Eastern Plains Council of Governments

418 N Main Street
Clovis, New Mexico 88101-7557
Phone: 575-762-7714 Fax: 575-762-7715

Date: 18th July, 2022

Contract No.	D16014
Vendor ID	54561
Tax ID	85-6067853
Control No.	P421010
Fiscal Year/Qtr:	FY22 / Qtr 3
Invoice No.	7122022

Amt of Reimbursement Requested: $12,378.87

Neala Krueger
Planning Division
NM Department of Transportation
P.O. Box 1149
Santa Fe, NM 87504-1149

Ms. Krueger,

Enclosed is the Eastern Plains Council of Government's 3rd Quarterly Billing for the quarter ending June 30th, 2022 for the contract listed above.

If you have any questions please contact me at (575) 762-7714 or by email via vsoule@epcog.org.

Sincerely,

Vincent M Soule
Deputy Director, EPCOG

CC: Sandy Chancey – EPCOG Executive Director
Raul Rodriguez III – EPCOG Regional Planner

INVOICE

Eastern Plains Council of Governments, 418 Main St, Clovis, NM 88101

Bill To:

Neala Krueger
New Mexico Department of Transportation
Planning Division
PO Box 1149
Santa Fe, NM 87504-1149

Date: 07/18/2022

Invoice #:	7122022
Vendor#:	54561
Control #:	P421010
Billing Period:	Q3

DESCRIPTION	AMOUNT (Federal Share)	*Local Match (20%)*	*Total Expenditure (100%)*
EPCOG - Total expenditure Q3 FFY20	$ 12,378.87	$ 3,094.72	$ 15,473.59
TOTAL DUE (80%, Federal Share)	$ 12,378.87		

I hereby certify that the above is true and correct and that payments thereof has not been received

Vincent M. Soule
EPCOG Deputy Director

Quarterly Expenditure Summary

EPCOG FFY22 Budget Detail*	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Total Budgeted Amount	Requests YTD (incl. current request)	Balance
Personnel	$ 14,965.86	$ 13,254.62	$ 8,859.70		$ 59,810.50	$ 37,080.18	$ 22,730.32
FICA	$ 1,144.89	$ 1,013.98	$ 677.70		$ 4,600.00	$ 2,836.57	$ 1,763.43
SUTA	$ 2.29	$ 43.73	$ 29.24		$ 150.00	$ 75.26	$ 74.74
Workman's Comp Insurance	$ -	$ 325.44	$ -		$ 375.00	$ 325.44	$ 49.56
Workman's Comp	$ 3.78	$ 2.98	$ 2.26		$ 25.00	$ 9.02	$ 15.98
Medical	$ 2,776.85	$ 2,214.77	$ 783.83		$ 8,250.00	$ 5,775.45	$ 2,474.55
Dental	$ 162.04	$ 122.58	$ 80.57		$ 600.00	$ 365.19	$ 234.81
Retirement	$ 389.35	$ 795.30	$ 529.00		$ 3,500.00	$ 1,713.65	$ 1,786.35
Per Diem	$ 358.60	$ 334.73	$ 129.77		$ 6,500.00	$ 823.10	$ 5,676.90
Gas & Oil	$ 101.84	$ 385.12	$ 306.08		$ 2,000.00	$ 793.04	$ 1,206.96
Vehicle Maintenance	$ -	$ 237.02	$ -		$ 500.00	$ 237.02	$ 262.98
Vehicle Registration	$ 36.16	$ 16.32	$ -		$ 66.79	$ 52.48	$ 14.31
Vehicle Insurance	$ -	$ 270.81	$ 268.87		$ 1,800.00	$ 539.68	$ 1,260.32
Property/Liability Insurance	$ 315.47	$ -	$ -		$ 2,500.00	$ 315.47	$ 2,184.53
Equipment Lease	$ 125.62	$ 274.72	$ 91.95		$ 832.00	$ 492.29	$ 339.71
Accounting	$ 1,869.48	$ 1,869.51	$ 1,869.48		$ 7,300.00	$ 5,608.47	$ 1,691.53
Professional Services/Audit	$ -	$ -	$ -		$ 4,480.00	$ -	$ 4,480.00
Office & Cleaning Supplies	$ 280.64	$ 278.86	$ 330.94		$ 2,918.67	$ 890.44	$ 2,028.23
Subscriptions/Dues/Registrations	$ 490.17	$ 42.43	$ 47.17		$ 3,000.00	$ 579.77	$ 2,420.23
Legal Publications	$ -	$ -	$ -		$ -	$ -	$ -
Advertising	$ -	$ -	$ -		$ 120.00	$ -	$ 120.00
Postage	$ 36.74	$ -	$ -		$ 75.00	$ 36.74	$ 38.26
Data Processing/Software	$ 43.62	$ 26.16	$ 336.51		$ 785.00	$ 406.29	$ 378.71
Office Cleaning & Maintenance	$ 437.41	$ 278.68	$ 330.61		$ 1,250.00	$ 1,046.70	$ 203.30
Telecommunications	$ 160.65	$ 285.34	$ 206.79		$ 1,000.00	$ 652.78	$ 347.22
Gas & Electric	$ 456.90	$ 437.27	$ 524.66		$ 1,500.00	$ 1,418.83	$ 81.17
Water	$ 19.02	$ 19.04	$ 22.55		$ 80.00	$ 60.61	$ 19.39
Garbage	$ 22.53	$ 23.31	$ 23.29		$ 86.40	$ 69.13	$ 17.27
Sewer	$ 21.54	$ 22.62	$ 22.62		$ 75.20	$ 66.78	$ 8.42
Legal & Attorney Fees	$ -	$ -	$ -		$ -	$ -	$ -
Printing	$ -	$ -	$ -		$ -	$ -	$ -
TOTAL	$ 24,221.45	$ 22,575.34	$ 15,473.59	$ -	$ 114,179.56	$ 62,270.38	$ 51,909.18
Local Match (20%)	$ 4,844.29	$ 4,515.07	$ 3,094.72	$ -	$ 22,835.91	$ 12,454.08	$ 10,381.84
Federal Share (80%)	$ 19,377.16	$ 18,060.27	$ 12,378.87	$ -	$ 91,343.65	$ 49,816.30	$ 41,527.35

Control Number: P421010	**Invoice #**	**TOTAL**	**Local Match (20%)**	**Federal Share (80%)**	
Work Authorization (09/30/2021)		**$ 114,179.56**	**$ 22,835.91**	**$ 91,343.65**	**
Quarter					
Q1 ending 12/31	1252022	$ 24,221.45	$ 4,844.29	$ 19,377.16	
Q2 ending 3/31	4252022	$ 22,575.34	$ 4,515.07	$ 18,060.27	
Q3 ending 6/30	7122022	$ 15,473.59	$ 3,094.72	$ 12,378.87	
Q4 ending 9/30	0	$ -	$ -	$ -	
BALANCE		$ 51,909.18	$ 10,381.84	**$ 41,527.35**	

*line items in excess of $500 require a detailed explanation. Single purchases over $500 require invoices and proof of payment

Billings to EPCOG are shared by all programs. Currently, Transportation shares 32.64% of the shared expenses.

Consultant/Vendor Services

FFY22 Summary of Consultant/Vendor Services								
RWP Function(s)	**Consultant/Vendor**	**Q1 Request**	**Q2 Request**	**Q3 Request**	**Q4 Request**	**Total Contract Amount**	**Requests YTD** (incl. current request)	**Balance**
6	FWB	$ 1,869.48	$ 1,869.51	$1,869.48		$7,300.00	$5,608.47	$1,691.53
							$0.00	$0.00
							$0.00	$0.00
							$0.00	$0.00
	TOTAL	$1,869.48	$1,869.51	$1,869.48	$0.00	$7,300.00	$5,608.47	$1,691.53
	Local Match (20%)	$373.90	$373.90	$373.90	$0.00	$1,460.00	$1,121.69	$338.31
	Federal Share (80%)	$1,495.58	$1,495.61	$1,495.58	$0.00	$5,840.00	$4,486.78	$1,353.22

Billings to EPCOG are shared by all programs. Currently, Transportation shares 32.64% of the shared expenses.

FWB COMPANY LLC
818 Parkland Dr
Clovis, NM 88101

Phone: 575-762-3897
E-mail: office@fwbcompany.com
Website: http://www.fwbcompany.com

Thursday, June 30, 2022

EPCOG
418 N MAIN ST
CLOVIS, NM 88101

Invoice: 8088
Due Date: 07/30/2022
Amount: $1,947.38

For professional service rendered as follows:

Monthly Account Management per Engagement	1,800.00

Billed Time and Expenses	$1,800.00
Tax	147.38
Invoice Total	$1,947.38

NOTE: Per invoice, $623.16 charged to Transportation for total of $1,869.48

Please return this portion with payment.
ID:18045
EPCOG

Invoice: 8088
Date: 06/30/2022
Due Date: 07/30/2022

Amount Due: $1,947.38
Amount Enclosed: _____

The Citizens Bank of Clovis
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134 1.2110 AV 0.426 1 1 134

EASTERN PLAINS COUNCIL OF GOVERNMENTS
GENERAL OPERATING
418 MAIN
CLOVIS NM 88101-7557

PRIMARY ACCT: 125166606 STATEMENT PERIOD: 06/01/2022 - 06/30/2022

SUMMARY:

ACCOUNT NUMBER	PREVIOUS BALANCE		TOTAL DEBITS		TOTAL CREDITS		SERVICE CHARGES	ENDING BALANCE
DDA 01 251666 06	171,172.10	32	49,464.64	3	18,316.67		.00	140,024.13

BUSINESS NOW 01 251666 06

DO YOU NEED A SAFE PLACE TO STORE YOUR TREASURES?
WE HAVE SAFE DEPOSIT BOXES AVAILABLE, ALL SIZES.
PRICES RANGE FROM $15 A YEAR TO $50 A YEAR. PLEASE
GIVE US A CALL IF YOU ARE INTERESTED.

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

DEPOSIT	250.00+	06/14
INTEREST PAID	6.40+	06/30

CURRENT INTEREST RATE	.0500 %
YEAR-TO-DATE INTEREST PAID	44.20
AVERAGE BALANCE	155,807.50

-- SUMMARY OF ELECTRONIC TRANSACTIONS --

DATE	AMOUNT	DESCRIPTION
06/06	7,139.48-	ACH DEBIT INTUIT PAYROLL S [CCD] QUICKBOOKS
06/10	1,947.38-	ACH DEBIT FWB COMPANY [PPD] 10TH OF MO MONTHLY ACCOUNTING SERVICES
06/13	18,060.27+	ACH CREDIT STATE OF NEW MEX [CCD] NMDOT 4252022 4252022
06/13	83.46-	ACH DEBIT VSP INSURANCE CO [CCD] 1004542218 TRN*1*1411076416\
06/15	2,006.70-	ACH DEBIT IRS [CCD] USATAXPYMT
06/17	6,932.95-	ACH DEBIT INTUIT PAYROLL S [CCD] QUICKBOOKS

CONTINUED ON PAGE ... 2

FWB COMPANY LLC
818 Parkland Dr
Clovis, NM 88101

Phone: 575-762-3897
E-mail: office@fwbcompany.com
Website: http://www.fwbcompany.com

Saturday, April 30, 2022

EPCOG
418 N MAIN ST
CLOVIS, NM 88101

Invoice: 7953
Due Date: 05/30/2022
Amount: $1,947.38

For professional service rendered as follows:

Monthly Account Management per Engagement	1,800.00
Billed Time and Expenses	$1,800.00
Tax	147.38
Invoice Total	$1,947.38

Please return this portion with payment.
ID:18045
EPCOG

Invoice: 7953
Date: 04/30/2022
Due Date: 05/30/2022

Amount Due: $1,947.38
Amount Enclosed: _____

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EASTERN PLAINS COUNCIL OF GOVERNMENTS
GENERAL OPERATING
418 MAIN
CLOVIS NM 88101-7557

PRIMARY ACCT: 125166606 STATEMENT PERIOD: 04/01/2022 - 05/01/2022

SUMMARY:

ACCOUNT NUMBER	PREVIOUS BALANCE		TOTAL DEBITS		TOTAL CREDITS	SERVICE CHARGES	ENDING BALANCE
DDA 01 251666 06	206,992.67	30	105,019.41	7	8,796.01	.00	110,769.27

BUSINESS NOW 01 251666 06

WE KNOW YOU HAVE A LOT OF CHOICES WHEN IT COMES TO BANKING SO "THANK YOU" FOR CHOOSING US. WE TRULY APPRECIATE YOUR BUISNESS.

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

DEPOSIT	1,500.00+	04/05
DEPOSIT	1,139.78+	04/11
DEPOSIT	600.00+	04/13
DEPOSIT	400.00+	04/14
DEPOSIT	600.00+	04/18
DEPOSIT	4,550.60+	04/26
INTEREST PAID	5.63+	05/01

CURRENT INTEREST RATE	.0500 %
YEAR-TO-DATE INTEREST PAID	32.55
AVERAGE BALANCE	132,647.22

-- SUMMARY OF ELECTRONIC TRANSACTIONS --

DATE	AMOUNT	DESCRIPTION
04/11	83.46-	ACH DEBIT VSP INSURANCE CO [CCD] 1004318724 TRN*1*1410731896\
04/11	1,947.38-	ACH DEBIT FWB COMPANY [PPD] 10TH OF MO MONTHLY ACCOUNTING SERVICES
04/14	6,664.79-	ACH DEBIT INTUIT PAYROLL S [CCD] QUICKBOOKS
04/28	7,054.99-	ACH DEBIT INTUIT PAYROLL S [CCD] QUICKBOOKS

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FWB COMPANY LLC
818 Parkland Dr
Clovis, NM 88101

Phone: 575-762-3897
E-mail: office@fwbcompany.com
Website: http://www.fwbcompany.com

Tuesday, May 31, 2022

EPCOG
418 N MAIN ST
CLOVIS, NM 88101

Invoice: 8046
Due Date: 06/30/2022
Amount: $1,947.38

For professional service rendered as follows:

Monthly Account Management per Engagement	1,800.00
Billed Time and Expenses	$1,800.00
Tax	147.38
Invoice Total	$1,947.38

Please return this portion with payment.
ID:18045
EPCOG

Invoice: 8046
Date: 05/31/2022
Due Date: 06/30/2022

Amount Due: $1,947.38
Amount Enclosed: _____

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EASTERN PLAINS COUNCIL OF GOVERNMENTS
GENERAL OPERATING
418 MAIN
CLOVIS NM 88101-7557

PRIMARY ACCT: 125166606 STATEMENT PERIOD: 05/02/2022 - 05/31/2022

SUMMARY:

ACCOUNT NUMBER	PREVIOUS BALANCE		TOTAL DEBITS		TOTAL CREDITS	SERVICE CHARGES	ENDING BALANCE
DDA 01 251666 06	110,769.27	29	35,152.42	10	95,555.25	.00	171,172.10

BUSINESS NOW 01 251666 06

DID YOU KNOW THAT YOU CAN GET YOUR BANK STATEMENT ONLINE? SIGN UP ONLINE TODAY! FOLLOW US ON FACEBOOK!

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

DEPOSIT	1,000.00+	05/04
DEPOSIT	250.00+	05/06
DEPOSIT	1,000.00+	05/13
DEPOSIT	250.00+	05/16
DEPOSIT	400.00+	05/17
DEPOSIT	400.00+	05/24
INTEREST PAID	5.25+	05/31

CURRENT INTEREST RATE	.0500 %
YEAR-TO-DATE INTEREST PAID	37.80
AVERAGE BALANCE	127,726.66

-- SUMMARY OF ELECTRONIC TRANSACTIONS --

DATE	AMOUNT	DESCRIPTION
05/05	25.80-	ACH DEBIT TAX_REV_WKC_ECKS [CCD] TRD PMNT
05/10	1,947.38-	ACH DEBIT FWB COMPANY [PPD] 10TH OF MO MONTHLY ACCOUNTING SERVICES
05/11	83.46-	ACH DEBIT VSP INSURANCE CO [CCD] 1004428322 TRN*1*1410903115\
05/11	186.38-	ACH DEBIT STATE OF NM DWS [CCD] UI PAYMENT

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FFY 2022 Q3 Breakdowns

Gas & Electric		
Name	Description	Amount
Xcel Energy	electricty	$ 70.81
Xcel Energy	electricty	$ 127.25
Xcel Energy	electricty	$ 130.76
NM Gas	gas	$ 65.28
NM Gas	gas	$ 65.28
NM Gas	gas	$ 65.28
TOTAL	-	$ 524.66

Travel		
Name	Description	Amount
Sonic	Food during travel for SERTPO meeting	$ 8.49
Super 8	Overnight stay for NERTPO meeting	$ 111.99
Mitch's Texas	Food during NERTPO meeting travel	$ 9.29
TOTAL	-	$ 129.77

Personnel Breakdown FFY2022 Q3

FFY 22 Q3

Personnel Item	Grant Admin	% of Gross
Gross Wage	$ 43.00	100.00%
FICA	$ 3.29	7.65%
SUTA	$ 0.14	0.33%
NM Work Comp	$ -	0.00%
Medical	$ -	0.00%
Dental	$ -	0.00%
Retirement	$ -	0.00%
Total	$ 46.43	

FFY 22 Q3

Personnel Item	Exec. Director	% of Gross
Gross Wage	$ 160.95	100.00%
FICA	$ 12.31	7.65%
SUTA	$ 0.53	0.33%
NM Work Comp	$ -	0.00%
Medical	$ 18.93	11.76%
Dental	$ -	0.00%
Retirement	$ 9.66	6.00%
Total	$ 202.38	

FFY 22 Q3

Personnel Item	RegionalPlanner	% of Gross
Gross Wage	$ 5,661.16	100.00%
FICA	$ 433.08	7.65%
SUTA	$ 18.68	0.33%
NM Work Comp	$ 1.59	0.03%
Medical	$ 639.14	11.29%
Dental	$ 56.88	1.00%
Retirement	$ 339.67	6.00%
Total	$ 7,150.20	

FFY 22 Q3

Personnel Item	Exec. Assit.	% of Gross
Gross Wage	$ 1,328.14	100.00%
FICA	$ 101.60	7.65%
SUTA	$ 4.38	0.33%
NM Work Comp	$ 0.35	0.03%
Medical	$ -	0.00%
Dental	$ 12.10	0.91%
Retirement	$ 79.69	6.00%
	$ -	
Total	$ 1,526.27	

FFY 22 Q3

Personnel Item	Deputy Dir.	% of Gross
Gross Wage	$ 1,666.45	100.00%
FICA	$ 127.48	7.65%
SUTA	$ 5.50	0.33%
NM Work Comp	$ 0.32	0.02%
Medical	$ 125.76	7.55%
Dental	$ 11.59	0.70%
Retirement	$ 99.98	6.00%
Total	$ 2,037.08	

FFY 22 Q3 Totals

Personnel Item	TOTAL	% of Gross
Gross Wage	$ 8,859.70	100.00%
FICA	$ 677.77	7.65%
SUTA	$ 29.24	0.33%
NM Work Comp	$ 2.26	0.03%
Medical	$ 783.83	8.85%
Dental	$ 80.57	0.91%
Retirement	$ 529.00	5.97%
Total	$ 10,962.36	

Eastern Plains Council of Governments

NORTHEAST & SOUTHEAST
REGIONAL TRANSPORTATION PLANNING ORGANIZATIONS
FFY 2021-2022 REGIONAL WORK PROGRAM REPORTING
FFY 2022 Quarter 3 Reporting

Introduction and Purpose

The Regional Work Program sets forth those activities for which the Regional Transportation Planning Organization (RTPO) Planning Manager(s) will carry out on behalf of its RTPO. The work program includes tasks and activities the RTPO would like the RTPO Planners to address. These combined tasks help move the Northeast and Southeast RTPOs forward as they develop, improve, and strengthen the northeastern and southeastern multimodal regional transportation network and planning efforts.

The Northeast (NERTPO) Regional Transportation Planning jurisdiction is composed of Colfax, Guadalupe, Harding, Mora, Quay, San Miguel, and Union counties, and their respective incorporated municipalities. EPCOG's jurisdiction covers Union, Harding, Guadalupe and Quay counties, and their incorporated municipalities therein. All other municipalities within NERTPO are served by the North Central New Mexico Economic Development District (NCNMEDD) staff.

The Southeast (SERTPO) Regional Transportation Planning jurisdiction is composed of Chavez, Curry, De Baca, Eddy, Lea, Lincoln, Otero, Roosevelt, counties and their respective incorporated municipalities, and the Town of Vaughn in Guadalupe County. EPCOG's jurisdiction covers Curry, De Baca and Roosevelt counties, the Town of Vaughn in Guadalupe County and the incorporated municipalities therein. All other municipalities within SERTPO are served by the Southeastern New Mexico Economic Development District (SNMEDD) staff.

The following are functions and task orders that the Eastern Plains Council of Governments (EPCOG) will complete in fulfillment of the contract for management of the Northeastern and Southeastern Regional Transportation Planning Organization (RTPO) for Federal Fiscal Years 2021 and 2022 (FFY 2021 – FFY 2022) starting October 1st, 2020 and ending after September 30th, 2022 in coordination and collaboration with NCNMEDD and SNMEDD staff as deemed appropriate.

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 RTPO Long-Range Regional Transportation Plan (RTP).

1.1.1 Review and update the RTP, 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 RTPO members and stakeholders as part of the RTP development process.

Function 1	Budgeted Hours ('21)	Actual Hours	Other Specific Costs	Budgeted Hours ('22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget		N/A			N/A	
1st Quarter	50	25		37.50	59.2	
2nd Quarter	50	39.1		37.50	37.6	
3rd Quarter	50	6		37.50	8.6	
4th Quarter	50	40		37.50		
Balance	200	110.1		150	90.8	

Function 1 Activity Tracking

1st Quarter Report	EPCOG continued to coordinate with NCNMEDD and SNMEDD on the development of RTPs and RTIPRs. Staff assisted with the development of required ADA documents with local governments. Regularly scheduled meetings were held throughout the quarter with NCNMEDD and SNMEDD.
2nd Quarter Report	EPCOG continued to coordinate with NCNMEDD and SNMEDD on the development of RTPs.
3rd Quarter Report	EPCOG Staff continues to work in tandem with NCNMEDD and SNMEDD to develop RTPs and to ensure membership is updated with

	Planners' progress.
4th Quarter Report	

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 RTP.

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 RTPO 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 RTP.

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 RTPO 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.

2.2.1 Assist RTPO 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		N/A			N/A	
1st Quarter	35	24		25	0	
2nd Quarter	35	9.6		25	5.6	
3rd Quarter	35	36		25	0	
4th Quarter	35	0		25		
Balance	140	69.6		100	100	

Function 2 Activity Tracking

1st Quarter Report	No significant task information to report for this section.
2nd Quarter Report	Staff assisted Curry County with re-classification application of multiple roads throughout the county.
3rd Quarter Report	No significant task information to report for this section
4th Quarter Report	

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 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 RTPO 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 to complete the forms.

3.2.3 Ensure members are informed of Americans with Disabilities Act (ADA) and Title VI plan requirements for all recipients/applicants of federal funds.

3.2.4 Work with RTPO members to establish scoring criteria for project prioritization, based on goals and action items included in the RTP, 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.

3.2.5 Develop and maintain a prioritized list of projects based on the regional goals articulated in the RTP, 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). RTIPR development will occur based on an official RTPO schedule:

Northeast Schedule: https://63f4702e-4fad-4e91-b2f6-805cec2eb71c.filesusr.com/ugd/b4c66d_11f4b05ec9c74117831f24082e7f98be.pdf

Southeast Schedule: https://63f4702e-4fad-4e91-b2f6-805cec2eb71c.filesusr.com/ugd/b4c66d_df1465c351804087a08fcb4f4fa286fb.pdf

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. Submit the results to the NMDOT Transit Bureau in accordance with that schedule. Include the results in the RTPO 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 RTPO 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 RTPO 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		N/A			N/A	
1st Quarter	85	106.3		68.75	37.8	
2nd Quarter	85	45.8		68.75	73	
3rd Quarter	85	73		68.75	69.4	
4th Quarter	85	113		68.75		
Balance	340	338.1		275	237.2	

Function 3 Activity Tracking

1st Quarter Report	Staff continues to research possibilities for transportation infrastructure and freight related projects. EPCOG has assisted with the dissemination of the federal bipartisan infrastructure bill. Assistance was given to applicants for TAP and roadway reclassification.
2nd Quarter Report	EPCOG staff continues to assist with preliminary submissions of Transportation Project Fund (TPF) applications and further review and development of these projects. Staff has facilitated in person and virtual meetings between member entities and NMDOT district representatives to further project development and local entity's understanding of the

	TPF applications and processes.
3rd Quarter Report	EPCOG staff assisted with final submission of Transportation Project Fund (TPF) applications to ensure the NMDOT May 31st deadline was met, and all applications uploaded to the FTP site in coordination with NCNMEDD and SNMEDD.EPCOG staff reviewed NMDOT eSTIP projects and reviewed these with City of Clovis and extended further assistance when needed. EPCOG staff coordinated with partner COGs to update RTPO rating and ranking criteria. Assisted with Rating and Ranking meetings for membership prioritization/ voting for projects in both RTPOs. EPCOG staff has acquired Dr. Shanna Sasser, NM DFA Rural Ombudsman, to present to RTPOs concerning the Bipartisan Infrastructure Law (BIL) preparation and integration with transportation infrastructure.
4th Quarter Report	

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 RTPO 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 RTPO-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 RTPO members.

Task 4.4 Attend/manage RTPO Roundtable and special meetings.

Task 4.5 Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:

- American Planning Association Conferences
  - National Planning Conference
- National Association of Developmental Organizations (NADO) Conferences
  - National Regional Transportation Conference
- Southwest Region Economic Development Association (SWREDA)
- Transportation Research Board Conferences
  - Health and Active Transportation Conference
- Safe Routes to School National Conference
- Ports-to-Plains Conference
- American Association of State Highway Officials (AASHTO) Conferences

Task 4.6 Participate in miscellaneous transportation-related programs and special projects in or related to the RTPO region.

Function 4	Budgeted Hours ('21)	Actual Hours	Other Specific Costs	Budgeted Hours ('22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget		N/A			N/A	
1st Quarter	60	192		150	45.8	
2nd Quarter	60	99.4		150	57	
3rd Quarter	60	135.8		150	50.4	
4th Quarter	60	46.3		150		

Balance	240	473.5		600		

Function 4 Activity Tracking

1st Quarter Report	Staff attended and assisted with w SERTPO subcommittee meeting. This also includes giving guidance for the desired consolidation of the SERTPO committees. Travel was required for some meetings.
2nd Quarter Report	Staff continues to attend trainings and webinars virtually to ensure continued growth and understanding of Transportation and any nuances attached thereto. Staff has also continued to participate in RTPO Roundtable meetings and monitors state and federal legislation affecting the transportation system.
3rd Quarter Report	Staff continued to attend webinars and travels to RTPO meetings. EPCOG Regional Planner attended the American Planning Association National Conference in Sand Diego, Ca.
4th Quarter Report	

Function 5. General RTPO Support

Task 5.1 Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.

5.1.1 Document the RTPOs 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 RTPO Committee meetings.

5.1.3 Provide RTPO Committee members, the appropriate NMDOT District staff, and GTG with meeting agendas and information packets no later than seventy-two (72) hours in advance of RTPO 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 RTPO Committee.

Task 5.2 Maintain bylaws that clarify and document member entities, responsibilities roles, and procedures.

5.2.1 Maintain a list of RTPO 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 RTPO processes per 23 CFR 450.

5.3.2 Coordinate with RTPO members to maintain a list of entities including newly elected officials and potential members, who will be educated on the RTPO 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 RTPO members, including developing and maintaining training plans. Assist RTPO members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Inform member entities of training opportunities and encourage

participation

Function 5	Budgeted Hours ('21)	Actual Hours	Other Specific Costs	Budgeted Hours ('22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget		N/A			N/A	
1st Quarter	235	40.4		150	75.8	
2nd Quarter	235	110.7		150	180	
3rd Quarter	235	71		150	144.9	
4th Quarter	235	107.9		150		
Balance	940	330		600	524.2	

Function 5 Activity Tracking

1st Quarter Report	Staff continues to provide training, assist with regularly scheduled meetings, website updates, and communications with RTPO members and interested parties. Time includes the preparation of minutes, resolutions, agendas, and other meeting documents as needed.
2nd Quarter Report	Staff continues to assist in management of both the SERTPO and NERTPO regarding website updates, minutes, agendas, email communications and trainings for RTPO members. Staff continues to coordinate with NCNMEDD and SNMEDD schedule, facilitate, maintain websites, list of member entities and bylaws for both RTPOs.
3rd Quarter Report	EPCOG Regional Planner continues to assist both RTPOs with website updates, minutes, agendas, email communications and trainings for RTPO members. Staff continues to coordinate with NCNMEDD and SNMEDD to schedule, facilitate, maintain websites, lists of member entities and bylaws for both RTPOs.
4th Quarter Report	

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 packet as an informational item on the following RTPO 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 and will include additional descriptions to summarize the activities performed in the past year.

Task 6.2 Solicit and utilize input from RTPO 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 RTPO'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 agency 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 RTPO members or staff.

Task 6.5 Submit the EPCOG 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		N/A			N/A	
1st Quarter	40	16.6		40	87.2	
2nd Quarter	40	46		40	0	
3rd Quarter	40	36.8		40	95	
4th Quarter	40	50		40		
Balance	160	149.4		160	220.2	

Function 6 Activity Tracking

1st Quarter Report	EPCOG continues to submit quarterly and annual documents as needed. Time spent here has been for amendment processes to the budget, change of reporting style, and addition of information into the reporting packages as requested by NMDOT. The process has been established and should run efficiently in latter quarters.
2nd Quarter Report	No significant task information to report for this section.
3rd Quarter Report	EPCOG staff continues to submit quarterly and annual documents as need and prescribed in the NMDOT Planning Procedure Manual (PPM).Submitted a unanimously NERTPO board approved FFY 23-24 Regional Work Program (RWP).
4th Quarter Report	

Eastern Plains Council of Governments
NORTHEAST & SOUTHEAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FFY 2021-2022 REGIONAL WORK PROGRAM AMENDMENTS
October 1, 2021 – September 30, 2022

Amendment #001 – Administrative: Clarifying Cost Allocation Methods

Amendment #002 – Formal: End-Year Budget Adjustments

Eastern Plains Council of Governments
NORTHEAST & SOUTHEAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FFY 2021-2022 REGIONAL WORK PROGRAM BUDGET
October 1, 2021 – September 30, 2022

EPCOG Budget Detail*	**Total Budgeted Amount FFY21**	**Total Budgeted Amount FFY21**
Personnel	$ 59,810.50	$ 59,810.50
FICA	$ 4,600.00	$ 4,600.00
SUTA	$ 300.00	$ 150.00
Workman's Comp Insurance	$ 475.00	$ 375.00
Workman's Comp	$ 60.00	$ 25.00
Medical	$ 7,000.00	$ 8,250.00
Dental	$ 400.00	$ 600.00
Retirement	$ 4,000.00	$ 3,500.00
Per Diem	$ 5,000.00	$ 6,500.00
Gas & Oil	$ 1,200.00	$ 2,000.00
Vehicle Maintenance	$ 467.83	$ 500.00
Vehicle Registration	$ 120.00	$ 66.79
Vehicle Insurance	$ 2,100.00	$ 1,800.00
Property/Liability Insurance	$ 4,480.00	$ 2,500.00
Equipment Lease	$ 832.00	$ 832.00
Accounting	$ 3,200.00	$ 7,300.00
Professional Services/Audit	$ 4,480.00	$ 4,480.00
Office & Cleaning Supplies	$ 1,000.00	$ 2,918.67
Subscriptions/Dues/Registrations	$ 1,500.00	$ 3,000.00
Legal Publications	$ -	$ -
Advertising	$ 80.00	$ 120.00
Postage	$ 50.00	$ 75.00
Data Processing/Software	$ 872.00	$ 785.00
Office Cleaning & Maintenance	$ 131.20	$ 1,250.00
Telecommunications	$ 880.00	$ 1,000.00
Gas & Electric	$ 1,088.00	$ 1,500.00
Water	$ 80.00	$ 80.00
Garbage	$ 86.40	$ 86.40
Sewer	$ 83.20	$ 75.20
Legal & Attorney Fees	$ 102.00	$ -
Printing	$ 7.50	$ -
TOTAL	$ 104,485.63	$ 114,179.56
Local Match (20%)	$ 20,897.13	$ 22,835.91
Federal Share (80%)	$ 83,588.50	$ 91,343.65

Concerning the Transportation Program of EPCOG, the following employees are allocated part of their salary based on FTE and Share methodologies defined below:

Title	Amount	% of total Salary
Executive Director	$ 11,810.50	18.17%
Executive Assistant	$ 6,080.00	16.00%
Deputy Director	$ 11,600.00	29.00%
Regional Planner	$ 25,200.00	70.00%
Finacial Specialist	$ 5,120.00	32.00%
TOTAL	$ 59,810.50	

EPCOG utilizes the allocation method whereby all costs are treated as direct costs. Joint costs are prorated individually as a direct cost to each category/line-item. Joint costs are prorated based on historical data and as well as the measurement of activity given to each award or program.
Joint costs where programs generally benefit in all are allocated out based on the program's share of the overall planned budget. NMDOT is charged at 32% for shared costs. All other costs are typically direct to the benefiting program or activity.

Line-Item Descriptions:

Personnel – Personnel are budgeted based on the amount of work that is planned for the fiscal year of the COG. Real time spent on each program is reported by employees and charged accordingly. Hourly employees (non-exempt) are charged a fixed hourly rate. Exempt employees are charge to the program proportionate to the hours they report (e.g. if an employee must spend a whole day at an NMDOT meeting, that whole day would be charged against NMDOT.).

FICA – FICA is charged by a rate of 7.65%/

SUTA – SUTA is charged at 0.33% up to a total amount of $24,200. Once the total contribution is reached, SUTA is no longer assessed.

Workman's Comp/Insurance - This is assessed on current rates set for by state/federal laws and regs.

Medical – EPCOG covers 75% of medical insurance for employees that enroll, including their dependents or spouse, should they opt to.

Dental – EPCOG covers 100% of dental insurance should an employee choose to enroll. EPCOG does not cover spouses or dependents of employees.

Vision – EPCOG covers 100% of vision insurance should an employee choose to enroll. EPCOG does not cover spouses or dependents of employees.

Retirement – after 1 year of employment, an employee may choose to enroll on the COG's retirement plan. EPCOG will match 6% of the employee's wage should the employee opt in to the COG's retirement plan.

Per Diem – Per diem is generally a direct cost where the benefit of the task is assessed to its respective program. Where the benefit is in general, the cost to NMDOT will be charged the 32% rate explained above.

Gas & Oil – Gas is charged directly per program in the method explained in Per Diem. Oil (such as oil changes) are shared to all programs, in which case the 32% is utilized.

Vehicle Maintenance – This is considered a general benefit to programs and is generally allocated at the 32% rate.

Vehicle Insurance – This is generally allocated at the 32% rate.

Vehicle Registration – This too is considered a general benefit as is allocated at the 32% rate.

Property/Liability Insurance – This is allocated at the 32% rate.

Equipment Lease – This is generally allocated based on the 32% rate. This may vary if a specific program purchases an equipment under a lease – this would be a direct cost in such a case.

Office & Cleaning Supplies – general supplies are allocated at the 32% rate. Supplies that directly benefit a program or award is directly charged as appropriate.

Accounting – This is a professional service offered to EPCOG under a contract by a CPA firm. This is allocated at the 32% rate.

Professional Services/Audit – This line item is generally allocated by 32% for such services that serve all programs, such as an audit. Other contracts may fall under this item description and will be appropriately charged based on program benefit (direct cost).

Subscriptions/Dues/Registrations – These are charged directly to the benefiting program or allocated based on the program benefit. A general benefit to all programs is charged at 32% allocation rate.

Legal Publications – This is done on a general allocation rate of 32% or as a direct cost if a specific program benefits in proportions different than the general.

Advertising – This is a direct cost based on benefit to the program. General advertising may be allocated by the 32% should all programs benefit.

Postage – Postage is entered on a metered system by program code and is therefore a direct cost to the benefiting program.

Data Processing/Software – This is a direct cost unless it is calculated to be a general allocation or joint cost.

Office Cleaning & Maintenance – This is generally an allocated cost of 32% for services rendered.

Utilities (water, electricity, etc.) – These are considered shared and therefore calculated at 32%.

Legal & Attorney Fees – This is typically 32% allocation but may be program specific should it be necessary for such a service to benefit a specific program.

Printing – Codes are used to make this a direct cost against the benefiting programs.

Other(s) – This is usually treated as a direct cost for specific needs for a program or programs as needed.

1

Quarter 1 FFY22

Function	Task	Hours	Function Sum
1	1.1	59.2	59.2
	1.2	0	
2	2.1	0	0
	2.2	0	
3	3.1	13	37.8
	3.2	24.8	
	3.3	0	
	3.4	0	
4	4.1	0	45.8
	4.2	0	
	4.3	0	
	4.4	6	
	4.5	4	
	4.6	35.8	
5	5.1	65.8	75.8
	5.2	2	
	5.3	0	
	5.4	0	
	5.5	8	
6	6.1	75.2	87.2
	6.2	0	
	6.3	12	
	6.4	0	
	6.5	0	

LEAVE 212.77
TOTAL 518.57

2

Quarter 2 FFY22

Function	Task	Hours	Function Sum
1	1.1	37.6	37.6
	1.2	0	
2	2.1	5.6	5.6
	2.2	0	
3	3.1	77	86
	3.2	9	
	3.3	0	
	3.4	0	
4	4.1	21.6	71
	4.2	0	
	4.3	0	
	4.4	6	
	4.5	43.4	
	4.6	0	
5	5.1	126.8	184.5
	5.2	8	
	5.3	45.2	
	5.4	0	
	5.5	4.5	
6	6.1	38	38
	6.2	0	
	6.3	0	
	6.4	0	
	6.5	0	

LEAVE 78.26
TOTAL 500.96

3

Quarter 3 FFY22

Function	Task	Hours	Function Sum
1	1.1	8.6	8.6
	1.2	0	
2	2.1	0	0
	2.2	0	
3	3.1	43.6	69.4
	3.2	24.8	
	3.3	1	
	3.4	0	
4	4.1	0	50.4
	4.2	0	
	4.3	0	
	4.4	0	
	4.5	50.4	
	4.6	0	
5	5.1	121.7	144.9
	5.2	0	
	5.3	0	
	5.4	23.2	
	5.5	0	
6	6.1	95	95
	6.2	0	
	6.3	0	
	6.4	0	
	6.5	0	

LEAVE 41.06
TOTAL 409.36

4

Quarter 4 FFY22

Function	Task	Hours	Function Sum
1	1.1	0	0
	1.2	0	
2	2.1	0	0
	2.2	0	
3	3.1	0	0
	3.2	0	
	3.3	0	
	3.4	0	
4	4.1	0	0
	4.2	0	
	4.3	0	
	4.4	0	
	4.5	0	
	4.6	0	
5	5.1	0	0
	5.2	0	
	5.3	0	
	5.4	0	
	5.5	0	
6	6.1	0	0
	6.2	0	
	6.3	0	
	6.4	0	
	6.5	0	

LEAVE 0
TOTAL 0

TOTAL FFY22

Function	Task	Hours	Function Sum	Budget Hours	Balance
1	1.1	105.4	105.4	150	44.6
	1.2	0			
2	2.1	5.6	5.6	100	94.4
	2.2	0			
3	3.1	133.6	193.2	275	81.8
	3.2	58.6			
	3.3	1			
	3.4	0			
4	4.1	21.6	167.2	600	432.8
	4.2	0			
	4.3	0			
	4.4	12			
	4.5	97.8			
	4.6	35.8			
5	5.1	314.3	405.2	600	194.8
	5.2	10			
	5.3	45.2			
	5.4	23.2			
	5.5	12.5			
6	6.1	208.2	220.2	144.9	-75.3
	6.2	0			
	6.3	12			
	6.4	0			
	6.5	0			

LEAVE 332.09
TOTAL 1105.19

Main Task Number	Sub Task Number	Description
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 RTPO Long-Range Regional Transportation Plan (RTP).
	1.1.1	Review and update the RTP, 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.
1.2		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.
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 RTP.
	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 RTPO 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 RTP.
	2.1.2	Assist project applicants with analysis, data collection and other technical support for transportation planning, project identification, and project development.
2.2		Assist RTPO 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.
	2.2.1	Assist RTPO 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.
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 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.
3.2		Manage preliminary project review process.
	3.2.1	Establish and implement a process for RTPO members to prepare and submit Project Feasibility Forms (PFFs) and Project Prospectus Forms (PPFs), through coordination with NMDOT District(s).

Based on RWP FFY2021-2022. All edits should match respective RWP Amendments

	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 to complete the forms.
	3.2.3	Ensure members are informed of Americans with Disabilities Act (ADA) and Title VI plan requirements for all recipients/applicants of federal funds.
	3.2.4	Work with RTPO members to establish scoring criteria for project prioritization, based on goals and action items included in the RTP, 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.
	3.2.5	Develop and maintain a prioritized list of projects based on the regional goals articulated in the RTP, 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). RTIPR development will occur based on an official RTPO schedule.
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. Submit the results to the NMDOT Transit Bureau in accordance with that schedule. Include the results in the RTPO RTIPR.
	3.3.2	Support efforts on regional transportation system development through coordination with local entities and NMDOT Transit & Rail Division.
3.4		Track the progress of Statewide Transportation Improvement Program (STIP) projects within the RTPO 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 RTPO members with issues that may arise.
4.1		Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program. Provide periodic updates to RTPO members on the status of the studies/projects and involve the members in this effort as appropriate.
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 RTPO-specific transportation issues, as appropriate.
4.3		Monitor development of federal and state laws affecting the transportation system and provide information about the contents and status to RTPO members.
4.4		Attend/manage RTPO Roundtable and special meetings.
4.5		Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP: (listed in RWP)
4.6		Participate in miscellaneous transportation-related programs and special projects in or related to the RTPO region.
5.1		Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
	5.1.1	Document the RTPOs 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 RTPO Committee meetings.
	5.1.3	Provide RTPO Committee members, the appropriate NMDOT District staff, and GTG with meeting agendas and information packets no later than seventy-two (72) hours in advance of RTPO 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 RTPO Committee.
5.2		Maintain bylaws that clarify and document member entities, responsibilities roles, and procedures.
	5.2.1	Maintain a list of RTPO Committee members with contact information and provide a copy of the list to appropriate NMDOT District staff, GTG, member entities, and other regular participants.
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 RTPO processes per 23 CFR 450.
	5.3.2	Coordinate with RTPO members to maintain a list of entities including newly elected officials and potential members, who will be educated on the RTPO process. Document this outreach and presentations and share any questions or concerns in quarterly reports and with appropriate NMDOT staff.
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.
5.5		Coordinate training and professional development opportunities for RTPO members, including developing and maintaining training plans. Assist RTPO members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Inform member entities of training opportunities and encourage participation.
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 packet as an informational item on the following RTPO 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 and will include additional descriptions to summarize the activities performed in the past year.
6.2		Solicit and utilize input from RTPO 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 RTPO'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.
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 agency programs in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.
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.
6.5		Submit the EPCOG 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.

	Q1 Leave	Q2 Leave	Q3 Leave	Q4 Leave
	138	42.57	31.42	
NAME: Raul Rodriguez III	Q1 Sum Tasks	Q2 Sum Tasks	Q3 Sum Tasks	Q4 Sum Tasks
	221.8	4	321.3	0

Work Description	Date	Hours	Quarter	Main Task Number	Task Description (Do Not Type In This Field)
NERTPO weekly discussion with Paul Sittig and NERTPO September meeting minutes.	10/5/2021	8	1	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 RTPO Long-Range Regional Transportation Plan (RTP).
FHWA value capture webinar. NERTPO minutes. Worked on both NERTPO and SERTPO RTPs as discussed with	10/6/2021	5.6	1	1.1	Initiate and coordinate long-range regional transportation planning with other local, regional and statewide planning initiatives. Collaborate with
Worked on NERTPO and SERTPO RTPs. I spoke with District 2 Engineer Francisco Sanchez and Leona Powell	10/7/2021	5.6	1	1.1	Initiate and coordinate long-range regional transportation planning with other local, regional and statewide planning initiatives. Collaborate with
Continued work with both RTPO RTPs, RTIPRs, and commenced incorporation of the NMDOT eSTIP and	10/21/2021	8	1	1.1	Initiate and coordinate long-range regional transportation planning with other local, regional and statewide planning initiatives. Collaborate with
Continued work with both RTPO RTPs, RTIPRs, and commenced incorporation of the NMDOT eSTIP and NERTPO RTIPR.	10/26/2021	8	1	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 RTPO Long-Range Regional Transportation Plan (RTP).
SERTPO subcommittee meeting and continued RTP work with Mary Ann Burr	10/28/2021	8	1	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 RTPO Long-Range Regional Transportation Plan (RTP).
NERTPO minutes and continued RTP work with Paul Sittig.	11/8/2021	8	1	1.1	Initiate and coordinate long-range regional transportation planning with other local, regional and statewide planning initiatives. Collaborate with
Continued work on RTPs.	12/2/2021	8	1	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 RTPO Long-Range Regional Transportation Plan (RTP).
NERTPO weekly discussion and review of Santa Rosa's Transportation Alternative Program (TAP) application.	10/25/2021	5.6	1	3.2	Manage preliminary project review process.
Bipartisan Infrastructure Law (BIL) review and Curry County road reclassification applications review.	12/7/2021	8	1	3.2	Manage preliminary project review process.
Bipartisan Infrastructure Law (BIL) review and Curry County road reclassification applications review.	12/8/2021	5.6	1	3.2	Manage preliminary project review process.
Bipartisan Infrastructure Law (BIL) review and Curry County road reclassification applications review. I also attended a webinar.	12/9/2021	5.6	1	3.2	Manage preliminary project review process.
Attended a webinar and read planning training material.	12/20/2021	4	1	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:
Employee meeting and SERTPO monthly discussion.	10/4/2021	5.6	1	4.6	Participate in miscellaneous transportation-related programs and special projects in or related to the RTPO region.
Travel to Ruidoso for SERTPO subcommittee meeting the following day.	10/11/2021	4	1	4.6	Participate in miscellaneous transportation-related programs and special projects in or related to the RTPO region.
SERTPO subcommittee meeting and travel home.	10/12/2021	5.6	1	4.6	Participate in miscellaneous transportation-related programs and special projects in or related to the RTPO region.
EPCOG board meeting and NERTPO minutes.	10/13/2021	5.6	1	4.6	Participate in miscellaneous transportation-related programs and special projects in or related to the RTPO region.
NERTPO weekly discussion and NMDFA Annual Budget Conference.	11/16/2021	4	1	4.6	Participate in miscellaneous transportation-related programs and special projects in or related to the RTPO region.
SERTPO, NMDFA Annual Budget Conference and NERTPO agenda/minutes confirmation for notification email.	11/17/2021	4	1	4.6	Participate in miscellaneous transportation-related programs and special projects in or related to the RTPO region.
Bipartisan Infrastructure Law (BIL) review, staff meeting, and Santa Rosa Town Hall.	12/6/2021	7	1	4.6	Participate in miscellaneous transportation-related programs and special projects in or related to the RTPO region.

NERTPO agenda and notification email for the monthly meeting.	10/19/2021	5.6	1	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Finished the NERTPO agenda and notification email. Gained approval from the NERTPO Chair and Vice-Chair for the agenda and minutes. Continued work on the RTPs and NMDOT Q4 report. Commenced work with the NERTPO and SERTPO RTIPRs.	10/20/2021	8	1	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO monthly meeting.	10/27/2021	5.6	1	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO minutes and weekly discussion.	11/1/2021	8	1	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NMDFA Annual Budget Conference. NERTPO notification email.	11/18/2021	4	1	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NMDFA Annual Budget Conference. NERTPO notification email.	11/19/2021	4	1	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO monthly meeting.	11/30/2021	2	1	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
EPCOG board meeting and NERTPO minutes.	12/13/2021	5.6	1	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Continued NERTPO minutes and attended two (2) webinars.	12/14/2021	8	1	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Continued NERTPO minutes, attended a webinar and read planning training material.	12/15/2021	7	1	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO minutes and RTP discussion with Paul Sittig. NMDOT Quarter 4 reporting.	10/14/2021	5.6	1	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.
NMDOT Quarter 4 reporting. NERTPO weekly disscusion, agenda and notification email for the monthly meeting.	10/18/2021	8	1	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.
Finished NERTPO minutes. Commenced work on the NMDOT Annual Performance Expenditure Report (APER).	11/9/2021	5	1	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.
Continued work on the NMDOT APER and both RTPO RTPs.	11/10/2021	8	1	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.
EPCOG staff meeting and finished NMDOT APER.	11/15/2021	5.6	1	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.
Road Reclassification application review.	1/3/2022	5.6	2	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 RTP.
NERTPO weekly discussion, email and agenda.	1/4/2022	5.6	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Assited Village of Des Moines with ADA Policy and membership. Road Reclassifications.	1/5/2022	8	2	5.3	Conduct Outreach Activities.
NERTPO Minutes.	1/6/2022	8	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Bipartisan Infrastructure Law FHWA webinar	1/7/2022	2	2	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:
Transportation Camp Webinar	1/8/2022	5	2	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:
NERTPO minutes/ agenda. Outreach to communities	1/10/2022	10	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Community Outreach	1/11/2022	5.6	2	5.3	Conduct Outreach Activities.
Travel to Roswell for SERTPO subcommittee meeting	1/12/2022	8	2	5.2	Maintain bylaws that clarify and document member entities, responsibilities roles, and procedures.
Community Outreach	1/13/2022	8	2	5.3	Conduct Outreach Activities.
Travel to Santa Fe, Nm for Quay County Legislative Breakfast and outreach	1/18/2022	8	2	5.3	Conduct Outreach Activities.

Quay County Legislative breakfast and outreach.	1/19/2022	5.6	2	5.3	Conduct Outreach Activities.
NERTPO minutes and website updates/ reminder email	1/20/2022	5.6	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Travel to Santa Fe, NM for Union County Luncheon and community outreach.	1/24/2022	8	2	5.3	Conduct Outreach Activities.
Attended virtual webinars	1/25/2022	5.6	2	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:
Attended and co-fascilitated monthly NERTPO meeting	1/26/2022	5.6	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Travel to Roswell for in person SERTPO meeting	1/27/2022	5.6	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERPTO minutes	1/31/2022	5.6	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO weekly discussion. Review TAP applications	2/1/2022	8	2	3.1	Assist project applicants in developing projects.
Review TAP and RTP applications	2/2/2022	8	2	3.1	Assist project applicants in developing projects.
NERTPO RTP meeting with co-planner Paul Sittig and reviewing legislation	2/3/2022	8	2	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 RTPO Long-Range Regional Transportation Plan (RTP).
Meeting with Transportation Camp 2022 Organizer	2/4/2022	1	2	5.3	Conduct Outreach Activities.
Participated in NMDOT TAP selection committee	2/7/2022	8	2	4.1	Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program. Provide periodic updates to RTPO members on the status of the studies/projects and involve the members in this effort as appropriate.
Attended meeting with NMDOT District 4 reps and Village of Logan to initialize TPF projects	2/8/2022	8	2	3.2	Manage preliminary project review process.
NERTPO minutes	2/9/2022	5.6	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO minutes	2/10/2022	5.6	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
District 4 and NERTPO meeting	2/11/2022	1	2	3.2	Manage preliminary project review process.
NERTPO Agenda draft email and outreach	2/14/2022	5.6	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO weekly and webinar	2/15/2022	5.6	2	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:
Travel to Clayton NM for NMDOT and Union County TPF meeting.	2/16/2022	10	2	3.1	Assist project applicants in developing projects.
NERTPO minutes, Union County TPF meeting and travel home to Clovis, NM.	2/17/2022	12	2	3.1	Assist project applicants in developing projects.
Virtual RTPO Roundtable.	2/18/2022	6	2	4.4	Attend/manage RTPO Roundtable and special meetings.
NERTPO regular monthly meeting	2/23/2022	8	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO minutes.	2/24/2022	8	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO minutes.	2/28/2022	8	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
LTAP webinar	3/1/2022	5.6	2	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:

LTAP webinar	3/2/2022	5.6	2	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:
NMDOT Freight Division Advisory Committee meeting	3/3/2022	5.6	2	4.1	Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program. Provide periodic updates to RTPO members on the status of the studies/projects and involve the members in this effort as appropriate.
NERTPO minutes and review SERTPO RTP with Mary Ann	3/7/2022	8	2	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 RTPO Long-Range Regional Transportation Plan (RTP).
Review SERTPO RTP with Mary Ann	3/8/2022	8	2	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 RTPO Long-Range Regional Transportation Plan (RTP).
Town of Vaughn NMDOT TPF District 2 meeting	3/9/2022	10	2	3.1	Assist project applicants in developing projects.
Village of Logan NMDOT TPF District 4 meeting	3/14/2022	8	2	3.1	Assist project applicants in developing projects.
SERTPO RTP updates	3/15/2022	8	2	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 RTPO Long-Range Regional Transportation Plan (RTP).
Updated RTPONM.org website and finished NERTPO minutes	3/16/2022	8	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Review both NERTPO and SERTPO RTPs	3/21/2022	5.6	2	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 RTPO Long-Range Regional Transportation Plan (RTP).
Meeting with Village of Logan to help develop TPF application	3/22/2022	8	2	3.1	Assist project applicants in developing projects.
NERTPO meeting and minutes	3/23/2022	8	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
State Transportation Commission meeting in Roswell, NM	3/24/2022	8	2	4.1	Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program. Provide periodic updates to RTPO members on the status of the studies/projects and involve the members in this effort as appropriate.
NERTPO minutes	3/28/2022	8	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO minutes	3/29/2022	8	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Community Outreach	3/30/2022	1	2	5.3	Conduct Outreach Activities.
In person SERTPO meeting	3/31/2022	8	2	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Assited Quay County with TPF Historic Bridge Application	4/4/2022	6	3	3.1	Assist project applicants in developing projects.
Reviewed TPF PFFs and NERTPO minutes and agenda	4/6/2022	8	3	3.1	Assist project applicants in developing projects.
Reviewed TPF PFFs and NERTPO minutes and agenda	4/7/2022	8	3	3.1	Assist project applicants in developing projects.
NERTPO minutes/ agenda. EPCOG Board meeting	4/13/2022	8	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO email/ website updates and began NMDOT Quarterly Report	4/14/2022	8	3	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.

Continued and finished NMDOT Quarterly Report	4/18/2022	8	3	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.
Assisted enitities with TPF applications	4/19/2022	8	3	3.1	Assist project applicants in developing projects.
Assited entities with TPF applications and TPF schedule SERTPO meetings	4/20/2022	8	3	3.1	Assist project applicants in developing projects.
Constructed NERTPO email and website update	4/21/2022	4	3	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.
Assisted enitities with TPF applications	4/25/2022	5.6	3	3.1	Assist project applicants in developing projects.
SERTPO and D2 meetings and travel to and from Roswell	4/26/2022	8	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Assisted enitities with TPF applications and NERTPO	4/27/2022	8	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
APA National Planning Conference in Sand Diego, CA.	4/28/2022	5.6	3	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:
APA National Planning Conference in Sand Diego, CA.	4/29/2022	5.6	3	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:
APA National Planning Conference in Sand Diego, CA.	4/30/2022	5.6	3	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:
APA National Planning Conference in Sand Diego, CA.	4/31/2022	5.6	3	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:
APA National Planning Conference in Sand Diego, CA.	5/1/2022	5.6	3	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:
APA National Planning Conference in Sand Diego, CA.	5/2/2022	5.6	3	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:
APA National Planning Conference in Sand Diego, CA.	5/3/2022	5.6	3	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:
APA National Planning Conference in Sand Diego, CA.	5/4/2022	5.6	3	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:

APA National Planning Conference in Sand Diego, CA.	5/5/2022	5.6	3	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP:
SERTPO Finall TPF Application Reviews	5/10/2022	5.6	3	3.2	Manage preliminary project review process.
SERTPO Finall TPF Application Reviews and NERTPO weekly discussion	5/11/2022	5.6	3	3.2	Manage preliminary project review process.
Created a SERTPO survey about NMDOT Bridge Prioritization and NERTPO Minutes and Agenda	5/12/2022	8	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NMDOT District 2 Letter of Support for Federal Bipartisan Infrastructure Law (BIL) application. Spoke with Shannon Glendenning	5/13/2022	3	3	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 RTPO Long-Range Regional Transportation Plan (RTP).
NERTPO Minutes and Agenda	5/16/2022	5.6	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO Minutes and Agenda	5/17/2022	5.6	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO email/ website updates	5/18/2022	5.6	3	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.
SERTPO TPF Rating and Ranking meeting	5/19/2022	5.6	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Prepare for NERTPO meeting	5/23/2022	5.6	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Drive to Clayton, NM for NERTPO meeting	5/24/2022	8	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO TPF Rating and Ranking meeting and drive home	5/25/2022	8	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Final NERTPO TPF Application Reviews	5/26/2022	8	3	3.2	Manage preliminary project review process.
FINAL NERTPO and SERTPO reviews with Mary Ann Burr and Paul Sittig. Ensured all applications are uploaded to NMDOT FTP site.	5/31/2022	5.6	3	3.2	Manage preliminary project review process.
District 4 meeting and RWP Draft	6/2/2022	5.6	3	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 RTPO Long-Range Regional Transportation Plan (RTP).
Staff meeting and NERTPO Minutes and Agenda	6/6/2022	5.6	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO Minutes and Agenda. NERTPO weekly discussion	6/7/2022	5.6	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
EPCOG board meeting	6/8/2022	1	3	3.3	Provide assistance to local governments interested in pursuing transportation system development and coordination activities.
SERTPO RTP updates. NERTPO Minutes and Agenda	6/13/2022	5.6	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO Weekly discussion and email/website updates	6/14/2022	8	3	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.
EPCOG RWP Draft	6/15/2022	8	3	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.
Email and website updates	6/16/2022	5.6	3	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.
Travel to Eagle Nest	6/21/2022	8	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NERTPO meeting and travel home	6/22/2022	10.5	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.

Continuation of RWP draft approved by NERTPO. Booking travel to Ports to Plains Alliance Annual Conference. Booking travel NADO Regional Transportation Annual Conference	6/23/2022	8	3	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.
NERTPO Minutes and Agenda.	6/27/2022	8	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
NMDOT Quarterly Report	6/28/2022	8	3	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.
SERTPO meeting	6/29/2022	8	3	5.1	Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
Finished NMDOT Quarterly Report	6/30/2022	8	3	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.

Work Description	Date	Hours	FEDERAL Quarter	Main Task Number	Task Description (Do Not Type In This Field)
worked on grant with Mesa Lands Community College which concerns transportation (freight) as a need (trucking)	11/23/2021	2	1	3.1	Assist project applicants in developing projects.
worked on grant with Mesa Lands Community College which concerns transportation (freight) as a need (trucking)	12/8/2021	2	1	3.1	Assist project applicants in developing projects.

	Q1 Leave	Q2 Leave	Q3 Leave	Q4 Leave
	43.53	2.57		
NAME: Jai Courtney	Q1 Sum Tasks	Q2 Sum Tasks	Q3 Sum Tasks	Q4 Sum Tasks
	4	0	0	0

Q1 Leave	Q2 Leave	Q3 Leave	Q4 Leave
31.24	33.12	9.64	

NAME: Vincent M Soule

Q1 Sum Tasks	Q2 Sum Tasks	Q3 Sum Tasks	Q4 Sum Tasks
80	69.5	47	0

Work Description	Date	Hours	Quarter	Main Task Number	Task Description (Do Not Type In This Column)
researched infrastructure related grants that could be used for transportation	10/4/2021	2	1	3.1	Assist project applicants in developing projects.
researched infrastructure related grants that could be used for transportation	10/5/2021	1	1	3.1	Assist project applicants in developing projects.
researched infrastructure related grants that could be used for transportation	12/13/2021	2	1	3.1	Assist project applicants in developing projects.
researched infrastructure related grants that could be used for transportation	12/14/2021	2	1	3.1	Assist project applicants in developing projects.
researched infrastructure related grants that could be used for transportation	12/15/2021	2	1	3.1	Assist project applicants in developing projects.
Travel for SERTPO subcommittee	10/11/2021	4	1	4.4	Attend/manage RTPO Roundtable and special meetings.
SERTPO subcommittee	10/12/2021	2	1	4.4	Attend/manage RTPO Roundtable and special meetings.
reviewed policies of RTPOs	10/6/2021	2	1	5.2	Maintain bylaws that clarify and document member entities, responsibilities roles, and procedures.
advised planner on planning initiatives	10/7/2021	2	1	5.5	Coordinate training and professional development opportunities for RTPO members, including developing and maintaining training plans. Assist RTPO members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Inform member entities of training opportunities and encourage participation.
planned on future trainings	12/6/2021	2	1	5.5	Coordinate training and professional development opportunities for RTPO members, including developing and maintaining training plans. Assist RTPO members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Inform member entities of training opportunities and encourage participation.
planned on future trainings	12/7/2021	2	1	5.5	Coordinate training and professional development opportunities for RTPO members, including developing and maintaining training plans. Assist RTPO members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Inform member entities of training opportunities and encourage participation.
planned on future trainings	12/8/2021	2	1	5.5	Coordinate training and professional development opportunities for RTPO members, including developing and maintaining training plans. Assist RTPO members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Inform member entities of training opportunities and encourage participation.
gathered accouting data for reimbusement package	10/13/2021	2	1	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.
checked reporting data and information for accuracy	10/14/2021	2	1	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.
worked on NMDOT reimbursement package	10/21/2021	4	1	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.
worked on NMDOT reimbursement package	10/25/2021	2	1	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.
worked on NMDOT reimbursement package	10/26/2021	2	1	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.
worked on NMDOT reimbursement package	10/27/2021	2	1	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.
worked on NMDOT reimbursement package	10/28/2021	3	1	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.

Gathered accounting and data for NMDOT reimbursement package	11/1/2021	6	1	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.
edited reimbursement package	11/3/2021	2	1	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.
Submitted reimbursement package	11/4/2021	2	1	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.
Advised planner on steps for APER	11/8/2021	2	1	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.
Prepared querterly reporting data	11/9/2021	2	1	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.
Prepared querterly reporting data	11/10/2021	2	1	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.
Prepared querterly reporting data	11/16/2021	2	1	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.
Prepared querterly reporting data	11/17/2021	2	1	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.
Prepared APER according to NMDOT advice	11/18/2021	2	1	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.
Submitted APER	11/30/2021	2	1	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.
prepared final APER for submission	12/1/2021	2	1	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.
review of FFY 22 accounting information	11/22/2021	2	1	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 agency programs in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.
review of FFY 22 accounting information	11/29/2021	2	1	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 agency programs in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.
prepared for monthly meeting with accountants	12/9/2021	2	1	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 agency programs in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.
reviewed budget	12/16/2021	2	1	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 agency programs in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.

reviewed budget	12/21/2021	2	1	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 agency programs in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.
reviewed budget	12/22/2021	2	1	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 agency programs in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.
review and coordinate documents for reimbursement	1/3/2022	2	2	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.
review and coordinate documents for reimbursement	1/4/2022	2	2	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.
review and coordinate documents for reimbursement	1/5/2022	2	2	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.
review and coordinate documents for reimbursement	1/6/2022	2	2	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.
review and coordinate documents for reimbursement	1/10/2022	2	2	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.
review and coordinate documents for reimbursement	1/11/2022	2	2	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.
review and coordinate documents for reimbursement	1/12/2022	2	2	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.
review and coordinate documents for reimbursement	1/13/2022	2	2	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.
review and coordinate documents for reimbursement	1/18/2022	2	2	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.
review and coordinate documents for reimbursement	1/19/2022	2	2	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.
review and coordinate documents for reimbursement	1/20/2022	2	2	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.
review and coordinate documents for reimbursement	1/24/2022	2	2	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.
Submitted Q1 reimbursement package	1/25/2022	2	2	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.
Monitored expenditure of EPCOG programs	1/26/2022	2	2	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.
Monitored expenditure of EPCOG programs	1/27/2022	2	2	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.

Monitored expenditure of EPCOG programs	1/31/2022	2	2	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.
Monitored expenditure of EPCOG programs	2/1/2022	2	2	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.
Monitored expenditure of EPCOG programs	2/2/2022	2	2	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.
Monitored expenditure of EPCOG programs	2/3/2022	2	2	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.
Provided training and oversight for planner	2/8/2022	2	2	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP: (listed in RWP)
Provided training and oversight for planner	2/10/2022	2	2	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP: (listed in RWP)
Provided training and oversight for planner	2/14/2022	2	2	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP: (listed in RWP)
Provided training and oversight for planner	2/15/2022	2	2	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP: (listed in RWP)
Provided training and oversight for planner	2/16/2022	2	2	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP: (listed in RWP)
Provided training and oversight for planner	2/17/2022	2	2	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP: (listed in RWP)
Assisted multiple entities with the planning of street projects via federal designated spending and other infrastructure-related projects of which can affect the transportation networks.	3/11/2022	2	2	3.1	Assist project applicants in developing projects.
Assisted multiple entities with the planning of street projects via federal designated spending and other infrastructure-related projects of which can affect the transportation networks.	3/12/2022	2	2	3.1	Assist project applicants in developing projects.
Assisted multiple entities with the planning of street projects via federal designated spending and other infrastructure-related projects of which can affect the transportation networks.	3/13/2022	2	2	3.1	Assist project applicants in developing projects.

Assisted multiple entities with the planning of street projects via federal designated spending and other infrastructure-related projects of which can affect the transportation networks.	3/14/2022	2	2	3.1	Assist project applicants in developing projects.
Assisted multiple entities with the planning of street projects via federal designated spending and other infrastructure-related projects of which can affect the transportation networks.	3/15/2022	2	2	3.1	Assist project applicants in developing projects.
Provided general oversight and materials for development for regional planner	3/21/2022	1	2	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP: (listed in RWP)
Provided general oversight and materials for development for regional planner	3/22/2022	1	2	4.5	Attend in-state and out-of-state conferences, training sessions, or special meetings for 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. RTPO staff may attend these out-of-state trainings during this RWP: (listed in RWP)
Attended State Transportation Commission in Roswell	3/24/2022	4.5	2	5.5	Coordinate training and professional development opportunities for RTPO members, including developing and maintaining training plans. Assist RTPO members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Inform member entities of training opportunities and encourage participation.
Assisted Clovis with the planning of street project via federal designated spending	3/29/2022	1	2	3.1	Assist project applicants in developing projects.
Assisted Clovis with the planning of street project via federal designated spending	3/30/2022	1	2	3.1	Assist project applicants in developing projects.
Assisted Clovis with the planning of street project via federal designated spending	3/31/2022	1	2	3.1	Assist project applicants in developing projects.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/4/2022	1	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/5/2022	1	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/6/2022	1	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/7/2022	1	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/11/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/12/2022	1	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/13/2022	1	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/14/2022	1	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/18/2022	2	3	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.

Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/19/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/20/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/21/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/25/2022	4	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/26/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/27/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/28/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/29/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	4/30/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	5/16/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	5/17/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	5/18/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	5/19/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	5/23/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	5/24/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	5/25/2022	2	3	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.
Generally provided support for the planner, reviewed policies, and planned for new accounting systems for the next fiscal year	5/26/2022	2	3	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.