

Eastern Plains Council of Governments

418 N Main Street Clovis, New Mexico 88101-7557 Phone: 575-762-7714 Fax: 575-762-7715

Date: 27th of April, 2020

Contract No. D16014 Vendor ID 54561

 Tax ID
 85-6067853

 Control No.
 P419010

 Fiscal Year/Qtr:
 FY20 / Qtr 2

 Invoice No.
 4252020

Amt of Reimbursement Requested: \$21,749.54

Joseph Moriarty, AICP Government to Government Unit Supervisor Planning Division NM Department of Transportation P.O. Box 1149 Santa Fe, NM 87504-1149

Mr. Moriarty,

Enclosed is the Eastern Plains Council of Government's 2nd Quarterly Billing for the quarter ending March 31st, 2020 for the contract listed above.

If you have any question concerning the request for payment, please contact me at (575) 762-7714 or by email via vsoule@epcog.org.

Sincerely,

Vincent M Soule

Transportation Planner, EPCOG

CC: Sandy Chancey – EPCOG Executive Director

INVOICE

Eastern Plains Councisl of Governemtns, 418 Main St, Clovis, NM 88101

Bill To: 4/27/2020

Joseph Moriarty, AICP

New Mexico Department of Transportation

Planning Division

PO Box 1149

Santa Fe, NM 87504-1149

Invoice #:		4252020
Vendor#:	54561	
Control #:	P419010	
Billing Period:	Q2	

DESCRIPTION	AMOUNT (Feder	al Share)	Local Mat	ch (20%)	Total Expendit	ture (100%)
EPCOG - Total expenditure Q2 FFY20	\$	21,749.54	\$	5,437.39	\$	27,186.93
TOTAL DUE (80%, Federal Share)	\$	21,749.54				

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

Vincent M. Soule

Planner

NAME AND TITLE OF AUTHORIZED INDIVIDUAL

Quarterly Expenditure Summary

EPCOG FFY20 Budget Detail*	Q1 Re	equest	Q2	Request	Q3 Request	Q4 Request	То	tal Budgeted Amount	Requests YTD (incl. current request)	Balance	Precent Remaining
Personnel	\$ 13,	,578.97	\$	14,296.80			\$	62,000.00	\$ 27,875.77	\$ 34,124.23	55%
FICA	\$ 1,	,004.80	\$	1,058.88			\$	4,600.00	\$ 2,063.68	\$ 2,536.32	55%
SUTA	\$	-	\$	47.17			\$	120.00	\$ 47.17	\$ 72.83	61%
Workman's Comp Insurance	\$	3.39	\$	123.38			\$	462.00	\$ 126.77	\$ 335.23	73%
Workman's Comp	\$	-	\$	2.30			\$	20.00	\$ 2.30	\$ 17.70	89%
Medical	\$ 1,	,243.78	\$	1,285.18			\$	7,351.55	\$ 2,528.96	\$ 4,822.59	66%
Dental	\$	125.38	\$	120.06			\$	300.00	\$ 245.44	\$ 54.56	18%
Retirement	\$	814.74	\$	857.81			\$	2,500.00	\$ 1,672.55	\$ 827.45	33%
Per Diem	\$	568.29	\$	1,394.01			\$	8,000.00	\$ 1,962.30	\$ 6,037.70	75%
Gas & Oil	\$	312.06	\$	160.22			\$	1,320.00	\$ 472.28	\$ 847.72	64%
Vehicle Maintenance	\$	19.40	\$	244.75			\$	1,080.00	\$ 264.15	\$ 815.85	76%
Vehicle Registration	\$	33.30	\$	-			\$	120.00	\$ 33.30	\$ 86.70	72%
Vehicle Insurance	\$	-	\$	301.51			\$	2,240.00	\$ 301.51	\$ 1,938.49	87%
Property/Liability Insurance	\$	322.44	\$	-			\$	4,400.00	\$ 322.44	\$ 4,077.56	93%
Equipment Lease	\$	157.54	\$	37.47			\$	1,040.00	\$ 195.01	\$ 844.99	81%
Accounting	\$ 1,	,271.25	\$	1,271.25			\$	5,600.00	\$ 2,542.50	\$ 3,057.50	55%
Professional Services/Audit	\$	-	\$	4,569.60			\$	4,500.00	\$ 4,569.60	\$ (69.60)	-2%
Office & Cleaning Supplies	\$	386.01	\$	371.98			\$	2,800.00	\$ 757.99	\$ 2,042.01	73%
Subscriptions/Dues/Registrations	\$	418.25	\$	230.32			\$	1,800.00	\$ 648.57	\$ 1,151.43	64%
Legal Publications	\$	-	\$	-			\$	63.75	\$ -	\$ 63.75	100%
Advertising	\$	110.00	\$	-			\$	200.00	\$ 110.00	\$ 90.00	45%
Postage	\$	-	\$	-			\$	50.00	\$ -	\$ 50.00	100%
Data Processing/Software	\$	-	\$	70.63			\$	1,090.00	\$ 70.63	\$ 1,019.37	94%
Office Cleaning & Maintenance	\$	17.64	\$	145.34			\$	164.00	\$ 162.98	\$ 1.02	
Telecommunications	\$	221.46	\$	220.05			\$	825.00	\$ 441.51	\$ 383.49	46%
Gas & Electric	\$	494.10	\$	323.26			\$	2,000.00	\$ 817.36	\$ 1,182.64	
Water	\$	26.66	\$	12.16			\$	75.00	\$ 38.82	\$ 36.18	
Garbage	\$	50.10	\$	42.80			\$	100.00	\$ 92.90	\$ 7.10	7%
Sewer	\$	-	\$	-			\$	78.00	\$ -	\$ 78.00	
Legal & Attorney Fees	\$	-	\$	-			\$	102.00	\$ -	\$ 102.00	
Printing	\$	-	\$	-			\$	7.50	\$ -	\$ 7.50	100%
TOTAL	\$ 21,	,179.56	\$	27,186.93	\$ -	\$ -	\$	115,008.80	\$ 48,366.49	\$ 66,642.31	58%
Local Match (20%)	\$ 4,	,235.91	\$	5,437.39	\$ -	\$ -	\$	23,001.76	\$ 9,673.30	\$ 13,328.46	58%
Federal Share (80%)	\$ 16,	,943.65	\$	21,749.54	\$ -	\$ -	\$	92,007.04	\$ 38,693.19	\$ 53,313.85	58%

Control Number:		Invoice #	TOTAL	Lo	ocal Match (20%)	Fe	deral Share (80%)	j
Work Authorization (09/30/2017)			\$ 129,658.23	\$	25,931.65	\$	103,726.58	**
Quarter								i
Q1 ending 12/31		1272020	\$ 21,179.56	\$	4,235.91	\$	16,943.65	i
Q2 ending 3/31		4252020	\$ 27,186.93	\$	5,437.39	\$	21,749.54	i
Q3 ending 6/30		0	\$ -	\$	-	\$	-	i
Q4 ending 9/30		0	\$ -	\$	-	\$	-	i
	BALANCE		\$ 81,291.74	\$	16,258.35	\$	65,033.39	i

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

Billings to EPCOG are shared by all programs. Currently, Transportation shares 32.64% of the shared expenses.

Consultant/Vendor Services

	FFY18 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
2.1, 1.1.2	FWB	\$ 1,271.25	\$ 1,271.25			\$5,600.00	\$2,542.50	\$3,057.50
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
	TOTAL	\$1,271.25	\$1,271.25	\$0.00	\$0.00	\$5,600.00	\$2,542.50	\$3,057.50
	Local Match (20%)	\$254.25	\$254.25	\$0.00	\$0.00	\$1,120.00	\$508.50	\$611.50
	Federal Share (80%)	\$1,017.00	\$1,017.00	\$0.00	\$0.00	\$4,480.00	\$2,034.00	\$2,446.00

Billings to EPCOG are shared by all programs. Currently, Transportation shares 32.64% of the shared expenses.

2020 Quarter 2 Per Diem Breakdown

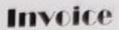
Name	Location(s)	Amount	Purpose	Dates of Travel Or Transaction Posting	Notes
Les Combres	Albuquerque, NM	\$17.56	Food	01/07/2020	NM Legislative Preview Conference
Bubba's	Albuquerque, NM	\$21.17	Food	01/08/2020	NM Legislative Preview Conference
Crowne Plaza	Albuquerque, NM	\$64.42	Hotel	01/07-08/2020	NM Legislative Preview Conference
Les Combres	Albuquerque, NM	\$10.13	Food	01/07/2020	NM Legislative Preview Conference
Subway	Santa Fe, NM	\$9.17	Food	01/23/2020	NERTPO, Legislative Session, NMIDEA
Holiday Inn	Clayton, NM	\$63.53	Hotel	01/28-29/2020	Clayton Comp Plan
Wild Horse	Clayton, NM	\$16.65	Food	01/28/2020	Clayton Comp Plan
Love's Pizza	Clayton, NM	\$4.87	Food	01/29/2020	Clayton Comp Plan
Hotel Santa Fe	Santa Fe, NM	\$184.05	Hotel	01/21-23/2020	NERTPO, Legislative Session, NMIDEA
Hotel Santa Fe	Santa Fe, NM	\$205.48	Hotel	02/10-12/2020	Transportation Roundtable and Transportation Day
Domino's	Santa Fe, NM	\$24.57	Food	02/10/2020	RTPO Roundtable
India Palace	Santa Fe, NM	\$17.13	Food	02/11/2020	RTPO Roundtable
Amaya	Santa Fe, NM	\$19.52	Food	02/11/2020	Transportation Day
Subway	Santa Fe, NM	\$11.22	Food	02/12/2020	Transportation Day
Hotel Santa Fe	Santa Fe, NM	\$183.55	Hotel	02/03-05/2020	Ports-2-Plains meeting and Legislative events/meetings

TOTAL		\$1,394.01		JAN – MAR 2020	
	NM				Roundtable (Sandy)
Orchid Thai	Albuquerque,	\$20.15	Food	03/09/2020	RTPO Roundtable
	NM				Roundtable (Sandy)
Crowne Plaza	Albuquerque,	\$95.20	Hotel	03/09-10/2020	RTPO/MPO
Jimmy John's	Albuquerque, NM	\$9.64	Food	03/10/2020	MPO Roundtable
Orchid Thai	Albuquerque, NM	\$31.00	Food	03/09/2020	RTPO Roundtable
Crowne Plaza	Albuquerque, NM	\$107.10	Hotel	03/09-10/2020	RTPO/MPO Roundtable
Parking	Santa Fe, NM	\$5.00	Parking	02/06/2020	Legislative Events/Meetings
Chester's Chicken	Clayton, NM	\$8.42	Food	02/25/2020	NERTPO
Holiday Inn	Clayton, NM	\$63.53	Hotel	02/27-28/2020	NERTPO
India House	Santa Fe, NM	\$19.21	Food	02/05/2020	Legislative Events and Meetings
	ŕ	"			Events and Meetings
Las Palomas Rio Chama	Santa Fe, NM Santa Fe, NM	\$108.96 \$40.25	Hotel Food	02/05-06/2020	Legislative Events and Meetings Legislative
Amaya	Santa Fe, NM	\$33.53	Food	02/05/2020	Legislative Events and Meetings (Sandy)
Name	Location(s)	Amount	Purpose	Dates of Travel Or Transaction Posting	Notes

Invoice Breakdown FFY 2020 Q2

The following is a breakdown of the invoices paid by EPCOG where partials of the total invoice were charged to the Transportation program as part of EPCOG's Cost Allocation Plan. Copies of the invoices are provided after this breakdown.

<u>Invoice</u>	<u>Purpose</u>	Total Amount	Amount Charged to Transportation
Fox, Garcia & Company	Audit	\$14,000.00	\$4,569.60
FWB (01/10/2020)	Accounting	\$1,298.25	\$423.75
FWB (02/10/2020)	Accounting	\$1,298.25	\$423.75
FWB (03/10/2020)	Accounting	\$1,298.25	\$423.75





Fox, Garcia & Company, LLC

PO Box 3538 BIG SPRING, TX 79721

Date	Invoice #
2/20/2020	0597

Bill To

Quantity

Eastern Plains Council of Governments 418 N Main St Clovis, New Mexico 88101

Due on receipt
Amount
14,000.00

Eastern Plains Council of Governments

1 2018-2019 EPCOG Audit Services

40164

Fox, Garcia & Company, LLC Type Reference Date 3/10/2020 Bill

Original Amt. 14,000.00

Description

Balance Due 14,000.00 Check Amount

4/9/2020 Discount

Rate

Payment 14,000.00 14,000.00

PAYMENT EPCOG GENERAL O 18-19 Audit Services

14,000.00

10414 (1099102 (7717)



Thank you for your business.

Total

\$14,000.00

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PRIMARY ACCT: 125166606 STATEMENT PERIOD: 01/01/2020 - 02/02/2020

SUMMARY:

ACCOUNT PREVIOUS TOTAL TOTAL SERVICE ENDINGNUMBER.....BALANCE.....DEBITS.....CREDITS....CHARGES .BALANCE.

DDA 01 251666 06 43,624.13 28 37,723.03 10 97,320.34 .00 103,221.44

BUSINESS NOW 01 251666 06

OUR DOMAIN IS CHANGING TO CBCNM. BANK WHICH MEANS OUR WEBSITE ADDRESS WILL CHANGE TO WWW.CBCNM.BANK BEGINNING OCTOBER 20, 2019. THE BANK'S EMAIL ADDRESS WILL CHANGE TO CITIZENS@CBCNM.BANK

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

INTEREST PAID

CURRENT INTEREST RATE YEAR-TO-DATE INTEREST PAID AVERAGE BALANCE

DEPOSIT

.3500 % 20.34 64,267.01

-- SUMMARY OF ELECTRONIC TRANSACTIONS

DATE AMOUNT DESCRIPTION 01/07 17,500.00 ACH CREDIT

ASAP [CTX] GRANT PAY ISA*00* *00* *17*000000051036803*ZZ*000000003521972*200106*090

01/10

1,298.25 ACH DEBIT

FWB COMPANY [PPD] 10TH OF MO MONTHLY ACCOUNTING SERVICES
5,145.25 ACH DEBIT

01/14

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THE CHIZENS Bank OF CIOVIS

P.O. 80X 1629 . CLOVIS, NEW MEXICO 88101 (575) 769-1911

CLOVIS . FT. SUMNER . TEXICO-NEW MEXICO

www.citizenshankofclovis.com

********AUTO**SCH 5-DIGIT 88101 21 89 1.0500 AV 0.389 կնոյնիլինկինդիկվիկիկիկիկինկունիկիկունի EASTERN PLAINS COUNCIL OF GOVERNMENTS GENERAL OPERATING 418 MAIN CLOVIS NM 88101-7557

PRIMARY ACCT: 125166606 STATEMENT PERIOD: 02/03/2020 - 03/01/2020

SUMMARY:

PREVIOUS ACCOUNTNUMBER......BALANCE......DEBITS......CREDITS.....CHARGES ..BALANCE...
DDA 01 251666 06 103,221.44 25 71,038.07 5 17,703.61 .00 49,886.98

TOTAL

TOTAL

SERVICE ENDING

BUSINESS NOW 01 251666 06

IN THE MARKET FOR A NEW OR USED VEHICLE? COME SEE US FIRST! WE ARE HAPPY TO ASSIST YOU IN MAKING THIS IMPORTANT PURCHASE.

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

DEPOSIT DEPOSIT DEPOSIT

INTEREST PAID

611.52 02/04 50.00 02/06 75.00 02/14 23.44 03/01

CURRENT INTEREST RATE YEAR-TO-DATE INTEREST PAID 43.78 AVERAGE BALANCE 87,276.59

.3500 %

-- SUMMARY OF ELECTRONIC TRANSACTIONS --

DATE 02/03

AMOUNT DESCRIPTION

17.20-ACH DEBIT 16,943.65 ACH CREDIT

02/07

1,298.25 STATE OF NEW MEX [CCD] NMDOT 1272020 INVOICE 1272020

02/10

5,140.48 FWB COMPANY [PPD] 10TH OF MO MONTHLY ACCOUNTING SERVICES

02/12

INTUIT PAYROLL S [CCD] QUICKBOOKS

02/18

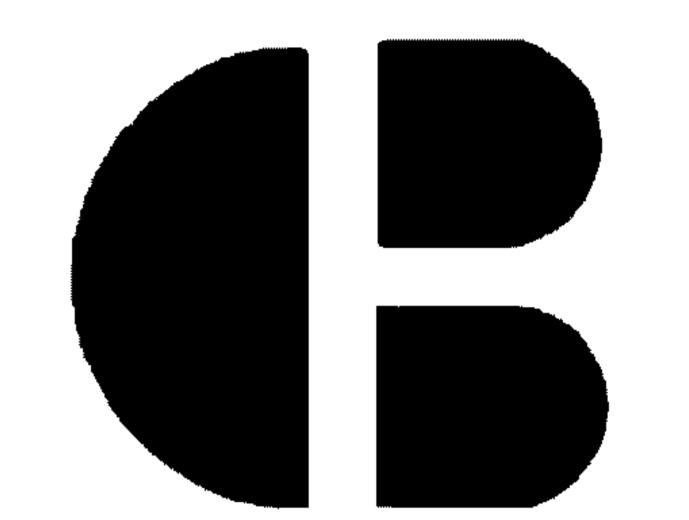
2,997.91 ACH DEBIT

TRS [CCD] USATAXPYMT

02/26

291,10 ACH DEBIT

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The Citizens Bank of Clovis

P.O. BOX 1629 • CLOVIS, NEW MEXICO 88101 (575) 769-1911

CLOVIS • FT. SUMNER • TEXICO-NEW MEXICO

www.citizensbankofclovis.com

26 ********AUTO**SCH 5-DIGIT 88101 130 1.0500 AV 0.389 1 1 130

EASTERN PLAINS COUNCIL OF GOVERNMENTS GENERAL OPERATING
418 MAIN
CLOVIS NM 88101-7557

PRIMARY ACCT: 125166606 STATEMENT PERIOD: 03/02/2020 - 03/31/2020

SUMMARY:
 ACCOUNT PREVIOUS TOTAL TOTAL SERVICE ENDING

....NUMBER..... .BALANCE......DEBITS..... .CREDITS.... .CHARGES .BALANCE..

DDA 01 251666 06 49,886.98 31 22,950.20 3 9,704.90 .00 36,641.68

BUSINESS NOW 01 251666 06

IN THE MARKET FOR A NEW OR USED VEHICLE? COME SEE US FIRST! WE ARE HAPPY TO ASSIST YOU IN MAKING THIS IMPORTANT PURCHASE.

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

DEPOSIT

DEPOSIT

7,200.00+ 03/19

INTEREST PAID

2,500.00+ 03/19

4.90+ 03/31

CURRENT INTEREST RATE
YEAR-TO-DATE INTEREST PAID
48.68
AVERAGE BALANCE
43,339.08

-- SUMMARY OF ELECTRONIC TRANSACTIONS --

DATE AMOUNT DESCRIPTION

1,298.25- ACH DEBIT
FWB COMPANY [PPD] 10TH OF MO MONTHLY ACCOUNTING SERVICES

5,006.62- ACH DEBIT
INTUIT PAYROLL S [CCD] QUICKBOOKS

2,997.91- ACH DEBIT
IRS [CCD] USATAXPYMT

03/26 291.10- ACH DEBIT
TAX_REV_CRS_ECKS [CCD] TRD PMNT

1,165.17- ACH DEBIT
BANK CARD [CCD] PAYMENT

03/27 5,171.94- ACH DEBIT

INTUIT PAYROLL S [CCD] QUICKBOOKS

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Eastern Plains Council of Governments NORTHEAST AND SOUTHEAST REGIONAL TRANSPORTATION ORGANIZATIONS FFY 2020 QUARTER 2 REPORT January 1st, 2020 – March 31st, 2020

Introduction and Purpose

The Regional Work Program sets forth those activities for which the Regional Transportation Planning Organization (RTPO) Planning Manager(s) will carry out on behalf of its RTPO. The work program includes tasks and activities the RTPO would like the RTPO Planners to address. These combined tasks help move the Northeast and Southeast RTPOs forward as they develops, improves and strengthens the northeastern and southeastern multimodal regional transportation network.

Northeast (NERTPO) Regional Transportation Planning jurisdiction is composed of Colfax, Guadalupe, Harding, Mora, Quay, San Miguel, and Union counties, and their respective incorporated municipalities. EPCOG's jurisdiction covers Union, Harding, Guadalupe and Quay counties, and their incorporated municipalities therein. All other municipalities within NERTPO are served by the North Central New Mexico Economic Development District (NCNMEDD) staff.

Southeast (SERTPO) Regional Transportation Planning jurisdiction is composed of Chavez, Curry, De Baca, Eddy, Lea, Lincoln, Otero, Roosevelt, counties and their respective incorporated municipalities, and the Town of Vaughn in Guadalupe County. EPCOG's jurisdiction covers Curry, De Baca and Roosevelt counties, the Town of Vaughn in Guadalupe County and the incorporated municipalities therein. All other municipalities within SERTPO are served by the Southeastern New Mexico Economic Development District (SNMEDD) staff.

The following are functions and task orders that the Eastern Plains Council of Governments (EPCOG) will complete in fulfillment of the contract for management of the Northeastern and Southeastern Regional Transportation Planning Organization (RTPO) for Federal Fiscal Year 2020 in coordination and collaboration with NCNMEDD and SNMEDD staff as deemed appropriate.

Function 1. Long-Range Planning and Implementation

- Task 1.1 Initiate and coordinate long-range regional transportation planning with other local, regional and statewide planning initiatives. Collaborate with NMDOT and other partners to identify and document current and future transportation needs, plans, and projects for inclusion in the RTPO Long-Range Regional Transportation Plan (RTP).
 - 1.1.1 Review and update the RTP, including tasks and goals, at least once every 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 RTPO RTP. 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 ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY						
2019/2020		N/A			N/A	
Budget						
1 st Quarter	25	32		50	39	
2 nd Quarter	25	2		50	61	
3 rd Quarter	25	31		50		
4 th Quarter	25	7.5		50		
Balance	100	72.5		200	100	

Function 1 Activity Tracking – FFY 2019

1st Quarter Report	A presentation was given to the EPCOG board in regards to
1 Quarter Report	transportation programs occurring within EPCOG's region and District 4
	and 2 of the NMDOT on October 10 th , 2018.
	Information was provided for the quarterly report of EPCOG to be
	submitted to the NM Department of Finance and Administration (DFA).
	The Local Technical Assistance Program (LTAP) manager was contacted
	in regards to attending both NERTPO and SERTPO meetings in order to
	better assess the needs of the rural communities. More discussion was
	held with the LTAP manager concerning future trainings to be brought to
	the RTPO members.
	The Tribal/Local Public Agency (TLPA) Handbook with edits were
	distributed to RTPO program managers by NMDOT and were reviewed.
	EPCOG's travel policy was emailed to NMDOT as requested for
	NMDOT to study along with other RTPOs.
	There was assistance given with NCNMEDD concerning the email
	marketing program called Constant Contact to better outreach to
	members in a uniformed manner.
	The RTIPR from Mid-region Council of Governments (MRCOG) was
	given to all RTPO program managers to review and consider in the
	RTIPR process for all RTPOs. This was done due to a discussion in a
	prior RTPO Roundtable meeting where standardizing the RTIPR across
	the state was discussed. This was reviewed by EPCOG and discussions
	would continue into future meetings.
	EPCOG was approached by a representative for the University of Texas
	Austin concerning a grant that would consider transportation planning
	organizations in three states to better assess needs of rural areas. It was
	requested for NERTPO to submit a letter of support to help the

	application of the university and to also be included in the study should					
	the university be approved the grant. This was consulted with the					
	chairman who agreed to support the application.					
2 nd Quarter Report	Some ADA concerns were addressed this quarter with NERTP entities.					
	No other significant activities are to be reported this quarter.					
3 rd Quarter Report	Staff has been reviewing laws and other documents involving public					
	outreach. We have also been in contact with the Attorney General's office					
	to establish legal minimums and to plan for future outreach. Emails have					
	been sent out in regards to trainings, grants, and laws. News articles are					
	also shared with members as appropriate. Planning efforts are being made					
	in advance for the year 2020 when the long range plans are updated.					
4th Quarter Report	Substantial amount of time reported here is in relation to SE/NERTPO					
	Long-Range plans. Other plans such as the COG plans, regional transit					
	plans, etc. have been looked into. Also, data from ACS has been looked at					
	in order to gauge trends of data and how the Census of 2020 may play					
	out.					

Function 1 Activity Tracking – FFY 2020

Tunction 1 Metry 11a	eking 1112020
1st Quarter Report	This quarter, there has been a significant focus on reading and studying
	plans around the state and in other states to update the RTPO Long
	Range Plans. This will continue and may increase in significant time due
	to the update of plans across the region and as the Census begins.
2 nd Quarter Report	Significant focus of this quarter was on PPM updates and attending
	meetings concerning the update of comprehensive plans. Rural areas will
	be using the RTPO Long Range Plan as a substitute for their own plan
	(such as Union County). Time has been spent on reading over other plans
	that can relate to and improve the RTPO Long Range Plans.
3 rd Quarter Report	
4th Quarter Report	

Function 2. Technical Support and Data Management

- Task 2.1 Collect and manage data, perform technical planning and plan development, in coordination with the transportation goals, trends and needs 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 RTPO may include land use data, demographic and population data, freight data, traffic count and crash data, and any other data that supports the goals and actions outlined in the RTP.
 - 2.1.2 Assist project applicants with analysis, data collection and other technical support for transportation planning, project identification, and project development.
- Task 2.2 Assist RTPO members and 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		N/A			N/A	
Budget						
1st Quarter	37.5	31		25	0	
2 nd Quarter	37.5	50		25	24	
3 rd Quarter	37.5	24		25		
4 th Quarter	37.5	31.5		25		
Balance	150	136.5		100	24	

Function 2 Activity Tracking – FFY 2019

1st Quarter Report	Traffic counters were reviewed in order to purchase the equipment in the					
	future for data gathering. Multiple vendors were contacted and quotes					
	gathered to assess the cost and arrange for a possible budget amendment.					
	Raymond Mondragon and Vincent Soule attended the Prairie Partners					
	conference in Tucumcari, NM. This event focused on special district and					
	needs within the region that spanned across multiple counties. The main					
	focus was water conservation and public infrastructure projects of					
	importance to the local communities.					
	The Clovis Planning & Zoning Commission was attended on November					
	14 th , 2018. The City of Clovis is updating their comprehensive plan and					
	city ordinances.					

2 nd Quarter Report	Much time has been spent with the 2020 Census preparations this quarter. EPCOG will be assisting with the 2020 Census Participant Statistical Area Program (PSAP) with the US Census Bureau and University of New Mexico. EPCOG is also assisting with the formation and data collection for Complete Count Committees (CCCs). Data has been reviewed and requested from NMDOT concerning a
	potential project in San Jon, NM. This data included truck counts and AADT for three separate roads, and the data will be used to justify an additional build of an emergency service facility in the town. Additional assistance will be reported in the next quarter regarding the project.
3 rd Quarter Report	EPCOG has been assisting entities with census preparations. Clovis is the primary requestor for this kind of assistance. San Jon has made requests for data involving traffic for development of a grant application.
	Districts 4 and 2 have made requests of breakdowns of applications by funding and readiness. Those were created and emailed to the districts as requested.
	EPCOG has been in review of other long rang plans and data concerning rural areas in order to develop future plans and initiatives for the RTPOS.
4 th Quarter Report	Data gathering has been done in this quarter regarding data affecting the Census or affected by the Census. This information was requested primarily from the City of Clovis but has grown by others. Also, the last call-for-projects from NMDOT awards were gathered and analyzed in a document that was shared with the state. This information broke apart the
	funding sources by regions of RTPOs/MPOs and COG areas.

Function 2 Activity Tracking – FFY 2020

1st Quarter Report	No significant activity to report this quarter. It is anticipated to increase in the year.
2 nd Quarter Report	Considerable time has been spent with entities concerning the 2020 Census. The primary entities that have been requesting assistance have been Curry and Roosevelt County. Occasional checkups are done with other entities. At public meetings, EPCOG is encouraging entities to be active and encourage their communities to accomplish an accurate and well counted community.
3 rd Quarter Report	
4th Quarter Report	

Function 3. Project Development and Monitoring

- Task 3.1 Assist project applicants in developing projects.
 - 3.1.1 Provide information to potential applicants about funding opportunities.
 - 3.1.2 Assist project applicants to identify projects that may be eligible for transportation funding from federal 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 RTPO members to prepare and submit Project Feasibility Forms (PFFs) and Project Prospectus Forms (PPFs), through coordination with NMDOT District(s).
 - 3.2.2 Assist project applicants with development of PFFs and PPFs; ensure that all members are fully informed of the process and timelines, and support entities in accessing all forms and data required by project applicants to complete the forms.
 - 3.2.3 Work with RTPO 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 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 3.4 Track the progress of Statewide Transportation Improvement Program (STIP) projects within the RTPO 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 RTPO 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		N/A			N/A	
Budget						
1st Quarter	75	33		85	21	
2 nd Quarter	75	53		85	13	
3 rd Quarter	75	114		85		
4 th Quarter	75	42		85		
Balance	300	242		340	34	

Function 3 Activity Tracking – FFY 2019

	t diletion 5 Heavity Tracking 11 1 2015						
1st Quarter Report	Vincent Soule advised the Village of Pecos, City of Clovis, City of Raton,						
	Village of Vaughn, Colfax County, Roosevelt County, and Quay County						
	on potential projects. The Village of Pecos wanted to submit for TAP						
	funding. City of Raton submitted an application for TAP funding for a						
	Main Street Project. Raton was notified that they were in noncompliance						
	status concerning an ADA Transition Plan. Steps were taken to bring						
	them into compliance. Roosevelt County requested information						
	concerning the SERTPO Roadway Application process. This was also						
	asked by the City of Clovis. Quay County asked for assistance regarding						
	damaged guardrails in the county. This was eventually fixed. Vincent and						
	Raymond Mondragon visited the Village of Vaughn and discussed						
	potentials of many projects, of which some were roads, though roads						
	were lower priority due to the need of updates to public facilities and						
	completion of current projects. It was also discussed with Vaughn that						
	they may need technical assistance in the future regarding planning						
	documents.						
	Public Transit Rating and Ranking were held in NERTPO and submitted.						
	Comprehensive plans were reviewed for multiple entities. Plans first						
	reviewed were those that have expressed interest in applications for road						
	projects in the future such as City of Portales and Curry County. Info was						

	gathered to assess whether projects were a priority for the municipalities. Curry County has multiple roads that are of interest and need maintenance. Recently, the county has submitted for a road reclassification and was successful on a local and state level. There has not been contact from a federal level, yet. The county wishes to pave certain dirt roads and reinforce certain caliche roads with asphalt to sustain heavy traffic of large vehicles.
2 nd Quarter Report	Assistance was given to Curry County in regards to a project they wish to submit for Roadway funding through NMDOT District 2. Discussions were held with their consultant concerning the project throughout the quarter. The project was ranked fourth overall and placed in the RTIPR.
	A schedule was created for training purposes for NERTPO. This schedule was also shared with SNMEDD for SERTPO. Contact has already been made for certain training courses, such as Grant Writing. This will be an ongoing effort. This document was also shared with NCNMEDD and NMDOT. The collective effort will hopefully bring more technical training to the rural areas.
	A Community Development Block Grant (CDBG) Training was held and attended in Albuquerque this quarter. There are a number of entities that wish to utilize CDBG for potential transportation related projects. Assistance will be given as needed.
3 rd Quarter Report	A considerable amount of time was spent on the call for projects during this quarter. EPCOG assisted with 25 applications in total from 15 different entities. The total amount of all applications came to \$28,246,852.15. In order to treat all applicants fairly, EPCOG provided a check list of info for all members after PFF meetings in order for applicants to have a good guide for project development.
	EPCOG did this between two different RTPOs that had different processes.
	EPCOG has been assisting some entities with the development of CDBG applications, asset management plans, comprehensive plans, and other technical support needed for various applications. EPCOG has received many requests this quarter for upcoming project assistance.
4 th Quarter Report	Substantial assistance has been offered to the City of Santa Rosa this past quarter. The city of Santa Rosa is without a city manager or community development director and this has affected the city greatly. EPCOG has been contracted to assist with the city in order to stabilize their activities. Currently, the city is being awarded a grant that EPCOG assisted with in the last call-for-projects and EPCOG is assisting the city with closing out a Safe Routes to Schools project.
	EPCOG has been looking into funding sources for projects. Multiple local entities have asked for assistance for projects. Such recent projects

include sidewalk projects with the City of Clovis, the Melrose Bombing
Range entrance for Roosevelt County/Cannon Airforce Base, and signage
for Historic Route 66 in Santa Rosa.

Function 3 Activity Tracking – FFY 2020

Function 3 Activity Tracking – FFY 2020						
1st Quarter Report	The SERPTO logo was updated this quarter and forms were update with					
	the logo.					
	EPCOG has a meeting with District 2 in order to assist the City of Santa					
	Rosa to close out projects and bring the city up to date. This will be					
	ongoing until the city finds a state of stability within its operations.					
	origonia until the city finds a state of stability within its operations.					
	EDCOC assisted with the Call for Dusients for Deadway funds in					
	EPCOG assisted with the Call for Projects for Roadway funds in					
	SERTPO. Staff reviewed PFFs and scheduled meetings. It was later					
1-0	cancelled due to the district redirecting funds.					
2 nd Quarter Report	Multiple meetings have been in regard to transportation projects planned					
	for later in the year. Most of the planning was contingent upon funding of					
	the transportation infrastructure bill, which was ultimately not funded.					
	EPCOG has been in assistance with the North East entities regarding the					
	project called Ports-to-Plains. This is an ongoing effort of the local					
	entities to establish a new interstate in order to alleviate traffic from other					
	interstates and encourage traffic and economic vitality through rural areas					
	of the US.					
	of the co.					
	EDCOC has had mastings with Clavis Main Street about some					
	EPCOG has had meetings with Clovis Main Street about some					
	infrastructure improvements. This was mainly focused on new sidewalks					
	with ADA compliance and designed to encourage walking and					
,	accessibility.					
3 rd Quarter Report						
4th Quarter Report						

Function 4. Other Activities and Projects

- Task 4.1 Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program. Provide periodic updates to RTPO members on the status of the studies/projects and involve the members in this effort as appropriate.
- Task 4.2 Coordinate and participate with the Councils of Governments (COGs) and applicable

New Mexico State agency staff on legislative studies related to state-wide or RTPOspecific 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 RTPO 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 RTPO region.

Function 4	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY						
2019/2020		N/A			N/A	
Budget						
1 st Quarter	50	58		60	88	
2 nd Quarter	50	45		60	70	
3 rd Quarter	50	139		60		
4 th Quarter	50	101		60		
Balance	200	343		240	158	

Function 4 Activity Tracking – FFY 2019

Function 4 Activity 112	teking = 11 1 2017
1st Quarter Report	A survey was filled out for LTAP to assess the needs of the local
	governments.
	Staff attended the New Mexico Infrastructure Finance Conference.
	Sessions on Right of Way, data usage, and land use were attended.
	Networking was also conducted as well as discussions with other local
	members that attended concerning ongoing or potential projects.
	Ports to Plains conference was attended in Del Rio, TX. This conference
	focused on a highway from Mexico, though the USA, and to Canada that
	would have a significant economic impact on many small communities
	when completed. This route currently runs through the Town of Clayton.
	Data was shared concerning many transportation projects from multiple
	governments. Best practices were shared with attendees as well.
	The NM Data Users Conference was held in Albuquerque and attended
	in December. It was stated here that the next year would be a great year
	for revenue for the state, but the revenue will not be expected to increase
	at all in later years. A presentation on the 2020 Census was given. It was
	estimated that each person id worth \$3,000 to the state. So, an undercount
	of 1% is a significant loss of money for the state. Data material was

	provided concerning poverty within the state.
2 nd Quarter Report	A meeting was planned and attended with the Cabinet Secretary of Work Force Solutions, Bill McCamley, in the EPCOG offices. This meeting was held with elected officials and those from private sectors addressing workforce needs and what some limitations there are. Public transit availability was stated as a concern due to limited hours of operations.
	The Clovis Main Street meetings were attended as needed through the quarter. The Main Street Programs are supported by EPCOG and the RTPOs. Clovis Main Street named Vincent Soule as their official secretary.
3 rd Quarter Report	State legislation was tracked during the session. Multiple emails were distributed that referenced legislation that could affect transportation projects. Capital outlay was also filed. EPCOG filed about \$6 million worth of applications and \$4 million worth was ultimately funded. EPCOG attended four significant trainings and conferences this quarter: The National Planning Conference (NPC19) in San Francisco, 2 CFR 200 training in Santa Fo. ICID training in Las Vegas (NIM) and the NIM.
	training in Santa Fe, ICIP training in Las Vegas (NM), and the NM Association of Counties.
	The NPC19 conference was a conference that included about 6,500 attendees this year. Planner Vincent Soule attended and focused on transportation related tracts and as well as rural development tracks. Data focused tracks were also attended.
	2CFR200 was mandated for RTPOs and MPOs to attend. This focused primarily on financials of FHWA programs.
	ICIP training was held in Las Vegas, NM. EPCOG assisted in planning the event out at the university located in the city. Transit and Rail was brought up in the meeting by the Northcentral Regional Transit District and RTPO participation was emphasized as well.
	The NM counties event was held in Curry County this year. This was an opportunity for EPCOG to reach out to member entities for concerns and remind them of planning efforts to come.
4 th Quarter Report	EPCOG attended both the State Transportation Commission meeting and RTPO Roundtable in Ruidoso.
	EPCOG planner received a stipend and attended the Western Planner's Conference in Santa Fe.
	A training on change orders was attended within the NMDOT District 2 region.

Function 4 Activity Tracking – FFY 2020

1st Quarter Report	NERTPO is in the process of updating the rating and ranking criteria of projects. EPCOG and NCNMEDD have been working with members to complete this process. This will continue through the FFY.
	EPCOG reviewed legislation that was pre-filed for the upcoming state session. HB 26 has been studied in detail as it is the bill that will fund transportation infrastructure projects. EPCOG continues monitoring legislation that may affect transportation within its regions.
	EPCOG did attend the State Transportation Commission meeting held in Las Vegas, NM during this quarter.
	EPCOG staff did attend the Southwest Regional Economic Development Association (SWREDA) in Santa Fe in December.
	EPCOG participated with the University of Texas in Austin research on public transit by answering questions concerning public transit in rural areas and accessibility measurements.
	EPCOG did attend a phone conference with NMDOT and others concerning the roadway funds allocated by the state legislature.
2 nd Quarter Report	Significant time has been spent at during the Legislative Session that started in January and ended in February. Legislation was tracked closely during the session, especially bills relating to the transportation infrastructure fund. Though criteria was changed as well as the name, the fund was not appropriated money for this fiscal year (state fiscal year).
	Meeting with some legislators have taken place during this session. EPCOG was asked to assist with the quote and planning part of an improvement of the Highway 60/84 within District 2. This lead to the funding of the project in HB2 of \$9.5M. This may not go through due to the current economic downturn.
	EPCOG assisted with numerous Capital Outlay request this session.
	EPCOG attended two RTPO Roundtable meetings (Santa Fe and Albuquerque) and an MPO meeting. These meetings were attended primarily to discuss updates to the PPM.
3 rd Quarter Report	
4 th Quarter Report	

Function 5. General RTPO Support

- Task 5.1 Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
 - 5.1.1 Document the RTPOs public participation process including but not limited to, procedures the RTPO uses to comply with the *New Mexico Open Meetings Act* [NMSA 1978, Sections 10-51-1, et. seq.] and 23 CFR 450.
 - 5.1.2 Per the *New Mexico Open Meetings Act* and 23 CFR 450.210, provide public notice for all official RTPO Committee meetings.
 - 5.1.3 Provide RTPO Committee members, the appropriate NMDOT District staff, and GTG with meeting agendas and information packets no later than seven (7) calendar days in advance of RTPO Committee meetings.
 - 5.1.4 On an annual basis, provide all eligible T/LPAs with the opportunity to appoint or confirm a representative and alternates to the RTPO Committee.
- Task 5.2 Maintain bylaws that clarify and document member entities, responsibilities and roles, including voting protocols.
 - 5.2.1 Maintain a list of RTPO Committee members with contact information and provide a copy of the list to appropriate NMDOT District staff, GTG, member entities, and other regular participants.
- Task 5.3 Conduct Outreach Activities.
 - 5.3.1 Engage in and document outreach activities and provide citizens and other transportation stakeholders with reasonable opportunities to participate in RTPO processes per 23 CFR 450.
 - 5.3.2 Coordinate with RTPO members to develop a list of entities including newly elected officials and potential members, who will be educated on the RTPO process. Document this outreach and presentations and share any questions or concerns in quarterly reports and with appropriate NMDOT staff.
- Task 5.4 Maintain a website that includes current meeting information and planning documents, as referenced in the Quality Assurance Review (QAR) guidelines. Post a list of current Technical and Policy Committee members and keep this information updated.
- Task 5.5 Coordinate training and professional development opportunities for RTPO members, including developing training plans. Assist RTPO 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		N/A			N/A	
Budget						
1st Quarter	235	161		235	139	
2 nd Quarter	235	297		235	144	
3 rd Quarter	235	125		235		
4 th Quarter	235	192		235		
Balance	940	775		940	283	

Function 5 Activity Tra	acking – FFY 2019
1st Quarter Report	Multiple emails were sent to SERTPO and NERTPO members
	concerning potential conferences, trainings, and upcoming meetings.
	Much time has been spent on arranging meetings for NERTPO in this
	quarter, which is not uncommon given the monthly meetings. The email
	lists were updated for both NERTPO and SERTPO. Time was spent
	online searching for more free resources for members that would be
	useful to rural entities. NERTPO was planned and attended for the dates
	of October 17th in Eagle Nest and November 28th in Clayton (all RTPO
	meetings are in NM). SERTPO was attended on November 11th in
	Roswell, NM. Meeting arrangements were made for NERTPO for
	January 2019.
	A track list showing attendance of members for SERTPO and NERTPO
	was provided to members. This seemed to provide members with some
	need to participate more with the RTPOs.
	The website for the RTPOs is always edited at least once a month in
	order to accommodate for upcoming meetings, updated plans, links,
	resources, and any other information that is significant to the regions.
	Permission and plans were made to attend the 2019 National Planning
	Conference (NPC19) in April 2019. Flight and Hotel were booked as well
	as training workshops planned for.
	2020 Census presentation and information was provided for members of
2nd Ot Dt	NERTPO and the Clayton meeting in November.
2 nd Quarter Report	General duties were carried out concerning the RTPO meetings.
	Outreach was attempted with new state representatives. This resulted in some meetings with district engineers and elected officials to address
	regional roads that were of concern.
	Many events were attended at the legislature. These networking events led
	to many discussions of potential projects in the future such as trail
	systems and creating more walkable communities. Events were attended
	with economic developers from all sectors in the state to understand and
	get input on what developers are looking for in order to assist with
	development in rural areas. Transportation Day was also attended this
<u></u>	i i i i i i i i i i i i i i i i i i i

	quarter. The EPCOG board meeting was attended as well.
	The RTPO website was updated. A lot of new features are being experimented with on the NERTPO side.
	Constant Contact is still used as NERTPO's marketing and outreach application. With the use of this program, training materials from LTAP and other sources have been disseminated to all members. Relevant news is also shared through the program. Interested parties change and are updated on at least a monthly basis.
3 rd Quarter Report	All RTPO meetings were planned and attended as required. EPCOG is also reporting on its board activities as outreach in this section.
	The NERTPO webpage continues to be updated and the RTPOs encouraged to comment.
	EPCOG has been in communication with UNM LTAP in regards to brining training efforts to the rural areas. LTAP did do a grant writing workshop for NERTPO members this quarter. This came to an advantage as it was a summarized and free training to the members. EPCOG will continue efforts with UNM to plan on trainings in the future.
4 th Quarter Report	All NERTPO and SERTPO meeting were managed and attended as usual.
	The RTPO page is in constant flux of updates due to recent activities such as RWP amendments.
	EPCOG and NCNMEDD has had multiple meetings concerning NERTPO this quarter in order to clarify duties and goals.
	Multiple outreach activities have been made. One noted in particular is the meeting in Clayton concerning the Ports-to-Plains initiative. This event include the NMDOT district 4 staff, the Governor's office, and the NMDOT Cabinet Secretary.

Function 5 Activity Tracking – FFY 2020

1st Quarter Report	NERTPO and SERTPO were attended as usual. The November		
	NERTPO was cancelled due to snow.		
	The website is always in flux due to the need for updates to meetings and		
	documents. EPCOG maintains the RTPO website as needed.		
	The EPCOG board meeting was attended this quarter.		
	The New Mexico Infrastructure and Finance Conference (NMIFC) was		

	attended. NMDOT was present at this conference for presentations.
	accorded 1.1122 of the precent at this conference 101 precentations.
	CDBG workshop was attended by staff.
	A Food Desert workshop was attended in Las Vegas, NM. Transportation
	needs were addressed at the workshop as well as others for rural areas.
2 nd Quarter Report	EPCOG continues to manage NERTPO and SERTPO meetings
	appropriately. NERTPO still meets on the 4 th Wednesday of every month.
	SERTPO meets typically quarterly.
	All meetings are updated on the RTPO website. The RTPO website is
	always worked on to improve information sharing and allowing for
	operation transparency. The website and email system (Constant Contact)
	are used to also allow for constant public input opportunity.
	are used to also allow for constant public input opportunity.
	Much time is spent to provide training information and other appropriate
	information to members in at least a monthly basis. Should urgent
	information be needed to email out quickly, it is coordinated with
	NCNMEDD/SENMEDD for release.
3 rd Quarter Report	
4th Quarter Report	

Function 6. RTPO Administration

- Task 6.1 Produce work products that meet all quarterly work requirements and deadlines per the Planning Procedures Manual (PPM) and submit a summary of activities completed per quarter.
 - 6.1.1 Implement and monitor program expenditures in relation to the annual budget, per the PPM. Ensure documentation on program expenditures and activities are available to the public online and retained as physical copies, which will be reviewed during the annual Quality Assurance Review (QAR).
 - 6.1.2 Submit quarterly Reimbursement Packets per the PPM. Include this report as an informational item on the following RTPO Committee agenda and should reflect all costs outlined in the Invoice.
 - 6.1.3 Submit an Annual Performance and Expenditure Report (APER) each year, per the timeline and procedures documented in the PPM. 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 RTPO board members to develop the two-year Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.
 - 6.2.1 Coordinate the RTPO's planning program with other RTPOs 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 based on the tasks outlined in the RWP, and annually update EPCOG's Cost Allocation Plan (CAP), 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 EPCOG Financial Audit for each State Fiscal Year to the NMDOT GTG Liaison, within 30 days of when the audit is released by the State Auditor's Office.

Function 6	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY						
2019/2020		N/A			N/A	
Budget						
1 st Quarter	18.75	26		25	25	

2 nd Quarter	18.75	8	25	72	
3 rd Quarter	18.75	20.5	25		
4 th Quarter	18.75	22	25		
Balance	75	76.5	100	97	

Function 6 Activity Tracking – FFY 2019

Function 6 Activity 1 ra	
1st Quarter Report	Quarterly report was worked on and submitted by October 25th, 2018. APER was created and submitted to NMDOT on November 13 th , 2018.
	The final version of the APER was submitted on November 26 th , 2018.
	A budget sheet that related EPCOG's full budget to the budget submitted
	to NMDOT by EPCOG was created in order to organize costs and plan
	for future expenses.
2 nd Quarter Report	The quarterly report was submitted this quarter.
	Some discussion has been held internally with EPCOG's budget to
	address the possibility of amendments to the budget. Due to a traffic
	counter being stolen, EPCOG expects a budget amendment in the near
	future to address the unexpected request.
3 rd Quarter Report	The QAR was held this quarter. EPCOG participated and no serious
	concerns were brought by NMDOT.
	The Quarterly Report was worked on and submitted to NMDOT as appropriate.
	EPCOG has been looking into updating the Public Participation Plan of
	NERTPO and has made efforts to outreach to radios and newspapers in
	the next quarter.
4 th Quarter Report	Quarterly report was submitted to NMDOT.
	Amendments were made and are noted in the RWP.
	Timenaments were made and are noted in the RW1.
	EPCOG is looking into further changes in the RWP and budget reporting
	for the next FFY.

Function 6 Activity Tracking – FFY 2020

1st Quarter Report	Quarterly report and invoice was created and submitted to NMDOT.
	Amendment 002 was submitted and accepted by RTPO and NMDOT to be forward to FWHA during this quarter. It is reflected later in this document.
	Outreach has been made to members as they update their plans in order to consider changes that could be considered for a future RWP.
2 nd Quarter Report	The quarterly report was submitted to and approved by NMDOT.

	EPCOG's Audit was approved by the State Auditor, provided to NMDOT, and made available online. EPCOG had no findings in their audit.
	Much time has been spent on planning the budget for the next FFYs of EPCOG. This was also done in order for EPCOG to submit their application to NMDOT (the new process outlined by NMDOT).
	EPCOG is growing and is planning for such growth. EPCOG has notified NMDOT of the future changes to come and the potential changes to allocation. Thus far, no problems are identified with EPCOG's funding strategy and methods. EPCOG plans to continue working with financial transparency and accountability.
3 rd Quarter Report	
4 th Quarter Report	

Eastern Plains Council of Governments NORTHEAST AND SOUTHEAST REGIONAL TRANSPORTATION ORGANIZATIONS FFY 2019-2020 REGIONAL WORK PROGRAM AMENDMENTS October 1, 2018 – September 30, 2020

FFY 2019 Q1: No Amendment was submitted for the quarter.

FFY 2019 Q2: No Amendment was submitted for the quarter.

FFY 2019 Q3: No Amendment was submitted for the quarter.

FFY 2019 Q4:

Following were submitted and approved:

<u>Amendment (Formal) #001: Amending FFY 2019 Budget</u>

<u>Amendment (Administrative) #003: Amending RWP language</u>

<u>Amendment (Formal) #004: Amending RWP Budget Hours</u>

Note: Amendment #002 is in draft and was intended for FFY2020. Due to timing, #002 was withheld and will be presented in FFY2020 to the RTPOs.

FFY 2020 Q1: Amendment (Formal) # 002 submitted and accepted for budget reporting and rollover amount amendment by EPCOG, SERTPO, and NERTPO boards. It is pending NMDOT and FHWA approvals.

FFY 2020 Q2: No Amendment was submitted for the quarter.

Eastern Plains Council of Governments NORTHEASTERN AND SOUTHEASTERN REGIONAL TRANSPORTATION ORGANIZATIONS FFY 2019-2020 REGIONAL WORK PROGRAM BUDGET October 1, 2018 – September 30, 2020

EPCOG NERTPO & SERTPO Budget

SE/NERTPO FFY19 Budget Detail	FFY 2019	FFY 2020
Personnel	\$57,373.99	57,373.99
Fringe	\$12,000.45	11,200.45
Travel	\$8,940.80	7,240.80
Insurance	\$4,000.00	4,000.00
Equipment Lease and Maintenance	\$1,020.00	1,520.00
Equipment Purchase	\$1,119.00	
Audit	\$4,569.60	9,000.00
Supplies	\$2,100.00	2,850.00
Publications, registrations, advertising,	\$1,700.00	1,500.00
memberships		
Postage	\$0.00	50.00
Rent, utilities and telephone	\$4,990.00	3,690.00
Legal		
Capital Improvements		
Printing		
Meetings		
Contracted Services	\$5,200.00	5,700.00
Other		
TOTAL EXPENDITURES	\$103,013.84	\$104,125.24
Local Match (20%)	\$20,825.05	\$20,825.05
Federal Share (80%)	\$83,300.19	\$83,300.19

FFY 2020 Budget

Budget Line	Amount
Personnel	\$62,000.00
Tersonner	\$02,000.00
FICA	\$4,600.00
SUTA	\$120.00
Workman's Comp Insurance	\$462.00
Workman's Comp	\$20.00
Medical	\$7,351.55
Dental	\$300.00
Retirement	¢2 500 00
Kettrement	\$2,500.00
Per Diem	\$8,000.00
Gas & Oil	\$1,320.00
Vehicle Maintenance	\$1,080.00
Vehicle Registration	\$120.00
Vehicle Insurance	\$2,240.00
Tomore Insurance	ψ2,270.00

Property/Liability Ins.	\$4,400.00
Equipment Lease	\$1,040.00
Accounting	\$5,600.00
Professional Services/Audit	\$4,500.00
Office & Cleaning Supplies	\$2,800.00
Subscriptions/Due/Registrations	\$1,800.00
Legal Publications	\$63.75
Advertising	\$200.00
Postage	\$50.00
Data Processing/Software	\$1,090.00
Office Cleaning & Maintenance	\$164.00
Telecommunications	\$825.00
Gas & Electric	\$2,000.00
Water	\$75.00
Garbage	\$100.00
Sewer	\$78.00
Legal & Attorney Fees	\$102.00
Printing	\$7.50
Total	\$115,008.80

The Eastern Plains Council of Governments (EPCOG) utilizes the allocation Method whereby all costs are treated as direct costs. Costs are separated into three basic categories: (1) general administration and expenses, (2) fundraising, and (3) other direct functions (including projects performed under Federal awards). Joint costs, usually the first category listed above including general administration and general expenses, are prorated individually as a direct cost to each category/line-item and to each award or other activity using a base most appropriate to the particular cost being prorated. Shared expenses charged to the Transportation program is currently 32.64% of the total expense as appropriate.

The Direct Allocation Method allows each joint cost to be prorated using a base that accurately measures the benefits provided to each award or other activity. The bases are established in accordance with reasonable criteria and are supported by current and/or historical data. Generally, four bases are utilized in allocating joint costs as follows:

- 1. **USAGE ALLOCATION BASE**: This method of allocation is based on usage by each specific program. Use of supporting data to include number of copies used, and vehicle mileage logs for gas and oil costs, etc.
- 2. **PROGRAM ALLOCATION BASE**: This method of allocation is based on the number of active programs for a designated period, usually for a month. The basis of supporting data is through the Annual Work Program, analysis of staff time through the Executive Director's supervision and delegation of duties to those programs and time sheets, and other supporting documentation in ascertaining the activities of the office. The percentage charged by allocation to each program will be based on the average time spent on each program for the preceding quarter compared to the overall total hours worked for that same quarter.
- 3. **FTE ALLOCATION BASE**: This method of allocation is based on the size of the program(s) and staff. The basis of supporting data is a projection of FTE's (full-time equivalent) and an employee specific analysis performed during the preparation of the budgets. This is updated monthly, or less often, on a quarterly or semi-monthly basis, if work activities remain constant.
- 4. **SHARE ALLOCATION BASE**: This method of allocation is based on distributing the cost to more than one program, but does not benefit all of the programs on an equitable basis utilizing one of the allocation bases above. The basis of determining the allocation is by analyzing the benefits to the programs impacted and distributing the costs based on the justified benefit. An example of this is the cost of newspaper subscriptions. EDA and transportation programs pay the subscription price(s). EDA program uses this for information to stay abreast of local issues and priorities as well as Transportation.

LINE ITEM BUDGETING, JUSTIFICATION OF DIRECT AND ALLOCATION COSTS:

PERSONNEL: Budgeted utilizing current salaries, annual work programs, and Executive Director's supervision and delegation of duties to those programs. Actual costs are based on completed time sheets for each employee that reflects the activities that they have directly worked on. Other staff positions that have part of their salaries allocated include the Executive Director and Executive Assistant. These staff persons identify direct hours when working on program specific efforts and designate general administrative time which is distributed by FTE Allocation Base or Program Allocation Base.

FRINGE BENEFITS: Budget based on personnel distribution by program. Estimates include FICA (6.2%); Medicare (1.45%); retirement (6%) (after one year service completion); health/dental/vision insurance costs at current rate; a rate of 6.4% assessed on State Unemployment up to- \$24,100. 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. Actual costs are applied according to completed travel vouchers and the explanation of the travel report and are usually a direct cost. Allocated travel is usually for EPCOG Board meetings and traveling for more than one purpose. The distribution is made on the Share Allocation Base, which analyzes the reason and purpose for the staff person's travel, the program impacted, and the justified benefit. Travel per diem and mileage is figured in accordance with the NM Mileage and Per Diem Act and EPCOG Board approval.

VEHICLE MAINTENANCE AND REPAIR: This line item is budgeted based on historical analysis of costs and a review of the age and condition of the vehicles. Actual costs are applied to the programs based on mileage usage of the vehicle, which is reviewed at the end of each month through a mileage log, and fuel log from Wright Express thereby using the Usage Allocation Base.

INSURANCE: Budget based on historical costs and planned activities for the new fiscal year, with revisions throughout the year as required by State law and additions of equipment and other factors. For bonding, errors and omissions, and property coverage, the FTE Allocation Base is utilized since the larger programs usually have more property and staff bonding to cover. The liability insurance of the EPCOG building is to be charged to programs using a calculation of square footage EPCOG employees occupy and allocating that expense based on the FTE for that period. The remaining insurance costs will be applied to base budget for the portion that is rented to others. Vehicle insurance is a FTE Allocated cost, since this is considered a protection of the asset.

EQUIPMENT AND LEASE MAINTENANCE: This line item covers the costs of the copier, postage meter and other equipment maintained for the office. Both copiers for the office have an internal monitor, a coding password utilized count direct copies by various programs. There is an allocated code, which is for copying materials such as audit papers, financial, board materials and other general office/administrative paperwork and will be distributed using the Programs Allocation Base. The cost of maintaining specific equipment, such as cleaning or repairing computers and calculators is a direct cost based on the staff person's salary/work program area, with the exception of general administrative staff equipment, which is distributed according to the Program Allocations Base.

AUDIT: Audit costs will be allocated based on a percentage of the total expenditures for each program for the year being audited.

SUPPLIES: An allocated and direct cost, this line item is budgeted with a historical review of past costs and specific program requirements. During the year, specific program expenditures are handled as direct costs as each staff requests their needs. Small inventory items such as pencils, paperclips, file folders, are distributed based on the FTE Allocation Base, Printing supplies (paper, toner, etc.) costs will be allocated using Usage Allocation Base. General copies will be counted under an allocated code on the copier and this will be distributed using the Programs Allocation Base.

PUBLICATIONS, REGISTRATIONS, ADVERTISING, OTHER: Usually a direct cost, this line item budget is based on each program's history and projected activities. For subscriptions of newspapers and other joint publications and registration, this distribution is on the FTE Allocation Base analyzing the costs based on the justified benefit. Most costs to this line item, however, are directly identifiable to a program specific activity.

POSTAGE: Budgeted estimates are based on historical activities and compared with planned work activities. One postage meter with accounting capabilities is maintained daily with the program specific postage and is a direct cost. General postage for checks, board packets, audit materials and other general office postage are allocated at the end of the month on the Program Allocation Base.

RENT, UTILITIES and TELEPHONE: This historical budgeting base for rent and utilities, including phone, is figured on an annualized cost for the office. The method of distribution is based on the FTE Allocation Base, since most staff areas are relatively comparable. Staff placing calls to the office, use a toll free phone number and these are distributed on the FTE Allocation base.

LEGAL: Necessary legal costs will be authorized by the EPCOG Board of Directors and charged to the program or Base Budget. The Board of Directors has authorized a legal line item for Base Budget.

OTHER: Usually a direct cost for specific needs. Under the Base Budget/Special Projects Program, this line item covers items not regularly attributable or allowable to other programs, as well as costs associated with Board Meetings.

FFY20 Q2 Time Tracker

Fiscal Year:	2020
Quarter Number:	Q2
Employee Name: V	incent M. Soule

Enter appropriate dates of Quater only in Highlighted Cells.

start date: 1/1/2020 end date: 3/31/2020

Start date.	1/1/2020	end date.	3/31/2020					
W	k1	W	k2	W	k3			
start date	end date	start date	end date	start date	end date			
1/1/2020	1/4/2020	1/5/2020	1/11/2020	1/12/2020	1/18/2020			
W	k4	W	k5	W	k6			
start date	end date	start date	end date	start date	end date			
1/19/2020	1/25/2020	1/26/2020	2/1/2020	2/2/2020	2/8/2020			
W	k7	W	k8	wk9				
start date	end date	start date	end date	start date	end date			
2/9/2020	2/15/2020	2/16/2020	2/22/2020	2/23/2020	2/29/2020			
wk	:10	wk	11	wk	:12			
start date	end date	start date	end date	start date	end date			
3/1/2020	3/7/2020	3/8/2020	3/14/2020	3/15/2020	3/21/2020			
wk	:13							
start date	end date							
3/22/2020	3/31/2020							

Employee:	<u> Vincent M. Soule</u>	Year:	2020	Comple	eet			
FFY:	2020							
Quarter:	Q2	NER T	r <u>PO</u>	<u>SER</u>	TPO	SL	<u>JM</u>	
	Task 1 Long Range Planning	Hours	Percent of Total Hours	Hours	Percent of Total Hours	Hours	Percent of Total Hours	
1.1	Coordinate/participate w/ NMDOT to develop transportation products	11.50	5%	11.50	6%	23.00	5%	
1.2 1.3	Implement perfromance measures/RTP/Stratigic Plan (Other as needed)	30.00 0.00	14% 0%	0.00	4% 0%	38.00 0.00	9% 0%	
TASK 1 TOTALS	(Other as needed)	41.50	19%	19.50	9%	61.00	14%	
	al Wards Danasana Budant and Budd's Boot's batter December	41.50	1370	13.50	370	01.00	1470	
	al Work Program, Budget, and Public Participation Program (PPP)							
2.1	Collect and manage data	0.00	0%	24.00	12%	24.00	6%	
2.2 2.3	Assist in roadway and corridor classification/analysis Manage Budget Expenses	0.00	0% 0%	0.00	0% 0%	0.00	0% 0%	
2.4	(Other as needed)	0.00	0%	0.00	0%	0.00	0%	
TASK 2 TOTALS	(Other as necaea)	0.00	0%	24.00	12%	24.00	6%	
	Rural Transportation Improvement Program (RTIPR)							
3.1	Assist project applicants in project development	7.00	3%	6.00	3%	13.00	3%	
3.2	Manage prelimenary project review process	0.00	0%	0.00	0%	0.00	0%	
3.3	Provide assistance to local gov in pursuing transportation system development (includes public transit applications)	0.00	0%	0.00	0%	0.00	0%	
3.4	Track STIP projects in region and coordinate between local gov and NMDOT	0.00	0%	0.00	0%	0.00	0%	
3.5	(Others as needed)	0.00	0%	0.00	0%	0.00	0%	
TASK 3 TOTALS		7.00	3%	6.00	3%	13.00	3%	
	Task 4 RTPO Reposibilities							
4.1	Coordinate/participate w/ NMDOT special projects	0.00	0%	0.00	0%	0.00	0%	
4.2	Coordinate/participate w/ CoGs and agencies on legislative studies	0.00	0%	0.00	0%	0.00	0%	
4.3	Monitor Fed and State laws	19.00	9%	19.00	9%	38.00	9%	
4.4 4.5	Attend RTPO Quarterly Attend out-of-state and in-state conferences	16.00 0.00	7% 0%	16.00 0.00	8% 0%	32.00 0.00	8% 0%	
4.6	Participate in transportation-related programs	0.00	0%	0.00	0%	0.00	0%	
4.7	(Others as needed)	0.00	0%	0.00	0%	0.00	0%	
TASK 4 TOTALS		35.00	16%	35.00	17%	70.00	17%	
	Task 5 Technical Support							
5.1	Organize RTPO meetings	20.00	9%	0.00	0%	20.00	5%	
5.2	Maintain bylaws	0.00	0%	0.00	0%	0.00	0%	
5.3	Conduct outreach activities	11.50	5%	17.50	9%	29.00	7%	
5.4	Maintain website	12.00	5%	12.00	6%	24.00	6%	
5.5	Coordinate training and professional development	35.50	16%	35.50	17%	71.00	17%	
5.6	(Others as needed)	0.00	0%	0.00	0%	0.00	0%	
TASK 5 TOTALS		79.00	36%	65.00	32%	144.00	34%	
	Task 6 Other Activities and Projects							
6.1	Produce work products (APER, Quarterly Reports)	12.00	5%	12.00	6%	24.00	6%	
6.2	Solicit and utilize input from RTPO board members for RWP	0.00	0%	0.00	0%	0.00	0%	
6.3	Develop annual budget	24.00	11%	24.00	12%	48.00	11%	
6.4	Maintain PPP	0.00	0%	0.00	0%	0.00	0%	
6.5 6.6	Submit financial audit for fiscal year (Other as needed)	0.00	0% 0%	0.00	0% 0%	0.00	0% 0%	
TASK 6 TOTALS	Tourist as necucuj	36.00	16%	36.00	18%	72.00	17%	
	Task X							
Holiday/Sick/Vac ation	Holiday, Sick, and Vacation Leave	20.00	9%	20.00	10%	40.00	9%	
Other	(Other as needed)	0.00	0% 9%	0.00	0% 10%	0.00	0% 9%	
TASK X TOTALS	TOTALS							
	TOTALS	218.50	100%	205.50	100%	424.00	100%	

																	Vince	nt M.
					<u>NE</u>	RTPO	TASK 1	TABLE	<u>Q2</u>	<u>FFY</u>	<u>2020</u>							<u>Soule</u>
Task	Subtask Descrption	Sum of Hours	wk1	wk2	wk3	wk4	wk5	wk6	wk7	wk8	wk9	wk10	wk11	wk12	wk13	wk14	wk15	
Task 1 Long Range Planning																		Tools 4
1.1	Coordinate/participate w/ NMDOT to develop transportation products	11.50	0.00	0.00	0.00	0.00	4.00	0.00	0.00	3.50	0.00	4.00	0.00	0.00	0.00	0.00	0.00	Task 1 Sum
1.2	Implement perfromance measures/RTP/Stratigic Plan	30.00	0.00	0.00	0.00	0.00	14.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	
1.3	(Other as needed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41.50
Task 2 Technical Support and Data																		
2.1	Collect and manage data	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Task 2
2.2	Assist in roadway and corridor classification/analysis	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Sum
2.3	Manage Budget Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2.4	(Other as needed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Task 3 Project Development	Assistanciat and linear in																	
3.1	Assist project applicants in project development	7.00	0.00	0.00	0.00	4.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3.2	Manage prelimenary project review process	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3.3	Provide assistance to local gov in pursuing transportation system development (includes public transit applications)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Task 3 Sum
3.4	Track STIP projects in region and coordinate between local gov and NMDOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3.5	(Other as needed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00
Task 4 Other Activities and Projects																		
4.1	Coordinate/participate w/ NMDOT special projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Task 4
4.2	Coordinate/participate w/ CoGs and agencies on legislative studies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Sum
1.3	Monitor Fed and State laws	19.00	0.00	9.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	
4.4	Attend RTPO Quarterly	16.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	
1.5	Attend out-of-state and in- state conferences	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1.6	Participate in transportation- related programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1.7	(Other as needed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00

																	Vince	nt M.
					<u>NE</u>	<u>RTPO '</u>	TASK 1	<u>TABLE</u>	<u>Q2</u>	<u>FFY</u>	<u> 2020</u>							<u>Soule</u>
Fask 5 General RTPO Support																		
5.1	Organize RTPO meetings	20.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	
5.2	Maintain bylaws	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Task 5
5.3	Conduct outreach activities	11.50	0.00	0.00	0.00	0.00	0.00	7.50	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Sum
5.4	Maintain website	12.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	4.00	0.00	0.00	
5.5	Coordinate training and professional development	35.50	4.00	4.00	0.00	0.00	0.00	0.00	4.00	4.00	0.00	4.00	7.50	4.00	4.00	0.00	0.00	
5.6	(Other as needed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79.00
Task 6 RTPO Admin																		
5.1	Produce work products (APER, Quarterly Reports)	12.00	0.00	0.00	8.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5.2	Solicit and utilize input from RTPO board mebers for RWP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Task 6 Sum
5.3	Develop annual budget	24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	8.00	4.00	0.00	4.00	6.00	0.00	0.00	
5.4	Maintain PPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5.5	Submit financial audit for fiscal year	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5.6	(Other as needed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00
Гask X																		Task X
Holiday/Sick/Vacation	Holiday, Sick, and/or Vacation Leave	20.00	4.00	0.00	4.00	4.00	0.00	0.00	0.00	4.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	Sum
Other	(Other as needed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
Totals		218.50	8.00	13.00	12.00	18.00	22.00	14.50	16.00	13.50	24.00	16.00	15.50	16.00	30.00	0.00	0.00	218.50

					SE	RTPO	TASK 1	TABLE	<u>Q2</u>	<u>FFY</u>	<u>2020</u>						Vince	nt M. Soule
Task	Subtask Descrption	Sum of Hours	wk1	wk2	wk3	wk4	wk5	wk6	wk7	wk8	wk9	wk10	wk11	wk12	wk13	wk14	wk15	
Task 1 Long Range Planning																		
1.1	Coordinate/participate w/ NMDOT to develop transportation products	11.50	0.00	0.00	0.00	0.00	4.00	0.00	0.00	3.50	0.00	4.00	0.00	0.00	0.00	0.00	0.00	Task 1 Sum
1.2	Implement perfromance measures/RTP/Stratigic Plan	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	
1.3	(Other as needed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.50
Task 2 Technical Support and Data																		
2.1	Collect and manage data	24.00	0.00	8.00	8.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	
2.2	Assist in roadway and corridor classification/analysis	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Task 2 Sum
2.3	Manage Budget Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2.4	(Other as needed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00
Fask 3 Project Development																		
3.1	Assist project applicants in project development	6.00	0.00	0.00	0.00	4.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3.2	Manage prelimenary project review process	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3.3	Provide assistance to local gov in pursuing transportation system development (includes public transit applications)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Task 3 Sum
3.4	Track STIP projects in region and coordinate between local gov and NMDOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3.5	(Other as needed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00
Task 4 Other Activities and Projects																		
4.1	Coordinate/participate w/ NMDOT special projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Task 4
4.2	Coordinate/participate w/ CoGs and agencies on legislative studies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Sum
4.3	Monitor Fed and State laws	19.00	0.00	9.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	
1.4	Attend RTPO Quarterly	16.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	
1.5	Attend out-of-state and in- state conferences	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1.6	Participate in transportation- related programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
.7	(Other as needed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00

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					<u> 3E</u>	KIPU	TASK T	ABLE	<u>ųz</u>	<u>FFY</u>	<u>2020</u>							Soule
Task 5 General RTPO Support																		
5.1	Organize RTPO meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5.2	Maintain bylaws	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Task 5
i.3	Conduct outreach activities	17.50	0.00	0.00	0.00	0.00	0.00	8.50	4.00	4.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	Sum
5.4	Maintain website	12.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	4.00	0.00	0.00	
5.5	Coordinate training and professional development	35.50	4.00	4.00	0.00	0.00	0.00	0.00	4.00	4.00	0.00	4.00	7.50	4.00	4.00	0.00	0.00	
5.6	(Other as needed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65.00
Task 6 RTPO Admin																		
6.1	Produce work products (APER, Quarterly Reports)	12.00	0.00	0.00	8.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5.2	Solicit and utilize input from RTPO board mebers for RWP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Task 6 Sum
6.3	Develop annual budget	24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	8.00	4.00	0.00	4.00	6.00	0.00	0.00	
5.4	Maintain PPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5.5	Submit financial audit for fiscal year	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6.6	(Other as needed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00
Task X																		Task X
Holiday/Sick/Vacation	Holiday, Sick, and/or Vacation Leave	20.00	4.00	0.00	4.00	4.00	0.00	0.00	0.00	4.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	Sum
Other	(Other as needed)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
otals		205.50	8.00	21.00	20.00	14.00	10.00	12.50	16.00	21.50	8.00	16.00	16.50	16.00	26.00	0.00	0.00	205.50

NERTPO TASK ENT	<u>ERIES</u>					SERTPO TASK ENTERIES							
Description	Task Area	Task Area Desecription	Time (Hrs)	Date	Wk	Description	Task Area	Task Area Desecription	Time (Hrs)	Date	Wk		
NewMARC meeting with COGs and NMDOT (also discussed Social Media outreach with NCNMEDD)	1.1	Coordinate/participate w/ NMDOT to develop transportation products	4.00	1/30/2020	wk5	NewMARC meeting with COGs and NMDOT (also discussed Social Media outreach with NCNMEDD)	1.1	Coordinate/participate w/ NMDOT to develop transportation products	4.00	1/30/2020	wk5		
LGTPF Criteria Discussion	1.1	Coordinate/participate w/ NMDOT to develop transportation products	1.50	2/21/2020	wk8	LGTPF Criteria Discussion	1.1	Coordinate/participate w/ NMDOT to develop transportation products	1.50	2/21/2020	wk8		
Discuss PPM with MRCOG and reviewed PPM afterwards	1.1	Coordinate/participate w/ NMDOT to develop transportation products	2.00	2/19/2020	wk8	Discuss PPM with MRCOG and reviewed PPM afterwards	1.1	Coordinate/participate w/ NMDOT to develop transportation products	2.00	2/19/2020	wk8		
Review of the PPM	1.1	Coordinate/participate w/ NMDOT to develop transportation products	4.00	3/4/2020	wk10	Review of the PPM	1.1	Coordinate/participate w/ NMDOT to develop transportation products	4.00	3/4/2020	wk10		
Town of Clayton Comp Plan meeting	1.2	Implement perfromance measures/RTP/Stratigic Plan	6.00	1/28/2020	wk5	Review of Long Range Plan	1.2	Implement perfromance measures/RTP/Stratigic Plan	4.00	3/26/2020	wk13		
Union County Comp Plan meetings	1.2	Implement perfromance measures/RTP/Stratigic Plan	8.00	1/29/2020	wk5	Review of Main Street Plans	1.2	Implement perfromance measures/RTP/Stratigic Plan	4.00	3/27/2020	wk13		
Review Clayton Draft Comp Plan	1.2	Implement perfromance measures/RTP/Stratigic Plan	4.00	3/24/2020	wk13	Census Meeting and related work Roosevelt County	2.1	Collect and manage data	8.00	1/9/2020	wk2		
Review Union County Draft Plan	1.2	Implement perfromance measures/RTP/Stratigic Plan	4.00	3/24/2020	wk13	Curry County Census Meeting and events, planning	2.1	Collect and manage data	8.00	1/14/2020	wk3		
Review of Long Range Plan	1.2	Implement perfromance measures/RTP/Stratigic Plan	4.00	3/26/2020	wk13	Meeting with Portales and Roosevelt Complete Counts Committee	2.1	Collect and manage data	4.00	2/20/2020	wk8		
Review of Main Street Plans	1.2	Implement perfromance measures/RTP/Stratigic Plan	4.00	3/27/2020	wk13	Clovis/Curry County Complete Counts Committee Meeting via phone	2.1	Collect and manage data	4.00	3/31/2020	wk13		
Legislative Meetings and additional Capital Outlay project developments and submissions	3.1	Assist project applicants in project development	4.00	1/23/2020	wk4	Legislative Meetings and additional Capital Outlay project developments and submissions	3.1	Assist project applicants in project development	4.00	1/23/2020	wk4		
Meeting with Town of Clayton, Union County, and others with NMDOT Cabinet Secretary concerning Ports-to-Plains Project	3.1	Assist project applicants in project development	3.00	2/3/2020	wk6	Meeting with Clovis Main Street over potential project	3.1	Assist project applicants in project development	2.00	1/28/2020	wk5		
Travel for Legislative Preview Conference	4.3	Monitor Fed and State laws	4.00	1/7/2020	wk2	Travel for Legislative Preview Conference	4.3	Monitor Fed and State laws	4.00	1/7/2020	wk2		
Legislative Preview Conference/Meetings	4.3	Monitor Fed and State laws	4.00	1/8/2020	wk2	Legislative Preview Conference/Meetings	4.3	Monitor Fed and State laws	4.00	1/8/2020	wk2		
Meeting w/ Speaker of House and legislators on economy and infrastructure	4.3	Monitor Fed and State laws	1.00	1/10/2020	wk2	Meeting w/ Speaker of House and legislators on economy and infrastructure	4.3	Monitor Fed and State laws	1.00	1/10/2020	wk2		
Legislative Opening and Capital Outlay Filing	4.3	Monitor Fed and State laws	4.00	1/21/2020	wk4	Legislative Opening and Capital Outlay Filing	4.3	Monitor Fed and State laws	4.00	1/21/2020	wk4		

^{***&}quot;General Project Maintenance and Office Work" is a general categorization that inculdes file organizing, past file research, training research, resource research, and other general office duties.

NERTPO TASK ENTERIES						SERTPO TASK ENTERIES						
Description	Task Area	Task Area Desecription	Time (Hrs)	Date	Wk	Description	Task Area	Task Area Desecription	Time (Hrs)	Date	Wk	
Legislative Meetings concerning infrastructure and related concerns	4.3	Monitor Fed and State laws	2.00	1/22/2020	wk4	Legislative Meetings concerning infrastructure and related concerns	4.3	Monitor Fed and State laws	2.00	1/22/2020	wk4	
Review EPCOG policies to align with present practices and laws/regs	4.3	Monitor Fed and State laws	4.00	3/19/2020	wk12	Review EPCOG policies to align with present practices and laws/regs	4.3	Monitor Fed and State laws	4.00	3/19/2020	wk12	
Travel to Santa Fe for RTPO Roundtable	4.4	Attend RTPO Quarterly	4.00	2/10/2020	wk7	Travel to Santa Fe for RTPO Roundtable	4.4	Attend RTPO Quarterly	4.00	2/10/2020	wk7	
RTPO Roundtable	4.4	Attend RTPO Quarterly	4.00	2/11/2020	wk7	RTPO Roundtable	4.4	Attend RTPO Quarterly	4.00	2/11/2020	wk7	
RTPO Roundtable ABQ	4.4	Attend RTPO Quarterly	4.00	3/9/2020	wk11	RTPO Roundtable ABQ	4.4	Attend RTPO Quarterly	4.00	3/9/2020	wk11	
Attended MPO Roundtable	4.4	Attend RTPO Quarterly	4.00	3/10/2020	wk11	Attended MPO Roundtable	4.4	Attend RTPO Quarterly	4.00	3/10/2020	wk11	
NERTPO	5.1	Organize RTPO meetings	4.00	1/22/2020	wk4	Clovis, Portales, Curry County, and Roosevelt County meetings and events	5.3	Conduct outreach activities	4.00	2/3/2020	wk6	
Travel for NERTPO	5.1	Organize RTPO meetings	8.00	2/25/2020	wk9	Attended legislative events concerning access with transportation and education	5.3	Conduct outreach activities	2.00	2/5/2020	wk6	
NERTPO meeting in Clayton	5.1	Organize RTPO meetings	8.00	2/26/2020	wk9	Attended legislative events concerning access with transportation and education	5.3	Conduct outreach activities	2.50	2/6/2020	wk6	
Union County and Town of Clayton Meeting and Events	5.3	Conduct outreach activities	3.00	2/3/2020	wk6	Transportation Day	5.3	Conduct outreach activities	4.00	2/12/2020	wk7	
Attended legislative events concerning access with transportation and education	5.3	Conduct outreach activities	2.00	2/5/2020	wk6	Attended Main Street Clovis Meeting	5.3	Conduct outreach activities	4.00	2/19/2020	wk8	
Attended legislative events concerning access with transportation and education	5.3	Conduct outreach activities	2.50	2/6/2020	wk6	Attended Clovis Planning and Zoning meeting	5.3	Conduct outreach activities	1.00	3/11/2020	wk11	
Transportation Day	5.3	Conduct outreach activities	4.00	2/12/2020	wk7	Review and update of website	5.4	Maintain website	4.00	2/4/2020	wk6	
Review and update of website	5.4	Maintain website	4.00	2/4/2020	wk6	Updated website	5.4	Maintain website	4.00	3/18/2020	wk12	
Updated website	5.4	Maintain website	4.00	3/18/2020	wk12	Update of website	5.4	Maintain website	4.00	3/30/2020	wk13	
Update of website	5.4	Maintain website	4.00	3/30/2020	wk13	General Project Maintenance	5.5	Coordinate training and professional development	4.00	1/2/2020	wk1	
General Project Maintenance	5.5	Coordinate training and professional development	4.00	1/2/2020	wk1	General Project Maintenance	5.5	Coordinate training and professional development	4.00	1/6/2020	wk2	

NERTPO TASK ENTERIES						SERTPO TASK ENTERIES						
Description	Task Area	Task Area Desecription	Time (Hrs)	Date	Wk	Description	Task Area	Task Area Desecription	Time (Hrs)	Date	Wk	
General Project Maintenance	5.5	Coordinate training and professional development	4.00	1/6/2020	wk2	General Project Maintenance	5.5	Coordinate training and professional development	4.00	2/13/2020	wk7	
General Project Maintenance	5.5	Coordinate training and professional development	4.00	2/13/2020	wk7	Create Email Template for distribution to membership	5.5	Coordinate training and professional development	4.00	2/18/2020	wk8	
Create Email Template for distribution to membership	5.5	Coordinate training and professional development	4.00	2/18/2020	wk8	General Project Maintenance	5.5	Coordinate training and professional development	4.00	3/2/2020	wk10	
General Project Maintenance	5.5	Coordinate training and professional development	4.00	3/2/2020	wk10	General Project Maintenance	5.5	Coordinate training and professional development	3.50	3/11/2020	wk11	
General Project Maintenance	5.5	Coordinate training and professional development	3.50	3/11/2020	wk11	General Project Maintenance	5.5	Coordinate training and professional development	4.00	3/12/2020	wk11	
General Project Maintenance	5.5	Coordinate training and professional development	4.00	3/12/2020	wk11	Prepare email templates for distribution	5.5	Coordinate training and professional development	4.00	3/16/2020	wk12	
Prepare email templates for distribution	5.5	Coordinate training and professional development	4.00	3/16/2020	wk12	Reviewed training info for later districution to members	5.5	Coordinate training and professional development	4.00	3/23/2020	wk13	
Reviewed training info for later districution to members	5.5	Coordinate training and professional development	4.00	3/23/2020	wk13	Quarterly Reporting review over materials (accounting, etc.)	6.1	Produce work products (APER, Quarterly Reports)	4.00	1/15/2020	wk3	
Quarterly Reporting review over materials (accounting, etc.)	6.1	Produce work products (APER, Quarterly Reports)	4.00	1/15/2020	wk3	Quarterly Reporting review over materials (accounting, etc.)	6.1	Produce work products (APER, Quarterly Reports)	4.00	1/16/2020	wk3	
Quarterly Reporting review over materials (accounting, etc.)	6.1	Produce work products (APER, Quarterly Reports)	4.00	1/16/2020	wk3	Worked on finished Quarterly Report	6.1	Produce work products (APER, Quarterly Reports)	4.00	1/27/2020	wk5	
Worked on finished Quarterly Report	6.1	Produce work products (APER, Quarterly Reports)	4.00	1/27/2020	wk5	Review over budget	6.3	Develop annual budget	2.00	2/20/2020	wk8	
Review over budget	6.3	Develop annual budget	2.00	2/20/2020	wk8	Review and develop next FFY budget	6.3	Develop annual budget	4.00	2/24/2020	wk9	
Review and develop next FFY budget	6.3	Develop annual budget	4.00	2/24/2020	wk9	Review and develop next FFY budget	6.3	Develop annual budget	4.00	2/27/2020	wk9	
Review and develop next FFY budget	6.3	Develop annual budget	4.00	2/27/2020	wk9	Review and develop next FFY budget	6.3	Develop annual budget	4.00	3/5/2020	wk10	
Review and develop next FFY budget	6.3	Develop annual budget	4.00	3/5/2020	wk10	Review and develop next FFY budget	6.3	Develop annual budget	4.00	3/17/2020	wk12	
Review and develop next FFY budget	6.3	Develop annual budget	4.00	3/17/2020	wk12	Outline budget and plans for next FFY	6.3	Develop annual budget	4.00	3/25/2020	wk13	
Outline budget and plans for next FFY	6.3	Develop annual budget	4.00	3/25/2020	wk13	Outline budget and plans for next	6.3	Develop annual budget	2.00	3/31/2020	wk13	
Outline budget and plans for next FFY	6.3	Develop annual budget	2.00	3/31/2020	wk13	FFY New Years	Holiday/Sick/ Vacation		4.00	1/1/2020	wk1	
New Years	Holiday/Sick/Vac ation		4.00	1/1/2020	wk1	Sick Leave	Holiday/Sick/ Vacation		4.00	1/13/2020	wk3	
Sick Leave	Holiday/Sick/Vac ation		4.00	1/13/2020	wk3	MLK Day	Holiday/Sick/ Vacation		4.00	1/20/2020	wk4	
MLK Day	Holiday/Sick/Vac ation		4.00	1/20/2020	wk4	Presidents Day	Holiday/Sick/ Vacation		4.00	2/17/2020	wk8	
Presidents Day	Holiday/Sick/Vac ation		4.00	2/17/2020	wk8	РТО	Holiday/Sick/ Vacation		4.00	3/3/2020	wk10	