

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

SOUTHEAST REGIONAL PLANNING ORGANIZATION (SERTPO)

FFY2021-22 REGIONAL WORK PROGRAM

October 1, 2020 – September 30, 2022

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 (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 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 (2021)	Actual Hours	Other Specific Costs	Budgeted Hours (2022)	Actual Hours	Other Specific Costs
FFY 2020/2022 Budget	460	N/A		460	N/A	
1 st Quarter	115			115		
2 nd Quarter	115			115		
3 rd Quarter	115			115		
4 th Quarter	115			115		
Balance						

Function 1 Activity Tracking – 2021

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 (2021)	Actual Hours	Other Specific Costs	Budgeted Hours (2022)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	80	N/A		80	N/A	
1 st Quarter	20			20		
2 nd Quarter	20			20		
3 rd Quarter	20			20		
4 th Quarter	20			20		
Balance						

Function 2 Activity Tracking – 2021

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 21	Jun 2020	Nov 2020
	FFY 22	Jun 2021	Nov 2021
Transportation Project Fund (TPF)	SFY 21	May 2021	Jul 2021
	SFY 22	Apr 2022	Jul 2022
Transportation Alternatives Program (TAP)	FFY 21	May 2021	Oct 2021
	FFY 22	- N/A -	- N/A -
Recreational Trails Program (RTP)	FFY 21	May 2021	Oct 2021
	FFY 22	- N/A -	- N/A -
Congestion Mitigation & Air Quality Program (CMAQ)	FFY 21	May 2021	Oct 2021
	FFY 22	- N/A -	- N/A -
Roadway	FFY 21	- N/A -	- N/A -
	FFY 22	Oct 2021	Mar 2022
*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 (2021)	Actual Hours	Other Specific Costs	Budgeted Hours (2022)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	192	N/A		192	N/A	
1 st Quarter	48			48		
2 nd Quarter	48			48		
3 rd Quarter	48			48		
4 th Quarter	48			48		
Balance						

Function 3 Activity Tracking – 2021

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:

- APA National Planning Conference ■ NADO National Regional Transportation Conference
- NADO Annual Training Conference ■ SWREDA Annual Conference

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

Function 4	Budgeted Hours (2021)	Actual Hours	Other Specific Costs	Budgeted Hours (2022)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	156	N/A		156	N/A	
1 st Quarter	39			39		
2 nd Quarter	39			39		
3 rd Quarter	39			39		
4 th Quarter	39			39		
Balance						

Function 4 Activity Tracking – 2021

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 (FFY21)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	492			492		
1 st Quarter	123			123		
2 nd Quarter	123			123		
3 rd Quarter	123			123		
4 th Quarter	123			123		
Balance of Hrs Total Costs		492			492	

Function 5 Activity Tracking – 2021

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 (2021)	Actual Hours	Other Specific Costs	Budgeted Hours (2022)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	340	N/A		340	N/A	
1 st Quarter	85			85		
2 nd Quarter	85			85		
3 rd Quarter	85			85		
4 th Quarter	85			85		
Balance						

Function 6 Activity Tracking – 2021

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

Function 1	Budgeted Hours (FFY21)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	460			460		
1 st Quarter	115			115		
2 nd Quarter	115			115		
3 rd Quarter	115			115		
4 th Quarter	115			115		
Balance of Hrs Total Costs		460			460	

Function 2	Budgeted Hours (FFY21)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	80			80		
1 st Quarter	20			20		
2 nd Quarter	20			20		
3 rd Quarter	20			20		
4 th Quarter	20			20		
Balance of Hrs Total Costs		80			80	

Function 3	Budgeted Hours (FFY21)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	192			192		
1 st Quarter	48			48		
2 nd Quarter	48			48		
3 rd Quarter	48			48		
4 th Quarter	48			48		
Balance of Hrs Total Costs		192			192	

Function 4	Budgeted Hours (FFY21)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	156			156		
1 st Quarter	39			39		
2 nd Quarter	39			39		
3 rd Quarter	39			39		
4 th Quarter	39			39		
Balance of Hrs Total Costs		156			156	

Function 5	Budgeted Hours (FFY21)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	492			492		
1 st Quarter	123			123		
2 nd Quarter	123			123		
3 rd Quarter	123			123		
4 th Quarter	123			123		
Balance of Hrs Total Costs		492			492	

Function 6	Budgeted Hours (FFY21)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	340			340		
1 st Quarter	85			85		
2 nd Quarter	85			85		
3 rd Quarter	85			85		
4 th Quarter	85			85		
Balance of Hrs Total Costs		340			340	

Function X	Budgeted Hours (FFY21)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	360			360		
1 st Quarter	90			90		
2 nd Quarter	90			90		
3 rd Quarter	90			90		
4 th Quarter	90			90		
Balance of Hrs Total Costs		360			360	

Totals	Budgeted Hours (FFY21)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	2080			2080		
1 st Quarter	520			520		
2 nd Quarter	520			520		
3 rd Quarter	520			520		
4 th Quarter	520			520		
Balance of Hrs Total Costs		2080			2080	

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

SOUTHEAST REGIONAL PLANNING ORGANIZATION (SERTPO)

FFY 2021-2022 REGIONAL WORK PROGRAM AMENDMENTS

October 1, 2020 – September 30, 2022

(Insert all RWP amendments here)

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

SOUTHEAST REGIONAL PLANNING ORGANIZATION (SERTPO)

FFY 2021-2022 REGIONAL WORK PROGRAM BUDGET

October 1, 2020 – September 30, 2022

Annual Budget		
SNMEDD/SERTPO FFY21/FFY22 Budget Detail	Categories (Year 1)	Categories (Year 2)
Personnel (Salary and Wages)	\$ 62,982.00	\$ 62,982.00
Fringe (Payroll Taxes & Expense/Fringe Benefits)	\$ 17,000.00	\$ 17,000.00
Travel	\$ 3,400.00	\$ 3,400.00
Insurance	\$ 2,000.00	\$ 2,000.00
Equipment Lease and Maintenance	\$ 1,900.00	\$ 1,900.00
Equipment Purchase	\$ 500.00	\$ 500.00
Audit	\$ 1,167.00	\$ 1,167.00
Supplies	\$ 1,900.00	\$ 1,900.00
Publications, Registrations, Advertising, Memberships	\$ 1,780.00	\$ 1,780.00
Postage	\$ 250.00	\$ 250.00
Rent, utilities	\$ 2,964.00	\$ 2,964.00
Legal	\$ -	\$ -
Telephone/internet	\$ 1,200.00	\$ 1,200.00
Printing	\$ 300.00	\$ 300.00
Meetings and Conferences	\$ 1,507.00	\$ 1,507.00
Promotion and Development	\$ 1,000.00	\$ 1,000.00
Vehicle	\$ 6,400.00	\$ 6,400.00
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

Glossary of Budget Categories (2 CFR 200)

The SERTPO budget included in the financials used for invoicing is separate from the COG budget and is set at the federal share (\$85,000) only. The RTPO cost center budgets revenue and expenditure in the amount of \$85k.

The RTPO budget is 20.79% of the overall COG budget. The COG Budget of \$426,026 plus the RTPO cost center of \$85,000 combined equals an overall total budget of \$511,026. The RTPO Budget of \$106,250 (federal and match) divided by the combined, overall COG Budget of \$511,026 = a rate of 20.79%.

Shared costs will be budgeted not to exceed the rate of 20.79%.

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. For additional RTPO support, a percentage of salaries and wages of the following staff is applied towards local match.

Executive Director: No more than 20.79% of salary and wages.

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

Bookkeeper: No more than 20.79% of salary and wages.

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

Secretary: No more than 20.79% of salary and wages.

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

Janitorial: No more than 20.79% of salary and wages.

Support includes janitorial services of SERTPO office/common areas.

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.

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 20.79% 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 20.79% 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 20.79% 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 20.79% 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 20.79% 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 20.79% 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 20.79% 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 20.79% 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 20.79% 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 20.79% 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 20.79% of the total cost.