

**RTPO APER Budget Summary by Line item**

**NPRTPO**

FFY20 Budget Summary by Line Item							
Line Item (use categories from your FFY20 budget)	Budgeted	Q1	Q2	Q3	Q4	Actual	Percentage actuals differ from budgeted*
Personnel	\$ 66,894.50	\$ 16,691.67	\$ 16,470.53	\$ 15,719.13	\$ 15,928.73	\$ 64,810.06	-3%
Fringe	\$ 24,580.50	\$ 4,746.66	\$ 5,522.82	\$ 5,173.94	\$ 5,408.84	\$ 20,852.26	-15%
Travel	\$ 4,675.00	\$ 324.71	\$ 447.82	\$ 345.00	\$ 382.50	\$ 1,500.03	-68%
Insurance	\$ 500.00				\$ 500.00	\$ 500.00	0%
Equipment Lease and Maintenance	\$ 700.00	\$ 59.56	\$ 47.80	\$ 50.23	\$ 24.66	\$ 182.25	-74%
Equipment Purchase					\$ -	\$ -	
Audit	\$ 500.00				\$ 500.00	\$ 500.00	0%
Supplies	\$ 300.00	\$ 12.95	\$ 11.97		\$ 275.08	\$ 300.00	0%
Publications, registrations, advertising, memberships	\$ 2,150.00	\$ 3.79	\$ 17.70	\$ 447.22	\$ 535.57	\$ 1,004.28	-53%
Postage	\$ 100.00		\$ 2.23		\$ -	\$ 2.23	-98%
Rent, utilities and telephone	\$ 4,250.00	\$ 840.48	\$ 763.10	\$ 653.20	\$ 727.00	\$ 2,983.78	-30%
						\$ -	
Capital Improvements						\$ -	
Printing						\$ -	
Meetings	\$ 400.00				\$ 279.46	\$ 279.46	-30%
Contracted Services	\$ 550.00				\$ -	\$ -	-100%
Other (please specify)	\$ 650.00	\$ 172.67	\$ 175.89	\$ 219.48	\$ 81.96	\$ 650.00	0%
<b>TOTAL</b>	<b>\$ 106,250.00</b>	<b>\$ 22,852.49</b>	<b>\$ 23,459.86</b>	<b>\$ 22,608.20</b>	<b>\$ 24,643.80</b>	<b>\$ 93,564.35</b>	<b>-12%</b>

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

Explanation: The NPRTPO evaluated the current expenses in relation to the budget. However, with a new Executive Director and new Community Development Director tried to evaluate the balances and budget prepared by the previous administration. We are hopeful that we will have the opportunity to evaluate the budget and processes moving forward. It is our goal to review all expenditures carefully and review all billing processes. The Interim Executive Director put a hold on all travel and approved very few trips and conferences. There was also a change in the costs of newspaper ads that was removed by the planners. We also had a change with the Transportation Planner position. The costs with COVID-19 changed the travel and regular orders by the Governor.

**Summary of Consultant/Vendor Services**

NPRTPO

FFY20 Summary of Consultant/Vendor Services					
RWP Function(s)	Consultant/Vendor	Description of Work	Contracted Amount	Actual Cost	Percentage actuals differ from contract*
IT	Technology Solutions	monthly technology	\$ 650.00	\$ 650.00	0%
HR	Jeff Gruber LLC	Human Resource	\$ 550.00	\$ -	-100%
			\$ 1,200.00	\$ 650.00	-46%

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

Explanation: The contract for HR was terminated.

## NPRTPO APER Budgeted Staff Hours Summary

Staff Hours Summary FFY20							
Function	Budgeted Hours	Q1	Q2	Q3	Q4	Total Actual hours	Percentage actual differs from budgeted*
1	240	0	0	91	76	167	-30%
2	120	8	0	17	64	89	-26%
3	360	38	78	70	72	258	-28%
4	360	116	115	72	77	380	6%
5	300	134	163.5	105	141	543.5	81%
6	360	91	89	135	34	349	-3%
7 other		141	74.5	30	64	309.5	
						0	
<b>TOTAL</b>	<b>1740</b>	<b>528</b>	<b>520</b>	<b>520</b>	<b>528</b>	<b>2096</b>	<b>20%</b>

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

**Explanation: Function 1: Long Range Planning**—The RTPO's participated in the plan in 2015, since that time there were no updates or changes. Currently, the RTPO's are starting to review the plan with the members and working with the NMDOT on guidance for the update and implementation. We established a timeline in April of 2020 and coordinated with the NMDOT for updating data, various sections and coordination with EPCOG Planner. We are conducting a survey to inform the plan along with various virtual meetings during COVID-19.

**Function 2:** We are improving our outreach for assistance with technical support and data. We are coordinating the RTIPR and State List.

**Function 3:** With the new funding sources this FFY, we did provide more outreach with project development and monitoring and training. We are currently in the process of streamlining those processes.

**Function 4:** The RTPO's were very close to meeting our goals and hours for activities, projects and those type of meetings.

**Function 5:** General RTPO Support we exceeded the estimated hours and have worked hard to improve the RTPO Meetings and prepare for future funding and the member's needs. This function is very important to the administration to the RTPO and was under budgeted.

**Function 6:** RTPO Administration we are very close to meeting those goals and strive to improve our reporting and the corrective action plan. There was no budget set for leave or holidays, but we track every hour. **Approved budgeted hours were not correct by function. Budgeted only 1740 hours in a year with 2096 hours.**

## **NPRTPO APER Narrative Summary – FFY2020**

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

### **Function 1: Long-Range Planning and Implementation**

Continue our work in meeting the goals established in the Regional Long-Range Plan. Continued outreach to member entities for participation in RTPO Meetings and in projects to help bring positive growth to their respective communities. Planner reviewed the NPRTPO Plan with the members and discussed the need to review and update the current plan that was approved in 2015. The NMDOT is in the process of an update to the New Mexico 2040 Plan. The RTPO's are looking forward to guidance and partnering with the update. We established a timeline and coordinated with the NMDOT Planning for updating data, various sections and coordination with District 5. We are conducting a survey to inform the plan along with various virtual meetings during COVID-19. We have collected most of the data and presented it to the members monthly.

### **Function 2: Technical Support and Data Management**

Continue providing the best possible technical support to our member entities regarding projects and other transportation needs where the RTPO can assist. Continued use of data gathered to encourage strategies to strengthen the RTPO Process. During this FFY we have participated and provided technical assistance to support our members in applying for all the funding sources available. We are continually conducting outreach for new projects and updating our RTIPR and State lists. We are trying to establish a new process for RTIPR and State List with NMDOT District 5 and NMDOT Planning. Provide e-STIP information to members with projects.

### **Function 3: Project Development and Monitoring**

Continue work in soliciting and reviewing the PFF and PPF process in cooperation with NMDOT Staff. Continue in promoting the Active Transportation Program Guide for Transportation Alternatives Program (TAP) and Recreational Trails Program (RTP) and "Call for Projects" for soliciting and developing project applications. Continue in facilitating and coordinating the 5310/5311 Transit Prioritization process. Also, continue in building the Regional Transportation Improvement Program Recommendations (RTIPR) to include Roadway, Safety and Bridge project applications. We participated with both Federal and State, "Call for Projects" and assisting our members with new projects. We are working closely with the NMDOT GO and District 5 staff to improve our processes both Federal and State. We are currently updating the RTIPR and State List for the Transportation Project Fund.

### **Function 4: Other Activities and Projects**

Continue In assisting our member entities with training opportunities, news updates and assisting to educate our general public about the RTPOs and our communities working with the RTPOs and NMDOT. In turn, with a better educated community as a whole there will be more participation and involvement in their respective communities and understanding of the process. We also assist our

## **NPRTPO APER Narrative Summary – FFY2020**

members with the ICIP and other planning efforts such as Capital Outlay and CDBG which fund many Transportation Projects. . We assist with the new processes for Capital Outlay by DFA, LFC and LCS. We assisted with the ICIP Training Series and offered technical assistance. We assisted with the inclusion of new Transportation Projects into the ICIP.

### **Function 5: General RTPO Support**

Continue in facilitating regular NPRTPO Meetings throughout the region in accordance with the NM Open Meetings Act. Working closely with the NPRTPO Chair, Vice-Chair and Board members regarding the continuous needs of the NPRTPO. Continued work in maintaining the NPRTPO Governing documents which include the Regional Work Program, Bylaws. Keep up to date with the NPRTPO Membership list and make changes as necessary. Continued participation with the New Mexico Municipal League (NMML), New Mexico Association of Counties (NMAC), North Central Regional Transit District (NCRTD) and other entities. Continued work in professional development. Keep the [www.rtpnm.org](http://www.rtpnm.org) website up to date with the latest and most effective information possible. We also work with other partners such as National Parks Service and the New Mexico State Parks. We strive to bring valuable presentations for the success of all Transportation Planning and our members. We implemented new process into the RTPO management for COVID-19 for virtual meetings.

### **Function 6: RTPO Administration**

NCNMEDD is still on the Corrective Action Plan (CAP) with NMDOT. It is assisting to address the items on the CAP. Our goal is to work on getting off the CAP. NCNMEDD has improved our quarterly reporting and are working every day to improve our processes and reporting. We coordinate regularly with the NMDOT Planning. We hired a new Transportation Planner in April of 2020 and he has participated in various trainings, webinars and studied the PPM and various NMDOT Manuals. We are working to implement GIS into the Community Development Department for planning efforts.

**North Central New Mexico Economic Development District (NCNMEDD)**  
**NORTHERN PUEBLOS REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NPRTPO)**  
FFY 2020 Annual Performance Expenditure Report  
**October 1, 2019-September 30, 2020**

**Introduction and Purpose**

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

The following are functions and task orders that the North Central New Mexico Economic Development District will complete in fulfillment of the contract for management of the Northern Pueblos Regional Transportation Planning Organization (NPRTPO) for Federal Fiscal Years (FFY2019 – FFY2020) October 1, 2018 through September 30, 2020.

**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 NPRTPO Long-Range Regional Transportation Plan (RTP).
- 1.1.1 Review and update the RTP, including tasks and goals, at least once every four years in coordination with the NMDOT Long Range Plan 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 Implement performance measures developed in NPRTPO RTP. Create and implement a strategic plan for implementation of the action items identified by NPRTPO members and stakeholders as part of the RTP development process.

Function 1	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	240	N/A		240	N/A	
1 <sup>st</sup> Quarter	60	44		60	0	
2 <sup>nd</sup> Quarter	60	37		60	0	
3 <sup>rd</sup> Quarter	60			60	91	
4 <sup>th</sup> Quarter	60	0		60	76	
Balance	0	159		0	73	

## Function 1 Activity Tracking – 2020

### **1st QUARTER REPORTING-1**

✚ None

### **2nd QUARTER REPORTING-1**

✚ None

### **3rd QUARTER REPORTING-1**

- ✚ Reviewed MRCOG's RTP and NPRTPO RTP to gain a sense of the plan's structure and data. Also reviewed the RWP and RTIPR. Reviewed NMDOT 2040 plan. Reviewed Santa Fe MPO's TP, created a timeline to completing the NPRTPO RTP this FY. **Task 1.1**
- ✚ Coordinated with the NMDOT Planning, NMDOT D5 and NWCOG for RTIPR. **Task 1.1**
- ✚ Constructing timeline for RTP, outline, designating data sources that need to be updated and planning for regional working group meetings, and conducting research on other RTPs and MTPs, implemented edits made from the DOT liaison into the RTP timeline. **Task 1.1**
- ✚ Continued RTP research on the RTP outline and data source updates. Review and constant training. **Task 1.1**
- ✚ Coordinated efforts with the NCNMEDD CEDS public Outreach and timeline. Coordination meetings and training. **Task 1.1**
- ✚ Reviewed the performance measures, strategic plan and discussed timeline with NMDOT. **Task 1.2**

### **4th QUARTER REPORTING-1**

- ✚ Collected data for RTP and Asset survey **Task 1.1**
- ✚ reached out to tribal entities for local data sources to fill in regional gaps **Task 1.1**
- ✚ Updated RTP material ahead of meeting **Task 1.1**
- ✚ continued RTP updates ahead of the monthly meeting **Task 1.1**

- ↓ Identified data reports to be obtained from NMDOT's reports, continued work on the RTP, collected data and research literature and continued writing the narrative of section 1. **Task 1.1**
- ↓ Review and discussion of data for the NP RTP. Discussion regarding coordination and writing of the plan. **Task 1.1**
- ↓ Assisted with coordination of data gaps and contacted other State Agencies such as NMDoIT. **Task 1.1**
- ↓ Constant coordination with planner for the data, timeline and NPRTPO Meeting RTP presentations. Participated in the survey meeting. **Task 1.1**
- ↓ Discussion with the NMDOT regarding changing the RTP and performance measures. **Task 1.2**
- ↓

**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 statewide population, economic development, travel demand 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 NPRTPO 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 NPRTPO members and NMDOT staff with roadway and corridor-level classification and analysis in accordance with the currently adopted guidelines. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify classifications.

Function 2	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	120	N/A		120	N/A	
1 <sup>st</sup> Quarter	30	48		30	8	
2 <sup>nd</sup> Quarter	30	34		30	0	
3 <sup>rd</sup> Quarter	30			30	17	
4 <sup>th</sup> Quarter	30	0		30	64	
Balance	0	38		0	31	



## Function 2 Activity Tracking – 2020

### **1st QUARTER REPORTING-2**

- ✚ Coordinated with the NPRTPO Members during trainings and workshops for future projects and District 5. **Task 2.1**

### **2nd QUARTER REPORTING-2**

- ✚ None

### **3rd QUARTER REPORTING-2**

- ✚ Review the tribal/local public agency handbook, Designated data point updates for the RTP and key data sources. Continual coordination and training. **Task 2.1**
- ✚ Review of all data sources for the RTP and coordinated with planner for projects and revisions to the RTP. Review, coordination and training. **Task 2.1**

### **4th QUARTER REPORTING-2**

- ✚ Utilized CTPP tool to conduct commuting flow data in the region **Task 2.1**
- ✚ Make commuter data using the CTPP tool to showcase during the next meeting, collected state DOT data reports and consolidated county level data to inform regional profiles. **Task 2.1**
- ✚ Discussions and coordination of the RTIPR and State List to be included into the RTP. **Task 2.1**
- ✚ Coordination with planner, review of data gaps and sources. Coordination with the NMDOT and other agencies. **Task 2.1**
- ✚

## **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 or other sources, based upon appropriate local, regional and state-wide plans and applicable data

3.1.3 Assist project applicants with applications for NMDOT statewide competitive programs. Follow current adopted 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 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 NPRTPO 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 PIFs; 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.

- 3.2.3 Work with NPRTPO members to establish scoring criteria for project selection and prioritization, based on goals and action items included in the RTP, the New Mexico 2040 Plan, the Active Transportation and Recreational Programs Guide, and other guidance from NMDOT.

- 3.2.4 Develop a prioritized list of projects based on the regional goals articulated in the RTP, and the statewide goals in the 2040 Plan, 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 funding opportunities on an annual basis, in coordination with NMDOT's call for RTP, TAP and other projects.

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 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 and Rail Section in accordance with that schedule. Include the results in the NPRTPO RTIPR.

- 3.3.2 Support regional efforts to regional transportation system development, through coordination with local entities and NMDOT Transit & Rail Division.

Task 3.4 During the month of March, coordinate and co-facilitate RTIPR "zipper" meetings with NMDOT Government to Government Unit (GTG) liaison, the appropriate District staff, and applicable RTPOs, if necessary. Notify NMDOT GTG liaison and District staff of the dates, times, and locations for these "zipper"

meetings. Submit the combined, prioritized RTIPR to GTG liaison, the District Engineers and all relevant NPRTPOs within ten days of the prioritization meeting.

**Task 3.5** 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 3	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	360	N/A		360	N/A	
1 <sup>st</sup> Quarter	90	168.5		90	38	
2 <sup>nd</sup> Quarter	90	119		90	78	
3 <sup>rd</sup> Quarter	90	137		90	70	
4 <sup>th</sup> Quarter	90	50		90	72	
Balance	0	-114.50		0	102	

### Function 3 Activity Tracking – 2020

#### **1<sup>st</sup> QUARTER REPORTING-3**

- ✚ Assist with distribution of the NCNMEDD IN\$IDER monthly report to RTPO Membership and the NPRTPO News. The IN\$IDER is a way of communication with opportunities for federal and state funding, as well as other correspondence. **TASK 3.1**
- ✚ Start process of rating and ranking with Transit 5310/5311, ensuring RTPO Communities are covered with information for this process, as well as providers being ranked having required information. **TASK 3.1**
- ✚ Start PFF Process with communities to prepare for potential upcoming call for projects to determine ongoing projects within the region. **TASK 3.1**
- ✚ Began process of project review for all NMDOT funding sources and Capital Outlay opportunities. New Capital Outlay process and continued training and technical assistance for new projects. **Task 3.1**
- ✚ Outreach to Transit Providers to schedule for upcoming RTPO Meeting **Task 3.3.2**

#### **2<sup>nd</sup> QUARTER REPORTING-3**

- ✚ Assist with distribution of the NCNMEDD IN\$IDER monthly report to NPRTPO Membership and the NPRTPO News. The IN\$IDER is a way of communication with opportunities for federal and state funding, as well as other correspondence. **TASK 3.1**
- ✚ Continued PFF Process with communities to prepare for potential upcoming call for projects to determine ongoing projects within the region. **TASK 3.1**
- ✚ Began process of project review for all NMDOT funding sources and Capital Outlay opportunities. New Capital Outlay process and continued training and technical assistance for new projects. **Task 3.1**

- ✚ Provided technical assistance to members with PFF's and processes. Prepared a new RTIPR to log the PFF's in preparation for future project process and coordination with planning and District 5. **Task 3.2**
- ✚ Preparing a more streamlined and coordinated process for all the funding sources. Update the web for clarity of the process and sources. Coordinating with planning. **Task 3.2**

### **3rd QUARTER REPORTING-3**

- ✚ Reviewed federal guidelines for BUILD applications. Reviewed STIP/E-STIP requirements and project feasibility forms, **Task 3.1**
- ✚ Familiarized myself with the RTIPR and rating and ranking process. **Task 3.1**
- ✚ Coordinated with DOT staff, district 5 engineers and NCNMEDD staff to coordinate the quarterly review meeting of unsigned PFFs. Made a local and federal project list and worked with Lesah Sedillo to identify possible issues with some of the applications. **Task 3.1**
- ✚ Reviewed an old project application and all of its documents with to get a sense of the process. **Task 3.2**
- ✚ Created a list and comments for meeting with NMDOT Planning and NMDOT D5. Review and coordination. Follow up with members for PFF issues. **Task 3.2**
- ✚ Provided guidance for documentation for new PFF's to members. Created a better source of information with the NPRTPPO Website for project development and reviewed with members. **Task 3.3**
- ✚ Review of STIP/E-STIP for member projects. Review, coordination and training. **Task 3.4**

### **4th QUARTER REPORTING-3**

- ✚ Implement most recent PFF information into state and RTIPR lists. Noted discrepancies in applications and included state and local match for funding of each project. **Task 3.1**
- ✚ Participated and coordinated efforts with the NMDOT Planning and NMDOT D5. **Task 3.1**
- ✚ Made edits to the project lists to increase legibility, consistency, move comments and edits to the additional information and comments section. **Task 3.2**
- ✚ Coordinated with entities regarding errors or concerns for projects. **Task 3.2**
- ✚ Coordinated with the district engineers, Joseph Moriarty from NMDOT and Lesah Sedillo to prepare RTIPR and state project lists ahead of the next meeting. **Task 3.2**
- ✚ Coordinated with Lesah and the NMDOT transit and rail division to establish a date to conduct the transit and rail rating and ranking for October or November. **Task 3.2**
- ✚ Reviewed state rating and ranking procedures and conducted research to determine a rating and ranking template. Wednesday discussed with Joseph and district staff a rating and ranking process to be implemented in both RTPOs. **Task 3.2**
- ✚ Coordination with planner, NMDOT and members regarding the importance of the rating and ranking process. **Task 3.2**
- ✚ Provided planning, ICIP, technical assistance with projects, guidance and compliance with members. **Task 3.3**

**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 NPRTPO 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 NERTPO-specific transportation issues, as appropriate.
- Task 4.3 **Monitor development of Federal and state laws affecting the transportation system and provide information about the contents and status to NPRTPO members.**
- Task 4.4 **Attend RTPO quarterly and special meetings.**
- Task 4.5 Attend in-state and out-of-state **conferences, training sessions or special meetings for staff and professional development opportunities.** This task includes the purchase of any supporting materials that may be needed to coordinate, conduct or attend the conference, training session or meeting.
- Task 4.6 **Participate in miscellaneous transportation-related programs and special projects in the NPRTPO region.**

Function 4	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	360	N/A		360	N/A	
1 <sup>st</sup> Quarter	90	26		90	116	
2 <sup>nd</sup> Quarter	90	71		90	115	
3 <sup>rd</sup> Quarter	90	48		90	72	
4 <sup>th</sup> Quarter	90	127		90	77	
Balance	0	88		0	-20	

## Function 4 Activity Tracking – 2020

### 1<sup>st</sup> QUARTER REPORTING-4

- ✚ Assist Alta Planning/Design with information regarding the Long-Range Transportation Plan. **Task 4.1**
- ✚ Provided technical assistance, trainings and workshops for Capital Outlay projects and ICIP amendments for the upcoming Legislative Session. **Task 4.2**
- ✚ Attended and participation with the 2020 CDBG Application workshop for future funding opportunities. **Task 4.2**
- ✚ Start process of Organizing RTPO Quarterly Meeting which will be held in Santa Fe in February 11, 2020 **TASK 4.4**
- ✚ Training on NMDOT initiatives and updates from the weekly government to government reports. **Task 4.5**
- ✚ Attend the NMDOT Proposed Rulemaking Hearing **Task 4.5**
- ✚ Attend Tribal Transportation Safety Summit **Task 4.5**
- ✚ Various Transportation Webinars and research material on webinars **Task 4.5**
- ✚ Start process of helping to organize Transportation Day at State Capital **Task 4.5**
- ✚ Review of NPS assistance with Dixon and other possible projects **Task 4.6**

### 2<sup>nd</sup> QUARTER REPORTING-4

- ✚ Provided technical assistance for Capital Outlay projects and ICIP amendments during the Legislative Session. **Task 4.2**
- ✚ Prepared lists, reports and bills for the NPRTPPO/NCNMEDD Members. **Task 4.2**
- ✚ Prepared and coordinated with the NMDOT and planners for the February 11, 2020, RTPO Roundtable hosted by NCNMEDD. Meeting was cancelled due to Snow. **Task 4.4**
- ✚ March 9, 2020, attended the RTPO Roundtable at MRCOG in Albuquerque, NM. **Task 4.4**
- ✚ Participated with NCNMEDD Staff and Board Meetings for Transportation Reports. **Task 4.4**
- ✚ Participated in special stakeholder meeting in Espanola for the Fairview project. **TASK 4.4**
- ✚ Conducted Staff evaluations. **Task 4.4**
- ✚ Participated in CDC CDBG Special Meeting. **Task 4.4**
- ✚ Attended NMDOT Stakeholder Meeting. **Task 4.5**

### 3<sup>rd</sup> QUARTER REPORTING-4

- ✚ Coordinated with the NMDOT Planning and NMDOT D5 on components of the RWP. **Task 4.1**
- ✚ Coordinated with members and created a list of PFF's for upcoming meeting with NMDOT. **Task 4.1**
- ✚ Coordinated with the other NPRTPPO Planner and NCNMEDD community development director on developing outreach activities **Task 4.2**
- ✚ Participated and reported at the NCNMEDD board meetings **Task 4.2**
- ✚ Reviewed old meeting agenda, minutes, and public notice document in expectation of

- a meeting being held in June **Task 4.4**
- ↓ Finalized the draft meeting minutes prior to receiving comment from the CD director. **Task 4.4**
- ↓ Took part in an online, 2-part CFR training hosted by FHWA/NMDOT.gov. Participated in other webinars for personal development. **Task 4.5**
- ↓ Participated in Transit discussions with Enchanted Circle consultant and the NMDOT Transit Staff. **Task 4.6**

#### **4<sup>th</sup> QUARTER REPORTING-4**

- ↓ Coordinated planning efforts with planner, NMDOT and NMDOT District. Include information from survey, RTIPR and State list to inform the RTP. **Task 4.1**
- ↓ Assisted in planning survey distribution **Task 4.2**
- ↓ During our planning efforts for RTP and CEDS we identified many gaps in data. Coordinated with various agencies. **Task 4.2**
- ↓ We will incorporate sections of the RTP into the NCNMEDD CEDS for Transportation. **Task 4.2**
- ↓ Created report to update the other RTPOs on my work during next week's quarterly meeting of which I couldn't attend. **Task 4.4**
- ↓ Attended the RTPO Roundtable. Provided a report on behalf of Steve Fischer. Discussed our RTP, timeline and coordination with the NMDOT. **Task 4.4**
- ↓ Registered for various upcoming webinars. Attended virtual stakeholder engagement workshop for NM 2045 **Task 4.5**
- ↓ took part in the NADO conference **Task 4.5**
- ↓ Attended Introduction to GIS and NTICC conference online webinar. **Task 4.5**
- ↓ Attended rural road safety conference. **Task 4.5**
- ↓ Coordinated all trainings and conferences for Mr. Fischer for staff development. **Task 4.5**
- ↓

#### **Function 5. General RTPO Support**

- Task 5.1 Organize and facilitate all meetings of the NPRTPO in accordance with the Public Participation Plan.
- 5.1.1 Document the NPRTPOs public participation process including but not limited to, procedures the NPRTPO 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* and 23 CFR 450.210, provide public notice for all official NPRTPO Committee meetings.
  - 5.1.3 Provide NPRTPO Committee members, the appropriate NMDOT District staff, and GTG with meeting agendas and information packets no later than seven (7) calendar days in advance of NPRTPO 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 NPRTPO Committee.

Task 5.2 Maintain bylaws that clarify and document member entities, responsibilities and roles, including voting protocols.

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

5.3.2 Coordinate with NPRTPO members to develop 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.

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 NPRTPO members, including developing 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

Function 5	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	300	N/A		300	N/A	
1 <sup>st</sup> Quarter	75	41.5		75	134	
2 <sup>nd</sup> Quarter	75	74		75	163.5	
3 <sup>rd</sup> Quarter	75	168		75	105	
4 <sup>th</sup> Quarter	75	213.50		75	141	
Balance	0	-197		0	-243.50	

Function 5 Activity Tracking – 2019

**1<sup>st</sup> QUARTER REPORTING-5**

↕ Continued preparation for regular monthly RTPO Meetings and assist in requesting and



- outreach to presenters for RTPO Meetings. Work to ensure all of the agendas, minutes and items are complete and accurate for each monthly meeting. **TASK 5.1**
- ✚ Attend and run NPRTPO Meetings each month with preparation of agenda item packet for each member and the general public. **TASK 5.3**
- ✚ Continuous outreach to communities and Board Members and assist with questions regarding various subjects. **TASK 5.3**
- ✚ Process of helping to organize Transportation Day at State Capital, and reserved table for the (NPRTPOs) **TASK 5.3**
- ✚ Continuous updates and development of Constant Contact and WIX campaign. **TASK 5.4**
- ✚ Continuous development and posting for NPRTPO websites and ensuring up to date information. **TASK 5.4**
- ✚ Continuous work on looking for Training Information for RTPO Membership for distribution to the membership. **Task 5.5**

### **2<sup>nd</sup> QUARTER REPORTING-5**

- ✚ Continued preparation for regular monthly NPRTPO Meetings and assist in requesting and outreach to presenters for NPRTPO Meetings. Work to ensure all of the agendas, minutes and items are complete and accurate for each monthly meeting. Review of all meeting materials and coordination of future meetings and speakers. **TASK 5.1**
- ✚ Coordinated with the Chair/Vice Chair regarding the issues with COVID-19 and cancellation of meetings. **Task 5.1**
- ✚ Attend and run NPRTPO Meetings each month with preparation of agenda item packet for each member and the general public. **TASK 5.3**
- ✚ Continuous outreach to communities and Board Members and assist with questions regarding various subjects. Outreach to local government members to maintain participation list. Updated new members for Los Alamos County. **TASK 5.3**
- ✚ Participated and helped organize Transportation Day at State Capital. **TASK 5.3**
- ✚ Continuous updates and development of Constant Contact and WIX campaign. **TASK 5.4**
- ✚ Continuous development and posting for NPRTPO websites and ensuring up to date information. Re-organization of the web and funding sources as requested by NPRTPO Members. Sent information to Joe for comment. **TASK 5.4**
- ✚ Review website and update in preparation for the QAR. **Task 5.4**

### **3<sup>rd</sup> QUARTER REPORTING-5**

- ✚ Compiled meeting materials for the working meeting including the updated bylaws and resolution, open government guidance on tele-conferencing, the previous meeting minutes, RTP material, RTIPR list, and more. **Task 5.1**
- ✚ Continued to finalize the draft minutes from special meeting. **Task 5.1**
- ✚ Reviewed bylaw documents and open meeting documents. Provided handbook on Open Meetings Act and training. **TASK 5.2**
- ✚ Sent out agenda to members, prepared documents for the special meeting, updated resolutions and by laws and prepared RTP material for discussion and

- posted to website. **TASK 5.3**
- ✚ Develop a public outreach survey to inform to send to the public to inform the current conditions, priorities, and regional challenges section of the RTP. **TASK 5.3**
- ✚ Reviewed all governing documents and project application requirements listed on the RTPO website, created a WIX website management procedure guide for RTPOs. Coordination, review and training. **Task 5.4**
- ✚ Published prior and after the special meeting onto the RTPO website. **Task 5.4**
- ✚ Review and distribute by email all the training opportunities to the members. **Task 5.5**
- ✚ Review and coordinate the training plan with the members during the meetings. **Task 5.5**

#### **4th QUARTER REPORTING-5**

- ✚ Sent draft agenda to chair and vice chair, compiled documents for July 8 meeting **Task 5.1**
- ✚ Facilitated the NPRTPO monthly meeting. **TASK 5.1**
- ✚ Prepared for upcoming august meeting **TASK 5.1**
- ✚ Prepared for July 8 meeting. Facilitated July 8th meeting. **Task 5.1**
- ✚ Coordinated with planner on preparation for all meetings, agendas, RTP items. **Task 5.1**
- ✚ Coordination and review of the NPRTPO By Laws for NPRTPO Meetings. **Task 5.2**
- ✚ Distributed data collected for RTP as well as ASAP survey links **TASK 5.3**
- ✚ Reached out to members with survey update and reminders. **TASK 5.3**
- ✚ Provide regular updates regarding our Transportation efforts and survey. **Task 5.3**
- ✚ Drafted a flyer to spread awareness of the RTP survey. Although the flyer was not utilized for the NP region, the language from the draft flyer was implemented into the future NCNMEDD newsletter. **TASK 5.3**
- ✚ Made final survey changed prior to Wednesday's meeting, implemented comments after meeting. Started Implementing public survey to member contact list. Coordinated with NCNMEDD to spread outreach. **TASK 5.3**
- ✚ Outreach efforts for participation, RTP and survey for planning efforts. **Task 5.3**
- ✚ Updated both RTPO's websites to contain the most up to date quarterly reports. **TASK 5.4**
- ✚ Update website to post the most up to date approved meeting minutes from past meetings on the meetings archive page. **TASK 5.4**
- ✚ organized the meeting materials for the NPRTPO meeting the following Wednesday.
- ✚ Updated the website with most up to date meeting information. **TASK 5.4**
- ✚ Coordination with planner for website updates, improvements and new information. **Task 5.4**
- ✚ Prepared planning report and prepared discussion and action items for meeting. **Task 5.4**
- ✚ Participated in monthly RTPO meeting, gave planning updates to members. **TASK 5.4**
- ✚ Created planner report **TASK 5.5**
- ✚ Coordinated with planner and members on a training plan. **Task 5.5**

## **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 report as an informational item on the following NPRTPO 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. This will suffice as the 4<sup>th</sup> quarter Quarterly Report but will include additional descriptions to summarize the activities performed in the past year.
- Task 6.2 Solicit and utilize input from NPRTPO board members to develop the two-year (FFY 2019- FFY 2020) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.
  - 6.2.1 Coordinate the NPRTPO'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 6.2 Develop an annual budget based on the tasks outlined in the RWP, and annually update North Central New Mexico Economic Development District's Cost Allocation Plan (CAP), in accordance with 2 CFR 200 and the PPM.
- Task 6.3 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 NPRTPO members or staff.
- Task 6.4 Submit the North Central New Mexico Economic Development District 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 ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	360	N/A		360	N/A	
1 <sup>st</sup> Quarter	90	61		90	91	
2 <sup>nd</sup> Quarter	90	66		90	89	
3 <sup>rd</sup> Quarter	90	167		90	135	
4 <sup>th</sup> Quarter	90	62		90	34	
Balance	0	4		0	11	

## Function 6 Activity Tracking – 2020

### **1<sup>ST</sup> QUARTER REPORTING-6**

- ✚ Preparation to ensure daily/quarterly reports have all required information. **TASK 6.1**
- ✚ Daily tracking of hours and activities regarding functions 1-6 for 1st QTR. **TASK 6.1**
- ✚ Continued daily communication with NCNMEDD Community Development Director in ensuring that our CAP requirements are covered. **TASK 6.1**
- ✚ Review of budget and possible roll over of funds for NPRTPO. **Task 6.1**
- ✚ Prepared and coordinated response to Mr. Moriarty for the QAR/CAP **Task 6.1.1**
- ✚ Work on Annual Expenditure Report (APER) and ensure we send it to NMDOT by required due date. **Task 6.1.3**
- ✚ Preparation and assistance with audit. **Task 6.5**

### **2<sup>ND</sup> QUARTER REPORTING-6**

- ✚ Preparation to ensure daily/quarterly reports have all required information. **TASK 6.1**
- ✚ Verified and review of all possible carry over funding from FFY 19-FFY 20. **Task 6.1**
- ✚ Daily tracking of hours and activities regarding functions 1-6 for 1st QTR. **TASK 6.1**
- ✚ Continued daily communication with NCNMEDD Community Development Director in ensuring that our CAP requirements are covered. **TASK 6.1**
- ✚ Review of budget and possible roll over of funds for the NPRTPO with Director and Executive Director. **Task 6.1**
- ✚ Review of the new PPM changes and RWP/Budget. Discussions with Joe for compliance of RWP. **Task 6.1**
- ✚ Prepared and coordinated response to Mr. Moriarty for the QAR/CAP **Task 6.1.1**
- ✚ Provided the NCNMEDD Audit for compliance to Mr. Joe Moriarty. **Task 6.5**

### **3<sup>RD</sup> QUARTER REPORTING-6**

- ✚ Review and finalize all QAR documents. Uploaded files to NMDOT and Joe verified receipt of information. Review of future trainings costs for new RWP, Reviewed the NMDOT PPM as part of my on-boarding training. First, Special Meeting in June for member review and approval of the RWP. (COVID-19) **TASK 6.1**
- ✚ Presented the QAR and RWP's for the NPRTPO Members and NCNMEDD Board. **Task 6.1**
- ✚ Training for planner and coordination for all the PPM's. **6.1**
- ✚ Worked with Community Development Director in developing new RWP and budgets for

- the NPRTPO FFY 21-FFY 22 **TASK 6.3**
- ✚ Coordination with the NMDOT on the RTIPR and RWP components. **Task 3.3**
- ✚ Reviewed QAR and PPP documents. Review and Training. **TASK 6.4**

**4<sup>th</sup> QUARTER REPORTING-6**

- Distributed data collected for RTP as well as ASAP survey links **TASK 6.1**
- Finalized weekly and quarterly reports for NPRTPO, submitted to Community Dev Director for approval **TASK 6.1**
- Coordinate reports, budgets, training for the NPRTPO. **Task 6.1**
- NCNMEDD sent the NMDOT Title VI Compliance letter for both RTPO's. **Task 6.1**

**OTHER**

**TOTAL LEAVE: 141 HOURS 1<sup>st</sup> QUARTER**

**TOTAL LEAVE: 74.5 HOURS 2<sup>ND</sup> QUARTER**

**TOTAL LEAVE: 30 HOURS 3<sup>rd</sup> QUARTER**

**TOTAL LEAVE 64 HOURS 4<sup>TH</sup> QUARTER**

North Central New Mexico Economic Development District  
 Northern Pueblos Regional Transportation Planning Organization  
FFY 2019- 2020 REGIONAL WORK PROGRAM AMENDMENTS  
**October 1, 2018 – September 30, 2020**

**RWP Administrative Amendment No 1 approved by Mr. Joe Moriarty, NMDOT on 9/17/2019.**

<b>Date:</b>	9/16/19		
<b>Entity:</b>	North Central New Mexico Economic Development District		
<b>Contact Name:</b>	Lesah Sedillo/Dennis T. Salazar		
<b>UPWP/RWP Amendment #:</b>	001	<b>FHWA funded, Control #:</b>	P519010
		<b>FTA funded, Federal Award ID #:</b>	

Staff Hours or Budget Line Items being changed (indicate Task # or Budget Category. Add rows as needed)	Current Budgeted Amount	Revised Amount	Percent Change	Brief Description of Change
Task 5.1.2	Language Strike	N/A	N/A	Strike "(include publication of ads in local newspaper(s))"

Please indicate if amendment is administrative or formal and provide detailed justification based upon requirements in the PPM.

Amendment Type (Administrative/Formal)	Justification
Administrative Amendment	New Mexico's Sunshine Laws (NMSA 1978, Chapter 10, Article 15 & NMSA 1978, Chapter 14, Article 2) and 23 CFR 450.210 do not require public meetings be advertised in newspapers. In working with Northern Pueblos RTPO and given the fact that newspapers have been more scarce in their ability to advertise within the NPRTPO region (there has been consolidations and reduction of print), it was decided that better use would be made with public outreach by utilizing other means of public outreach by digital means, community calendars, etc. This would be significantly appropriate for populations that cannot afford to subscribe to news services.

Approval by MPO/RTPO Boards:

Review Committee/Board	Date Approved
Technical Committee/Board:	N/A
Policy Committee/Board:	N/A

\*\*\*\*\*

For NMDOT use only.

Received by Planning Liaison (name):	Joseph Moriarty
Date:	September 17, 2019
Recommendation of Planning Liaison:	Based on PPM guidance proceed with administrative amendment
Transit Bureau Recommendation, if applicable:	N/A
Received by SPB Chief on date:	
Action (Amend #):	

**North Central New Mexico Economic Development District  
NORTHERN PUEBLOS REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
FFY 2019- 2020 REGIONAL WORK PROGRAM BUDGET  
October 1, 2018 – September 30, 2020**

<b>NPRTPO Budget</b>	<b>FFY 19</b>	<b>FFY 20</b>
Personnel	\$ 66,894.50	\$ 66,894.50
Benefits	\$ 24,580.50	\$ 24,580.50
Travel	\$ 4,875.00	\$ 4,875.00
Supplies	\$ 300.00	\$ 300.00
Professional Services	\$ 1,200.00	\$ 1,200.00
Operations	\$ 8,400.00	\$ 8,400.00
	\$ 106,250.00	\$ 106,250.00

<b>Personnel</b>	<b>Fringe Benefits</b>	<b>Travel</b>	<b>Supplies</b>	<b>Professional Services</b>	<b>Operations</b>
			Supplies	Audit	Insurance
			Computer Software	Contracted Services	Equipment Lease And Maintenance
			Computer Equipment		Publications, Registrations, Advertising, Memberships, Other:
					Rent, Utilities And Telephone
					Legal
					Meetings
					Other: Payroll Fees, Back Ground Check, Staff Training And Development

Categories that do not exist as budget line items due to internal NCNMEDD budget processes

- Equipment Purchase: All Equipment Purchased will fall under the supplies line item.
- Capital Improvements: NCNMEDD covers through other resources.
- Printing: Printing falls under Operations: Publications, Registrations, Advertising, Memberships, Other line item

**North Central New Mexico Economic Development District (NCNMEDD) Budget Glossary**

**PERSONNEL:** Personnel line item includes a percentage of the salary for Executive and Administrative Staff that is not to be exceeded.

<b>Title</b>	<b>Percentage of Salary</b>	<b>Not to exceed Amount</b>
Executive Director	5%	\$ 5,250.50
Finance Director	2%	\$ 1,540.00
Accounting Specialist II	3%	\$ 1,590.00

**BENEFITS:** Benefits are budgeted based on personnel distribution. The estimated budget amount includes medical, dental, vision, PERA, worker's compensation, Medicare, FICA, retiree health care, unemployment. 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. Travel includes board meetings, committee meetings, technical assistance trainings, professional development and conferences. Actual costs are applied according to completed travel vouchers. Travel per diem and mileage is approved by NCNMEDD's Board of Directors and is based on GSA rates.

**SUPPLIES:** Supplies are allocated based on direct costs. This line item was budgeted based on historical review of past costs and program requirements. Small inventory items (i.e. pencils, paperclips, file folders, etc.) are distributed based on FTE

allocation base.

**PROFESSIONAL SERVICES:**

Professional services are a shared cost of contracts entered into by NCNMEDD. Current contracts include IT and HR services.

<b>Cost Type</b>	<b>Provider</b>	<b>NPRTPO Percentage</b>
IT Services	Technology Solutions	1.83%
HR Services	Gruber LLC	3.26%

**OPERATIONS:**

Operations are a shared cost of contracts entered into by NCNMEDD. Operation budget includes such items as rent, telephone, etc.

<b>Cost Type</b>	<b>Provider</b>	<b>NPRTPO Percentage</b>
Rent	SFBI	3.90%
Phone VOIP	Vonage	1.55%
Cellular	Verizon Wireless	5.97%