

**SOUTHEASTERN NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT/
COUNCIL OF GOVERNMENTS (SNMEDD/COG)**

SOUTHEAST REGIONAL PLANNING ORGANIZATION (SERTPO)

FFY25-26 REGIONAL WORK PROGRAM

October 1, 2024 – September 30, 2026

Introduction and Purpose

The Regional Work Program sets forth those activities for which the SERTPO Staff will carry out on behalf of its RTPO, as per its contractual obligations with NMDOT. The work program includes tasks and activities expected by NMDOT to meet its requirements and may include activities unique to SERTPO as set by SERTPO. These combined tasks help move the Southeast RTPO forward as it develops, improves and strengthens the southeastern multimodal regional transportation network.

The following are functions and task orders that the SNMEDD/COG will complete in fulfillment of the contract for management of the Southeast Regional Transportation Planning Organization (SERTPO) for Federal Fiscal Years (FFY2025 – FFY2026) October 1, 2024 through September 30, 2026.

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 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 RTPO members and stakeholders as part of the RTP development process.

Function 1	Budgeted Hours (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	480			480		
1 st Quarter	120			120		
2 nd Quarter	120			120		
3 rd Quarter	120			120		
4 th Quarter	120			120		
Balance of Hrs Total Costs		480	-		480	-

Function 1 Activity Tracking – FFY 2025/2026

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 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 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 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 RTPO 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 (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	28			28		
1 st Quarter	7			7		
2 nd Quarter	7			7		
3 rd Quarter	7			7		
4 th Quarter	7			7		
Balance of Hrs Total Costs		28	-		28	-

Function 2 Activity Tracking – FFY 2025/2026

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, 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 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. 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 RTPO members to establish scoring criteria for project prioritization, based on goals and action items included in the RTP, 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 RTP, 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). RTIPR development will occur based on this schedule:

Program Name	Fiscal Year	Call for Projects	RTIPR Submission to NMDOT
Public Transit	FFY 25	Jul 2024	Dec 2024
	FFY 26	Jul 2025	Dec 2025
Transportation Project Fund (TPF)	FY 26	Jan 2025	May 2025
	FY 27	Jan 2026	May 2026
Transportation Alternatives Program (TAP)	FFY 25/26	TBA	TBA
Recreational Trails Program (RTP)	FFY 25/26	TBA	TBA
Carbon Reduction Program (CRP)	FFY 25/26	TBA	TBA
Congestion Mitigation & Air Quality Program (CMAQ)	FFY 25/26	TBA	TBA
*Dates are estimates and will be updated as necessary with quarterly report submissions.			

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 Bureau in accordance with that schedule. Include the results in the RTPO 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 RTPOs, 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 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 (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	244			244		
1 st Quarter	61			61		
2 nd Quarter	61			61		
3 rd Quarter	61			61		
4 th Quarter	61			61		
Balance of Hrs Total Costs		244	-		244	-

Function 3 Activity Tracking – FFY 2025/2026

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 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:

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

Function 4	Budgeted Hours (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	108			108		
1 st Quarter	27			27		
2 nd Quarter	27			27		
3 rd Quarter	27			27		
4 th Quarter	27			27		
Balance of Hrs Total Costs		108	-		108	-

Function 4 Activity Tracking – FFY 2025/2026

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* (NMSA, 1978, Section 10-15-1 (D)) and 23 CFR 450.210, provide compliant 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 seventy-two (72) hours 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 maintain 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 and maintaining 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.

Task 5.6 Expand services/information to members.

Function 5	Budgeted Hours (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	496			496		
1 st Quarter	124			124		
2 nd Quarter	124			124		
3 rd Quarter	124			124		
4 th Quarter	124			124		
Balance of Hrs Total Costs		496	-		496	-

Function 5 Activity Tracking – FFY 2025/2026

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. 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 RTPO 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 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 include cost-sharing methodologies and calculations for costs that are shared between various SNMEDD/COG's 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 RTPO members or staff.
- Task 6.5 Submit the SNMEDD/COG 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 (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	324			324		
1 st Quarter	81			81		
2 nd Quarter	81			81		
3 rd Quarter	81			81		
4 th Quarter	81			81		
Balance of Hrs Total Costs		324	-		324	-

Function 6 Activity Tracking – FFY 2025/2026

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

Function X	Budgeted Hours (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	400			400		
1 st Quarter	100			100		
2 nd Quarter	100			100		
3 rd Quarter	100			100		
4 th Quarter	100			100		
Balance of Hrs Total Costs		400	-		400	-

Totals	Budgeted Hours (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	2080			2080		
1 st Quarter	520	0.00	-	520	0.00	
2 nd Quarter	520	0.00	-	520	0.00	
3 rd Quarter	520	0.00	-	520	0.00	
4 th Quarter	520	0.00	-	520	0.00	
Balance of Hrs Total Costs		2,080	-		2,080	-

Function 1	Budgeted Hours (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	480			480		
1 st Quarter	120			120		
2 nd Quarter	120			120		
3 rd Quarter	120			120		
4 th Quarter	120			120		
Balance of Hrs Total Costs		480	-		480	-

Function 2	Budgeted Hours (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	28			28		
1 st Quarter	7			7		
2 nd Quarter	7			7		
3 rd Quarter	7			7		
4 th Quarter	7			7		
Balance of Hrs Total Costs		28	-		28	-

Function 3	Budgeted Hours (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	244			244		
1 st Quarter	61			61		
2 nd Quarter	61			61		
3 rd Quarter	61			61		
4 th Quarter	61			61		
Balance of Hrs Total Costs		244	-		244	-

Function 4	Budgeted Hours (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	108			108		
1 st Quarter	27			27		
2 nd Quarter	27			27		
3 rd Quarter	27			27		
4 th Quarter	27			27		
Balance of Hrs Total Costs		108	-		108	-

Function 5	Budgeted Hours (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	496			496		
1 st Quarter	124			124		
2 nd Quarter	124			124		
3 rd Quarter	124			124		
4 th Quarter	124			124		
Balance of Hrs Total Costs		496	-		496	-

Function 6	Budgeted Hours (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	324			324		
1 st Quarter	81			81		
2 nd Quarter	81			81		
3 rd Quarter	81			81		
4 th Quarter	81			81		
Balance of Hrs Total Costs		324	-		324	-

Function X	Budgeted Hours (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	400			400		
1 st Quarter	100			100		
2 nd Quarter	100			100		
3 rd Quarter	100			100		
4 th Quarter	100			100		
Balance of Hrs Total Costs		400	-		400	-

Totals	Budgeted Hours (FFY25)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY26)	Actual Hours	Other Specific Costs
FFY 2025/2026 Budget	2080			2080		
1 st Quarter	520	0.00	-	520	0.00	
2 nd Quarter	520	0.00	-	520	0.00	
3 rd Quarter	520	0.00	-	520	0.00	
4 th Quarter	520	0.00	-	520	0.00	
Balance of Hrs Total Costs		2,080	-		2,080	-

**SOUTHEASTERN NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT/
COUNCIL OF GOVERNMENTS (SNMEDD/COG)**

SOUTHEAST REGIONAL PLANNING ORGANIZATION (SERTPO)

FFY 25-26 REGIONAL WORK PROGRAM AMENDMENTS

October 1, 2024 – September 30, 2026

(Insert all RWP amendments here)

**SOUTHEASTERN NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT/
COUNCIL OF GOVERNMENTS (SNMEDD/COG)**

SOUTHEAST REGIONAL PLANNING ORGANIZATION (SERTPO)

FFY 25-26 REGIONAL WORK PROGRAM BUDGET

October 1, 2024 – September 30, 2026

Annual Budget

SERTPO FFY25-26 Budget Detail	Budget	Budget
	FFY 2025	FFY 2026
Personnel (Salary and Wages)	\$ 50,989	\$ 50,989
Fringe Benefits/Payroll Taxes and Expense	\$ 20,000	\$ 20,000
Travel	\$ 1,800	\$ 1,800
Insurance	\$ 3,000	\$ 3,000
Equipment Lease and Maintenance	\$ 900	\$ 900
Equipment Purchase	\$ -	\$ -
Audit	\$ 3,500	\$ 3,500
Supplies	\$ 900	\$ 900
Publications, Registrations, Advertising, Memberships	\$ 1,961	\$ 1,961
Postage	\$ 200	\$ 200
Rent, utilities	\$ 3,350	\$ 3,350
Telephone/internet	\$ 1,600	\$ 1,600
Printing	\$ 200	\$ 200
Meetings and Conferences	\$ 1,600	\$ 1,600
Promotion and Development	\$ -	\$ -
Federal Share	\$ 90,000	\$ 90,000
Executive Director	\$ 3,650	\$ 3,650
Bookkeeper	\$ 2,650	\$ 2,650
Secretary	\$ 1,000	\$ 1,000
Program Coordinator	\$ 1,800	\$ 1,800
RTPO Salary & Fringe (Match)	\$ 13,400	\$ 13,400
Local Match	\$ 22,500	\$ 22,500
TOTAL EXPENDITURES	\$ 112,500	\$ 112,500

Glossary of Budget Categories (2 CFR 200)

The SERTPO budget included in the financials is separate from the COG budget (a cost center) and is set at the federal share (\$90,000) only. The RTPO cost center budgets revenue and expenditure in the amount of \$90,000.

The RTPO budget is 15.64% of the overall COG budget. The COG Budget of \$606,990 plus the RTPO budget of \$112,500 (RTPO cost center of \$90,000 and local match of \$22,500) = \$719,490.00. The RTPO Budget of \$112,500 (federal and match) divided by the combined, overall COG Budget of \$719,490 = a rate of .15636076 or 15.64%.

Shared costs will be budgeted not to exceed the rate of 15.64%.

SALARY AND WAGES: SNMEDD pays 100% of salary and wages for the SERTPO Program Manager, with the local match portion represented in the COG financials, and the remainder applied to the RTPO cost center.

LOCAL MATCH: For additional RTPO support, a percentage of salaries and wages of the following staff is applied towards local match--based on an estimation of time spent on transportation programs, but no more than 15.64% of salary and wages.

Executive Director: Support includes program oversight, budget guidance, referrals, grant supervision, outreach assistance, training, CDBG support, professional development and other related activities.

Bookkeeper: Support includes budget, payroll, payment of bills, procurement, ordering supplies, miscellaneous duties and other accounting functions.

Secretary: Support includes answering phone, handling mail, ordering supplies, CDBG program support (transportation-related) and other clerical duties.

Project Coordinator: Support includes assistance with duties associated with traffic count program, to include setting up and picking up equipment and any related tasks.

PAYROLL TAXES AND EXPENSE: Includes such items as Social Security and Medicare.

Payroll taxes and expense are direct costs associated with the SERTPO Program Manager position.

FRINGE BENEFITS: Includes such items as health insurance and retirement benefits.

Fringe benefits are direct costs associated with the SERTPO Program Manager position.

LEGAL: Includes professional services for review of documents or matters relevant to the SERTPO.

Legal expenses, when budgeted, are direct costs associated with services to SERTPO.

TRAVEL: Includes travel costs for activities such as board and committee meetings as well as professional development trainings and conferences. Travel includes lodging, fuel, and meal allowances. Vehicle repair and maintenance is charged to Travel.

Travel costs are direct costs associated with travel activities that fall within the SERTPO Regional Work Program (RWP).

INSURANCE: Includes liability, vehicle and Workmen's Compensation insurance.

Vehicle insurance expense is treated as direct cost (trackable to vehicle used for SERTPO travel).

Workmen's compensation is shared cost that will not exceed 15.64% of the total cost.

EQUIPMENT LEASE AND REPAIR: This line item covers leasing and maintenance costs of items such as copier/scanner, postage meter and other equipment maintained for the office.

Equipment lease and maintenance costs are shared costs that do not exceed 15.64% of the total cost.

EQUIPMENT PURCHASE: Refers to purchase of equipment related to the execution of program work activities, to include traffic count program equipment. Primarily consists of general office equipment.

Equipment purchases are direct costs.

AUDIT: Refers to the annual third-party auditing of financial statements.

Audit costs are shared costs that do not exceed 15.64% of the total cost.

SUPPLIES: Includes general office and traffic count program supplies.

These expenses are a combination of shared and direct costs. In those instances where the purchase is shared, the cost to the RTPO will not exceed 15.64% of the total cost.

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 advertisements, professional transportation planning publications, professional data memberships/publications, membership in transportation planning organizations and membership in professional associations/organizations.

These expenses are a combination of shared and direct costs. In those instances where the purchase is shared, the cost to the RTPO will not exceed 15.64% of the total cost.

POSTAGE: Mailing costs associated with program activities.

Postage via the postage meter is shared cost, with the cost to the RTPO not exceeding 15.64% of the total cost. Postage via FedEx, UPS and other mail carriers is usually a direct expense.

RENT: Refers to costs associated with the physical space within which regular office work takes place.

Rent is shared cost, and the cost to the RTPO will not exceed 15.64% of the total cost.

TELEPHONE/INTERNET: Refers to costs associated with the telephone and internet usage by RTPO personnel.

Telephone and internet expenses are shared, and the cost to the RTPO will not exceed 15.64% of the total cost.

PRINTING: Refers to the production of printed materials in support of program work (stationery, envelopes, mailing labels, brochures, copies of plans, mapping, etc.).

These expenses are a combination of shared and direct costs. In those instances where the purchase is shared, the cost to the RTPO will not exceed 15.64% of the total cost.

MEETINGS AND CONFERENCES: Costs associated with hosting or coordinating meetings related to program work as well as trainings and professional conferences.

Meeting, training, conference and related costs are usually billed as a direct expense.

PROMOTION AND DEVELOPMENT: Costs associated with hosting or arranging for meetings/activities related to program work, to include outreach activities (e.g., informational booths) and promotional items.

These expenses are a combination of shared and direct costs. In those instances where the purchase is shared, the cost to the RTPO will not exceed 15.64% of the total cost.

OTHER: Expenditures that do not fit the above categories.

These expenses may be shared cost or direct expense. In those instances where the cost is shared, the cost to the RTPO will not exceed 15.64% of the total cost.