



**Mid-Region Council of Governments  
MRRTPO COMMITTEE**  
**Thursday, April 14, 2016, 9:30 a.m. - 11:30 a.m.**  
809 Copper Avenue N.W., Albuquerque, NM 87102

Dial: +1 (408) 650-3123  
Access Code: 866-171-597

**Daniel White, Chair**

**Gilbert Dominguez, Vice-Chair**

**AGENDA**

**Call to Order:**

*The presence of a quorum will be noted.*

**Approval of Agenda for April 14, 2016**

**Tab 1 Approval of Meeting Summary for February 11, 2016**

**PUBLIC COMMENT**

*ANYONE WHO WISHES TO ADDRESS THE RTPO COMMITTEE MUST REGISTER WITH THE CHAIR OF THE COMMITTEE.*

**ACTION ITEMS**

None

**DISCUSSION ITEMS**

- MRRTPO Training – Review of tools in developing projects
- Project Development Process – Valerie Hermanson/Wade Patterson
  - Crash Data Website Review – Maida Rubin
  - Transportation Analysis and Querying Application (TAQA) tool training – Julie Luna

**INFORMATION ITEMS**

- **MRRTPO Report**
  - Tab 2 – Regional Work Program (RWP) Feedback**
- **Local Lead Project Update (Village of Cuba RTP project update)**
- **NMDOT Liaison Report**
- **NMDOT Tribal Liaison Report**

- **NMDOT District 5 Report**
- **NMDOT District 6 Report**

### **Committee Meeting Adjournment**

### **NOTES**

**Next Meeting: June 9, 2016 9:30 a.m. to 11:30 a.m.**

*Anyone requiring special accommodations is requested to please notify the MRCOG office at 247-1750 at least seven (7) days prior to the meeting.*

*DISCUSSION ITEMS*



**MEETING SUMMARY**

**Mid-Region Council of Governments**  
**RURAL TRANSPORTATION PLANNING ORGANIZATION (RTPO) COMMITTEE**  
**Thursday, February 11, 2016 9:30 a.m. - 11:30 a.m.**  
**Mid-Region Council of Governments, 809 Copper Ave. NW, Albuquerque, NM 87102**

**Daniel White, Chair**

**Gilbert Dominguez, Vice Chair**

ORGANIZATION		MEMBER		ALTERNATE
Village of Cuba		Mark Hatzenbuhler, Mayor	X	Gilbert Dominguez, <i>Vice-Chair</i>  Vandora P. Casados, Village Clerk
Town of Edgewood		Stephen Shepherd, Administrator		Brad Hill, Mayor
Town of Estancia		Ted Barela		Vacant
Pueblo of Jemez		Joshua Madalena, Governor	X	Carla Gachupin, Planning Manager  Jeri Loretto, Grants and Contracts
Pueblo of Laguna		Vacant	X	Sharon Hausam, Tribal Planner  Wilbur Lockwood
City of Moriarty		Ted Hart, Mayor		Debbie Ortiz
Town of Mountainair	X	Jerry Lisk, Businessman		Suzan Brazil, Clerk
Sandoval County	X	Pete Nieto, Public Works Assistant Director		Fred Marquez, Project Manager
Village of San Ysidro		Steve Lucero, Mayor	X	Daniel White, Marshal
Torrance County		Jim Frost, Commissioner		LeRoy Candelaria, Commissioner
Jicarilla Apache Nation		George M. Visio, P.E., Supervisory Civil Engineer		Adrian Notsinneh EI, Highway Engineer/Planner  Duane Sandoval, Highway Engineer/Planner
Santa Fe County	X	Ray Matthew, Senior Transportation Planner		Maria Lohmann, Planner
Village of Jemez Springs	X	Robert "Bob" Wilson, Mayor		Pam Grider, Mayor Pro-Tem
Pueblo of Zia		Sheri Bozic, Planning Director		Peter Pino, Tribal Administrator
<b>ELIGIBLE BUT NOT PARTICIPATING</b>				
Village of Encino		John G Phillips III, Mayor		Boyd Herrington
Village of Willard		Robert Chavez, Mayor		Vacant

NON-VOTING ASSOCIATE MEMBERS			
Estancia Valley Economic Development Association (EVEDA)		Myra Pancrazio	Vacant
La Merced de la Pueblo de Manzano		Daniel Antonio Herrera	Vacant
Step Into Cuba Alliance		Sally Davis	Richard Kozoll, MD Tim Rogers
NON-VOTING ADVISORY MEMBER			
ORGANIZATION		MEMBER	ALTERNATES
BIA Southwest Regional Office		Angela Arviso, Regional Transportation Engineer	Shannon McKenna, Supervisory Highway Engineer Daniel Boyd, Highway Engineer
BLM, Rio Puerco Field Office		Arlene Salazar, Realty Specialist	Vacant
Federal Highway Administration		Vacant	Vacant
NM Dept. of Transportation – District 5		Stephen Lopez, Technical Support Engineer	Vacant
NM Dept. of Transportation – District 6		Jan Nichlas, ADE Engineering Support	Anthony Griego, Co-ops X Joann Garcia, Co-ops
NM Department of Transportation – Planning Division		Wade Patterson, Urban and Regional Planner	Jessica Griffin, Government to Government Unit Manager
NM Dept. of Transportation – Transit		David Harris, Transit Manager	Greg White, Planner
NM State Land Office		Vacant	Bob Jenks, Deputy Commissioner
NPS-Salinas Pueblo Missions National Monument		Vacant	Vacant
USFS, Cibola Forest Service		Richard Graves, Transportation Engineer	Vacant
USFS, Santa Fe		Lee Harrelson, Forest Engineer	Vacant

National Forest			
USFS, Sandia Ranger District		Vacant	Vacant
<b>OTHER PARTICIPANTS</b>			
Sandra Gaiser, Regional Planning Manager, MRCOG			
Marcia Holiday, NMDOT D6			
Roger Holden, Town of Edgewood			
Natalie Villwock-Witte, WTI @ MSU			
Debbie Poque, Retro 66			

## **AGENDA**

### **Call to Order:**

Chair Daniel White, Village of San Ysidro, called the meeting to order at 9:36 a.m. A quorum was noted.

### **Approval of Agenda**

Mr. Gilbert Dominguez, Village of Cuba, made a motion to:

#### **APPROVE THE AGENDA**

The motion was seconded by Mr. Pete Nieto, Sandoval County, and passed unanimously.

### **Approve Meeting Summary (Tab 1)**

Mayor Bob Wilson, Village of Jemez Springs, made a motion to:

#### **APPROVE THE MEETING SUMMARY FOR December 10, 2015**

The motion was seconded by Mr. Jerry Lisk, Town of Mountainair and passed unanimously.

#### **PUBLIC COMMENT**

There were no public comments.

#### **ACTION ITEMS**

There were no action items.

#### **DISCUSSION ITEMS**

There were two presentations:

Roger Holden – 2019 New Mexico Route 66 Celebration

Natalie Villwock-Witte – Introduction to the National Center for Rural Road Safety

#### **INFORMATION ITEMS**

#### **MRRTPO Staff Report – MRRTPO Quarterly Report 1 (Tab 2)**

#### **Local lead project update**

**NMDOT Liaison Report**

**NMDOT Tribal Liaison Report**

**NMDOT District 5 Report**

**NMDOT District 6 Report**

**Committee Meeting Adjournment**

The meeting adjourned at 10:42 a.m.

**Next Meeting: April 14, 2016, 9:30 a.m. to 11:30 a.m.**

*Anyone requiring special accommodations is requested to please notify the MRCOG office at 247-1750 at least seven (7) days prior to the meeting*

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Daniel White, Chair –or–  
Gilbert Dominguez, Vice-Chair  
Mid-Region Rural Transportation Planning  
Organization Committee

ATTEST:

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Dewey V. Cave, Executive Director

**COG/EDD Name**  
**RTPO NAME**  
FFY 20XX- 20XX REGIONAL WORK PROGRAM  
October 1, 20XX – September 30, 20XX

**QUARTER 1 - OCTOBER 1 – DECEMBER 31, 2016**  
**QUARTERLY REPORT 2 – JANUARY 1 – MARCH 31, 2016**  
**QUARTERLY REPORT 3 – APRIL 1 – JUNE 30, 2016**  
**QUARTERLY REPORT 4 – July 1 – September 30, 2016**  
**Summary of year**

The Mid-Region Rural Transportation Planning Organization (MRRTPO) is the Regional Transportation Planning Organization for areas outside of the Albuquerque Metropolitan Boundary. MRRTPO is a voluntary association of local governments and the New Mexico Department of Transportation (NMDOT) that provides a forum for members to meet, plan and work together on issues related to transportation in the middle Rio Grande region. MRRTPO serves as a regional forum for cooperative decision making about transportation issues and to serve as a liaison between local governments and NMDOT.

The following are functions and task orders that the Mid-Region Council of Governments will complete in fulfillment of the contract for management of the Mid-Region Rural Transportation Planning Organization (MRRTPO), for Federal Fiscal Years (FFY20XX – FFY20XX) October 1, 20XX through September 30, 20XX.

**Deleted: Introduction and Purpose ¶**  
*(RTPO staff: briefly introduce and describe the purpose of the Regional Work Program)¶*

**Deleted: the COG/EDD Name**

**Deleted: RTPO Name** Regional Transportation Planning Organization (RTPO)

**Function 1. Long-Range Planning and Implementation**

- Task 1.1 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 Update the RTP at least once every 4 years in coordination with the NMDOT Long Range Plan update, using statewide population, economic development, travel demand data, projects and trends to inform the RTP. Create a schedule for involvement and review of the RTP by members and stakeholders, to be updated as needed based on feedback received.
  - 1.1.2 Review the RTP tasks and goals, based on a schedule created by RTPO members and stakeholders. Update goals and tasks as required and based on input received.
- Task 1.2 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), legislative capital outlay priorities, local comprehensive planning, the regional Comprehensive Economic Development Strategy, and other relevant planning processes, including the NMDOT Long Range Plan.

Task 1.3 Implement performance measures developed in RTPO RTP. 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.

Task 1.4 Assist RTPO member agencies with technical planning and plan development, including bicycle master plans, transportation plans, comprehensive plans, and safety plans. Ensure these plans have been coordinated with the goals and transportation trends developed in the RTP.

Function 1	Staff hours	Staff Costs	Other Expenses	TOTALS
<b>FFY 20XX Budget</b>				
Expenses 1 <sup>st</sup> Quarter				
Expenses 2 <sup>nd</sup> Quarter				
Expenses 3 <sup>rd</sup> Quarter				
Expenses 4 <sup>th</sup> Quarter				
Balances				
<b>FFY 20XX Budget</b>				
Expenses 1st Quarter				
Expenses 2nd Quarter				
Expenses 3rd Quarter				
Expenses 4th Quarter				
Balances				

**Function 2. Technical Support and Data Management**

Task 2.1 Provide data and technical support to RTPO members for transportation planning, project identification, and project development. 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.

Task 2.2 Conduct and/or participate in corridor studies, transportation-related subarea plans, and regional and local multi-modal and intermodal planning activities affecting RTPO member governments.

Task 2.3 Assist RTPO members and NMDOT staff with Functional Classification analysis in accordance with the currently adopted NMDOT Functional Classification Guidelines. Keep members informed about criteria, timelines, and

requirements for submittal of proposals to modify classifications.

Task 2.4 Assist RTPO members with analysis and data collection on freight networks and corridors.

Function 2	Staff hours	Staff Costs	Other Expenses	TOTALS
<b>FFY 20XX Budget</b>				
Expenses 1 <sup>st</sup> Quarter				
Expenses 2 <sup>nd</sup> Quarter				
Expenses 3 <sup>rd</sup> Quarter				
Expenses 4 <sup>th</sup> Quarter				
Balances				
<b>FFY 20XX Budget</b>				
Expenses 1st Quarter				
Expenses 2nd Quarter				
Expenses 3rd Quarter				
Expenses 4th Quarter				
Balances				

**Function 3. Project Development and Monitoring**

Task 3.1 Provide information to members about funding opportunities and assist members to identify projects that may be eligible for transportation funding from federal or other sources.

Task 3.2 Assist RTPO members with applications for NMDOT statewide competitive programs. Follow current adopted 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 Guide.

Task 3.3 Assist NMDOT with identification of safety issues that warrant Road Safety Assessments, Safety Plans and/or qualify for Highway Safety Improvement Program funding.

Task 3.4 Manage preliminary project review process.

3.4.1 Work with the NMDOT District(s) to establish and implement a process for RTPO members to prepare and submit Project Feasibility Forms (PFFs) and

Project Identification Forms (PIFs).

- 3.4.2 Assist RTPO members with development of PFFs and PIFs, ensure that all members are fully informed of the process and timelines, and support entities in accessing all forms and data required by members to complete the forms.
- 3.4.3 Coordinate Project Feasibility meetings with RTPO members, NMDOT District staff, NMDOT Environmental liaison, NMDOT RTPO liaison, and RTPO staff.
- 3.4.4 Work with RTPO members to establish scoring criteria for project selection and prioritization based on goals and action items included in the RTP.
- 3.4.5 Submit PIFs to the RTPO Technical and Policy Committees for review and prioritization based on established scoring criteria.

3.4.6 ***This section is under review, and will be revised*** Develop a prioritized list of projects based on 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 funding opportunities.

Task 3.5 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 and Rail Section in accordance with that schedule. Include the results in the RTPO RTIPR.

Task 3.6 During the month of March, coordinate and co-facilitate RTIPR "zipper" meetings with NMDOT State Planning Bureau (SPB), the appropriate District staff, and applicable RTPOs, if necessary. Notify NMDOT SPB liaison and District staff of the dates, times, and locations for these "zipper" meetings. Submit the combined, prioritized RTIPR to NMDOT SPB, the District Engineers and all relevant RTPOs within ten days of the prioritization meeting.

Task 3.7 Track the progress of Statewide Transportation Improvement Program (STIP) projects within the RTPO region and facilitate 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 RTPO members informed on project status, including reviewing project tracking spreadsheets at meetings, and assist RTPO members with issues that may arise.

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Commented [VH1]: After thinking about it, I like the RTIPR under this section instead of a standalone because it does relate to project development/monitoring. Also, pending RTPO elevation, it might make more sense here.

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Function 3	Staff hours	Staff Costs	Other Expenses	TOTALS
<b>FFY 20XX Budget</b>				
Expenses 1 <sup>st</sup> Quarter				

Expenses 2 <sup>nd</sup> Quarter				
Expenses 3 <sup>rd</sup> Quarter				
Expenses 4 <sup>th</sup> Quarter				
Balances				
<b>FFY 20XX Budget</b>				
Expenses 1st Quarter				
Expenses 2nd Quarter				
Expenses 3rd Quarter				
Expenses 4th Quarter				
Balances				

**Function 4. RTPO Administration**

- Task 4.1 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.
- Task 4.2 Solicit and utilize input from RTPO members to develop the two-year FFY 20XX-FFY 20XX Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.
- Task 4.3 **[This section is under review, and will be revised]** Develop an annual budget based on the tasks outlined in the RWP. Additionally, per the requirements of 2 CFR 200, indirect costs must be addressed in an annual Cost Allocation Plan (CAP). COG/EDD name shall submit the annual budget and CAP, using the boilerplate provided in the PPM appendices, to the NMDOT by the deadlines outlined in the PPM for review and approval. If another federal agency is identified as the COG/EDD's cognizant agency a copy of its annual approved Cost Allocation Plan should be submitted to that agency as well.
- Task 4.4 Implement and monitor program expenditures in relation to the annual budget. Inform and obtain written approval from NMDOT prior to making adjustments to any line items when such adjustments increase or decrease the line item by at least 10% or for any single expenditure totaling \$500.00 or more. Provide all documentation for program expenditures in the reimbursement package submitted to NMDOT per the deadlines outlined in the PPM.
- Task 4.5 Submit quarterly Reimbursement Packets (Cover letter, Quarterly Report and Invoice). The Quarterly Reports should describe in detail the work accomplished cumulatively on each task in this RWP. The reports shall be

**Commented [VH2]:** Most out of state conferences cost more than \$500, so does this mean that we need to receive approval from NMDOT to attend the conference?

included as an informational item on the following RTPO Committee agenda and should reflect all costs outlined in the Invoice.

Task 4.6 Submit an Annual Performance and Expenditure Report each year by the due date outlined in the PPM. The RTPO Policy Board should review and approve this report prior to submittal of the report to the NMDOT SPB.

**Commented [VH3]:** At least for MRRTPO, the timing of having our MRRTPO board approve our annual report prior to submittal does not work since we meet every other month. The annual report is due November 30, but our board meets in October and December.

Task 4.7 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.

Function 4	Staff hours	Staff Costs	Other Expenses	TOTALS
<b>FFY 20XX Budget</b>				
Expenses 1 <sup>st</sup> Quarter				
Expenses 2 <sup>nd</sup> Quarter				
Expenses 3 <sup>rd</sup> Quarter				
Expenses 4 <sup>th</sup> Quarter				
Balances				
<b>FFY 20XX Budget</b>				
Expenses 1st Quarter				
Expenses 2nd Quarter				
Expenses 3rd Quarter				
Expenses 4th Quarter				
Balances				

**Function 5. Program Support**

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

5.1.1 Document (using boilerplate forms provided by NMDOT) 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.

**Commented [VH4]:** Where is this boilerplate?

5.1.2 Per the New Mexico Open Meetings Act and 23 CFR 450.210, provide public notice (including publication of ads in local newspaper(s)) 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 seven (7) calendar days in advance of RTPO Committee meetings.

Task 5.2 Manage the membership of the RTPO.

5.2.1 On an annual basis, provide all eligible T/LPAs with the opportunity to appoint or confirm a representative and alternates to the RTPO Committee.

5.2.2 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 Maintain bylaws that clarify and document membership, responsibilities and roles, including voting protocols.

Task 5.4 Conduct Outreach Activities.

5.4.1 Engage in (and document using boilerplate forms provided by NMDOT) outreach activities and provide citizens and other transportation stakeholders with reasonable opportunities to participate in RTPO processes per 23 CFR 450.

Commented [VH5]: Same comment as before – where are these boilerplates?

5.4.2 Coordinate with RTPO members to develop a list of entities including newly elected officials and potential members for presentations on the RTPO process. Document presentations and share any questions or concerns in quarterly reports and with appropriate NMDOT staff.

Task 5.5 Maintain a RTPO website that includes current meeting information and planning documents. Post a list of current Technical and Policy Committee members and keep this information updated.

Task 5.6 Coordinate training and professional development opportunities for RTPO members, including developing training plans. Purchase any supporting materials that may be needed to coordinate/conduct the training.

5.6.1 Assist NMDOT with the Local Technical Assistance Program (LTAP) by informing member entities of training opportunities and encouraging participation.

5.6.2 Assist members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs.

Task 5.7 MRRTPO provides staff support to the Salt Missions Trail Scenic Byway Committee.

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Task 5.8 MRRTPO provides staff support to the New Mexico Complete Streets

Leadership Team (NMCSLT). MRRTPO staff will assist with programming, events, meetings or other related items and inform MRRTPO members about relevant events/meetings.

Task 5.9 MRRTPO staff will maintain the MRRTPO e-newsletter.

Task 6.0 Provide data, geographic information systems (GIS) and technical support to MRRTPO members for transportation planning, project identification, meetings and project development.

Function 5	Staff hours	Staff Costs	Other Expenses	TOTALS
<b>FFY 20XX Budget</b>				
Expenses 1 <sup>st</sup> Quarter				
Expenses 2 <sup>nd</sup> Quarter				
Expenses 3 <sup>rd</sup> Quarter				
Expenses 4 <sup>th</sup> Quarter				
Balances				
<b>FFY 20XX Budget</b>				
Expenses 1st Quarter				
Expenses 2nd Quarter				
Expenses 3rd Quarter				
Expenses 4th Quarter				
Balances				

**Function 6. Other Activities and Projects**

- Task 6.1 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 6.2 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 6.3 Provide assistance to local governments interested in pursuing regional transportation system development and coordination activities.
- Task 6.4 Monitor development of Federal and state laws affecting the transportation system and provide information about the contents and status to RTPO

members.

Task 6.5 Participate in miscellaneous programs and special projects in the RTPO region.

Task 6.6 Coordinate the RTPO's planning program with other RTPOs and any Metropolitan Planning Organizations (MPOs) or other agencies impacted by activities contained in the RWP. Potential agencies to coordinate with include, but are not limited to the Mid-Region Metropolitan Planning Organization (MRMPO) or the Rio Metro Regional Transit District (RMRTD).

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6.6.1 Participate in miscellaneous programs and special projects in the MRRTPO region. One example is the University of New Mexico Prevention Research Center's work on PARN + Collaborating Center, which relates transportation planning to health impacts and addresses RTPO areas.

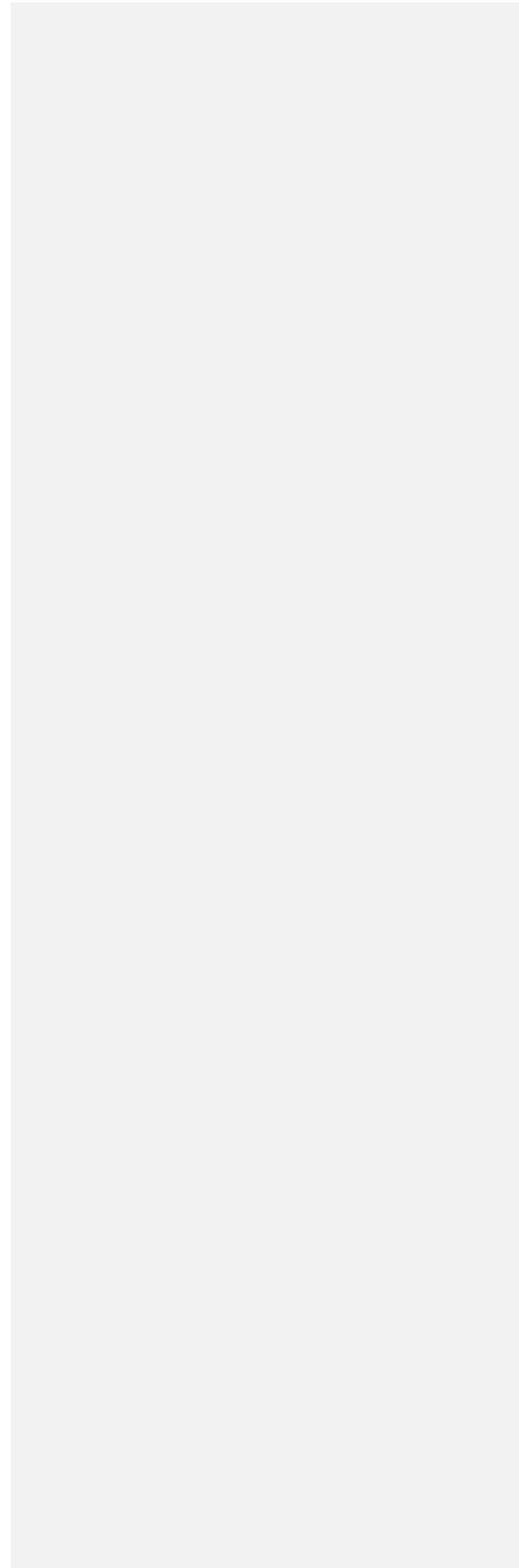
Task 6.7 Attend RTPO quarterly and special meetings.

Task 6.8 RTPO staff shall 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. Examples include, but are not limited to The Transportation Research Board (TRB) conferences, National Association of City Transportation Officials (NACTO), American Planning Association (APA) annual conference, New Mexico Chapter of APA conference, Project for Public Spaces training seminars and conferences, the National Association of Regional Councils (NARC) conferences, Association of Metropolitan Planning Organizations (AMPO), National Association of Development Organizations (NADO) or other transportation planning or planning conferences.

Function 6	Staff hours	Staff Costs	Other Expenses	TOTALS
<b>FFY 20XX Budget</b>				
Expenses 1 <sup>st</sup> Quarter				
Expenses 2 <sup>nd</sup> Quarter				
Expenses 3 <sup>rd</sup> Quarter				
Expenses 4 <sup>th</sup> Quarter				
Balances				
<b>FFY 20XX Budget</b>				
Expenses 1st Quarter				
Expenses 2nd Quarter				

Expenses 3rd Quarter				
Expenses 4th Quarter				
Balances				

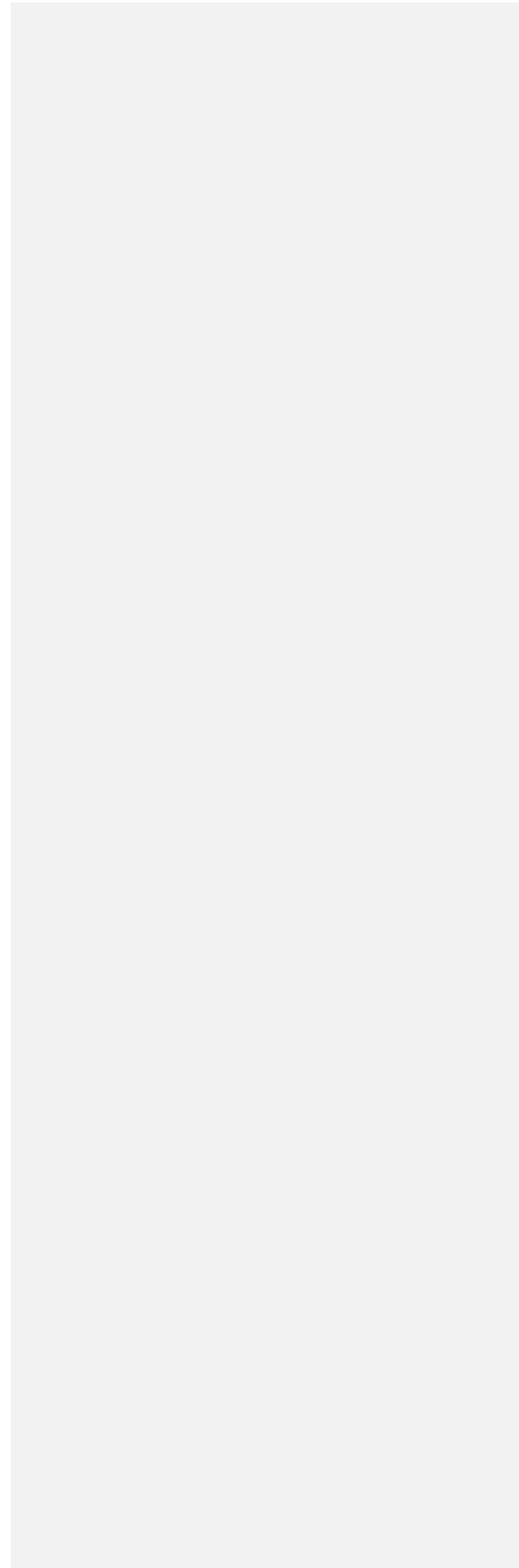
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**COG Name**  
**RTPO NAME**  
FFY 20XX- 20XX REGIONAL WORK PROGRAM BUDGET  
October 1, 20XX – September 30, 20XX

(Insert two year budget here, broken out by year)

DRAFT



**COG Name**  
**RTPO NAME**  
FFY 20XX- 20XX COST ALLOCATION PLAN  
October 1, 20XX – September 30, 20XX

(Insert CAP here, after it is reviewed and approved by the cognizant agency)

DRAFT

