NERTPO

DOCUMENT REVIEW CHECKLIST

DOCUMENT:	RTPO Drawdown Package for: Q3, FFY20 (April to June 2020)	DATE PREPARED:	7/10/2020	DATE DUE:	7/12/2020
NOTES:					

REVIEW ITEM #	ITEM DESCRIPTION	REVIEW INITIALS/DATE			
		Finance	Program	Director	Executive
1.	Date of submission is accurate.	BB	SF	LKS	ma
2.	Report Period is accurate for this document.	BB	SF	LKS	ma
3.	Dates for Cover Letter, Quarterly Narrative Report, & Invoice are accurate and aligned.	BB	SF	LKS	ma
4.	Vendor #, Control #, and Contract # are correct for this document.	BB	SF	LKS	ma
5.	Financial data on R & E Report are accurate and up to date.	BB	SF	LKS	ma
6.	Financial data on R & E Report match the data on the cover letter & invoice.	BB	SF	LKS	ma
7.	Quarterly Narrative Report is complete and presented for the correct Report Period.	BB	SF	LKS	ma
8.	Staffing Hours & Balances reported on the Quarterly Narrative Report are congruent with payroll records, and are accurately budgeted & calculated in the report.	BB	SF	LKS	ma
9.	General Ledger and receipt documentation is accurate, complete & congruent with R&E Report and Invoice for the period.	BB	SF	LKS	ma
10.	All signatures executed and dated.			LKS	
11.	Document submitted to DOT.			LKS	

** R&E = Revenues and Expenditures

NORTH CENTRAL NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT

3900 Paseo del Sol
Santa Fe, NM 87507

(505) 395-2668

www.ncnmedd.com

JULY 10, 2020

Mr. Joe Moriarty
Urban and Regional Planner
New Mexico Department of Transportation
PO Box 1149 Santa Fe New Mexico 87504-1149

Re: NERTPO Quarterly Invoice No. 20CDNE003 for Period ending June 30, 2020:

- Contract/Cooperative Agreement No: D16015;
- Project Control NO: P419020
- Vendor NO: 000046327
- Purchase Order NO: 80500-0000289057
- Authorized Amount/Project Total: $106,250
- Federal Amount: $85,000
- Local Match: 21,250

Dear Joe,

Enclosed please find an invoice for the quarter ending on June 30, 2020, in the amount of **$18,086.57** for your review and approval.

Thank you for your prompt attention and assistance. Please feel free to contact us if you have questions or require additional information.

Sincerely,

Lesah R Sedillo

Lesah R. Sedillo
Community Development Director
505-920-9257
lsedillo@ncnmedd.com

cc: Monica Abeita, Executive Director
Steve Fischer, Transportation Planner
Bernadette Segobia-Abeyta, Finance Director

INVOICE

NCNMEDD 3900 Paseo Del Sol, Santa Fe NM 87507 505-920-9257

Bill To:

Joe Moriarty, Urban and Regional Planner
New Mexico Department of Transportation
Planning Division
PO Box 1149
Santa Fe, NM 87504-1149

Date: 7/10/2020

Invoice #: 20CDNE003
Vendor#: 000046327
Control #: P419020
Billing Period: April 1, 2020 - June 30, 2020

DESCRIPTION	AMOUNT (Federal Share)	*Local Match (20%)*	*Total Expenditure (100%)*
NERTPO - Total expenditure Q3 FFY20	$ 18,086.57	$ 4,521.64	$ 22,608.21
TOTAL DUE (80%, Federal Share)	$ 18,086.57		

I hereby certify that the above is true and correct and that payments thereof has not been received

Lasah R. Sedillo - Community Development Director

Consultant/Vendor Services

FFY 20 Summary of Consultant/Vendor Services								
RWP Function(s)	Consultant/Vendor	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Total Contract Amount	Requests YTD (incl. current request)	Balance
IT	Technology Solutions	$156	$ 153.17	$ 160.76		$650	$470	$ 179.86
HR	N/A	$ -				$ 550.00	$ -	$ 550.00
								$ -
	TOTAL	$156	$ 153.17	$ 160.76	$ -	$1,200	$470	$ 729.86
	Local Match (20%)	$ 31.24	$ 30.63	$ 32.15	$ -	$ 240.00	$ 94.03	$ 145.97
	Federal Share (80%)	$ 124.97	$ 122.54	$ 128.61	$ -	$ 960.00	$ 376.11	$ 583.89

Quarterly Expenditure Summary

NERTPO FFY20 Q3 Budget Detail*	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Total Budgeted Amount	Requests YTD (incl. current request)	Balance
Personnel	$ 16,691.67	$ 16,470.53	$ 15,719.13		$ 66,894.50	$ 48,881.33	$ 18,013.17
Fringe benefits	$ 4,746.66	$ 5,522.82	$ 5,173.94		$ 24,580.50	$ 15,443.42	$ 9,137.08
Travel	$ 364.15	$ 478.82	$ 345.00		$ 4,675.00	$ 1,187.97	$ 3,487.03
Insurance					$ 500.00	$ -	$ 500.00
Equipment lease and maintenance	$ 59.56	$ 47.80	$ 50.23		$ 700.00	$ 157.59	$ 542.41
Equipment purchase						$ -	$ -
Audit					$ 500.00	$ -	$ 500.00
Supplies	$ 12.95	$ 11.97			$ 300.00	$ 24.92	$ 275.08
Publications, registrations, advertising, memberships	$ 3.79	$ 17.70	$ 447.22		$ 2,150.00	$ 468.71	$ 1,681.29
Postage		$ 2.23			$ 100.00	$ 2.23	$ 97.77
Rent, utilities and telephone	$ 840.48	$ 763.10	$ 653.20		$ 4,250.00	$ 2,256.78	$ 1,993.22
Legal						$ -	$ -
Capital improvements						$ -	$ -
Printing						$ -	$ -
Meetings					$ 400.00	$ -	$ 400.00
Contracted services					$ 550.00	$ -	$ 550.00
Other (please specify) Payroll, Background, Prof. Dev. IT	$ 172.67	$ 175.89	$ 219.49		$ 650.00	$ 568.05	$ 81.95
TOTAL	$ 22,891.93	$ 23,490.86	$ 22,608.21	$ -	$ 106,250.00	$ 68,991.00	$ 37,259.00
Local Match (20%)	$ 4,578.39	$ 4,698.17	$ 4,521.64	$ -	$ 21,250.00	$ 13,798.20	$ 7,451.80
Federal Share (80%)	$ 18,313.54	$ 18,792.69	$ 18,086.57	$ -	$ 85,000.00	$ 55,192.80	$ 29,807.20

Control Number: P419020	Invoice #	TOTAL	Local Match (20%)	Federal Share (80%)
Work Authorization FFY 19 to FFY 20 Sept. 24, 2019		$ 106,250.00	$ 21,250.00	$ 85,000.00
Quarter 3rd				
Q1 ending 12/31	20CDNE001	$ 22,891.93	$ 4,578.39	$ 18,313.54
Q2 ending 3/31	20CDNE002	$ 23,490.86	$ 4,698.17	$ 18,792.69
Q3 ending 6/30	20CDNE003	$ 22,608.21	$ 4,521.64	$ 18,086.57
Q4 ending 9/30	20CDNE004	$ -	$ -	$ -
BALANCE		$ 37,259.00	$ 7,451.80	$ 29,807.20

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

Table A: NCNMEDD Shared Costs (Professional Services and Operation

April - June 2020

	A	B	C	D
Item	Total for FFY20 Q3	RTPO % Share Q3	Amount Billed to NERTPO Q3	Amount Billed to NPRTPO Q3
Professional Services				
IT Services Other payroll	$ 10,738.21	1.83%	$ 196.51	$ 196.51
HR Services	0	3.26%	0	0
Sub-Total	$ 10,738.21		$ 196.51	$ 196.51
Operations				
Rent	$ 16,275.00	3.90%	$ 634.73	$ 634.73
Phones	$ 245.72	7.52%	$ 18.48	$ 18.48
	TBD		A X B	A X B
Sub-Total	$ 16,520.72		$ 653.20	$ 653.20

Table B: NCNMEDD Shared Costs: Board Travel Cost

	A	B	C	D
Item	Total for FFY20 Q3	Total RTPO % Share Q3	NERTPO Share (50%) Billed in Q3	NPRTPO Share (50%) Billed in Q3
Travel				
NCNMEDD Board Travel	$ 3,450.00	20.0000%	$ 345.00	$ 345.00

NCNMEDD Board Travel Expenses: RTPO Shared Cost Narrative

The NCNMEDD Board oversees all functions within the organization, including management and oversight of NERTPO and NPRTPO among other shared programs. NCNMEDD staff determined that approximately 20% of NCNMEDD Board tasks are devoted to management and oversight of the RTPOs. Accordingly, not more than 20% of the Total Costs for NCNMEDD Board Travel will be billed to the RTPOS in any fiscal quarter. The total RTPO share of NCNMEDD Board Travel costs are equally apportioned to NERTPO (50%) and NPRTPO (50%). The table above details how NCNMEED arrived at these shared costs and how these costs are distributed between NERTPO and NPRTPO.

GL Code	GL Title	Name	Description	Debit
	NERTPO			
52501	Travel-BD Per Diem	Chris Hyer	Board Meeting Per Diem - Chris Hyer	7.50
52501	Travel-BD Per Diem	Christopher Madrid	Board Meeting Per Diem - Chris Madrid	7.50
52501	Travel-BD Per Diem	Ernesto J Salazar	Budget Committee Per Diem - Ernesto Salazar	7.50
52501	Travel-BD Per Diem	Ernesto J Salazar	Executive Committee Per Diem - Ernesto Salazar	7.50
52501	Travel-BD Per Diem	Ernesto J Salazar	Budget Committee Per Diem - Ernesto Salazar	7.50
52501	Travel-BD Per Diem	Ernesto J Salazar	Board Meeting Per Diem - Ernesto Salazar	7.50
52501	Travel-BD Per Diem	Ernesto J Salazar	Budget Committee Meeting 05/05/20	7.50
52501	Travel-BD Per Diem	Ernesto J Salazar	Budget Committee Meeting 05/20/20	7.50
52501	Travel-BD Per Diem	Ernesto J Salazar	Board Meeting 05/22/20	7.50
52501	Travel-BD Per Diem	Ernesto J Salazar	Reimburse BOD Meeting 04/24/2020	7.50
52501	Travel-BD Per Diem	James Roger Madalena	Executive Committee Per Diem - Roger Madalena	7.50
52501	Travel-BD Per Diem	James Roger Madalena	Board Meeting Per Diem - Roger Madalena	7.50
52501	Travel-BD Per Diem	James Roger Madalena	Board Meeting 05/22/20	7.50
52501	Travel-BD Per Diem	James Roger Madalena	Reimburse BOD Meeting 04/24/2020	7.50
52501	Travel-BD Per Diem	Jessica Barfield	Board Meeting 06/19/20	7.50
52501	Travel-BD Per Diem	Jim Hall	Board Meeting Per Diem - Jim Hall	7.50
52501	Travel-BD Per Diem	Jim Trujillo	Board Meeting 05/22/20	7.50
52501	Travel-BD Per Diem	Jim Trujillo	Reimburse BOD Meeting 04/24/2020	7.50
52501	Travel-BD Per Diem	Landon Newton	Budget Committee Per Diem - Landon Newton	7.50
52501	Travel-BD Per Diem	Landon Newton	Executive Committee Per Diem - Landon Newton	7.50
52501	Travel-BD Per Diem	Landon Newton	Board Meeting Per Diem - Landon Newton	7.50
52501	Travel-BD Per Diem	Landon Newton	Budget Committee Meeting 05/05/20	7.50
52501	Travel-BD Per Diem	Landon Newton	Budget Committee Meeting 05/20/20	7.50
52501	Travel-BD Per Diem	Landon Newton	Board Meeting 05/22/20	7.50
52501	Travel-BD Per Diem	Landon Newton	Reimburse BOD Meeting 04/24/2020	7.50
52501	Travel-BD Per Diem	Linda Calhoun	Board Meeting Per Diem - Linda Calhoun	7.50
52501	Travel-BD Per Diem	Lori Chatterley	Board Meeting Per Diem - Lori Chatterley	7.50
52501	Travel-BD Per Diem	Pete Sheehey	Budget Committee Per Diem - Pete Sheehey	7.50
52501	Travel-BD Per Diem	Pete Sheehey	Executive Committee Per Diem	7.50
52501	Travel-BD Per Diem	Pete Sheehey	Budget Committee Per Diem - Pete Sheehey	7.50
52501	Travel-BD Per Diem	Pete Sheehey	Board Meeting Per Diem - Pete Sheehey	7.50
52501	Travel-BD Per Diem	Pete Sheehey	Budget Committee Meeting 05/05/20	7.50
52501	Travel-BD Per Diem	Pete Sheehey	Budget Committee Meeting 05/20/20	7.50
52501	Travel-BD Per Diem	Pete Sheehey	Board Meeting 05/22/20	7.50
52501	Travel-BD Per Diem	Pete Sheehey	Reimburse BOD Meeting 04/24/2020	7.50
52501	Travel-BD Per Diem	Roberto Gonzales	Board Meeting 05/22/20	7.50
52501	Travel-BD Per Diem	Roberto Gonzales	Reimburse BOD Meeting 04/24/2020	7.50
52501	Travel-BD Per Diem	Thomas A Garcia	Budget Committee Per Diem - Thomas Garcia	7.50
52501	Travel-BD Per Diem	Thomas A Garcia	Executive Committee Per Diem - Thomas Garcia	7.50
52501	Travel-BD Per Diem	Thomas A Garcia	Budget Committee Per Diem - Thomas Garcia	7.50
52501	Travel-BD Per Diem	Thomas A Garcia	Board Meeting Per Diem - Thomas Garcia	7.50
52501	Travel-BD Per Diem	Thomas A Garcia	Budget Committee Meeting 05/05/20	7.50
52501	Travel-BD Per Diem	Thomas A Garcia	Budget Committee Meeting 05/20/20	7.50
52501	Travel-BD Per Diem	Thomas A Garcia	Board Meeting 05/22/2020	7.50
52501	Travel-BD Per Diem	Thomas A Garcia	Reimburse BOD Meeting 04/24/2020	7.50
52501	Travel-BD Per Diem	Veronica M. Serna	Board Meeting Per Diem - Veronica Serna	7.50
			Travel	**$ 345.00**

Total Travel
$ 345.00

56100	Professional Services	Technology Solutions NM	IT: April 2020	50.55
56100	Professional Services	Technology Solutions NM	Monthly IT Service & Support June 2020	50.55
56100	Professional Services	Technology Solutions NM	IT: May 2020	50.55
56100	Professional Services	Adriene Simpson	Finance: consult: Apr 2020	9.11
			Other Fees	**160.76**
56104	Payroll Fees		PR63 04/03/20	8.65
56104	Payroll Fees		PR64 04/17/20	0.38
56104	Payroll Fees		PR65 05/01/20	8.65
56104	Payroll Fees		PR66 PPE 05/15/20 Payroll Fees	0.38
56104	Payroll Fees		Record Payroll PPE 05/29/20	8.65
56104	Payroll Fees		Payroll Fees 68 PPE 06/12/20	0.39
56104	Payroll Fees		Payroll Fees 69 PPE 06/26/20	8.65
56105	**Background Checks/Drug Screening**		**Background Check Steve Fischer**	**22.98**
			Payroll Fees	**35.75**

Total IT & Payroll	
$ 196.51	
$ 22.98	Not shared
$ 219.49	

56201	Space Rental	Santa Fe Business Incubator	Santa Fe Office April 2020	201.75
56201	Space Rental	Santa Fe Business Incubator	Santa Fe Office Rent May 2020	201.75
56201	Space Rental	Santa Fe Business Incubator	Santa Fe Office Rent June 2020	201.75
56201	Space Rental	Budget Self Storage	Storage Space A-18	29.48

			Rent	**$ 634.73**
56202	Telephone	T-Mobile	Santa Fe telephone June 2020	18.48
			Telephone	**$ 18.48**
56203	Maintenance	Xerox Corporation	Copier Sevice/Supply May/June 2020	10.71
56203	Maintenance	Xerox Corporation	Copier service, supply: Apr-May 2020	10.71
56203	Maintenance	Xerox Corporation	Copy service & fee	0.33
56203	Maintenance	Xerox Corporation	Copy service & supply Apr 2020	3.06
			Equipment Maintenance	**$ 24.81**
56203	Maintenance	Constant Contact, Inc.	Email marketing: RTPOs	24.40
56205	Software Maintenance	Constant Contact, Inc.	Email marketing: Apr-May 2020	0.53
56205	Software Maintenance	Constant Contact, Inc.	Email Marketing Fees	0.49
			Software Maintenance	**$ 25.42**
56207	Subscriptions and Dues	Microsoft Corporation	Microsoft subscription: 04-22-20 thru 05-21-20	4.00
56207	Subscriptions and Dues	Microsoft Corporation	PERA PPE 06/12/20	4.21
56207	Subscriptions and Dues	Microsoft Corporation	MS 365: 03-22-20 thru 04-21-20	4.00
56207	Subscriptions and Dues	American Planning Association	Membership dues	111.50
56207	Subscriptions and Dues	Albuquerque Publishing Co	Newspaper: 3 months	0.73
56207	Subscriptions and Dues	Abila	Abila Renewal	318.50
56208	Advertising	Enterprise Bank & Trust	Charge.Prezi.com Subscription	2.28
56208	Advertising	Enterprise Bank & Trust	Emailmeform Subscription	2.00
			Subscriptions & Dues	**$ 447.22**
			Total	**$ 1,715.15**

Rent & Phone
$ 653.21

Maintenance
$ 50.23

1¢

Technology Solutions
1239 E Prince Road, Unit B
Tucson, AZ 85719
(520) 300-8503

TECHNOLOGY SOLUTIONS.NET
We do IT different and we're ok with that!

($10,738.21 Shared Costs)

Bill To:
North Central NM Economic Development Attn: Monica Albeita 3900 Paseo Del Sol Santa Fe, NM 87507

Date	Support Invoice
06/01/2020	TS-13138
Account	
NCNMEDD	

Terms	Due Date	PO Number	Reference
Due Upon Receipt	06/01/2020		Monthly Billing for June

Other Charges	Quantity	Price	Amount
Agreement Total Protection Plan | NCNMEDD			
Server Management Suport Plan: -Unlimited Phone Support -Unlimited Remote Control Support -Service Availability Monitoring Maintenance -Microsoft Patch Management -Event Log Monitoring -Log File Maintenance -Drive Space Monitoring -Printer Setting Management -Quarterly On-Site Maintenance Security -User Account Administration -File Sharing Permission Administration -Security Administration -Virus Definition & Prevention -Online Asset Management -Online Trouble Ticket Management -Online License Management -Desktop Optimization & Management -Spyware and Adware Removal -VPN Client Management	4.00	175.00	700.00
Workstation Management Suport Plan: -Unlimited Phone Support -Unlimited Remote Control Support -Service Availability Monitoring Maintenance -Microsoft Patch Management -Event Log Monitoring -Log File Maintenance -Drive Space Monitoring -Printer Setting Management -Quarterly On-Site Maintenance Security -User Account Administration -File Sharing Permission Administration -Security Administration -Virus Definition & Prevention -Online Asset Management -Online Trouble Ticket Management -Online License Management -Desktop Optimization & Management -Spyware and Adware Removal -VPN Client Management	25.00	60.00	1,500.00

UTM, Switches, Routers, Firewalls, WAPs	5.00	25.00	125.00
Vendor Management	2.00	25.00	50.00
Virtual Host	1.00	50.00	50.00
Cisco Umbrella web filtering user license	59.00	2.25	132.75
		Total Other Charges:	**2,557.75**

All Inclusive Plan:
--Unlimited On-site Support
--Unlimited Off-site Support
--24/7 Network Monitoring
--Automated Off-site Backup Service
--Hardware as a Service (upon request)
--Budgeting (upon request)
--Anti-Spam / Anti-Virus Email Protection

Please send payments to:

Technology Solutions
1239 E Prince Road, Unit B
Tucson, AZ 85719

Invoice Subtotal:	2,557.75
Sales Tax:	204.61
Invoice Total:	**2,762.36**
Payments:	0.00
Credits:	0.00
Balance Due:	**2,762.36**

Thank you for your business!

UTM, Switches, Routers, Firewalls, WAPs	5.00	25.00	125.00
Vendor Management	2.00	25.00	50.00
Virtual Host	1.00	50.00	50.00
Cisco Umbrella web filtering user license	59.00	2.25	132.75
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Balance Due:	**2,762.36**

Thank you for your business!

Technology Solutions
1239 E Prince Road, Unit B
Tucson, AZ 85719
(520) 300-8503

TECHNOLOGY SOLUTIONS.NET
We do IT different and we're ok with that!

Bill To:
North Central NM Economic Development Attn: Monica Albeita 3900 Paseo Del Sol Santa Fe, NM 87507

Date	Support Invoice
05/01/2020	TS-13046
Account	
NCNMEDD	

Terms	Due Date	PO Number	Reference
Due Upon Receipt	05/01/2020		Monthly Billing for May

Other Charges	Quantity	Price	Amount
Agreement Total Protection Plan | NCNMEDD			
Server Management Suport Plan: -Unlimited Phone Support -Unlimited Remote Control Support -Service Availability Monitoring Maintenance -Microsoft Patch Management -Event Log Monitoring -Log File Maintenance -Drive Space Monitoring -Printer Setting Management -Quarterly On-Site Maintenance Security -User Account Administration -File Sharing Permission Administration -Security Administration -Virus Definition & Prevention -Online Asset Management -Online Trouble Ticket Management -Online License Management -Desktop Optimization & Management -Spyware and Adware Removal -VPN Client Management	4.00	175.00	700.00
Workstation Management Suport Plan: -Unlimited Phone Support -Unlimited Remote Control Support -Service Availability Monitoring Maintenance -Microsoft Patch Management -Event Log Monitoring -Log File Maintenance -Drive Space Monitoring -Printer Setting Management -Quarterly On-Site Maintenance Security -User Account Administration -File Sharing Permission Administration -Security Administration -Virus Definition & Prevention -Online Asset Management -Online Trouble Ticket Management -Online License Management -Desktop Optimization & Management -Spyware and Adware Removal -VPN Client Management	25.00	60.00	1,500.00

UTM, Switches, Routers, Firewalls, WAPs	5.00	25.00	125.00
Vendor Management	2.00	25.00	50.00
Virtual Host	1.00	50.00	50.00
Cisco Umbrella web filtering user license	59.00	2.25	132.75
		Total Other Charges:	**2,557.75**

All Inclusive Plan:
--Unlimited On-site Support
--Unlimited Off-site Support
--24/7 Network Monitoring
--Automated Off-site Backup Service
--Hardware as a Service (upon request)
--Budgeting (upon request)
--Anti-Spam / Anti-Virus Email Protection

Please send payments to:

Technology Solutions
1239 E Prince Road, Unit B
Tucson, AZ 85719

Invoice Subtotal:	2,557.75
Sales Tax:	204.61
Invoice Total:	2,762.36
Payments:	0.00
Credits:	0.00
Balance Due:	2,762.36

Thank you for your business!

Adriene I. Simpson, CPA, Ret
15 Las Caballeras
Santa Fe, NM 87508
PH. 505-471-4687/575-491-5609

Invoice/Statement

North Central New Mexico Economic Development District
3900 Paseo del Sol
Santa Fe, NM 87507

Date: 4/16/2020

Date	Description	Hrs	Rate	Amount
	Followup on financials, PERA	2		
	PERA Calulations	1		
	PERA Calulations	3		
	Comp	-1		
	Sub-Total	5	$93.00	465.00
	NM Gross Rec Tax 7.125%			33.13
	Total Balance Due			$498.13

Client ID: CN60650 - North Central New Mexico Economic Development Dist
Invoice #: 0001200473
Invoice Date: 4/8/2020
Payment Method: ACH Debit
Payroll Run #: 40

PAYROLL INVOICE

North Central New Mexico Economic Develo
DBA: North Central New Mexico Economic Develo

BW1REG

Check Date: 4/10/2020
Period Begin Date: 3/21/2020
Period End Date: 4/3/2020
Payroll Run Date: 4/8/2020
Pay Period: 3

DO NOT PAY. Your account has been debited.

Amcheck
5030 Sunrise Drive
Phoenix, AZ 85044

Phone#: Fax#:

Invoice For:

North Central New Mexico Economic Develo
3900 Paseo Del Sol
Santa Fe, NM 87507

Billing Item Description	Units	Rate Per Unit	Flat Rate	Amount
Payroll **	0	0.0000	273.00	273.00
Sage Time **	0	0.0000	178.50	178.50
iSolved Shipping	1	0.0000	21.00	21.00
Total for Billing Items				472.50
Sub-Total for Invoice				472.50
Shipping				0.00
Total Invoice Amount				$472.50
Total ACH Debit From Account: ****7001				-472.50
Amount Due				$0.00

*** Indicates Items that are subject to Sales Tax*

Client ID: CN60650 - North Central New Mexico Economic Development Dist
Invoice #: 0001200474
Invoice Date: 4/22/2020
Payment Method: ACH Debit
Payroll Run #: 41

PAYROLL INVOICE

North Central New Mexico Economic Develo
DBA: North Central New Mexico Economic Develo

BW1REG

Check Date: 4/24/2020
Period Begin Date: 4/4/2020
Period End Date: 4/17/2020
Payroll Run Date: 4/22/2020
Pay Period: 4

DO NOT PAY. Your account has been debited.

Amcheck
5030 Sunrise Drive
Phoenix, AZ 85044

Phone#: Fax#:

Invoice For:

North Central New Mexico Economic Develo
3900 Paseo Del Sol
Santa Fe, NM 87507

Billing Item Description	Units	Rate Per Unit	Flat Rate	Amount
iSolved Shipping	1	0.0000	21.00	21.00
Total for Billing Items				21.00
Sub-Total for Invoice				21.00
Shipping				0.00
Total Invoice Amount				$21.00
Total ACH Debit From Account: ****7001				-21.00
Amount Due				$0.00

*** Indicates Items that are subject to Sales Tax*

PAYROLL INVOICE

Client ID: CN60650 - North Central New Mexico Economic Development Dist
Invoice #: 0001200475
Invoice Date: 5/6/2020
Payment Method: ACH Debit
Payroll Run #: 42

North Central New Mexico Economic Develo
DBA: North Central New Mexico Economic Develo

BW1REG

Check Date: 5/8/2020
Period Begin Date: 4/18/2020
Period End Date: 5/1/2020
Payroll Run Date: 5/6/2020
Pay Period: 5

DO NOT PAY. Your account has been debited.

Amcheck
5030 Sunrise Drive
Phoenix, AZ 85044

Phone#: Fax#:

Invoice For:

North Central New Mexico Economic Develo
3900 Paseo Del Sol
Santa Fe, NM 87507

Billing Item Description	Units	Rate Per Unit	Flat Rate	Amount
Payroll **	0	0.0000	273.00	273.00
Sage Time **	0	0.0000	178.50	178.50
ISolved Shipping	1	0.0000	21.00	21.00
Total for Billing Items				472.50
Sub-Total for Invoice				472.50
Shipping				0.00
Total Invoice Amount				$472.50
Total ACH Debit From Account: ****7001				-472.50
Amount Due				$0.00

*** Indicates Items that are subject to Sales Tax*

Client ID: CN60650 - North Central New Mexico Economic Development Dist
Invoice #: 0001200476
Invoice Date: 5/20/2020
Payment Method: ACH Debit
Payroll Run #: 43

PAYROLL INVOICE

North Central New Mexico Economic Develo
DBA: North Central New Mexico Economic Develo

BW1REG

Check Date: 5/22/2020
Period Begin Date: 5/2/2020
Period End Date: 5/15/2020
Payroll Run Date: 5/20/2020
Pay Period: 6

DO NOT PAY. Your account has been debited.

Amcheck
5030 Sunrise Drive
Phoenix, AZ 85044

Phone#: Fax#:

Invoice For:

North Central New Mexico Economic Develo
3900 Paseo Del Sol
Santa Fe, NM 87507

Billing Item Description	Units	Rate Per Unit	Flat Rate	Amount
iSolved Shipping	1	0.0000	21.00	21.00
Total for Billing Items				21.00
Sub-Total for Invoice				21.00
Shipping				0.00
Total Invoice Amount				$21.00
Total ACH Debit From Account: ****7001				-21.00
Amount Due				$0.00

*** Indicates Items that are subject to Sales Tax*

Client ID: CN60650 - North Central New Mexico Economic Development Dist
Invoice #: 0001200477
Invoice Date: 6/3/2020
Payment Method: ACH Debit
Payroll Run #: 44

PAYROLL INVOICE

North Central New Mexico Economic Develo
DBA: North Central New Mexico Economic Develo

BW1REG

Check Date: 6/5/2020
Period Begin Date: 5/16/2020
Period End Date: 5/29/2020
Payroll Run Date: 6/3/2020
Pay Period: 7

DO NOT PAY. Your account has been debited.

Amcheck
5030 Sunrise Drive
Phoenix, AZ 85044

Phone#: Fax#:

Invoice For:

North Central New Mexico Economic Develo
3900 Paseo Del Sol
Santa Fe, NM 87507

Billing Item Description	Units	Rate Per Unit	Flat Rate	Amount
Payroll **	0	0.0000	273.00	273.00
Sage Time **	0	0.0000	178.50	178.50
iSolved Shipping	1	0.0000	21.00	21.00
Total for Billing Items				472.50
Sub-Total for Invoice				472.50
Shipping				0.00
Total Invoice Amount				$472.50
Total ACH Debit From Account: ****7001				-472.50
Amount Due				$0.00

*** Indicates Items that are subject to Sales Tax*

Client ID: CN60650 - North Central New Mexico Economic Development Dist
Invoice #: 0001200478
Invoice Date: 6/17/2020
Payment Method: ACH Debit
Payroll Run #: 45

PAYROLL INVOICE

North Central New Mexico Economic Develo
DBA: North Central New Mexico Economic Develo

BW1REG

Check Date: 6/19/2020
Period Begin Date: 5/30/2020
Period End Date: 6/12/2020
Payroll Run Date: 6/17/2020
Pay Period: 8

DO NOT PAY. Your account has been debited.

Amcheck
5030 Sunrise Drive
Phoenix, AZ 85044

Phone#: Fax#:

Invoice For:

North Central New Mexico Economic Develo
3900 Paseo Del Sol
Santa Fe, NM 87507

Billing Item Description	Units	Rate Per Unit	Flat Rate	Amount
ISolved Shipping	1	0.0000	21.00	21.00
Total for Billing Items				21.00
Sub-Total for Invoice				21.00
Shipping				0.00
Total Invoice Amount				$21.00
Total ACH Debit From Account: ****7001				-21.00
Amount Due				$0.00

*** Indicates Items that are subject to Sales Tax*

Client ID: CN60650 - North Central New Mexico Economic Development Dist
Invoice #: 0001200479
Invoice Date: 6/17/2020
Payment Method: ACH Debit
Payroll Run #: 46

PAYROLL INVOICE

North Central New Mexico Economic Develo
DBA: North Central New Mexico Economic Develo

BW1REG

Check Date: 7/3/2020
Period Begin Date: 6/13/2020
Period End Date: 6/26/2020
Payroll Run Date: 6/17/2020
Pay Period: 9

DO NOT PAY. Your account has been debited.

Amcheck
5030 Sunrise Drive
Phoenix, AZ 85044

Phone#: Fax#:

Invoice For:

North Central New Mexico Economic Develo
3900 Paseo Del Sol
Santa Fe, NM 87507

Billing Item Description	Units	Rate Per Unit	Flat Rate	Amount
Payroll **	0	0.0000	273.00	273.00
Sage Time **	0	0.0000	178.50	178.50
iSolved Shipping	1	0.0000	21.00	21.00
Total for Billing Items				472.50
Sub-Total for Invoice				472.50
Shipping				0.00
Total Invoice Amount				$472.50
Total ACH Debit From Account: ****7001				-472.50
Amount Due				$0.00

*** Indicates Items that are subject to Sales Tax*

Santa Fe Business Incubator

Invoice

3900 Paseo Del Sol
Santa Fe, NM 87507
Tel. (505) 424-1140 Contact: accounts@sfbi.net

Date	Invoice #
4/1/2020	5113-2198

Rent
$16,275.-
Shared Costs

Bill To
North Central New Mexico Economic Development District 3900 Paseo del Sol Santa Fe, NM 87507

Terms

Quantity	Description	Rate	Amount
	Rent for the month of A321	412.00	412.00
	Rent for the month of A311	412.00	412.00
	Rent for the month of A330	772.00	772.00
	Rent for the month of A312	450.00	450.00
	Rent for the month of A341	790.00	790.00
	Rent for the month of A332	450.00	450.00
	Rent for the month of A331	400.00	400.00
	Rent for the month of A360	800.00	800.00
	Rent for the month of A322	450.00	450.00
	High speed Internet Service/Server room charges	172.00	172.00
	Electric Usage for appliances and office equipment 5 lg=120, 1 med 17	65.00	65.00
		Total	$5,173.00

POSTED

Invoice

Santa Fe Business Incubator
3900 Paseo Del Sol
Santa Fe, NM 87507
Tel. (505) 424-1140 Contact: accounts@sfbi.net

Date	Invoice #
6/1/2020	5113-2251

Bill To
North Central New Mexico Economic Development District 3900 Paseo del Sol Santa Fe, NM 87507

Terms

Quantity	Description	Rate	Amount
	Rent for the month of A321	412.00	412.00
	Rent for the month of A311	412.00	412.00
	Rent for the month of A330	772.00	772.00
	Rent for the month of A312	450.00	450.00
	Rent for the month of A341	790.00	790.00
	Rent for the month of A332	450.00	450.00
	Rent for the month of A331	400.00	400.00
	Rent for the month of A360	800.00	800.00
	Rent for the month of A322	450.00	450.00
	High speed Internet Service/Server room charges	172.00	172.00
	Electric Usage for appliances and office equipment 5 lg=120, 1 med 17	65.00	65.00
		Total	$5,173.00

Invoice

Santa Fe Business Incubator

3900 Paseo Del Sol
Santa Fe, NM 87507
Tel. (505) 424-1140 Contact: accounts@sfbi.net

Date	Invoice #
5/1/2020	5113-2221

Bill To
North Central New Mexico Economic Development District 3900 Paseo del Sol Santa Fe, NM 87507

Terms

Quantity	Description	Rate	Amount
	Rent for the month of A321	412.00	412.00
	Rent for the month of A311	412.00	412.00
	Rent for the month of A330	772.00	772.00
	Rent for the month of A312	450.00	450.00
	Rent for the month of A341	790.00	790.00
	Rent for the month of A332	450.00	450.00
	Rent for the month of A331	400.00	400.00
	Rent for the month of A360	800.00	800.00
	Rent for the month of A322	450.00	450.00
	High speed Internet Service/Server room charges	172.00	172.00
	Electric Usage for appliances and office equipment 5 lg=120, 1 med 17	65.00	65.00
		Total	$5,173.00

POSTED

INVOICE

Date: 5/22/2020
Invoice
NCNMEDD

Budget Self Storage
1519 Center Drive
Santa Fe, NM 87507
505.438.8166

Job	Payment Terms
Storage Space A 18	Due on 6/01/20

Description	Total
A 18 Apr 2020 - Jun 2020	$840
10% off discount	-$84
Total Due	$756

Make all checks payable to Budget Self Storage

Thank you for your business!

Your Statement

Statement For: NCNM ECONOMIC DEVELOPMENT
Account Number: 969173615
Corporate ID : STATE OF NEW MEXICO

Important Information

Visit my.t-mobile.com or the T-Mobile App to pay your bill online, manage your account and get product support.

Phone Shared Cost ($245.72)

AB 05 001626 99371 E 26 E

NCNM ECONOMIC DEVELOPMENT
ATTN: CHAD SUNDLOFF
3900 PASEO DEL SOL
SANTA FE NM 87507-4072

001626 1/21

Summary

Previous Balance	$	(325.06)
Total Past Due *(Credit Balance)*	$	**(325.06)**
Monthly Recurring Chgs	$	522.00
Credits & Adjustments	$	(78.30)
Other Charges	$	57.24
Taxes & Surcharges	$	69.84
Total Current Charges	$	**570.78**
Current Charges Due By		***7/13/20***
Grand Total	$	***245.72***

RECEIVED MAILED
JUN 29 2020
NCNMEDD/NMAAA

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT PLEASE MAKE SURE ADDRESS SHOWS THROUGH WINDOW.

T-Mobile

Statement For: NCNM ECONOMIC DEVELOPMENT
Account Number: 969173615

Amount Due By 7/13/20	Amount Enclosed
$245.72	

T-MOBILE
PO BOX 742596
CINCINNATI OH 45274-2596

☐ If you have changed your address - check box and record new address on the reverse side.

0409691736150713200000245721875074072

Shared Costs

Doc Date	Session ID	GL Title	Description	Debit	Credit	GL Code	Name	
Opening Balance		Travel-BD Per Diem		0.00		52501		
6/3/2020	AP-20-0620	Travel-BD Per Diem	Budget Committee Per Diem - Ernesto Salazar	75.00		52501	Ernesto J Salazar	
6/3/2020	AP-20-0620	Travel-BD Per Diem	Budget Committee Per Diem - Pete Sheehey	75.00		52501	Pete Sheehey	
6/3/2020	AP-20-0620	Travel-BD Per Diem	Budget Committee Per Diem - Thomas Garcia	75.00		52501	Thomas A Garcia	
6/15/2020	AP-20-0620	Travel-BD Per Diem	Budget Committee Per Diem - Ernesto Salazar	75.00		52501	Ernesto J Salazar	
6/15/2020	AP-20-0620	Travel-BD Per Diem	Budget Committee Per Diem - Landon Newton	75.00		52501	Landon Newton	
6/15/2020	AP-20-0620	Travel-BD Per Diem	Budget Committee Per Diem - Pete Sheehey	75.00		52501	Pete Sheehey	
6/15/2020	AP-20-0620	Travel-BD Per Diem	Budget Committee Per Diem - Thomas Garcia	75.00		52501	Thomas A Garcia	
6/19/2020	AP-20-0620	Travel-BD Per Diem	Executive Committee Per Diem	75.00		52501	Pete Sheehey	
6/19/2020	AP-20-0620	Travel-BD Per Diem	Executive Committee Per Diem - Ernesto Salazar	75.00		52501	Ernesto J Salazar	
6/19/2020	AP-20-0620	Travel-BD Per Diem	Executive Committee Per Diem - Landon Newton	75.00		52501	Landon Newton	
6/19/2020	AP-20-0620	Travel-BD Per Diem	Executive Committee Per Diem - Roger Madelena	75.00		52501	James Roger Madalena	
6/19/2020	AP-20-0620	Travel-BD Per Diem	Executive Committee Per Diem - Thomas Garcia	75.00		52501	Thomas A Garcia	
6/19/2020	AP-20-0622	Travel-BD Per Diem	Board Meeting Per Diem - Chris Hyer	75.00		52501	Chris Hyer	
6/19/2020	AP-20-0622	Travel-BD Per Diem	Board Meeting Per Diem - Chris Madrid	75.00		52501	Christopher Madrid	
6/19/2020	AP-20-0622	Travel-BD Per Diem	Board Meeting Per Diem - Ernesto Salazar	75.00		52501	Ernesto J Salazar	
6/19/2020	AP-20-0622	Travel-BD Per Diem	Board Meeting Per Diem - Jim Hall	75.00		52501	Jim Hall	
6/19/2020	AP-20-0622	Travel-BD Per Diem	Board Meeting Per Diem - Landon Newton	75.00		52501	Landon Newton	
6/19/2020	AP-20-0622	Travel-BD Per Diem	Board Meeting Per Diem - Linda Calhoun	75.00		52501	Linda Calhoun	
6/19/2020	AP-20-0622	Travel-BD Per Diem	Board Meeting Per Diem - Lori Chatterley	75.00		52501	Lori Chatterley	
6/19/2020	AP-20-0622	Travel-BD Per Diem	Board Meeting Per Diem - Pete Sheehey	75.00		52501	Pete Sheehey	
6/19/2020	AP-20-0622	Travel-BD Per Diem	Board Meeting Per Diem - Roger Madalena	75.00		52501	James Roger Madalena	
6/19/2020	AP-20-0622	Travel-BD Per Diem	Board Meeting Per Diem - Thomas Garcia	75.00		52501	Thomas A Garcia	
6/19/2020	AP-20-0622	Travel-BD Per Diem	Board Meeting Per Diem - Veronica Serna	75.00		52501	Veronica M. Serna	
6/19/2020	AP-20-0625	Travel-BD Per Diem	Board Meeting 06/19/20	75.00		52501	Jessica Barfield	
4/30/2020	API-20-0430	Travel-BD Per Diem	BOD Special Executive Meeting 04/30/2020	75.00		52501	Ernesto J Salazar	NMAAA
4/30/2020	API-20-0430	Travel-BD Per Diem	BOD Special Executive Meeting 04/30/2020	75.00		52501	James Roger Madalena	NMAAA
4/30/2020	API-20-0430	Travel-BD Per Diem	BOD Special Executive Meeting 04/30/2020	75.00		52501	Landon Newton	NMAAA
4/30/2020	API-20-0430	Travel-BD Per Diem	BOD Special Executive Meeting 04/30/2020	75.00		52501	Pete Sheehey	NMAAA
4/30/2020	API-20-0430	Travel-BD Per Diem	BOD Special Executive Meeting 04/30/2020	75.00		52501	Roberto Gonzales	NMAAA
4/30/2020	API-20-0430	Travel-BD Per Diem	BOD Special Executive Meeting 04/30/2020	75.00		52501	Thomas A Garcia	NMAAA
5/5/2020	API-20-0436	Travel-BD Per Diem	Budget Committee Meeting 05/05/20	75.00		52501	Ernesto J Salazar	
5/5/2020	API-20-0436	Travel-BD Per Diem	Budget Committee Meeting 05/05/20	75.00		52501	Landon Newton	
5/5/2020	API-20-0436	Travel-BD Per Diem	Budget Committee Meeting 05/05/20	75.00		52501	Pete Sheehey	
5/5/2020	API-20-0436	Travel-BD Per Diem	Budget Committee Meeting 05/05/20	75.00		52501	Thomas A Garcia	
5/20/2020	API-20-0436	Travel-BD Per Diem	Budget Committee Meeting 05/20/20	75.00		52501	Ernesto J Salazar	
5/20/2020	API-20-0436	Travel-BD Per Diem	Budget Committee Meeting 05/20/20	75.00		52501	Landon Newton	
5/20/2020	API-20-0436	Travel-BD Per Diem	Budget Committee Meeting 05/20/20	75.00		52501	Pete Sheehey	
5/20/2020	API-20-0436	Travel-BD Per Diem	Budget Committee Meeting 05/20/20	75.00		52501	Thomas A Garcia	
5/22/2020	API-20-0449	Travel-BD Per Diem	Board Meeting 05/22/20	75.00		52501	Ernesto J Salazar	
5/22/2020	API-20-0449	Travel-BD Per Diem	Board Meeting 05/22/20	75.00		52501	James Roger Madalena	
5/22/2020	API-20-0449	Travel-BD Per Diem	Board Meeting 05/22/20	75.00		52501	Jim Trujillo	
5/22/2020	API-20-0449	Travel-BD Per Diem	Board Meeting 05/22/20	75.00		52501	Landon Newton	
5/22/2020	API-20-0449	Travel-BD Per Diem	Board Meeting 05/22/20	75.00		52501	Pete Sheehey	
5/22/2020	API-20-0449	Travel-BD Per Diem	Board Meeting 05/22/20	75.00		52501	Roberto Gonzales	
5/22/2020	API-20-0449	Travel-BD Per Diem	Board Meeting 05/22/2020	75.00		52501	Thomas A Garcia	
4/27/2020	API-20-408	Travel-BD Per Diem	Reimburse BOD Meeting 04/24/2020	75.00		52501	Ernesto J Salazar	
4/27/2020	API-20-408	Travel-BD Per Diem	Reimburse BOD Meeting 04/24/2020	75.00		52501	James Roger Madalena	
4/27/2020	API-20-408	Travel-BD Per Diem	Reimburse BOD Meeting 04/24/2020	75.00		52501	Jim Trujillo	
4/27/2020	API-20-408	Travel-BD Per Diem	Reimburse BOD Meeting 04/24/2020	75.00		52501	Landon Newton	
4/27/2020	API-20-408	Travel-BD Per Diem	Reimburse BOD Meeting 04/24/2020	75.00		52501	Pete Sheehey	
4/27/2020	API-20-408	Travel-BD Per Diem	Reimburse BOD Meeting 04/24/2020	75.00		52501	Roberto Gonzales	
4/27/2020	API-20-408	Travel-BD Per Diem	Reimburse BOD Meeting 04/24/2020	75.00		52501	Thomas A Garcia	
Transaction Total				3,900.00	0.00			
Report Opening/Current Balance				0.00	0.00			
Report Transaction Totals				3,900.00	0.00			
Report Current Balances				3,900.00	0.00			
Report Difference				3,900.00				
			NMAAA Special Meeting	450.00				
			NMRTPO's	3,450.00				

Personnel		Quarter 3	Quarter 3
$ 33.17	CD Director 520 hrs	$ 17,248.40	$ 8,624.20
$ 19.23	CD Planner 520 hrs	$ 9,999.60	$ 4,999.80
	260 hours each	$ 27,248.00	$ 13,624.00
		ADM	$ 2,095.13
		Total	$ 15,719.13
			Each RTPO

Title	Percentage of Salary	Not to exceed Amount	Quarter 3
Executive Director	5%	$5,250.50	$ 1,312.63
Finance Director	2%	$1,540.00	$ 385.00
Accounting Specialis	3%	$1,590.00	$ 397.50
		$8,380.50	$ 2,095.13
		$8,380.50	

Fringe	April-June 2020	Amount
Lesah		
51002	SUTA	$ 70.04
51004	Medicare	$ 283.38
51005	SS	$ 1,211.71
51011	PERA	$ 4,197.97
51012	Retiree Health	$ 403.83
51021	Group Health	$ 1,410.36
51022	Group Dental	$ 84.84
51023	Group Life	$ 15.47
51025	Vision	$ -
51031	WC U	$ 2.30
		$ 7,679.90
		$ 3,839.95
Steve		
51002	SUTA	$ 78.92
51004	Medicare	$ 122.69
51005	SS	$ 524.62
51031	WC U	$ 2.30
51011	PERA	$ 1,759.17
51012	Retiree Health	$ 169.23
51023	Group Life	$ 11.05
51021	Group Health	$ -
51022	Group Dental	$ -
51025	Vision	$ -
		$ 2,667.98
		$ 1,333.99

Total Fringe	$ 10,347.88
Total Reimbursement	$ 5,173.94

SUMMARY Quarterly Report NERTPO	CDD	Planner	CDD	Planner	CDD	Planner		CDD		Planner	
April to June 2020	NERTPO	NERTPO	NERTPO	NERTPO	NERTPO	NERTPO					
Tasks	**April**	**April**	**May**	**May**	**June**	**June**	**Total**	**Costs**	**$**	**Costs**	**$**
1.1- Initiate and coordinate long-range regional transportation planning with other local, regional and statewide planning initiatives	12.0	22.0	16.0	24.0	16.0	6.0	96.0	44.0	$ 1,459.48	52.0	$ 999.96
1.2- Implement performance measures developed in RTPO	0.0	0.0	3.0	0.0	0.0	0.0	3.0	3.0	$ 99.51	0.0	$ -
2.1- Collect and manage data, perform technical planning and plan development, in coordination with the transportation goals, trends and needs development and identified in the RTPO	0.0	3.0	0.0	14.0	0.0	0.0	17.0	0.0	$ -	17.0	$ 326.91
2.2- Assist RTPO members and NMDOT staff with roadway and corridor-level classification and analysis in accordance with the currently adopted guidelines.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	$ -	0.0	$ -
3.1- Assist project applicants in developing projects	0.0	8.0	8.0	8.0	0.0	0.0	24.0	8.0	$ 265.36	16.0	$ 307.68
3.2- Manage preliminary project review process	0.0	0.0	0.0	4.0	0.0	0.0	4.0	0.0	$ -	4.0	$ 76.92
3.3 - Provide assistance to local governments interested in pursuing transportation system development and coordination activities	4.0	0.0	0.0	0.0	8.0	6.0	18.0	12.0	$ 398.04	6.0	$ 115.38
3.4- Track the progress of Statewide Transportation Improvement Program (STIP) projects within the RTPO region and ensure regular communication between the project sponsors	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	$ -	0.0	$ -
4.1- Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	$ -	0.0	$ -
4.2- Coordinate and participate with the Council of Governments (COG's) and applicable NM State Agency staff on legislative studies related to statewide or RTPO-specific transportation issues, as appropriate	4.0	0.0	0.0	4.0	12.0	2.0	22.0	16.0	$ 530.72	6.0	$ 115.38
4.3- Monitor development of Federal and state laws affecting the transportation system and provide information about the contents and status to RTPO members	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	$ -	0.0	$ -
4.4- Attend RTPO quarterly and special meeting	0.0	0.0	0.0	4.0	0.0	4.0	8.0	0.0	$ -	8.0	$ 153.84
4.5 - Attend in-state and out-of-state conferences, training sessions or special meetings for staff and professional development opportunities.	8.0	0.0	16.0	4.0	0.0	0.0	28.0	24.0	$ 796.08	4.0	$ 76.92
4-6 - Participate in miscellaneous transportation-related programs and special projects in the RTPO region	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	$ -	0.0	$ -
5.1- Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan	0.0	0.0	0.0	0.0	40.0	8.0	48.0	40.0	$ 1,326.80	8.0	$ 153.84
5.2- Maintain bylaws that clarify and document member entities, responsibilities and roles, including voting protocols	0.0	0.0	0.0	2.0	0.0	0.0	2.0	0.0	$ -	2.0	$ 38.46
5.3- Conduct Outreach Activities	0.0	0.0	0.0	0.0	0.0	50.0	50.0	0.0	$ -	50.0	$ 961.50
5.4- Maintain a website that includes current meetings information and planning documents, as referenced in the QAR guidelines	4.0	0.0	13.0	14.0	0.0	0.0	31.0	17.0	$ 563.89	14.0	$ 269.22
5.5- Coordinate training and professional development opportunities for RTPO members, including developing training plans	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	$ -	0.0	$ -
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	42.0	40.0	8.0	2.0	4.0	0.0	96.0	54.0	$ 1,791.18	42.0	$ 807.66
6.2- Solicit and utilize input from RTPO board members to develop the RWP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	$ -	0.0	$ -
6.3- Develop an annual budget for the RWP and annually update NCNMEDD ICAP	12.0	12.0	16.0	0.0	0.0	0.0	40.0	28.0	$ 928.76	12.0	$ 230.76
6.4- Maintain a Public Participation Plan that addresses Title VI and Environmental Justice procedures	0.0	3.0	0.0	0.0	0.0	0.0	3.0	0.0	$ -	3.0	$ 57.69
6.5- Submit the NCNMEDD Financial Audit for each State FY to GTG Liaison	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	$ -	0.0	$ -
Leave	2.0	0.0	4.0	4.0	8.0	12.0	30.0	14.0	$ 464.38	16.0	$ 307.68
	88.0	88.0	84.0	84.0	88.0	88.0	520.0	260.0	$ 8,624.20	260.0	$ 4,999.80

North Central New Mexico Economic Development District (NCNMEDD)
NORTH EAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NERTPO)
FFY 2020 3rd Quarter Report
April 1, 2020 – June 30, 2020

Introduction and Purpose
NERTPO is an initiative of the New Mexico Department of Transportation to support its mission of providing a safe and efficient transportation system for the traveling public, while promoting economic development and preserving the environment of New Mexico. The regional work program provides structure and responsibilities of the planners to all participants of the NERTPO.

NERTPO planning jurisdiction is Colfax, Guadalupe, Harding, Mora, Quay, San Miguel, and Union counties located in northeast New Mexico. NCNMEDD's jurisdiction covers Colfax, Mora and San Miguel counties, and the communities therein.

The following are functions and task orders that the NCNMEDD will complete in fulfillment of the contract for management of the North East Regional Transportation Planning Organization (NERTPO) 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 NERTPO Long-Range North East Regional Transportation Plan (NERTP).**

1.1.1 **Review and update the NERTP**, 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 NERTPO NERTP. 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 FFY 2019	Actual Hours	Other Specific Costs	Budgeted Hours FFY 2020	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	240	N/A		240	N/A	
1st Quarter	60	44		60	**0**	
2nd Quarter	60	37		60	0	
3rd Quarter	60	**0**		60	99	
4th Quarter	60	0		60		
Balance	0	159		0		

Function 1 Activity Tracking

1st QUARTER REPORTING-1

- None

2nd QUARTER REPORTING-1

- None

3rd QUARTER REPORTING-1

- Reviewed MRCOG's RTP and NERTP 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. **Task 1.1**
- Creating a timeline to completing the NERTPO RTP this FY. **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 NMDOT liaison into the RTP timeline. **Task 1.1**
- Continued RTP research on the RTP outline and data source updates. Coordinated with the other planner at EPCOG. **Task 1.1**
- Coordinated efforts with the NCNMEDD CEDS public Outreach and timeline. **Task 1.1**
- Reviewed the performance measures, strategic plan and discussed timeline with NMDOT. **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 **NERTPO.**

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 NERTPO 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 NERTP.**

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 NERTPO 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 FFY 2019	Actual Hours	Other Specific Costs	Budgeted Hours FFY 2020	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	120	N/A		120	N/A	
1st Quarter	30	48		30	**16**	
2nd Quarter	30	34		30	0	
3rd Quarter	30	**0**		30	17	
4th Quarter	30	0		30		
Balance	0	38		0		

Function 2 Activity Tracking – 2020

1st QUARTER REPORTING-2

- Collected information from all the meetings for possible call for State Projects. **Task 2.1**
- Provided technical assistance to the Town of Springer, the City of Raton and Mora County for possible new State/Federal Projects and ADA Transition plans and compliance. **Task 2.2**

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. Review with Community Development Director. **Task 2.1**
- Designated data point updates for the RTP and key data sources. Coordination with EPCOG Planner for meetings. Constant review, coordination and training. **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 NERTPO 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 NERTPO members to establish scoring criteria for project selection**

and prioritization, based on goals and action items included in the NERTP, 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 NERTPO, 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. Submit the combined, prioritized RTIPR to GTG liaison, the District Engineers and all relevant RTPOs within ten days of the prioritization meeting.**

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 RTPO 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 RTPO RTIPR.**

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

Task 3.5 **Track the progress of Statewide Transportation Improvement Program (STIP) projects within the NERTPO 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 NERTPO members with issues that may arise.**

Function 3	Budgeted Hours FFY 2019	Actual Hours	Other Specific Costs	Budgeted Hours FFY 2020	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	360	N/A		360	N/A	
1st Quarter	90	168.5		90	**44**	
2nd Quarter	90	119		90	75	
3rd Quarter	90	**127**		90	46	
4th Quarter	90	21		90		
Balance	0	-75.5		0		

Function 3 Activity Tracking – 2020

1st QUARTER REPORTING-3

- Assist with distribution of the NCNMEDD IN$IDER monthly report to RTPO Membership and the NERTPO News. The IN$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**
- Provided guidance and assistance with SB 232 Transportation Junior for Transportation Projects under the Senator's. **Task 3.1**
- Outreach to Transit Providers to schedule for upcoming RTPO Meeting **Task 3.3.2**

2nd QUARTER REPORTING-3

- Continued PFF Process with communities to prepare for potential upcoming call for projects to determine ongoing projects within the region. **TASK 3.1**
- Assist with distribution of the NCNMEDD IN$IDER monthly report to RTPO Membership and the NERTPO News. The IN$IDER is a way of communication with opportunities for federal and state funding, as well as other correspondence. **TASK 3.1**
- Continued assistance for LGTPF Projects and Capital Outlay Transportation Projects. **TASK 3.1**
- Continued coordination with NMDOT Planning and District for projects. Review of past RTIPR for current PFF's submitted. Waiting for D4 to hire Heather Sandoval's replacement for District Four coordination. **Task 3.2.1**
- Provided technical assistance to entities regarding for new projects and various resources. **Task 3.3**

3rd QUARTER REPORTING-3

- Reviewed federal guidelines for BUILD applications. Reviewed STIP requirements and project feasibility forms, **Task 3.1**
- Familiarized myself with the RTIPR and rating and ranking process, **Task 3.1**
- Review and coordination with staff regarding the RTIPR/State List. **Task 3.1**
- Reviewed of all project PFF applications and all of its documents with to get a sense of the process. Review past RTIPR/State List with Community Development Director. **Task 3.2**
- Provided guidance and training to planner for documentation for new PFF's and past processes and website. **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 NERTPO 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 NERTPO 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 NERTPO region.**

Function 4	Budgeted Hours FFY 2019	Actual Hours	Other Specific Costs	Budgeted Hours FFY 2020	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	360	N/A		360	N/A	
1st Quarter	90	26		90	**96.5**	
2nd Quarter	90	71		90	131	
3rd Quarter	90	**52**		90	58	
4th Quarter	90	110		90		
Balance	0	101		0		

Function 4 Activity Tracking – 2020

1st 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**
- NPS Meeting to discuss possible future projects in the NERTPO. **Task 4.6**

2nd 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 NERTPO/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**
- Conducted Staff evaluations. **Task 4.4**
- Participated in CDC CDBG Special Meeting. **Task 4.4.**
- Attended NMDOT Stakeholder Meeting. **Task 4.5**

3rd QUARTER REPORTING-4

- Coordinated with the other EPCOG NERTPO Planner and NCNMEDD Community Development Director on developing outreach activities **Task 4.2**
- Attended the NCNMEDD board meeting and provided reports **Task 4.2**
- Participated with several meetings regarding possible Transit in Colfax County. **Task 4.2**
- Reviewed previous meeting agenda, minutes, and public notice document in expectation of a meeting being held in June. Coordination with EPCOG for RWP and posting. **Task 4.4**
- Finalized the draft meeting minutes prior to receiving comment from the CD Director. **Task 4.4**
- Coordination of email distribution for trainings. Participated part in an online, 2-part CFR training hosted by FHWA/NMDOT.gov and other webinars for staff development. **Task 4.5**

Function 5. General RTPO Support

Task 5.1 **Organize and facilitate all meetings of the NERTPO in accordance with the Public Participation Plan.**

5.1.1 **Document the NERTPO's public participation process including but not limited to, procedures the NERTPO 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 NERTPO Committee meetings.**

5.1.3 Provide NERTPO 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 NERTPO 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 NERTPO 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 NERTPO 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 NERTPO processes per 23 CFR 450.**

5.3.2 **Coordinate with NERTPO members to develop a list of entities including newly elected officials and potential members, who will be educated on the NERTPO 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 NERTPO members, including developing training plans. Assist NERTPO 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 FFY 2019	Actual Hours	Other Specific Costs	Budgeted Hours FFY 2020	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	300	N/A		300	N/A	
1st Quarter	75	41.5		75	**149**	
2nd Quarter	75	74		75	157	
3rd Quarter	75	**156**		75	131	
4th Quarter	75	252.50		75		
Balance	0	-224		0		

Function 5 Activity Tracking – 2020

1st 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. Review of all meeting materials and coordination of future meetings and speakers. **TASK 5.1**
- Attend and help run NERTPO 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. **TASK 5.3**
- Process of helping to organize Transportation Day at State Capital, and reserved table for the (NERTPOs) **TASK 5.3**
- Continuous updates and development of Constant Contact and WIX campaign. **TASK 5.4**
- Continuous development and posting for NERTPO 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**

2nd 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. Review of all meeting materials and coordination of future meetings and speakers. **TASK 5.1**
- Coordinated with the Chair/Vice Chair and EPCOG regarding the issues with COVID-19 and cancellation of meetings. The Chairman stated that we do not have anything in our Open Meetings Act for Video Meeting participation. **Task 5.1**
- Attend and help run NERTPO 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. **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 NERTPO websites and ensuring up to date information. **TASK 5.4**
- Review website and update in preparation for the QAR. **Task 5.4**

3rd QUARTER REPORTING-5

- Compiled meeting materials for the working meeting including the updated bylaws and resolution, open government guidance on teleconferencing, 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 and discussed bylaw documents and open meeting documents **TASK 5.2**

- Provided training and review for all the governing documents. **Task 5.2**
- Coordinated and sent out agenda to members, prepared documents for the special meeting, updated resolutions and by laws and prepared RTP material for discussion. **TASK 5.3**
- Coordinated with EPCOG NERTPO planner to develop survey for the general public to inform the existing condition, challenges and goals portion 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 **Task 5.4**
- Published items prior and after the special meeting onto the RTPO website. Coordination of signatures and documentation. **Task 5.4**

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 NERTPO 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 4th 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 NERTPO 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 NERTPO's planning program** with other RTPOs and any Metropolitan Planning Organizations (MPOs) or other agencies impacted by and/or associated with activities contained in the RWP.

Task 6.3 **Develop an annual budget for the RWP, and annually update NCNMEDD Indirect Cost Allocation Plan (ICAP), in accordance with 2 CFR 200 and the PPM.**

Task 6.4 **Maintain a Public Participation Plan (PPP) that addresses Title VI and Environmental Justice procedures. Ensure a specific contact person and contact information is listed. Update the PPP in accordance with the PPM schedule or as determined appropriate by RTPO members or staff.**

Task 6.5 **Submit the NCNMEDD 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 FFY 2019	Actual Hours	Other Specific Costs	Budgeted Hours FFY 2020	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	360	N/A		360	N/A	
1st Quarter	90	61		90	**81**	
2nd Quarter	90	66		90	82	
3rd Quarter	90	**185**		90	139	
4th Quarter	90	72		90		
Balance	0	-24		0		

Function 6 Activity Tracking – 2020

1ST 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 NERTPO. **Task 6.1**
- Prepared and coordinated response to Mr. Moriarty for the QAR/CAP **Task 6.1.1**
- Prepared the Annual Performance and Expenditure Report (APER) and ensure we send it to NMDOT by required due date. **Task 6.1.3**
- Assisted with the audit for Community Development. **Task 6.5**

2nd 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 the new PPM changes and RWP/Budget. Review documents for the RTPO Roundtable and planning. **Task 6.1**
- Review of budget and possible roll over of funds for the NERTPO with Director and Executive Director. **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**

3rd 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 and compliance. **TASK 6.1**
- Provided regular trainings and review of all PPM, QAR, daily reporting with Planner for reimbursement. **Task 6.1**
- Worked with Community Development Director in developing new RWP and budget for the NPRTPO FFY 21-FFY 22. Board presentations and approval for submittal to NMDOT. **TASK 6.3**
- Review of the QAR documents and files for training. Review of the PPP for the NERTPO and identified changes. **TASK 6.4**

OTHER

TOTAL LEAVE: 141.5 HOURS 1ST QUARTER

TOTAL LEAVE: 75 HOURS 2ND QUARTER

TOTAL LEAVE: 30 HOURS 3rd QUARTER

North Central New Mexico Economic Development District
NORTH EAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FFY 2019- 2020 REGIONAL WORK PROGRAM AMENDMENTS
October 1, 2018 – September 30, 2020

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

Date:	9/16/19		
Entity:	North Central New Mexico Economic Development District		
Contact Name:	Lesah Sedillo/Dennis T. Salazar		
UPWP/RWP Amendment #:	001	**FHWA funded, Control #:**	P419020
		FTA funded, Federal Award ID #:	

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 EPCOG on the Northeast RTPOs and given the fact that newspapers have been more scarce in their ability to advertise within the NERTPO 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**

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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
NORTH EAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FFY 2019- 2020 REGIONAL WORK PROGRAM BUDGET
October 1, 2018 – September 30, 2020

NERTPO Budget	FFY 19	FFY 20
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

Supplies	Supplies	Computer Software	Computer Equipment				
Professional Services	Audit	Contracted Services	IT Services				
Operations	Insurance	Equipment Lease And Maintenance	Publications, Registrations, Advertising, Memberships, Other:	Rent, Utilities And Telephone	Legal	Meetings	Other: Payroll Fees, Background 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 funding sources.
- 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.

Title	Percentage of Salary	Not to exceed Amount
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.

Cost Type	Provider	NERTPO Percentage
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.

Cost Type	Provider	NERTPO Percentage
Rent	SFBI	3.90%
Phone VOIP	Vonage	1.55%
Cellular	Verizon Wireless	5.97%