

**MEMORANDUM**

TO: CPRPO RTCC and RTAC Members

FR: Karyl Fuller, CPRPO Principal Planner

RE: First and Second Quarter Expenditures and Financial Information for FY 24

For the period from July 1, 2023, through December 31, 2023, the Central Pines Rural Planning Organization incurred expenses of \$78,088.45. Of this total, \$ 77,617.26 (90.0%- 80% Federal, 10% State)\* has been submitted to NCDOT for payment, \$ 7,761.73 (10.0%) has been paid out of the local matching funds provided by the RPO member counties, and \$471.19\* has been paid out of the local supplemental funds provided by the RPO member counties.

The costs are summarized by type in the table below, and by PWP category and task in the table on the reverse side of this document.

Karyl Fuller spent 100% of her time on the Central Pines RPO in the first and second quarters. Matt Day spent ~3% of his time on the RPO in the first half of the fiscal year.

\*The Not Allowed Costs category includes food purchased for TCC/TAC meetings. These food expenses are not eligible for payment by NCDOT and must be paid out of the local supplemental funds. Indirect is capped at 51.29% of salary + fringe, and any overage must be paid out of local supplemental funds.

<b>FY 24</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>
Salaries	\$ 14,143.18	\$ 18,267.69	\$ -	\$ -	\$ 32,410.87
Fringe	\$ 7,091.19	\$ 8,369.98	\$ -	\$ -	
Travel-Mileage	\$ 728.36	\$ 389.07	\$ -	\$ -	\$ 1,117.43
Meeting Expense	\$ -	\$ 280.00	\$ -	\$ -	\$ 280.00
Hotel	\$ 207.76	\$ 235.32	\$ -	\$ -	\$ 443.08
Meals	\$ 88.00	\$ 118.00	\$ -	\$ -	\$ 206.00
Conference Reg.	\$ 80.00	\$ 405.00	\$ -	\$ -	\$ 485.00
Program Admin	\$ 389.98	\$ 483.98	\$ -	\$ -	\$ 873.96
Not Allowed Costs (Food & Misc.)	\$ -	\$ 471.19	\$ -	\$ -	\$ 471.19
Indirect	\$ 8,450.50	\$ 17,889.25	\$ -	\$ -	\$ 26,339.75
<b>TOTAL</b>	<b>\$ 31,178.97</b>	<b>\$ 46,909.48</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 78,088.45</b>
<b>Billable to PWP</b>	<b>\$ 31,178.97</b>	<b>\$ 46,438.29</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 77,617.26</b>

Central Pines RPO – Summary of Expenditures for First & Second Quarter of FY 2024

PWP Section/Task	Spending in Q1&2	% of FY Budget Spent
<b>I. DATA COLLECTION AND ASSESSMENT</b>		
<b>DATA COLLECTION AND ASSESSMENT</b>	<b>\$ 4,002.42</b>	<b>25.02%</b>
Highway	\$ -	
Other Modes	\$ 700.61	
Socioeconomic	\$ 3,301.81	
Title VI	\$ -	
<b>II. TRANSPORTATION PLANNING</b>		
<b>CTP DEVELOPMENT</b>	<b>\$ 660.36</b>	<b>9.43%</b>
Develop CTP Vision	\$ -	
Conduct CTP Needs Assessment	\$ 660.36	
Analyze Alternatives and Environmental Screening	\$ -	
Develop Final Plan	\$ -	
Adopt Plan	\$ -	
<b>PRIORITIZATION</b>	<b>\$ 15,744.37</b>	<b>57.49%</b>
Project Prioritization	\$ 15,744.37	
<b>PROGRAM AND PROJECT DEVELOPMENT</b>	<b>\$ 1,433.52</b>	<b>20.48%</b>
STIP Participation	\$ 1,046.94	
Merger / Project Development	\$ 386.58	
<b>GENERAL TRANSPORTATION PLANNING</b>	<b>\$ 11,024.92</b>	<b>57.72%</b>
Regional and Statewide Planning	\$ 8,890.79	
Special Studies, Projects and Other Trainings	\$ 2,134.13	
<b>III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES</b>		
<b>ADMINISTRATIVE ACTIVITIES</b>	<b>\$ 15,006.44</b>	<b>67.57%</b>
Administrative Documents	\$ 3,994.47	
TCC/TAC Work Facilitation; Ethics Compliance	\$ 5,822.51	
Program Administration	\$ 5,189.46	
<b>IV. DIRECT COSTS</b>		
<b>PROGRAMMATIC DIRECT CHARGES</b>	<b>\$ 873.96</b>	<b>35.11%</b>
Program-wide Direct Costs	\$ 873.96	
<b>ADVERTISING</b>	<b>\$ -</b>	<b>0.00%</b>
News Media Ads	\$ -	
<b>LODGING, MEALS, INCIDENTALS</b>	<b>\$ 649.08</b>	<b>21.64%</b>
Hotel Costs	\$ 443.08	
Meal Costs	\$ 206.00	
Incidentals	\$ -	
<b>POSTAGE</b>	<b>\$ -</b>	<b>0.00%</b>
Mailings	\$ -	
<b>REGISTRATION / TRAINING</b>	<b>\$ 765.00</b>	<b>76.50%</b>
Conference Registration	\$ 405.00	
Meeting / Workshop / Training Fees	\$ 360.00	
<b>TRAVEL</b>	<b>\$ 1,117.43</b>	<b>37.25%</b>
Mileage Reimbursement	\$ 1,117.43	
Car Rental Costs	\$ -	
Other Travel Expenses	\$ -	
<b>V. INDIRECT COSTS</b>		
<b>V. INDIRECT COSTS</b>	<b>\$ 26,339.75</b>	<b>52.04%</b>
Incurred Indirect Costs	\$ 26,339.75	
<b>TOTAL</b>	<b>\$ 77,617.26</b>	

**ITEMS PAID OUT OF SUPPLEMENTAL LOCAL FUNDS IN 1<sup>st</sup> & 2<sup>nd</sup> QUARTER (See Supplemental PWP Document for Reference):**

RPO Meeting Lunch (October)	\$ 471.19
Indirect (Over NCDOT's cap)	\$ -
Staff Time and other Expenses Exceeding NCDOT's budget	\$ -
<b>TOTAL</b>	<b>\$ 471.19</b>

**Narrative Description of Items (2<sup>nd</sup> Quarter Amount):**

- I-1.1-Highway- \$ 0
- I-1.2-Other Modes-Attended Chatham County transit meetings (10/31, 11/16), Southern Pine BPAC (10/9), Deep River Steering Comm (12/6)- \$ 700.61
- I-1.3-SocioeconomicContinued work on parcel review for Chatham County, Siler City and Pittsboro-\$2,335.36
- I-1.4-Title VI- \$ 0
- II-1.1-Develop CTP Vision- \$ 0
- II-1.2-Conduct CTP Needs Assessment-Continued to work on developing bike/ped recommendations for Lee County CTP- \$ 467.07
- II-1.4-Develop Final Plan- \$ 0
- II-1.5-Adopt Plan- \$ 0
- II-2.1-Project Prioritization-Continued to submit projects until Oct. 27. Continued to coordinate with SPOT, Div. 7&8, and documented all submissions- \$ 7,239.63
- II-3.1-STIP Participation-R-5927 Scoping meeting (10/10), updated Current STIP tracker on CPRPO's website and discussed scope modifications to U-5727 and U-6070(11/6)- \$ 467.07
- II-3.2-Merger / Project Development- \$ 0
- II-4.1-Regional and Statewide Planning-NCARPO Dropin (10 times, Weds at 2 PM), NCARPO Ex. Comm. (10/13, 11/10,12/8), Exec. Meetings with TPD (10/17, 11/21, 12/18), NCAMPO meeting (12/8), Accessibility Measure StrikeTeam (10/24, 10/30, 11/14, 11/30), SPOT Workgroup Process Improvement (10/3, 11/6, 12/4) , Orange County Transportation Plans (11/30, 12/11), Pittsboro, SMPO meeting (Pinehurst 10/19) meeting w/ new TCC, Pittsboro (12/12), Statewide LCP meeting (10/19), Electrify Air Event (Sanford 10/20), Atlas SuperUsers (10/22), LAP Workgroup (11/1), NCDOT NMVDP meeting (11/3)- \$ 5,604.87
- II-4.2-Special Studies, Projects and Other Trainings-STIP Funding Training, (Carthage (11/16), NCDOT Lunch & Learn (12/13), NCARPO Quarterly (Atlantic Beach 10/25-10/27), USDOT Navigator (12/5), Rural Roadway Safety Crash Trends and Initiatives (10/1)- \$ 1,167.68
- III-1.1-Administrative Documents-Updating MOU, Coordinating with Board and NCDOT, and the counties and municipalities to get the amended MOU adopted. Work on getting new name and logo.- \$ 1,868.29
- III-1.2 -TCC / TAC Work Facilitation; Ethics Compliance- CPRPO meeting (10/12) & 12/14 meeting - \$ 3,503.04
- III-1.3-Program Administration-Salary and Fringe Costs from Leave (NCDOT Request to put cost here)- \$ 3,284.04
- IV-1.1-Program-wide Direct Costs-Subscription for AirTable- \$ 483.98
- IV-2.1-News Media Ads- \$ 0
- IV-3.1-Hotel Costs-Costs for NCARPO Quarterly (Atlantic Beach, 10/25-10/27)- \$ 235.32
- IV-3.2-Meal Costs-Costs for NCARPO Quarterly (Atlantic Beach, 10/25-10/27)- \$ 118
- IV-3.3-Incidentals- \$ 0
- IV-4.1-Mailings- \$ 0
- IV-5.1-Conference Registration-Purchasing/Contracting Class & NC Transportation Summit- \$ 405
- IV-5.2-Meeting / Workshop / Training Fees-Meeting Space Cost for December's Board meeting (DAWCC, Sanford)- \$ 280
- IV-6.1-Mileage Reimbursement-Costs for NCARPO Quarterly (Atlantic Beach, 10/25-10/27), CPRPO Meeting (Pittsboro, 10/12), CPRPO Meeting (Sanford, 12/14), Electrify Air (Sanford 10/20), SMPO meeting (10/19)- \$ 389.07
- IV-6.2-Car Rental Costs- \$ 0
- IV-6.3-Other Travel Expenses- \$ 0
- V-1.1-Incurred Indirect Costs-Federally approved Indirect rate of 51.29%- \$ 17,889.25
- RPO Operational Expense TOTAL-- \$ 46,438.29

Central Pines RPO – Summary of Expenditures for First & Second Quarter of FY 2024

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**Fund Balance Summary**

Beginning Balance of Available State Funding for FY 2024 (as of July 1, 2023)	\$ 143,010.00
Balance of Local Funding Carried Over from FY 2023	\$ 0
Incoming Local Funding for FY 2023	\$ 36,000.00
Beginning Balance of Available Local Funding for FY 2024 (as of July 1, 2023)	\$ 36,000.00
Total NCDOT Eligible in First Quarter (July 1, 2023 through September 30, 2023)	\$ 28,061.07
Total NCDOT Eligible in Second Quarter (October 1, 2023 through December 31, 2023)	\$ 41,794.46
Total NCDOT Eligible in Third Quarter (January 1, 2024 through March 31, 2024)	\$ -
Total NCDOT Eligible in Fourth Quarter (April 1, 2024 through June 30, 2024)	\$ -
Amount Charged to State (90% of eligible expenses, up to cap of \$143,010)	\$ 69,855.53
Amount Charged to Local Sources (10% match of state)	\$ 7,761.73
Amount Charged to Local Sources (Supplemental)	\$ 471.19
Remaining Balance of State Funds Available for FY 24 (as of December 31, 2023)	\$ 73,154.47
Remaining Balance of Local Funds Available for FY 24 (as of December 31, 2023)	\$ 35,528.81