

Eastern Plains Council of Governments
NORTHEAST & SOUTHEAST
REGIONAL TRANSPORTATION PLANNING ORGANIZATIONS
FFY 2021-2022 REGIONAL WORK PROGRAM
October 1, 2020 – September 30, 2022

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	
1 st Quarter	50			50		
2 nd Quarter	50			50		
3 rd Quarter	50			50		
4 th Quarter	50			50		
Balance	200			200		

Function 1 Activity Tracking

1 st Quarter Report	
2 nd Quarter Report	
3 rd Quarter Report	
4 th 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	
1 st Quarter	35			35		
2 nd Quarter	35			35		
3 rd Quarter	35			35		
4 th Quarter	35			35		
Balance	140			140		

Function 2 Activity Tracking

1 st Quarter Report	
2 nd Quarter Report	
3 rd Quarter Report	
4 th 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 RTPPO 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 RTPPO 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 RTPPO 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 RTPPO 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	
1 st Quarter	85			85		
2 nd Quarter	85			85		
3 rd Quarter	85			85		
4 th Quarter	85			85		
Balance	340			340		

Function 3 Activity Tracking

1 st Quarter Report	
2 nd Quarter Report	
3 rd Quarter Report	
4 th 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	
1 st Quarter	60			60		
2 nd Quarter	60			60		
3 rd Quarter	60			60		
4 th Quarter	60			60		

Balance	240			240		
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Function 4 Activity Tracking

1 st Quarter Report	
2 nd Quarter Report	
3 rd Quarter Report	
4 th 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	
1 st Quarter	235			235		
2 nd Quarter	235			235		
3 rd Quarter	235			235		
4 th Quarter	235			235		
Balance	940			940		

Function 5 Activity Tracking

1 st Quarter Report	
2 nd Quarter Report	
3 rd Quarter Report	
4 th 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	
1 st Quarter	40			40		
2 nd Quarter	40			40		
3 rd Quarter	40			40		
4 th Quarter	40			40		
Balance	160			160		

Function 6 Activity Tracking

1 st Quarter Report	
2 nd Quarter Report	
3 rd Quarter Report	
4 th 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

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

NOTE: THIS IS A DRAFT BUDGET. EPCOG’s board and the RTPOs must approve the final version.
 What is listed is what will be requested for acceptance by the appropriate boards.

EPCOG FFY21/22 Budget Detail	Total Budgeted Amount FFY21	Total Budgeted Amount FFY22
Personnel	\$ 59,810.50	\$ 59,810.50
FICA	\$ 4,600.00	\$ 4,600.00
SUTA	\$ 300.00	\$ 300.00
Workman's Comp Insurance	\$ 475.00	\$ 475.00
Workman's Comp	\$ 60.00	\$ 60.00
Medical	\$ 7,000.00	\$ 7,000.00
Dental	\$ 400.00	\$ 400.00
Retirement	\$ 4,000.00	\$ 4,000.00
Per Diem	\$ 5,000.00	\$ 5,000.00
Gas & Oil	\$ 1,200.00	\$ 1,200.00
Vehicle Maintenance	\$ 467.83	\$ 467.83
Vehicle Registration	\$ 120.00	\$ 120.00
Vehicle Insurance	\$ 2,100.00	\$ 2,100.00
Property/Liability Insurance	\$ 4,480.00	\$ 4,480.00
Equipment Lease	\$ 832.00	\$ 832.00
Accounting	\$ 3,200.00	\$ 3,200.00
Professional Services/Audit	\$ 4,480.00	\$ 4,480.00
Office & Cleaning Supplies	\$ 1,000.00	\$ 1,000.00
Subscriptions/Dues/Registrations	\$ 1,500.00	\$ 1,500.00
Legal Publications	\$ -	\$ -
Advertising	\$ 80.00	\$ 80.00
Postage	\$ 50.00	\$ 50.00
Data Processing/Software	\$ 872.00	\$ 872.00
Office Cleaning & Maintenance	\$ 131.20	\$ 131.20
Telecommunications	\$ 880.00	\$ 880.00
Gas & Electric	\$ 1,088.00	\$ 1,088.00
Water	\$ 80.00	\$ 80.00
Garbage	\$ 86.40	\$ 86.40
Sewer	\$ 83.20	\$ 83.20
Legal & Attorney Fees	\$ 102.00	\$ 102.00
Printing	\$ 7.50	\$ 7.50
TOTAL	\$ 104,485.63	\$ 104,485.63

Local Match (20%)	\$ 20,897.13	\$ 20,897.13
Federal Share (80%)	\$ 83,588.50	\$ 83,588.50

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%
Financial Specialist	\$ 5,120.00	32.00%
TOTAL	\$ 59,810.50	

METHODOLOGY OF THE COST ALLOCATIONS APPLIED

The Eastern Plains Council of Governments (EPCOG) utilizes the allocation Method whereby all costs are treated as direct costs. Costs are separated into three basic categories: (1) general administration and general expenses; (2) fund raising; and (3) other direct functions (including projects performed under Federal awards). Joint costs, usually the first category listed above including general administration and general expenses, are prorated individually as a direct cost to each category/line-item and to each award or other activity using a base most appropriate to the particular cost being prorated.

The Direct Allocation Method allows each joint cost to be prorated using a base that accurately measures the benefits provided to each award or other activity. The bases are established in accordance with reasonable criteria and are supported by current and/or historical data. Generally, four bases are utilized in allocating joint costs as follows:

1. **USAGE ALLOCATION BASE:** This method of allocation is based on usage by each specific program. Use of supporting data to include number of copies used, and vehicle mileage logs for gas and oil costs, etc.
2. **PROGRAM ALLOCATION BASE:** This method of allocation is based on the number of active programs for a designated period, usually for a month. The basis of supporting data is through the Annual Work Program, analysis of staff time through the Executive Director's supervision and delegation of duties to those programs and time sheets, and other supporting documentation in ascertaining the activities of the office. The percentage charged by allocation to each program will be based on the average time spent on each program for the preceding quarter compared to the overall total hours worked for that same quarter.
3. **FTE ALLOCATION BASE:** This method of allocation is based on the size of the program(s) and staff. The basis of supporting data is a projection of FTE's (full-time equivalent) and an employee specific analysis performed during the preparation of the budgets. This is updated monthly, or less often, on a quarterly or semi-monthly basis, if work activities remain constant.

4. **SHARE ALLOCATION BASE:** This method of allocation is based on distributing the cost to more than one program but does not benefit all programs on an equitable basis utilizing one of the allocation bases above. The basis of determining the allocation is by analyzing the benefits to the programs impacted and distributing the costs based on the justified benefit. An example of this is the cost of newspaper subscriptions. EDA and transportation programs pay the subscription price(s). EDA program uses this for information to stay abreast of local issues and priorities as well as Transportation. Current shared costs are 38% to Base Budget, 30% to EDA, and 32% to Transportation.

LINE ITEM BUDGETING, JUSTIFICATION OF DIRECT AND ALLOCATION COSTS:

PERSONNEL: Budgeted utilizing current salaries, annual work programs, and Executive Director's supervision and delegation of duties to those programs. Actual costs are based on completed time sheets for each employee that reflects the activities that they have directly worked on. Majority of the staff positions have their salaries allocated. These staff persons identify direct hours when working on program specific efforts and designate general administrative time which is distributed by FTE Allocation Base, and the Share Programs Base.

FRINGE BENEFITS: Budget based on personnel distribution by program. Estimates include FICA (6.2%); Medicare (1.45%); retirement (6%) (after one year of service completion); health/dental/vision insurance costs at current rate; a rate of .33% assessed on State Unemployment up to- \$24,200. Actual costs are based on the personnel distribution of salaries and the percentages applied to each program and individual staff member.

TRAVEL: Budgeted based on historical costs and planned work activities. Actual costs are applied according to completed travel vouchers and the explanation of the travel report and are usually a direct cost. Allocated travel is usually for EPCOG Board meetings and traveling for more than one purpose. The distribution is made on the Share Allocation Base, which analyzes the reason and purpose for the staff person's travel, the program impacted, and the justified benefit. Travel per diem and mileage is figured in accordance with the NM Mileage and Per Diem Act and EPCOG Board approval.

VEHICLE MAINTENANCE AND REPAIR: This line item is budgeted based on historical analysis of costs and a review of the age and condition of the vehicles. Actual costs are applied to the programs based on mileage usage of the vehicle, which is reviewed at the end of each month through a mileage log, and fuel log from Wright Express thereby using the Usage Allocation Base.

INSURANCE: Budget based on historical costs and planned activities for the new fiscal year, with revisions throughout the year as required by State law and additions of equipment and other factors. For bonding, errors and omissions, and property coverage, the FTE Allocation Base is utilized since the larger programs usually have more property and staff bonding to cover. The liability insurance of the EPCOG building is to be charged to programs using a calculation of square footage EPCOG employees occupy and allocating that expense based on the FTE for that period. The remaining insurance costs will be applied to base budget for the portion that is rented to others. Vehicle insurance is an FTE Allocated cost since this is considered a protection of the asset.

EQUIPMENT AND LEASE MAINTENANCE: This line item covers the costs of the copier, postage meter and other equipment maintained for the office. The copier for the office has an internal monitor, a coding password utilized count direct copies by various programs. There is an allocated code, which is for copying materials such as audit papers, financial, board materials and other general office/administrative paperwork and will be distributed using the Programs Allocation Base. The cost of maintaining specific equipment, such as cleaning or repairing computers and calculators is a direct cost based on the staff person's salary/work program area, with the exception of general administrative staff equipment, which is distributed according to the Program Allocations Base.

AUDIT: Audit costs will be allocated based on a percentage of the total expenditures for each program for the year being audited.

SUPPLIES: An allocated and direct cost, this line item is budgeted with a historical review of past costs and specific program requirements. During the year, specific program expenditures are handled as direct costs as each staff requests their needs. Small inventory items such as pencils, paperclips, file folders, are distributed based on the FTE Allocation Base, Printing supplies (paper, toner, etc.) costs will be allocated using Usage Allocation Base. General copies will be counted under an allocated code on the copier and this will be distributed using the Programs Allocation Base.

PUBLICATIONS, REGISTRATIONS, ADVERTISING, OTHER: Usually a direct cost, this line item budget is based on each program's history and projected activities. For subscriptions of newspapers and other joint publications and registration, this distribution is on the FTE Allocation Base analyzing the costs based on the justified benefit. Most costs to this line item, however, are directly identifiable to a program specific activity.

POSTAGE: Budgeted estimates are based on historical activities and compared with planned work activities. One postage meter with accounting capabilities is maintained daily with the program specific postage and is a direct cost. General postage for checks, board packets, audit materials and other general office postage are allocated at the end of the month on the Program Allocation Base.

RENT, UTILITIES and TELEPHONE: This historical budgeting base for rent and utilities, including phone, is figured on an annualized cost for the office. The method of distribution is based on the FTE Allocation Base since most staff areas are relatively comparable.

LEGAL: Necessary legal costs will be authorized by the EPCOG Board of Directors and charged to the program or Base Budget. The Board of Directors has authorized a legal line item for Base Budget.

OTHER: Usually a direct cost for specific needs. Under the Base Budget/Special Projects Program, this line item covers items not regularly attributable or allowable to other programs, as well as costs associated with Board Meetings.

CAPITAL IMPROVEMENTS: Throughout the fiscal year, capital improvements may be presented for the Board's authorization. This is usually a direct cost and is charged directly to the program that it is purchased for.

SUBCONTRACTS: This budget based on the funding agencies and EPCOG Board approvals for the various programs requiring subcontracting services. A direct cost, this line item is program specific.

SUBGRANTEES CONTRACTS: This is budgeted based on the funding agencies. A direct cost, this line item is program specific. All sub grantees will be required to maintain a uniform and unified Cost Allocation Plan (CAP), which will be submitted along with each budget. The CAP should describe their method of allocating all costs. These costs must be allocable based upon program benefits and not budget based, in conformance with OMB-A-21, A-122 and A-87 as appropriate.