



SNMEDD/SERTPO APER Narrative Summary – FFY2020

Please provide a BRIEF (one to two sentences each) summary of Work Program activities by Function below.

Function 1: Long-Range Planning and Implementation

SNMEDD/SERTPO has been involved with NMDOT's 2045 Plan through the compilation of a regional stakeholder list and the submission of the NMDOT NM 2045 survey/NM 2045 Virtual Stakeholder workshop invitation to SERTPO and stakeholders. Long Range Planning has included grant administration activity with CDBG Comprehensive Plans for local governments and planning activity with the SERTPO Regional Transportation Plan (RTP) update.

Function 2: Technical Support and Data Management

Technical-related information has been shared with the SNMEDD/SERTPO membership. Data has been collected for use in the SERTPO RTP Update.

Function 3: Project Development and Monitoring

SERTPO processes for public transit prioritization were completed, and although unfunded, prioritization processes for the Roadway and the LGTPF (now TP) Program were partially completed. Funding opportunities were shared with SERTPO members throughout the year.

Function 4: Other Activities and Projects

Legislative and transportation-related information was shared with members, including opportunities for public comment. Conferences and trainings were attended, both in person and virtually.

Function 5: General RTPO Support

SERTPO meetings were coordinated, whether held at a physical location or virtually, and the Program Manager reported on SERTPO activity (verbal and written) to local elected officials/others at SNMEDD/COG Board meetings (physical and virtual). Multiple training opportunities were provided to members, SERTPO was promoted through a community event, and SERTPO was promoted through website maintenance of transportation pages, including posting of an online transportation survey.

Function 6: RTPO Administration

Requirements were fulfilled with the timely submission of reimbursement packets; submission of administrative and formal RWP Amendments; posting of required Plans and financial information; and participation with the Quality Assurance Review (QAR). Coordination with other RTPOs included a statewide booth at the Legislature; completion of a SERTPO logo; and completion of budgeted carry-forward expenditures.

Function 7: Other

Additional information shared with SERTPO membership included new releases, transportation/economic/census information, virtual events, grant opportunities and COVID-19 related announcements.



SNMEDD/SERTPO APER Budget Summary by Line Item

| FFY20 Budget Summary by Line Item | | | | | | | |
|---|----------|-----------|-----------|-----------|-----------|------------|--|
| Line Item (use categories from your FFY20 budget) | Budgeted | Q1 | Q2 | Q3 | Q4 | Actual | Percentage actuals differ from budgeted* |
| Personnel (Salary and Wages) | 62,620 | 16,023.18 | 14,129.51 | 16,210.02 | 16,881.36 | 63,244.07 | 1.00% |
| Fringe (Payroll Taxes & Expense) | 16,242 | 4,018.24 | 4,085.12 | 4,071.00 | 3,965.55 | 16,139.91 | -0.63% |
| Travel | 3,423 | 1,018.82 | 618.85 | 83.55 | 103.76 | 1,824.98 | -46.68% |
| Insurance | 1,825 | 352.13 | 545.30 | 365.17 | 482.52 | 1,745.12 | -4.38% |
| Equipment Lease and Maintenance | 1,900 | 539.87 | 470.16 | 252.22 | 261.19 | 1,523.44 | -19.82% |
| Equipment Purchase | 2,071 | - | - | 1,209.93 | 954.44 | 2,164.37 | 4.51% |
| Audit | 3,308 | - | 1,419.96 | - | - | 1,419.96 | -57.07% |
| Supplies | 1,829 | 402.47 | 34.97 | 559.44 | 608.87 | 1,605.75 | -12.21% |
| Publications, registrations, advertising, memberships | 1,630 | 266.67 | 223.00 | 291.37 | 51.28 | 832.32 | -48.94% |
| Postage | 350 | 61.54 | - | 61.54 | 123.08 | 246.16 | -29.67% |
| Rent | 2,964 | 738.45 | 738.45 | 738.45 | 492.30 | 2,707.65 | -8.65% |
| Legal | 2,000 | - | - | - | 1,671.47 | 1,671.47 | -16.43% |
| Printing | 297 | 77.81 | - | 85.43 | - | 163.24 | -45.04% |
| Meetings and Conferences | 1,400 | 658.34 | - | - | - | 658.34 | -52.98% |
| Telephone/internet | 1,700 | 249.57 | 258.65 | 417.21 | 340.44 | 1,265.87 | -25.54% |
| Promotion and Development | 2,515 | 485.44 | - | 415.00 | 1,647.50 | 2,547.94 | 1.31% |
| Vehicle | 9,070 | 1,599.57 | 1,599.57 | 2,665.95 | 3,199.14 | 9,064.23 | -0.06% |
| TOTAL | 115,144 | 26,492.10 | 24,123.54 | 27,426.28 | 30,782.90 | 108,824.82 | |

*if any line item in the 'actual' column differs from budgeted amount by more than 20%, provide a narrative explanation below

Explanation:

Travel - Travel expenses decreased due to less travel as a result of the pandemic.

Audit - Audit is in-kind applied when cost is incurred and only a partial amount of the budgeted line item was required to meet in-kind for the quarter.

Publications, registrations, advertising, memberships - Advertising costs decreased due to postponed/fewer meetings due to COVID-19.

Postage - Postage costs decreased as shared cost rate applied.

Printing - Printing costs were less than anticipated.

Meeting and Conferences - Costs for meetings and conferences decreased on account of less travel due to COVID-19.

Telephone/internet - Costs decreased as shared cost rate applied.



SNMEDD/SERTPO APER Budgeted Staff Hours Summary

| Staff Hours Summary FFY20 | | | | | | | |
|---------------------------|----------------|--------|--------|--------|--------|--------------------|--|
| Function | Budgeted Hours | Q1 | Q2 | Q3 | Q4 | Total Actual hours | Percentage actual differs from budgeted* |
| 1 | 488 | 51.25 | 223.94 | 112.64 | 300.98 | 689 | 41.19% |
| 2 | 40 | 0.25 | 0.13 | 0.00 | 0.51 | 1 | -97.50% |
| 3 | 110 | 30.50 | 22.52 | 2.02 | 4.40 | 59 | -46.36% |
| 4 | 150 | 69.13 | 33.89 | 0.88 | 27.88 | 132 | -12.00% |
| 5 | 350 | 114.38 | 26.29 | 57.04 | 30.61 | 228 | -34.86% |
| 6 | 336 | 68.13 | 109.15 | 88.76 | 95.50 | 362 | 7.74% |
| 7 | 20 | 11.25 | 2.88 | 2.38 | 2.60 | 19 | -5.00% |
| X | 586 | 179.50 | 99.63 | 253.89 | 51.63 | 585 | -0.17% |
| TOTAL | 2,080 | 524.39 | 518.43 | 517.61 | 514.11 | 2,075 | |

*if actual hours differ from budgeted hours by more than 20% in any function, provide a narrative explanation below

Explanation:

- Function 1 - Hours involved with grant administration activity with Comprehensive Development Plans increased in last quarter and work on RTP was initiated in last quarter.
- Function 2 - Actual hours reflect sharing of information. Hours are budgeted to allow for traffic count request(s).
- Function 3 - Hours actually used are less due to less activity with funded transportation programs and decreased activity during third and fourth quarters.
- Function 5 - Decrease in hours experienced due to fewer and virtual meetings.