



Eastern Plains Council of Governments

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

Date: 25th of October, 2019

Contract No. D16014
Vendor ID 54561
Tax ID 85-6067853
Control No. P419010
Fiscal Year/Qtr: FY19 / Qtr 4
Invoice No. 10252019
Amt of Reimbursement Requested: \$18,778.50

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 4th Quarterly Billing for the quarter ending September 30th, 2019 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 Plain Council of Governments, 418 N. Main Street Clovis, NM 88101-7557

Bill To:

Date: 10/25/2019

Paul Sittig

New Mexico Department of Transportation

Planning Division

PO Box 1149

Santa Fe, NM 87504-1149

Invoice #: 10252019

Vendor#: 54561

Control #: P419010

Billing Period: Q4

DESCRIPTION	AMOUNT (Federal Share)	Local Match (20%)	Total Expenditure (100%)
EPCOG - Total expenditure Q4 FFY2019	\$ 18,778.50	\$ 4,694.63	\$ 23,473.13
TOTAL DUE (80%, Federal Share)	\$ 18,778.50		

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

SE/NERTPO FFY19/20 Budget Detail	Categories (Year 1)	Categories (Year 2)
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		
Audit	\$ 4,569.60	\$ 9,000.00
Supplies	\$ 2,100.00	\$ 2,850.00
Publications, registrations, advertising, memberships	\$ 1,700.00	\$ 1,500.00
Postage	\$ -	\$ 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 - Car Purchase		
TOTAL EXPENDITURES	\$ 101,894.84	\$ 104,125.24
Local Match (20%)	\$ 20,378.97	\$ 20,825.05
Federal Share (80%)	\$ 81,515.87	\$ 83,300.19

Quarterly Expenditure Summary

	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Total Budgeted Amount	Requests YTD (incl. current request)	Balance
SE/NERTPO FFY19 Q1 Budget Detail*							
Personnel	\$ 12,204.27	\$ 13,020.28	\$ 14,484.57	\$ 12,087.62	\$ 57,373.99	\$ 51,796.74	\$ 5,577.25
Fringe benefits	\$ 2,251.95	\$ 2,963.03	\$ 3,794.86	\$ 3,000.78	\$ 12,000.45	\$ 12,010.62	\$ (10.17)
Travel	\$ 1,498.38	\$ 2,059.50	\$ 3,261.76	\$ 2,285.23	\$ 8,940.80	\$ 9,104.87	\$ (164.07)
Insurance	\$ 346.72	\$ 1,561.17	\$ -	\$ 1,908.41	\$ 4,000.00	\$ 3,816.30	\$ 183.70
Equipment lease and maintenance	\$ 116.05	\$ 238.68	\$ 243.47	\$ 230.57	\$ 1,020.00	\$ 828.77	\$ 191.23
Equipment purchase	\$ -	\$ 1,119.00	\$ -	\$ -	\$ 1,119.00	\$ 1,119.00	\$ -
Audit	\$ -	\$ 4,569.60	\$ -	\$ -	\$ 4,569.60	\$ 4,569.60	\$ -
Supplies	\$ 1,037.61	\$ 250.23	\$ 141.04	\$ 304.91	\$ 2,100.00	\$ 1,733.79	\$ 366.21
Publications, registrations, advertising, memberships	\$ 681.25	\$ 423.61	\$ 5.50	\$ 673.31	\$ 1,700.00	\$ 1,783.67	\$ (83.67)
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rent, utilities and telephone	\$ 2,123.30	\$ 828.27	\$ 1,011.43	\$ 1,711.05	\$ 4,990.00	\$ 5,674.05	\$ (684.05)
Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contracted services	\$ 623.39	\$ 1,576.70	\$ 1,271.25	\$ 1,271.25	\$ 5,200.00	\$ 4,742.59	\$ 457.41
Other (please specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 20,882.92	\$ 28,610.07	\$ 24,213.88	\$ 23,473.13	\$ 103,013.84	\$ 97,180.00	\$ 5,833.84
Local Match (20%)	\$ 4,176.58	\$ 5,722.01	\$ 4,842.78	\$ 4,694.63	\$ 20,602.77	\$ 19,436.00	\$ 1,166.77
Federal Share (80%)	\$ 16,706.34	\$ 22,888.06	\$ 19,371.10	\$ 18,778.50	\$ 82,411.07	\$ 77,744.00	\$ 4,667.07

Control Number:	Invoice #	TOTAL	Local Match (20%)	Federal Share (80%)
Work Authorization (09/30/2016)		\$ 106,250.00	\$ 21,250.00	\$ 85,000.00
Quarter				
Q1 ending 12/31	01312019	\$ 20,882.92	\$ 4,176.58	\$ 16,706.34
Q2 ending 3/31	04252019	\$ 28,610.07	\$ 5,722.01	\$ 22,888.06
Q3 ending 6/30	07122019	\$ 24,213.88	\$ 4,842.78	\$ 19,371.10
Q4 ending 9/30	10252019	\$ 23,473.13	\$ 4,694.63	\$ 18,778.50
BALANCE		\$ 9,070.00	\$ 1,814.00	\$ 7,256.00

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

Consultant/Vendor Services

FFY17 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 Company	\$623.39	\$ 1,576.70	\$ 1,271.25	1,271.25	\$5,200	\$ 4,742.59	\$ 457.41
							\$ -	\$ -
								\$ -
TOTAL		\$623	\$ 1,576.70	\$ 1,271.25	\$ 1,271.25	\$5,200	\$4,743	\$ 457.41
Local Match (20%)		\$ 124.68	\$ 315.34	\$ 254.25	\$ 254.25	\$ 1,040.00	\$ 948.52	\$ 91.48
Federal Share (80%)		\$ 498.71	\$ 1,261.36	\$ 1,017.00	\$ 1,017.00	\$ 4,160.00	\$ 3,794.07	\$ 365.93

2019 Quarter 4 Contracted Services Breakdown

Name	Amount	Notes
FWB Company	\$423.75	Accounting Services for July
FWB Company	\$423.75	Accounting Services for August
FWB Company	\$423.75	Accounting Services for September
TOTAL	\$1,271.25	-

FWB COMPANY LLC

818 PARKLAND DR
PO BOX 1628
CLOVIS, NM 88101

Phone: 575-762-3897
E-mail: office@fwbcompany.com
Website: <http://www.fwbcompany.com>



Sunday, June 30, 2019

EPCOG
418 N MAIN ST
CLOVIS, NM 88101

Invoice: 2846
Due Date: 07/30/2019
Amount: \$1,298.25

For professional service rendered as follows:

Monthly Account Management per Engagement

1,200.00

Billed Time and Expenses \$1,200.00

Tax 98.25

Invoice Total \$1,298.25

Applied Payments 1,298.25

Invoice Amount Due \$0.00

\$423.75 Charged to Transportation Program

Please return this portion with payment.

ID:18045
EPCOG

Invoice: 2846
Date: 06/30/2019
Due Date: 07/30/2019

Amount Due: \$0.00

Amount Enclosed: _____



The Citizens Bank of Clovis

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

PRIMARY ACCT: 125166606 STATEMENT PERIOD: 07/01/2019 - 07/31/2019

SUMMARY:

ACCOUNT	PREVIOUS	TOTAL	TOTAL	SERVICE	ENDING
.....NUMBER.....	..BALANCE..	DEBITS.....CREDITS....	CHARGES	..BALANCE..
DDA 01 251666 06	20,261.25	37 23,021.32	12 63,347.46	.00	60,587.39
BUSINESS NOW	01 251666 06				

HAVE A GREAT SUMMER!!

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

DEPOSIT	4,000.00+	07/01
DEPOSIT	250.00+	07/09
DEPOSIT	2,616.00+	07/12
DEPOSIT	3,614.00+	07/15
DEPOSIT	11,256.00+	07/17
DEPOSIT	25.00+	07/19
DEPOSIT	1,400.00+	07/23
DEPOSIT	3,253.49+	07/23
INTEREST PAID	15.15+	07/31

CURRENT INTEREST RATE	.3500 %
YEAR-TO-DATE INTEREST PAID	73.80
AVERAGE BALANCE	50,957.77

-- SUMMARY OF ELECTRONIC TRANSACTIONS --

DATE	AMOUNT	DESCRIPTION
07/03	17,500.00+	ACH CREDIT ASAP [CTX] GRANT PAY ISA*00* *00* *17*000000051036803*ZZ*000000003521972*190703*143
07/08	46.72+	ACH CREDIT HOSTWAY SERVICES [CCD] EDI PYMNTS
07/08	1,011.50	ACH DEBIT PRESBYTERIAN INS [PPD] PREMIUMS
07/10	1,298.25-	ACH DEBIT

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FWB COMPANY LLC

818 PARKLAND DR
PO BOX 1628
CLOVIS, NM 88101

Phone: 575-762-3897
E-mail: office@fwbcompany.com
Website: <http://www.fwbcompany.com>



Wednesday, July 31, 2019
EPCOG

Invoice: 2952
Due Date: 08/30/2019
Amount: \$1,298.25

For professional service rendered as follows:

Monthly Account Management per Engagement

1,200.00

Billed Time and Expenses \$1,200.00

Tax 98.25

Invoice Total \$1,298.25

Applied Payments 1,298.25

Invoice Amount Due \$0.00

\$423.75 Charged to Transportation Program

Please return this portion with payment.
ID:18045
EPCOG

Invoice: 2952
Date: 07/31/2019
Due Date: 08/30/2019

Amount Due: \$0.00

Amount Enclosed: _____



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

PRIMARY ACCT: 125166606 STATEMENT PERIOD: 08/01/2019 - 09/02/2019

SUMMARY:

ACCOUNT	PREVIOUS	TOTAL	TOTAL	SERVICE	ENDING
.....NUMBER.....	..BALANCE..	DEBITS.....	CREDITS.....	CHARGES	BALANCE..
DDA 01 251666 06	60,587.39	24 27,183.19	7 36,260.88	.00	69,665.08

BUSINESS NOW 01 251666 06

DID YOU KNOW WE HAVE A DEBIT CARD ALERT SYSTEM? BY
SIGNING UP ON OUR WEBSITE, PURCHASE VERIFICATION ALERTS
WILL BE SENT TO YOU WHENEVER YOUR CARD IS USED.
PLEASE SIGN UP TODAY.

-- DEPOSITS AND MISCELLANEOUS TRANSACTIONS --

DEPOSIT	9,152.00+	08/05
DEPOSIT	700.00+	08/12
DEPOSIT	402.98+	08/19
DEPOSIT	600.00+	08/27
DEPOSIT	634.76+	08/28
INTEREST PAID	21.14+	09/02

CURRENT INTEREST RATE	.3500 %
YEAR-TO-DATE INTEREST PAID	94.94
AVERAGE BALANCE	66,801.95

-- SUMMARY OF ELECTRONIC TRANSACTIONS --

DATE	AMOUNT	DESCRIPTION
08/01	17.20-	ACH DEBIT
		TAX_REV_WKC_ECKS [CCD] TRD PMNT
08/06	1,011.50-	ACH DEBIT
		PRESBYTERIAN INS [PPD] PREMIUMS
08/12	1,298.25-	ACH DEBIT
		FWB COMPANY [PPD] 10TH OF MO MONTHLY ACCOUNTING SERVICES
08/14	5,100.58-	ACH DEBIT
		INTUIT PAYROLL S [CCD] QUICKBOOKS

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FWB COMPANY LLC

818 PARKLAND DR
PO BOX 1628
CLOVIS, NM 88101

Phone: 575-762-3897
E-mail: office@fwbcompany.com
Website: http://www.fwbcompany.com



Saturday, August 31, 2019
EPCOG

Invoice: 3041
Due Date: 09/30/2019
Amount: \$1,298.25

For professional service rendered as follows:

Monthly Account Management per Engagement

1,200.00

Billed Time and Expenses \$1,200.00

Tax 98.25

Invoice Total \$1,298.25

\$423.75 Charged to Transportation Program

Please return this portion with payment.
ID: 18045
EPCOG

Invoice: 3041
Date: 08/31/2019
Due Date: 09/30/2019

Amount Due: \$1,298.25

Amount Enclosed: _____

The Citizens Bank of Clovis

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

PRIMARY ACCT: 125166606 STATEMENT PERIOD: 09/03/2019 - 09/30/2019

SUMMARY:

ACCOUNT	PREVIOUS	TOTAL	TOTAL	SERVICE	ENDING
.....NUMBER.....	..BALANCE..DEBITS.....CREDITS....	.CHARGES	..BALANCE..
DDA 01 251666 06	69,665.08	23 25,273.65	4 3,679.04	.00	48,070.47
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 --

DEPOSIT	451.99+	09/17
DEPOSIT	1,333.00+	09/19
DEPOSIT	1,878.00+	09/30
INTEREST PAID	16.05+	09/30
CURRENT INTEREST RATE	.3500 %	
YEAR-TO-DATE INTEREST PAID	110.99	
AVERAGE BALANCE	59,753.23	

-- SUMMARY OF ELECTRONIC TRANSACTIONS --

DATE	AMOUNT	DESCRIPTION
09/05	1,011.50-	ACH DEBIT
		PRESBYTERIAN INS [PPD] PREMIUMS
09/10	1,298.25-	ACH DEBIT
		FWB COMPANY [PPD] 10TH OF MO MONTHLY ACCOUNTING SERVICES
09/11	5,100.57-	ACH DEBIT
		INTUIT PAYROLL S [CCD] QUICKBOOKS
09/16	2,997.91-	ACH DEBIT
		IRS [CCD] USATAXPYMT
09/26	2,340.22-	ACH DEBIT
		BANK CARD [CCD] PAYMENT

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2019 Quarter 4 Travel Line Breakdown

Name	Location(s)	Amount	Purpose	Dates of Travel Or Transaction Posting	Notes
Holiday Motel	Clayton, NM	\$30.54	Hotel	7/10/2019	Ports-to-Plains
Rabbit Ear Café	Clayton, NM	\$4.32	Food	7/10/2019	
Rabbit Ear Café	Clayton, NM	\$9.29	Food	7/12/2019	
Holiday Motel	Clayton, NM	\$61.09	Hotel	7/12/2019	
Clayton	Clayton, NM	\$14.15	Food	7/15/2019	
Hotels.com	Las Vegas, NM	\$73.70	Hotel	7/23/2019	NERTPO
Little Saigon	Las Vegas, NM	\$17.36	Food	7/24/2019	
Comfort Inn	Santa Rosa, NM	\$83.62	Hotel	8/01/2019	EPCOG Annual Meeting
Ruidoso Mountain Inn	Ruidoso, NM	\$172.41	Hotel	8/14/2019	State Commission Meeting and RTPO Round
Jorge's Café	Ruidoso, NM	\$28.44	Food	8/14/2019	
Subway	Ruidoso, NM	\$11.26	Food	8/14/2019	
Farley's	Ruidoso, NM	\$14.16	Food	8/14/2019	Vincent
Farley's	Ruidoso, NM	\$5.87	Food	8/14/2019	Sandy
Don Fernando Hotel	Taos, NM	\$172.78	Hotel	8/19/2019	NERTPO Meeting - Sandy
Don Fernando Hotel	Taos, NM	\$72.94	Hotel	8/19/2019	NERTPO Meeting - Vincent
Subway	Taos, NM	\$8.31	Food	8/19/2019	
Stella's	Taos, NM	\$18.45	Food	8/19/2019	
Hotel Santa Fe	Santa Fe, NM	\$691.92	Hotel	9/30/2019	NM APA Conference
Amaya	Santa Fe, NM	\$22.43	Food	9/30/2019	
Subway	Santa Fe, NM	\$11.80	Food	9/30/2019	
Panda Express	Santa FE, NM	\$10.95	Food	9/30/2019	
Popeye's	Santa Rosa, NM	\$10.24	Food	9/30/2019	Traveling back from Santa Fe

Name	Location(s)	Amount	Purpose	Dates of Travel Or Transaction Posting	Notes
Parking	Santa Fe, NM	\$10.00	Parking	9/30/2019	This was during conference
Days Inn	Las Vegas, NM	\$79.36	Hotel	9/30/2019	NERTPO
Subway	Las Vegas, NM	\$8.98	Food	9/30/2019	
Popeye's	Santa Rosa, NM	\$11.53	Food	9/30/2019	In transit to Las Vegas for NERTPO
El Pinto	Albuquerque, NM	\$14.68	Food	9/30/2019	In transit to NERTPO – Meeting with NCNMEDD about NERTPO prior to meeting
Gas and Oil	---	\$278.90	---	JUL-SEP 2019	
Vehicle Maintenance	---	\$316.80	---	JUL-SEP 2019	
TOTAL	---	\$2,285.23	---	JUL-SEP 2019	

2019 Quarter 4 Publications, Registrations, Advertising, Memberships

Name	Amount	Notes
SWREDA Membership Dues	\$81.60	
Guadalupe County News	\$13.06	
Intuit	\$2.75	Accounting Software Subscription Charge for August
Western Planners	\$100.00	Originally \$400 but was awarded \$300 stipend
NewMARC Membership	\$326.4	
De Baca County News	\$11.75	
Intuit	\$2.75	Accounting Software Subscription Charge for September
American Planning Association Dues	\$135.00	
TOTAL	\$673.31	---

2019 Quarter 4 Rent, Utilities and Telephone Line Breakdown

Name	Amount	Notes
Building Maintenance	\$66.74	
Office Cleaning	\$57.02	
Telecommunications	\$221.46	
Data Processing	\$642.99	
Gas & Electric	\$662.24	
Water	\$17.37	
Garbage	\$43.23	
TOTAL	\$1,711.05	-

Eastern Plains Council of Governments
NORTHEAST AND SOUTHEAST REGIONAL TRANSPORTATION ORGANIZATIONS
FFY 2019 QUARTER 4 REPORT
July 1st, 2019 – September 30th, 2019

Introduction and Purpose

The Regional Work Program sets forth those activities for which the Regional Transportation Planning Organization (RTPO) Planning Manager(s) will carry out on behalf of its RTPO. The work program includes tasks and activities the RTPO would like the RTPO Planners to address. These combined tasks help move the Northeast and Southeast RTPOs forward as they develop, improve and 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 2019 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 Budget		N/A			N/A	
1 st Quarter	25	32		50		
2 nd Quarter	25	2		50		
3 rd Quarter	25	31		50		
4 th Quarter	25	7.5		50		
Balance	100	72.5		200		

Function 1 Activity Tracking – FFY 2019

1 st Quarter Report	<p>A presentation was given to the EPCOG board in regards to transportation programs occurring within EPCOG's region and District 4 and 2 of the NMDOT on October 10th, 2018.</p> <p>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.</p> <p>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.</p> <p>There was assistance given with NCNMEDD concerning the email marketing program called Constant Contact to better outreach to members in a uniformed manner.</p> <p>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.</p> <p>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</p>
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	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.
4 th 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

1 st Quarter Report	
2 nd Quarter Report	
3 rd Quarter Report	
4 th 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 Budget		N/A			N/A	
1 st Quarter	37.5	31		25		
2 nd Quarter	37.5	50		25		
3 rd Quarter	37.5	24		25		
4 th Quarter	37.5	31.5		25		
Balance	150	136.5		100		

Function 2 Activity Tracking – FFY 2019

1 st Quarter Report	<p>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.</p> <p>The Clovis Planning & Zoning Commission was attended on November 14th, 2018. The City of Clovis is updating their comprehensive plan and city ordinances.</p>
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2 nd Quarter Report	<p>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).</p> <p>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.</p>
3 rd Quarter Report	<p>EPCOG has been assisting entities with census preparations. Clovis is the primary requestor for this kind of assistance.</p> <p>San Jon has made requests for data involving traffic for development of a grant application.</p> <p>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.</p> <p>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.</p>
4 th Quarter Report	<p>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.</p>

Function 2 Activity Tracking – FFY 2020

1 st Quarter Report	
2 nd Quarter Report	
3 rd Quarter Report	
4 th 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 Budget		N/A			N/A	
1 st Quarter	75	33		85		
2 nd Quarter	75	53		85		
3 rd Quarter	75	114		85		
4 th Quarter	75	42		85		
Balance	300	242		340		

Function 3 Activity Tracking – FFY 2019

1 st Quarter Report	<p>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.</p> <p>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</p>
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	<p>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.</p>
2 nd Quarter Report	<p>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.</p> <p>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.</p> <p>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.</p>
3 rd Quarter Report	<p>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.</p> <p>EPCOG did this between two different RTPOs that had different processes.</p> <p>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.</p>
4 th Quarter Report	<p>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.</p> <p>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</p>

	entrance for Roosevelt County/Cannon Airforce Base, and signage for Historic Route 66 in Santa Rosa.
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Function 3 Activity Tracking – FFY 2020

1 st Quarter Report	
2 nd Quarter Report	
3 rd Quarter Report	
4 th Quarter Report	

Function 4. Other Activities and Projects

- Task 4.1 Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program. Provide periodic updates to RTPO members on the status of the studies/projects and involve the members in this effort as appropriate.
- Task 4.2 Coordinate and participate with the Councils of Governments (COGs) and applicable New Mexico State agency staff on legislative studies related to state-wide or RTPO-specific transportation issues, as appropriate.
- 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 Budget		N/A			N/A	
1 st Quarter	50	58		60		

2 nd Quarter	50	45		60		
3 rd Quarter	50	139		60		
4 th Quarter	50	101		60		
Balance	200	343		240		

Function 4 Activity Tracking – FFY 2019

1 st Quarter Report	<p>A survey was filled out for LTAP to assess the needs of the local governments.</p> <p>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.</p> <p>Ports to Plains conference was attended in Del Rio, TX. This conference focused on a highway from Mexico, through 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.</p> <p>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 is 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.</p>
2 nd Quarter Report	<p>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.</p> <p>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.</p> <p>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.</p>
3 rd Quarter Report	<p>EPCOG attended four significant trainings and conferences this quarter: The National Planning Conference (NPC19) in San Francisco, 2 CFR 200 training in Santa Fe, ICIP training in Las Vegas (NM), and the NM Association of Counties.</p> <p>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 tracts. Data</p>

	<p>focused tracks were also attended.</p> <p>2CFR200 was mandated for RTPOs and MPOs to attend. This focused primarily on financials of FHWA programs.</p> <p>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.</p> <p>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.</p>
4 th Quarter Report	<p>EPCOG attended both the State Transportation Commission meeting and RTPO Roundtable in Ruidoso.</p> <p>EPCOG planner received a stipend and attended the Western Planner's Conference in Santa Fe.</p> <p>A training on change orders was attended within the NMDOT District 2 region.</p>

Function 4 Activity Tracking – FFY 2020

1 st Quarter Report	
2 nd Quarter Report	
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 Budget		N/A			N/A	
1 st Quarter	235	161		235		
2 nd Quarter	235	297		235		
3 rd Quarter	235	125		235		
4 th Quarter	235	192		235		
Balance	940	775		940		

Function 5 Activity Tracking – FFY 2019

1 st Quarter Report	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>2020 Census presentation and information was provided for members of NERTPO and the Clayton meeting in November.</p>
2 nd Quarter Report	<p>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.</p> <p>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 quarter. The EPCOG board meeting was attended as well.</p>

	<p>The RTPO website was updated. A lot of new features are being experimented with on the NERTPO side.</p> <p>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.</p>
3 rd Quarter Report	<p>All RTPO meetings were planned and attended as required. EPCOG is also reporting on its board activities as outreach in this section.</p> <p>The NERTPO webpage continues to be updated and the RTPOs encouraged to comment.</p> <p>EPCOG has been in communication with UNM LTAP in regards to bringing 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.</p>
4 th Quarter Report	<p>All NERTPO and SERTPO meeting were managed and attended as usual.</p> <p>The RTPO page is in constant flux of updates due to recent activities such as RWP amendments.</p> <p>EPCOG and NCNMEDD has had multiple meetings concerning NERTPO this quarter in order to clarify duties and goals.</p> <p>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.</p>

Function 5 Activity Tracking – FFY 2020

1 st Quarter Report	
2 nd Quarter Report	
3 rd Quarter Report	
4 th 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 Budget		N/A			N/A	
1 st Quarter	18.75	26		25		

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

Function 6 Activity Tracking – FFY 2019

1 st Quarter Report	<p>Quarterly report was worked on and submitted by October 25th, 2018. APER was created and submitted to NMDOT on November 13th, 2018. The final version of the APER was submitted on November 26th, 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.</p>
2 nd Quarter Report	<p>The quarterly report was submitted this quarter.</p> <p>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.</p>
3 rd Quarter Report	<p>The QAR was held this quarter. EPCOG participated and no serious concerns were brought by NMDOT.</p> <p>The Quarterly Report was worked on and submitted to NMDOT as appropriate.</p> <p>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.</p>
4 th Quarter Report	<p>Quarterly report was submitted to NMDOT.</p> <p>Amendments were made and are noted in the RWP.</p> <p>EPCOG is looking into further changes in the RWP and budget reporting for the next FFY.</p>

Function 6 Activity Tracking – FFY 2020

1 st Quarter Report	
2 nd Quarter Report	
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:

Amendment (Formal) #001: Amending FFY 2019 Budget

Amendment (Administrative) #003: Amending RWP language

Amendment (Formal) #004: Amending RWP Budget Hours

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.

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 FFY19/20 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, memberships	\$1,700.00	1,500.00
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

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.

FFY19 Q4 Time Tracker.xlsx

Fiscal Year:	2019
Quarter Number:	Q4
Employee Name:	Vincent M. Soule

*****Enter appropriate dates of Quater only
in Highlighted Cells.*****

start date: 7/1/2019 end date: 9/30/2019

wk1		wk2		wk3	
start date	end date	start date	end date	start date	end date
7/1/2019	7/6/2019	7/7/2019	7/13/2019	7/14/2019	7/20/2019
wk4		wk5		wk6	
start date	end date	start date	end date	start date	end date
7/21/2019	7/27/2019	7/28/2019	8/3/2019	8/4/2019	8/10/2019
wk7		wk8		wk9	
start date	end date	start date	end date	start date	end date
8/11/2019	8/17/2019	8/18/2019	8/24/2019	8/25/2019	8/31/2019
wk10		wk11		wk12	
start date	end date	start date	end date	start date	end date
9/1/2019	9/7/2019	9/8/2019	9/14/2019	9/15/2019	9/21/2019
wk13					
start date	end date				
9/22/2019	9/30/2019				

Employee:	Vincent M. Soule	Year: 2019 Complete Summary Sheet					
FFY:	2019						
Quarter:	Q4	NERTPO		SERTPO		SUM	
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	1.00	0%	1.50	1%	2.50	1%
1.2	Implement performance measures/RTP/Strategic Plan	2.00	1%	3.00	2%	5.00	1%
1.3	(Other as needed)	0.00	0%	0.00	0%	0.00	0%
TASK 1 TOTALS		3.00	1%	4.50	2%	7.50	2%
Task 2 Regional Work Program, Budget, and Public Participation Program (PPP)							
2.1	Collect and manage data	8.00	3%	19.50	10%	27.50	6%
2.2	Assist in roadway and corridor classification/analysis	0.00	0%	4.00	2%	4.00	1%
2.3	Manage Budget Expenses	0.00	0%	0%	0%	0.00	0%
2.4	(Other as needed)	0.00	0%	0.00	0%	0.00	0%
TASK 2 TOTALS		8.00	3%	23.50	12%	31.50	7%
Task 3 Rural Transportation Improvement Program (RTIPR)							
3.1	Assist project applicants in project development	7.50	3%	6.50	3%	14.00	3%
3.2	Manage preliminary 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)	19.00	7%	9.00	5%	28.00	6%
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		26.50	10%	15.50	8%	42.00	9%
Task 4 RTPO Responsibilities							
4.1	Coordinate/participate w/ NMDOT special projects	6.00	2%	4.00	2%	10.00	2%
4.2	Coordinate/participate w/ CoGs and agencies on legislative studies	8.50	3%	1.50	1%	10.00	2%
4.3	Monitor Fed and State laws	0.00	0%	0.00	0%	0.00	0%
4.4	Attend RTPO Quarterly	5.00	2%	5.00	3%	10.00	2%
4.5	Attend out-of-state and in-state conferences	21.00	8%	21.00	11%	42.00	9%
4.6	Participate in transportation-related programs	18.50	7%	10.50	5%	29.00	6%
4.7	(Others as needed)	0.00	0%	0.00	0%	0.00	0%
TASK 4 TOTALS		59.00	23%	42.00	22%	101.00	23%
Task 5 Technical Support							
5.1	Organize RTPO meetings	61.50	24%	11.00	6%	72.50	16%
5.2	Maintain bylaws	1.00	0%	0.00	0%	1.00	0%
5.3	Conduct outreach activities	35.00	14%	30.00	16%	65.00	15%
5.4	Maintain website	5.00	2%	8.50	4%	13.50	3%
5.5	Coordinate training and professional development	21.50	8%	18.50	10%	40.00	9%
5.6	(Others as needed)	0.00	0%	0.00	0%	0.00	0%
TASK 5 TOTALS		124.00	48%	68.00	36%	192.00	43%
Task 6 Other Activities and Projects							
6.1	Produce work products (APER, Quarterly Reports)	10.50	4%	11.50	6%	22.00	5%
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	0.00	0%	0.00	0%	0.00	0%
6.4	Maintain PPP	0.00	0%	0.00	0%	0.00	0%
6.5	Submit financial audit for fiscal year	0.00	0%	0.00	0%	0.00	0%
6.6	(Other as needed)	0.00	0%	0.00	0%	0.00	0%
TASK 6 TOTALS		10.50	4%	11.50	6%	22.00	5%
Task X							
Holiday/Sick/Vacation	Holiday, Sick, and Vacation Leave	26.00	10%	26.00	14%	52.00	12%
Other	(Other as needed)	0.00	0%	0.00	0%	0.00	0%
TASK X TOTALS		26.00	10%	26.00	14%	52.00	12%
TOTALS		257.00	100%	191.00	100%	448.00	100%

<div>Vincent M. Soule</div>																		
NERTPO TASK TABLE Q4 FFY 2019																		
Task	Subtask Description	Sum of Hours	wk1	wk2	wk3	wk4	wk5	wk6	wk7	wk8	wk9	wk10	wk11	wk12	wk13	wk14	wk15	Task 1 Sum
Task 1 Long Range Planning																		
1.1	Coordinate/participate w/ NMDOT to develop transportation products	1.00	1.00	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	
1.2	Implement performance measures/RTP/Stratigic Plan	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	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	3.00
Task 2 Technical Support and Data																		Task 2 Sum
2.1	Collect and manage data	8.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	5.00	0.00	0.00	0.00	1.00	0.00	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	
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	8.00
Task 3 Project Development																		Task 3 Sum
3.1	Assist project applicants in project development	7.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.50	0.00	4.00	0.00	0.00	0.00	
3.2	Manage preliminary 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)	19.00	0.00	0.00	2.00	0.00	8.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	1.00	0.00	0.00	
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	26.50
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	
Task 4 Other Activities and Projects																		Task 4 Sum
4.1	Coordinate/participate w/ NMDOT special projects	6.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	
4.2	Coordinate/participate w/ CoGs and agencies on legislative studies	8.50	0.00	0.00	0.00	0.00	1.00	0.00	0.00	5.00	1.50	1.00	0.00	0.00	0.00	0.00	0.00	
4.3	Monitor Fed and State laws	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	
4.4	Attend RTPO Quarterly	5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59.00
4.5	Attend out-of-state and in-state conferences	21.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.50	16.00	0.50	0.00	0.00	0.00	
4.6	Participate in transportation-related programs	18.50	0.00	0.00	1.50	6.00	0.00	4.00	3.00	2.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	
4.7	(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	

NERTPO TASK TABLE																		Q4		FFY		2019		Vincent M. Soule	
Task 5 General RTPO Support																		Task 5 Sum							
5.1	Organize RTPO meetings	61.50	2.00	0.00	2.50	17.00	0.00	0.00	8.00	9.00	0.00	0.00	0.00	4.00	19.00	0.00	0.00								
5.2	Maintain bylaws	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
5.3	Conduct outreach activities	35.00	0.00	17.00	2.00	0.00	8.00	0.00	3.50	0.00	0.00	0.00	0.00	1.00	3.50	0.00	0.00								
5.4	Maintain website	5.00	0.00	2.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00								
5.5	Coordinate training and professional development	21.50	0.00	0.00	3.50	3.00	3.50	2.00	0.00	0.00	5.00	3.00	0.00	0.00	1.50	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	124.00							
Task 6 RTPO Admin																		Task 6 Sum							
6.1	Produce work products (APER, Quarterly Reports)	10.50	5.50	0.00	0.00	0.00	0.00	0.00	0.00	2.50	0.00	0.00	1.50	1.00	0.00	0.00	0.00								
6.2	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								
6.3	Develop annual budget	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								
6.4	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								
6.5	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	10.50							
Task X																		Task X Sum							
Holiday/Sick/Vacation	Holiday, Sick, and/or Vacation Leave	26.00	8.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	4.00	0.00	4.00	0.00	0.00	0.00								
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		26.00						
Totals		257.00	16.50	20.00	11.50	26.00	20.50	16.00	26.50	24.50	15.50	16.00	17.50	19.50	27.00	0.00	0.00	257.00							

[illegible]

Vincent M. Soule																	
SERTPO TASK TABLE Q4 FFY 2019																	
Task 5 General RTPO Support																	
5.1	Organize RTPO meetings	11.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00	8.00	0.00	1.00	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
5.3	Conduct outreach activities	30.00	0.00	0.00	3.00	0.00	8.00	0.00	4.50	2.00	0.00	6.00	0.00	2.00	4.50	0.00	0.00
5.4	Maintain website	8.50	0.00	2.00	3.50	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00
5.5	Coordinate training and professional development	18.50	0.00	0.50	0.00	3.00	3.50	2.00	0.00	0.00	5.00	3.00	0.00	0.00	1.50	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
Task 6 RTPO Admin																	
6.1	Produce work products (APER, Quarterly Reports)	11.50	5.50	0.00	0.00	0.00	0.00	0.00	0.00	2.50	1.00	0.00	1.50	1.00	0.00	0.00	0.00
6.2	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
6.3	Develop annual budget	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
6.4	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
6.5	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
Task X																	
Holiday/Sick/Vacation	Holiday, Sick, and/or Vacation Leave	26.00	8.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	4.00	0.00	4.00	0.00	0.00	0.00
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
Totals		191.00	15.50	4.00	20.50	6.00	11.50	16.00	18.50	6.50	16.50	23.00	25.50	11.50	16.00	0.00	0.00

<u>NERTPO TASK ENTERIES</u>						<u>SERTPO TASK ENTERIES</u>					
Description	Task Area	Task Area Description	Time (Hrs)	Date	Wk	Description	Task Area	Task Area Description	Time (Hrs)	Date	Wk
Addressed QAR suggestions	1.1	Coordinate/participate w/ NMDOT to develop	1.00	7/3/2019	wk1	Responded to district engineer on COG information requested	1.1	Coordinate/participate w/ NMDOT to develop	1.00	7/8/2019	wk2
Looked into data and plans to include with LRTPs	1.2	Implement performance measures/RTP/Strategic Plan	2.00	9/19/2019	wk12	Clarified questions concerning Vaughn's location in SERTPO	1.1	Coordinate/participate w/ NMDOT to develop	0.50	7/17/2019	wk3
Created and supplied D4 supplemental information regarding applicants of the last call for projects	2.1	Collect and manage data	1.00	7/8/2019	wk2	Went over SERTPO rating and ranking criteria	1.2	Implement performance measures/RTP/Strategic Plan	1.00	8/14/2019	wk7
Provided NCNMEDD with suggested funded projects to be presented to STC	2.1	Collect and manage data	1.00	8/14/2019	wk7	Looked into data and plans to include with LRTPs	1.2	Implement performance measures/RTP/Strategic Plan	2.00	9/19/2019	wk12
Updated and gave breakdown of awarded projects	2.1	Collect and manage data	1.00	8/19/2019	wk8	Followup on Clovis Data gathering concerning Census	2.1	Collect and manage data	2.00	7/2/2019	wk1
Gathered data for chairman of NERTPO	2.1	Collect and manage data	4.00	8/19/2019	wk8	Continued collecting data for City of Clovis	2.1	Collect and manage data	0.50	7/8/2019	wk2
Provided data for Guadalupe County request	2.1	Collect and manage data	1.00	9/18/2019	wk12	Census meeting with Clovis and Curry County	2.1	Collect and manage data	2.00	7/16/2019	wk3
Researched additional funds for transportation related projects.	3.1	Assist project applicants in project development	3.50	9/4/2019	wk10	Continued census data requests for Clovis	2.1	Collect and manage data	6.00	7/16/2019	wk3
Addressed a request for assistance with Santa Rosa signage	3.1	Assist project applicants in project development	2.00	9/17/2019	wk12	Did stat analysis for SERTP chair	2.1	Collect and manage data	3.00	8/14/2019	wk7
Continued research into funding sources	3.1	Assist project applicants in project development	2.00	9/19/2019	wk12	Updated and gave breakdown of awarded projects	2.1	Collect and manage data	1.00	8/19/2019	wk8
Assisted Santa Rosa on surveying questionnaire from NMDOT	3.3	Provide assistance to local gov in pursuing	2.00	7/18/2019	wk3	Looked over census info for census groups	2.1	Collect and manage data	1.00	8/27/2019	wk9
Visted Santa Rosa to go over various transportation related projects and	3.3	Provide assistance to local gov in pursuing	8.00	7/29/2019	wk5	Arranged to attend census meeting in Roosevelt County	2.1	Collect and manage data	1.00	9/4/2019	wk10
Researched CDBG and other funding sources for members to	3.3	Provide assistance to local gov in pursuing	4.00	8/28/2019	wk9	Roosevelt County Census meeting	2.1	Collect and manage data	3.00	9/26/2019	wk13
Researched CDBG and other funding sources for members to	3.3	Provide assistance to local gov in pursuing	4.00	8/29/2019	wk9	Discussed with Roosevelt County on Reclassification of roadways	2.2	Assist in roadway and corridor	3.00	7/18/2019	wk3
Went over Safe Routes to School project with Santa Rosa	3.3	Provide assistance to local gov in pursuing transportation system development (includes public transit applications)	1.00	9/26/2019	wk13	Foolowed up with Roosevelt County on reclassification of froads request	2.2	Assist in roadway and corridor classification/analysis	1.00	7/25/2019	wk4
STC meeting in Ruidoso	4.1	Coordinate/participate w/ NMDOT special projects	4.00	8/15/2019	wk7	Responded to questions on CDBG from Curry County	3.1	Assist project applicants in project development	1.00	7/15/2019	wk3

****"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.

<u>NERTPO TASK ENTERIES</u>						<u>SERTPO TASK ENTERIES</u>					
Description	Task Area	Task Area Description	Time (Hrs)	Date	Wk	Description	Task Area	Task Area Description	Time (Hrs)	Date	Wk
Followup on meeting with NMDOT concerning public notices	4.1	Coordinate/participate w/ NMDOT special projects	1.00	8/22/2019	wk8	Researched additional funds for transportation related projects.	3.1	Assist project applicants in project development	3.50	9/4/2019	wk10
NERTPO public notice meeting over phone	4.1	Coordinate/participate w/ NMDOT special projects	1.00	8/26/2019	wk9	Continued research into funding sources	3.1	Assist project applicants in project development	2.00	9/19/2019	wk12
Asked for Attorney General Office opinion on open meetings requirement	4.2	Coordinate/participate w/ CoGs and agencies on legislative studies	1.00	8/1/2019	wk5	Shared and went over SERTPO subcommittee rating and ranking info	3.3	Provide assistance to local gov in pursuing transportation system	1.00	7/25/2019	wk4
Analysed transportation bills requested by chair	4.2	Coordinate/participate w/ CoGs and agencies on legislative studies	5.00	8/21/2019	wk8	Researched CDBG and other funding sources for members to utilize in the future	3.3	Provide assistance to local gov in pursuing transportation system development (includes public transit applications)	4.00	8/28/2019	wk9
Researched LGRF and new funding bills	4.2	Coordinate/participate w/ CoGs and agencies on legislative studies	1.50	8/27/2019	wk9	Researched CDBG and other funding sources for members to utilize in the future	3.3	Provide assistance to local gov in pursuing transportation system	4.00	8/29/2019	wk9
Provided voting ballot examples to NCNMEDD	4.2	Coordinate/participate w/ CoGs and agencies on legislative studies	1.00	9/3/2019	wk10	STC meeting in Ruidoso	4.1	Coordinate/participate w/ NMDOT special projects	4.00	8/15/2019	wk7
Travel to Ruidoso for STC and Roundtable	4.4	Attend RTPO Quarterly	1.00	8/14/2019	wk7	Researched LGRF and new funding bills	4.2	Coordinate/participate w/ CoGs and agencies on legislative studies	1.50	8/27/2019	wk9
RTPO Round Table	4.4	Attend RTPO Quarterly	4.00	8/16/2019	wk7	Travel to Ruidoso for STC and Roundtable	4.4	Attend RTPO Quarterly	1.00	8/14/2019	wk7
Planned for Weteren Planner's Conference	4.5	Attend out-of-state and in-state conferences	0.50	9/3/2019	wk10	RTPO Round Table	4.4	Attend RTPO Quarterly	4.00	8/16/2019	wk7
Western Planners Conference	4.5	Attend out-of-state and in-state conferences	4.00	9/7/2019	wk10	Planned for Weteren Planner's Conference	4.5	Attend out-of-state and in-state conferences	0.50	9/3/2019	wk10
Western Planners Conference	4.5	Attend out-of-state and in-state conferences	4.00	9/8/2019	wk11	Western Planners Conference	4.5	Attend out-of-state and in-state conferences	4.00	9/7/2019	wk10
Western Planners Conference	4.5	Attend out-of-state and in-state conferences	4.00	9/9/2019	wk11	Western Planners Conference	4.5	Attend out-of-state and in-state conferences	4.00	9/8/2019	wk11
Western Planners Conference	4.5	Attend out-of-state and in-state conferences	4.00	9/10/2019	wk11	Western Planners Conference	4.5	Attend out-of-state and in-state conferences	4.00	9/9/2019	wk11
Western Planners Conference	4.5	Attend out-of-state and in-state conferences	4.00	9/11/2019	wk11	Western Planners Conference	4.5	Attend out-of-state and in-state conferences	4.00	9/10/2019	wk11
Applied for scholarship tp NMIFC	4.5	Attend out-of-state and in-state conferences	0.50	9/18/2019	wk12	Western Planners Conference	4.5	Attend out-of-state and in-state conferences	4.00	9/11/2019	wk11
Gathered info for RTPO emails	4.6	Participate in transportation-related programs	1.50	7/18/2019	wk3	Applied for scholarship tp NMIFC	4.5	Attend out-of-state and in-state conferences	0.50	9/18/2019	wk12
Coordinated News information with NCNMEDD for email release	4.6	Participate in transportation-related programs	1.00	7/22/2019	wk4	Gathered info for RTPO emails	4.6	Participate in transportation-related programs	1.50	7/18/2019	wk3

<u>NERTPO TASK ENTERIES</u>						<u>SERTPO TASK ENTERIES</u>					
Description	Task Area	Task Area Description	Time (Hrs)	Date	Wk	Description	Task Area	Task Area Description	Time (Hrs)	Date	Wk
Created NERTPO emails for release	4.6	Participate in transportation-related programs	5.00	7/22/2019	wk4	Gathered info for RTPO emails	4.6	Participate in transportation-related programs	4.00	8/5/2019	wk6
Gathered info for RTPO emails	4.6	Participate in transportation-	4.00	8/5/2019	wk6	Went over rating and ranking	4.6	Participate in transportation	1.00	8/21/2019	wk8
Created NERTPO emails for release	4.6	Participate in transportation-related programs	3.00	8/13/2019	wk7	Designed SERTPO email	4.6	Participate in transportation-related programs	4.00	9/23/2019	wk13
Worked on NERTPO emails	4.6	Participate in transportation-related programs	2.00	8/22/2019	wk8	Updated RTPO attendance sheet	5.1	Organize RTPO meetings	1.00	7/22/2019	wk4
Worked in emails for NERTPO	4.6	Participate in transportation-related programs	2.00	9/18/2019	wk12	Consulted designer over SERTPO logo	5.1	Organize RTPO meetings	1.00	9/5/2019	wk10
Secure NERTPO meeting Location	5.1	Organize RTPO meetings	2.00	7/2/2019	wk1	SERTPO	5.1	Organize RTPO meetings	8.00	9/12/2019	wk11
Worked on agenda for next meeting	5.1	Organize RTPO meetings	2.50	7/17/2019	wk3	Follow up on SERTPO logo	5.1	Organize RTPO meetings	1.00	9/30/2019	wk13
Updated RTPO attendance sheet	5.1	Organize RTPO meetings	1.00	7/22/2019	wk4	Attended the Cannon Air Force Base Change of Command	5.3	Conduct outreach activities	1.00	7/17/2019	wk3
Travel for NERTPO	5.1	Organize RTPO meetings	8.00	7/23/2019	wk4	Worked on EPCOG Board meeting presentation	5.3	Conduct outreach activities	2.00	7/17/2019	wk3
NERTPO meeting	5.1	Organize RTPO meetings	8.00	7/24/2019	wk4	Assited with the EPCOG annual meeting set ups	5.3	Conduct outreach activities	4.00	7/30/2019	wk5
Planned next RTPO meeting	5.1	Organize RTPO meetings	3.00	8/12/2019	wk7	EPCOG Annual Meeting	5.3	Conduct outreach activities	4.00	7/31/2019	wk5
Went over NERTPO presentation for the next meeting	5.1	Organize RTPO meetings	2.00	8/12/2019	wk7	Updated RTPO email listing	5.3	Conduct outreach activities	1.00	8/12/2019	wk7
Finalized agenda for NERTPO meeting	5.1	Organize RTPO meetings	2.00	8/13/2019	wk7	Made meeting arrangements for Clovis Main Street meeting	5.3	Conduct outreach activities	1.00	8/13/2019	wk7
Follow up on presentations for NERTPO	5.1	Organize RTPO meetings	1.00	8/14/2019	wk7	Attendfed NM Counties event	5.3	Conduct outreach activities	2.50	8/13/2019	wk7
Prepared for NERTPO	5.1	Organize RTPO meetings	1.00	8/19/2019	wk8	Attended Clovis/Curry County Chamber of Commerce meeting	5.3	Conduct outreach activities	2.00	8/21/2019	wk8
NERTPO meeting	5.1	Organize RTPO meetings	8.00	8/20/2019	wk8	Attended Clovis meeting concerning Essential Air Services	5.3	Conduct outreach activities	2.00	9/5/2019	wk10
Drafed agenda for next meeting	5.1	Organize RTPO meetings	3.00	9/17/2019	wk12	Attended the Clovis Main Street meeting	5.3	Conduct outreach activities	4.00	9/5/2019	wk10
Discussed amendments with NCNMEDD for NERTPO	5.1	Organize RTPO meetings	1.00	9/18/2019	wk12	Attended Clovis/Curry County Chamber of Commerce meeting	5.3	Conduct outreach activities	2.00	9/18/2019	wk12
Travel for NERTPO	5.1	Organize RTPO meetings	5.00	9/24/2019	wk13	Attended planning & zoning meeting in Clovis	5.3	Conduct outreach activities	1.00	9/26/2019	wk13
Meeting with NCNMEDD concerning NERTPO	5.1	Organize RTPO meetings	4.00	9/24/2019	wk13	Worked on EPCOG Board report and presentation	5.3	Conduct outreach activities	3.50	9/30/2019	wk13
NERTPO	5.1	Organize RTPO meetings	10.00	9/25/2019	wk13	General Project Maintenance and Office Work	5.4	Maintain website	2.00	7/8/2019	wk2

<u>NERTPO TASK ENTERIES</u>						<u>SERTPO TASK ENTERIES</u>					
Description	Task Area	Task Area Description	Time (Hrs)	Date	Wk	Description	Task Area	Task Area Description	Time (Hrs)	Date	Wk
Went over bylaws and PPM for NERTPO	5.2	Maintain bylaws	1.00	8/12/2019	wk7	General Project Maintenance and Office Work	5.4	Maintain website	3.50	7/15/2019	wk3
Planned for Ports-to-Plains Meeting in Clayton, NM	5.3	Conduct outreach activities	1.00	7/8/2019	wk2	Updated website	5.4	Maintain website	1.00	8/13/2019	wk7
Travel to Clayton, NM for Prots-to-Plains meeting	5.3	Conduct outreach activities	8.00	7/9/2019	wk2	Updated website	5.4	Maintain website	2.00	9/23/2019	wk13
Ports-to-Plains Meeting	5.3	Conduct outreach activities	8.00	7/10/2019	wk2	Forwarded attendance and planned for training in Change Orders in D2	5.5	Coordinate training and professional development	0.50	7/8/2019	wk2
Worked on EPCOG Board meeting presentation	5.3	Conduct outreach activities	2.00	7/17/2019	wk3	General Project Maintenance and Office Work	5.5	Coordinate training and professional development	3.00	7/25/2019	wk4
Assited with the EPCOG annual meeting set ups	5.3	Conduct outreach activities	4.00	7/30/2019	wk5	General Project Maintenance and Office Work	5.5	Coordinate training and professional development	3.50	8/1/2019	wk5
EPCOG Annual Meeting	5.3	Conduct outreach activities	4.00	7/31/2019	wk5	General Project Maintenance and Office Work	5.5	Coordinate training and professional development	2.00	8/6/2019	wk6
Updated RTPO email listing	5.3	Conduct outreach activities	1.00	8/12/2019	wk7	General Project Maintenance and Office Work	5.5	Coordinate training and professional development	3.50	8/26/2019	wk9
Attended NM Counties event	5.3	Conduct outreach activities	2.50	8/13/2019	wk7	General Project Maintenance and Office Work	5.5	Coordinate training and professional development	1.50	8/27/2019	wk9
Sat in on NEEDO meeting	5.3	Conduct outreach activities	1.00	9/17/2019	wk12	General Project Maintenance and Office Work	5.5	Coordinate training and professional development	3.00	9/3/2019	wk10
Worked on EPCOG Board report and presentation	5.3	Conduct outreach activities	3.50	9/30/2019	wk13	General Project Maintenance and Office Work	5.5	Coordinate training and professional development	1.50	9/26/2019	wk13
General Project Maintenance and Office Work	5.4	Maintain website	2.00	7/8/2019	wk2	Filled DFA quarterly report	6.1	Produce work products (APER, Quarterly Reports)	2.00	7/2/2019	wk1
Updated website	5.4	Maintain website	1.00	8/13/2019	wk7	Worked on quarterly reporting	6.1	Produce work products (APER, Quarterly Reports)	3.50	7/3/2019	wk1
Updated website	5.4	Maintain website	2.00	9/23/2019	wk13	Worked on RWP amendments	6.1	Produce work products (APER, Quarterly Reports)	2.50	8/22/2019	wk8
General Project Maintenance and Office Work	5.5	Coordinate training and professional development	3.50	7/15/2019	wk3	Finalized amendments for SERTPO	6.1	Produce work products (APER, Quarterly Reports)	1.00	8/27/2019	wk9
General Project Maintenance and Office Work	5.5	Coordinate training and professional development	3.00	7/25/2019	wk4	Sent in RWP amendments	6.1	Produce work products (APER, Quarterly Reports)	1.50	9/13/2019	wk11
General Project Maintenance and Office Work	5.5	Coordinate training and professional development	3.50	8/1/2019	wk5	Addressed needed changes for RWP	6.1	Produce work products (APER, Quarterly Reports)	1.00	9/17/2019	wk12
General Project Maintenance and Office Work	5.5	Coordinate training and professional development	2.00	8/6/2019	wk6	Sick Leave	Holiday/Sick/Vacation		4.00	7/1/2019	wk1
General Project Maintenance and Office Work	5.5	Coordinate training and professional development	3.50	8/26/2019	wk9	Holiday Leave	Holiday/Sick/Vacation		4.00	7/4/2019	wk1
General Project Maintenance and Office Work	5.5	Coordinate training and professional development	1.50	8/27/2019	wk9	PTO	Holiday/Sick/Vacation		2.00	8/6/2019	wk6

