

Northern Pueblos RTPO FFY 2024 APER Budget Summary

15-Nov-24

NPRTPO FFY24 Budget Detail*	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Total Budgeted Amount**	Requests YTD (incl. current request)	Balance	Percentage actuals differ from budgeted
Personnel	\$ 14,285.68	\$ 14,086.43	\$ 14,780.46	\$ 13,829.89	\$ 78,653.26	\$ 56,982.46	\$ 21,670.80	-27.55%
Fringe benefits	\$ 6,628.22	\$ 6,573.52	\$ 6,803.43	\$ 6,804.59	\$ 38,116.81	\$ 26,809.76	\$ 11,307.05	-29.66%
Travel (including registration)	\$ 581.87	\$ 387.77	\$ 607.75	\$ 539.62	\$ 2,885.58	\$ 2,117.01	\$ 768.57	-26.63%
Dues & Subscriptions	\$ -		\$ 271.52	\$ 4.84	\$ 795.00	\$ 276.36	\$ 518.64	-65.24%
- Shared Costs -								
Professional Services (IT, audit)	\$ 1,176.71	\$ 614.78	\$ 1,091.19	\$ 1,026.67	\$ 4,727.91	\$ 3,909.35	\$ 818.56	-17.31%
Operations (RWP note 1)	\$ 1,553.24	\$ 3,472.99	\$ 2,883.55	\$ 1,304.76	\$ 6,986.18	\$ 9,214.54	\$ (2,228.36)	31.90%
Software (RWP note 2)	\$ 682.48	\$ 265.29	\$ 796.82	\$ 487.30	\$ 2,107.57	\$ 2,231.89	\$ (124.32)	5.90%
TOTAL	\$ 24,908.20	\$ 25,400.78	\$ 27,234.72	\$ 23,997.67	\$ 134,272.31	\$ 101,541.37	\$ 32,730.94	-24.38%
Local Match (20%)	\$ 4,981.64	\$ 5,080.16	\$ 5,446.94	\$ 4,799.53	\$ 26,854.46	\$ 20,308.27	\$ 6,546.19	
Federal Share (80%)	\$ 19,926.56	\$ 20,320.62	\$ 21,787.78	\$ 19,198.14	\$ 107,417.85	\$ 81,233.10	\$ 26,184.75	

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

** FFY 2024 budget was increased with funds carried forward from FFY 2023

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

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

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

Explanation:

Personnel- NCNMEDD was without a Transportation Planner in early 2024 and remains without a Transportation Intern

Fringe- Both Personnel and Fringe budgets were not drawn down due to vacancies as well as the Community Development Director spending less time on Transportation efforts and more in other areas.

Travel-NPRTPO meetings are further away and require more travel. There was also training and planning time for a new hire prior to going on extended professional development trips

Dues and Subscriptions-Dues and subscriptions were increased to cover possible additional expenses that were not incurred

Operations-Costs associated with new hires and rent for the previous Santa Fe office contributed to the overage in operations.

Total-Unspent funds from Y1 were carried over to Y2 and staffing shortages combined to result in NPRTPO being under budget.

NCNMEDD NPRTPO FFY 2024 APER -- Budgeted Staff Hours Summary

Function	Budgeted Hours	Q1	Q2	Q3	Q4	Total Actual Hours	Percentage actuals differ from budgeted*
1	350	1.5	34	26	43.5	105	-70.00%
2	400	12	91.5	95.5	44.5	243.5	-39.13%
3	600	152	107.5	118.5	127.5	505.5	-15.75%
4	300	79	17	50	55	201	-33.00%
5	350	72	60	20	43	195	-44.29%
Total	2000	316.5	310	310	313.5	1250	-37.50%

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

Explanations

Function 1: Long-Range Planning and Implementation- NCNMEDD was without a Transportation Planner for a significant portion of Q1 and without a Transportation Intern for the entire period. Training, professional development and RTPO support was prioritized over the items in Function 1.

Function 2: Project Development and Monitoring– Staff shortfall as noted in Function 1 explanation. NCNMEDD staff were not as focused on this aspect, though staff did spend significant time with member entities, supporting entities and their application development efforts.

Function 4: NPRTPO Administration– More time was spent learning protocols for work products, invoicing and focusing on general NPRTPO Support (Function3).

Function 5: Leave and Holidays– New hires did not take off time and staff did not take off time in order to support new hires.

Originally submitted electronically to Alison Gillette November 15, 2024

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

Function 1: Long Range and Regional Planning

The dominant long-range plan NCNMEDD worked on in the latter half of 2024 was the pursuit of the Safe Streets and Roads for All grant which will result in a comprehensive safety action plan for the entire region of NERTPO NCNMEDD serves. NCNMEDD also promoted the planning services offered by NMDOT and will be updating the Northern Pueblos Regional Transportation Plan.

Function 2: Project Development and Monitoring

NCNMEDD has initiated, developed and tracked a number of projects in the NPRTPO region, primarily in Española, Questa, Taos, Taos County and Rio Arriba County. NCNMEDD made NPRTPO members aware of T/LPA trainings, regulation changes, funding opportunities and facilitated ADA transition plans for entities that did not have one.

Function 3: General NERTPO Support

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

Function 4: NERTPO Administration

NCNMEDD prioritized the deadlines and work products highlighted in the NMDOT PPM which included quarterly invoicing and submitted to and performed well in the Quality Assurance Review. NCNMEDD incorporated RTPO members’ concerns into the new RWP and committed to submitting amendments in accordance with the 2 CFR 200 and the PPM and updated all necessary resolutions such as Title VI with RTPO members.

Function 5: Leave and Holidays

NCNMEDD fell short of taking all allotted leave and holiday time. This was due to new hires and staff members not taking their full time to support new hires development and success.

North Central New Mexico Economic Development District
NORTHERN PUEBLOS REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FFY 2023-2024 REGIONAL WORK PROGRAM
FFY 2024 Activity Log, covering October 1, 2023 through September 30, 2024

Introduction and Purpose

The Regional Work Program is an established set of functions and tasks designed to implement the long-range Regional Transportation Plan (RTP) and serve as a framework for meeting multimodal transportation planning goals; by employing outreach, technical assistance, and prioritization methods that result in an accessible, user friendly and transparent project development system.

The following are functions and task orders that the North Central New Mexico Economic Development District will complete in fulfillment of the contract for management of the Northern Pueblos Regional Transportation Planning Organization (NPRTPO) for Federal Fiscal Years (FFY2023 – FFY2024) October 1, 2023, through September 30, 2024.

Function 1. Long-Range and Regional Planning

Task 1.1 Create and implement a strategic plan for implementation of the action items identified by NPRTPO members and stakeholders through the development of the Northern Pueblos Regional Transportation Plan (NPRTP), which was completed in FFY 2022.

Task 1.2 Participate in long-range and 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. Such efforts may include 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, Infrastructure Capital Improvement Plans (ICIP), the Statewide Transportation Improvement Program (STIP), and legislative capital outlay priorities. Planning efforts may include data collection and analysis.

Function 1	Budgeted Hours (2023)	Actual Hours	Budgeted Hours (2024)	Actual Hours
FFY 2023/2024 Budget	350	N/A	350	N/A
1 st Quarter	75	131.5	85	1.5
2 nd Quarter	75	133.5	90	34
3 rd Quarter	75	29.5	90	26
4 th Quarter	125	0.5	85	43.5
Balance	55	295	Balance: 245	105

Function 1 Activity Tracking – FFY 2024

1 st Quarter Report	<p>Task 1.2 Participated in NMDOT Statewide Truck Parking and Analysis Project: Kick-Off Meeting for Freight Advisory Committee</p> <p>Task 1.2 Participated in NMDOT Vulnerable Road User Safety Assessment Stakeholder Meeting</p>
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2 nd Quarter Report	<p>Task 1.1 Training and familiarization with policies and procedures and PPM</p> <p>Task 1.2 Meetings with Toole Design to determine approach to SS4A grant.</p> <p>Task 1.2 Onboarding new transportation planner</p> <p>Task 1.2 Research funding options for City of Espanola Fairview Corridor Project</p>
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3 rd Quarter Report	<p>Task 1.1 Continued pursuit of transportation needs of Taos Pueblo</p> <p>Task 1.1 Started effort to acquire Safety Action Plan for region which included meetings with NMDOT</p> <p>Task 1.1 Assessed needs of NPRTPO members</p> <p>Task 1.2 Continued meetings regarding SS4A grant</p>
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4 th Quarter Report	<p>Task 1.1 Continued assessment of Town of Taos needs</p> <p>Task 1.1 SS4A research, writing</p> <p>Task 1.1 Meetings on strategic plan</p> <p>Task 1.1 Check in meetings regarding SS4A</p>
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	<p>Task 1.2 Referred several members to NMDOT for free planning and was part of the process to determine type of plans needed: Town of Taos, Questa, Los Alamos</p> <p>Task 1.2 Continued assessment of NPRTPO members</p> <p>Task 1.2 Meetings/discussions regarding bicycle and comprehensive plans in Taos and region.</p>
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Function 2. Project Development and Monitoring

Task 2.1 Assist project applicants in identifying, prioritizing, and developing projects.

- 2.1.1 Monitor development of federal and state laws affecting the transportation system and stay informed on applicable transportation research. Provide relevant information to NPRTPO members.
- 2.1.2 Assist project applicants to identify projects that may be eligible for transportation funding from federal, state, or other sources, based upon appropriate local, regional, and state-wide plans and applicable data.
- 2.1.3 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).
- 2.1.4 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 2.2 Manage preliminary project review process.

- 2.2.1 Establish and implement a process for NPRTPO members to prepare and submit required forms through coordination with NMDOT District(s) and Division(s) as is appropriate.
- 2.2.2 Assist project applicants with development of required application elements; ensure that all members are fully informed of the process and timelines, and support entities in accessing all forms and data required by project applicants to complete the forms. Ensure members are informed of Americans with Disabilities Act (ADA) and Title VI plan requirements for all recipients of federal funds.

2.2.3 Work with NPRTPO members to establish scoring criteria for project prioritization, based on goals and action items included in the NPRTP and other guidance from NMDOT.

2.2.4 Develop and maintain a prioritized list of projects based on the regional goals articulated in the NPRTP, and the statewide goals in the NMDOT Long Range Statewide Transportation Plan (LRSTP), as well as RTPO member review and input. This list will serve as the Regional Transportation Improvement Program Recommendations (RTIPR) list and be submitted to the NMDOT District 5 or other NMDOT office for potential federal and state funding opportunities.

Task 2.3 Provide assistance to local governments interested in pursuing transportation system development and coordination activities.

2.3.1 Facilitate prioritization of Public Transit Program applications for the NPRTPO area in response to the state-wide prioritization schedule established by NMDOT Transit and Rail Section staff. Submit the results to the NMDOT Transit Bureau in accordance with that schedule. Include the results in the NPRTPO RTIPR.

2.3.2 Support efforts on regional transportation system development, through coordination with local entities and NMDOT Transit & Rail Division.

Task 2.4 Track the progress of Statewide Transportation Improvement Program (STIP) projects within the NPRTPO 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 NPRTPO members with issues that may arise.

Function 2	Budgeted Hours (2023)	Actual Hours	Budgeted Hours (2024)	Actual Hours
FFY 2023/2024 Budget	500	N/A	400	N/A
1 st Quarter	125	36.5	100	12
2 nd Quarter	125	87	100	91.5
3 rd Quarter	125	83.5	100	95.5
4 th Quarter	125	43.5	100	44.5
Balance/Total	249.5	250.5	Balance: 156.5	243.5

Function 2 Activity Tracking – FFY 2024

1 st Quarter Report	<p>Task 2.1 Reviewed new NMDOT NEVI funding guide</p> <p>Task 2.1 Coordinated with Tyler Fossett, DFA, on how to inform T/LPAs about his capacity to support entities with GIS</p> <p>Task 2.1 Attended NCRTD Bus Stop Design Guidelines: Technical</p>
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	<p>Stakeholder Workshop</p> <p>Task 2.1 Provided Village of Taos Ski Valley with updated information on new RAISE Grant NOFO and provided a refresher on 2023 RAISE application U.S. DOT recap, and provided NCNMEDD colleagues a summary of work to date with VTSV, as well as Santa Fe County and Taos County</p> <p>Task 2.1 Discussed potential for the State to reclaim blue highway info signs with Tourism Department</p> <p>Task 2.2 Reviewed NMDOT Recreational Trails Program (RTP), wrote up NPRTPO RTP process, reached out to NMDOT District 5 staff to confirm my proposed schedule aligned with theirs, discussed efforts with Community Development Director, and distributed the schedule to RTPO members</p>
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<p>2nd Quarter Report</p>	<p>Task 2.1 Meeting with NCRTD to support grants</p> <p>Task 2.1 Assisted Santa Fe Trails in presentation/rating and ranking on 5310</p> <p>Task 2.2.3 Worked on TPF rating and ranking criteria worksheets, contacted NMDOT Program Director Clarissa Martinez to present at monthly meeting</p> <p>Task 2.3 Assisted Taos Pueblo with RAISE Grant, including photographs</p> <p>Task 2.3 Attended RAISE Grant meetings with Village of Taos Ski Valley and grant writer, Lori Kindler</p> <p>Task 2.3 Accepted, reviewed and forwarded TPF projects from NPRTPO entities</p> <p>Task 2.3 Assisted NCRTD in obtaining 4 letters of support</p> <p>Task 2.3 Worked with Rio Arriba on finalizing EV charger forms for DOE award</p> <p>Task 2.3 Site visit to Village of Questa in relationship to RTP and TPF projects</p>
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<p>3rd Quarter Report</p>	<p>Task 2.1 Assisted Taos Pueblo, Rio Arriba, Taos County, Questa in pursuing projects in CFI, ATP and safety</p> <p>Task 2.1 Continued the message of GIS by involving Tyler Fossett in NPRTPO meetings and soliciting his guidance and involvement.</p> <p>Task 2.1.1. Stayed current on state laws and opportunities such as HB177 and ATIP</p> <p>Task 2.1.4 Assisted with the assessment of safety concerns of Santa Fe County and the Town of Taos and solicited the assistance of HSIP and NMDOT</p> <p>Task 2.1.4 Meetings with the Town of Taos regarding transportation plans</p> <p>Task 2.2.2 Assisted all entities served by NCNMEDD in vetting submitting TPF projects. Ensured projects were complete and submitted to NMDOT by deadline.</p> <p>Task 2.2.4 Developed a prioritized list of projects through the rating and ranking process that became the RTIPR which was submitted to NMDOT per the PPM</p> <p>Task 2.4 Kept membership informed of T/LPA trainings</p> <p>Task 2.4 Tracked progress of projects and reminded members of deadlines including the LGRF, TPF and various grant deadlines.</p>
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<p>4th Quarter Report</p>	<p>Task 2.1 Assisted Taos Pueblo on CFI application</p> <p>Task 2.1 Assisted Village of Questa on ORD application</p> <p>Task 2.1 Finalized paperwork for EV charging in Rio Arriba County</p> <p>Task 2.1 Constructed letters of support for NCRTD</p>
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	<p>Task 2.1.4 Meeting with Town of Taos regarding bike/ped planning and free planning services from NMDOT</p> <p>Task 2.1.4 Worked with HSIP regarding safety concerns for Picuris Pueblo</p> <p>Task 2.2.2 Solicited and vetted projects as demonstration activities for the Safe Streets and Roads for All grant</p>
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Function 3. General NPRTPO Support

- Task 3.1 Organize and facilitate all meetings of the NPRTPO in accordance with the Northern Pueblos Public Participation Plan (PPP).
 - 3.1.1 Document the NPRTPOs 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.
 - 3.1.2 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 NPRTPO Committee meetings.
 - 3.1.3 Provide NPRTPO Committee members, the appropriate NMDOT District staff, and Government to Government Unit (GTG) with meeting agendas and information packets no later than seven (7) calendar days in advance of NPRTPO Committee meetings.
 - 3.1.4 Provide all eligible T/LPAs with the opportunity to appoint or confirm a representative and alternates to the NPRTPO Committee.
 - 3.1.5 Maintain a 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 NPRTPO members or staff.
- Task 3.2 Maintain bylaws that clarify and document member entities, responsibilities and roles, including voting protocols.
 - 3.2.1 Maintain a list of NPRTPO 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 3.3 Conduct Outreach Activities.

- 3.3.1 Engage in and document outreach activities and provide citizens and other transportation stakeholders with reasonable opportunities to participate in NPRTPO processes per 23 CFR 450.
- 3.3.2 Coordinate with NPRTPO members to maintain a list of entities including newly elected officials and potential members, who will be educated on the NPRTPO process. Document this outreach and presentations and share any questions or concerns in quarterly reports and with appropriate NMDOT staff.
- 3.3.3 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.
- 3.3.5 Coordinate training and professional development opportunities for NPRTPO members, including developing and maintaining training plans. Assist NPRTPO members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Informing member entities of training opportunities and encouraging participation.

Task 3.4 Attend in-state and out-of-state conferences, training sessions or special meetings for staff and professional development opportunities, including RTPO Roundtables. This task includes the purchase of any supporting materials that may be needed to coordinate, conduct or attend the conference, training session or meeting. NPRTPO Transportation Planner and/or NCMEDD Community Development Director may attend these out-of-state trainings during this RWP:

- American Planning Association – New Mexico Chapter meeting (annual),
- National Association of Development Organizations (NADO) Transportation Conference (annual),
- NADO Training Conference (annual),
- National Transportation in Indian Country Conference (NTICC) (annual),
- Western Planner conference (annual),
- Southwest Region Economic Development Association (SWREDA) Conference (annual).

Function 3	Budgeted Hours (2023)	Actual Hours	Budgeted Hours (2024)	Actual Hours
FFY 2023/2024 Budget	600	N/A	600	N/A
1 st Quarter	150	134	150	152
2 nd Quarter	150	137	150	107.5
3 rd Quarter	150	98.5	150	118.5
4 th Quarter	150	108.3	150	127.5
Balance/Total	122.2	477.8	Balance: 94.5	505.5

Function 3 Activity Tracking – FFY 2024

<p>1st Quarter Report</p>	<p>Task 3.1 Prepared for and led Northern Pueblo RTPPO meetings</p> <p>Task 3.2 Update Northern Pueblo RTPPO membership list</p> <p>Task 3.3 Prepared NCNMEDD monthly newsletters, including transportation information for NCNMEDD members</p> <p>Task 3.3 Introduced Tyler Fossett, NM DFA and Larry Brotman, NM Tax and Rev Department to Neusa McWilliams, to new NCNMEDD GIS Planner</p> <p>Task 3.3 Coordinated with NMDOT and T/LPAs on T/LPA locations in NP region and NPRTPPO member entity interest in cert training</p> <p>Task 3.3 Connected Picuris Pueblo and Taos Pueblo with Rural Partners Network to facilitate potential planning/project support</p> <p>Task 3.4 Coordinated with NCNMEDD staff internally in one-on-one and team meetings to sync outreach efforts across region</p> <p>Task 3.4 Attended NCNMEDD meeting with NM DFA Federal Grants Bureau to improve coordination</p> <p>Task 3.4 Participated Federal Grants bureau training with Thriving Communities Focus</p> <p>Task 3.4 Attended NCNMEDD All Staff meetings</p> <p>Task 3.4 Prepared for and attend NCNMEDD Board meetings</p> <p>Task 3.4 Joined weekly all-COG calls to coordinate state-wide</p> <p>Task 3.4 Attended Symposium on Future of Transportation in NM</p> <p>Task 3.4 Prepared to present at, then traveled to and attended NM-APA Conference in Roswell</p> <p>Task 3.4 Participated in Cumbres and Toltec Railroad Meeting</p> <p>Task 3.4 Attended UNM Data Users Conference in Albuquerque</p> <p>Task 3.4 Attended National Association of Development Organization (NADO) Annual Training Conference</p> <p>Task 3.4 Reviewed Community Development Director's notes from NADO conference and discussed how we could incorporate some of those items in our region</p> <p>Task 3.4 Coordinated with Rural Partners Network (RPN) to identify priorities for support in our region</p> <p>Task 3.4 Promoted and lead Capital Outlay workshop</p>
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	Task 3.4 Attended brownfields training
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2 nd Quarter Report	<p>Task 3.1 Hosted NPRTPO meetings</p> <p>Task 3.1 Follow up materials related to monthly NPRTPO meetings</p> <p>Task 3.3 Sent reminders on LGRF, TPF</p> <p>Task 3.4 Prepared for and attended NCNMEDD Board meetings</p> <p>Task 3.4 Training and introductions</p> <p>Task 3.4 Attended NCNMEDD Staff meetings</p> <p>Task 3.4 Joined weekly all-COG calls to coordinate state-wide</p> <p>Task 3.4 Webinar on ATIIIP grant</p> <p>Task 3.4 Meeting with Safe Routes to School</p> <p>Task 3.4 Destination Stewardship meeting, Town of Taos</p>
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3 rd Quarter Report	<p>Task 3.1 Prepared for and lead NPRTPO meetings.</p> <p>Task 3.1 Made RTPONM Website updates</p> <p>Task 3.2 Updated NPRTPO member list</p> <p>Task 3.3 Sent reminders on LGRF, TPF to members</p> <p>Task 3.3 Newsletter coordination</p> <p>Task 3.3 Uploaded all updated documents and agreements to website</p> <p>Task 3.4 Attended RTPO roundtable in ABQ</p> <p>Task 3.4 Attended ATIIIP, SS4A, HB177 webinars</p> <p>Task 3.4 Attended NCNMEDD Board meeting</p> <p>Task 3.4 Prepared board reports</p>
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	<p>Task 3.4 Invited NCNMEDD grant writer Lori Kindler to RTPO meeting for presentation.</p> <p>Task 3.4 Attended Open Meetings Act training, Espanola</p> <p>Task 3.4 Attended Safe Route to School Summit, ABQ</p> <p>Task 3.4 Site visit to Chama</p> <p>Task 3.4 Attended SWREDA Conference emerging leaders training</p> <p>Task 3.4 Attended EDA Emerging leaders conference, Lubbock</p>
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<p>4th Quarter Report</p>	<p>Task 3.1 Hosted NPRTPO meetings and created follow ups</p> <p>Task 3.2 Handled a high degree of membership changes and additions</p> <p>Task 3.3 Made preparations to host the NM RTPO Roundtable.</p> <p>Task 3.3 Site visits to Town of Taos, Picuris Pueblo, Questa, Taos Pueblo</p> <p>Task 3.3 Maintained RTPONM website</p> <p>Task 3.3 Attended Tracks Across Boundaries Byway meetings</p> <p>Task 3.3.1 Ensure public announcements are included in meeting invites and agendas</p> <p>Task 3.4 Attended all NCNMEDD meetings on CD team and with board.</p> <p>Task 3.4 Attended ICIP Training</p> <p>Task 3.4 Attended T/LPA training and became certified</p>
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	<p>Task 3.4 Attended the NADO Conference, Greenville, SC</p> <p>Task 3.4 Attended the Outdoor Economy Conference, Las Cruces</p> <p>Task 3.4 Created reports from conference attendance, submitted to Community Development Director and followed up on connections made at conferences.</p>
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Function 4. NPRTPO Administration

- Task 4.1 Produce work products that meet all work requirements and deadlines per the Planning Procedures Manual (PPM) and submit a summary of activities completed per quarter.
 - 4.1.1 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).
 - 4.1.2 Submit quarterly Reimbursement Packets per the PPM. Include this report as an informational item on the following NPRTPO Committee agenda and should reflect all costs outlined in the Invoice.
 - 4.1.3 Submit an Annual Performance and Expenditure Report (APER) each year, per the timeline and procedures documented in the PPM.
 - 4.1.4 Submit the North Central New Mexico Economic Development District's Financial Audit for each State Fiscal Year to the NMDOT GTG Liaison, within 30 days of when the audit is released by the State Auditor's Office.
- Task 4.2 Maintain current (FFY 2023 – FFY 2024) and develop future (FFY 2025 – FFY 2026) Northern Pueblos Regional Work Program (NPRWP), and submit amendment(s) and new plan to the NMDOT by deadlines outlined in the PPM.
 - 4.2.1 Develop an annual budget based on the tasks outlined in the RWP and include cost-sharing methodologies and calculations for costs that are shared between various North Central New Mexico Economic Development District programs, in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.

Function 4	Budgeted Hours (2023)	Actual Hours	Budgeted Hours (2024)	Actual Hours
FFY 2023/2024 Budget	400	N/A	300	N/A
1 st Quarter	100	83	75	79
2 nd Quarter	100	24.5	75	17
3 rd Quarter	50	25	75	50
4 th Quarter	50	38.5	75	55
Balance	129	171	Balance: 99	201

Function 4 Activity Tracking – FFY 2023

1 st Quarter Report	<p>Task 4.1 Received and filed Notice to Proceed for FFY 2024</p> <p>Task 4.1 Prepared for and held GIS Planner interviews</p> <p>Task 4.1 Reported on Transportation Planning Deliverables for statewide COG “return on investment” discussion</p> <p>Task 4.1 Reviewed and cleared old RTPO files</p> <p>Task 4.1 Prepared and submitted quarterly reimbursement request to NMDOT</p> <p>Task 4.1 Produced quarterly State Grant in Aid (SGIA) report</p> <p>Task 4.1 Managed GIS files to update Esri account</p> <p>Task 4.1 Completed and sent RWP Amendment to NMDOT to incorporate unspent FFY 2023 funds in the FFY 2024 budget</p> <p>Task 4.1 Prepared and submitted APER for RTPO and special projects</p> <p>Task 4.1 Documented and discussed Transportation Planner transition with NCMEDD management</p> <p>Task 4.1 Coordinated with University of Oklahoma staff on options to utilize remaining Climate Projection special project budget, and discussed Professional Engineering Support options with NMDOT</p> <p>Task 4.1 Documented and presented RTPO Operations to NCMEDD colleagues</p>
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<p>2nd Quarter Report</p>	<p>Task 4.1 Corrections/Finalization quarterly invoice.</p> <p>Task 4.1 Created grant comparison documents</p> <p>Task 4.1 Created tracking system for TPF submissions</p> <p>Task 4.2 Creation of 2nd quarter invoices/reports</p> <p>Task 4.2 Onboarded new GIS planner and new transportation planner</p> <p>Task 4.2 QAR prep</p>
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<p>3rd Quarter Report</p>	<p>Task 4.1 Prepared quarterly invoice</p> <p>Task 4.1 Invoicing for SPR Engineering and GIS contracts</p> <p>Task 4.1 Updated Open Meetings Resolution</p> <p>Task 4.1 Updated Title VI documentation</p> <p>Task 4.1.1 Prepared for and underwent a Quality Assurance Review. Pursued follow up on any notes</p> <p>Task 4.2 Trained on and updated RWP.</p> <p>Task 4.2 Created PPM timeline</p> <p>Task 4.2 Maintained regular meetings with CD team and Community Development Director regarding RWP, other documentation and agreements.</p>
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4 th Quarter Report	<p>4.1 Prepared and submitted quarterly invoices to NMDOT</p> <p>4.1 Conducted elections for NPRTPPO</p> <p>4.1 Prepared for and discussed creation of APER</p> <p>4.1 Produced SGIA report</p> <p>4.2 Maintained regular meetings with CD team and Community Development Director regarding RWP, other documentation and agreements</p>
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Function 5: Leave and Holidays

Function 5	Budgeted Hours ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	350	N/A		350	N/A	
1 st Quarter	50	146.5		95	72	
2 nd Quarter	50	41		80	60	
3 rd Quarter	50	80		80	20	
4 th Quarter	200	28		95	43	
Balance	54.5	295.5		Balance: 155	195	

North Central New Mexico Economic Development District
NORTHERN PUEBLOS REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FFY 2023 - 2024 REGIONAL WORK PROGRAM AMENDMENTS
October 1, 2022 – September 30, 2024

FFY 2023 Quarter 4 – Formal Amendment to adjust both task hour budgets and line-item budgets, with no change in either total hours or dollars per year.

FFY 2024 Quarter 1 (Quarter 5) – Formal Amendment to carry forward unspent budget, increasing the line item budgets and total budget, with no other modifications to the scope of work or hours per task.

North Central New Mexico Economic Development District
NORTHERN PUEBLOS REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FFY 2023 - 2024 REGIONAL WORK PROGRAM BUDGET
October 1, 2022 – September 30, 2024

NCNMEDD Budget and RTPO Portions – FFY 2024*			
- Direct Costs -			
	NCNMEDD Total	NPRTPO	NERTPO
Personnel (<i>See Personnel info</i>)	\$1,896,101.33	\$78,653.26	\$78,362.72
Benefits (<i>See Benefits info</i>)	\$805,462.11	\$38,116.81	\$37,998.11
Travel (incl. registration)	\$93,119.17	\$2,885.58	\$2,897.33
Dues & Subscriptions (NADO Transportation)	\$11,062.50	\$795.00	\$795.00
- Shared Costs -			
Professional Services (IT, Audit)	\$709,177.11	\$4,727.91	\$4,727.91
Operations (<i>note 1</i>)	\$268,765.94	\$6,986.18	\$6,982.71
Software (<i>note 2</i>)	\$63,167.50	\$2,107.57	\$2,107.54
Total	\$3,846,855.66	\$134,272.31	\$133,871.32

* The budgets listed for each RTPO above reflects the FFY 2024 Q1 amendment that carried forward unspent funds from FFY 2023 and was used to increase budget items.

Note 1: Operations are rent, telephone, gas and oil, payroll fees, supplies, printing, vehicle maintenance.

Note 2: Software is Microsoft 365, Aliba, Constant Contact, Wix, Email Me Form, Esri

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

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

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

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

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

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

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

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

North Central New Mexico Economic Development District
NORTHERN PUEBLOS REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FFY 2023 - 2024 SPECIAL PROJECTS (SEPARATE CONTRACTS)
October 1, 2022 – September 30, 2024

NCNMEDD is managing three special projects as separate contracts from the two (2) RTPo contracts (Northern Pueblos and Northeast RTPOs). Those three contracts are presented here and in the Northeast RTPo RWP for reference only and are managed separately from the RTPo contracts and work products.

North Central Professional Engineering Services Support

Funding years: FFY 2023 – FFY 2024

Funding amount: \$ 200,000.00 (total funds for both years)

Purpose: on-call professional engineering services support to assess and address safety, transportation planning, asset management, and system resiliency for tribal and local public agencies who do not have this capacity within their organizations. The scope of activities will **not** include preliminary engineering, design, right-of-way, construction, or maintenance projects.

North Central Geographic Information Systems (GIS) Support

Funding years: FFY 2023 – FFY 2024

Funding amount: \$ 100,000.00 (total funds for both years)

Purpose: aid transportation planning and project identification and prioritization to address safety, asset management, and system resiliency regionally and at the local level to support the RTPOs broadly and T/LPAs individually.

North Central County-Scaled Climate Projections

Funding years: FFY 2023 – FFY 2024

Funding amount: \$ 38,350.00 (total funds for both years)

Purpose: contract with the University of Oklahoma's South Central Climate Adaptation Science Center (SCCASC) to downscale regional climate change modeling, to provide more localized information for all eleven (11) counties in the Northern Pueblos and Northeast RTPo regions when considering possible future conditions, particularly temperature and precipitation.