

NPRTPO

DOCUMENT REVIEW CHECKLIST

DOCUMENT:	RTPO Drawdown Package for: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Q2, FFY21 (January to March 2021)</div>	DATE PREPARED:	4/21/2021	DATE DUE:	4/25/2021
NOTES:					

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

** R&E = Revenues and Expenditures



NORTH CENTRAL NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT

3900 Paseo del Sol
Santa Fe, NM 87507

(505) 395-2668
www.ncnmedd.com

APRIL 21, 2021

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

Re: NPRTPO Quarterly Invoice No. 21CDNP002 for Period ending March 31, 2021:

- Contract/Cooperative Agreement No: D16016
- Project Control NO: P521010
- Vendor NO: 000046327
- Purchase Order NO: 80500-0000329630
- Authorized Amount/Project Total: \$106,250
- Federal Amount: \$85,000
- Local Match: 21,250

Dear Joe,

Enclosed please find an invoice for the quarter ending on March 31, 2021, in the amount of **\$ 19,372.70** for your review and approval.

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

Sincerely,

A handwritten signature in black ink that reads 'Lesah R. Sedillo'. The signature is fluid and cursive, with the first name 'Lesah' being more prominent.

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

cc: Monica Abeita, Executive Director
Paul Sittig, Transportation Planner
Bernadette Segobia-Abeyta, Finance Director

INVOICE

ENTITY NAME, ADDRESS AND CONTACT INFORMATION

Bill To:

Mr. Joe Moriarty
New Mexico Department of Transportation
Planning Division
PO Box 1149
Santa Fe, NM 87504-1149

Date: April 21, 2021

Invoice #: No. 21CDNP002


Vendor#: 46327

Control #: P521010

Billing Period: January 1, 2021 to March 31, 2021

DESCRIPTION	AMOUNT (Federal Share)	Local Match (20%)	Total Expenditure (100%)
NPRTPO - Total expenditure Q2 FFY21	\$ 19,372.70	\$ 4,843.17	\$ 24,215.87
TOTAL DUE (80%, Federal Share)	\$ 19,372.70		

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


NAME AND TITLE OF AUTHORIZED INDIVIDUAL

Quarterly Expenditure Summary

	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Total Budgeted Amount	Requests YTD (incl. current request)	Balance
NPRTPO FFY21 Q1 Budget Detail*							
Personnel	\$ 17,069.34	\$ 16,552.09			\$ 68,277.36	\$ 33,621.43	\$ 34,655.93
Fringe benefits	\$ 6,008.89	\$ 5,852.74			\$ 25,643.74	\$ 11,861.63	\$ 13,782.11
Travel					\$ 1,355.60	\$ -	\$ 1,355.60
Insurance					\$ -	\$ -	\$ -
Equipment lease and maintenance					\$ -	\$ -	\$ -
Equipment purchase					\$ -	\$ -	\$ -
Audit	\$ 66.00				\$ 1,850.00	\$ 66.00	\$ 1,784.00
Supplies		\$ 30.20			\$ 350.00	\$ 30.20	\$ 319.80
Publications, registrations, advertising, memberships					\$ 1,325.00	\$ -	\$ 1,325.00
Postage					\$ -	\$ -	\$ -
Rent, utilities and telephone	\$ 839.62	\$ 840.46			\$ 3,361.80	\$ 1,680.08	\$ 1,681.72
Legal					\$ -	\$ -	\$ -
Capital improvements					\$ -	\$ -	\$ -
Printing					\$ 100.00	\$ -	\$ 100.00
Meetings					\$ -	\$ -	\$ -
Contracted services	\$ 414.36	\$ 767.84			\$ 2,800.00	\$ 1,182.20	\$ 1,617.80
Other, includes: Payroll, Background, Prof. Dev.	\$ 153.49	\$ 172.54			\$ 1,186.50	\$ 326.03	\$ 860.47
TOTAL	\$ 24,551.70	\$ 24,215.87	\$ -	\$ -	\$ 106,250.00	\$ 48,767.57	\$ 57,482.43
Local Match (20%)	\$ 4,910.34	\$ 4,843.17	\$ -	\$ -	\$ 21,250.00	\$ 9,753.51	\$ 11,496.49
Federal Share (80%)	\$ 19,641.36	\$ 19,372.70	\$ -	\$ -	\$ 85,000.00	\$ 39,014.06	\$ 45,985.94

Control Number: P521010	Invoice #	TOTAL	Local Match (20%)	Federal Share (80%)
Work Authorization NTP September 30, 2020		\$ 106,250.00	\$ 21,250.00	\$ 85,000.00
Quarter				
Q1 ending 12/31		\$ 24,551.70	\$ 4,910.34	\$ 19,641.36
Q2 ending 3/31		\$ 24,215.87	\$ 4,843.17	\$ 19,372.70
Q3 ending 6/30		\$ -	\$ -	\$ -
Q4 ending 9/30		\$ -	\$ -	\$ -
BALANCE		\$ 57,482.43	\$ 11,496.49	\$ 45,985.94

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

NPRTPO Consultant/Vendor Services

FFY21 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
Technology	IT (Technology Solutions)	\$ 414.36	\$ 414.36				\$ 828.72	\$ (828.72)
	Acct. Software Support (Abila)		\$ 353.48				\$ 353.48	\$ (353.48)
								\$ -
TOTAL		\$414	\$ 767.84	\$ -	\$ -	\$0	\$1,182	\$ (1,182.20)
Local Match (20%)		\$ 82.87	\$ 153.57	\$ -	\$ -	\$ -	\$ 236.44	\$ (236.44)
Federal Share (80%)		\$ 331.49	\$ 614.27	\$ -	\$ -	\$ -	\$ 945.76	\$ (945.76)

Table A: NCNMEDD Shared Cost

	A	B	C	D
Item	Total for FFY21-22 Q2	RTPO % Share Q	Amount Billed to NERTPO Q2	Amount Billed to NPRTPO Q2
Professional Services				
IT Services Other	\$ 8,287.26	5.00%	\$ 414.36	\$ 414.36
Acct Software Support	\$ 7,069.51	5.00%	\$ 353.48	\$ 353.48
Sub-Total	\$ 15,356.77		\$ 767.84	\$ 767.84
Operations				
Rent	\$ 15,669.00	5.00%	\$ 783.45	\$ 783.45
Phones	\$ 1,140.21	5.00%	\$ 57.01	\$ 57.01
Sub-Total	\$ 16,809.21		\$ 840.46	\$ 840.46

NCNMEDD RTPO Shared Cost Narrative

The table above details how NCNMEDD arrived at these shared costs and how these costs are distributed between NERTPO and NPRTPO.

Payroll/Fringe	January 2021 - March 2021	Amount
Executive Director	256 Hours	\$ 1,272.73
51002	SUTA	\$ 5.09
51004	Medicare	\$ 12.73
51005	SS	\$ 76.36
51011	PERA	\$ 264.60
51012	Retiree Health	\$ 25.45
51021	Group Health	\$ -
51022	Group Dental	\$ -
51023	Group Life	\$ 13.26
51025	Vision	\$ -
51031	WC U	\$ 2.30
		\$ 1,672.53
Finance Director	256 Hours	\$ 954.54
51002	SUTA	\$ 3.82
51004	Medicare	\$ 9.55
51005	SS	\$ 57.27
51011	PERA	\$ 198.45
51012	Retiree Health	\$ 19.09
51023	Group Life	\$ 13.26
51021	Group Health	\$ -
51022	Group Dental	\$ -
51025	Vision	\$ -
51031	WC U	\$ 2.30
		\$ 1,258.28
Finance Specialist	256 Hours	\$ 567.27
51002	SUTA	\$ 2.27
51004	Medicare	\$ 5.67
51005	SS	\$ 34.04
51011	PERA	\$ 117.94
51012	Retiree Health	\$ 11.35
51023	Group Life	\$ 13.26
51021	Group Health	\$ -
51022	Group Dental	\$ -
51025	Vision	\$ -
51031	WC U	\$ 2.30
		\$ 754.09

Payroll/Fringe	January 2021 - March 2021	Amount
Executive Asst	256 Hours	\$ 484.83
51002	SUTA	\$ 1.94
51004	Medicare	\$ 4.85
51005	SS	\$ 29.09
51011	PERA	\$ 100.80
51012	Retiree Health	\$ 9.70
51023	Group Life	\$ 13.26
51021	Group Health	\$ 178.31
51022	Group Dental	\$ 7.27
51025	Vision	
51031	WC U	\$ 2.30
		\$ 832.34
CD Director	256 Hours	\$ 8,181.80
51002	SUTA	\$ 32.73
51004	Medicare	\$ 81.82
51005	SS	\$ 490.91
51011	PERA	\$ 1,701.00
51012	Retiree Health	\$ 163.64
51023	Group Life	\$ 13.26
51021	Group Health	\$ 544.00
51022	Group Dental	\$ 32.72
51025	Vision	\$ -
51031	WC U	\$ 2.30
		\$ 11,244.17
CD Planner	256 Hours	\$ 5,090.92
51002	SUTA	\$ 20.36
51004	Medicare	\$ 50.91
51005	SS	\$ 305.46
51011	PERA	\$ 1,058.40
51012	Retiree Health	\$ 101.82
51023	Group Life	\$ 13.26
51021	Group Health	\$ -
51022	Group Dental	\$ -
51025	Vision	\$ -
51031	WC U	\$ 2.30
		\$ 1,552.51

Payroll/Fringe	January 2021 - March 2021	Amount
Totals	256 Hours	\$ 16,552.09
51002	SUTA	\$ 66.21
51004	Medicare	\$ 165.52
51005	SS	\$ 993.13
51011	PERA	\$ 3,441.18
51012	Retiree Health	\$ 331.04
51023	Group Life	\$ 66.30
51021	Group Health	\$ 722.31
51022	Group Dental	\$ 53.25
51025	Vision	\$ -
51031	WC U	\$ 13.80
	Total Payroll	\$ 16,552.09
	Total Fringe	\$ 5,852.74
	Total Reimbursement	\$ 22,404.83

NCNMEDD Detail of expenses, NPRTPO FFY 2021 Q2

Doc Date	GL Title	Name	Description	Debit
1/1/2021	Professional Services	Technology Solutions NM	Monthly IT Service and Support January 2021	138.12
2/1/2021	Professional Services	Technology Solutions NM	Monthly IT Service and Support February 2021	138.12
3/1/2021	Professional Services	Technology Solutions NM	Monthly IT Service and Support March 2021	138.12
2/27/2021	Professional Services	Abila	MIP Yearly Service and Support	353.48
Total IT				767.84
1/1/2021	Space Rental	SF Business Incubator	RENT - SANTA FE OFFICES-FY21	261.15
2/1/2021	Space Rental	SF Business Incubator	SFBI Rent February 2021	261.15
3/1/2021	Space Rental	SF Business Incubator	SFBI Rent March 2021	261.15
Total Rent				783.45
1/21/2021	Telephone	T-Mobile	Employee Cell Phones January 2021	19.00
2/21/2021	Telephone	T-Mobile	Employee Cell Phones February 2021	19.00
3/21/2021	Telephone	T-Mobile	Employee Cell Phones March 2021	19.01
Total Telephone				57.01
1/8/2021	Payroll Fees		PR83 PPE 01/08/21	39.74
1/22/2021	Payroll Fees		PR84 PPE 01/22/21	1.07
2/5/2021	Payroll Fees		PR85 PPE 02/05/21	23.06
2/19/2021	Payroll Fees		PR86 PPE 02/19/21	1.10
3/5/2021	Payroll Fees		PR PPE 03/05/21	24.91
3/19/2021	Payroll Fees		PR PPE 03/19/21	0.75
Total Payroll Fees				90.63
2/28/2021	Vehicle Expense-maint.	Enterprise Bank & Trust	2014 Ford Fusion oil change	16.34
2/28/2021	Vehicle Expense-maint.	Enterprise Bank & Trust	2008 Ford Taurus battery replacement	8.32
Total Vehicle Maintenance				24.66
2/9/2021	Supplies	Matthew's Office Supply	Miscellaneous Office Supplies	21.88
2/9/2021	Supplies	Matthew's Office Supply	Miscellaneous Office Supplies	2.29
3/25/2021	Supplies	Matthew's Office Supply	Miscellaneous Office Supplies	4.57
2/28/2021	Supplies	Enterprise Bank & Trust	Ink for Printer	1.46
Total Supplies				30.20
1/1/2021	Other	Constant Contact, Inc.	FY21 Constant Contact Email Marketing Fees	3.53
2/1/2021	Other	Constant Contact, Inc.	FY21 Constant Contact Email Marketing Fees	4.50
3/1/2021	Other	Constant Contact, Inc.	FY21 Constant Contact Email Marketing Fees	4.50
1/21/2021	Other	Microsoft Corporation	Microsoft 365 Software Maintenance 12/21/20-01/20/21	22.33
2/21/2021	Other	Microsoft Corporation	Microsoft 365 Software Maintenance 1/21/21-2/20/21	22.87
3/21/2021	Other	Microsoft Corporation	Microsoft 365 Software Maintenance 02/21/21-03/20/21	24.18
Total Subscription & Dues				81.91
Total Expenses				1,835.70

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



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

Date	Support Invoice
01/01/2021	MSP-13819
Account	
NCNMEDD	

Terms	Due Date	PO Number	Reference
Due Upon Receipt	01/01/2021		Monthly Billing for January

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

UTM, Switches, Routers, Firewalls, WAPs	5.00	25.00	125.00
Vendor Management	2.00	25.00	50.00
Virtual Host	1.00	50.00	50.00
Cisco Umbrella web filtering user license	59.00	2.25	132.75
Total Other Charges:			2,557.75
All Inclusive Plan: --Unlimited On-site Support --Unlimited Off-site Support --24/7 Network Monitoring --Automated Off-site Backup Service --Hardware as a Service (upon request) --Budgeting (upon request) --Anti-Spam / Anti-Virus Email Protection			
Please send payments to: Technology Solutions 1239 E Prince Road, Unit B Tucson, AZ 85719 or visit https://app.bill.com/p/technologysolutions to make ACH payment arrangements.	Invoice Subtotal:	2,557.75	
	Sales Tax:	204.67	
	Invoice Total:	2,762.42	
	Payments:	0.00	
	Credits:	0.00	
	Balance Due:	2,762.42	

Thank you for your business!

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



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

Date	Support Invoice
02/01/2021	MSP-13919
Account	
NCNMEDD	

Terms	Due Date	PO Number	Reference
Due Upon Receipt	02/01/2021		Monthly Billing for February

Other Charges	Quantity	Price	Amount
Agreement Total Protection Plan NCNMEDD			
ALERT - The Backup Service that Techsol has been providing is changing the end of February 2021. Please call us to discuss options!	1.00	0.00	0.00
Server Management Support Plan: -Unlimited Phone Support -Unlimited Remote Control Support -Service Availability Monitoring Maintenance -Microsoft Patch Management -Event Log Monitoring -Log File Maintenance -Drive Space Monitoring -Printer Setting Management -Quarterly On-Site Maintenance Security -User Account Administration -File Sharing Permission Administration -Security Administration -Virus Definition & Prevention -Online Asset Management -Online Trouble Ticket Management -Online License Management -Desktop Optimization & Management -Spyware and Adware Removal -VPN Client Management	4.00	175.00	700.00
Workstation Management Support Plan: -Unlimited Phone Support -Unlimited Remote Control Support -Service Availability Monitoring Maintenance -Microsoft Patch Management -Event Log Monitoring -Log File Maintenance -Drive Space Monitoring -Printer Setting Management -Quarterly On-Site Maintenance Security -User Account Administration -File Sharing Permission Administration -Security Administration -Virus Definition & Prevention -Online Asset Management -Online Trouble Ticket Management	25.00	60.00	1,500.00

- Online License Management
- Desktop Optimization & Management
- Spyware and Adware Removal
- VPN Client Management

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

Total Other Charges:	2,557.75
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All Inclusive Plan:

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

Please send payments to: Technology Solutions 1239 E Prince Road, Unit B Tucson, AZ 85719 or visit https://app.bill.com/p/technologysolutions to make ACH payment arrangements.	Invoice Subtotal:	2,557.75
	Sales Tax:	204.67
	Invoice Total:	2,762.42
	Payments:	0.00
	Credits:	0.00
	Balance Due:	2,762.42

Thank you for your business!

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



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

Date	Support Invoice
03/01/2021	MSP-14021
Account	
NCNMEDD	

Terms	Due Date	PO Number	Reference
Due Upon Receipt	03/01/2021		Monthly Billing for March

Other Charges	Quantity	Price	Amount
Agreement Total Protection Plan NCNMEDD			
ALERT - The Backup Service that Techsol has been providing is changing the end of February 2021. Please call us to discuss options!	1.00	0.00	0.00
Server Management Support Plan: -Unlimited Phone Support -Unlimited Remote Control Support -Service Availability Monitoring Maintenance -Microsoft Patch Management -Event Log Monitoring -Log File Maintenance -Drive Space Monitoring -Printer Setting Management -Quarterly On-Site Maintenance Security -User Account Administration -File Sharing Permission Administration -Security Administration -Virus Definition & Prevention -Online Asset Management -Online Trouble Ticket Management -Online License Management -Desktop Optimization & Management -Spyware and Adware Removal -VPN Client Management	4.00	175.00	700.00
Workstation Management Support Plan: -Unlimited Phone Support -Unlimited Remote Control Support -Service Availability Monitoring Maintenance -Microsoft Patch Management -Event Log Monitoring -Log File Maintenance -Drive Space Monitoring -Printer Setting Management -Quarterly On-Site Maintenance Security -User Account Administration -File Sharing Permission Administration -Security Administration -Virus Definition & Prevention -Online Asset Management -Online Trouble Ticket Management	25.00	60.00	1,500.00

- Online License Management
- Desktop Optimization & Management
- Spyware and Adware Removal
- VPN Client Management

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

Total Other Charges:	2,557.75
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All Inclusive Plan:

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

<p>Please send payments to:</p> <p>Technology Solutions 1239 E Prince Road, Unit B Tucson, AZ 85719</p> <p>or visit https://app.bill.com/p/technologysolutions to make ACH payment arrangements.</p>	Invoice Subtotal:	2,557.75
	Sales Tax:	204.67
	Invoice Total:	2,762.42
	Payments:	0.00
	Credits:	0.00
	Balance Due:	2,762.42

Thank you for your business!



10800 Pecan Park Blvd #400
Austin, TX 78750
Anthony Slan
tony.slan@communitybrands.com
(512) 861-3113

Invoice #:
Expires On:
Payment Terms:
Customer #:

Q-167323-1
2/27/2021
Net 30
12000

Ship To

North Central New Mexico Economic District
3900 Paseo Del Sol
Santa Fe, NM 87507
United States

Bill To

North Central New Mexico Economic District
3900 Paseo Del Sol
Santa Fe, NM 87507
United States

Agreement Term: 3/31/2021 - 3/30/2022

MIP FA

PRODUCT	DESCRIPTION	QTY	NET PRICE
Accounts Receivable Reporting - 3-User Perpetual - M&S		1	\$238.56
Bank Reconciliation - 3-User Perpetual - M&S		1	\$318.44
Electronic Funds Transfer - 3-User Perpetual - M&S		1	\$318.44
Electronic Requisitions Users - 3-User Perpetual - M&S		4	\$161.88
Fixed Assets - 3-User Perpetual - M&S		1	\$691.19
General Ledger - 3-User Perpetual - M&S		1	\$1,063.94
Purchase Order w/Encumbrances - 3-User Perpetual - M&S		1	\$664.56
Accounts Payable - 3-User Perpetual - M&S		1	\$664.56
Budget Management - 3-User Perpetual - M&S		1	\$531.44
Direct Deposit - 3-User Perpetual - 3-User Perpetual - M&S		1	\$318.44
Electronic Requisitions - 3-User Perpetual - M&S		1	\$531.44
Executive View Users - 3-User Perpetual - M&S		1	\$78.81
Forms Designer - 3-User Perpetual - M&S		1	\$238.56
Data Import/Export - 3-User Perpetual - M&S		1	\$318.44
Payroll - 3-User Perpetual - M&S		1	\$930.81
MIP FA Total:			\$7,069.51

Payment Instructions

Notes

Santa Fe Business Incubator

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

Invoice

Date	Invoice #
1/1/2021	11-7-66

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

Terms

Quantity	Description	Rate	Amount
	Rent for the month of A321	412.00	412.00
	Rent for the month of A311	412.00	412.00
	Rent for the month of A330	772.00	772.00
	Rent for the month of A312	450.00	450.00
	Rent for the month of A341	790.00	790.00
	Rent for the month of A332	450.00	450.00
	Rent for the month of A331	400.00	400.00
	Rent for the month of A360	800.00	800.00
	Rent for the month of A322	450.00	450.00
	Rent for the month of A310 and A313 \$50	50.00	50.00
	High speed Internet Service/Server room charges	172.00	172.00
	Electric Usage for appliances and office equipment 5 lg=120, 1 med 17	65.00	65.00
		Total	\$5,223.00

Santa Fe Business Incubator

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

Invoice

Date	Invoice #
2/1/2021	11-7-94

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

Terms

Quantity	Description	Rate	Amount
	Rent for the month of A321	412.00	412.00
	Rent for the month of A311	412.00	412.00
	Rent for the month of A330	772.00	772.00
	Rent for the month of A312	450.00	450.00
	Rent for the month of A341	790.00	790.00
	Rent for the month of A332	450.00	450.00
	Rent for the month of A331	400.00	400.00
	Rent for the month of A360	800.00	800.00
	Rent for the month of A322	450.00	450.00
	Rent for the month of A310 and A313 \$50	50.00	50.00
	High speed Internet Service/Server room charges	172.00	172.00
	Electric Usage for appliances and office equipment 5 lg=120, 1 med 17	65.00	65.00
	Replacement Swipe card Penelope Perryman	10.00	10.00
		Total	\$5,233.00

Santa Fe Business Incubator

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

Invoice

Date	Invoice #
3/1/2021	11-7-120

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

Terms

Quantity	Description	Rate	Amount
	Rent for the month of A321	412.00	412.00
	Rent for the month of A311	412.00	412.00
	Rent for the month of A330	772.00	772.00
	Rent for the month of A312	450.00	450.00
	Rent for the month of A341	790.00	790.00
	Rent for the month of A332	450.00	450.00
	Rent for the month of A331	400.00	400.00
	Rent for the month of A360	800.00	800.00
	Rent for the month of A322	450.00	450.00
	Rent for the month of A310 and A313 \$50	50.00	50.00
	High speed Internet Service/Server room charges	172.00	172.00
	Electric Usage for appliances and office equipment 5 lg=120, 1 med 17	65.00	65.00
		Total	\$5,223.00

3:22 PM

04/21/21

Santa Fe Business Incubator
Customer QuickReport
December 28, 2020 through March 31, 2021

Type	Date	Num	Memo	Account	Clr	Split	Amount
North Central NM Econ Development Distric							
Payment	12/28/2020	ACH		Undeposited Funds	X	Tenant Receiv...	5,223.00
Invoice	01/01/2021	11-7-66		Tenant Receivables		-SPLIT-	5,223.00
Invoice	02/01/2021	11-7-94		Tenant Receivables		-SPLIT-	5,233.00
Payment	02/22/2021	ACH		Undeposited Funds	X	Tenant Receiv...	5,233.00
Invoice	03/01/2021	11-7-1...		Tenant Receivables		-SPLIT-	5,223.00
Payment	03/01/2021	ACH		Undeposited Funds	X	Tenant Receiv...	5,223.00

Your Statement

Page 1 of 86

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

Important Information

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

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

Summary

Previous Balance \$ 746.00
Pmt Rec'd - Thank You \$ (370.73)

Total Past Due \$ 375.27
(Due Immediately)

Monthly Recurring Chgs \$ 315.00
Credits & Adjustments \$ (47.25)
Other Charges \$ 66.78
Taxes & Surcharges \$ 45.54

Total Current Charges \$ 380.07
Current Charges Due By 2/13/21

Grand Total \$ 755.34

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



Statement For: **NCNM ECONOMIC DEVELOPMENT**
Account Number: **969173615**

T-MOBILE
PO BOX 742596
CINCINNATI OH 45274-2596

**Amount Due
By 2/13/21**

\$755.34

**Amount
Enclosed**

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

0409691736150213210000755343875074072

T-Mobile

Your Statement

PO # TM-FY21-0701
Page 1 of 102

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

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online, manage your account and
get product support.

AT 06 001043 16440E 18 C**3DGT



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

Summary

Previous Balance \$ 755.34
Pmt Rec'd - Thank You \$ (375.27)

Total Past Due \$ 380.07
(Due Immediately)

Monthly Recurring Chgs \$ 315.00
Credits & Adjustments \$ (47.25)
Other Charges \$ 66.78
Taxes & Surcharges \$ 45.54

Total Current Charges \$ 380.07
Current Charges Due By 3/13/21

Grand Total \$ 760.14

RECEIVED MAILED
MAR 05 2021
NCNMEDD/NMAAA

OK to
pay
3/11/21

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

T-Mobile

Statement For: NCNM ECONOMIC DEVELOPMENT
Account Number: 969173615

T-MOBILE
PO BOX 742596
CINCINNATI OH 45274-2596



Amount Due By 3/13/21	Amount Enclosed
\$760.14	

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record new address on the reverse side.

0409691736150313210000760144875074072

001043 1/27

584

Your Statement

Page 1 of 89

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

Important Information

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online, manage your account and
get product support.

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

Summary

Previous Balance \$ 760.14
Pmt Rec'd - Thank You \$ (760.14)

Total Past Due \$ -
(Due Immediately)

Monthly Recurring Chgs \$ 315.00
Credits & Adjustments \$ (47.25)
Other Charges \$ 66.78
Taxes & Surcharges \$ 45.54

Total Current Charges \$ **380.07**
Current Charges Due By **4/13/21**

Grand Total \$ **380.07**

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



Statement For: **NCNM ECONOMIC DEVELOPMENT**
Account Number: **969173615**

T-MOBILE
PO BOX 742596
CINCINNATI OH 45274-2596

**Amount Due
By 4/13/21**

\$380.07

**Amount
Enclosed**



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

0409691736150413210000380074875074072

North Central New Mexico Economic Development District
NORTHERN PUEBLOS REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FFY 2021-2022 REGIONAL WORK PROGRAM
January 1, 2021 – March 31, 2021

Introduction and Purpose

The Regional Work Program is an established set of functions and tasks designed to serve as a framework for meeting multi modal transportation planning goals; by employing outreach, technical assistance, and prioritization methods that result in an accessible, user friendly and transparent project development system.

The following are functions and task orders that the North Central New Mexico Economic Development District will complete in fulfillment of the contract for management of the Northern Pueblos Regional Transportation Planning Organization (NPRTPO) for Federal Fiscal Years (FFY2021 – FFY2022) October 1, 2020 through September 30, 2022.

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 NPRTPO Long-Range Regional Transportation Plan (NP RTP).
- 1.1.1 Review and update the NP RTP, including tasks and goals, at least once every five years in coordination with the NMDOT Long Range Statewide Transportation Plan (LRSTP) 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 Create and implement a strategic plan for implementation of the action items identified by NPRTPO members and stakeholders as part of the NP RTP development process.

Function 1	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	100	N/A		100	N/A	
1 st Quarter	25	150				
2 nd Quarter	25	28				
3 rd Quarter	25					
4 th Quarter	25					
Balance	-78	178				

Function 1 Activity Tracking – 2021

1 st Quarter Report	<p>Task 1.1 Engaged in long range planning activities for the RTP.</p> <p>Task 1.1 Coordination and review of planning activities and data for the RTP.</p> <p>Task 1.1 Regional Transportation Plan Updates Implemented survey results into plan design.</p> <p>Task 1.1 Review and coordination with planner for the RTP and review prior to distribution.</p> <p>Task 1.1 Coordinated with NMDOT on RTP Support items (data reports, and RTP template) and integrated the survey results and goals and priorities into the plan, made final edits to RTP draft before sending it out to the membership.</p> <p>Task 1.2 Review of the strategic plan and coordination with planner on the timeline, data, survey and RTP.</p>
2 nd Quarter Report	<p>Task 1.1 Implemented data in the draft RTP.</p> <p>Task 1.2 Continued work on the RTP</p>
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 NPRTPO.

2.1.1 Collect and evaluate new population, economic development, travel demand and forecast 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 NPRTPO 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 NPRTTP.

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 NPRTPO members and work with NMDOT staff on roadway and corridor-level classification and analysis, in accordance with the currently adopted rules, guidelines, and procedures. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify classifications.

2.2.2 Assist NPRTPO members and work with NMDOT staff on post-Census Urban Area Boundary Smoothing, as appropriate. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify Urban Area and Small Urban Area designations, based on FHWA Area Definitions.

Function 2	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	100	N/A		100	N/A	
1 st Quarter	25	0				
2 nd Quarter	25	24				
3 rd Quarter	25					
4 th Quarter	25					
Balance	76	24				

Function 2 Activity Tracking – 2021

1 st Quarter Report	
2 nd Quarter Report	<p>Task 2.1 Coordinated with NMDOT on implementing crash maps and crash data into the RTP.</p> <p>Task 2.1 Collected data on DUI, crashes, and road networks in the NPRTPO region.</p>
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, state 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 federal and state transportation funding programs. Follow current adopted New Mexico Administrative Code (NMAC) and/or program 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 NMAC and/or 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 NPRTPO 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. Ensure members are informed of Americans with Disabilities Act (ADA) and Title VI plan requirements for all recipients of federal funds.
- 3.2.3 Work with NPRTPO members to establish scoring criteria for project prioritization, based on goals and action items included in the NPRT, the current NMDOT LRSTP, the Active Transportation and Recreational Programs Guide, Congestion Mitigation and Air Quality Improvement (CMAQ) Program Guide and other guidance from NMDOT.
- 3.2.4 Develop and maintain a prioritized list of projects based on the regional goals articulated in the NPRT, and the statewide goals in the NMDOT LRSTP, 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 and state funding opportunities on an every-other-year basis (at a minimum), in order to correspond with STIP development. RTIPR development will occur based on this schedule:

Regional Transportation Improvement Program Recommendations (RTIPR)

The RTIPR is a set of prioritized recommended projects developed within the NPRTPO planning process. The projects are selected for specific funding, and inclusion in the STIP, by the NMDOT and in consultation with the NPRTPO members.

The NPRTPO has established an annual review, rating and ranking of proposed transportation projects based on availability of funding types. This includes an annual review of existing recommended projects for re-prioritizing based on regional, state and federal transportation priorities and projects.

Selection Process:

The selection process begins with completed Project Feasibility Form (PFF) and Project Prospectus Form (PPF) prioritized by criteria established by the NPRTPO Members. The projects are included in the NPRTPO Regional Transportation Improvement Program Recommendations (RTIPR).

District Engineers evaluate RTIPRs considering available funding and needs. RTIPRs and District Engineer recommendations are forwarded to the department's STIP Development Unit for inclusion as appropriate into the STIP. The STIP must be approved by the State Transportation Commission, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

The STIP is a four-year document. Every two years a new STIP is developed and there is a quarterly amendment cycle.

During the month of March, coordinate and co-facilitate RTIPR "zipper" meetings with NMDOT Planning and the appropriate District staff and the NPRTPO Members. Notify NMDOT Planning Liaison and District staff of the dates, times, and locations for these "zipper" meetings. Submit the combined, prioritized RTIPR/ZIPPER to NMDOT Planning, the District Engineers and all relevant RTPOs within ten days of the prioritization meeting.

Task 3.3 Provide assistance to local governments interested in pursuing transportation system development and coordination activities.

3.3.1 Facilitate prioritization of Public Transit Program applications for the NPRTPO area in response to the state-wide prioritization schedule established by NMDOT Transit and Rail Section staff. Submit the results to the NMDOT Transit Bureau in accordance with that schedule. Include the results in the NPRTPO RTIPR.

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

Task 3.4 During the month of March, coordinate and co-facilitate RTIPR "zipper"

meetings with NMDOT Government to Government Unit (GTG) liaison, the appropriate District staff, and applicable NPRTPOs, if necessary. Notify NMDOT GTG liaison and District staff of the dates, times, and locations for these “zipper” meetings. Submit the combined, prioritized RTIPR to GTG liaison, the District Engineers and all relevant RTPOs within ten days of the prioritization meeting.

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

Function 3	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	480	N/A		480	N/A	
1 st Quarter	120	41.2				
2 nd Quarter	120	76.4				
3 rd Quarter	120					
4 th Quarter	120					
Balance	362.4	117.6				

Function 3 Activity Tracking – 2021

1 st Quarter Report	<p>Task 3.1 Worked with CD director on the R&R criteria document for RTIPR and State projects, continued work on the draft R&R criteria document. Discussed a special meeting with the board but decided to postpone and discuss at January's meeting instead, finished draft R&R document before sending out to the membership.</p> <p>Task 3.2 Discussed a new Rating and Ranking process with the CD, Received and processed transit applications, created zip folders for the RTPO website, created R&R google forms for the members prior to the R&R meeting.</p> <p>Task 3.4 Coordination with planner, NMDOT and D5 regarding the RTIPR, quarterly meetings, State List, rating and ranking document and ZIPPER.</p>
2 nd Quarter Report	<p>Task 3.1 Assisted in the development of the state and RTIPR lists, developed the rating and ranking online form for three 3 sections with more than one project.</p> <p>Task 3.2 Developed a R&R draft criteria for the RTPO, processed incoming PFF forms and coordinated their implementation onto the project lists.</p>

	<p>Task 3.2 Made last minute changes to the project lists for new PFFs, worked with applicants ahead of the R&R meeting to remind them of R&R criteria and possible changes to their match amounts.</p> <p>Task 3.4 Outreach and conducted the ZIPPER Meeting. Coordinated NWRTPO and MRRTPO. Completed the ZIPPER document and distributed to NNMDOT D5, planning, planners & members. Meeting approval in April.</p>
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 NPRTPO 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 NPRTPO-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 NPRTPO members.

Task 4.4 Attend RTPO Roundtable 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. RTPO staff may attend these out-of-state trainings during this RWP:

Per new PPM travel policy, insert list of out-of-state conferences and trainings RTPO staff may attend during this RWP:

The NPRTPO Planner will attend the NADO National Regional Transportation Conference.

Task 4.6 Participate in miscellaneous transportation-related programs and special projects in the NPRTPO region.

Function 4	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	280	N/A		280	N/A	
1 st Quarter	70	67				
2 nd Quarter	70	110.4				
3 rd Quarter	70					
4 th Quarter	70					
Balance	102.6	177.4				

Function 4 Activity Tracking – 2021

1 st Quarter Report	<p>Task 4.1 Coordination with NMDOT planning on RWP and compliance with PPM. RTIPR/State documents.</p> <p>Task 4.2 Provide reports and presentations to NCNMEDD Executive Committee and Board Meetings. Conducted a Capital Outlay Training, created tools for the submission to Legislator's for virtual session and process.</p> <p>Task 4.5 Attended the 3rd National Summit on RURAL Road Safety and NMEDD Outdoor Economics Webinar, APA Cross Chapter Collaborative Conference 2020, NADO Conference.</p> <p>Task 4.5 NMDOT Pedestrian safety action plan workshop.</p> <p>Task 4.5 2020 interstate transit research symposium.</p> <p>Task 4.6 Attended the Madrid safety corridor meeting.</p>
2 nd Quarter Report	<p>Task 4.2 Compiled transportation related data for COG related planning efforts.</p> <p>Task 4.2 Coordinate with all Local Government partners for processing Capital Outlay, provided a Capital Outlay Training and reminders regarding CPMS.</p> <p>Task 4.2 provided guidance and coordination with Legislative Council Services for project submittals.</p> <p>Task 4.2 Provided updated lists of bills introduced, passed by both House and Senate and updates on Transportation Bills to the members. Updates on Transportation Project Fund.</p> <p>Task 4.4 Attended the STC Meeting regarding bills and Transportation Project Fund by the NMDOT Secretary. Updated members with information and PFF.</p> <p>Task 4.5 Attended the Madrid stakeholder meeting.</p>

	Task 4.6 Attended and updated the new planner for the Madrid stakeholder meeting and public meeting.
3 rd Quarter Report	
4 th Quarter Report	

Function 5. General NPRTPO Support

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

5.1.1 Document the NPRTPOs 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* (NMSA,1978, Section 10-15-1(D)) and 23 CFR 450.210, provide compliant public notice for all official NPRTPO Committee meetings.

5.1.3 Provide NPRTPO 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 NPRTPO 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 NPRTPO 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 NPRTPO 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 NPRTPO processes per 23 CFR 450.

5.3.2 Coordinate with NPRTPO members to maintain a list of entities including newly elected officials and potential members, who will be educated on the NPRTPO 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 NPRTPO members, including developing and maintaining training plans. Assist NPRTPO 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 (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	510	N/A		510	N/A	
1 st Quarter	127.5	57.2				
2 nd Quarter	127.5	131.4				
3 rd Quarter	127.5					
4 th Quarter	127.5					
Balance	321.4	188.6				

Function 5 Activity Tracking – 2021

1 st Quarter Report	<p>Task 5.1 Organized meeting materials for October 14th meeting including agenda, deliverables, public meeting notice, previous minutes, etc., Facilitated and conducted NPRTPO October meeting as well as prepared deliverables for the meeting.</p> <p>Task 5.1 Prepared monthly meeting for transit R&R and facilitated the monthly meeting.</p> <p>Task 5.1 Reviewed and planned for monthly meetings, review of materials and participated in workshops. Coordinated for the Transit Sub-recipient rating and ranking.</p> <p>Task 5.1 Coordination with planner prior to the NPRTPO Meetings for materials presented and follow up after the meeting.</p> <p>Task 5.3 provided materials for compliance for Federal eligible projects. ADA/Title VI compliance reminders and upcoming TAP/RTP and CMAQ.</p> <p>Task 5.3 provided outreach for the Transportation Project Fund and sent out the PFF. Coordinate with planner and D5 for the lists. Federal Projects and compliance.</p>
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2 nd Quarter Report	<p>Task 5.1 Prepared meeting package for next week's RTPO meeting including draft agenda, minutes, R&R materials, and processing project applications.</p> <p>Task 5.1 Facilitated the NPRTPO monthly meeting.</p> <p>Task 5.1 facilitated monthly RTPO meeting and R&R process, Prepared for NPRTPO meeting</p> <p>Task 5.1 coordination with planner for meeting materials and follow up after the meetings.</p> <p>Task 5.3 outreach to membership regarding the Transportation Project Fund and Federal projects and compliance.</p> <p>Task 5.4 (& 5.1) Organized files for next meeting, drafted meeting minutes, agenda, zoom info, and project applications.</p> <p>Task 5.4 Updated website with most up to date meeting information and archived minutes to ensure up to date information prior to my departure as transportation planner.</p> <p>Task 5.4 Updated website with most up to date meeting information and archived minutes to ensure up to date information prior to my departure as transportation planner.</p>
3 rd Quarter Report	
4 th Quarter Report	

Function 6. NPRTPO 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 NPRTPO 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. The APER will be derived from 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 NPRTPO board members to develop the two-year (FFY 2021- FFY 2022) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.
- 6.2.1 Coordinate the NPRTPO'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 include cost-sharing methodologies and calculations for costs that are shared between various North Central New Mexico Economic Development District programs, in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.
- 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 NPRTPO members or staff.
- Task 6.5 Submit the North Central New Mexico Economic Development District's 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 (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	325	N/A		325	N/A	
1 st Quarter	81.25	28.8				
2 nd Quarter	81.25	95.2				
3 rd Quarter	81.25					
4 th Quarter	81.25					
Balance	201	124				

Function 6 Activity Tracking – 2021

1 st Quarter Report	<p>Task 6.1 Coordination of reporting daily, quarterly and compliance for RWP and PPM.</p> <p>Task 6.1 Coordination with Finance Director for compliance and training.</p>
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2 nd Quarter Report	<p>Task 6.1 Filled out and submitted quarterly reports and narrative documents to CD Director.</p> <p>Task 6.1 compiled all monthly documents in accordance with the QAR requirements from NMDOT.</p> <p>Task 6.1 Coordinated all reporting documents with planner and finance for FFY 21 1st quarter reports.</p> <p>Task 6.1 Coordinated all reporting documents for the FFY 21 1st quarter reimbursement for the NERTPO.</p> <p>Task 6.1 Submitted all required reports to the NMDOT-Mr. Joe Moriarty, for FFY 21 Quarter 1 reimbursement documents.</p> <p>Task 6.1 coordinated with new Mr. Paul Sittig, Transportation Planner to review all reporting requirements and documents.</p> <p>Task 6.2 Review of RWP requirements for the RTPO and compliance.</p> <p>Task 6.5 submitted the NCNMEDD Audit for compliance and QAR.</p>
3 rd Quarter Report	
4 th Quarter Report	

Function 7 Other: Leave and Holidays

Budget: 293 hours:

Function 7	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	293	N/A		293	N/A	
1 st Quarter	73.25	157.4				
2 nd Quarter	73.25	21				
3 rd Quarter	73.25					
4 th Quarter	73.25					
Balance	114.6	178.4				

North Central New Mexico Economic Development District
NORTHERN PUEBLOS REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FFY 2021- 2022 REGIONAL WORK PROGRAM AMENDMENTS
October 1, 2020 – September 30, 2022

(Insert all RWP amendments here)

North Central New Mexico Economic Development District
NORTHERN PUEBLOS REGIONAL TRANSPORTATION PLANNING ORGANIZATION
FFY 2021- 2022 REGIONAL WORK PROGRAM BUDGET
October 1, 2020 – September 30, 2022

			Table A: NCNMEDD Shared Costs (Professional Services and Operations)				
				A	B	C	D
NPRTPO FFY21/22 Budget Detail	Categories (Year 1)	Categories (Year 2)	Item	Total for FFY21-22 Q	RTPO % Share Q	Amount Billed to NERTPO Q	Amount Billed to NPRTPO Q
Personnel	\$ 68,277.36	\$ 68,277.36	Professional Services				
Fringe	\$ 25,643.74	\$ 25,643.74	IT Services Other	\$ -	5.00%	\$ -	\$ -
Travel	\$ 1,355.60	\$ 1,355.60	Sub-Total	TBD		TBD	TBD
Insurance			Operations				
Equipment Lease and Maintenance			Rent	\$ -	5.00%	\$ -	\$ -
Equipment Purchase			Phones	\$ -	5.00%	\$ -	\$ -
Audit	\$ 1,850.00	\$ 1,850.00		TBD		A X B	A X B
Supplies	\$ 350.00	\$ 350.00	Sub-Total	TBD		TBD	TBD
Publications, registrations, advertising, memberships	\$ 1,325.00	\$ 1,325.00					
Postage							
Rent, utilities and telephone	\$ 3,361.80	\$ 3,361.80	NCNMEDD RTPO Shared Cost Narrative				
Legal			The table above details how NCNMEDD arrived at these shared costs and how these costs are distributed between NERTPO and NPRTPO.				
Capital Improvements							
Printing	\$ 100.00	\$ 100.00					
Meetings							
Contracted Services	\$ 2,800.00	\$ 2,800.00					
Other-payroll and wix, constant contact	\$ 1,186.50	\$ 1,186.50					
TOTAL EXPENDITURES	\$ 106,250.00	\$ 106,250.00					
Local Match (20%)	\$ 21,250.00	\$ 21,250.00					
Federal Share (80%)	\$ 85,000.00	\$ 85,000.00					

PERSONNEL: Costs are based on completed time sheets for each employee that reflect work program activities they have directly worked on. Other staff positions that have part of their salaries allocated include **Executive Director, Finance Director, Finance Specialist, and Executive Assistant at 5% to each RTPO. The Community Development Director will be billed at 90% and the Transportation Planner at 100%. Those costs are billed at 50% to each RTPO.**

Title	Percentage of Salaries	NERTPO	NPRTPO
Executive Director	5%	\$5,250.00	\$5,250.00
Finance Director	5%	\$3,937.49	\$3,937.49
Finance Specialist	5%	\$2,340.00	\$2,340.00
Exec. Assistant	5%	\$1,999.92	\$1,999.92
C D Planner	100%	\$21,000.03	\$21,000.03
C D Director	90%	\$33,749.91	\$33,749.91
Total		\$68,277.36	\$68,277.36

FRINGE BENEFITS: Includes such items as health insurance, retirement benefits, and Social Security and Medicare. Other staff positions that have part of their benefits allocated include **Executive Director, Finance Director, Finance Specialist, and Executive Assistant at 5%. The Community Development Director will be billed at 90% and the Transportation Planner at 100%. Those costs are billed at 50% to each RTPO.**

Title	Percentage of Salaries	NERTPO	NPRTPO
Executive Director	5%	\$1,648.46	\$1,648.46
Finance Director	5%	\$1,815.26	\$1,815.26
Finance Specialist	5%	\$1,283.16	\$1,283.16
Exec. Assistant	5%	\$1,372.22	\$1,372.22
C D Director	90%	\$12,912.11	\$12,912.11
C D Planner	100%	\$6,612.52	\$6,612.52
Total		\$25,643.74	\$25,643.74

TRAVEL: Includes travel costs for activities such as board and committee meetings as well as professional development trainings and conferences. Travel per diem and mileage is figured in accordance with the NM Mileage and Per Diem Act and Board approval. **(Actual costs associate with each RTPO)**

INSURANCE: This may include liability insurance, vehicle insurance and property insurance. **(Billed at 5% each RTPO)**

EQUIPMENT LEASE AND MAINTENANCE: This line item covers the costs of items such as copier, postage meter and other equipment maintained for the office. **(Billed at 5% each RTPO)**

AUDIT: Refers to the annual third-party auditing of financial statements. **(Billed at 5% each RTPO)**

SUPPLIES: This includes general office supplies. **(Billed at 5% each RTPO)**

PUBLICATIONS, REGISTRATIONS, ADVERTISING, MEMBERSHIPS, OTHER: Refers to costs associated with the planning functions of the RTPO. This may include registration fees for professional development, advertising of RFPs or public meeting announcements, professional transportation planning publications and membership in transportation planning organizations. **(Billed at 5% each RTPO)**

RENT, UTILITIES and TELEPHONE: Refers to costs associated with the physical space within which regular office work takes place. **(Billed at 5% each RTPO)**

PRINTING: Refers to the production of printed materials in support of program work (copies of plans, meeting agendas, minutes, additional materials, etc.) **(Billed at 5% each RTPO)**

CONTRACTED SERVICES: Refers to the labor, supplies, and materials that will be provided by non-staff (non-employees for whom you do not pay payroll taxes) for project implementation. **(IT & Finance Accounting Software-Billed at 5% each RTPO)**

OTHER: Expenditures that do not fit into any of the categories above. An explanation of the item to be charged is required. (Payroll, WIX and Constant Contact) **(Billed at 5% each RTPO)**

NPRTPO	SUMMARY Quarterly Report NPRTPO	CDD	Planner	CDD	Planner	CDD	Planner		CDD	Planner
TOTAL	January to March 2021	NPRTPO	NPRTPO	NPRTPO	NPRTPO	NPRTPO	NPRTPO			
RWP Functions	Tasks	Jan	Jan	Feb	Feb	March	March	Total	Hours	Hours
Function 1	1.1- Initiate and coordinate long-range regional transportation planning with other local, regional and statewide planning initiatives	0.0	8.0	0.0	12.0	0.0	0.0	20.0	0.0	20.0
Long-Range Planning	1.2- Create and implement a strategic plan for implementation of the action items identified by NPRTPO members and stakeholders as part of the NPRT development process.	0.0	8.0	0.0	0.0	0.0	0.0	8.0	0.0	8.0
Function 2	2.1- Collect and manage data, perform technical planning and plan development, in coordination with the transportation goals, trends and needs development and identified in the NPRT.	0.0	8.0	0.0	16.0	0.0	0.0	24.0	0.0	24.0
Technical Support and Data Management	2.2- Assist NPRTPO members and work with NMDOT staff on roadway and corridor-level classification and analysis, in accordance with the currently adopted rules, guidelines, and procedures. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify classifications.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Function 3	3.1- Assist project applicants in developing projects	0.0	0.0	0.0	10.0	0.0	0.0	10.0	0.0	10.0
Project Development and Monitoring	3.2- Manage preliminary project review process	0.0	22.0	3.6	2.0	0.0	0.0	27.6	3.6	24.0
	3.3 - Provide assistance to local governments interested in pursuing transportation system development and coordination activities	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	3.4-During the month of March, coordinate and co-facilitate RTIPR "zipper" meetings with NMDOT Government to Government Unit (GTG) liaison, the appropriate District staff, and applicable NPRTPOs, if necessary. Notify NMDOT GTG liaison and District staff of the dates, times, and locations for these "zipper" meetings. Submit the combined, prioritized RTIPR to GTG liaison, the District Engineers and all relevant RTPOs within ten days of the prioritization meeting.	0.0	0.0	10.8	0.0	0.0	28.0	38.8	10.8	28.0
	3.5 Track the progress of Statewide Transportation Improvement Program (STIP) projects within the RTPO region and ensure regular communication between the project sponsors and provide updates.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Function 4	4.1- Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Other Activities and Projects	4.2- Coordinate and participate with the Council of Governments (COG's) and applicable NM State Agency staff on legislative studies related to statewide or RTPO-specific transportation issues, as appropriate	29.8	0.0	39.6	0.0	32.4	0.0	101.8	101.8	0.0
	4.3- Monitor development of Federal and state laws affecting the transportation system and provide information about the contents and status to RTPO members	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	4.4- Attend RTPO quarterly and special meeting	2.6	0.0	0.0	0.0	0.0	0.0	2.6	2.6	0.0
	4.5 - Attend in-state and out-of-state conferences, training sessions or special meetings for staff and professional development opportunities.	0.0	0.0	0.0	0.0	0.0	4.0	4.0	0.0	4.0
	4.6 - Participate in miscellaneous transportation-related programs and special projects in the RTPO region	0.0	0.0	0.0	0.0	0.0	2.0	2.0	0.0	2.0
Function 5	5.1- Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan	2.6	20.0	14.4	20.0	7.2	18.0	82.2	24.2	58.0
General RTPO Support	5.2- Maintain bylaws that clarify and document member entities, responsibilities and roles, including voting protocols	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	5.3- Conduct Outreach Activities	7.2	0.0	0.0	0.0	0.0	0.0	7.2	7.2	0.0
	5.4- Maintain a website that includes current meetings information and planning documents, as referenced in the QAR guidelines	0.0	6.0	0.0	10.0	0.0	26.0	42.0	0.0	42.0
	5.5- Coordinate training and professional development opportunities for RTPO members, including developing training plans	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Function 6	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	29.8	0.0	0.0	10.0	40.4	6.0	86.2	70.2	16.0
RTPO Administration	6.2- Solicit and utilize input from RTPO board members to develop the RWP	0.0	8.0	0.0	0.0	0.0	0.0	8.0	0.0	8.0
	6.3- Develop an annual budget based on the tasks outlined in the RWP and include cost-sharing methodologies and calculations for costs that are shared between various North Central New Mexico Economic Development District programs, in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	6.4- Maintain a Public Participation Plan that addresses Title VI and Environmental Justice procedures	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	6.5- Submit the NCNMEDD Financial Audit for each State FY to GTG Liaison	0.0	0.0	0.0	0.0	1.0	0.0	1.0	1.0	0.0
Other	Leave	3.6	4.0	3.6	0.0	1.8	8.0	21.0	9.0	12.0
Total		75.6	84.0	72.0	80.0	82.8	92.0	486.4	230.4	256.0