

**Eastern Plains Council of Governments**  
NORTHEAST & SOUTHEAST  
REGIONAL TRANSPORTATION PLANNING ORGANIZATIONS  
FFY 2023-2024 REGIONAL WORK PROGRAM  
October 1, 2022 – September 30, 2024

## **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 2023 and 2024 (FFY 2023 – FFY 2024) starting October 1<sup>st</sup>, 2022, and ending after September 30<sup>th</sup>, 2024 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 ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget		N/A			N/A	
1 <sup>st</sup> Quarter	37.50			37.50		
2 <sup>nd</sup> Quarter	37.50			37.50		
3 <sup>rd</sup> Quarter	37.50			37.50		
4 <sup>th</sup> Quarter	37.50			37.50		
Balance	150			150		

Function 1 Activity Tracking

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> 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 to be 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 ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget		N/A			N/A	
1 <sup>st</sup> Quarter	25			25		
2 <sup>nd</sup> Quarter	25			25		
3 <sup>rd</sup> Quarter	25			25		
4 <sup>th</sup> Quarter	25			25		
Balance	100			100		

Function 2 Activity Tracking

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> 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. Assist project applicants with the yearly funded NM State Transportation Project Fund (TPF) application process. Follow the 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 RTPPO schedule:

Northeast Schedule: <https://www.rtpnm.org/north-east>

Southeast Schedule: <https://www.rtpnm.org/south-east>

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 ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget		N/A			N/A	
1 <sup>st</sup> Quarter	68.75			68.75		
2 <sup>nd</sup> Quarter	68.75			68.75		
3 <sup>rd</sup> Quarter	68.75			68.75		
4 <sup>th</sup> Quarter	68.75			68.75		
Balance	275			275		

#### Function 3 Activity Tracking

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> 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.

4.2.1. Coordinate and participate in multistate and/or federal legislative studies that relate to RTPO-specific transportation issues.

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
  - Southwest Planning Conference
  - New Mexico APA associated conferences
- 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 ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024		N/A			N/A	

Budget						
1 <sup>st</sup> Quarter	150			150		
2 <sup>nd</sup> Quarter	150			150		
3 <sup>rd</sup> Quarter	150			150		
4 <sup>th</sup> Quarter	150			150		
Balance	600			600		

Function 4 Activity Tracking

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> 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.
  - 5.1.5 Provide and plan accessibility appropriate for public meetings and places.
- 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 ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget		N/A			N/A	
1 <sup>st</sup> Quarter	150			150		
2 <sup>nd</sup> Quarter	150			150		
3 <sup>rd</sup> Quarter	150			150		
4 <sup>th</sup> Quarter	150			150		
Balance	600			600		

Function 5 Activity Tracking

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> 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 4<sup>th</sup> 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 2023- FFY 2024) 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, 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 the quarterly Reimbursement Packet.
- 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 are listed. Update the PPP in accordance with the PPM schedule or as determined appropriate by RTPO members or staff.
- 6.4.1 Develop and maintain any policies that may affect the program's performance and maintenance. This includes policies that are required by applicable laws.
- 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 ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget		N/A			N/A	
1 <sup>st</sup> Quarter	40			40		
2 <sup>nd</sup> Quarter	40			40		
3 <sup>rd</sup> Quarter	40			40		
4 <sup>th</sup> Quarter	40			40		
Balance	160			160		

Function 6 Activity Tracking

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

Eastern Plains Council of Governments  
NORTHEAST & SOUTHEAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
FFY 2023-2024 REGIONAL WORK PROGRAM AMENDMENTS  
October 1, 2022 – September 30, 2024

Eastern Plains Council of Governments  
 NORTHEAST & SOUTHEAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
FFY 2023-2024 REGIONAL WORK PROGRAM BUDGET  
 October 1, 2022 – September 30, 2024

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.

(note: the proportion of salary that is charged to the program is provided in the accompanying table by the employee title)

<u>Budget Item</u>	<u>FFY23/24</u>
Executive Director (31%)	\$ 20,150.00
Deputy Director (15%)	\$ 8,250.00
Executive Assistance (31%)	\$ 13,020.00
Regional Planner (75%)	\$ 27,000.00
FICA	\$ 5,091.90
SUTA	\$ 270.11
NM Workman Comp	\$ 15.17
Medical & Vision	\$ 5,310.93
Dental	\$ 1,001.31
Retirement	\$ 3,466.98
Per Diem	\$ 5,000.00
Vehicle Expense	\$ 1,999.50
Office Maintenance	\$ 697.50
Office Supplies & Expenses	\$ 868.00
Professional Services	\$ 11,935.00
Property Taxes/Insurance	\$ 310.00
Workers Comp Insurance	\$ 472.75
Telecommunications	\$ 801.36
Subscriptions/Dues/Registrations	\$ 2,325.00
Advertising	\$ 31.00
Property/Liability Insurance	\$ 2,170.00
Gas & Electric	\$ 1,467.85
Water	\$ 85.52
Garbage	\$ 96.35
Sewer	\$ 87.64

TOTAL	\$ 111,923.89
Local Match (20%)	\$ 22,384.78
Fed Match (80%)	\$ 89,539.11

The EPCOG Cost Allocation Plan (CAP) is available at <https://www.epcog.org/document-library>.

The CAP is retained by EPCOG’s federal cognizant agency, the Economic Development Administration of the US Department of Commerce per *2 CFR Part 200* and *2 CFR §200 App. VII §D.1.b*. In accordance with federal laws of grants and agreements, *2 CFR 200 §§200.332* and *200.405(d)*, and with input from the Economic Development Administration, EPCOG is providing a portion of the CAP in that regards to the cost allocation methods that apply to the whole organization’s program. The full CAP can be requested or accessed via the website provided above. Note that aside from cost rates requirements, the covered telecommunications and video surveillance services or equipment mentioned in *Section 889 of the National Defense Authorization Act of 2019* and covered at *§2 CFR Part 200.216*, which are unallowable, were and will not be charged as part of the indirect cost proposal directly or indirectly to Federal awards. A certification of the cost allocation act, required by *2 CFR §200 App. VII §D.1.b*, is provided in EPCOG’s CAP.

## GENERAL OVERVIEW/FEDERAL REGULATIONS

The Eastern Plains Council of Governments (EPCOG) is a voluntary association of county and municipal governments within the seven counties of New Mexico Planning and Development District IV. The EPCOG is an organization of, by, and for local governments and was established in 1972 to assist in planning for common needs, cooperating for mutual benefits, and coordinating for sound regional development.

EPCOG has often been referred to as “quasi-governmental”, and as such viewed in varying manners, particularly financially. In accordance with federal regulations, and with funds directly contracted or granted from federal agencies, the EPCOG is defined as a “local government.” According to OMB’s “Common Rule” and the previously applicable OMB Circular A-102, “Local Government means a Council of Governments (whether or not incorporated as a nonprofit corporation under state law).” Further, the IRS has determined that EPCOG is an instrumentality of a political subdivision created pursuant to the provisions of local and state legislation. The IRS has also stated that “You are further authorized to exercise the powers and perform the duties set out in the Acts...and...Inasmuch as you are an integral part of a political subdivision of the State of New Mexico, you come within the purview of Section 115(a) and therefore, have no taxable income.”

Viewed by the State level, the EPCOG was organized under the Regional Planning Act and the Planning District Act. EPCOG is not considered a state agency, but is viewed as an extension of local governments, a recognized District of the State of New Mexico (under the Planning District Act and the Regional Planning Act), and is further recognized as a nonprofit corporation.

Therefore, because of the varying terminology applied to the EPCOG by its various funding sources, an “approved” indirect cost rate by the federal government is not appropriate. At the State level, usually costs that are directly identifiable by varying established line items must be accounted for, and therefore “pooling” joint costs would lose their identity. As a result, a cost allocation plan/system reflects a more equitable and identifiable method for those costs that are shared by the varying programs implemented by the Eastern Plains Council of Governments.

By OMB Circular A-87, “Cost Principles for State and Local Governments,” EPCOG’s allocation plan will be retained at the local level for audit by a designated Federal agency except in those cases where that agency requests that a cost allocation plan be submitted to it for negotiation or approval. Under an EDA contract, which began April 1, 1997, EPCOG’s cognizant federal agency under the U.S. Department of Commerce, requires that a cost allocation plan be submitted pursuant to *2 CFR Part 200*. Though *2 CFR Part 200* requires recipients and sub-recipients of federal monies to submit and retain a cost allocation plan, those recipients with budgets not exceeding \$35 million are not required to submit plans for formal negotiation and formal approval per *2 CFR 200 App. VII §D.1.b*. According to the same section referenced in the prior sentence, recipients of federal funds are required to include a certificate of cost allocation plan. For more information on cost plan requirements, see *2 CFR 200 App. VII §D.1.b* and *2 CFR 200 §200.333*.

## **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) fundraising, which is not applied to any federal program; 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 timesheets, and/or 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 FTEs (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 where the information and other local issues provided can be of use to all programs. (the rate calculated for FY23 towards the NMDOT planning program is 31%).

#### **BUDGETING JUSTIFICATION OF DIRECT AND ALLOCATION COSTS:**

**PERSONNEL:** Budgeted utilizing current salaries, annual work program(s), and Executive Director's supervision and delegation of duties to those programs. Actual costs are based on completed timesheets for each employee that reflects the activities that they have directly worked on. 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.

**PER DIEM:** 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 are figured in accordance with the NM Mileage and Per Diem Act and EPCOG Board approval.

**VEHICLE EXPENSE:** This line item is budgeted based on a 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. Other costs, such as registrations and insurance, are a benefit to all programs and are therefore distributed as a Share Programs 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 and taxes, the FTE Allocation Base is utilized since the larger programs usually have more property and staff bonding to cover. Vehicle insurance is an FTE Allocated cost since this is considered protection of the asset. Worker's compensation insurance follows the personnel allocation methods stated earlier.

**PROFESSIONAL SERVICES:** Professional service costs will be allocated based on direct or shared cost methods depending on the program and its applicability to the programs. Professional services include accounting, audit, legal, and contracted services.

**OFFICE SUPPLIES & EXPENSES:** 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, and file folders are distributed based on the FTE Allocation Base. This also includes leases of equipment within the office required for the operation of a program or programs. Direct costs are applied to leases where such costs can be identified. Shared cost method is applied to leases where the leased item is used and applicable to multiple programs.

**ADVERTISING:** Usually a direct cost, this line item budget is based on each program's history and projected activities.

**TELECOMMUNICATIONS AND UTILITIES:** The method of distribution is based on the FTE Allocation Base since most staff areas are relatively comparable. This budget group includes gas, electricity, garbage, water, telephone and internet services, and any other utilities applicable.

**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.

**BUILDING 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 is 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 subgrantees 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 the subgrantee's method of allocating all costs. These costs must be allocable based upon program benefits and in conformance with OMB-A-21, A-122, A-87, and 2 CFR Part 200 as appropriate.

EPCOG, for fiscal year 2023, which follows the New Mexico fiscal year, is expected to receive federal funds from the following agencies:

- US Economic Development Administration
  - Operates on calendar year
  - Is a direct federal grant to EPCOG with payments given in advances
  - The grant agreement is for three (3) years
- New Mexico Department of Transportation (NMDOT)
  - NMDOT acts as a passthrough agency
  - This is a cooperative agreement and on a reimbursement basis
  - The agreement operates on the federal fiscal year for two (2) years

All audits of EPCOG are retained by the New Mexico State Auditor's office and can be found on the office's website at <https://www.osa-app.org/auditreportsearch.aspx>. The most recent audit at the time of this plan is the fiscal year 2021 audit. The most recent audit was given an unmodified opinion with no findings.