

NCNMEDD NERTPO FFY 2022 APER Budget Summary by Line Item

11/9/2022

FFY2022 Budget Summary by Line Item							
(use categories from your FFY19 budget)	Budgeted	Q1	Q2	Q3	Q4	Actual	Percentage actuals differ from budgeted*
Personnel	\$ 70,402.85	\$ 15,473.15	\$ 16,883.23	\$ 16,241.91	\$19,574.14	\$ 68,172.43	-3.17%
Fringe	\$ 28,384.13	\$ 6,459.58	\$ 6,860.46	\$ 6,780.74	\$7,998.22	\$ 28,099.00	-1.00%
Travel (including registration)	\$ 3,940.00	\$ 350.69	\$ 226.43	\$ 876.85	\$ 1,111.95	\$ 2,565.92	-34.88%
Dues & Subscriptions	\$ 260.00	\$ -	\$ -	\$ -	\$ 251.50	\$ 251.50	-3.27%
Shared Costs							
Professional Services (IT, audit)	\$ 2,502.43	\$ 1,050.35	\$ 1,001.94	\$ 367.05	\$ 553.91	\$ 2,973.25	18.81%
Operations (RWP note 1)	\$ 2,387.34	\$ 492.24	\$ 414.62	\$ 479.74	\$ 1,044.57	\$ 2,431.17	1.84%
Software (RWP note 2)	\$ 948.10	\$ 110.88	\$ 104.69	\$ 109.63	\$ 360.94	\$ 686.14	-27.63%
TOTAL	\$ 108,824.85	\$ 23,936.89	\$ 25,491.37	\$ 24,855.92	\$ 30,895.23	\$ 105,179.41	-3.35%

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

** NCNMEDD submitted a RWP amendment in FFY 2022 Q1 to carry forward unspent FFY 2021 funds, but this budget amendment that was approved by NMDOT and FHWA-NM on Jan. 25, 2022. The NCNMEDD NERTPO budget was adjusted as shown above, increasing Travel, Dues, Professional Services, and Software.

PROFESSIONAL SERVICES refers to the Information Technology (IT) and audit expenses. (Billed up to 5% to each RTPO.)

RWP note 1 : OPERATIONS covers rent, telephone, gas and oil, payroll fees, supplies, printing, and vehicle maintenance expenses incurred NCNMEDD, which are utilized in the operations and support of RTPO activities. (Billed up to 5% to each RTPO.)

RWP note 2 : SOFTWARE covers office, accounting, and communication support software, including but not limited to Microsoft 365, Aliba, Constant Contact, Wix, and Email Me Form subscriptions, which are utilized in the operations and support of RTPO activities. (Billed up to 5% to each RTPO.)

<p>Explanation: Travel - Due to COVID-19 safety precautions, we did not travel as much as anticipated, and had \$1,374.08 left in the travel budget, despite returning to in-person NERTPO meetings starting in late Spring 2022. Professional Services - Audit expenses were higher than anticipated earlier in the year, and we exceeded the final Professional Services budget by \$470.82. Operations - We exceeded the budget for Operations by 1.84%, or \$43.83, due to increased rent in Quarter 4. Software - We were under budget on software by 27.6%, or \$261.96. Total - In FFY 2022, NCNMEDD NERTPO was 3.35% under budget, not expending a total of \$3,645.44 of the total annual budget.</p>

Summary of NCNMEDD NERTPO Consultant/Vendor Services - FFY 2022

FFY20 Summary of Consultant/Vendor Services					
RWP Function(s)	Consultant/Vendor	Description of Work	Contracted Amount	Actual Cost	Percentage actuals differ from contract*
Technology	IT (Technology Solutions)	IT Support	\$ 2,250.00	\$ 1,686.68	-25.04%
Technology	Acct. Software Support (Abila)	Acct Suppt.	\$ 368.75	\$ 368.75	0.00%
Audit	Hinkle+Landers	Audit	\$ 1,938.35	\$ 917.82	-52.65%

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

Explanation: The contracted amounts represent 5% of the total contract budget, rather than the line item budget for Professional Services. Actual costs represent the sum of annual expenses apportioned to to the RTPO. While the Professional Services line item was exceeded in the total budget, the amount billed was less than 5% of the total agency budget for Tech Solutions (IT support) and Hinkle+Landers (Audit).

NCNMEDD NERTPO FY 2022 APER Budgeted Staff Hours Summary

11/9/2022

Staff Hours Summary FFY20							
Function	Budgeted Hours	Q1	Q2	Q3	Q4	Total Actual hours	Percentage actual differs from budgeted*
1	50	99.5	100.5	76.5	39	315.5	531%
2	80	38	9	2.5	0.5	50	-38%
3	200	22.5	41	47	43	153.5	-23%
4	190	51.5	87.3	76	244.5	459.3	142%
5	240	66.5	104	95.5	120	386	61%
6	98.2	93	110	158.5	94	455.5	364%
7	200	106	61	12	10	189	-6%
TOTAL	520	211.5	237.8	202	327	2008.8	286%

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

Explanation: The first issue is that the total hours of staff time budgeted (520) was significantly lower than it should have been (2,000+).

F1. **Long-Range Planning** - Significantly more work was needed to complete the NE RTP.

F2. **Technical Support and Data Management** - With the focus on the narrative of the NE RTP, less time was spent collecting and presenting data, and there were no data requests from RTPO members.

F3. **Project Development and Monitoring** - While RTPO members were informed of a range of funding opportunities and NERTPO rated and ranked applications three times, there was not as much direct project support requested as anticipated.

F4. **Other Activities and Projects** - More time went into general and varied project support, including the National Aging and Disability Transportation Center (NADTC) regional transit study that NCNMEDD was awarded.

F5. **General RTPO Support** - We underestimated the time we would spend providing general support and outreach, not related to specific calls for funding.

F6. **RTPO Administration** - We significantly underestimated how much time we would dedicate to RTPO administration, including staff reporting to the NCNMEDD Board, and coordinating reports between three people (Community Development Director, Transportation Planner, and Transportation Intern).

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

Function 1: Long-Range Planning and Implementation

While NCNMEDD Community Development staff initially anticipated to complete Northeast Regional Transportation Plan (NE RTP) in early FFY 2022, work continued throughout the year, in coordination with EPCOG staff and NERTPO members. The plan will be completed in FFY 2023 Q1, unless the NERTPO members request significant revisions.

Function 2: Technical Support and Data Management

With other projects and priorities taking the focus, we did not do much data reviews or processing, and received no requests from NERTPO members for technical support.

Function 3: Project Development and Monitoring

We provided information to NERTPO members on state and federal funding opportunities, supported individual applications, and reviewed all submittals for RTPO rating and ranking for TAP, RTP, and CMAQ, Transit, and state Transportation Project Fund (TPF) funding.

Function 4: Other Activities and Projects

In FFY 2022, NCNMEDD staff were involved with a range of activities and projects. The biggest project was the National Aging and Disability Transportation Center (NADTC) award, where we studied the travel patterns and needs for seniors and disabled adults in the North Central region, and we will be following this up with a pilot volunteer driver program in the region in FFY 2023. Also, we started discussions on how to better support and serve counties in need of GIS support for transportation system mapping in an ongoing way, to support emergency response and other planning efforts.

Function 5: General RTPO Support

We supported NERTPO members, through the monthly RTPO meetings, and with direct outreach and support to the members to understand and address their transportation needs.

Function 6: RTPO Administration

NCNMEDD staff prepared materials for quarterly reporting, as well as the bi-annual development of the Regional Work Program, in coordination with the NERTPO Board.

North Central New Mexico Economic Development District
NORTHEAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FFY 2022 Annual Performance and Expenditure Report
October 1, 2021, through September 30, 2022

Introduction and Purpose

The Regional Work Program is an established set of functions and tasks designed to serve as a framework for meeting multi modal transportation planning goals; by employing outreach, technical assistance, and prioritization methods that result in an accessible, user friendly and transparent project development system.

The following are functions and task orders that the North Central New Mexico Economic Development District will complete in fulfillment of the contract for management of the Northeast Regional Transportation Planning Organization (NERTPO) for Federal Fiscal Years (FFY2021 – FFY2022) October 1, 2020, through September 30, 2022.

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 Regional Transportation Plan (NERTP).

1.1.1 Review and update the NERTP, including tasks and goals, at least once every five years in coordination with the NMDOT Long Range Statewide Transportation Plan (LRSTP) 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 Create and implement a strategic plan for implementation of the action items identified by NERTPO members and stakeholders as part of the NERTPO development process.

Function 1	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	100	N/A		50	N/A	
1 st Quarter	25	141.6		12.5	99.5	
2 nd Quarter	25	52		12.5	100.5	
3 rd Quarter	25	14		12.5	76.5	
4 th Quarter	25	64.5		12.5	39	
Balance	-172.1	272.1		-265.5	315.5	

Function 1 Activity Tracking – FFY 2022

<p>1st Quarter Report</p>	<p>Task 1.1 Continued updating NE RTP with NCNMEDD and EPCOG staff, with outreach and updates to NERTPO board at meetings. Paul Sittig, Transportation Planner taught Kyla Danforth, Transportation Intern, about the context of the RTP and helped her get up to speed with the efforts to develop the regional long-range plan, and they discussed where to focus on to continue developing the plan, and where to engage with NERTPO board members to ensure the plan captures their regional needs and priorities. Paul and Kyla reviewed the prior NERTPO RTP, the NMDOT 2040 and 2045 plans for reference.</p> <p>Task 1.1 updated funding source list with EPCOG staff, presented materials to NERTPO board at monthly meeting.</p>
<p>2nd Quarter Report</p>	<p>Task 1.1 Continued updating NE RTPO with NCNMEDD and EPCOG staff, updating the RTPO board at monthly meetings. Paul Sittig and Kyla Danforth continued to update regional crash and DUI data, objectives and priorities with NERTPO board input. Developed a tentative schedule to complete the RTP in coordination with the board. Compiled information on alternative fuel corridors and specifically EV charging in the region. Expanded roadways summary to include NHS summary. Reviewed SERTPO RTP and other state and regional plans to consider possible directions or scope for the plan to best support the region and members.</p>
<p>3rd Quarter Report</p>	<p>Task 1.1 Continued updating NE RTPO with NCNMEDD and EPCOG staff, updating the RTPO board at monthly meetings. Revised the plan to reflect new information and guidance from the Bipartisan Infrastructure Law (BIL) and related programs.</p> <p>Task 1.1 Reviewed NCHRP 988 <i>Rural Transportation Issues: Research Roadmap</i>.</p>
<p>4th Quarter Report</p>	<p>Task 1.1 Continued to develop the NE RTP with EPCOG, expanding the roadway network section to identify future interstate I-27, discuss Alternative Fuel Corridors and EV charging from federal and state perspectives, and updated the funding opportunity summary.</p>

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 NERTP.

2.1.1 Collect and evaluate new population, economic development, travel demand and forecast 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 work with NMDOT staff on roadway and corridor-level classification and analysis, in accordance with the currently adopted rules, guidelines, and procedures. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify classifications.

2.2.2 Assist NERTPO members and work with NMDOT staff on post-Census Urban Area Boundary Smoothing, as appropriate. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify Urban Area and Small Urban Area designations, based on FHWA Area Definitions.

Function 2	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	100	N/A		80	N/A	
1 st Quarter	25	0		20	38	
2 nd Quarter	25	18		20	9	
3 rd Quarter	25	0		20	2.5	
4 th Quarter	25	7		20	0.5	
Balance	75	25		30	50	

Function 2 Activity Tracking – FFY 2022

1 st Quarter Report	<p>Task 2.1 Reviewed regional data, including 2020 Census data and NMDOT crash records, updating prior figures in draft RTP, in coordination with EPCOG staff. Paul Sittig worked with Kyla Danforth to identify and review data sources, including freight movements and values, enplanement data, and commuting figures, updating the draft RTP and ensure it is current.</p> <p>Task 2.1 Presented overview of updated data to NERTPO board.</p>
2 nd Quarter Report	<p>Task 2.1 Compiled data use and support statistics for annual State Data Center affiliate report.</p> <p>Task 2.1 Reached out to individual RTPO members to understand planning and project identification processes and needs.</p> <p>Task 2.2 Reviewed pending EV Corridor designations, FHWA EV corridor criteria, and local interests in EV charging development.</p>
3 rd Quarter Report	<p>Task 2.1 Requested, received, and reviewed county-level VMT for safety planning purposes.</p>

	<p>Task 2.1 Received and reviewed EV registration information to support RTP development and EV planning</p> <p>Task 2.2 Looked at possible EV corridors for NM NEVI plan, to identify gaps in RTPO region.</p>
4 th Quarter Report	<p>Task 2.1 Coordinated with NMDOT to get crash data updates for the RTPO region.</p> <p>Task 2.1 Reviewed U.S. Census American Community Survey (ACS) population data for the Northeast region.</p>

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, state 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 federal and state transportation funding programs. Follow current adopted New Mexico Administrative Code (NMAC) and/or program 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 NMAC and/or 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 PPFs; 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. Ensure members are informed of Americans with Disabilities Act (ADA) and Title VI plan requirements for all recipients of federal funds.
 - 3.2.3 Work with NERTPO members to establish scoring criteria for project prioritization, based on goals and action items included in the NERTP, the current NMDOT LRSTP, the Active Transportation and Recreational Programs Guide, Congestion Mitigation and Air Quality Improvement (CMAQ) Program Guide and other guidance from NMDOT.
 - 3.2.4 Develop and maintain a prioritized list of projects based on the regional goals articulated in the NERTP, and the statewide goals in the NMDOT LRSTP, 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 and state funding opportunities on an every-other-year basis (at a minimum), in order to correspond with STIP development. RTIPR development will occur based on this schedule:

Regional Transportation Improvement Program Recommendations (RTIPR)

The RTIPR is a set of prioritized recommended projects developed within the NERTPO planning process. The projects are selected for specific funding, and inclusion in the STIP, by the NMDOT and in consultation with the NERTPO members.

The NERTPO has established an annual review, rating and ranking of proposed transportation projects based on availability of funding types. This includes an annual review of existing recommended projects for re-prioritizing based on regional, state and federal transportation priorities and projects.

Selection Process:

The selection process begins with completed Project Feasibility Form (PFF) and Project Prospectus Form (PPF) prioritized by criteria established by the NERTPO Members. The projects are included in the NERTPO Regional Transportation Improvement Program Recommendations (RTIPR).

District Engineers evaluate RTIPRs considering available funding and needs. RTIPRs and District Engineer recommendations are forwarded to the department's STIP Development Unit for inclusion as appropriate into the STIP. The STIP must be approved by the State Transportation Commission, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

The STIP is a four-year document. Every two years a new STIP is developed and there is a quarterly amendment cycle.

- 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 NERTPO area in response to the state-wide prioritization schedule established by NMDOT Transit and Rail Section staff. Submit the results to the NMDOT Transit Bureau in accordance with that schedule. Include the results in the NERTPO RTIPR.
 - 3.3.2 Support efforts on regional transportation system development, through coordination with local entities and NMDOT Transit & Rail Division.
- Task 3.4 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 (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	440	N/A		200	N/A	
1 st Quarter	110	31.2		50	22.5	
2 nd Quarter	110	93.6		50	41	
3 rd Quarter	110	205.5		50	47	
4 th Quarter	110	62.6		50	43	
Balance	47.1	392.9		46.5	153.5	

Function 3 Activity Tracking – FFY 2022

1 st Quarter Report	<p>Task 3.1 Worked with local applicants to update TAP, RTP, and CMAQ applications and letters of support.</p> <p>Task 3.1 After applications were rated and ranked by the NERTPO board, uploaded complete TAP, RTP, and CMAQ applications.</p> <p>Task 3.1 Distributed updates on project designs and reminders of pending deadlines in coordination with NMDOT District staff.</p> <p>Task 3.2 Reviewed federal funding applications with Raul Rodriguez, including applicants’ Title VI compliance.</p> <p>Task 3.2 Conducted ICIP review with DFA.</p> <p>Task 3.3 Reviewed regional ICIPs.</p> <p>Task 3.3 Met with NM Department of Tourism to review possible active transportation projects for tourism funding.</p>
2 nd Quarter Report	<p>Task 3.1 Distributed information to RTPO members on Capital Outlay Reauthorization.</p> <p>Task 3.1 Distributed information on BIL funding, EV charging.</p> <p>Task 3.1 Received and reviewed FY 2023 TPF PFF call for projects, then prepared information for distribution to RTPO in coordination with EPCOG.</p> <p>Task 3.1 Helped RTPO members prepare for FY 2023 TPF; started receiving and reviewing FY 2023 TPF applications, before sending them to NMDOT District staff for review.</p> <p>Task 3.1 Compiled and distributed trail maintenance funding information to RTPO members in coordination with EPCOG.</p> <p>Task 3.1 Distributed LGRF application reminders to RTPO.</p> <p>Task 3.2 Updated NM Tourism Infrastructure Recommendations with feedback from Colfax County.</p>

	<p>Task 3.2 Reached out to NMDOT and Cultural Services Department to understand roadside signage process.</p> <p>Task 3.2 Compiled and distributed NMDOT's off-system bridge prioritization information and distributed it to members with a survey of whether to support the priorities as presented or discuss further; discussed off-system data sources with NMDOT to better understand what is on NMDOT's RPTO mapping tool.</p> <p>Task 3.3 Revised RFQs to support local entities with professional engineering support, to be funded by NM legislation.</p>
<p>3rd Quarter Report</p>	<p>Task 3.1 Reviewed and supported development of TPF applications, fielded questions, and submitted preliminary PFFs to NMDOT District 4 for review.</p> <p>Task 3.1 Looked into EV Charging in/near Des Moines for Mayor Jonathan Valdez.</p> <p>Task 3.1 Talked with John Herrera about FY 2019 and 2022 TPF shortfalls, requested members confirm shortfalls for District 4's understanding of the scale of shortfalls in the region and compiled a list for D4.</p> <p>Task 3.1 Talked with Eagle Nest major Jeff Carr about trail priorities.</p> <p>Task 3.2 Drafted rating and ranking criteria and review process for RTPO review; reviewed TPF applications and sent them to District 4 staff; prepared distributed TPF presentation materials to RTPO members</p> <p>Task 3.2 Helped communities develop presentations for NERTPO rating and ranking meeting, then compiled and submitted final applications to NMDOT.</p>
<p>4th Quarter Report</p>	<p>Task 3.1 Discussed LGRF deadlines and reminders with D4 staff, distributed update/reminder to NERTPO members.</p> <p>Task 3.1 Reviewed, summarized, and distributed Reconnecting Communities grant info to RTPO members.</p> <p>Task 3.1 Discussed LGRF deadline with D4 staff and distributed information to RTPO members.</p> <p>Task 3.1 Reached out to Las Vegas and Colfax County to offer grant writing support for transportation projects.</p> <p>Task 3.1 Discussed Raton projects and priorities; met with staff from Raton (virtually) to discuss priorities and needs.</p> <p>Task 3.1 Looked into EV charging funding, discussed new funding opportunity with NMDOT, and wrote summary to send out to</p>

	<p>RTPO members; reached out to communities to develop regional Fast EV Charging application.</p> <p>Task 3.1 Reviewed FY 2023 TPF materials for the Town of Springer.</p> <p>Task 3.1 Supported Village of Maxwell to confirm correct application signature page with District 4 staff.</p> <p>Task 3.1 Learned about regional Interstate-focused transportation planning funding from NMDOT, confirmed more details and shared that with other RTPOs, then reached out to NERTPO members with this information.</p> <p>Task 3.1 Prepared Professional Engineering Support and GIS Support RFOs for review and distribution.</p> <p>Task 3.2 Discuss possible projects with local public agencies.</p> <p>Task 3.3 Prepared for Professional Engineering Support for LPAs with outreach to and discussion with possible engineers.</p> <p>Task 3.3 Supported Mora County’s recovery planning efforts.</p> <p>Task 3.3 Supported communities interested in the NMDOT DC Fast Charger grant opportunity, and developed an NCNMEDD application to support smaller communities in the region with a coordinated application, which we submitted to NMDOT.</p>
--	--

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 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 Roundtable 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. NERTPO Transportation Planner and/or NCNMEDD Community Development Director may attend these out-of-state trainings during this RWP:
 - American Planning Association – New Mexico Chapter meeting (annual),

- National Association of Development Organizations (NADO) Transportation Conference (annual),
- NADO Training Conference (annual),
- National Transportation in Indian Country Conference (NTICC) (annual),
- Western Planner conference (annual),
- Southwest Region Economic Development Association (SWREDA) Conference (annual).

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

Function 4	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	265	N/A		190	N/A	
1 st Quarter	66.25	89		47.5	51.5	
2 nd Quarter	66.25	115		47.5	87.3	
3 rd Quarter	66.25	78.9		47.5	76	
4 th Quarter	66.25	72.1		47.5	244.5	
Balance	-90	355		-269.3	459.3	

Function 4 Activity Tracking – FFY 2022

1 st Quarter Report	<p>Task 4.1 Attended NMDOT Strategic Highway Safety Plan update presentation.</p> <p>Task 4.2 Participated in weekly COG coordination meeting.</p> <p>Task 4.4 Participated in quarterly Transportation Working Group to discuss alternative fuels in New Mexico.</p> <p>Task 4.4 Participated in coordinating meeting with Rocky Mountain Youth Corps leader, to better understand their capacity to support local communities.</p> <p>Task 4.4 Discussed NM freight patterns, concerns, and bottlenecks with FHWA consultant.</p> <p>Task 4.5 Attended NM Climate Summit.</p> <p>Task 4.5 Attended NCNMEDD staff meeting.</p> <p>Task 4.5 Attended DFA Training Budgeting, Reporting and Special Districts training.</p> <p>Task 4.5 attended grant writing training.</p> <p>Task 4.5 Attended Municipal League meeting.</p> <p>Task 4.5 Attended UNM Data Users Conference.</p> <p>Task 4.5 Attended APA-NM Conference.</p> <p>Task 4.6 Reviewed possible FTA grant opportunity for route restoration program funding in the region.</p>
--------------------------------	---

	<p>Task 4.6 Attended monthly statewide Safe Routes to School coordination calls and meetings.</p>
<p>2nd Quarter Report</p>	<p>Task 4.1 Met with D4 DE, ADE, LGRF staff to discuss regional priorities and coordination with NMDOT and RTPO.</p> <p>Task 4.1 Participated in NMDOT Freight Plan Update kick-off.</p> <p>Task 4.1 Attended NMDOT Network Screening Training.</p> <p>Task 4.1 Reviewed guidance and prepared application for engineering and grant writing support for NMDOT’s SPR Part A.</p> <p>Task 4.1 coordinated with NERTPO members to gauge support for NMDOT’s off-system bridge priorities, followed up with NMDOT after collecting responses from a NERTPO member survey.</p> <p>Task 4.2 Discussed possible implications of BIL on local projects, particularly with NMDOT-led projects, with NMDOT.</p> <p>Task 4.3 Reviewed federal info on new transportation funds.</p> <p>Task 4.3 Looked into federal Environmental Justice requirements and mapping for Justice40 efforts with federal funding.</p> <p>Task 4.3 Provided a summary of Alt Fuel Corridors in NM for Joe De La Rosa.</p> <p>Task 4.3 Learned more about Infrastructure Investment and Jobs Act (IIJA)/ Bipartisan Infrastructure Law (BIL).</p> <p>Task 4.3 Received and reviewed Congressionally Directed Spending information, and distributed guidance to RTPOs.</p> <p>Task 4.4 Prepared for and lead RTPO Roundtable, then distributed meeting notes to attendees.</p> <p>Task 4.5 Participated in weekly COG meetings.</p> <p>Task 4.5 Participated in Mora-San Miguel meetings, with EDA.</p> <p>Task 4.5 Participated in Intergovernmental Council preparation and training.</p> <p>Task 4.5 Participated in Enchanted Circle Community meeting.</p> <p>Task 4.5 Participated in USDA Rural Partners meeting.</p> <p>Task 4.5 Participated in NM Recovery series w/State Land Office.</p> <p>Task 4.5 Participated in NMEDD/RCAC Meeting.</p> <p>Task 4.5 Attended NM Summit on City Infrastructure.</p> <p>Task 4.5 Attended NCNMEDD annual board meeting.</p> <p>Task 4.5 Attended FHWA Charging Forward: A Toolkit for Planning and Funding Rural Electric Mobility Infrastructure.</p> <p>Task 4.5 Attended Joint Office of Energy and Transportation intro.</p>

	<p>Task 4.5 Attended monthly NCNMEDD staff meetings.</p> <p>Task 4.5 Attended weekly Community Development staff mtg.</p> <p>Task 4.5 Attended monthly Safe Routes to School statewide coordination calls.</p> <p>Task 4.5 Attended weekly Community Development staff mtg.</p> <p>Task 4.5 Attended Rural National Roadway Safety Strategy Webinar.</p> <p>Task 4.6 Coordinated with NCNMEDD colleagues on Comprehensive Economic Development Strategy (CEDS) implementation.</p> <p>Task 4.6 Revised state-funded Grant Writer RFQ for NCNMEDD, to support local and tribal project development.</p> <p>Task 4.6 Attended discussion of Springer's Comprehensive Plan.</p>
<p>3rd Quarter Report</p>	<p>Task 4.1 Contacted NMDOT to better understand NM NEVI Plan.</p> <p>Task 4.1 Attended NMDOT EV Infrastructure Deployment Plan Stakeholder Meeting.</p> <p>Task 4.3 Compiled and distributed updated Congressionally Directed Spending information, and fielded questions on CDS.</p> <p>Task 4.3 Clarified and distributed information on LGRF scopes, with regard to TPF funding eligibility.</p> <p>Task 4.3 Compiled and distributed information on federal Safe Streets and Roads for All (SS4A), including webinar information.</p> <p>Task 4.3 Attended Safe Streets and Roads for All webinar.</p> <p>Task 4.3 Distributed EV Planning webinar information.</p> <p>Task 4.5 Attended NM DFA's ICIP trainings to prepare to support LPAs with state funding applications and requests.</p> <p>Task 4.5 Participated in NCNMEDD grant writing workshop.</p> <p>Task 4.5 Attended NM Rural Summit, which included sessions on rural funding and infrastructure, including transportation infra.</p> <p>Task 4.5 Planned for annual NADO transportation conference.</p> <p>Task 4.5 Attended U.S. DOT "Getting Ready for Safe Streets and Roads for All" webinar.</p> <p>Task 4.5 Attended NM EV Charging Station workshop.</p> <p>Task 4.5 Participated in monthly Safe Routes to School conference calls.</p> <p>Task 4.6 Coordinated with NCNMEDD staff on quarterly State Grant-in-Aid reporting.</p>

	<p>Task 4.6 Continued to revise scope for county-level climate change modeling for SPR Part A application, and discuss scope for engineering and GIS support.</p> <p>Task 4.6 Participated in NADTC planning and preparation.</p> <p>Task 4.6 Met with UO staff to discuss downscaling climate change models to NM counties and submitted final SPR Part A application to NMDOT.</p> <p>Task 4.6 Reviewed, signed, and returned SPR Part A award forms.</p> <p>Task 4.6 Drafted RFQ and project tracking form to prepare for professional engineering support, in coordination with NCNMEDD staff who will manage other on-call support.</p> <p>Task 4.6 Attended NCNMEDD staff meetings.</p> <p>Task 4.6 attended Geospatial Advisory Committee meetings.</p> <p>Task 4.6 Attended EV Trends and Opportunities webinar.</p> <p>Task 4.6 Attended NM Transportation Electrification summit.</p>
4 th Quarter Report	<p>Task 4.1 Reviewed NMDOT Freight Plan materials and participated in 2nd Freight Advisory Committee meeting.</p> <p>Task 4.1 Attended NMDOT Freight Advisory Committee meeting #3, reviewing materials in advance.</p> <p>Task 4.5 Attended NCNMEDD staff meeting.</p> <p>Task 4.5 Traveled to and attended the National Association of Development Organizations (NADO) Transportation Conference.</p> <p>Task 4.5 Attended monthly Safe Routes to School discussions.</p> <p>Task 4.5 Viewed Rural Complete Streets Recorded webinar.</p> <p>Task 4.5 Attended "Collective Impact: Building a Trail Collective" webinar hosted by American Trails.</p> <p>Task 4.5 Coordinated on APA-NM presentation with Alison Turner.</p> <p>Task 4.5 Attended NM Geospatial Advisory Committee meeting.</p> <p>Task 4.5 Attended New Mexico Health Equity Summit.</p> <p>Task 4.6 Supported the Mora County and San Miguel County recovery efforts, joining the counties in their work with FEMA and specifically to address technical capacity gaps.</p> <p>Task 4.6 Coordinated with NMDOT and Mora County on road repair, debris removal, and general Mora recovery.</p> <p>Task 4.6 Reviewed Letters of Interest for NCNMEDD's Professional Engineering Support RFQ, prepared and sent agreements to consultants.</p>

	<p>Task 4.6 Attended NMDFA Regional Recreation Centers/Quality of Life Grant training.</p> <p>Task 4.6 Met with NMDFA to discuss GIS coordination and support for Mora County and other technologically limited communities or counties.</p> <p>Task 4.6 Joined NCNMEDD's National Aging and Disability Transportation Center (NADTC) project, taking over from other NCNMEDD staff and co-leading with NCNMEDD's Non-Metro Area Agency on Aging (NMAAAA) staff; the planning phase covered five counties: Rio Arriba, Taos, Los Alamos, Santa Fe, and Mora. Developed and administered surveys across the five counties, collected the survey responses and utilized summary data to set up focus group meetings in Española, Mora, and Taos; prepared monthly reports to NADTC to track progress; coordinated with a multi-agency steering committee in development of the surveys and the implementation proposal for a second round of NADTC funding, which was awarded in September for work to carry from Oct. 2022 through June '23.</p>
--	---

Function 5. General NERTPO Support

- Task 5.1 Organize and facilitate all meetings of the NERTPO in accordance with the Public Participation Plan.
 - 5.1.1 Document the NERTPOs public participation process including but not limited to, procedures the RTPO 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* (NMSA,1978, Section 10-15-1(D)) and 23 CFR 450.210, provide compliant 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 maintain 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 and maintaining 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 (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	530	N/A		240	N/A	
1 st Quarter	132.5	53.6		60	66.5	
2 nd Quarter	132.5	89		60	104	
3 rd Quarter	132.5	84.9		60	95.5	
4 th Quarter	132.5	59		60	120	
Balance	243.5	286.5		-146	386	

Function 5 Activity Tracking – FFY 2022

1 st Quarter Report	<p>Task 5.1 Reviewed NMDOT TAMP guide ahead of RTPO meeting.</p> <p>Task 5.1 Prepared for and co-lead NERTPO monthly meetings, in coordination with EPCOG staff and NMDOT Rural Transit Program Manager, rating and ranking both TAP, RTP, CMAQ and Transit.</p> <p>Task 5.1 Updated membership list.</p> <p>Task 5.2 Reviewed possible FTA grant for route restoration funds.</p> <p>Task 5.3 Prepared a list of trainings of interest to RTPO members, based on prior surveys of member interests and preferences.</p> <p>Task 5.3 Attended Mora-San Miguel-Guadalupe Community Meeting.</p> <p>Task 5.3 Attended community meeting in Eagle Nest.</p> <p>Task 5.3 Prepared/Attended NCNMEDD Member Training Capital Outlay and Legislative Preview.</p> <p>Task 5.3 Attended Los Alamos National Labs regional meeting.</p> <p>Task 5.3 Attended Enchanted Circle Community Meetings.</p> <p>Task 5.4 Maintained RTPO website, updating meeting information and training resources.</p>
--------------------------------	--

	<p>Task 5.5 Developed RTPO Roundtable agenda with NM Congressional Representatives, NMDOT staff, and South Central Climate Adaptation Science Center, collaboratively selected suitable meeting date and time.</p>
2 nd Quarter Report	<p>Task 5.1 Prepared for and co-lead monthly NERTPO meetings, in coordination with EPCOG staff.</p> <p>Task 5.1 Coordinated with EPCOG staff in weekly meetings.</p> <p>Task 5.1 Updating membership roll.</p> <p>Task 5.3 Meet with Rural Communities Assistance Corporation.</p> <p>Task 5.3 Participated in DFA training.</p> <p>Task 5.3 Informed RTPO members about new NHS design standards from 23 CFR 625.</p> <p>Task 5.3 Distributed information on 2021 NMDOT SHSP and NM Draft Zero Emissions Economy Act to RTPO members.</p> <p>Task 5.3 Reviewed and summarized funding opportunities, then distributed information to RPTO members via email in coordination with EPCOG.</p> <p>Task 5.4 Maintained RTPO website, updating meeting information and training resources.</p> <p>Task 5.4 Distributed training information to RTPO members in coordination with EPCOG.</p>
3 rd Quarter Report	<p>Task 5.1 Coordinated with EPCOG staff on joint efforts, meetings.</p> <p>Task 5.1 Prepared NERTPO meeting materials.</p> <p>Task 5.1 Prepared for NERTPO TPF rating and ranking with online ranking form for members to score each proposed project.</p> <p>Task 5.1 Traveled to and from in-person NERTPO meetings at Clayton (May) in coordination with NMDOT RTPO liaison John Neunuebel, and Eagle Nest (June).</p> <p>Task 5.3 Participated in Congressionally Directed Spending Meetings, Meet with Mora, Las Vegas Meeting, Cimarron.</p> <p>Task 5.3 Provided general outreach with information on funding and training opportunities to LPAs.</p> <p>Task 5.4 Updated RTPONM.org website with NERTPO meeting information, as well as funding and training opportunities.</p>
4 th Quarter Report	<p>Task 5.1 Coordinated with EPCOG staff on NERTPO meeting and program planning, and co-lead NERTPO meetings with EPCOG; traveled to meetings in Tucumcari, Santa Rosa, and Angel Fire.</p> <p>Task 5.3 Participated in Springer long-range plan meetings.</p>

	<p>Task 5.3 Participated in EDA, DFA, and USDA Rural Partners Network meetings.</p> <p>Task 5.3 Coordinated with NCNMEDD staff on SGIA quarterly report.</p> <p>Task 5.3 Participated in Enchanted Circle regional meetings.</p> <p>Task 5.3 Participated in IGC Toas/Colfax meetings.</p> <p>Task 5.3 Participated in monthly COG coordination meetings.</p> <p>Task 5.4 Updated RTPO NM website with NERTPO meeting materials, funding opportunities and upcoming trainings.</p>
--	--

Function 6. NERTPO 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. The APER will be derived from 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 2021- FFY 2022) 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 based on the tasks outlined in the RWP and include cost-sharing methodologies and calculations for costs that are shared between various North Central New Mexico Economic Development District programs, in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.
- 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 NERTPO members or staff.

Task 6.5 Submit the North Central New Mexico Economic Development District's 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 (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	360	N/A		98.2	N/A	
1 st Quarter	90	28.8		24.55	93	
2 nd Quarter	90	97.8		24.55	110	
3 rd Quarter	90	84.5		24.55	158.5	
4 th Quarter	90	139.9		24.55	94	
Balance	9	351		-357.3	455.5	

Function 6 Activity Tracking – 2022

1 st Quarter Report	<p>Task 6.1 Paul Sittig met with Kyla Danforth and Christopher Madrid, Community Development Director, to coordinate on outreach and planning efforts in the Northeast region and coordinate the team on general RTPO file- and time-keeping.</p> <p>Task 6.1 NCNMEDD staff tracked time, activities, and products for invoicing.</p> <p>Task 6.1 Completed APER and submitted it to NMDOT.</p> <p>Task 6.1 Compiled and completed FFY 2021 Q4 invoice packet, submitting the packet to NMDOT for reimbursement.</p> <p>Task 6.1 Prepared and submitted RWP amendment to carry forward unexpended FFY 2021 funds into FFY 2022.</p> <p>Task 6.1 Prepared materials for FFY 2022 Q1 invoice packet.</p>
2 nd Quarter Report	<p>Task 6.1 NCNMEDD staff tracked time, activities, and products for invoicing.</p> <p>Task 6.1 Prepared materials and summaries for NCNMEDD Executive Board meetings.</p> <p>Task 6.1 Prepared materials for FFY 2022 Q1 and Q2 invoice packets, submitted Q1 invoice packet to NMDOT; revised invoice packet to correct rounding errors and fringe sums.</p> <p>Task 6.1 Reviewed current RWP, identified opportunities for change to NCNMEDD management.</p> <p>Task 6.5 Reviewed NCNMEDD audit and sent it to NMDOT.</p>
3 rd Quarter Report	<p>Task 6.1 NCNMEDD staff tracked time, activities, and products for invoicing.</p> <p>Task 6.1 Prepared materials and summaries for NCNMEDD Executive Board meetings.</p>

	<p>Task 6.1 Prepared materials for FFY 2022 Q2 and Q3 reimbursement request packets, submitted Q2 invoice packet to NMDOT; revised invoice packet to clarify funding split percent.</p> <p>Task 6.2 Prepared a draft NE RWP for NCNMEDD management and NMDOT staff to review, and for NERTPO members to review, discuss, and adopt.</p> <p>Task 6.2 Submitted final FFY 2023-2024 NC NE RWP to NMDOT.</p> <p>Task 6.4 Reviewed 2021 NERTPO Bylaws and Open Meetings Act Resolution and drafted new copies for RTPO members to review, discuss, and adopt, cleaning up some outdated links and better aligning both documents.</p>
4 th Quarter Report	<p>Task 6.1 Tracked time, activities, and products for invoicing.</p> <p>Task 6.1 Prepared materials and summaries for NCNMEDD Executive Board meetings.</p> <p>Task 6.1 Prepared materials for FFY 2022 Quarter 3 and Quarter 4 invoice packets, submitted Q3 invoice packet to NMDOT; discussed invoice error, made correct, and resubmitted FFY 2022 Q3 invoice packet to NMDOT.</p> <p>Task 6.1 Reviewed NMDOT/NCNMEDD agreement with NCNMEDD management.</p> <p>Task 6.2 Finalized and submitted NE RWP to NMDOT.</p> <p>Task 6.3 Reviewed and discussed FFY 2023-24 budget with NCNMEDD Finance Director.</p>

Function 7 Other: Leave and Holidays

Function 7	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	293	N/A		200	N/A	
1 st Quarter	73.25	157.4		50	106	
2 nd Quarter	73.25	21		50	61	
3 rd Quarter	73.25	26.2		50	12	
4 th Quarter	73.25	39.6		50	10	
Balance	48.8	244.2		11	189	

North Central New Mexico Economic Development District
NORTH EAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FFY 2021- 2022 REGIONAL WORK PROGRAM AMENDMENTS
October 1, 2020 – September 30, 2022

Amendment 1: FFY 2021 Q4 – FFY 2022 adjustments to line-item budgets and staff time.
Presented to Northeast RTPO Board on August 25, 2021, and
Approved by FHWA New Mexico Division Office on September 29, 2021.

Amendment 2: FFY 2022 Q1 – FFY 2022 adjustments to carry forward FFY 2021 budget balance and requested to increase Travel, Dues, Professional Services, and Software.
Presented to and approved by Northeast RTPO Board on November 30, 2021, and
Approved by FHWA New Mexico Division Office on January 25, 2022.

North Central New Mexico Economic Development District
 NORTH EAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION
 FFY 2021- 2022 REGIONAL WORK PROGRAM BUDGET
 October 1, 2020 – September 30, 2022

FFY 2021 NCNMEDD RTPO RWP			FFY 2022 NCNMEDD RTPO (combined categories)			
	NPRTPO	NERTPO		NCNMEDD Total	NPRTPO	NERTPO
Personnel	\$68,277.36	\$68,277.36	Personnel (<i>See Personnel info</i>)	\$1,805,263.37	\$70,402.85	\$70,402.85
Benefits	\$25,643.74	\$25,643.74	Benefits (<i>See Benefits info</i>)	\$738,180.61	\$28,384.13	\$28,384.13
Travel	\$1,355.60	\$1,355.60	Travel (incl. registration)	\$7,909.40	\$3,969.40	\$3,940.00
Audit	\$1,850.00	\$1,850.00	Dues & Subscriptions (NADO Transp, NMTA)	\$520.00	\$260.00	\$260.00
Supplies	\$350.00	\$350.00	- Shared Costs -			
Pubs, Regis, Memberships	\$1,325.00	\$1,325.00	Professional Services (IT, Audit)	\$84,326.65	\$2,502.43	\$2,502.43
Rent, Utilities, Phone	\$3,361.80	\$3,361.80	Operations (<i>note 1</i>)	\$103,026.40	\$2,387.34	\$2,387.34
Printing	\$100.00	\$100.00	Software (<i>note 2</i>)	\$22,323.70	\$948.10	\$948.10
Contracted Services	\$2,800.00	\$2,800.00	Total	\$2,761,550.13	\$108,854.25	\$108,824.85
Other-Payroll, WIX, CC	\$1,186.50	\$1,186.50	<i>Note 1: Operations = rent, telephone, gas and oil, payroll fees, supplies, printing, vehicle maint</i>			
	\$106,250.00	\$106,250.00	<i>Note 2: Software = Microsoft 365, Aliba, Constant Contact, Wix, Email Me Form, Esri</i>			

PERSONNEL: Costs are based on completed time sheets for each employee that reflect work program activities they have directly worked on.

FRINGE BENEFITS: Includes such items as health insurance, retirement benefits, and Social Security and Medicare.

The Community Development Director will bill up to 45%, the Transportation Planner up to 50%, and the Transportation Intern up to 40% to each RTPO for both salaries and benefits. Other staff positions that have part of their salaries and benefits allocated include Executive Director, Finance Director, Finance Specialist, and Executive Assistant, up to 5% per RTPO.

Title	Maximum Percentage of Salaries and Benefits	NERTPO Salaries	NERTPO Benefits	NPRTPO Salaries	NPRTPO Benefits
Executive Director	5%	\$ 1,211.54	\$ 361.65	\$ 1,211.54	\$ 361.65
Finance Director	5%	\$ 3,937.50	\$ 1,246.58	\$ 3,937.50	\$ 1,246.58
Finance Specialist	5%	\$ 2,500.16	\$ 1,037.97	\$ 2,500.16	\$ 1,037.97
Exec. Assistant	5%	\$1,999.92	\$ 1,377.83	\$1,999.92	\$ 1,377.83
Transp. Planner	50%	\$ 28,503.80	\$ 13,697.20	\$ 28,503.80	\$ 13,697.20
Com. Dev. Director	45%	\$ 26,249.93	\$ 13,667.85	\$ 26,249.93	\$ 13,667.85
Transp. Intern	40%	\$ 6,000.00	\$ 551.34	\$ 6,000.00	N/A
Total		\$ 70,402.85	\$ 31,940.42	\$ 70,402.85	\$ 31,389.08

TRAVEL: Includes travel costs for activities such as board and committee meetings as well as professional development trainings and conferences. Travel per diem and mileage is figured in accordance with the NM Mileage and Per Diem Act and Board approval. **(Actual costs associate with each RTPO.)**

DUES AND SUBSCRIPTIONS: NCNMEDD is member of several professional organizations that include, but are not limited to, the National Association of Development Organizations (NADO) and their National Regional Transportation subcommittee, American Planning Association (APA), New Mexico Municipal League (NMML), and the Association of Counties. **(Transportation subcommittee costs that are broken out as such are directly billed to RTPOs, 50% charged to each RTPO; broader organization expenses are billed up to 5% to each RTPO.)**

PROFESSIONAL SERVICES: Refers to the Information Technology (IT) and audit expenses. **(Billed up to 5% to each RTPO.)**

OPERATIONS: This line item covers rent, telephone, gas and oil, payroll fees, supplies, printing, and vehicle maintenance expenses incurred NCNMEDD, which are utilized in the operations and support of RTPO activities. **(Billed up to 5% to each RTPO.)**

SOFTWARE: This line item covers office, accounting, and communication support software, including but not limited to Microsoft 365, Aliba, Constant Contact, Wix, and Email Me Form subscriptions, which are utilized in the operations and support of RTPO activities. **(Billed up to 5% to each RTPO.)**

OTHER: Expenditures that do not fit into any of the categories above. An explanation of the item to be charged is required. **(Billed up to 5% to each RTPO.)**