



MPO/RTPO Work Program Amendment Request Form

This form is for MPO/RTPO Planners to submit a request for an amendment to either an approved Unified Planning Work Program (UPWP) or Regional Work Program (RWP). Please refer to the appropriate section in the Planning Procedures Manual (PPM) for information regarding Work Program amendments and the Month-by-Month Work Program and PPM Timeline (calendar) for due dates.

Please complete the following information and submit the completed form to your NMDOT Government to Government Planning Liaison via email. Include a copy of a complete, revised work program narrative and budget.

Date:	11/01/2021		
Entity:	Eastern Plains Council of Governments (EPCOG)		
Contact Name:	Vincent M Soule		
UPWP/RWP Amendment #:	No. 001-2022	FHWA funded, Control #:	P421010
		FTA funded, Federal Award ID #:	

Please see attached document for specific details and rationales regarding the amended Regional Work Plan (RWP) budget line items and staff hours.

Please indicate if amendment is administrative or formal (if formal, proposed or board-approved) and provide detailed justification based upon requirements in the PPM.

Amendment Type (1. Administrative, 2. Formal – proposed, or 3. Formal – board approved)	Justification
2. Formal Proposed	Due to COVID-19 impacts, changes to budget line items and task staff hours exceeded the 20% threshold for formal amendments as described in the PPM. We anticipate some pre-COVID activities for FFY22 with a mixture of digital settings. Therefore, EPCOG is requesting a formal amendment to our Regional Work Program. This amendment also considers the total carryforward amount from FFY21 of \$9,693.93. This amount is derived from two actions in total being: carryforward funds from the budgeted RWP FFY21 amounts (that is \$96,556.07 subtracted from \$104,485.63) for \$7,929.56 and the remaining carryforward from the FFY21 NTP full amount difference from the FFY21 budget (that is \$104,485.63 subtracted from \$106,250.00) for \$1,764.37.

For NMDOT use only.

Received by Planning Liaison (name):	Joseph Moriarty
Date:	11/1/2021
Recommendation of Planning Liaison:	Proceed with formal amendment per PPM guidelines
Transit Bureau Recommendation, if applicable:	N/A
<i>For Formal Amendments Only:</i>	
Received by MPPB Chief on date:	
Action (Amend #):	

EPCOG FFY22 Budget Detail	Total Budgeted Amount	Request YTD 21	Current Balance FFY21	Current Percent Over/Under	Proposed Budget Change	Amount Change	Percentage Change	Rationale	
Personnel	\$ 59,810.50	\$ 56,455.08	\$ 3,355.42	-5.61%	\$ 59,810.50	\$ -	0.00%		
FICA	\$ 4,600.00	\$ 4,318.85	\$ 281.15	-6.11%	\$ 4,600.00	\$ -	0.00%		
SUTA	\$ 300.00	\$ 95.72	\$ 204.28	-68.09%	\$ 150.00	\$ (150.00)	-50.00%	Overestimated amount in original budget.	
Workman's Comp Insurance	\$ 475.00	\$ 223.29	\$ 251.71	-52.99%	\$ 375.00	\$ (100.00)	-21.05%	Overestimated amount in original budget.	
Workman's Comp	\$ 60.00	\$ 5.49	\$ 54.51	-90.83%	\$ 25.00	\$ (35.00)	-58.33%	Overestimated amount in original budget.	
Medical	\$ 7,000.00	\$ 7,489.60	\$ (489.60)	6.99%	\$ 8,250.00	\$ 1,250.00	17.86%	There is an expected increase in health insurance in the next calendar year which falls within the federal fiscal year.	Underspent of FFY21 Budget: \$ 7,929.56
Dental	\$ 400.00	\$ 487.00	\$ (87.00)	21.75%	\$ 600.00	\$ 200.00	50.00%	Increase to accommodate added employees (under estimation)	FFY 21 underspent considering total authorized amount (106,250.00) \$ 1,764.37
Retirement	\$ 4,000.00	\$ 1,646.72	\$ 2,353.28	-58.83%	\$ 3,500.00	\$ (500.00)	-12.50%	Employees will enroll into retirement for FFY 22. Therefore, no significant change here.	TOTAL Rollover: \$ 9,693.93
Per Diem	\$ 5,000.00	\$ 565.94	\$ 4,434.06	-88.68%	\$ 6,500.00	\$ 1,500.00	30.00%	COVID restrictions reduced the need for typical travel. We expect to resume travels in 2022 and a slight increase for more project site visits, monthly NERTPO meeting visits, and at least quarterly SERTPO meeting visits.	Total (Auth): \$ 114,179.56
Gas & Oil	\$ 1,200.00	\$ 333.46	\$ 866.54	-72.21%	\$ 2,000.00	\$ 800.00	66.67%	Same as above.	Total Budget: \$ 114,179.56
Vehicle Maintenance	\$ 467.83	\$ 417.94	\$ 49.89	-10.66%	\$ 500.00	\$ 32.17	6.88%		Budget Auth: \$ 114,179.56
Vehicle Registration	\$ 120.00	\$ 53.21	\$ 66.79	-55.66%	\$ 66.79	\$ (53.21)	-44.34%	Overestimated amount in original budget.	Remain: \$ -
Vehicle Insurance	\$ 2,100.00	\$ 1,689.52	\$ 410.48	-19.55%	\$ 1,800.00	\$ (300.00)	-14.29%		
Property/Liability Insurance	\$ 4,480.00	\$ 2,999.65	\$ 1,480.35	-33.04%	\$ 2,500.00	\$ (1,980.00)	-44.20%	Overestimated for the year. Adjusted as needed.	
Equipment Lease	\$ 832.00	\$ 769.84	\$ 62.16	-7.47%	\$ 832.00	\$ -	0.00%		
Accounting	\$ 3,200.00	\$ 7,270.31	\$ (4,070.31)	127.20%	\$ 7,300.00	\$ 4,100.00	128.13%	Accounting services increased this year due to increase of programs and demand. This is typical with growing organizations.	
Professional Services/Audit	\$ 4,480.00	\$ 3,840.00	\$ 640.00	-14.29%	\$ 4,480.00	\$ -	0.00%	No change anticipated.	
Office & Cleaning Supplies	\$ 1,000.00	\$ 1,378.69	\$ (378.69)	37.87%	\$ 2,918.67	\$ 1,918.67	191.87%	Due to increase office time compared to typical travel, we have invested in more office equipment to adjust to digital demands. We expect that this will continue into FY 2022 (digital demands). EPCOG also wishes to invest in data gathering equipment which may include pedestrian counters, traffic counters, or similar equipment.	
Subscriptions/Dues/Registrations	\$ 1,500.00	\$ 2,582.89	\$ (1,082.89)	72.19%	\$ 3,000.00	\$ 1,500.00	100.00%	Due to travel being cut from COVID, we have increased online training for staff. We anticipate more training for new staff to provide better service to members.	
Legal Publications	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%		
Advertising	\$ 80.00	\$ 45.00	\$ 35.00	-43.75%	\$ 120.00	\$ 40.00	50.00%	We advertised for the planner position earlier in the fiscal year 2021. We set aside money here in case advertisement for outreach of public involvement (such as surveys) are needed.	
Postage	\$ 50.00	\$ 54.82	\$ (4.82)	9.64%	\$ 75.00	\$ 25.00	50.00%	Postage slightly increased for mailings to members. Nominal in the sense of dollar amounts, but it is still within the 20% range.	
Data Processing/Software	\$ 872.00	\$ 482.16	\$ 389.84	-44.71%	\$ 785.00	\$ (87.00)	-9.98%		
Office Cleaning & Maintenance	\$ 131.20	\$ 486.01	\$ (354.81)	270.43%	\$ 1,250.00	\$ 1,118.80	852.74%	This has increased in part because of COVID safe practices. EPCOG has hired a 3rd party to clean office space to assure safety.	
Telecommunications	\$ 880.00	\$ 960.19	\$ (80.19)	9.11%	\$ 1,000.00	\$ 120.00	13.64%	Adjust for internet services.	
Gas & Electric	\$ 1,088.00	\$ 1,659.73	\$ (571.73)	52.55%	\$ 1,500.00	\$ 412.00	37.87%	Increased to accommodate rate increases by the utility company, Xcel.	
Water	\$ 80.00	\$ 85.36	\$ (5.36)	6.70%	\$ 80.00	\$ -	0.00%		
Garbage	\$ 86.40	\$ 88.86	\$ (2.46)	2.85%	\$ 86.40	\$ -	0.00%		
Sewer	\$ 83.20	\$ 70.74	\$ 12.46	-14.98%	\$ 75.20	\$ (8.00)	-9.62%		
Legal & Attorney Fees	\$ 102.00	\$ -	\$ 102.00	-100.00%	\$ -	\$ (102.00)	-100.00%	No plans to utilize legal services for this fiscal year in relation to transportation.	
Printing	\$ 7.50	\$ -	\$ 7.50	-100.00%	\$ -	\$ (7.50)	-100.00%	There has been no direct printing costs.	
TOTAL	\$ 104,485.63	\$ 96,556.07	\$ 7,929.56	-7.59%	\$ 114,179.56	\$ 9,693.93	9.28%	Overall, EPCOG tends to aim high at expected expenditures for the year in order to stay within the maximum amount allowed for our programs (avoid overspending).	
Local Match (20%)	\$ 20,897.13	\$ 19,311.21	\$ 1,585.91	-7.59%	\$ 22,835.91	\$ 1,938.79	9.28%		
Federal Share (80%)	\$ 83,588.50	\$ 77,244.86	\$ 6,343.65	-7.59%	\$ 91,343.65	\$ 7,755.14	9.28%		

Function	Budgeted Hours	Actual Hours	Difference	Percent Difference	Proposed Budget	Change of Hours	Percentage Change	Rational
1	200	110.1	-89.9	-44.95%	150	-50	-25.00%	More time was anticipated for the RTP updates. This has been adjusted.
2	140	69.6	-70.4	-50.29%	100	-40	-28.57%	More time was anticipated for technical services due to the RTP updates.
3	340	338.1	-1.9	-0.56%	275	-65	-19.12%	Since funding program cycles have opened this year, we do not anticipate too much time within this area. Digital means of communicating has reduced the amount of travel time that would be added to here. By consolidating digital and physical means of assistance to reduce time and increase efficiency, we have decided to reduce the hours here slightly.
4	240	473.5	233.5	97.29%	600	360	150.00%	Training for new employees has increased significantly and EPCOG is utilizing as much virtual opportunities as it can to help train employees to provide efficient services for members. We anticipate travel to resume and therefore in and out of state conferences and trainings can be attended.
5	940	330	-610	-64.89%	600	-340	-36.17%	Travel usually makes a large portion of this task, and that has been cut back significantly due to COVID. We anticipate travel to resume the next year.
6	160	149.4	-10.6	-6.63%	160	0	0.00%	Significant policy changes were anticipated to take more time, but it has not been the case overall.
Total	2020	1470.7	-549.3	-27.19%	1885	-135	-6.68%	Overall, the cut to travel made a significant drop in anticipated time, and we have been able to operate efficiently with less needed time as anticipated despite new hires, policies, and altered procedures (moving to digital means). The same concept of aiming to the higher amounts as we do with financial budgeting is what we do with time as well in order to be able to bill hours and monies within range of our overall budget.