

RTPO APER Budget Summary by Line Item
NERTPO

| FFY20 Budget Summary by Line Item | | | | | | | |
|--|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---|
| Line Item (use categories from your FFY20 budget) | Budgeted | Q1 | Q2 | Q3 | Q4 | Actual | Percentage actuals differ from budgeted* |
| Personnel | \$ 66,894.50 | \$ 16,691.67 | \$ 16,470.53 | \$ 15,719.13 | \$ 15,928.73 | \$ 64,810.06 | -3% |
| Fringe | \$ 24,580.50 | \$ 4,746.66 | \$ 5,522.82 | \$ 5,173.94 | \$ 5,408.84 | \$ 20,852.26 | -15% |
| Travel | \$ 4,675.00 | \$ 364.15 | \$ 478.82 | \$ 345.00 | \$ 382.50 | \$ 1,570.47 | -66% |
| Insurance | \$ 500.00 | | | | \$ 500.00 | \$ 500.00 | 0% |
| Equipment Lease and Maintenance | \$ 700.00 | \$ 59.56 | \$ 47.80 | \$ 50.23 | \$ 24.66 | \$ 182.25 | -74% |
| Equipment Purchase | | | | | | \$ - | |
| Audit | \$ 500.00 | | | | \$ 500.00 | \$ 500.00 | 0% |
| Supplies | \$ 300.00 | \$ 12.95 | \$ 11.97 | | \$ 275.08 | \$ 300.00 | 0% |
| Publications, registrations, advertising, memberships | \$ 2,150.00 | \$ 3.79 | \$ 17.70 | \$ 447.22 | \$ 535.58 | \$ 1,004.29 | -53% |
| Postage | \$ 100.00 | | \$ 2.23 | | \$ - | \$ 2.23 | -98% |
| Rent, utilities and telephone | \$ 4,250.00 | \$ 840.48 | \$ 763.10 | \$ 653.20 | \$ 727.00 | \$ 2,983.78 | -30% |
| Legal | | | | | | \$ - | |
| Capital Improvements | | | | | | \$ - | |
| Printing | | | | | | \$ - | |
| Meetings | \$ 400.00 | | | | \$ 279.45 | \$ 279.45 | -30% |
| Contracted Services | \$ 550.00 | | | | \$ - | \$ - | -100% |
| Other (please specify) | \$ 650.00 | \$ 172.67 | \$ 175.89 | \$ 219.49 | \$ 81.95 | \$ 650.00 | 0% |
| TOTAL | \$ 106,250.00 | \$ 22,891.93 | \$ 23,490.86 | \$ 22,608.21 | \$ 24,643.79 | \$ 93,634.79 | -12% |

*If any line item in the 'actual' column differs from budgeted amount by more than 20%, provide a narrative explanation below

Explanation: The NERTPO evaluated the current expenses in relation to the budget. However, with a new Executive Director and new Community Development Director tried to evaluate the balances and budget prepared by the previous administration. We are hopeful that we will have the opportunity to evaluate the budget and processes moving forward. It is our goal to review all expenditures carefully and review all billing processes. The Interim Executive Director put a hold on all travel and approved very few trips and conferences. There was also a change in the costs of newspaper ads that was removed by the planners. We also had a change with the Transportation Planner position. The costs with COVID-19 changed the travel and regular orders by the Governor.

Summary of Consultant/Vendor Services

NERTPO

| FFY20 Summary of Consultant/Vendor Services | | | | | |
|---|----------------------|---------------------|-------------------|-------------|--|
| RWP Function(s) | Consultant/Vendor | Description of Work | Contracted Amount | Actual Cost | Percentage actuals differ from contract* |
| IT | Technology Solutions | monthly technology | \$ 650.00 | \$ 650.00 | 0% |
| HR | Jeff Gruber LLC | Human Resource | \$ 550.00 | \$ - | -100% |
| | | | \$ 1,200.00 | \$ 650.00 | -46% |

*If actuals differ from contracted amount by more than 20%, provide a narrative explanation below

Explanation: The contract for HR was terminated.

NERTPO APER Budgeted Staff Hours Summary

| Staff Hours Summary FFY20 | | | | | | | |
|---------------------------|----------------|------------|------------|------------|------------|--------------------|--|
| Function | Budgeted Hours | Q1 | Q2 | Q3 | Q4 | Total Actual hours | Percentage actual differs from budgeted* |
| 1 | 240 | 0 | 0 | 99 | 76 | 175 | -27% |
| 2 | 120 | 16 | 0 | 17 | 82 | 115 | -4% |
| 3 | 360 | 44 | 75 | 46 | 28 | 193 | -46% |
| 4 | 360 | 96.5 | 131 | 58 | 78 | 363.5 | 1% |
| 5 | 300 | 149 | 157 | 131 | 162 | 599 | 100% |
| 6 | 360 | 81 | 82 | 139 | 38 | 340 | -6% |
| 7 other | | 141.5 | 75 | 30 | 64 | 310.5 | |
| TOTAL | 1740 | 528 | 520 | 520 | 528 | 2096 | 20% |

*If actual hours differ from budgeted hours by more than 20% in any function, provide a narrative explanation below

Explanation: Function 1: Long Range Planning-The RTPO's participated in the plan in 2015, since that time there were no updates or changes. Currently, the RTPO's are starting to review the plan with the members and working with the NMDOT on guidance for the update and implementation. We established a timeline in April of 2020 and coordinated with the NMDOT for updating data, various sections and coordination with EPCOG Planner. We are conducting a survey to inform the plan along with various virtual meetings during COVID-19.

Function 2: We are improving our outreach for assistance with technical support and data. We are coordinating the RTIPR and State List. **Function 3:** With the new funding sources this FFY, we did provide more outreach with project development and monitoring and training. **Function 4:** The RTPO's were very close to meeting our goals and hours for activities, projects and those type of meetings. **Function 5:** General RTPO Support we exceeded the estimated hours and have worked hard to improve the RTPO Meetings and prepare for future funding and the member's needs. This function is very important to the administration to the RTPO and was under budgeted.

Function 6: RTPO Administration we are very close to meeting those goals and strive to improve our reporting and the corrective action plan. There was no budget set for leave or holidays, but we track every hour. **Approved budgeted hours were not correct by function. Budgeted only 1740 hours in a year with 2096 hours.**

NERTPO APER Narrative Summary – FFY2020

Please provide a BRIEF (one to two sentences each) summary of Work Program activities by Function below.

Function 1: Long-Range Planning and Implementation

Continue our work in meeting the goals established in the Regional Long-Range Plan and PPM. Continued outreach to member entities for participation in RTPO Meetings and in projects to help bring positive growth to their respective communities. Planners reviewed the NERTPO Plan with the members and discussed the need to review and update the current plan that was approved in 2015. The NMDOT is in the process of an update to the New Mexico 2040 Plan. The RTPO's are looking forward to guidance and partnering with the update. We established a timeline in April of 2020 and coordinated with the NMDOT for updating data, various sections and coordination with EPCOG Planner. We are conducting a survey to inform the plan along with various virtual meetings during COVID-19. We have collected, coordinated and presented some of the data to the members.

Function 2: Technical Support and Data Management

Continue providing the best possible technical support to our member entities regarding projects and other transportation needs where the RTPO can assist. Continued use of data gathered to encourage strategies to strengthen the RTPO Process. During this FFY we have participated and provided technical assistance to support our members in applying for all the funding sources available. We are continually conducting outreach for new projects and updating our RTIPR and State lists. We are trying to establish a new process for RTIPR and State List with NMDOT District 4 and NMDOT Planning. Provide e-STIP information to members with projects.

Function 3: Project Development and Monitoring

Continue work in soliciting and reviewing the PFF and PPF process in cooperation with NMDOT Staff. Continue in promoting the Active Transportation Program Guide for Transportation Alternatives Program (TAP) and Recreational Trails Program (RTP) and "Call for Projects" for soliciting and developing project applications. Continue in facilitating and coordinating the 5310/5311 Transit Prioritization process. Also, continue in building the Regional Transportation Improvement Program Recommendations (RTIPR) to include Roadway, Safety and Bridge project applications. We participated with both Federal and State, "Call for Projects" and assisting our members with new projects. We are working closely with the NMDOT GO and District 4 staff to improve our processes both Federal and State. We are currently updating the RTIPR and State List for the Transportation Project Fund.

Function 4: Other Activities and Projects

Continue in assisting our member entities with training opportunities, news updates and assisting to educate our general public about the RTPOs and our communities working with the RTPOs and NMDOT. In turn, with a better educated community as a whole there will be more participation and

NERTPO APER Narrative Summary – FFY2020

involvement in their respective communities and understanding of the process. We also assist our members with the ICIP and other planning efforts such as Capital Outlay and CDBG which fund many Transportation Projects. We assisted with the new processes for Capital Outlay by DFA, LFC and LCS. We assisted with the ICIP Training Series and offered technical assistance. We assisted with the inclusion of new Transportation Projects into the ICIP.

Function 5: General RTPO Support

Continue in facilitating regular NERTPO Meetings throughout the region in accordance with the NM Open Meetings Act. Working closely with the NERTPO Chair, Vice-Chair and Board members regarding the continuous needs of the NERTPO. Continued work in maintaining the NERTPO Governing documents which include the Regional Work Program, Bylaws. Keep up to date with the NERTPO Membership list and make changes as necessary. Continued participation with the New Mexico Municipal League (NMML), New Mexico Association of Counties (NMAC), North Central Regional Transit District (NCRTD) and other entities. Continued work in professional development. Keep the www.rtponm.org website up to date with the latest and most effective information possible. We also work with other partners such as National Parks Service and the New Mexico State Parks. We strive to bring valuable presentations for the success of all Transportation Planning and our members. We implemented new process into the RTPO management for COVID-19 for virtual meetings.

Function 6: RTPO Administration

NCNMEDD is still on the Corrective Action Plan (CAP) with NMDOT. It is assisting to address the items on the CAP. Our goal is to work on getting off the CAP. NCNMEDD has improved our quarterly reporting and are working every day to improve our processes and reporting. We coordinate regularly with the NMDOT Planning. We hired a new Transportation Planner in April of 2020 and he has participated in various trainings, webinars and studied the PPM and various NMDOT Manuals. We are working to implement GIS into the Community Development Department for planning efforts.

North Central New Mexico Economic Development District (NCNMEDD)
NORTH EAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NERTPO)
FFY 2020 Annual Performance Expenditure Report
October 1, 2019 – September 30, 2020

Introduction and Purpose

NERTPO is an initiative of the New Mexico Department of Transportation to support its mission of providing a safe and efficient transportation system for the traveling public, while promoting economic development and preserving the environment of New Mexico. The regional work program provides structure and responsibilities of the planners to all participants of the NERTPO.

NERTPO planning jurisdiction is Colfax, Guadalupe, Harding, Mora, Quay, San Miguel, and Union counties located in northeast New Mexico. NCNMEDD's jurisdiction covers Colfax, Mora and San Miguel counties, and the communities therein.

The following are functions and task orders that the NCNMEDD will complete in fulfillment of the contract for management of the North East Regional Transportation Planning Organization (NERTPO) for Federal Fiscal Years (FFY2019 – FFY2020) October 1, 2018 through September 30, 2020.

Function 1. Long-Range Planning and Implementation

- Task 1.1 Initiate and coordinate long-range regional transportation planning with other local, regional and statewide planning initiatives. **Collaborate with NMDOT and other partners to identify and document current and future transportation needs, plans, and projects for inclusion in the NERTPO Long-Range North East Regional Transportation Plan (NERTP).**
- 1.1.1 **Review and update the NERTP**, including tasks and goals, **at least once every four years** in coordination with the NMDOT Long Range Plan update.
 - 1.1.2 Conduct and/or participate in corridor studies, transportation-related subarea plans, and regional and **local multi-modal and intermodal planning activities, including bicycle master plans, comprehensive plans, transportation plans, safety plans, etc.**
 - 1.1.3 **Support and coordinate long-range regional transportation planning with other local, regional, and statewide planning initiatives, such as Infrastructure Capital Improvement Plans (ICIP) the Statewide Transportation Improvement Program (STIP), and legislative capital outlay priorities.**
- Task 1.2 **Implement performance measures developed in NERTPO NERTP. Create and implement a strategic plan for implementation of the action items identified by RTPO members and stakeholders as part of the RTP development process.**

| Function 1 | Budgeted Hours FFY 2019 | Actual Hours | Other Specific Costs | Budgeted Hours FFY 2020 | Actual Hours | Other Specific Costs |
|-------------------------|-------------------------|--------------|----------------------|-------------------------|--------------|----------------------|
| FFY 2019/2020 Budget | 240 | N/A | | 240 | N/A | |
| 1 st Quarter | 60 | 44 | | 60 | 0 | |
| 2 nd Quarter | 60 | 37 | | 60 | 0 | |
| 3 rd Quarter | 60 | 0 | | 60 | 99 | |
| 4 th Quarter | 60 | 0 | | 60 | 76 | |
| Balance | 0 | 159 | | 0 | 65 | |

Function 1 Activity Tracking

1st QUARTER REPORTING-1

↓ None

2nd QUARTER REPORTING-1

↓ None

3rd QUARTER REPORTING-1

- ↓ Reviewed MRCOG's RTP and NERTP to gain a sense of the plan's structure and data. Also reviewed the RWP and RTIPR. Reviewed NMDOT 2040 plan. Reviewed Santa Fe MPO's TP. **Task 1.1**
- ↓ Creating a timeline to completing the NERTPO RTP this FY. **Task 1.1**
- ↓ Constructing timeline for RTP, outline, designating data sources that need to be updated and planning for regional working group meetings, and conducting research on other RTPs and MTPs, implemented edits made from the NMDOT liaison into the RTP timeline. **Task 1.1**
- ↓ Continued RTP research on the RTP outline and data source updates. Coordinated with the other planner at EPCOG. **Task 1.1**
- ↓ Coordinated efforts with the NCNMEDD CEDS public Outreach and timeline. **Task 1.1**
- ↓ Reviewed the performance measures, strategic plan and discussed timeline with NMDOT. **Task 1.2**

4th QUARTER REPORTING-1

- ↓ RTP data collection **Task 1.1**
- ↓ Collected data for RTP and Asset survey **Task 1.1**
- ↓ reached out to tribal entities for local data sources to fill in regional gaps **Task 1.1**
- ↓ Coordinate with other NE planner on allocations of various tasks and duties between the two of us. **Task 1.1**
- ↓ Updated RTP material ahead of meeting **Task 1.1**
- ↓ Updated RTP material ahead of meeting **Task 1.1**
- ↓ collected RTP data and began writing narrative for the RTP as well as designing the plan **Task 1.1**

- ↓ Identified data reports to be obtained from NMDOT's reports, continued work on the RTP, collected data and research literature and continued writing the narrative of section 1. **Task 1.1**
- ↓ Review and discussion of data for the NE RTP. Discussion regarding coordination and writing of the plan. **Task 1.1**
- ↓ Assisted with coordination of data gaps and contacted other State Agencies such as NMDoIT. **Task 1.1**
- ↓ Constant coordination with planner for the data, timeline and NERTPO Meeting RTP presentations. Participated in the survey meeting. **Task 1.1**
- ↓ Discussion with the NMDOT regarding changing the RTP and performance measures. **Task 1.2**

Function 2. Technical Support and Data Management

Task 2.1 Collect and manage data, perform technical planning and plan development, in coordination with the transportation goals, trends and needs developed and identified in the NERTPO.

2.1.1 Collect and evaluate new statewide population, economic development, travel demand data, projects and trends to inform regional planning efforts, and distribute this information with local counties and communities. Data to be collected and maintained by the NERTPO may include **land use data, demographic and population data, freight data, traffic count and crash data, and any other data that supports the goals and actions outlined in the NERTP.**

2.1.2 Assist project applicants with analysis, data collection and other technical support for transportation planning, project identification, and project development.

Task 2.2 Assist NERTPO members and NMDOT staff with roadway and corridor-level classification and analysis in accordance with the currently adopted guidelines. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify classifications.

| Function 2 | Budgeted Hours FFY 2019 | Actual Hours | Other Specific Costs | Budgeted Hours FFY 2020 | Actual Hours | Other Specific Costs |
|-------------------------|-------------------------|--------------|----------------------|-------------------------|--------------|----------------------|
| FFY 2019/2020 Budget | 120 | N/A | | 120 | N/A | |
| 1 st Quarter | 30 | 48 | | 30 | 16 | |
| 2 nd Quarter | 30 | 34 | | 30 | 0 | |
| 3 rd Quarter | 30 | 0 | | 30 | 17 | |
| 4 th Quarter | 30 | 0 | | 30 | 82 | |
| Balance | 0 | 38 | | 0 | 5 | |

Function 2 Activity Tracking – 2020

1st QUARTER REPORTING-2

- ↓ Collected information from all the meetings for possible call for State Projects. **Task 2.1**
- ↓ Provided technical assistance to the Town of Springer, the City of Raton and Mora County for possible new State/Federal Projects and ADA Transition plans and compliance. **Task 2.2**

2nd QUARTER REPORTING-2

- ↓ None

3rd QUARTER REPORTING-2

- ↓ Review the tribal/local public agency handbook, Designated data point updates for the RTP and key data sources. Review with Community Development Director. **Task 2.1**
- ↓ Designated data point updates for the RTP and key data sources. Coordination with EPCOG Planner for meetings. Constant review, coordination and training. **Task 2.1**

4th QUARTER REPORTING-2

- ↓ Make commuter data using the CTPP tool to showcase during the next meeting, collected state NMDOT data reports and consolidated county level data to inform regional profiles. **Task 2.1**
- ↓ Review and coordination with planner on the data for presentation to the members. **Task 2.1**
- ↓ Discussions and coordination of the RTIPR and State List to be included into the RTP. **Task 2.1**
- ↓ Coordination with planner, review of data gaps and sources. Coordination with the NMDOT and other agencies. **Task 2.1**

Function 3. Project Development and Monitoring

Task 3.1 Assist project applicants in developing projects.

- 3.1.1 Provide information to potential applicants about funding opportunities.**
- 3.1.2 Assist project applicants to identify projects that may be eligible for transportation funding from federal or other sources, based upon appropriate local, regional and state-wide plans and applicable data.**
- 3.1.3 Assist project applicants with applications for NMDOT statewide competitive programs. Follow current adopted Guides provided by NMDOT for project eligibility, program guidelines, and application timelines. Submit all complete applications to the designated NMDOT coordinator in accordance with the schedule outlined in the applicable Guide(s).**

- 3.1.4 **Assist project applicants with identification of safety issues that warrant Road Safety Assessments, Safety Plans and/or qualify for Highway Safety Improvement Program funding.**
- Task 3.2 **Manage preliminary project review process.**
 - 3.2.1 **Establish and implement a process for NERTPO members to prepare and submit Project Feasibility Forms (PFFs) and Project Prospectus Forms (PPFs), through coordination with NMDOT District(s).**
 - 3.2.2 **Assist project applicants with development of PFFs and PIFs; ensure that all members are fully informed of the process and timelines, and support entities in accessing all forms and data required by project applicants to complete the forms.**
 - 3.2.3 **Work with NERTPO members to establish scoring criteria for project selection and prioritization, based on goals and action items included in the NERTP, the New Mexico 2040 Plan, the Active Transportation and Recreational Programs Guide, and other guidance from NMDOT.**
 - 3.2.4 **Develop a prioritized list of projects based on the regional goals articulated in the NERTPO, and the statewide goals in the 2040 Plan, as well as Technical and Policy Committee review and input. This list will serve as the Regional Transportation Improvement Program Recommendations (RTIPR) list and be submitted to the NMDOT District for potential federal funding opportunities on an annual basis, in coordination with NMDOT's call for RTP, TAP and other projects. Submit the combined, prioritized RTIPR to GTG liaison, the District Engineers and all relevant RTPOs within ten days of the prioritization meeting.**
- Task 3.3 **Provide assistance to local governments interested in pursuing transportation system development and coordination activities.**
 - 3.3.1 **Facilitate prioritization of Public Transit Program applications for the RTPO area in response to the state-wide prioritization schedule established by NMDOT Transit and Rail Section staff. Submit the results to the NMDOT Transit and Rail Section in accordance with that schedule. Include the results in the RTPO RTIPR.**
 - 3.3.2 **Support regional efforts to regional transportation system development, through coordination with local entities and NMDOT Transit & Rail Division.**
- Task 3.5 **Track the progress of Statewide Transportation Improvement Program (STIP) projects within the NERTPO region and ensure regular communication between the project sponsors, NMDOT staff and others to ensure the projects are meeting deadlines outlined in the Tribal/Local Public Agency (T/LPA) Handbook. Keep project applicants informed on project status, including through review of complete regional STIP project lists at meetings, and assist NERTPO members with issues that may arise.**

| Function 3 | Budgeted Hours FFY 2019 | Actual Hours | Other Specific Costs | Budgeted Hours FFY 2020 | Actual Hours | Other Specific Costs |
|-------------------------|-------------------------|--------------|----------------------|-------------------------|--------------|----------------------|
| FFY 2019/2020 Budget | 360 | N/A | | 360 | N/A | |
| 1 st Quarter | 90 | 168.5 | | 90 | 44 | |
| 2 nd Quarter | 90 | 119 | | 90 | 75 | |
| 3 rd Quarter | 90 | 127 | | 90 | 46 | |
| 4 th Quarter | 90 | 21 | | 90 | 28 | |
| Balance | 0 | -75.5 | | 0 | 167 | |

Function 3 Activity Tracking – 2020

1st QUARTER REPORTING-3

- ↓ Assist with distribution of the NCNMEDD IN\$IDER monthly report to RTPO Membership and the NERTPO News. The IN\$IDER is a way of communication with opportunities for federal and state funding, as well as other correspondence. **TASK 3.1**
- ↓ Start process of rating and ranking with Transit 5310/5311, ensuring RTPO Communities are covered with information for this process, as well as providers being ranked having required information. **TASK 3.1**
- ↓ Start PFF Process with communities to prepare for potential upcoming call for projects to determine ongoing projects within the region. **TASK 3.1**
- ↓ Began process of project review for all NMDOT funding sources and Capital Outlay opportunities. New Capital Outlay process and continued training and technical assistance for new projects. **Task 3.1**
- ↓ Provided guidance and assistance with SB 232 Transportation Junior for Transportation Projects under the Senator's. **Task 3.1**
- ↓ Outreach to Transit Providers to schedule for upcoming RTPO Meeting **Task 3.3.2**

2nd QUARTER REPORTING-3

- ↓ Continued PFF Process with communities to prepare for potential upcoming call for projects to determine ongoing projects within the region. **TASK 3.1**
- ↓ Assist with distribution of the NCNMEDD IN\$IDER monthly report to RTPO Membership and the NERTPO News. The IN\$IDER is a way of communication with opportunities for federal and state funding, as well as other correspondence. **TASK 3.1**
- ↓ Continued assistance for LGTPF Projects and Capital Outlay Transportation Projects. **TASK 3.1**
- ↓ Continued coordination with NMDOT Planning and District for projects. Review of past RTIPR for current PFF's submitted. Waiting for D4 to hire Heather Sandoval's replacement for District Four coordination. **Task 3.2.1**

- ↓ Provided technical assistance to entities regarding for new projects and various resources. **Task 3.3**

3rd QUARTER REPORTING-3

- ↓ Reviewed federal guidelines for BUILD applications. Reviewed STIP requirements and project feasibility forms, **Task 3.1**
- ↓ Familiarized myself with the RTIPR and rating and ranking process, **Task 3.1**
- ↓ Review and coordination with staff regarding the RTIPR/State List. **Task 3.1**
- ↓ Reviewed of all project PFF applications and all of its documents with to get a sense of the process. Review past RTIPR/State List with Community Development Director. **Task 3.2**
- ↓ Provided guidance and training to planner for documentation for new PFF's and past processes and website. **Task 3.3**

4th QUARTER REPORTING-3

- ↓ Assist Local Government in the planning of projects and in relation to the ICIP and NMDOT Processes. **Task 3.1**
- ↓ Discussed with NE planner about removing already funded projects from project lists, preparing list for discussion for monthly meeting **Task 3.2**
- ↓ Reviewed state rating and ranking procedures and conducted research to determine a rating and ranking template **Task 3.2**
- ↓ NERTPO State list and balanced with funded amounts, created a new spreadsheet for planner. Coordinated discussions of reviewing with members and coordinate the process for RTIPR and State List for NERTPO. **Task 3.2**
- ↓ Review of possible projects, discussion with ICIP and NMDOT processes. **Task 3.2**
- ↓ Coordination with planner and discussions on rating and ranking with the members. **Task 3.2**
- ↓ Coordination with local entities that submitted a PFF and coordination with planners for meetings and process. **Task 3.2**
- ↓ Coordinated with Lesah and the NMDOT transit and rail division to establish a date to conduct the transit and rail rating and ranking for October or November **Task 3.3**
- ↓ Coordination with Transit and Rail regarding process. **Task 3.3**
- ↓

Function 4. Other Activities and Projects

- Task 4.1 Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program. **Provide periodic updates to NERTPO members on the status of the studies/projects and involve the members in this effort as appropriate.**
- Task 4.2 **Coordinate and participate with the Councils of Governments (COGs) and applicable New Mexico State agency staff on legislative studies related to state-wide or NERTPO-specific transportation issues, as appropriate.**
- Task 4.3 **Monitor development of Federal and state laws affecting the transportation system and provide information about the contents and status to NERTPO members.**

Task 4.4 **Attend RTPO quarterly and special meetings.**

Task 4.5 Attend in-state and out-of-state **conferences, training sessions or special meetings for staff and professional development opportunities.** This task includes the purchase of any supporting materials that may be needed to coordinate, conduct or attend the conference, training session or meeting.

Task 4.6 **Participate in miscellaneous transportation-related programs and special projects in the NERTPO region.**

| Function 4 | Budgeted Hours FFY 2019 | Actual Hours | Other Specific Costs | Budgeted Hours FFY 2020 | Actual Hours | Other Specific Costs |
|-------------------------|-------------------------|--------------|----------------------|-------------------------|--------------|----------------------|
| FFY 2019/2020 Budget | 360 | N/A | | 360 | N/A | |
| 1 st Quarter | 90 | 26 | | 90 | 96.5 | |
| 2 nd Quarter | 90 | 71 | | 90 | 131 | |
| 3 rd Quarter | 90 | 52 | | 90 | 58 | |
| 4 th Quarter | 90 | 110 | | 90 | 78 | |
| Balance | 0 | 101 | | 0 | -3.50 | |

Function 4 Activity Tracking – 2020-3.

1st QUARTER REPORTING-4

- ✚ Assist Alta Planning/Design with information regarding the Long-Range Transportation Plan. **Task 4.1**
- ✚ Provided technical assistance, trainings and workshops for Capital Outlay projects and ICIP amendments for the upcoming Legislative Session. **Task 4.2**
- ✚ Attended and participation with the 2020 CDBG Application workshop for future funding opportunities. **Task 4.2**
- ✚ Start process of Organizing RTPO Quarterly Meeting which will be held in Santa Fe in February 11, 2020. **TASK 4.4**

- ✚ Training on NMDOT initiatives and updates from the weekly government to government reports. **Task 4.5**
- ✚ Attend the NMDOT Proposed Rulemaking Hearing **Task 4.5**
- ✚ Attend Tribal Transportation Safety Summit **Task 4.5**
- ✚ Various Transportation Webinars and research material on webinars **Task 4.5**
- ✚ Start process of helping to organize Transportation Day at State Capital **Task 4.5**
- ✚ NPS Meeting to discuss possible future projects in the NERTPO. **Task 4.6**

2nd QUARTER REPORTING-4

- ✚ Provided technical assistance for Capital Outlay projects and ICIP amendments during the Legislative Session. **Task 4.2**
- ✚ Prepared lists, reports and bills for the NERTPO/NCNMEDD Members. **Task 4.2**
- ✚ Prepared and coordinated with the NMDOT and planners for the February 11, 2020, RTPO

- Roundtable hosted by NCNMEDD. Meeting was cancelled due to Snow. **Task 4.4**
- ↓ March 9, 2020, attended the RTPO Roundtable at MRCOG in Albuquerque, NM. **Task 4.4**
- ↓ Participated with NCNMEDD Staff and Board Meetings for Transportation Reports. **Task 4.4**
- ↓ Conducted Staff evaluations. **Task 4.4**
- ↓ Participated in CDC CDBG Special Meeting. **Task 4.4.**
- ↓ Attended NMDOT Stakeholder Meeting. **Task 4.5**

3rd QUARTER REPORTING-4

- ↓ Coordinated with the other EPCOG NERTPO Planner and NCNMEDD Community Development Director on developing outreach activities **Task 4.2**
- ↓ Attended the NCNMEDD board meeting and provided reports **Task 4.2**
- ↓ Participated with several meetings regarding possible Transit in Colfax County. **Task 4.2**
- ↓ Reviewed previous meeting agenda, minutes, and public notice document in expectation of a meeting being held in June. Coordination with EPCOG for RWP and posting. **Task 4.4**
- ↓ Finalized the draft meeting minutes prior to receiving comment from the CD Director. **Task 4.4**
- ↓ Coordination of email distribution for trainings. Participated part in an online, 2-part CFR training hosted by FHWA/NMDOT.gov and other webinars for staff development. **Task 4.5**

4th QUARTER REPORTING-4

- ↓ Engaged in discussions with the other NE planner regarding the RTP **Task 4.1**
- ↓ Coordination with planner for work with EPCOG and process for RTP, Survey and writing of the plan. Coordination with Joe on all planning efforts. **Task 4.1**
- ↓ Participated and presentation on behalf of Steve Fischer for the board meetings. Discussed our RTP Timeline and RTP efforts and coordination with NMDOT. **Task 4.1**
- ↓ Assisted in Planning survey distribution **Task 4.2**
- ↓ During our planning efforts for RTP and CEDS we identified many gaps in data. Coordinated with various agencies. **Task 4.2**
- ↓ We will incorporate sections of the RTP into the NCNMEDD CEDS for Transportation. **Task 4.2**
- ↓ Created report to update the other RTPOs on my work during next week's quarterly meeting of which I couldn't attend. **Task 4.4**
- ↓ Attended the RTPO Roundtable. Provided a report on behalf of Steve Fischer. Discussed our RTP, timeline and coordination with the NMDOT. **Task 4.4**
- ↓ Took part in the NADO conference **Task 4.5**
- ↓ Attended Introduction to GIS and NTICC conference online webinar **Task 4.5**
- ↓ Attended the Rural Road Safety conference and NM Outdoor Economics Conference. **Task 4.5**
- ↓ Registered for various upcoming webinars. Attended virtual stakeholder engagement workshop for NM 2045 **Task 4.5**
- ↓ Coordinated all trainings and conferences for Mr. Fischer for staff development. **Task 4.5**

Function 5. General RTPO Support

- Task 5.1 **Organize and facilitate all meetings of the NERTPO in accordance with the Public Participation Plan.**
 - 5.1.1 **Document the NERTPO's public participation process including but not limited to, procedures the NERTPO uses to comply with the *New Mexico Open Meetings Act* [NMSA 1978, Sections 10-51-1, et. seq.] and 23 CFR 450.**
 - 5.1.2 **Per the *New Mexico Open Meetings Act* and 23 CFR 450.210, provide public notice for all official NERTPO Committee meetings.**
 - 5.1.3 **Provide NERTPO Committee members, the appropriate NMDOT District staff, and GTG with **meeting agendas and information packets no later than seven (7) calendar days in advance of NERTPO Committee meetings.****
 - 5.1.4 **On an annual basis, provide all eligible T/LPAs with the opportunity to appoint or confirm a representative and alternates to the NERTPO Committee.**
- Task 5.2 **Maintain bylaws that clarify and document member entities, responsibilities and roles, including voting protocols.**
 - 5.2.1 **Maintain a list of NERTPO Committee members with contact information and provide a copy of the list to appropriate NMDOT District staff, GTG, member entities, and other regular participants.**
- Task 5.3 **Conduct Outreach Activities.**
 - 5.3.1 **Engage in and document outreach activities and provide citizens and other transportation stakeholders with reasonable opportunities to participate in NERTPO processes per 23 CFR 450.**
 - 5.3.2 **Coordinate with NERTPO members to develop a list of entities including newly elected officials and potential members, who will be educated on the NERTPO process. Document this outreach and presentations and share any questions or concerns in quarterly reports and with appropriate NMDOT staff.**
- Task 5.4 **Maintain a website that includes current meeting information and planning documents, as referenced in the Quality Assurance Review (QAR) guidelines. Post a list of current Technical and Policy Committee members and keep this information updated.**
- Task 5.5 **Coordinate training and professional development opportunities for NERTPO members, including developing training plans. Assist NERTPO members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Informing member entities of training opportunities and encouraging participation.**

| Function 5 | Budgeted Hours FFY 2019 | Actual Hours | Other Specific Costs | Budgeted Hours FFY 2020 | Actual Hours | Other Specific Costs |
|-------------------------|-------------------------|--------------|----------------------|-------------------------|--------------|----------------------|
| FFY 2019/2020 Budget | 300 | N/A | | 300 | N/A | |
| 1 st Quarter | 75 | 41.5 | | 75 | 149 | |
| 2 nd Quarter | 75 | 74 | | 75 | 157 | |
| 3 rd Quarter | 75 | 156 | | 75 | 131 | |
| 4 th Quarter | 75 | 252.50 | | 75 | 162 | |
| Balance | 0 | -224 | | 0 | -299 | |

Function 5 Activity Tracking – 2020

1st QUARTER REPORTING-5

- ✚ Continued preparation for regular monthly RTPO Meetings and assist in requesting and outreach to presenters for RTPO Meetings. Work to ensure all of the agendas, minutes and items are complete and accurate for each monthly meeting. Review of all meeting materials and coordination of future meetings and speakers. **TASK 5.1**
- ✚ Attend and help run NERTPO Meetings each month with preparation of agenda item packet for each member and the general public. **TASK 5.3**
- ✚ Continuous outreach to communities and Board Members and assist with questions regarding various subjects. Outreach to local government members to maintain participation list. **TASK 5.3**
- ✚ Process of helping to organize Transportation Day at State Capital, and reserved table for the (NERTPOs) **TASK 5.3**
- ✚ Continuous updates and development of Constant Contact and WIX campaign. **TASK 5.4**
- ✚ Continuous development and posting for NERTPO websites and ensuring up to date information. **TASK 5.4**
- ✚ Continuous work on looking for Training Information for RTPO Membership for distribution to the membership. **Task 5.5**

2nd QUARTER REPORTING-5

- ✚ Continued preparation for regular monthly RTPO Meetings and assist in requesting and outreach to presenters for RTPO Meetings. Work to ensure all of the agendas, minutes and items are complete and accurate for each monthly meeting. Review of all meeting materials and coordination of future meetings and speakers. **TASK 5.1**
- ✚ Coordinated with the Chair/Vice Chair and EPCOG regarding the issues with COVID-19 and cancellation of meetings. The Chairman stated that we do not have anything in our Open Meetings Act for Video Meeting participation. **Task 5.1**
- ✚ Attend and help run NERTPO Meetings each month with preparation of agenda item packet for each member and the general public. **TASK 5.3**
- ✚ Continuous outreach to communities and Board Members and assist with questions regarding various subjects. Outreach to local government members to maintain participation list. **TASK 5.3**
- ✚ Participated and helped organize Transportation Day at State Capital. **TASK 5.3**
- ✚ Continuous updates and development of Constant Contact and WIX campaign. **TASK 5.4**

- ✚ Continuous development and posting for NERTPO websites and ensuring up to date information. **TASK 5.4**
- ✚ Review website and update in preparation for the QAR. **Task 5.4**

3rd QUARTER REPORTING-5

- ✚ Compiled meeting materials for the working meeting including the updated bylaws and resolution, open government guidance on teleconferencing, the previous meeting minutes, RTP material, RTIPR list, and more. **Task 5.1**
- ✚ Continued to finalize the draft minutes from special meeting. **Task 5.1**
- ✚ Reviewed and discussed bylaw documents and open meeting documents **TASK 5.2**
- ✚ Provided training and review for all the governing documents. **Task 5.2**
- ✚ Review with the planner regarding the NERTPO By Laws procedures for coordination with EPCOG. Must follow those guidelines for distribution.... **Task 5.2**
- ✚ Coordinated and sent out agenda to members, prepared documents for the special meeting, updated resolutions and by laws and prepared RTP material for discussion. **TASK 5.3**
- ✚ Coordinated with EPCOG NERTPO planner to develop survey for the general public to inform the existing condition, challenges and goals portion of the RTP. **TASK 5.3**
- ✚ Reviewed all governing documents and project application requirements listed on the RTPO website, created a WIX website management procedure guide for RTPOs **Task 5.4**
- ✚ Published items prior and after the special meeting onto the RTPO website. Coordination of signatures and documentation. **Task 5.4**

4th QUARTER REPORTING-5

- ✚ Prepared for upcoming august meeting **TASK 5.1**
- ✚ Conducted and facilitated monthly RTPO meeting, prepared deliverables and planning updates **TASK 5.1**
- ✚ Facilitated monthly RTPO meeting **TASK 5.1**
- ✚ Coordination and organization with the planner for the Monthly NERTPO Meeting. **Task 5.1**
- ✚ Sent out appointment letters, entity confirmation letter, and NPRTPO letter to members ahead of the election of officers **TASK 5.2**
- ✚ Coordinated with the other NERTPO planner on developing a public outreach survey to implement **TASK 5.3**
- ✚ distributed data collected for RTP as well as ASAP survey links **TASK 5.3**
- ✚ Coordinate with other NE planner on the survey flyer and finalizing the survey **TASK 5.3**
- ✚ Followed up with members on monthly meeting, survey outreach, and RTP materials **TASK 5.3**
- ✚ drafted a flyer to spread awareness of the RTP survey. Coordinated internally to contain information in NCNMEDD newsletter **TASK 5.3**
- ✚
- ✚ Followed up with members on monthly meeting, survey outreach, and RTP materials **TASK 5.3**
- ✚ coordinated with EPCOG planner to conduct outreach for the RTD public engagement

- survey **TASK 5.3**
- ↓ Survey outreach **TASK 5.3**
- ↓ Assist with outreach activities for participation, survey and technical assistance. **Task 5.3**
- ↓ Updated both RTPO's websites to contain the most up to date quarterly reports. **TASK 5.4**
- ↓ Updated the website with most up to date meeting information **TASK 5.4**
- ↓ Coordination with planner for regular updates and information for the website maintenance. **Task 5.4**
- ↓ Coordination with the NMDOT Planning, staff and current deadlines for training, presentations and RTP efforts. **Task 5.5**
- ↓ Coordinate with NE planner, Lesah Sedillo, and NMFA to establish a training during the next monthly meeting **TASK 5.5**
- ↓ made planner report **TASK 5.5**
- ↓

Function 6. RTPO Administration

- Task 6.1 **Produce work products that meet all quarterly work requirements and deadlines per the Planning Procedures Manual (PPM) and submit a summary of activities completed per quarter.**
 - 6.1.1 **Implement and monitor program expenditures in relation to the annual budget, per the PPM. Ensure documentation on program expenditures and activities are available to the public online and retained as physical copies, which will be reviewed during the annual Quality Assurance Review (QAR).**
 - 6.1.2 **Submit quarterly Reimbursement Packets per the PPM. Include this report as an informational item on the following NERTPO Committee agenda and should reflect all costs outlined in the invoice.**
 - 6.1.3 **Submit an Annual Performance and Expenditure Report (APER) each year, per the timeline and procedures documented in the PPM. This will suffice as the 4th quarter Quarterly Report but will include additional descriptions to summarize the activities performed in the past year.**
- Task 6.2 **Solicit and utilize input from NERTPO board members to develop the two-year (FFY 2019- FFY 2020) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.**
 - 6.2.1 **Coordinate the NERTPO's planning program with other RTPOs and any Metropolitan Planning Organizations (MPOs) or other agencies impacted by and/or associated with activities contained in the RWP.**
- Task 6.3 **Develop an annual budget for the RWP, and annually update NCNMEDD Indirect Cost Allocation Plan (ICAP), in accordance with 2 CFR 200 and the PPM.**
- Task 6.4 **Maintain a Public Participation Plan (PPP) that addresses Title VI and Environmental Justice procedures. Ensure a specific contact person and**

contact information is listed. Update the PPP in accordance with the PPM schedule or as determined appropriate by RTPO members or staff.

Task 6.5 Submit the NCNMEDD Financial Audit for each State Fiscal Year to the NMDOT GTG Liaison, within 30 days of when the audit is released by the State Auditor's Office.

| Function 6 | Budgeted Hours FFY 2019 | Actual Hours | Other Specific Costs | Budgeted Hours FFY 2020 | Actual Hours | Other Specific Costs |
|-------------------------|-------------------------|--------------|----------------------|-------------------------|--------------|----------------------|
| FFY 2019/2020 Budget | 360 | N/A | | 360 | N/A | |
| 1 st Quarter | 90 | 61 | | 90 | 81 | |
| 2 nd Quarter | 90 | 66 | | 90 | 82 | |
| 3 rd Quarter | 90 | 185 | | 90 | 139 | |
| 4 th Quarter | 90 | 72 | | 90 | 38 | |
| Balance | 0 | -24 | | 0 | 20 | |

Function 6 Activity Tracking – 2020

1ST QUARTER REPORTING-6

- ↓ Preparation to ensure daily/quarterly reports have all required information. **TASK 6.1**
- ↓ Verified and review of all possible carry over funding from FFY 19-FFY 20. **Task 6.1**
- ↓ Daily tracking of hours and activities regarding functions 1-6 for 1st QTR. **TASK 6.1**
- ↓ Continued daily communication with NCNMEDD Community Development Director in ensuring that our CAP requirements are covered. **TASK 6.1**
- ↓ Review of budget and possible roll over of funds for NERTPO. **Task 6.1**
- ↓ Prepared and coordinated response to Mr. Moriarty for the QAR/CAP **Task 6.1.1**
- ↓ Prepared the Annual Performance and Expenditure Report (APER) and ensure we send it to NMDOT by required due date. **Task 6.1.3**
- ↓ Assisted with the audit for Community Development. **Task 6.5**

2nd QUARTER REPORTING-6

- ↓ Preparation to ensure daily/quarterly reports have all required information. **TASK 6.1**
- ↓ Verified and review of all possible carry over funding from FFY 19-FFY 20. **Task 6.1**
- ↓ Daily tracking of hours and activities regarding functions 1-6 for 1st QTR. **TASK 6.1**
- ↓ Continued daily communication with NCNMEDD Community Development Director in ensuring that our CAP requirements are covered. **TASK 6.1**
- ↓ Review of the new PPM changes and RWP/Budget. Review documents for the RTPO Roundtable and planning. **Task 6.1**
- ↓ Review of budget and possible roll over of funds for the NERTPO with Director and Executive Director. **Task 6.1**

- ↓ Prepared and coordinated response to Mr. Moriarty for the QAR/CAP **Task 6.1.1**
- ↓ Provided the NCNMEDD Audit for compliance to Mr. Joe Moriarty. **Task 6.5**

3rd QUARTER REPORTING-6

- ↓ Review and finalize all QAR documents. Uploaded files to NMDOT and Joe verified receipt of information. Review of future trainings costs for new RWP, Reviewed the NMDOT PPM as part of my on-boarding training and compliance. **TASK 6.1**
- ↓ Provided regular trainings and review of all PPM, QAR, daily reporting with Planner for reimbursement. **Task 6.1**
- ↓ Worked with Community Development Director in developing new RWP and budget for the NPRTPPO FFY 21-FFY 22. Board presentations and approval for submittal to NMDOT. **TASK 6.3**
- ↓ Review of the QAR documents and files for training. Review of the PPP for the NERTPO and identified changes. **TASK 6.4**

4th QUARTER REPORTING-6

- ↓ Finalized weekly and quarterly reports for NPRTPPO, submitted to Community Dev Director for approval **Task 6.1**
- ↓ Coordination for daily and narrative reports. **Task 6.1**
- ↓ The RWP was presented to the NERTPO prior to the beginning of the next FFY. Provided input and information regarding the RTIPR section. **Task 6.2**
- ↓ Created a title 6 annual update letter to be signed by NCNMEDD's Executive Director **Task 6.4**
- ↓ Coordinated and explained to planner the Title VI compliance issue and sent the required letter to the NMDOT. **Task 6.4**

OTHER

TOTAL LEAVE: 141.5 HOURS 1ST QUARTER

TOTAL LEAVE: 75 HOURS 2ND QUARTER

TOTAL LEAVE: 30 HOURS 3RD QUARTER

TOTAL LEAVE: 64 HOURS 4TH QUARTER

North Central New Mexico Economic Development District

**NORTH EAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION
 FFY 2019- 2020 REGIONAL WORK PROGRAM AMENDMENTS
 October 1, 2018 – September 30, 2020**

**RWP Administrative Amendment Request No 1 approved by Mr. Joe Moriarty, NMDOT
 9/17/2019**

| | | | |
|----------------------------------|--|--|---------|
| Date: | 9/16/19 | | |
| Entity: | North Central New Mexico Economic Development District | | |
| Contact Name: | Lesah Sedillo/Dennis T. Salazar | | |
| UPWP/RWP Amendment #: | 001 | FHWA funded, Control #: | P419020 |
| | | FTA funded, Federal Award ID #: | |

| Staff Hours or Budget Line Items being changed (indicate Task # or Budget Category. Add rows as needed) | Current Budgeted Amount | Revised Amount | Percent Change | Brief Description of Change |
|--|--|---------------------------|---------------------------|--|
| Task 5.1.2 | Language Strike | N/A | N/A | Strike "(include publication of ads in local newspaper(s))" |

Please indicate if amendment is administrative or formal and provide detailed justification based upon requirements in the PPM.

| Amendment Type (Administrative/Formal) | Justification |
|---|--|
| Administrative Amendment | New Mexico's Sunshine Laws (<i>NMSA 1978, Chapter 10, Article 15 & NMSA 1978, Chapter 14, Article 2</i>) and 23 CFR 450.210 do not require public meetings be advertised in newspapers. In working with EPCOG on the Northeast RTPOs and given the fact that newspapers have been more scarce in their ability to advertise within the NERTPO region (there has been consolidations and reduction of print), it was decided that better use would be made with public outreach by utilizing other means of public outreach by digital means, community calendars, etc. This would be significantly appropriate for populations that cannot afford to subscribe to news services. |

Approval by MPO/RTPO Boards:

| Review Committee/Board | Date Approved |
|-----------------------------------|----------------------|
| Technical Committee/Board: | N/A |
| Policy Committee/Board: | N/A |

For NMDOT use only.

| | |
|---|--------------------|
| Received by Planning Liaison (name): | Joseph Moriarty |
| Date: | September 17, 2019 |

| | |
|--|--|
| Recommendation of Planning Liaison: | Based on PPM guidance proceed with administrative amendment |
| Transit Bureau Recommendation, if applicable: | N/A |
| Received by SPB Chief on date: | |
| Action (Amend #): | |

**North Central New Mexico Economic Development District
NORTH EAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FFY 2019- 2020 REGIONAL WORK PROGRAM BUDGET
October 1, 2018 – September 30, 2020**

| NERTPO Budget | FFY 19 | FFY 20 |
|-----------------------|---------------|---------------|
| Personnel | \$ 66,894.50 | \$ 66,894.50 |
| Benefits | \$ 24,580.50 | \$ 24,580.50 |
| Travel | \$ 4,875.00 | \$ 4,875.00 |
| Supplies | \$ 300.00 | \$ 300.00 |
| Professional Services | \$ 1,200.00 | \$ 1,200.00 |
| Operations | \$ 8,400.00 | \$ 8,400.00 |
| | \$ 106,250.00 | \$ 106,250.00 |

| | | | | | | | |
|------------------------------|-----------|---------------------------------|---|-------------------------------|-------|----------|---|
| Supplies | Supplies | Computer Software | Computer Equipment | | | | |
| Professional Services | Audit | Contracted Services | IT Services | | | | |
| Operations | Insurance | Equipment Lease And Maintenance | Publications, Registrations, Advertising, Memberships, Other: | Rent, Utilities And Telephone | Legal | Meetings | Other: Payroll Fees, Background Check, Staff Training And Development |

Categories that do not exist as budget line items due to internal NCNMEDD budget processes

- Equipment Purchase: All Equipment Purchased will fall under the supplies line item.
- Capital Improvements: NCNMEDD covers through other funding sources.
- Printing: Printing falls under Operations: Publications, Registrations, Advertising, Memberships, Other line item

North Central New Mexico Economic Development District (NCNMEDD) Budget Glossary

PERSONNEL: Personnel line item includes a percentage of the salary for Executive and Administrative Staff that is not to be exceeded.

| Title | Percentage of Salary | Not to exceed Amount |
|--------------------------|-----------------------------|-----------------------------|
| Executive Director | 5% | \$ 5,250.50 |
| Finance Director | 2% | \$ 1,540.00 |
| Accounting Specialist II | 3% | \$ 1,590.00 |

BENEFITS: Benefits are budgeted based on personnel distribution. The estimated budget amount includes medical, dental, vision, PERA, worker's compensation, Medicare, FICA, retiree health care, unemployment. Actual costs are based on the personnel distribution of salaries and the percentages applied to each program and individual staff member.

TRAVEL: Budgeted based on historical costs and planned work activities. Travel includes board meetings, committee meetings, technical assistance trainings, professional development and conferences. Actual costs are applied according to completed travel vouchers. Travel per diem and mileage is approved by NCNMEDD's Board of Directors and is based on GSA rates.

SUPPLIES: Supplies are allocated based on direct costs. This line item was budgeted based on historical review of past costs

and program requirements. Small inventory items (i.e. pencils, paperclips, file folders, etc.) are distributed based on FTE allocation base.

PROFESSIONAL SERVICES:

Professional services are a shared cost of contracts entered into by NCNMEDD. Current contracts include IT and HR services.

| Cost Type | Provider | NERTPO Percentage |
|------------------|----------------------|--------------------------|
| IT Services | Technology Solutions | 1.83% |
| HR Services | Gruber LLC | 3.26% |

OPERATIONS:

Operations are a shared cost of contracts entered into by NCNMEDD. Operation budget includes such items as rent, telephone, etc.

| Cost Type | Provider | NERTPO Percentage |
|------------------|------------------|--------------------------|
| Rent | SFBI | 3.90% |
| Phone VOIP | Vonage | 1.55% |
| Cellular | Verizon Wireless | 5.97% |