



## SNMEDD/SERTPO APER Narrative Summary – FFY2021

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

### **Function 1: Long-Range Planning and Implementation**

During this pandemic period, SNMEDD/SERTPO started its Regional Transportation Plan (RTP) update, using an online survey for public input; forming a SERTPO subcommittee to review and meet virtually on RTP activity; and coordinating with EPCOG, both in person and virtually. A large task has included the continuance of local government Comprehensive Development Plan grant administration for very outdated Plans (all of which include a transportation section), and the completion of some of the Plans by the end of the federal fiscal year.

### **Function 2: Technical Support and Data Management**

Sharing technical-related information with members and non-members continued throughout the year. The traffic counter program remained active for tube counts, and data reports were shared with the local government.

### **Function 3: Project Development and Monitoring**

The annual processes for public transit prioritization were completed, and the biennial processes for the TAP/RTP/CMAQ programs were completed through the step of SERTPO final application review by the end of the federal fiscal year. SERTPO Committees adopted a new scoring prioritization process for the Transportation Project Fund (TPF), and multiple applications were processed and submitted to NMDOT.

### **Function 4: Other Activities and Projects**

Trainings throughout the year were limited to virtual participation. A special project within the region has included assisting consultants and staff with SNMEDD's Economic Recovery Planning Team (CARES Act) meetings, which have been primarily virtual but transitioned to a hybrid format (virtual/in person) by the end of the federal fiscal year.

### **Function 5: General RTPO Support**

Meeting tasks were conducted for the regular SERTPO meetings held in virtual format; meetings transitioned to a hybrid format (virtual and in-person) in new meeting facilities by the end of the federal fiscal year. Outreach was conducted through the reporting on SERTPO activities to regional, local officials at SNMEDD Board meetings; distribution of safety educational materials to communities via Town Hall facilities, a School District, MainStreet businesses and a community library; in-person new member orientation; distribution of SERTPO promotional items during regional planning meetings; and transportation-related information provided through the COG's website.

### **Function 6: RTPO Administration**

Required work products of reimbursement packets, APER, financial audit and RWP Amendments were processed and submitted. The annual Quality Assurance Review was held successfully in virtual format.



## SNMEDD/SERTPO APER Budget Summary by Line Item

FFY21 Budget Summary by Line Item							
Line Item (use categories from your FFY21 budget)	Budgeted	Q1	Q2	Q3	Q4	Actual	Percentage actuals differ from budgeted*
Personnel (Salary and Wages)	63,565	15,543.46	15,088.75	15,446.43	15,615.31	61,693.95	-2.94%
Fringe (Payroll Taxes & Expense)	17,300	3,864.05	3,927.23	3,911.97	3,863.28	15,566.53	-10.02%
Travel	2,586	182.43	116.05	90.63	593.24	982.35	-62.01%
Insurance	2,100	265.01	749.19	521.40	482.52	2,018.12	-3.90%
Equipment Lease and Maintenance	2,800	248.87	269.67	528.45	275.52	1,322.51	-52.77%
Equipment Purchase	1,500	236.97	-	-	-	236.97	-84.20%
Audit	2,084	-	-	1,500.00	-	1,500.00	-28.02%
Supplies	1,900	209.98	-	645.62	131.17	986.77	-48.06%
Publications, registrations, advertising, memberships	1,780	495.59	247.00	-	103.96	846.55	-52.44%
Postage	250	-	87.54	62.38	-	149.92	-40.03%
Rent	2,964	997.92	748.44	498.96	997.92	3,243.24	9.42%
Telephone/internet	1,800	449.35	280.65	396.26	396.08	1,522.34	-15.43%
Printing	300	-	-	-	-	-	-100.00%
Meetings and Conferences	1,507	-	-	5.94	234.56	240.50	-84.04%
Promotion and Development	1,904	-	-	-	1,758.90	1,758.90	-7.62%
Vehicle	1,910	1,599.57	305.14	-	-	1,904.71	-0.28%
<b>TOTAL</b>	<b>106,250</b>	<b>24,093.20</b>	<b>21,819.66</b>	<b>23,608.04</b>	<b>24,452.46</b>	<b>93,973.36</b>	

\*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 remained low due to health crisis impacts.
- Equipment Lease and Maintenance - Costs for new copier/scanner were less.
- Equipment Purchase - Equipment purchase was returned (and refunded).
- Audit - Audit expense line item utilized, but fell under budget.
- Supplies - Supplies line item utilized, but fell under budget.
- Publications, registrations, advertising, memberships - Line item underutilized due to health crisis impacts (e.g, registrations).
- Postage - Postage line item utilized, but fell under budget.
- Printing - Minimal budget was not utilized.
- Meeting and Conferences - Meetings and Conference expenses remained low due to health crisis impacts.



## SNMEDD/SERTPO APER Budgeted Staff Hours Summary

Staff Hours Summary FFY21							
Function	Budgeted Hours	Q1	Q2	Q3	Q4	Total Actual hours	Percentage actual differs from budgeted*
1	700	173.46	176.4	126.76	139.82	616	-12.00%
2	43	0.76	0.52	30.25	15.89	47	9.30%
3	150	16.89	3.77	95.53	7.89	124	-17.33%
4	127	11.00	10.01	16.38	54.38	92	-27.56%
5	340	84.17	50.16	120.91	103.42	359	5.59%
6	292	45.76	76.63	96.26	103.76	322	10.27%
X	428	186.76	191.89	40.00	88.00	507	18.41%
<b>TOTAL</b>	<b>2,080</b>	<b>518.80</b>	<b>509.38</b>	<b>526.09</b>	<b>513.16</b>	<b>2,067</b>	

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

Explanation:  
 Function 4 - Decrease in hours experienced due to continued health restrictions affecting travel (e.g., conferences, meetings, etc.)