entitled “Compliance with EDA Disaster Assistance Program Requirements” and return the signed Certificate of Training Completion (page 38 of the training) to EDA along with the signed CD-450 within 30 days of receipt.

Further, Recipient will monitor award activities for common fraud schemes, such as:

- false claims for materials and labor,
- bribes related to the acquisition of materials and labor,
- product substitution,
- mismarking or mislabeling on products and materials,
time and materials overcharging.

Should Recipient detect any suspicious activity, Recipient will contact EDA staff listed above and the Office of Inspector General, as indicated at https://www.oig.doc.gov/Pages/Contact-Us.aspx, as soon as possible.

17. REAFFIRMATION OF APPLICATION/ACCEPTANCE OF AWARD

Recipient(s) acknowledges that Recipient’s Application for this Award may have been submitted to the Government and signed by Recipient(s), or by an authorized representative of Recipient(s), electronically without providing an original “wet” signature. In addition, the Recipient(s) or an authorized representative of Recipient(s) may have accepted the Award electronically, which includes drawing down any funds under this Award. Regardless of who submitted the Application to the Government or the means by which Recipient(s) submitted the Application or accepted the Award, Recipient(s) hereby reaffirms and states that:

i. All data in the applicable Application were true and correct when the Application was submitted and remain true and correct as of the date of this Award;
ii. The Application was, as of the date submission and the date of this Award, duly authorized as required by local law by the governing body of the Recipient(s); and
iii. Recipient(s) has read, understood, and will comply with all terms of this Award, including the Assurances and Certifications submitted with, or attached to, the Application.

The Recipient agrees to immediately notify the Grants Officer of any material changes to the Application within 30 calendar days of the date the Recipient becomes aware of such changes. For purposes of this provision, the term “Application” includes all documentation and any information provided to the Government as part of, and in furtherance to, the request for funding, including submissions made in response to information requested by the Government after submission of the initial Application.
Attachment 1

Authorized Scope of Work

Recipient: Omaha-Council Bluffs Metropolitan Area Planning Agency
Award Number: 05-69-05941

The Omaha-Council Bluffs Metropolitan Area Planning Agency will create two Community Economic Recovery Coordinator (CERC) positions, each for a two-year period, to address disaster recovery and long-term disaster related planning faced by member jurisdictions in Nebraska and Iowa as a result of the 2019 flooding.

Task 1: Post-Disaster Assessment
Assessment of the post-disaster situation including identifying unmet needs, assessing local capacity, and identifying and prioritizing local priorities.

Activities, outcomes, and deliverables and timeline for Task 1 include:
- Activity 1: Identify the number of private residential and commercial properties that received FEMA assistance for each county in the MAPA region
  o Outcome: A quantitative understanding of private property damage and need by county
  o Deliverables: Spreadsheet depicting number of properties by use type, damage estimates, and value of assistance received
  o Timeline: 2 months
- Activity 2: Identify the number of public assistance requests by each county in the MAPA region
  o Outcome: A quantitative understanding of public property damage and need by county
  o Deliverables: Spreadsheet depicting number of project by type and value of assistance
  o Timeline: 4 months
- Activity 3: Provide recovery assistance to communities most impacted and have capacity limitations/needs
  o Outcome: Identify and prioritize projects/activities of at least five local jurisdictions most affected by the flood event
  o Deliverables: Prioritized spreadsheet depicting mitigation, infrastructure, replacement housing, business assistance, and planning projects
  o Timeline: 6 months

Task 2: Hazard Mitigation Grant Program Assistance
Recovery Coordinators will assist with the application process for HMGP property buyouts within the MAPA jurisdiction.
Activities, outcomes, and deliverables and timeline for Task 2 include:

- **Activity 1: Assist Pacific Junction, Plattsmouth, and Pottawattamie County submit HMGP Applications**
  - Outcome: To mitigate existing development located in flood hazard areas
  - Deliverables: HMGP funding agreement for the acquisition and demolition of an estimated 190 properties
  - Timeline: 6 months

**Task 3: Financial Assistance Grant/ Application Writing**

Preparing applications for financial assistance for communities located in the MAPA region.

Activities, outcomes, and deliverables and timeline for Task 3 include:

- **Activity 1: Prepare applications for financial assistance with regards to water treatment facilities, sanitary treatment facilities, and storm water pump systems.**
  - Outcome: Ensure all communities in the region have adequate and safe water supply and sanitary treatment facilities that are environmentally compliant
  - Deliverables: Reconstruction or construction of 4 sanitary and water treatment facilities using EDA and/or other funding sources
  - Timeline: 24 months and ongoing

- **Activity 2: Prepare applications for financial assistance with regards to roadway improvement (specifically targeting roads serving business and job centers).**
  - Outcome: To ensure the efficient movement of existing business inputs and outputs, enhance locations for future business development, and to create additional jobs of flood impacted local economies
  - Deliverables: Reconstruction of 2 flood damage roadways that serve current and future industrial development areas.
  - Timeline: 24 months and ongoing

- **Activity 3: Prepare applications for financial assistance with regards to flood mitigation projects (such as levee reconstruction/repair, gate structures, etc.).**
  - Outcome: Ensure Missouri River levee systems are compliant with USACE/FEMA requirements and continue to provide flood protection
  - Deliverables: Levee certification study and 2 levee repair/ improvement projects
  - Timeline: 24 months and ongoing

- **Activity 4: Prepare applications for financial assistance with regards to housing rehabilitation and replacement housing**
  - Outcome: Replace and repair housing for housing units lost due to the flood
  - Deliverables: Assist in the construction and/or rehabilitation of 300 housing units within the MAPA region
  - Timeline: 24 months and ongoing
Task 4: Determine Business Impacts
Determine business impacts including transportation logistics and provide information on assistance programs available for business recovery.

Activities, outcomes, and deliverables and timeline for Task 3 include:
- Activity 1: Determine and evaluate transportation logistic disruptions caused by the flood event
  - Outcome: To develop an understanding of flood impacts on long term regional transportation plans
  - Deliverables: Incorporate additional flood resiliency into long range transportation plan
  - Timeline: 24 months
- Activity 2: Gather information on assistance programs available for business recovery.
  - Outcome: Increases understanding of available disaster recovery assistance programs.
  - Deliverables: Preparation and distribution of listing of flood recovery programs in Iowa and Nebraska
  - Timeline: 6 months
- Activity 3: Assess demand for business assistance with emphasis on communities most impacted by flooding
  - Outcome: Determine the demand for businesses assistance in the MAPA region
  - Deliverables: Assist communities develop business assistance projects that address local needs
  - Timeline: 24 months

Task 5: Expand Disaster Recovery and Mitigation Strategies
As a part of MAPA's CEDS update, participate in multi-jurisdictional planning, recovery and mitigation efforts, and encourage regional coordination where appropriate. Lead or participate with others in community, county, regional, and multi-regional planning efforts relating to flood recovery, future land use, and resiliency.

Activities, outcomes, and deliverables and timeline for Task 5 include:
- Activity 1: Undertake multi-jurisdictional planning, recovery and mitigation efforts, and encourage regional coordination in the CEDs update
  - Outcome: To incorporate disaster needs and resiliency in the CEDs update
  - Deliverables: Preparation of a CEDs document with a robust disaster resiliency element and including future strategies that are more disaster resilient
  - Timeline: 18 months
• Activity 2: Lead or participate with others in community, county, regional, and multi-regional planning efforts relating to flood recovery, future land use, and resiliency.
  o Outcome: Enhance the use of resilient local planning and land use activities
  o Deliverables: Preparation of revised hazard mitigation plans and participation in multi-county planning efforts.
  o Timeline: 24 months

Task 6: Track and Assess Recovery Efforts
Track and assess the ongoing recovery efforts in the MAPA area to gauge the economic impacts.

• Activity 1: Develop a tracking system to gauge economic recovery by county in the MAPA region
  o Outcome: Enhance flood recovery needs though enhanced monitoring of economic indicators
  o Deliverables: Annual report of economic indicators
  o Timeline: 24 months and on going
Attachment 2
Final Line Item Budget

Recipient: Omaha- Council Bluffs Metropolitan Area Planning Agency
Award Number: 05-69-05941

A. Under the terms of the Award, the total approved authorized budget is:

<table>
<thead>
<tr>
<th>Cost Classification</th>
<th>Approved ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Share (EDA Amount)</td>
<td>$388,556</td>
</tr>
<tr>
<td>Non-Federal Matching Share</td>
<td>$97,139</td>
</tr>
<tr>
<td>Total Project Cost</td>
<td>$485,695</td>
</tr>
</tbody>
</table>

B. Under the terms of the Award, the authorized line item budget is:

<table>
<thead>
<tr>
<th>Cost Classification</th>
<th>Approved ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel*</td>
<td>$249,000</td>
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<tr>
<td>Fringe Benefits*</td>
<td>$129,555</td>
</tr>
<tr>
<td>Travel¹</td>
<td>$11,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>$0</td>
</tr>
<tr>
<td>Supplies²</td>
<td>$1,500</td>
</tr>
<tr>
<td>Contractual Cost</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Direct</strong></td>
<td>$391,055</td>
</tr>
<tr>
<td>Indirect Charges³</td>
<td>$94,640</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$485,695</td>
</tr>
</tbody>
</table>

* See Authorized Staffing Plan for breakdown of Personnel and Fringe expenses

1. Travel: Each Disaster Recovery Coordinator will receive $2,000 annually. Funding includes cost for one state-wide conference and 3-5 meetings in Lincoln, NE or Des Moines, IA. ($8,000 is for travel outside of the MAPA region; $3,000 is for travel within the MAPA region).

2. Supplies: Basic office supplies.

3. Indirect Charges: Calculated at a rate of 25% of personnel and fringe benefit costs.
Attachment 3

**Authorized Staff Positions**

Recipient: Omaha- Council Bluffs Metropolitan Area Planning Agency

Award Number: 05-69-05941

**Name:** Donald Gross  
**Position:** Community Development Manager  
**% of Time to EDA Project:** 5%

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Annual Salary</th>
<th>Salary Charged to Project</th>
<th>Fringe (at 52.03% of salary)</th>
<th>Total (Salary and Fringe)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>$90,000</td>
<td>$4,500</td>
<td>$2,341</td>
<td>$6,841</td>
</tr>
<tr>
<td>Year 2</td>
<td>$90,000</td>
<td>$4,500</td>
<td>$2,342</td>
<td>$6,842</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$9,000</td>
<td>$4,683</td>
<td></td>
<td>$13,683</td>
</tr>
</tbody>
</table>

**Name:** TBD  
**Position:** Community Economic Recovery Coordinator #1  
**% of Time to EDA Project:** 100%

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Annual Salary</th>
<th>Salary Charged to Project</th>
<th>Fringe (at 52.03% of salary)</th>
<th>Total (Salary and Fringe)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>$60,000</td>
<td>$60,000</td>
<td>$31,218</td>
<td>$91,218</td>
</tr>
<tr>
<td>Year 2</td>
<td>$60,000</td>
<td>$60,000</td>
<td>$31,218</td>
<td>$91,218</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$120,000</td>
<td>$62,436</td>
<td></td>
<td>$182,436</td>
</tr>
</tbody>
</table>

**Name:** TBD  
**Position:** Community Economic Recovery Coordinator #2  
**% of Time to EDA Project:** 100%

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Annual Salary</th>
<th>Salary Charged to Project</th>
<th>Fringe (at 52.03% of salary)</th>
<th>Total (Salary and Fringe)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>$60,000</td>
<td>$60,000</td>
<td>$31,218</td>
<td>$91,218</td>
</tr>
<tr>
<td>Year 2</td>
<td>$60,000</td>
<td>$60,000</td>
<td>$31,218</td>
<td>$91,218</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$120,000</td>
<td>$62,436</td>
<td></td>
<td>$182,436</td>
</tr>
</tbody>
</table>

Total Salary: $249,000  
Total Fringe: $129,555  
Total Cost of Personnel (Salary and Fringe): $378,555
Attachment 4

Instructions for ASAP Enrollment

1. The grantee will send an email to EDA’s ASAP e-mail address, edagrants@NOAA.gov. If the grantee is already enrolled in ASAP.gov with another federal agency, EDA still needs this email. However, all the organization needs to do is link their organization to EDA. There are instructions on Home page of ASAP.gov on how to link.
   a. Include the grantee’s complete name, address, Tax Identification Number, DUNS number, ASAP’s Recipient ID (if already enrolled in ASAP)
   b. Include the point of contact’s (POC) name, phone number, title, and e-mail address. It is suggested that the POC is an employee in the Accounting or Finance office.
   c. EDA will enroll the grantee by comparing the enrollment information to application received by the project officer.
   d. EDA will reply to the POC and inform him/her that the grantee has been enrolled.

2. The POC will receive an email from ASAP.gov. This email will be triggered by EDA enrolling the grantee.
   a. The email will have instructions for the POC on the enrollment process.
   b. The email will have the POC’s User ID in it.
   c. The password is sent by U.S. Mail for security purposes.

3. Once the POC has his user’s ID and password, the POC can log into ASAP.gov*
   a. The POC confirms the information entered by EDA.
   b. The POC identifies the recipient organization’s officials, which include the Head of Organization, Authorizing Official, and Financial Official. A re-delegated Head of Organization and another Point of Contact can also be defined.

4. Once entered by the POC, the officials are assigned a User ID and temporary password in ASAP.gov’s system. He/she will receive an email notification.

5. The Head of Organization approves the officials identified by the point of contact.*

6. The Authorizing Official is responsible for confirming the recipient organization’s information and identifying the users who need access to the ASAP.gov application*.

7. The Financial Official is responsible for entering the bank account information for the recipient organization. * If the grantee is already enrolled in ASAP.gov with another federal agency all the organization needs to do is link their organization to EDA. There are instructions on the Homepage of ASAP.gov.

8. Once all of the above tasks are completed, the ASAP.gov application will notify EDA by email that the grantee’s enrollment has been completed. The email will include the ASAP recipient number.
9. EDA will create and fund accounts for the grantee so that the grantee will be able to draw down funds using ASAP.gov.

Please visit ASAP.gov's website at http://fms.treas.gov/asap for more information, including instructions and a user manual. Please note that there is excellent online help at ASAP.gov.

*The setting on the computer’s desktop must have the screen resolution set to 1024x768.
   a. Right click on an empty space on the computer’s desktop.
   b. Select Properties.
   c. Go to the Setting tab.
   d. Change the screen resolution to 1024x768.

Who to Call if You Have Questions about ASAP

Username or password problems- Federal Reserve Bank of Richmond -804-697-8384

Enrollment questions - National Oceanic and Atmospheric Administration (NOAA) Finance Team: Teresa Shahan @ 301-444-2807, Roberta Duncan @ 301-444-2753 or by email @ edagrants@NOAA.gov.

Funding questions - National Oceanic and Atmospheric Administration (NOAA) Finance Team:

(EDA cannot fund your grant until we receive an email from ASAP.gov confirming enrollment completion.)

How to use the ASAP system/ System questions- call the Treasury Financial Center determined by the location of your state capital:

- In the Eastern and Central time zone, call the Kansas City Regional Financial Center at (855)868-0151 from 7:30 a.m. to 4:00 p.m.
- If your state capital is in the any time zone other than the Eastern and Central time zones, call San Francisco Financial Center at (510)594-7182 from 7:30 a.m. to 4:00 p.m.

Not sure - National Oceanic and Atmospheric Administration (NOAA) Finance Team: Teresa Shahan @ 301-444-2807, Roberta Duncan @ 301-444-2753 or via email @ edagrants@NOAA.gov.
Procedures for Drawing Down Funds from ASAP

For Grants that are on Reimbursement Status

1. The grantee will send a Request for Advance or Reimbursement, SF 270, to the project officer with the amount that they want to draw down and the period of performance. This does not need to be an original. It can be sent to the project officer either by email, fax, or mail.

2. The grantee will go into ASAP and request a payment for the same amount that is on the SF-270.
   a. Click on the Payment Request Tab at the top of the screen.
   b. From the drop down menu, select initiate payment request.
   c. Confirm banking account information and number.
   d. Select Payment Request type as Individual Payment Method - ACH or wire
   e. Requested Settlement date- grantee’s decision (next business day)
   f. Requester Reference number- EDA’s grant number, Account # is EDA’s grant number with the letter “E” in front of the grant number (no hyphens)

   g. Press Continue
   h. Cash on Hand 0.00
   i. Amount Requested $$$$$.$$
   j. Review
   k. Press Submit

3. EDA’s project officer will notify NOAA’s Finance Team and grantee thru the ASAP email address edagrants@NOAA.gov authorizing funds draws. NOAA’s Team also must receive a copy of the SF-270. (With cover letter)
   a. On the subject line, please include organization’s name and project number

4. NOAA will release the funds in ASAP upon grantees withdrawal in ASAP.
5. The funds will be in the grantee’s account within two business days of approval.

*All grants except for planning grants with program code of 83 and 84.
SERVICES AGREEMENT

OMAHA – COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY
EMSPACE, INC. (D.B.A. Emspace + Lovgren)
PROJECT NO. CM-DR(107)
CONTROL NO. 22533
SURVEY, MEDIA AND PUBLIC RELATIONS SUPPORT SERVICES
FOR CLEAN AIR PARTNERSHIP CAMPAIGN

THIS AGREEMENT is between the Omaha-Council Bluffs Metropolitan Area Planning Agency ("MPO") and Emspace + Lovgren ("Vendor"), collectively referred to as the “Parties”.

WITNESSETH

WHEREAS, MPO has selected Vendor, thru a qualification based selection, for Survey, Media and Public Relations Support Services for Clean Air Partnership Campaign Services ("Services"), and

WHEREAS, Vendor is willing to provide the Services in accordance with the terms hereinafter provided, and

NOW THEREFORE, in consideration of these facts and mutual promises, the Parties hereto agree as follows:

SECTION 1. CONTACT INFORMATION

Contact information, for the convenience of the Parties, is as follows:

1.1 Vendor Project Manager
   Firm Name: Emspace, Inc. (d.b.a. Emspace + Lovgren)
   Address: 105 N. 31st Avenue, Suite 100, Omaha, NE 68131
   Project Manager’s Name: Tom Nemitz
   Project Manager’s Phone: 402-398-9448

1.2 State Project Manager
   Name: Craig Wacker
   Phone Number: 402-479-4623

1.3 MPO RC
   Name: Michael Helgerson
   Phone Number: 402-444-6866 Extension 224

1.4 State Agreements Specialist
   Name: Lucinda Dowding
   Phone Number: 402-479-4781

SECTION 2. SCOPE OF SERVICES

Vendor shall provide Services for project identified as CM-DR(107). The Scope of Services is outlined in Exhibit “A”, attached and incorporated herein by this reference. Upon execution of this Agreement, Vendor shall complete the Services set forth in the Scope of Services (“Services”). MPO reserves the unconditional right to add to, subtract from, or alter the Services at any time, and such action by MPO will in no event be deemed a breach of this Agreement. The addition, subtraction, or alteration will become effective seven (7) days after mailing written notice of such addition, subtraction, or alteration.
SECTION 3. NOTICE TO PROCEED AND COMPLETION SCHEDULE

3.1 Vendor’s services may begin upon full execution of this Agreement. Services performed by Vendor on the project prior to the date specified in the written Notice to Proceed will not be paid by MPO.

3.2 Vendor shall complete all Services required under this Agreement in a satisfactory manner by December 31, 2020. Costs incurred by Vendor after the completion date, are not eligible for reimbursement unless Vendor has received a written extension of time from MPO.

3.3 The completion date will not be extended because of any avoidable delay attributed to Vendor, but delays not attributable to Vendor, such as delays attributable to MPO, may, upon request, constitute a basis for an extension of time.

SECTION 4. DURATION OF THIS AGREEMENT

4.1 **Effective Date** – This Agreement is effective when executed by the Parties.

4.2 **Expiration Date** – This Agreement expires when the last of the following events is completed: The expiration of the Initial Duration (as defined below), the expiration of any extension of the Initial Duration, and the waiver or completion of the project financial audit and cost settlement.

4.3 **Initial Duration** – The initial duration of this Agreement (“Initial Duration”) will be one year beginning on the Effective Date and ending on December 31, 2020.

4.4 **Extension of the Agreement** - MPO may, in its sole discretion, extend the duration of this Agreement in writing, for an additional period of time up to, but not to exceed, one-half of the Initial Duration of the Agreement. MPO will notify Consultant of an extension to this Agreement approximately one month prior to the expiration of the Initial Duration of the Agreement.

4.5 **Identifying Date** – This Agreement may be identified by the date MPO signed the Agreement.

4.6 **Termination or Suspension** – MPO reserves the right to terminate or suspend this Agreement at any time for any of the reasons provided herein.

SECTION 5. NEW EMPLOYEE WORK ELIGIBILITY STATUS

5.1 Vendor agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Vendor agrees to contractually require any Sub-vendors to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

5.2 The undersigned duly authorized representative of Vendor, by signing this Agreement, hereby attests to the truth of the following certifications, and agrees as follows: 

   Neb. Rev. Stat. § 4-114. I certify compliance with the provisions of Section 4-114 and, hereby certify that this Vendor shall register with and use a federal immigration verification system to determine the work eligibility status of new
employees physically performing services within the State of Nebraska. I agree to require all Sub-vendors, by contractual agreement, to require the same registration and verification process.

5.3 If Vendor is an individual or sole proprietorship, the following applies:
   a. Vendor must complete the United States Citizenship Attestation form and attach it to this Agreement. This form is available on the Department of Transportation’s website at [http://dot.nebraska.gov/media/2802/dr289.pdf](http://dot.nebraska.gov/media/2802/dr289.pdf).
   b. If Vendor indicates on such Attestation form that he or she is a qualified alien, Vendor agrees to provide the US Citizenship and Immigration Services documentation required to verify Vendor lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
   c. Vendor understands and agrees that lawful presence in the United States is required and Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

SECTION 6. FEES AND PAYMENTS

6.1 Vendor’s fee proposal is attached as Exhibit “B” and incorporated herein by this reference.

6.2 The general provisions concerning payment under this Agreement are attached as Exhibit “C”.

6.3 For performance of the Services as described in this Agreement, Vendor will be compensated based on Specific Rates of Compensation for actual work performed and direct non-labor expenses up to a maximum not-to-exceed amount of $77,900.00 in accordance with Exhibit “C”.

SECTION 7. DISPUTES

Any dispute concerning a question of fact in connection with the work will be addressed in accordance with LPA Manual Section 4.4.3.5 DISPUTE RESOLUTION.

SECTION 8. TERMINATION

Either party may terminate this Agreement upon thirty (30) days’ notice to the other party.

SECTION 9. FORBIDDING USE OF OUTSIDE AGENTS

Vendor warrants that it has not employed or retained any company or person, other than a bona fide employee working for Vendor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, MPO has the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

SECTION 10. GENERAL COMPLIANCE WITH LAWS

Vendor agrees to comply with all federal, state, and local laws and ordinances applicable to the Services in effect at the time of the performance of the Services. If Vendor is found to have been in violation of any applicable federal, state, or local laws and ordinances, such violation may be the basis for the suspension or termination under this Agreement.
SECTION 11. RESPONSIBILITY FOR CLAIMS AND LIABILITY INSURANCE

11.1 Legal Relationship. Vendor is an independent Vendor. This Agreement does not create a partnership, joint venture, employment, or agency relationship between Vendor and MPO. Vendor represents that it has, or will secure at its own expense, all personnel required to perform the Services under this Agreement. The Vendor’s employees and other persons engaged in work or Services required by the Vendor under this Agreement shall have no contractual relationship with the MPO; they shall not be considered employees of the MPO. Each Party is responsible for its own acts and omissions undertaken in the performance of this Agreement. Neither Party has the right or obligation to supervise or control the acts or omissions of the other Party in the performance of this Agreement. Further, Vendor agrees to keep the premises where its work is being completed under this Agreement in a reasonably safe condition for persons rightfully on the premises.

11.2 Indemnity. Vendor will indemnify, save and hold harmless the MPO and all of its departments, agents and employees of and from any and all claims, demands, actions or causes of action of whatsoever nature or character (including reasonable attorney’s fees) arising out of or by reason of the execution or negligent performance of the work provided for herein by Vendor or its agents and anyone contracting under or for Vendor’s obligations hereunder, and further agrees to defend at its own sole cost and expense, any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising out of or as a result of work performed by Vendor or its agent, or anyone contracting with Vendor for such work hereunder.

11.3 Insurance. Vendor shall obtain, and keep in full force and effect throughout the duration of this Agreement, all insurance required by all applicable MPO, federal and local laws, rules and regulations.

SECTION 12. SUCCESSORS AND ASSIGNS
This Agreement is binding on successors and assigns of either party.

SECTION 13. DRUG-FREE WORKPLACE POLICY
Vendor shall have an acceptable and current drug-free workplace policy on file with MPO.

SECTION 14. FAIR EMPLOYMENT PRACTICES ACT
Vendor agrees to abide by the Nebraska Fair Employment Practices Act, as provided by Neb. Rev. Stat. §§ 48-1101 through 48-1126.

SECTION 15. DISABILITIES ACT
Vendor agrees to comply with the Americans with Disabilities Act of 1990 (P.L. 101-366), as implemented by 28 CFR 35.

SECTION 16. DISADVANTAGED BUSINESS ENTERPRISES
16.1 Vendor shall ensure that disadvantaged business enterprises, as defined in 49 CFR 26, have the maximum opportunity to compete for and participate in the performance of subagreements financed in whole or in part with federal funds under this Agreement.

16.2 Vendor shall not discriminate on the basis of race, color, sex, age, disability, or national origin in the award and performance of FHWA-assisted contracts. Failure of Vendor to carry out the requirements set forth above will constitute a breach of this Agreement and, after the notification of the FHWA, may result in termination of this Agreement by MPO or such remedy as MPO deems appropriate.
SECTION 17. TITLE VI NONDISCRIMINATION CLAUSES

17.1 Compliance with Regulations
   During the performance of this Agreement, Vendor, for itself and its assignees and successors in interest, agrees to comply with the regulations of the DOT relative to nondiscrimination in federally-assisted programs of the DOT (49 CFR 21 and 27, hereinafter referred to as the “Regulations”).

17.2 Nondiscrimination
   Vendor, with regard to the Services performed by it after award and prior to completion of this Agreement, shall not discriminate on the basis of race, color, sex, age, disability, or national origin in the selection and retention of Sub-vendors, including procurements of materials and leases of equipment. Vendor shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR 21.5, including employment practices when the Agreement covers a program set forth in Appendixes A, B, and C of 49 CFR 21.

17.3 Solicitations for Subagreements, Including Procurements of Materials and Equipment
   In all solicitations either by competitive bidding or negotiation made by Vendor for Services to be performed under a subagreement, including procurements of materials or equipment, each potential Sub-vendor or supplier shall be notified by Vendor of Vendor's obligations under this Agreement and the Regulations relative to nondiscrimination on the basis of race, color, sex, or national origin.

17.4 Information and Reports
   Vendor shall provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by MPO or FHWA to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Vendor is in the exclusive possession of another who fails or refuses to furnish this information, Vendor shall certify to MPO or FHWA, as appropriate, and set forth what efforts it has made to obtain the information.

17.5 Sanctions for Noncompliance
   In the event of Vendor’s noncompliance with the nondiscrimination provisions of this Agreement, MPO will impose such agreement sanctions as MPO and FHWA may determine to be appropriate, including but not limited to withholding of payments to Vendor under this Agreement until Vendor complies, and/or cancellation, termination, or suspension of this Agreement, in whole or in part.

17.6 Incorporation of Provisions
   Vendor shall include the provisions of subsections 18.1 through 18.5 of this Agreement in every subagreement, including procurements of materials and leases of equipment, unless exempt by the Regulations, orders, or instructions issued pursuant thereto. Vendor shall take such action with respect to any subagreement or procurement as MPO or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance, provided however, that in the event a Vendor becomes involved in or is threatened with litigation with a Sub-vendor/ Subcontractor as a result of such direction, Vendor may request that MPO enter into such litigation to protect the interests of MPO and, in addition, Vendor may request that the United MPOs enter into such litigation to protect the interests of the United States.
SECTION 18. VENDOR CERTIFICATIONS

The undersigned duly authorized representative of Vendor, by signing this Agreement, hereby swears, under the penalty of law, to the best of such person’s knowledge and belief, the truth of the following certifications, and agrees as follows:

18.1 Neb. Rev. Stat. § 81-1715(1). I certify compliance with the provisions of Section 81-1715 and, to the extent that this contract is a lump sum, actual cost-maximum-not-to-exceed, or actual cost-plus-fixed-fee type professional service Agreement, I hereby certify that wage rates and other factual unit costs supporting the fees in this Agreement are accurate, complete, and current as of the date of this Agreement. I agree that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which MPO determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.

18.2 Neb. Rev. Stat. §§ 81-1717 and 1718. I hereby certify compliance with the provisions of Sections 81-1717 and 1718 and, except as noted below, neither I nor any person associated with the firm in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position involving the administration of federal funds:

a. Has employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Vendor) to solicit or secure this Agreement, or

b. Has agreed, as an express or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out this Agreement, or

c. Has paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above Vendor) any fee, contribution, donation, or consideration of any kind for, or in connection with procuring or carrying out this Agreement, except as here expressly stated (if any).

18.3 Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions. Section 19.3a below contains 10 instructions that Vendor agrees to follow in making the certifications contained in Section 19.3b.

a. Instructions for Certification

1. By signing this Agreement, Vendor is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this project. Vendor shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with MPO’s determination whether to enter into this Agreement. However, failure of Vendor to furnish a certification or an explanation will disqualify Vendor from participation in this Agreement.

3. The certification in this clause is a material representation of fact upon which reliance was placed when MPO determined to enter into this Agreement. If it is later determined that Vendor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, MPO may terminate this Agreement for cause or default.

4. Vendor shall provide immediate written notice to MPO if at any time Vendor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

6. Vendor agrees that should the proposed covered transaction be entered into, it will not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by MPO before entering into this Agreement.

7. Vendor further agrees to include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction,” provided by MPO without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. Vendor in a covered transaction may rely upon a certification of a prospective Sub-vendor in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A Vendor may decide the method and frequency by which it determines the eligibility of its principals.

9. Nothing contained in the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of Vendor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if Vendor in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, MPO may terminate this Agreement for cause or default.

b. Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

1. By signing this Agreement, Vendor certifies to the best of its knowledge and belief, that it and its principals:
   a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
   b) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
   c) Are not presently indicted for or otherwise criminally or civilly charged by
a governmental entity (federal, state, or local) with commission of any of
the offenses enumerated in paragraph a.(ii) above; and
d) Have not within a three-year period preceding this Agreement had one or
more public transactions (federal, state, or local) terminated for cause or
default.

2. Where Vendor is unable to certify to any of the statements in this certification,
Vendor shall attach an explanation to this Agreement. I acknowledge that this
certification is to be furnished to MPO and the FHWA in connection with this
Agreement involving participation of federal-aid highway funds and is subject to
applicable, state and federal laws, both criminal and civil.

SECTION 19. NEBRASKA DEPARTMENT OF TRANSPORTATION CERTIFICATION

19.1 By signing this Agreement, I do hereby certify that, to the best of my knowledge, Vendor
or its representative has not been required, directly or indirectly as an express or implied
condition in connection with obtaining or carrying out this Agreement to:
a. employ or retain, or agree to employ or retain, any firm or person, or
b. pay or agree to pay to any firm, person, or organization, any fee, contribution,
donation, or consideration of any kind.

19.2 I acknowledge that this certification is to be furnished to the FHWA, upon their request,
in connection with this Agreement involving participation of Federal-Aid highway funds
and is subject to applicable state and federal laws, both criminal and civil.

SECTION 20. ENTIRE AGREEMENT

This Agreement, including all exhibits and incorporations specified herein, constitutes the entire
agreement of the Parties. There are no promises, terms, conditions, or obligations other than
contained herein, and this Agreement supersedes all previous communications,
representations, or other agreements or contracts, either oral or written hereto.

[Remainder of Page Intentionally Left Blank]
IN WITNESS WHEREOF, the Parties hereby execute this Agreement pursuant to lawful authority as of the date signed by each party. Further, the Parties, by signing this Agreement, attest and affirm the truth of each and every certification and representation set out herein.

EXECUTED by the Vendor this ____ day of ____________________, 2020.

EMSPACE, INC.  
(D.B.A. EMSPACE + LOVGREN)  
Elizabeth Murphy

President

STATE OF NEBRASKA)  
)ss.  
DOUGLAS COUNTY )

SUBSCRIBED AND SWORN to before me this ____ day of ____________________, 2020.

Notary Public

EXECUTED by the MPO this ____ day of ____________________, 2020.

OMAHA – COUNCIL BLUFFS METROPOLITAN PLANNING AGENCY  
Greg Youell

Executive Director

SUBSCRIBED AND SWORN to before me this ____ day of ____________________, 2020.

Clerk

STATE OF NEBRASKA  
DEPARTMENT OF TRANSPORTATION  
Form of Agreement Approved for  
Federal Funding Eligibility  
Ryan Huff

Strategic Planning Manager       Date
General Scope of Work

2020 Clean Air Partnership Campaign

January 1-December 31, 2020

Little Steps. Big Impact.
Task 1 – Project Management + Administration

Objective:

To plan, develop, coordinate and implement the Little Steps. Big Impact. project. This implementation will be executed between the Emspace + Lovgren (E+L) team, Metro Area Planning Agency (MAPA) and the campaign’s partner organizations (together known as the LSBI Campaign Team) through regularly planned meetings, collaboration and communications.

Deliverables:

Project strategic plan, project execution plan, timeline, community engagement, creative services, media buy, social media strategy and engagement, website updates and content changes, campaign monitoring, earned media planning and coordination, monthly progress reports, coordination of meetings as necessary and other communications determined by the campaign plan.

Project Management and Administration:

1.1 Project strategic plan and execution. Through collaboration with the MAPA project team, LSBI Campaign Team and E+L, we’ll carefully assess how Little Steps is currently serving the community and identify opportunities for what happens next. Essential elements of the strategic plan include developing goals and vision, soliciting community input, and planning communications.

Utilizing the strategic plan as the guide, an overall campaign execution plan which utilizes survey results, community impact, design, creative development, media, social media, the website and public relations efforts will be provided to the LSBI Campaign Team for discussion and approval. The execution plan will include a timeline, points of review, and key metrics for measuring campaign progress.
1.2 Plan monthly or bi-monthly progress meetings with LSBI Campaign Team. Develop meeting agendas, provide appropriate meeting notes, report activities and events the team partners are participating in or leading, evaluate available data, including social media metrics, earned media and digital campaign engagement, toward the goals and monitor the campaign’s overall progress. These meetings would include discussion and presentation of creative approach, potential earned media opportunities, message points prior to news conferences or media interviews, review materials for presentations and other campaign ideas or issues pertinent to the project.

1.3 Stakeholder communications and strategies. This is where our campaign goals, community input, best practices and brand strategy come together and are brought to life with a robust, targeted communications and public relations plan designed to show results.

1.4 Branding development. By conducting brand assessment/alignment workshops, we identify a course of action that can include moving forward with a communications plan for the current brand, making changes and updates to the current brand, or potentially transitioning Little Steps to something entirely new that will better serve the campaign's updated goals and move the community to action.

1.5 Administrative duties. Assist with plan execution, prepare and distribute invoicing for media buys, monitor sub-contracts and all costs associated with the contract. Prepare the billing and required documentation as requested by the client.

Sample progress meeting agenda (above) and social media report (below) from the 2019 campaign
Task 2 – Graphic + Media Design

Objective:

Following a review of international best practices, updated creative will reflect today’s air quality conversation and landscape, and will be designed to move a wider audience to make meaningful behavior change. Targeted creative will be developed to serve specific needs based on the communications plan, including special initiatives for school children and families, worksites, in the public health sector, online and in the media.

Expertly timelined and seamlessly managed, we’ll present multiple concepts — including rationales tied to strategy, community input, campaign goals and best practices — for the partnership to assess and provide input around, so that the final campaign creative is enthusiastically owned and ready to be carried forward by the group.

Deliverables:

Graphic design concepts, broadcast, print and digital ads, web design and content updates, copywriting and production to implement the media campaign, video bites to tell compelling stories for social media and other content strategies. MAPA must approve all recommended deliverables prior to purchase or implementation.

2.1 Creative development and production.

E+L will update the creative concept previously used with Little Steps. Big Impact. focusing on air quality and incorporating the messaging of alternative fuels and everyday changes people can make to improve health and quality of life. This includes review and updates of creative elements for print, outdoor, broadcast, digital and social media platforms.

2.2 Graphic design. E+L will develop new design elements and present them to the LSBI Campaign Team based on the campaign's strategy and goals.

Examples of marketing materials using the #ShareTheAir hashtag created in 2019

Exhibit "A"
Task 2 – Graphic + Media Design (Continued)

2.3 **Web Design + Content.** E+L will update the website highlighting key elements of the new aspects of the program as they are developed. E+L will link with key partners including Douglas County Health Department, Nebraska Ethanol Board, Wellcom and other partner organizations as well as organizations with like-minded goals.

2.4 **Creative + Branding Materials.** Based on the result of the brand assessment/alignment workshops, E+L will update the brand and campaign materials.

*Footprint sidewalk decals were installed as part of the 2019 campaign.*
Task 3 – Media Coordination + Purchasing

Objective:

Paid media remains a useful tool in facilitating behavior change. Like other tools, paid media continues to evolve based on user preferences and new opportunities. The 2020 paid media strategy, developed to align directly with current best practices, community input, campaign goals and the brand strategy, will maximize and respond to actions identified across the communications plan and campaign budget parameters. Emspace + Lovgren has earned a reputation for negotiating significant value-adds to each media purchase, and will make this information available to the partnership.

Deliverables:

A strategic media buy incorporating traditional mass media, social media, an online presence and website.

3.1 Media Planning + Buying. E+L is responsible for building awareness of the CMAQ air quality message through the strategic purchase of broadcast television, radio, print, outdoor, digital and social media sites, or any combination of platforms within the available budget.

- Research the rates and ranking necessary to make buying decisions.
- Negotiate rates along with value added and pro bono extensions to be reviewed and approved by MAPA prior to purchase.
- Provide a recommended schedule of spots/insertions with costs for the campaign.
- Develop insertion orders for each outlet/medium selected and provide to the outlets.
- Provide each media appropriately formatted content for air/placement.

3.2 Social/Digital placement. We will develop placements appropriate for the situation, with paid and promoted posts on both Facebook and Twitter.

Examples of social media posts created in 2019.
3.3 Press releases, editorials and blogs. Develop consistent message/talking points to be provided to the LSBI Campaign Team and identified spokespersons for the program. Using the results of the survey, target objectives, and partner feedback determine and create content with the messages that most resonate with the stakeholders and the general population.

3.4 Media tracking + reporting. E+L will provide oversight to:

- Monitor the placements to assure correct scheduling and billing.
- Coordinate invoicing and payment of placements.
- Provide to the MAPA a detailed billing summary of campaign budget and the value added placements provided by media.

One of the nine blog posts published in 2019.
Task 4 – Community Outreach + Partnerships

Objective:
To expand our reach through community involvement activities.

Deliverables:

Development of the Clean Air Partnership, continued rollout and management of the school curriculum, and coordination with Wellcom on corporate outreach.

4.1 Outreach + develop community partners. E+L is responsible for building the Clean Air Partnership, made up of representatives from public utilities and other stakeholders. Once tightly defined, launched and managed, the partnership will enable the campaign message to reach almost every household and will deepen engagement with community leaders and decision-makers. Ongoing communications and reporting will attach to the Clean Air Partnership.

4.2 Message platform. Develop consistent message/talking points to be provided to the LSBI Campaign Team and identified spokespersons for the program. Using the results of the survey, target objectives, and partner feedback determine the messages that most resonate with the stakeholders and the general population.

4.3 Community branding. Expand our reach through community involvement activities.

- Coordinate with all local radio and television meteorologists and traffic reporters to be more aware of the campaign and to assist in the dissemination of information about the high ozone alert days; health risk levels; or other thought-provoking information.
- Utilize our partnership with metro cities to promote the campaign in public places such as events, public buildings, public libraries, earth day activities and transportation events in the targeted Counties.
- Expand coordination with County health officials and health departments in three major surrounding counties to help emphasize the health benefits of improved air quality.
- Expand the youth engagement program to additional schools.
- Expand the outreach to curriculum specialists to determine appropriate involvement.
- Encourage youth involvement to help build awareness about air quality.
- Engage students in Little Steps like idle free zone campaigns, biking to school or other efforts to raise awareness of ozone pollution with students, educators and parents.
- Reach out to other air quality programs across the country to build on best practices.
Task 4 – Community Outreach + Partners (Continued)

4.4 Media relations. E+L will implement media relations across the extended period as follows:

- Plan key media interaction to educate media and news reporters on the objectives of the campaign.
- Initiate media opportunities – write news releases, organize news conferences, seek out media opportunities when news worthy.
- Provide on-going background information to news media about the campaign or its components; provide story ideas, interesting interviews and other opportunities for story development.

MEDIA ALERT

For information, contact:
Sue Cutsforth, (402) 444-8956 ext. 226
scutsforth@mapacog.org

Temporary Footsteps to be Installed Around Omaha Metro Area

WHAT:
The Little Steps Big Impact campaign is installing vinyl, oversized footsteps around the Omaha metro area.

WHAT:
Ground-level ozone continues to be a health hazard in our area and contributes to poor air quality. Residents have an opportunity to improve our air quality through small lifestyle changes.

MEDIA OPPORTUNITY:
Thursday, August 15, 2019
10 a.m.
Footstep installation in Midtown Crossing, 32nd & Farnam

Each set contains 10 footsteps, and there are 10 different versions with entertaining, yet informative, rhymes inspired by the tongue-in-cheek Burma Shave signs. The steps will be installed on sidewalks throughout high foot traffic areas:

- Omaha Blackstone
- Benson
- Midtown Crossing
- Village Pointe
- Blackstone
- Aksarben
- the 100 Block in Council Bluffs
- three YMCA locations
- Downtown
- Butler-East and Southwest
- UNO, and others.

About Little Steps Big Impact:
The Little Steps Big Impact outreach campaign, managed by the Metropolitan Area Planning Agency (MAPA), is funded by grants from the Federal Highway Administration and the Nebraska Environmental Trust. It offers easy, yet impactful ways for all Omaha area residents to do their part to improve our air quality.

Sample media alert from the 2019 campaign

Exhibit "A"
Task 5 – Air Quality Outreach Measurement

Objective:

With LSBI pivoting from an awareness campaign to an outreach campaign, we will revisit additional and/or alternative ways to measure the program’s effectiveness that directly align with updates to the campaign strategy.

It will remain our objective to monitor public awareness of air quality issues, measure the effectiveness of the current campaign, track the attitude of metro-area residents regarding barriers to using alternate forms of transportation, determine incentives, real or perceived, which would increase overall participation, determine which messages are most effective in altering public behavior and attitudes toward improving air quality in the targeted market.

Deliverables:

Throughout the course of the campaign, we will be gathering data on public awareness of the campaign through the increased outreach and community partnership work that will be part of the 2020 project. We will compile the data and provide an analysis and reporting to include comparisons of respondents, and an executive summary with supporting documents and data, similar to what was done with the formal survey in years’ past. The report will be completed in early Fall after the conclusion of the primary media campaign.

5.1 Outreach Measurement management + administration. E+L will provide outreach measurement management and administration including gathering data.

5.2 Outreach Measurement development + implementation. E+L will measure the program’s effectiveness in ways that directly align with updates to the campaign strategy.

5.3 Outreach Measurement results + reporting. Compiling a report and analysis of the public’s awareness of air quality issues.
**Staffing Plan (CPFF)**

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### Consultant's Estimate of Hours

**Project Name:** 2020 Clean Air Partnership  
**Consultant:** Emspace + Lovgren  
**Consultant PM:** Tom Nemitz 531-222-8318  
**Date:** January 1, 2020

#### Planning

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#### Air Quality Outreach Measurement

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**Total Days:** 32.3  
**Total Hours:** 258
### Direct Expenses

**Project Name:** 2020 Clean Air Partnership  
**Consultant:** Emspace + Lovgren  
**Consultant PM:** Tom Nemitz 531-222-8318  
**NDOT PC:**  
**Date:** January 1, 2020

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**TOTAL DIRECT EXPENSES**  
$77,935.00
# Project Cost & Breakdown

**Project Name:** 2020 Clean Air Partnership  
**Consultant:** Emspace + Lovgren  
**Consultant PM:** Tom Nemitz 531-222-8318  
**NDOT PC:**  
**Date:** January 1, 2020  

## PLANNING

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## Direct Expenses

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## Total Project Costs

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**TOTAL COST:** $220,000.00
1. **PAYMENT METHOD**
   Payments under this Agreement will be made based on a total Lump Sum (LS) payment method.

2. **TOTAL AGREEMENT AMOUNT**
   For completion of services as outlined in this Agreement, Consultant will be paid a lump sum amount of $220,000.00. This lump sum amount will constitute full payment for services necessary to complete the project as outlined. Consultant’s total compensation shall not exceed this maximum lump sum amount without prior written approval of MPOMPO. The cost criteria for the computation of the lump sum amount and any renegotiation subsequently required is in 23 CFR 172 (Administration of Engineering and Design Related Service Contracts) and 48 CFR 31 (Contract Cost Principles and Procedures).

3. **FEE FOR PROFIT** – *This section has intentionally been left blank.*

4. **PAYMENTS**
   Payment for Services under this Agreement will be made on a lump sum basis up to the amount identified in Section 2. TOTAL AGREEMENT AMOUNT. Consultant will, upon proper billing to MPOMPO, be paid based on the percentage of work completed at the end of each monthly period after the notice to proceed.

5. **INVOICES AND PROGRESS REPORTS**
   A. Documents submitted to MPOMPO, including invoices, supporting documentation, and other information are subject to disclosure by MPO under the Nebraska Public Records Act found at Neb.Rev.Stat. § 84-712 et.seq. Accordingly, Consultant shall redact or not submit to MPO information that is confidential, including, but not limited to, financial information such as social security numbers, tax ID numbers, or bank account numbers. Consultant understands that MPO does not have sufficient resources to review and redact confidential information submitted by Consultant. If such confidential information is submitted, Consultant shall have no right of action of any kind against MPO for the disclosure of such information.
   
   B. Consultant shall promptly submit invoices to MPO no more frequently than monthly. MPO law may prohibit the payment of an invoice that includes charges for services rendered more than two (2) years prior to MPO’s receipt of the invoice.
C. Content of Invoice Package

1) **Consultant's Invoice:**
   
   i. The first page of an invoice must identify the company name and address, invoice number, invoice date, invoicing period (beginning date and ending date of services), and agreement or task order number.
   
   ii. The invoice must identify the percent of Services completed to date.

2) **Cost Breakdown Form:** Each monthly invoice must include a completed Cost Breakdown Form (NDOT Form 162c). This form is available on the Nebraska Department of Transportation’s (NDOT) website at [http://dot.nebraska.gov/business-center/consultant/](http://dot.nebraska.gov/business-center/consultant/).

3) **Progress Report:** A Progress Report must accompany the invoice package and document Consultant’s work during the service period. If an invoice is not submitted monthly, a Progress Report must be submitted at least quarterly, either with an invoice or, if Consultant does not submit an invoice, via email to MPO’s Project Coordinator. Progress Report must include, but is not limited to, the following:
   
   i. A description of the Services completed for that period
   
   ii. A description of the Services anticipated for the next pay period
   
   iii. Information needed from MPO
   
   iv. Percent of Services completed to date

6. **PROGRESS PAYMENTS**

   MPO will pay Consultant upon receipt of Consultant’s invoice and determination by MPO that the invoice and progress report adequately substantiate the Services provided, and the Services were completed in accordance with this Agreement. Payments will not be made if the progress report does not provide adequate substantiation for the Services or MPO determines that the Services have not been properly completed. MPO will make a reasonable effort to pay Consultant within 30 days of receipt of Consultant's invoices.

7. **PROMPT PAYMENT CLAUSE**

   Consultant shall include a “Prompt Payment Clause” as a part of every subcontract (including second tier subcontracts) for work. The “Prompt Payment Clause” will require payment to all subconsultants for all work completed, within twenty (20) calendar days of receipt of progress payments from the MPO for said work. The “Prompt Payment Clause” will also stipulate the return of retainage within thirty (30) calendar days after the subconsultants achieves the specified work as verified by payment from the MPO.
Failure by Consultant to carry out the requirements of the “Prompt Payment Clause” and/or timely return of any retainage, without just cause, is a material breach of this Agreement, which may result in the MPO withholding payment from Consultant until all delinquent payments have been made (no interest will be paid for the period that payment was withheld), termination of this Agreement, or other such remedy as the MPO deems appropriate.

Consultant may withhold payment only for just cause and must notify MPO, in writing, of its intent to withhold payment prior to actually withholding payment. Consultant shall not withhold, delay or postpone payment without first receiving written approval from the MPO.

8. SUSPENSION OF PAYMENTS
When work is suspended on this project, payments shall be suspended until the work resumes or this Agreement is terminated. Consultant shall not be compensated for any work completed or costs incurred on the project after the date of suspension. When work is suspended for convenience, Consultant shall be compensated for work completed or costs incurred prior to the date of suspension. When work is suspended for cause, payments shall be withheld until all remedial action is completed by Consultant to the satisfaction of MPO, at Consultant’s sole cost.

9. FINAL INVOICE AND PAYMENT
Upon completion of the Services under this Agreement, Consultant shall submit its final invoice to MPO identifying it as the final invoice. Upon receipt of final invoice and determination by MPO that the invoice and Progress Report adequately substantiate the Services provided, and the Services were completed in accordance with this Agreement, MPO will pay Consultant. The acceptance by Consultant of the final payment will constitute and operate as a release to MPO for all claims and liability to Consultant, its representatives, and assigns, for any and all things done, furnished, or relating to the Services rendered by or in connection with this Agreement or any part thereof.

10. AGREEMENT CLOSE-OUT
Upon submitting its final invoice, the Consultant must complete and submit to the MPO a Notification of Completion Form (NDOT 39 Forma). The form is available on the Department’s website at http://dot.nebraska.gov/business-center/consultant/.
11. **INELIGIBLE COSTS**
MPO is not responsible for costs incurred prior to the Notice to Proceed date or after the completion deadline date set out in the **NOTICE TO PROCEED AND COMPLETION SCHEDULE** section of this Agreement or as approved in writing by MPO.

12. **FEDERAL COST PRINCIPLES**
For performance of Services as specified in this Agreement, MPO will pay Consultant subject to the terms of this Agreement and all requirements and limitations of the federal cost principles contained in the Federal Acquisition Regulations 48 CFR 31 (*Contract Cost Principles and Procedures*).

13. **SUBCONSULTANT OVER-RUNS AND UNDER-RUNS**
Consultant shall require any Subconsultant to notify Consultant if at any time the Subconsultant determines that its costs will exceed its negotiated fee estimate (over-run). Consultant shall not allow any Subconsultant costs to over-run without prior written approval of the MPO. Consultant understands that the amount of any Subconsultant cost under-run will be subtracted from the total compensation to be paid to Consultant under this Agreement, unless prior written approval is obtained from MPO and, when applicable, Federal Highway Administration (FHWA).

14. **OUT-OF-SCOPE SERVICES AND CONSULTANT WORK ORDERS**
MPO may request that Consultant provide services that, in the opinion of Consultant, are in addition to or different from those set out in the Scope of Services. When MPO decides that these out-of-scope services may require an adjustment in costs, Consultant shall provide in writing:

A. A description of the out-of-scope services,
B. An explanation of why Consultant believes that the out-of-scope services are not within the original Scope of Services and additional work effort is required,
C. An estimate of the cost to complete the out-of-scope services.

Consultant must receive written approval from MPO before proceeding with the out-of-scope services. Before written approval will be given by MPO, MPO must determine that the situation meets the following criteria:

A. The out-of-scope services are not within the original Scope of Services and additional work effort is required;
B. The out-of-scope services are within the basic scope of services under which Consultant was selected and Agreement entered into; and
C. It is in the best interest of MPO that the out-of-scope services be performed under this Agreement.

Once the need for a modification to the Agreement has been established, the MPO will prepare a supplemental agreement. If the additional work requires the Consultant to incur costs prior to execution of a supplemental agreement, the MPO may issue a written notice to proceed prior to completing the supplemental agreement (for non-Federal aid projects) or shall use the process set out below (for Federal aid PE projects):

The Consultant Work Order (CWO) – NDOT Form 251 shall be used to describe and provide necessary justification for the additional scope of services, effort, the deliverables, modification of schedule, and to document the cost of additional services. The CWO form is available on the Department’s website at http://dot.nebraska.gov/business-center/consultant/. The CWO must be executed to provide authorization for the additional work and to specify when that work may begin. The agreement will be supplemented after one or more CWOs have been authorized and approved for funding.

15. TERMINATION COST ADJUSTMENT
If the Agreement is terminated prior to project completion, MPO will compare the percentage of work actually completed by Consultant, to the total amount of work contemplated by this Agreement. This comparison will result in a payment by the MPO for any underpayment, no adjustment, or a billing to Consultant for overpayment. The MPO’s final audit may result in an additional cost adjustment.

16. AUDIT AND FINAL COST ADJUSTMENT – This section has intentionally been left blank.

17. CONSULTANT COST RECORD RETENTION
Consultant shall maintain all books, documents, papers, accounting records, and other evidence pertaining to costs incurred and shall make such material available for examination at its office at all reasonable times during the agreement period and for three (3) years from the date of project closeout by the MPO. Such materials must be available for inspection by the MPO, FHWA, or any authorized representative of the federal government, and when requested, Consultant shall furnish copies.
## County Funding Requests FY-21

<table>
<thead>
<tr>
<th>Population 2010</th>
<th>FYE 20 $/capita</th>
<th>FYE 20 Request</th>
<th>FYE 21 $/cap</th>
<th>Dues @ 48¢</th>
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</thead>
<tbody>
<tr>
<td>Census</td>
<td>% of Pop</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Cass Co.</td>
<td>25,241</td>
<td>3.1%</td>
<td>$0.47</td>
<td>$11,740</td>
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<tr>
<td>Douglas Co.</td>
<td>517,110</td>
<td>64.3%</td>
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<td>Washington Co.</td>
<td>20,234</td>
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<td>Mills Co.</td>
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<td>1.9%</td>
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<tr>
<td>Pottawattamie Co.</td>
<td>93,158</td>
<td>11.6%</td>
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<tr>
<td><strong>Total</strong></td>
<td>804,401</td>
<td>100%</td>
<td>$374,156</td>
<td>$386,112</td>
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</tbody>
</table>

**FY20 anticipated major funds (non pass-through)**

**Federal funds**

- Nebraska PL: 1,100,000
- Nebraska FTA: 300,000
- Iowa DOT MPO: 115,000
- Iowa DOT RPA: 30,000
- FTA 5310: 50,000
- EDA: 70,000
- **Total Federal**: 1,665,000

**State Funds**

- Nebraska DED: 80,000
- Iowa COG: 15,000
- **Total State**: 95,000

**Local funds**

- TIP Fee: 180,000
- Contracts/misc: 280,000
- **Total Local**: 280,000

**Subtotal**: 2,040,000

**Difference**: 410,000
FY 2021 BUDGET SCHEDULE

December
Council of Officials
Announce Annual Member Survey

January
Finance Committee
Recommend County Fund Request

Board of Directors
Approve County Fund Request

February
RPAC
Review Member Annual Survey Response

MAPA Staff
Strategic Planning Meeting
Discuss Pass-Through Transportation Planning Funds with Members

Finance Committee & Board of Directors
Review/Approve Preliminary Funds Budget #1

March
NDOT & IDOT
Provide FY 2021 Targets for FHWA & FTA Planning Funds

TTAC, Finance Committee & Board of Directors
Review/Approve Draft Work Program / UPWP

Council of Officials
Recommend Program Priorities
Approve Draft Work Program / UPWP

RPA-18
Approve Draft TPWP (Submit to IDOT April 1)

April
MAPA Staff
Submit Draft UPWP & TPWP to State and Federal Agencies for Review
Draft UPWP Public Comment Period (30 days)
Submit In-kind / Tapered Match Requests to State and Federal Agencies

RPAC
Review Draft Work Program / UPWP

Finance Committee & Board of Directors
Review Preliminary Funds Budget #2
Review Preliminary Line Item Budget
Review Preliminary Program Budget
Review Draft Community Development Work Program
Review Draft Foundation Budget
Review Draft Strategic Plan Update

May
TTAC, Finance Committee & Board of Directors
Recommend/Approve Final Funds Budget
Recommend/Approve Final Line Item Budget
Recommend/Approve Final Program Budget
Recommend/Approve Final Work Program / UPWP
Recommend/Approve Community Development Work Program
Recommend/Approve Strategic Plan Update

RPA-18
Approve Final TPWP

June
Council of Officials
Approve Final Work Program / UPWP
Approve Strategic Plan Update

MAPA Staff
Submit Final Work Program to State and Federal Partners

Board of Directors
Approve MOUs for Pass-Through Transportation Grants and Studies
Approve Final TIP and MOUs for TIP Fees
OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

RESOLUTION NUMBER 2020 – 11

WHEREAS, the members of the Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) have been formally designated by their respective legislative bodies to act as the official representative in planning matters of mutual concern; and

WHEREAS, MAPA is the designated Metropolitan Planning Organization (MPO) for the Omaha-Council Bluffs Transportation Management Area (TMA); and

WHEREAS, the Iowa Department of Transportation created and maintains the Statewide Urban Design and Specifications (SUDAS) Board to provide uniform design guidance statewide; and

WHEREAS, the SUDAS Board designates a position on its Board for each TMA in the state of Iowa; and therefore be it

RESOLVED, MAPA appoints Matt Cox to represent the Omaha-Council Bluffs TMA on the SUDAS Board;

PASSED this 23rd day of January 2020

Doug Kindig
Chair, MAPA Board of Directors