



MPO/RTPO Work Program Amendment Request Form

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

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

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|------------------------------|---------------------------------------|--|---------|
| Date: | 11/21/2019 | | |
| Entity: | Eastern Plains Council of Governments | | |
| Contact Name: | Vincent M. Soule | | |
| UPWP/RWP Amendment #: | 002 | FHWA funded, Control #: | P419010 |
| | | FTA funded, Federal Award ID #: | |

| Staff Hours or Budget Line Items being changed (<i>indicate Task # or Budget Category. Add rows as needed</i>) | Current Budgeted Amount for FFY 2020 Source: 2018.0627 EPCOG 2019 2020 RWP.pdf | Revised Amount Requested (RWP Amend #2) | Percent Change | Brief Description of Change |
|--|--|---|----------------|--|
| Personnel | \$57,373.99 | \$62,000.00 | 8.1% | Budget line item name remains unchanged, 8.1% increase proposed for FFY 2020. |
| <i>FICA</i> | <i>\$3,559.59</i> | <i>\$4,600.00</i> | 29.2% | New budget line item re-categorized to match EPCOG budget format |
| <i>SUTA</i> | <i>\$66.61</i> | <i>\$120.00</i> | 80.2% | New budget line item re-categorized to match EPCOG budget format |
| <i>Workman's Comp Insurance</i> | <i>\$458.28</i> | <i>\$462.00</i> | 0.8% | New budget line item re-categorized to match EPCOG budget format |
| <i>Workman's Comp</i> | <i>\$7.64</i> | <i>\$20.00</i> | 161.8% | New budget line item re-categorized to match EPCOG budget format. Line item needed an increase in anticipation of FFY2020. |
| <i>Medical</i> | <i>\$5,734.65</i> | <i>\$7,351.55</i> | 28.2% | New budget line item re-categorized to match EPCOG budget format |

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| <i>Dental</i> | \$158.89 | \$300.00 | 88.8% | New budget line item re-categorized to match EPCOG budget format |
| <i>Retirement</i> | \$1,214.79 | \$2,500.00 | 105.8% | New budget line item re-categorized to match EPCOG budget format |
| Fringe | \$11,200.45 | \$15,353.55 | 37.1% | Fringe items above "rolled-up" to compare current Budgeted Amount to Revised Amount Requested for FFY2020 |
| <i>Per Diem</i> | \$4,600.00 | \$8,000.00 | 73.9% | New budget line item re-categorized to match EPCOG budget format. This was increased based off of FFY2019 travel patterns. |
| <i>Gas & Oil</i> | \$1,350.00 | \$1,320.00 | -2.2% | New budget line item re-categorized to match EPCOG budget format |
| <i>Vehicle Maintenance</i> | \$414.80 | \$1,080.00 | 160.4% | New budget line item re-categorized to match EPCOG budget format. Maintenance increase due to the new vehicle added to fleet. |
| <i>Vehicle Registration</i> | \$876.00 | \$120.00 | -86.3% | New budget line item re-categorized to match EPCOG budget format. Registration not expected to be as expensive. |
| Travel | \$7,240.80 | \$10,520.00 | 45.3% | Travel items above "rolled-up" to compare current Budgeted Amount to Revised Amount Requested for FFY2020 |
| <i>Vehicle Insurance</i> | \$2,000.00 | \$2,240.00 | 12.0% | New budget line item re-categorized to match EPCOG budget format. Slight increase due to new vehicle that was budgeted for purchase in December 2018 with Transportation monies. |
| <i>Property/Liability Ins.</i> | \$2,000.00 | \$4,400.00 | 120.0% | New budget line item re-categorized to match EPCOG budget format. Increase due to insurance expected. |
| Insurance | \$4,000.00 | \$6,640.00 | 66.0% | Insurance items above "rolled-up" to compare current Budgeted Amount to Revised Amount Requested for FFY2020 |
| <i>Equipment Lease</i> | \$1,520.00 | \$1,040.00 | -31.6% | Some savings due to a new and cheaper postage machine. |
| Equipment Lease and Maintenance | \$1,520.00 | \$1,040.00 | -31.6% | Equipment Lease item above "rolled-up" to compare current Budgeted Amount to Revised Amount Requested for FFY2020 |

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| Equipment Purchase | \$0.00 | \$0.00 | 0% | This category does not have any particular line item from EPCOG that was associated with it. It will not be used in the proposed revised budget of FFY 2020. |
| <i>Accounting</i> | <i>\$5,700.00</i> | <i>\$5,600.00</i> | -1.8% | New budget line item re-categorized to match EPCOG budget format. It is a slight decrease based on the suggestions of our accountant. |
| Contracted Services | \$5,700.00 | \$5,600.00 | -1.8% | Contracted Services item above "rolled-up" to compare current Budgeted Amount to Revised Amount Requested for FFY2020 |
| <i>Professional Services/Audit</i> | <i>\$9,000.00</i> | <i>\$4,500.00</i> | -50.0% | New budget line item re-categorized to match EPCOG budget format. It decreased due to the switch of auditing service provider. |
| Audit | \$9,000.00 | \$4,500.00 | -50.0% | Audit item above "rolled-up" to compare current Budgeted Amount to Revised Amount Requested for FFY2020 |
| <i>Office & Cleaning Supplies</i> | <i>\$2,850.00</i> | <i>\$2,800.00</i> | -1.8% | New budget line item re-categorized to match EPCOG budget format. This amount was based on the suggestion of the accountant due to past expenses. |
| Supplies | \$2,850.00 | \$2,800.00 | -1.8% | Supplies item above "rolled-up" to compare current Budgeted Amount to Revised Amount Requested for FFY2020 |
| <i>Subscriptions/Due/Registrations</i> | <i>\$1,111.70</i> | <i>\$1,800.00</i> | 61.9% | New budget line item re-categorized to match EPCOG budget format |
| <i>Legal Publications</i> | <i>\$135.64</i> | <i>\$63.75</i> | -53.0% | New budget line item re-categorized to match EPCOG budget format |
| <i>Advertising</i> | <i>\$252.66</i> | <i>\$200.00</i> | -20.8% | New budget line item re-categorized to match EPCOG budget format |
| Publications, registrations, advertising, membership | \$1,500.00 | \$2,063.75 | 37.6% | Publications, registrations, advertising, membership items above "rolled-up" to compare current Budgeted Amount to Revised Amount Requested for FFY2020. Proportional decrease based on past expenses. |
| Postage | \$50.00 | \$50.00 | 0.0% | This category is named the same (has not changed) |

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| <i>Data Processing/Software</i> | \$928.46 | \$1,090.00 | 17.4% | New budget line item re-categorized to match EPCOG budget format |
| <i>Office Cleaning & Maintenance</i> | \$139.70 | \$164.00 | 17.4% | New budget line item re-categorized to match EPCOG budget format |
| <i>Telecommunications</i> | \$702.74 | \$825.00 | 17.4% | New budget line item re-categorized to match EPCOG budget format |
| <i>Gas & Electric</i> | \$1,703.60 | \$2,000.00 | 17.4% | New budget line item re-categorized to match EPCOG budget format |
| <i>Water</i> | \$63.89 | \$75.00 | 17.4% | New budget line item re-categorized to match EPCOG budget format |
| <i>Garbage</i> | \$85.18 | \$100.00 | 17.4% | New budget line item re-categorized to match EPCOG budget format |
| <i>Sewer</i> | \$66.44 | \$78.00 | 17.4% | New budget line item re-categorized to match EPCOG budget format |
| Rent, utilities and telephone | \$3,690.00 | \$4,332.00 | 17.4% | Rent, Utilities, and Telephone items above "rolled-up" to compare current Budgeted Amount to Revised Amount Requested for FFY2020. Proportional increase based on past expenses and anticipated expenses for FFY2020. |
| Legal & Attorney Fees | \$0.00 | \$102.00 | 100.0% | New budget line item re-categorized to match EPCOG budget format. This is for anticipated cost should an attorney be needed (which is atypical). |
| Legal | \$0.00 | \$102.00 | 100.0% | Legal item above "rolled-up" to compare current Budgeted Amount to Revised Amount Requested for FFY2020. |
| Capital Improvements | \$0.00 | \$0.00 | 0% | This category has never been used by EPCOG and will not be included in the proposed changes |
| Printing | \$0.00 | \$7.50 | 100% | The proposed name and the prior name of this category is the same. Printing is expected, though very little. Also, the printer in the office is leased, so expenses of the printer will be more with the Equipment Lease category. |
| Meetings | \$0.00 | \$0.00 | 0% | This category has never been used by EPCOG and will not be included in the proposed changes |
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| Total | \$104,125.24 | \$115,008.80 | 10.5% | Rollover from FFY2019 of \$9,070.00 is considered in the amendment as well as the maximum capacity of the contract award of \$106,250 (including both matches). |
| Control Total from RWP | \$104,125.24 | \$104,125.24 | | |

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

| Amendment Type (Administrative/Formal) | Justification |
|---|---|
| Formal Amendment | This is a complete recategorization of line items to match EPCOG's current reporting format in order to increase efficiency of reporting to NMDOT. This will be for Federal Fiscal Year 2020. What is shown is the current EPCOG budget that was accepted by the EPCOG board for Fiscal Year 2020 (State Fiscal Year). This accounts for the carryover from EPCOG's current agreement with NMDOT FFY2019-2020. EPCOG does not currently plan any expenses to include overmatch and historically keeps all actual expenses significantly lower than budgeted. Should this change, appropriate forms and notification to our passthrough agent will be given. |

Approval by MPO/RTPO Boards:

| Review Committee/Board | Date Approved |
|-----------------------------------|----------------------|
| Technical Committee/Board: | |
| Policy Committee/Board: | |

For NMDOT use only.

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| Received by Planning Liaison (name): | |
| Date: | |
| Recommendation of Planning Liaison: | |
| Transit Bureau Recommendation, if applicable: | |
| Received by SPB Chief on date: | |
| Action (Amend #): | |