



**Mid-Region Council of Governments
MRRTPO COMMITTEE**
Thursday, June 9, 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 June 9, 2016

Tab 1 Approval of Meeting Summary for April 14, 2016

PUBLIC COMMENT

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

ACTION ITEMS

Tab 2 Approval of budget amendment

DISCUSSION ITEMS

MRRTPO Technical Assistance – MRRTPO staff will be available to assist with project development or table top mapping exercises to review your community assets

INFORMATION ITEMS

- **MRRTPO Report**
 - Quarterly Report 2 (**Tab 3**)
 - Updated Draft RWP (**Tab 4**)
 - Development of Scoring Criteria for Projects (**Tab 5**)
- **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: August 11, 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, April 14, 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		Morrow Hall, Trustee		Vacant
Pueblo of Jemez		Joshua Madalena, Governor	X	Carla Gachupin, Planning Manager Jeri Loretto, Grants and Contracts
Pueblo of Laguna		Vacant		Sharon Hausam, Tribal Planner Wilbur Lockwood
City of Moriarty		Ted Hart, Mayor		Debbie Ortiz
Town of Mountainair		Jerry Lisk, Businessman		Suzan Brazil, Clerk
Sandoval County		Pete Nieto, Public Works Assistant Director		Fred Marquez, Project Manager
Village of San Ysidro		Steve Lucero, Mayor		Daniel White, Marshal
Torrance County		Jim Frost, Commissioner		LeRoy Candelaria, Commissioner
Jicarilla Apache Nation	X	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
ELIGIBLE BUT NOT PARTICIPATING				
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	X Marticia Holiday, Co-ops X Joann Garcia, Co-ops
NM Department of Transportation – Planning Division	X	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
OTHER PARTICIPANTS			
Sandra Gaiser, Regional Planning Manager, MRCOG			
Valerie Hermanson, Transportation Planner, MRCOG			
Maida Rubin, Regional Planner, MRCOG			
Julie Luna, Transportation Planner, MRCOG			

AGENDA

Call to Order:

Co-Chair Gilbert Dominguez, Village of Cuba, called the meeting to order at 9:36 a.m. A quorum was noted.

Approval of Agenda

Mr. Morrow Hall, Town of Estancia, made a motion to:

APPROVE THE AGENDA

The motion was seconded by Mr. Bob Wilson, Village of Jemez Springs, and passed unanimously.

Approve Meeting Summary (Tab 1)

Mr. Morrow Hall, Town of Estancia, made a motion to:

APPROVE THE MEETING SUMMARY FOR February 11, 2016

The motion was seconded by Mr. Bob Wilson, Village of Jemez Springs, and passed unanimously.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

There were no action items.

DISCUSSION ITEMS

- MRRTPO Training – Review of tools in developing projects
 - Project Development Process – Valerie Hermanson/Wade Patterson
 - Crash Data Website Review – Maida Rubin
 - Transportation Data – Julie Luna

INFORMATION ITEMS

MRRTPO Staff Report – MRRTPO draft Regional Work Program (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 10:55 a.m.

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

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

ATTEST:

Dewey V. Cave, Executive Director

Mid-Region Council of Governments
 FY16 Regional Transportation Planning Organization Quarterly Budget Report
 (October 1, 2015 to September 30, 2016)

	Budget	Amended	Q1	Q2	Q3	Q4	Total	Balance
Revenues								
Federal	\$ 85,000.00		21,575.06	18,967			40,542.06	44,457.94
Local	\$ 21,250.00		5,393.76	4,741			10,134.76	11,115.24
Total Revenues	106,250.00		26,968.82	23,708	-	-	50,676.82	55,572.43
Expenses								
Salaries & Benefits	74,497.00	74,497.00	19,117.81	17,217			36,334.81	38,162.19
Professional Development	2,201.00	2,201.00	285.00	19			304.00	1,897.00
Operating Expenses	6,101.00	3,601.00	1,589.02	-			1,589.02	4,511.98
Travel	2,201.00	4,701.00	1,564.24	2,035			3,599.24	(1,398.24)
Indirect Costs	21,250.00	21,250.00	4,412.75	4,437			8,849.75	12,400.25
Total Expenses	106,250	106,250	26,968.82	23,708	-	-	50,676.82	55,573.18



Mid-Region Council of Governments

M. Steven Anaya
Chair, Board of Directors
Councillor, City of Moriarty

Dewey V. Cave
Executive Director

MEMBER GOVERNMENTS

City of Albuquerque
Albuquerque Public Schools
Albuquerque Metropolitan
Arroyo Flood Control
Authority
City of Belen
Bernalillo County
Town of Bernalillo
Village of Bosque Farms
Village of Corrales
Village of Cuba
Town of Edgewood
Village of Encino
Town of Estancia
Village of Jemez Springs
Laguna Pueblo
Village of Los Lunas
Los Lunas Schools
Village of Los Ranchos
de Albuquerque
Middle Rio Grande
Conservancy District
City of Moriarty
Town of Mountainair
Town of Peralta
City of Rio Rancho
Rio Rancho Public Schools
Sandoval County
Southern Sandoval
County Arroyo Flood
Control Authority
Village of Tijeras
Torrance County
Valencia County
Village of Willard

Mr. Wade Patterson
Government to Government Liaison
New Mexico Department of Transportation
PO Box 1149
Santa Fe, NM 87504-1149

April 21, 2016

Dear Mr. Patterson,

Enclosed please find the Mid-Region Rural Transportation Planning Organization (MRRTP) Quarterly Report for the second quarter from January 1, 2016, to March 31, 2016.

Vendor Number: 0000050403
Control Number: P315050 FHWA TPO (Mid-Region RTPO)
Invoice Number: 16-134
Amount Requested: \$18,966.75

If you have any questions, please do not hesitate to contact us.

Sincerely,

Sandra Gaiser, AICP
Regional Planning Manager
Mid-Region Council of Governments
505-724-3645
sgaiser@mrcog-nm.gov

Mid-Region Council of Governments
MID- REGION RURAL TRANSPORTATION PLANNING ORGANIZATION (MRRTPPO)
FFY 2014/2015 ANNUAL WORK PROGRAM
October 1, 2014 – September 30, 2016

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 (MRRTPPO) is the Regional Transportation Planning Organization for areas outside of the Albuquerque Metropolitan Boundary. MRRTPPO 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. MRRTPPO 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 (MRCOG) will complete in fulfillment of the contract for management of the Mid-Region Rural Transportation Planning Organization (MRRTPPO) for Federal Fiscal Years (FFYs) 2015-2016, which is October 1, 2014, through September 30, 2016.

Function 1. Long-Range Planning

Task 1.1 Coordinate and participate with NMDOT staff to develop federally and/or state-required transportation planning products such as the Statewide Long-Range Multi-Modal Transportation Plan (SLRP) and the NMDOT Public Involvement Process (PIP). Provide updates to MRRTPPO members on the status of these activities and involve the MRRTPPO Committee as appropriate.

- November 13, 2015 – MRRTPPO staff provided two hard copies of the MRRTPPO RTP to the Village of Cuba at a day of meetings and tours discussing both the Cuba Miles project and other potential future projects.
- December 2, 2015 – MRRTPPO staff provided two hard copies of the MRRTPPO RTP to the Town of Mountainair. MRRTPPO coordinated asset mapping exercises and referenced the RTP throughout the process. More information about these workshops will be provided later in this report.
- December 8, 2015 - MRRTPPO staff provided two hard copies of the MRRTPPO RTP to the Town of Edgewood. MRRTPPO coordinated asset mapping exercises and referenced the RTP throughout the process. More information about these workshops will be provided later in this report
- December 10, 2015 – MRRTPPO staff provided updates on the SLRP and reminded members about the RTP.
- March 2016 – MRRTPPO staff started investigating a chart or way of keeping track of performance in reaching specific goals identified within the RTP. This task will

continue pending further guidance from NMDOT, but MRRTPO staff will also continue to work to integrate it.

- This task is ongoing, but the SLRP and MRRTPO RTP are finalized.

Task 1.2 Collaborate with NMDOT and other partners to identify and document current and future transportation needs, plans, and projects for inclusion in the MRRTPO Long-Range Regional Transportation Plan (RTP). Update the RTP at least once every 4 years in accordance with the SLRP update, using statewide population, economic development, travel demand data, projects and trends as outlined in the SLRP.

- MRRTPO updated and adopted its RTP in August 2015. This document is being used to guide projects within the MRRTPO area.
- This task is ongoing, but the SLRP and MRRTPO RTP were finalized in 2015 and so will not be updated until 2019, with anticipated planning starting in 2018.

Task 1.3 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.

- MRRTPO coordinates its regional planning with ICIP, local comprehensive plans and CEDS as well as other relevant planning processes.
- March 2016 – MRRTPO staff promoted the ICIP training that will be at MRCOG on May 5 to MRRTPO members. It will also be in the next e-newsletter.
- This task is ongoing.

QR1: The hours for this quarter do not meet the budgeted amount because while this task is ongoing, it's mostly complete. In the last FFY, MRRTPO was writing its RTP and participating in the development of the SLRP. For this FFY, there are not as many meetings or events taking MRRTPO staff time as there was in the previous FFY.

QR2: The hours for this quarter do not meet the budgeted amount because both the RTP and the SLRP are finalized and for the same reasons as QR1. However, in the next quarter there will likely be more time spent here as MRRTPO staff develop an action plan to implement the RTP and NMDOT SLRP. The development of an implementation plan to implement the RTP and SLRP is pending NMDOT guidance.

Function 1 (14%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2016 Budget	318.33	\$5,952.76		
Expenses 10/1/2015 - 12/31/2015	79.58	\$1,488.19	4	\$110.36
Expenses 1/1/16-3/31/16	79.58	\$1,488.19	10	\$234.62
Expenses 4/1/16-6/30/16	79.58	\$1,488.19		

Expenses 7/1/16-9/30/16	79.58	\$1,488.19		
Balance	304.33	\$5,607.78		

Function 2. Regional Work Program, Budget, and Public Participation Plan

Task 2.1 Utilizing input from MRRTPO members, develop the two-year FFY 2015- FFY 2016 Regional Work Program (RWP) for submittal to the NMDOT by July 1, 2014.

- June 30, 2014 – MRRTPO staff submitted the RWP for FFY 2015-2016 to NMDOT. MRRTPO staff coordinated with its members to develop this RWP. A new two-year RWP will be developed during FFY16 for FFY17/18. During FFY16, MRRTPO staff will work toward updating its RWP for the next two FFYs.
- March 2016 – MRRTPO staff started working on the next two year RWP. It was discussed at the RTPO Quarterly on March 3. A draft was given to the RTPO planners and comments on the draft are due to NMDOT by March 31. MRRTPO staff reviewed and submitted comments on March 9. The draft RWP will also be discussed at the next MRRTPO Committee meeting. Until the final RWP is determined, MRRTPO staff is holding off on developing a budget for reach function.
- This task is complete for currently FFY.

Task 2.2 Develop an annual budget based on the tasks outlined in the RWP. Review estimated hours allocated for each function after the first year of tracking and amend as needed. Additionally, per the requirements of 2 CFR 200, indirect costs must be addressed in an annual Cost Allocation Plan. MRRTPO shall submit the annual budget and Cost Allocation Plan to the NMDOT by July 1, 2014, for review and approval. If another federal agency is identified as the COG's cognizant agency a copy of its annual approved Cost Allocation Plan should be submitted to that agency as well.

- MRRTPO staff reviewed and amended the budget for FFY16 in FFY15. The most recent Cost Allocation Plan is attached to this quarterly report one. This is the most recent version of the Cost Allocation Plan and will not be included as an attachment in future quarterly reporting unless otherwise specifically requested. If this plan does change, it will be noted and included.
- January 2016 – MRRTPO staff worked with MRCOG accounting to create an improved budget template to make future reporting easier.
- March 2016 – MRRTPO staff started to review the budget for the next two year work program. Until the RWP is finalized, MRRTPO staff will wait to decide which percentages should go toward each task.
- This task is complete for this FFY.

Task 2.3 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.

- October – December 2015 - No adjustments needed to be made during this quarter.
- It should be noted that due to the large size of the FTA5310/5311 application packets that printing costs were larger than normal. This is pointed out in the budget portion of this quarterly report as "Above average usage of internal machines related to printing FTA applications that RPO had to review."
- This task is ongoing.
- January 1 – March 31, 2016 – No adjustments needed to be made during this quarter. However, adjustments to the budget might need to be made in the next quarter. Upon receiving the budget for quarter two from MRCOG accounting staff, adjustments need to be made to the travel portion because other MRRTPO staff ended up traveling in quarter two that had not been anticipated when creating this budget.

Task 2.4 Using the NMDOT SPB boilerplate, develop a Public Participation Plan (PPP) that addresses Title VI and Environmental Justice procedures. Update the PPP in accordance with the RTP and SLRP updates.

- October – December 2015 – PPP was integrated into the update of the Regional Transportation Plan (RTP), which was approved by the MRRTPO Committee in August 2015.
- FFY 2016 - Title VI and Environmental Justice procedures are also still in place and up-to-date.
- January – March 2016 – As stated previously the PPP is integrated into the RTP, so this document is up to date.
- January – March 2016 – Since Thaddeus Lucero retired, Sandy Gaiser is now serving as the Title VI coordinator. All relevant materials have been updated to reflect this.
- This task is complete.

QR1: Staff hours were under estimated hours because the budget was reviewed at the end of the last FFY and approved by the MRRTPO staff in October 2016. However, MRRTPO will review budget amounts for each function in the next quarter after meeting with NMDOT on January 28, 2016. Additionally, other tasks identified in this function were mostly in place and did not need to be addressed until a later quarter.

QR2: Staff hours were under the estimated hours for the same reasons as in QR1, but will likely be more in the next quarter once the next two-year work program is distributed. Once this is done, MRRTPO staff will amend its budget to comply with the new RWP. Additionally, as noted above, the budget will need minor adjustments due to additional travel from MRRTPO staff. This will occur in the next quarter.

Function 2 (5%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2016 Budget	113.69	\$2,126.00		

Expenses 10/1/2015 - 12/31/2015	28.42	\$531.50	15	\$396.71
Expenses 1/1/16-3/31/16	28.42	\$531.50	5	\$99.85
Expenses 4/1/16-6/30/16	28.42	\$531.50		
Expenses 7/1/16-9/30/16	28.42	\$531.50		
Balance	93.69	\$1,629.44		

Function 3. Rural Transportation Improvement Program (RTIPR)

Task 3.1 MRRTPO will work with the NMDOT Districts 5 & 6 to review projects submitted via the Project Feasibility Forms (PFF). Projects that are deemed feasible will be encouraged to complete the Project Identification Form (PIF). PIFs shall be submitted and presented to the MRRTPO Committee for review and prioritization. Ensure that MRRTPO members are fully informed of the process and that pertinent forms and information are readily available to them.

- MRRTPO decided to not do a call for projects for FFY16. Instead MRRTPO will work with its local government members to develop feasible projects, so that when funding is available, local governments have projects ready to apply.
- This task is ongoing. MRRTPO will continuously work with its communities to plan and develop projects and complete the PFF and PIF. When there is a call for projects they will be presented to the MRRTPO Committee.
- January - March 2016 – There were no new PFFs or PIFs this quarter.

Task 3.2 Assist MRRTPO members with developing PFFs and PIFs.

- November 13, 2015 – MRRTPO staff attended a full day of meetings and walking around Cuba to look at both the Cuba Miles project (funded via RTP funds) and to identify potential connections for future projects.
- December 2, 2015 – Town of Mountainair workshop
- December 8, 2015 – Town of Edgewood workshop
- MRRTPO staff worked with the village of Mountainair and the Town of Edgewood to identify projects for the coming year. Once the local government decides which project to pursue, MRRTPO staff will assist the local government entity with completing the PFF and the PIF as well as any other needed forms. MRRTPO staff will continue this technical outreach with other local government members in the following year.
- January – March 2016 – There were no requests from local government communities to coordinate an asset mapping exercise, but MRRTPO staff will continue to reach out and hold these activities as demanded.
- January 15, 2016 – The Village of Jemez Springs had particular questions about FTA funding. MRRTPO staff investigated and provided an answer to the Village.
- January 25, 2016 – MRRTPO staff provided an asset mapping meeting summary, potential funding sources and next steps to attendees of the Mountainair asset mapping exercise held in December 2015.

- January 25, 2016 – MRRTPO staff provided an asset mapping meeting summary, potential funding sources and next steps to attendees of the Edgewood asset mapping exercise held in December 2015.
- February 18, 2016 – MRRTPO staff worked with Mountainair on potential next steps based on notes from the asset mapping exercise.
- This task is ongoing.

Task 3.3 During the month of March, coordinate and co-facilitate RTIPR (“zipper”) meetings with NMDOT SPB, the appropriate District staff, and applicable RTPOs. Notify NMDOT SPB liaison and District staff of the dates, times, and locations for these “zipper” meetings. Submit the combined, prioritized list to NMDOT SPB, the District Engineers and the relevant RTPOs within ten days of the prioritization meeting.

- October – December 2015 - Not applicable this quarter. It will be applicable in March 2016.
- March 2, 2016 – NWRTPO set the date of the Zipper without consulting MRRTPO or SWRTPO. MRRTPO & SWRTPO staff already had meeting commitments and were unable to attend in person. However, MRRTPO's RTIPR required no updates.
- March 9, 2016 – The Zipper meeting for MRRTPO and NWRTPO occurred in Milan, NM. MRRTPO's RTIPR did not change.
- March 2016 – A Zipper meeting would not occur with Northern Pueblos and MRRTPO because each organization chose to do this prioritization every other year. The last prioritization occurred in June 2015 (this date was requested by District 5).

Task 3.4 Establish a process for submittal and prioritization of Transportation Alternatives Program (TAP) applications consistent with the TAP Guide provided by NMDOT. Submit the list of prioritized applications to the TAP coordinator in accordance with the TAP schedule. Include list of projects approved by TAP Coordinator in the MRRTPO RTIPR.

- October – December 2015 – Not applicable this quarter. This will be applicable when NMDOT provides MRRTPO with the information about the call for TAP or RTP projects.
- January – March 2015 – Not applicable this quarter.

Task 3.5 Facilitate prioritization of Federal Transit Administration (FTA) Public Transit Program applications (5310 & 5311) for the MRRTPO 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 MRRTPO RTIPR.

- October 2015 – MRRTPO staff coordinated with NMDOT Transit and Rail staff to obtain application information for the 5310/5311 grant program. MRRTPO staff prepared the FTA 5310/5311 applications into meeting packets. There were large costs associated with the printing of these packets, which can be seen in the

financial portion of this quarterly report.

- October 22, 2015 – The MRRTPO Committee reviewed and evaluated the 5310/5311 projects at its meeting.
- October- December 2015 – There was on additional applicant that was not at the October 22, 2015, meeting, so MRRTPO coordinated with that applicant and the NMDOT Transit and Rail Staff to have the MRRTPO Committee evaluate the application at its December meeting.
- December 2015 – MRRTPO staff tabulated the scores from the MRRTPO Committee on the 5310/5311 grant applications and submitted them to NMDOT Transit and Rail staff.
- March 2016 – MRRTPO staff added the results of the 5310/5311 priorities to its RTIPR (Attachment A).
- March 22, 2016 – MRRTPO staff sent its RTIPR to Wade Patterson for reference.
- This task is complete.

Task 3.6 Facilitate MRRTPO review and prioritization of Highway Safety Improvement Program (HSIP) project applications in response to the state-wide prioritization schedule established by the HSIP Coordinator. Provide the project selection results to the HSIP Coordinator and include them in the MRRTPO RTIPR.

- October – December 2015 – Not applicable this quarter.
- January – March 2016 – There were no HSIP applications to review or prioritize.

Task 3.7 Track the progress of transportation projects on the STIP that fall within the MRRTPO region and facilitate regular meetings between the project sponsors, NMDOT staff and others to ensure the projects are moving forward. Keep MRRTPO members informed on project status.

- October – December 2014 – MRRTPO staff tracked member projects in the STIP. Also at the October and December 2015 MRRTPO Committee meetings, members with projects in the STIP provided a quick update on their project.
- January – March 2016 – MRRTPO staff tracked member projects in the STIP. The Village of Cuba provides updates about its project status at each MRRTPO Committee meeting and MRRTPO staff continuously coordinate with the Village in between meetings to ensure they have everything they need and that the project stays on track.
- January – March 2016 – MRRTPO assisted/served a liaison to help the Village of Cuba move through the process to obtain their signed agreement to NMDOT by the March 15 deadline. They received their signed agreement and continued to work on their RFP package to go out soon. The Village of Cuba anticipates the RFP will go out in April. Ray Chavez at NMDOT has been incredibly helpful throughout this entire process.
- This task is ongoing. Local government members with projects in the STIP are required to report on progress at MRRTPO Committee meetings.

QR1: Staff hours went under estimated hours because much of the activities related to the RTIPR will occur in the next quarter even though MRRTPO staff selected not to re-do

it's 2016 RTIPR due to lack of funds for projects. Instead MRRTPO staff spent more time on technical assistance to local governments to further develop projects.

QR2: Staff hours went under estimated for the same reasons in QR1. Since MRRTPO did not re-do its RTIPR it did not require as much estimated time as thought. However, as of the writing of this QR2, NMDOT released the information about the TAP/RTP call for projects. MRRTPO staff will likely spend more time in this function in the next quarter when it does the call for projects for TAP/RTP.

Function 3 (14%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2016 Budget	318.33	\$5,952.76		
Expenses 10/1/2015 - 12/31/2015	79.58	\$1,488.19	30	\$580.82
Expenses 1/1/16-3/31/16	79.58	\$1,488.19	28	\$716.30
Expenses 4/1/16-6/30/16	79.58	\$1,488.19		
Expenses 7/1/16-9/30/16	79.58	\$1,488.19		
Balance	260.33	\$4,655.64		

Function 4. RTPO Responsibilities

Task 4.1 Organize and facilitate all meetings of the MRRTPO in accordance with the Public Participation Plan.

4.1.1 Document (using boilerplate forms provided by NMDOT) the MRRTPOs public participation process including but not limited to, procedures the MRRTPO uses to comply with the *New Mexico Open Meetings Act* [NMSA 1978, Sections 10-51-1, et. seq.] and 23 CFR 450.

- October 9, 2015 – The legal ad for the October 22, 2015, meeting ran in the Albuquerque Journal.
- October 10, 2015 – MRRTPO staff sent the meeting packet for the October 22, 2015, meeting to the MRRTPO Committee and posted it on its website for download or review.
- November 28, 2015 – The legal ad for the December 10, 2015, meeting ran in the Albuquerque Journal.
- December 2, 2015 – MRRTPO staff sent the meeting packet for the December 10, 2015, meeting to the MRRTPO Committee and posted it on its website for download or review.
- January 31, 2016 – The legal ad for the February 11, 2016, meeting ran in the Albuquerque Journal (Attachment B).
- February 2, 2016 – MRRTPO staff sent the meeting packet for the February 11, 2016, meeting to the MRRTPO Committee and posted it on its websites for download or review.
- This task is ongoing.

4.1.2 Per the New Mexico Open Meetings Act and 23 CFR 450.210, provide public notice (including publication of ads in the Albuquerque Journal for all official MRRTPPO Committee meetings.

- October 9, 2015 – The legal ad for the October 22, 2015, meeting ran in the Albuquerque Journal.
- October 10, 2015 – MRRTPPO staff sent the meeting packet for the October 22, 2015, meeting to the MRRTPPO Committee and posted it on its website for download or review.
- November 28, 2015 – The legal ad for the December 10, 2015, meeting ran in the Albuquerque Journal.
- December 2, 2015 – MRRTPPO staff sent the meeting packet for the December 10, 2015, meeting to the MRRTPPO Committee and posted it on its website for download or review.
- January 31, 2016 – The legal ad for the February 11, 2016, meeting ran in the Albuquerque Journal (Attachment B).
- February 2, 2016 – MRRTPPO staff sent the meeting packet for the February 11, 2016, meeting to the MRRTPPO Committee and posted it on its websites for download or review.
- This task is ongoing.

4.1.3 Provide MRRTPPO 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 MRRTPPO Committee meetings.

- October 10, 2015 – MRRTPPO staff sent the meeting packet for the October 22, 2015, meeting to the MRRTPPO Committee and posted it on its website for download or review.
- December 2, 2015 – MRRTPPO staff sent the meeting packet for the December 10, 2015, meeting to the MRRTPPO Committee and posted it on its website for download or review.
- February 2, 2016 – MRRTPPO staff sent the meeting packet for the February 11, 2016, meeting to the MRRTPPO Committee and posted it on its websites for download or review.
- This task is ongoing.

Task 4.2 Manage the membership of the MRRTPPO

4.2.1 On an annual basis provide all eligible member entities (municipalities, counties, tribal governments, and land grants in the MRRTPPO region) with the opportunity to appoint or confirm a representative and alternates to the MRRTPPO Committee.

- MRRTPPO staff coordinates invitations to member entities every June. The next member invitation will be sent in June 2016.
- November 2015 – Torrance County appointed new representatives to the MRRTPPO Committee.

- January 6, 2016 – The pueblo of Laguna requested information about appointing representatives to the MRRTPO Committee.
- January – February 2016 – MRRTPO staff worked with the Town of Estancia to appoint new representatives to the MRRTPO Committee.
- This task is ongoing. While formal letters are sent every June to member entities, MRRTPO continuously communicates and works with its local government members to ensure they adequately represented on the MRRTPO Committee.

4.2.2 Keep, and update as needed, a list of MRRTPO Committee members with contact information and provide a copy of the list to appropriate NMDOT District staff, GTG, member entities, and other regular participants.

- The MRRTPO Committee roster is continually updated and maintained. A current copy can be found on the MRRTPO website and in this report (Attachment C).
- This task is ongoing.

Task 4.3 Develop Bylaws

4.3.1 Develop bylaws and maintain MRRTPO Bylaws in accordance with the NMDOT Planning Procedures Manual (PPM).

- MRRTPO Committee Bylaws were updated and are on the October 2015 MRRTPO Committee meeting agenda for approval by the committee.
- This task is complete.

Task 4.4 Conduct Outreach Activities. Purchase any needed supporting materials in order to coordinate or conduct outreach activities.

4.4.1 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 MRRTPO processes per 23 CFR 450.

- November 12, 2015 – MRRTPO sent its e-newsletter, which is meant to provide members and the general public about what is happening in their region and what MRRTPO does.
- December 2, 2015 – Town of Mountainair workshop
- December 8, 2015 – Town of Edgewood workshop
- MRRTPO staff worked with the village of Mountainair and the Town of Edgewood to identify projects for the coming year. Once the local government decides which project to pursue, MRRTPO staff will assist the local government entity with completing the PFF and the PIF as well as any other needed forms. MRRTPO staff will continue this technical outreach with other local government members in the following year.
- January – March 2016 – MRRTPO staff followed up with each community that held an asset mapping activity with meeting notes, attendees and potential funding sources for proposed project ideas. Otherwise there are no specific

examples this quarter and no specific requests for asset mapping exercises with local government communities this quarter.

- This task is ongoing.

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

- MRRTPo continually monitors local politics and reaches out to provide presentations about MRRTPo/MRCOG. Elections will occur in March 2016, so this task will likely occur then for newly elected officials.
- November 13, 2015 – MRRTPo staff attended a full day of meetings and walking around Cuba to look at both the Cuba Miles project (funded via RTP funds) and to identify potential connections for future projects.
- December 2, 2015 – Town of Mountainair workshop
- December 8, 2015 – Town of Edgewood workshop
- MRRTPo staff worked with the village of Mountainair and the Town of Edgewood to identify projects for the coming year. Once the local government decides which project to pursue, MRRTPo staff will assist the local government entity with completing the PFF and the PIF as well as any other needed forms. MRRTPo staff will continue this technical outreach with other local government members in the following year.
- December 2015 – MRRTPo staff is working through information gather at each workshop and also reviewing data to provide recommendations for potential projects to both Mountainair and Edgewood. MRRTPo staff will continue to coordinate with each community in the follow quarter to further develop project ideas and eventually complete the PFF.
- March 2016 – MRRTPo staff met with the new mayor for the Town of Edgewood to discuss MRCOG's work.
- This task is ongoing.

Task 4.5 Develop and maintain a MRRTPo website including posting current meeting information and planning documents.

- Current – MRRTPo staff continually updated the MRRTPo website to ensure it has up to date information. This includes posting signed meeting minutes, annual reports and information about HSIP, RTP and TAP funding opportunities.
- This task is ongoing.

Task 4.6 MRRTPo provides staff support to the Salt Mission Trail Scenic Byway Committee.

- October – December 2015 – MRRTPo staff continually updated the Facebook page.
- October – December 2015 – MRRTPo staff worked with the SMT Committee to

identify potential opportunities to explore further branding of the Byway. The SMT Committee will likely meet in the next quarter.

- October 2015 – MRRTPo updated the SMT brochure and had them professionally printed. Copies were distributed to communities along the Byway.
- January – March 2015 – MRRTPo staff provided Facebook updates to the SMT page about local community events. MRRTPo staff also brainstormed other ideas for SMT and next steps since launching the signs in the fall of 2015. There are additional funds leftover from the signage project. MRRTPo staff had the idea to do kiosks in each community along the Byway. This task would require support from the SMT Committee, so MRRTPo staff will likely convene the group in the next quarter to discuss potential ideas and next steps.
- This task is ongoing.

Task 4.7 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 potential events or meetings.

- October 22, 2015 – MRRTPo staff participated in the NMCSLT meeting.
- November 20, 2015 – Valerie Hermanson from MRRTPo was elected to serve on the NMCSLT team board. Today there was a board meeting to discuss tasks for 2016 on the NMCSLT.
- December 10, 2015 – MRRTPo staff participated in the NMCSLT meeting.
- January 28, 2016 – MRRTPo staff attended the NMCSLT meeting.
- February 11, 2016 – MRRTPo staff attended the New Mexico Legislature's Complete Streets day to meet with representatives and talk about local complete streets projects from MRRTPo members.
- February 25, 2016 – MRRTPo staff attended the NMCSLT meeting.
- March 24, 2016 – MRRTPo staff attended the NMCSLT meeting.
- This task is ongoing.

Task 4.8 MRRTPo staff will identify relevant professional development opportunities to further knowledge to better help member communities.

- November 10, 2015 – MRRTPo staff participated in the CIRD program from the National Endowment for the Arts and Project for Public Spaces webinar/information session about a potential grant opportunity for rural governments. This webinar explained the application process, eligibility requirements and selection criteria. MRRTPo staff is going to evaluate whether one of its members would be eligible.
- December 10, 2015 – MRRTPo staff participated in the follow-up informational webinar for the CIRD program. This webinar detailed potential projects examples. MRRTPo staff was unable to identify a local government project that would fit within the program requirements, but this is a recurring program, so possibly in the future this could be a potential opportunity.
- December 2015- MRRTPo staff started brainstorming for potential and interesting training sessions for the MRRTPo Committee. At the December MRRTPo

Committee, MRRTPo staff suggested a mapping/table top exercise in which staff would visit with each community to review maps, identify potential projects and identify appropriate funding sources for applicable projects. MRRTPo staff is continually thinking about this and anticipating doing a tabletop exercise at its April 2016 Committee meeting with additional individual meetings with each community. This idea is still in development.

- January 2016 – MRRTPo staff saw Natalie Villwock-Witte present about rural safety and a new resource for rural local governments working to improve the safety of their roads. MRRTPo staff invited Natalie to provide this presentation to the MRRTPo Committee at its February meeting.
- January 2016 – MRRTPo staff met with the Town of Edgewood/Retro 66 non-profit about presenting at the next RTPO Committee meeting. They are organizing a Route 66 celebration event that would be relevant to several RTPO communities.
- This task is ongoing.

Task 4.9 Identify speakers and/or presentations to attend and give presentations to the MRRTPo Committee.

- December 2015 – MRRTPo staff started brainstorming about potential speakers, trainings and presentations for 2016. One idea is about Freight movement in the region.
- December 2015 – MRRTPo staff asked the Town of Edgewood's Roger Holden to present about the Route 66 committee working on large regional celebration.
- January 4, 2016 – MRRTPo staff attended the Paving Conference and saw Natalie Villwock-Witte present about rural safety and a new resource for rural local governments working to improve the safety of their roads. MRRTPo staff invited Natalie to provide this presentation to the MRRTPo Committee at its February meeting.
- January 2016 – MRRTPo staff met with the Town of Edgewood/Retro 66 non-profit about presenting at the next RTPO Committee meeting. They are organizing a Route 66 celebration event that would be relevant to several RTPO communities.
- March 22, 2016 – MRRTPo staff started working on a project development training for the next RTPO Committee meeting on April 14, 2016. MRRTPo staff invited Wade Patterson to participate in the training and provide any guidance from NMDOT perspective.
- This task is ongoing.

Task 5.0 MRRTPo staff will provide staff support to other member projects, groups, committees that may be identified.

- February 4, 2016 – MRRTPo received an inquiry from SW Adventures about the potential for RTP funding for the creation of a trail around the Valle Caldera. MRRTPo staff explained the PFF and PIF process. Additionally, MRRTPo staff explained that to be able to apply for TAP/RTP funding, they would need a local government or eligible entity partner. MRRTPo staff offered to set up a meeting among the appropriate entities to start the process. No further updates at the writing of this report.

- Otherwise there were no member projects outside of TAP, RTP, RTIPR or HSIP.
- This task is ongoing.

Task 5.1 MRRTPO staff will maintain the MRRTPO e-newsletter

- November 12, 2015 – MRRTPO wrote and sent its e-newsletter.
- December 2015 – MRRTPO staff started creating the newsletter to release in January. The web based application for the newsletter changed the MRRTPO template, so MRRTPO had to completely recreate the template.
- February – March 2016 – MRRTPO staff started working on its e-newsletter to be sent in March.
- January 14, 2016 – MRRTPO staff sent its e-newsletter (Attachment D).
- March 10, 2016 – MRRTPO staff sent its e-newsletter (Attachment E).
- This task is ongoing.

Task 5.2 MRRTPO staff will coordinate with the Mid-Region Metropolitan Planning Organization (MRMPO) and the Rio Metro Regional Transit District as needed or requested.

- This task is ongoing and only as needed.

QR1: Staff hours exceeded estimated hours because MRRTPO staff spent more time planning and working with its local government communities to conduct asset mapping and technical planning exercises. MRRTPO staff worked closely with the Village of Cuba on its Cuba Miles project and ensured it met all NMDOT requirements with receiving the Recreational Trail Program grant. The research and prep work in identifying an outline and approach for conducting these workshops took some time, but now that a working template is in place, it should be easier to replicate with other communities in the next quarter. Additionally, MRRTPO focused a lot of energy on outreach and education to its local government communities because there were a lot of new MRRTPO Committee members to inform about what MRRTPO is and how we can assist local governments.

QR2: Staff hours exceeded estimated hours because MRRTPO did more outreach with its local government communities. Additionally, MRRTPO has been coordinately very closely with the Village of Cuba as its RTP funded project moves forward to ensure no deadlines are missed.

Function 4 (22%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2016 Budget	500.23	\$9,354.31		
Expenses 10/1/2015 - 12/31/2015	125.06	\$2,338.58	171.5	\$4,091.62
Expenses 1/1/16-3/31/16	125.06	\$2,338.58	148	\$3,371.78
Expenses 4/1/16-6/30/16	125.06	\$2,338.58		
Expenses 7/1/16-9/30/16	125.06	\$2,338.58		

Balance	180.73	\$1,890.91		
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Function 5. Technical Support

Task 5.1 Coordinate training and professional development opportunities for MRRTPO members, including developing training plans. Purchase any supporting materials that may be needed to coordinate/conduct the training.

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

- MRRTPO staff provide its members with information about the following throughout the October-December 2014 quarter:
 - October 29 Webinar - Integrating Safe Routes to School into the Fabric of Your Community: The Role of the Comprehensive Plan
 - NMDOT – RTP Motorized Call – FFY17
 - February 10 Webinar – Growing Safe Routes to School in Indian Country
 - NMDOT - RTP Motorized Call - FFY17
 - Safety Toolkit Webinar Series
 - NMDOT 2016 Annual Hardship Sale & Public Entity Sale
 - FTA NOFA: Tribal Transit Funding
 - This task is ongoing.

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

- October – December 2015 - No members requested specific assistance.
- January – March 2016 – No members requested specific assistance.
- This task is ongoing.

5.1.3 Conduct a member orientation/training for new MRRTPO Committee members or when a new chair/vice-chair are selected.

- The annual member orientation/training is offered typically in June, but was shifted to August to accommodate new appointees to the MRRTPO Committee, which is requested in June.
- This task is done annually in August. Not complete until August 2016.

5.1.4 Conduct training about project development for the MRRTPO Committee.

- October – December 2015 - MRRTPO staff will provide this training will occur in a later quarter in 2016.
- March 2016 – MRRTPO staff started to prepare for the April 14 MRRTPO Committee meeting. MRRTPO staff plans to provide a project development review and a review of different tools that can help in developing projects such

as: the crash data website and transportation analysis querying tool.

- This task is ongoing.

5.1.5 Conduct training for RTIPR process for the MRRTPO Committee.

- MRRTPO staff will provide this training will occur in a later quarter in 2016. MRRTPO provides more than one session on the RTIPR and pairs it with project development training.
- March 2016 – MRRTPO staff will provide a review on the RTIPR as part of a project development training that will occur at its April 14, 2016, meeting.

5.1.6 Identify other potential training opportunities for the MRRTPO Committee and coordinate accordingly.

- October – December 2015 - All training opportunities are sent via email to the MRRTPO distribution list as they arise. MRRTPO is brainstorming potential training opportunities for the MRRTPO Committee at Committee meetings.
- January 21, 2016 – MRRTPO consulted with other MRCOG staff on the Planning Commissioners Workshop, which will be held in May. While this training is intended for planning commissioners, it could also be useful to some MRRTPO Committee members. MRRTPO will ensure the MRRTPO Committee and its members are aware of this future training opportunity.
- January – March – 2016 – No specific trainings to mention, but any opportunities that are available are sent to the MRRTPO Committee distribution list.
- This task is ongoing.

Task 5.2 Provide data, geographic information systems (GIS) and technical support to MRRTPO members for transportation planning, project identification, meetings and project development.

- October – December 2015 – MRRTPO staff continually coordinated with the Village of Cuba and NMDOT to ensure they met deadlines for their Cuba Miles RTP project. MRRTPO staff also assisted with the completion of required forms.
- October 22, 2015 – MRRTPO staff met with Sheri Bozic from the Pueblo of Zia to discuss both the MRRTPO and potential access to GIS tools/mapping.
- November 13, 2015 – MRRTPO staff attended a full day of meetings and walking around Cuba to look at both the Cuba Miles project (funded via RTP funds) and to identify potential connections for future projects.
- January 6, 2016 – The Town of Edgewood Trails Planner had questions about the MRRTPO TIP versus the MRRTPO RTIPR and how the asset mapping exercise/potential projects would move forward.
- January 19, 2016 – MRRTPO staff provided the Pueblo of Laguna with information they requested based on the e-newsletter.
- January 20, 2016 – MRRTPO assisted the Pueblo of Zia with a GIS map request.
- March 1, 2016 – Pueblo of Zia asked about particular traffic count data that might be available for a road. Unfortunately, the data was not available.
- March 3, 2016 – Pueblo of Zia inquired about historical markers and who would

maintain or restore old markers. The historical markers are built and installed by NMDOT with assistance from the NM Historic Preservation Division regarding their design and wording. NMDOT often replaces old markers that have been damaged, vandalized and/or that need updated wording.

- March 2016 – The Pueblo of Zia requested transportation safety information for an upcoming meeting kicking off their safety planning effort.
- This task is going.

Task 5.3 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.

- MRRTPO staff provided its members with information about the following throughout the October-December 2015 quarter:
 - October 29 Webinar - Integrating Safe Routes to School into the Fabric of our streets
 - NMDOT – RTP Motorized Call – FFY17
 - February 10 Webinar – Growing Safe Routes to School in Indian Country
 - NMDOT - RTP Motorized Call - FFY17
 - Safety Toolkit Webinar Series
 - NMDOT 2016 Annual Hardship Sale & Public Entity Sale
 - FTA NOFA: Tribal Transit Funding
 - This task is ongoing.

Task 5.4 Conduct or participate in corridor studies, transportation-related subarea plans, and regional and local multi-modal and intermodal planning activities affecting MRRTPO member governments.

- October 19, 2015 – MRRTPO staff was invited to and did attend City of Albuquerque's the IDO Module 1 presentation.
- November 30, 2015 – MRRTPO staff was invited and did attend City of Albuquerque's Comprehensive Plan update meeting and workshop.
- December 2015 – MRRTPO staff coordinated with NM MainStreet on their work in Mountainair to designate it a Frontier Community. Worked related to this effort was included in the Mountainair planning workshop. There were no other special studies or planning activities to participate in.
- January – March 2016 – MRRTPO staff has been coordinating and keeping touch with other MRCOG that released the RFP to investigate regional freight opportunities. While this is focused on the AMPA area, there are still implications for the MRRTPO area. The RFP was awarded to Cambridge Systematics and will investigate how the region can leverage its strengths, address limitations and move toward serving as a logistics hubs to attract new industry.
- March 17, 2016 – Pueblo of Zia will be kicking off their long range transportation plan and transportation safety plan in April.
- This task is ongoing.

Task 5.5 Act as liaison between the NMDOT and local and tribal governments to

resolve project issues at the request of either NMDOT or of a specific local or tribal government. Coordinate with the NMDOT Tribal Liaison as needed.

- October – December 2015 - No project issues occurred this quarter.
- January – March 2016 – No project issues occurred this quarter.
- This task is ongoing.

QR1: Staff hours went under estimated amounts because there were not as many trainings/outreach related to LTAP as usual. Also, there were no specific member technical member requests related to GIS or other technical expertise. MRRTPO's hours were more focused in Function 4. But in the next quarter MRRTPO staff anticipates reviewing information from the asset mapping workshops and providing local government communities with more technical assistance related to outcomes from those workshops. For example, MRRTPO staff will review crash data in the next quarter for potential projects related to HSIP pending calls for projects, of course.

QR2: MRRTPO staff hours likely were less in this quarter because there were no requests for asset mapping and no requests for additional project planning support. However, with the upcoming call for projects, MRRTPO staff anticipates reaching out to each of its communities with projects in the RTIPR relevant to TAP/RTP funding and with other local government communities that might be interested in applying for funding.

Function 5 (20%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2016 Budget	454.75	\$8,503.92		
Expenses 10/1/2015 - 12/31/2015	113.69	\$2,125.98	82.5	\$1,698.99
Expenses 1/1/16-3/31/16	113.69	\$2,125.98	48	\$1,019.52
Expenses 4/1/16-6/30/16	113.69	\$2,125.98		
Expenses 7/1/16-9/30/16	113.69	\$2,125.98		
Balance	324.25	\$5,785.41		

Function 6. Other Activities and Projects and Staff Development

Task 6.1 Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT AWP. Provide periodic updates to MRRTPO members on the status of the studies/projects and involve the members in this effort as appropriate.

- October – November 2015 – MRRTPO staff worked with NMDOT on its development of the ARNOLD.
- November 3-5, 2015 – MRRTPO staff attended the full three day training for the Cradle to Grave.
- January – March 2016 – There were no specific or special studies/projects this quarter.
- This task is ongoing.

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 RTPPO-specific transportation issues, as appropriate.

- October – December 2015 - Efforts related to this task are anticipated in the next quarter when the state legislature is in session. All the RTPPOs are planning to participate in transportation day at the state legislature.
- December 8, 2015 – MRRTPO staff attended the NewMARC meeting with the other RTPPOs.
- January 6, 2016 – Vincent Soule from EPCOG had questions about different conferences and which ones would be appropriate for him to attend. MRRTPO provided insight into conference its staff have attended and about potential professionally beneficial conferences.
- February 17, 2016 – MRRTPO staff participated with the other RTPPOs by having a booth at Transportation Day of the State Legislature.
- March 8, 2016 – Angela Real from SCCOG asked about MRRTPO evaluation/criteria for projects. MRRTPO shared this information with Angela even though it will likely be updated pending guidance from NMDOT and the discussion held at the RTPPO Quarterly meeting on March 3 in which this was a discussion topic.
- March 28, 2016 – MRRTPO staff attended the NewMARC meeting with the other RTPPOs.
- This task is ongoing.

Task 6.3 Provide assistance to local governments interested in pursuing regional transportation system development and coordination activities.

- November 13, 2015 – MRRTPO staff met with the Village of Cuba for a day of meetings and tours discussing both the Cuba Miles project and other potential future projects that link to Cuba Miles.
- December 2, 2015 – MRRTPO staff held a workshop/asset mapping exercise with Town of Mountainair. New Mexico MainStreet is currently working on the development of a Town Square. MRRTPO staff will coordinate with all parties in the development of a project that can potentially link everything.
- December 8, 2015 - MRRTPO staff held a workshop/asset mapping exercise with Town of Edgewood. There were several projects identified. MRRTPO is working to identify linking and coordinating project efforts regionally as applicable.
- January 27, 2016 – Sally Davis, MRRTPO Advisory Committee member requested information about other NM RTPPOs. Sally works on connecting health and transportation. Currently, she's working on a project in Raton and Cofax County for sidewalks and safe places to talk. MRRTPO staff connected Sally to the appropriate RTPPOs in these areas.
- This task is ongoing.

Task 6.4 Monitor development of Federal and state laws affecting the transportation system and provide information about the contents and status to MRRTPO

members.

- November 18, 2015 – MRRTPO staff attended MRCOG's legislative priority meeting, which highlighted different federal and state laws that could affect the MRRTPO member areas. This task is anticipated to continue into the next quarter when the legislature is in session.
- December 2015 – MRRTPO staff is tracking and monitoring pre-filed legislation for a mapping fund, which would provide an appropriation for advanced mapping by NMDOT, including the Rio Grande trail. (SB0030) The Rio Grande Trail goes through portions of the MRRTPO planning area.
- January – March 2016 – MRRTPO staff reviewed different guides and documents that explained the Fixing America's Surface Transportation (FAST) Act.
- This task is ongoing.

Task 6.5 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.

- October 2015 – MRRTPO staff was invited to join the committee exploring health and transportation, which is housed under UNM's Prevention Research Center (PARN).
- October 6, 2015 – MRRTPO staff participated in the Southwest Collaborative planning workshop and kick off meeting with Elijah Henley with Central Federal Lands Highway Division. This session discussed potential partnerships among the RTPOs and this organization.
- October 7, 2015 – MRRTPO staff participated in day two of the Southwest Collaborative planning workshop with Elijah Henley. This potential for collaboration is anticipated to continue into the next quarter and they may attend the next RTPO quarterly meeting.
- November 18, 2015 – MRRTPO staff prepped for and participated in a Fund It meeting, which had information about funding road projects within Sandoval County.
- December 2015 – MRRTPO staff coordinated with Charlie Deans from NM MainStreet who is working with Mountainair on its Frontier Community status.
- February 2, 2016 – UNM's PARN program requested a presentation from MRRTPO about transportation planning. This program often works with rural communities in NM on health impact assessments. This presentation will occur in June or July 2016.
- This task is ongoing.

Task 6.6 Coordinate the MRRTPO's planning program with other RTPOs and any MPOs or other agencies impacted by activities contained in the RWP.

- October – December 2015 – There were no special areas to coordinate with other RTPOs/MPOs during this quarter.
- February 17, 2016 – MRRTPO staff attended Transportation Day at the state

legislature. All the statewide RTPOs had an RTPO booth and staffing schedule.

- March 3, 2016 – MRRTPO staff attended the RTPO quarterly in Santa Fe.
- This task is ongoing.

Task 6.7 Attend RTPO quarterly and special meetings.

- There were no RTPO quarterly meetings this quarter. The last meeting was on September 3, 2015. The next RTPO quarterly will occur in either January or February 2016. Eric Ghahate from North Central RTPO is coordinating this meeting.
- October 22, 2015 – MRRTPO staff had a check in meeting with Paul Sittig (NMDOT) liaison.
- January 28, 2016 – MRRTPO staff met with NMDOT to meet the new Government to Government liaison. Met with Wade Patterson and Paul Sittig.
- March 3, 2016 – MRRTPO staff attended the RTPO quarterly meeting in Santa Fe.
- March 24, 2016 – NMDOT coordinated with MRRTPO to set a time for the Quality Assurance Review (QAR). This meeting will occur April 14, 2016, at 1pm.
- March 31, 2016 – Paul Sittig (NMDOT) asked MRRTPO staff about potentially including the asset mapping exercise in the next two year RWP. MRRTPO staff recommended not including it, but referencing it as an example in technical outreach that RTPOs can provide to members. This will allow for flexibility within the model.
- This task is ongoing.

Task 6.8 MRRTPO staff shall attend conferences, training sessions or special meetings for staff and professional development opportunities. Potential conferences include: The Transportation Research Board (TRB) conferences, 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. Purchase any supporting materials that may be needed to coordinate, conduct or attend the conference.

- October 27-31, 2015 – MRRTPO staff attended the NACTO conference in Austin, TX.
- November 2015 - MRRTPO staff started the paperwork for MRRTPO staff to attend TRB.
- **On the invoice it's noted this way:** Out of state travel at \$1,379.58 =
\$263X2 (\$526) MRRTPO staff for NACTO conference
\$854 MRRTPO staff for TRB
- January 5, 2016 – MRRTPO staff presented at and attended the Paving Conference.
- January 8-15, 2016 – MRRTPO staff attended the Transportation Research Board (TRB) conference.
- February 25 & 26, 2016 – MRRTPO staff attended the National Highway Institute

training on Federal-aid Highways.

- March 9-12, 2016 – MRRTPO staff attended the Rocky Mountain Land Use Institute conference.
- This task is ongoing.

Task 6.9 MRRTPO staff will provide guidance as needed to the Mid-Region Metropolitan Planning Organization (MRMPO) for rural or regional perspective for specific meetings, committees or groups.

- October - December 2015 - No special meetings were required this quarter.
- January – March 2016 – No special meetings were required this quarter, but MRRTPO & MRMPO started to meet every other week for a staff check-in.
- This task is ongoing.

Task 7.0 MRRTPO staff will develop and elevate the RTPPO brand. This could include the development of a RTPPO specific logo.

- October - December 2015 - MRRTPO brand is used on all of its products.
- This task is complete.

Task 7.1 MRRTPO provides staff support to the New Mexico Complete Streets Leadership Team (NMCSLT) and provides guidance for the rural perspective. MRRTPO staff will assist with programming, events, meetings or other related items and inform MRRTPO members about potential events or meetings.

- October 22, 2015 – MRRTPO staff participated in the NMCSLT meeting.
- November 20, 2015 – Valerie Hermanson from MRRTPO was elected to serve on the NMCSLT team board. Today there was a board meeting to discuss tasks for 2016 on the NMCSLT.
- December 10, 2015 – MRRTPO staff participated in the NMCSLT meeting.
- January 2016 – MRRTPO staff assisted to create a flyers for New Mexico Complete Streets Day. One flyer about Complete Streets and another flyer about MRCOG member projects that are related to Complete Streets both in urban and rural settings.
- January 28, 2016 – MRRTPO staff attended the NMCSLT meeting.
- February 25, 2016 – MRRTPO staff attended the NMCSLT meeting.
- March 2016 – MRRTPO staff is coordinating with NMAPA and NMCSLT to see if a half day rural complete streets celebration would be organized as part of the fall state-wide NMAPA conference. This will be an agenda item at the next NMCSLT meeting in March.
- March 24, 2016 – MRRTPO staff attended the NMCSLT meeting.
- March 28, 2016 – MRRTPO staff consulted with Sharon Hausam (Pueblo of Laguna) about planning for the ½ day complete streets series at the fall NMAPA conference. MRRTPO staff and Sharon developed a concept and sent it to NMAPA. NMAPA will review at their next planning meeting to see if the concept could work. If so, MRRTPO staff and Sharon will work together to plan a ½ day complete streets series.

QR1: Staff hours exceeded estimates because two MRRTPo staff members attended a conference for professional development. Additionally, MRRTPo staff was selected for the board of NMCSLT, which required a little additional time than previously. Lastly, two MRRTPo staff attended the full three day NMDOT Cradle to Grave training.

QR2: MRRTPo staff hours likely went over due to the trainings/conferences that occurred this quarter. Additionally MRRTPo staff spent a little more time to revive the rural complete streets concept that had been spoken about in previous FFY.

Function 6 (20%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2016 Budget	454.75	\$8,503.92		
Expenses 10/1/2015 - 12/31/2015	113.69	\$2,125.98	153	\$3,582.37
Expenses 1/1/16-3/31/16	113.69	\$2,125.98	164	\$3,606.67
Expenses 4/1/16-6/30/16	113.69	\$2,125.98		
Expenses 7/1/16-9/30/16	113.69	\$2,125.98		
Balance	137.75	\$1,314.88		

Function 7. Reporting

Task 7.1 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 are due to the NMDOT SPB by the 25th day of the month following the end of each quarter, and shall be included as an informational item on the following MRRTPo Committee agenda. The Reports should also reflect all costs outlined in the Invoice. See the NMDOT Planning Procedures Manual for more information on the Reimbursement Packets.

- December 2015 – MRRTPo staff started writing QR1.
- March 2016 – MRRTPo staff started working on the QR2.
- This task is ongoing.

Task 7.2 Submit an Annual Performance and Expenditure Report for FFY 2014 to the NMDOT by December 29. The MRRTPo Policy Board should review and approve this report prior to submittal of the report to the NMDOT SPB.

- October - November 2015 – MRRTPo staff wrote and gathered needed materials/attachments for the Annual Performance and Expenditure Report.
- November 9, 2015 – MRRTPo staff submitted the draft APER to NMDOT.
- November 20, 2015 – MRRTPo staff updated the draft APER to final per NMDOT request.
- December 2, 2015 – MRRTPo staff posted the final APER on the MRRTPo website.

- This task is complete.

QR1: Staff hours exceeded estimated hours because MRRTPo staff had to re-review its Annual Report. Also, gathering the needed information and writing the report took more time than estimated.

QR2: MRRTPo staff hours likely were less than estimated because the writing and reviewing of this QR2 did not take as long as previous quarters. Additionally, more of the time in writing and reviewing this report will occur in the next quarter.

Function 7 (5%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2016 Budget	113.69	\$2,125.98		
Expenses 10/1/2015 - 12/31/2015	28.42	\$531.50	33	\$679.99
Expenses 1/1/16-3/31/16	28.42	\$531.50	23	\$520.42
Expenses 4/1/16-6/30/16	28.42	\$531.50		
Expenses 7/1/16-9/30/16	28.42	\$531.50		
Balance	57.69	\$925.57		

2016 NM MID-REGION RTP0 RTIPR - FINAL

3.3.16

PROJECT TYPE: ROADWAY-PRESERVATION

PROJECT	FROM	TO	REQUESTING AGENCY	DOT District	LENGTH (MILES)	TYPE IMPROVEMENT	PROJECT COST	PROJECT LEAD	RTP0 Ranking	NOTES
Sandoval County Bridge 1787	CR11 over Seniorita Canyon		Sandoval County	6		Reconstruction	\$350,000.0	Local	2	2013 & 2015 Submission
Sandoval County Bridge 1786	CR11 over Arroyo Hondo		Sandoval County	6		Reconstruction	\$350,000.0	Local	4	2013 & 2015 Submission
Sandoval County Bridge 1784	CR11 over San Miguel Canyon		Sandoval County	6		Reconstruction	\$350,000.0	Local	3	2015 submission
County Road 11 Rehabilitation	Begins at 187&US550	MP51	Sandoval County	6	13	Reconstruction	\$575,000.0	Local	1	2013 & 2015 Submission

PROJECT TYPE: ROADWAY-SAFETY

PROJECT	FROM	TO	REQUESTING AGENCY	DOT District	LENGTH (MILES)	TYPE IMPROVEMENT	PROJECT COST	PROJECT LEAD	RTP0 Ranking	NOTES
Alan Ayers Road Phase II	NM41	Mile Marker 2.12	Estancia	5	2.25	Reconstruct and address drainage issues	\$1,305,312.0	Local	1	2011 & 2015 Submission

PROJECT TYPE: BICYCLE/PEDESTRIAN/ENHANCEMENT PROJECTS

PROJECT	FROM	TO	REQUESTING AGENCY	DOT District	LENGTH (MILES)	TYPE IMPROVEMENT	PROJECT COST	PROJECT LEAD	RTP0 Ranking	NOTES
Estancia Street Lighting Project	Fifth Street (NM41) MP 11.19 to MP 11.13	Hopewell Ave/Seventh St.	Estancia	5	0.38	Lighting	\$434,500.0	Local	3	2013 & 2015 Submission
NM126 Sidewalk	US550	St. Francis Park	Cuba	6	0.2	Sidewalk	\$250,000.0	Local	2	2015 submission
US550 Crosswalk and Ped Safety Improvements, Phase III	MP63	MP65	Cuba	6	2	Enhanced crosswalks and traffic calming	\$1,500,000.0	Local	1	2010 & 2015 Submission
Cuba Miles	St. Francis Assisi Park	St. Francis Assisi Park	Cuba	6		Paved trail network	\$219,499.1	Local		Rec. Trails Funding STIP: RT60002
NM344 Trail	MP 1.45	MP 1.7	Edgewood	5	0.25	Pedestrian facility	\$36,000.00	Local	2	2013 Submission - Awarded TAP funds

Dinkle Road Trail	Access to Edgewood Elementary School	Edgewood	5	0.11	Pedestrian-facility	\$35,000.00	Local	3	2013 Submission-Awarded TAP-funds
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Highlighted Projects: Project cancelled & removed from STIP/RTIPR (per Town of Edgewood)

2014 FTA GRANT APPLICATION EVALUATION RESULTS	
Mid-Region RTPPO Evaluation 10/9/2014	
SECTION 5310	
APPLICANT	Priority
Adelante Development Center	1
ARCA	5
Cornucopia Adult Services	4
LifeROOTS	4
Mandy's Special Farm	3
Rio Metro RTD	2
SECTION 5311	
APPLICANT	Priority
Rio Metro RTD	1

2015 FTA GRANT APPLICATION EVALUATION RESULTS	
Mid-Region RTPPO Evaluation 10/22/2015 & 12/10/2015	
SECTION 5310	
APPLICANT	Priority
Adelante Development Center	8
ARCA	3
Cornucopia Adult Services	2
LifeROOTS	4
Mandy's Farm	1
Pueblo of Isleta	5
Rio Metro RTD	7
Share Your Care	6
SECTION 5311	
APPLICANT	Priority
Rio Metro RTD	1



Published in the Albuquerque Journal on Sunday January 31, 2016

NOTICE OF A MEETING OF THE MRCOG MID REGION RURAL TRANSPORTATION PLANNING ORGANIZATION (MRRTP0) Mid-Region Council of Governments 809 Copper Ave. N.W. Albuquerque, NM 87102 Thursday, February 11, 2016 9:30 a.m. to 11:30 a.m. A copy of the agenda may be picked up at MRCOG, 809 Copper NW, Albuquerque, NM 87102 or may be viewed at our website on February 4 at www.mrcog-nm.gov. ANYONE REQUIRING SPECIAL ACCOMMODATIONS IS REQUESTED TO NOTIFY THE MRCOG OFFICES AT 247-1750 WITHIN 7 DAYS OF THE MEETING DATE. Journal: January 31, 2016



MID-REGION COUNCIL OF GOVERNMENTS (MRCOG)

MID-REGION
RURAL TRANSPORTATION PLANNING ORGANIZATION (MRRTPO)Membership Roster
Quorum = 5
(Need 33% of Active Members for a quorum)

ORGANIZATION	VOTING MEMBER	ALTERNATE
City of Moriarty	Ted Hart, Mayor	Debbie Ortiz, Director
Village of Cuba	Mark Hatzenbuhler, Mayor	Vandora P. Casados, Village Clerk Gilbert Dominguez, Councilor, <i>Committee Vice-Chair</i>
Town of Edgewood	Stephen Shepherd, Administrator	Brad E. Hill, Mayor
Town of Estancia	Morrow Hall, Trustee	Vacant
Pueblo of Jemez	Joshua Madalena, Governor	Carla Gachupin, Planning and Development Department Director Jeri Loretto
Village of Jemez Springs	Robert "Bob" Wilson, Mayor	Pam Grider
Jicarilla Apache Nation	George Visio, Engineer	Adrian Notsinneh El, Highway Engineer/Planner Duane Sandoval, Engineer/Planner
Pueblo of Laguna	Vacant	Sharon Hausam, Tribal Planner Wilbur Lockwood
Pueblo of Zia	Sheri Bozic, Planning Manager	Peter Pino, Tribal Administrator
Town of Mountainair	Jerry Lisk, Business Owner	Suzan Brazil, Clerk
Sandoval County	Pete Nieto, Public Works Assistant Director	Fred Marquez, Project Manager
Santa Fe County	Ray Matthew, Senior Transportation Planner	Robert Griego, Planning Division Manager Maria Lohmann, Planner
Village of San Ysidro	Steve Lucero, Mayor	Daniel White, Marshal, <i>Committee Chair</i>
Torrance County	LeRoy Candelaria, Commissioner	Vacant
ELIGIBLE BUT NOT PARTICIPATING		
Village of Encino	John G Phillips III, Mayor	Loretta Chavez, Clerk/Treasurer Boyd Herrington
Village of Willard	Robert Chavez, Mayor	Angelina Halbert, Clerk/Treasurer
NON-VOTING ASSOCIATE MEMBER		

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
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, D5 Engineering Support	Vacant
NM Dept. of Transportation – District 6	Jan Niclas, Traffic Engineer	Joann Garcia, Co-ops
NM Department of Transportation – Planning Division	Wade Patterson, Government to Government Unit	Jessica Griffin, Government to Government Unit Manager
NM Department of Transportation – Planning Division	Ron Shutiva, Tribal Liaison	Vacant
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 National Forest	Lee Harrelson, Forest Engineer	Vacant
USFS, Sandia Ranger District	Vacant	Vacant



News & Updates

We hope everyone had a safe and fun holiday season. Happy New Year!

Welcome to our new mobile-friendly template in case you read your news on the go! Since the MRRTPO Committee meets every other month, this newsletter is meant to keep everyone in the loop during the months that we do not meet. Stay up to date with the 2016 meeting schedule [HERE >>](#)

Visit Our Website

December MRRTPO Committee Meeting

We had a great December MRRTPO Committee meeting! Anne McLaughlin from NMDOT and Charlie Deans from New Mexico MainStreet gave a wonderful presentation about **Great Streets, Great Places!**



The presentation provided wonderful and replicable examples from around New Mexico about incorporating placemaking and building creative partnerships when approaching projects to improve our built environments and our streets.

A key theme throughout the presentation stressed early involvement and early consultation on project development with appropriate stakeholders. This theme fit nicely with the outreach workshops that MRRTPO staff have been coordinating with local government communities. We're here to help you with early consultation!

If you're interested in seeing a copy of the presentation or having MRRTPO staff provide technical assistance, please let us know! >>

Mountainair Planning Workshop

MRRTPO staff went to Mountainair on December 2 to conduct an asset mapping exercise with local staff and stakeholders. We had an incredible turnout and wonderful participation from those present. We reviewed local and regional aerial maps to identify community assets and brainstorm potential future transportation projects to link community amenities. It was not only a fun afternoon, but we were able to identify local opportunities to work toward in 2016.



We're happy to come out to do the same exercise in your community!

[Let us know if you're interested in MRRTPO technical assistance >>](#)

Cuba Miles Meeting

MRRTPO staff attended meetings and tours in Cuba on November 13 to chat about the Cuba Miles project that was awarded Recreational Trails Program (RTP) funding. This project will create a network of trails in St. Francis Assisi Park. The Village of Cuba and Step Into Cuba have made incredible strides to improve the safety of more vulnerable road users (walkers/cyclists) in their community. Of course, there is still more work to be done, but it's important to note their progress and they have a great team and plans for the future of their community.



We're looking forward to working with them to make the Cuba Miles project a reality and on other projects to work toward reaching their community vision.

[Let us know if you're interested in MRRTPO technical assistance >>](#)

Edgewood Planning Workshop

On December 8, MRRTPO staff went to Edgewood to conduct a similar workshop as in Mountainair. MRRTPO staff brought aerial maps of the area and the region and discussed with local staff potential projects for the area. There were a lot of great ideas and several projects were identified. We're looking forward to assisting the Town of Edgewood in pursuing some of these opportunities.



We're happy to come out to do the same exercise in your community!

[Let us know if you're interested in MRRTPO technical assistance >>](#)

February MRRTPO Committee Meeting

The next Mid-Region Rural Transportation Planning Organization (MRRTPO) Committee meeting will be on: Thursday, February 11, 2016, 9:30-11:30 am at MRCOG's offices: **809 Copper NW 87102**



Discussion items include:

- Updates about the new transportation legislation: **Fixing America's Surface Transportation (FAST) Act**
- **2019 New Mexico Route 66 Celebration**
- Other exciting topics to kick-off the new year right!

Mark your calendars!

Please plan on attending the meeting and don't forget to RSVP! >>

Mid-Region Council of Governments | www.mrcog-nm.gov

STAY CONNECTED:





Visit Our Website

Save the date!

2016 Planning Commissioners Workshop

Spring Cleaning Time! *Shake Off Those Cobwebs, Dust Off Your Maps!*

Topics
 Rezoning an Entire Town: How Corrales Did it
 There's a Map For That: MRCOG Can Help Update Your Maps
 Doing The Right Thing: Responsibilities of Planning Commissioners

Guest Speakers: Anita Miller and Cynthia Tidwell

When: May 13, 9AM-12PM
Where: MRCOG Board Room
Address: 809 Copper Ave NW
 Albuquerque, NM 87102

There is no charge for this workshop. Refreshments will be provided.

Please RSVP to Maida Rubin at mrubin@mrcog-nm.gov or (505) 724-3602 by **May 2nd**



Planning Commissioners Workshop

If you are a planning commissioner, planner, clerk or elected official, you will not want to miss MRCOG's 2016 Commissioner Workshop on Friday, May 13th! Refreshments will be served and questions will be answered. There is no charge for this workshop, but RSVP is required.

February MRRTPO Committee Meeting

We had a great February MRRPTO Committee meeting with two informational presentations from:

- Roger Holden (Town of Edgewood & RETRO Relive the Route) [2019 New Mexico Route 66 Celebration](#) - invites all communities to partner in honoring New Mexico's heritage, culture, history and enchantment
- Natalie Villwock-Witte (Western Transportation Institute) [National Center for Rural Road Safety](#) - provides resources and technical assistance to improve rural road safety



[If you're interested in viewing a copy of either presentation, please let us know >>](#)

FAST ACT

In December 2015, the Fixing America's Surface Transportation (FAST) Act was passed. This is a five-year federal surface transportation authorization law, which largely maintains current program structures and funding shares between highways and transit.

For the Transportation Alternative Program (TAP), Congress made a few changes. Under FAST, the program name has been changed to "Surface Transportation Block Grant Set-Aside Program." For simplicity and consistency, NMDOT indicated they will continue to refer to this program as TAP. The Federal Highway Administration (FHWA) may do the same. Additionally, FAST included non-profits as eligible project sponsors, but NMDOT does NOT intend to open up TAP to non-profits for project sponsorship. However, interested non-profits are encouraged to partner with other eligible governmental entities. Beyond these changes, the program is nearly identical.



MRRTPO will be sure to provide updates as we receive information on how the FAST Act will impact our local communities.

[More information on the FAST Act >>](#)

April MRRTPO Committee Meeting

The next Mid-Region Rural Transportation Planning Organization (MRRTPO) Committee meeting will be on: Thursday, April 14, 2016, 9:30-11:30 am at MRCOG's offices: [809 Copper NW 87102](#)

Mark your calendars!



Please plan on attending the meeting and don't forget to RSVP! >>

Mid-Region Council of Governments | www.mrcog-nm.gov

STAY CONNECTED:



Timesheet Summary

Function 1 (14%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2016 Budget	318.33	\$5,952.76		
Expenses 10/1/2016 - 12/31/2016	79.58		4	\$110.36
Expenses 1/1/16-3/31/16	79.58		10	\$234.62
Expenses 4/1/16-6/30/16	79.58			
Expenses 7/1/16-9/30/16	79.58			
Balance	304.33	\$5,607.78		

Function 2 (5%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2016 Budget	113.69	\$2,126.00		
Expenses 10/1/2016 - 12/31/2016	28.42	\$531.50	15	\$396.71
Expenses 1/1/16-3/31/16	28.42	\$531.50	5	\$99.85
Expenses 4/1/16-6/30/16	28.42	\$531.50		
Expenses 7/1/16-9/30/16	28.42	\$531.50		
Balance	93.69	\$1,629.44		

Function 3 (14%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2016 Budget	318.33	\$5,952.76		
Expenses 10/1/2016 - 12/31/2016	79.58	\$1,488.19	30	\$580.82
Expenses 1/1/16-3/31/16	79.58	\$1,488.19	28	\$716.30
Expenses 4/1/16-6/30/16	79.58	\$1,488.19		
Expenses 7/1/16-9/30/16	79.58	\$1,488.19		
Balance	260.33	\$4,655.64		

Function 4 (22%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2016 Budget	500.23	\$9,354.31		
Expenses 10/1/2016 - 12/31/2016	125.06	\$2,338.58	171.5	\$4,091.62
Expenses 1/1/16-3/31/16	125.06	\$2,338.58	148	\$3,371.78
Expenses 4/1/16-6/30/16	125.06	\$2,338.58		
Expenses 7/1/16-9/30/16	125.06	\$2,338.58		
Balance	180.73	\$1,890.91		

Function 5 (20%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost

FFY 2016 Budget	454.75	\$8,503.92		
Expenses 10/1/2016 - 12/31/2016	113.69	\$2,125.98	82.5	\$1,698.99
Expenses 1/1/16-3/31/16	113.69	\$2,125.98	48	\$1,019.52
Expenses 4/1/16-6/30/16	113.69	\$2,125.98		
Expenses 7/1/16-9/30/16	113.69	\$2,125.98		
Balance	324.25	\$5,785.41		

Function 6 (20%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2016 Budget	454.75	\$8,503.92		
Expenses 10/1/2016 - 12/31/2016	113.69	\$2,125.98	153	\$3,582.37
Expenses 1/1/16-3/31/16	113.69	\$2,125.98	164	\$3,606.67
Expenses 4/1/16-6/30/16	113.69	\$2,125.98		
Expenses 7/1/16-9/30/16	113.69	\$2,125.98		
Balance	137.75	\$1,314.88		

Function 7 (5%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2016 Budget	113.69	\$2,125.98		
Expenses 10/1/2016 - 12/31/2016	28.42	\$531.50	33	\$679.99
Expenses 1/1/16-3/31/16	28.42	\$531.50	23	\$520.42
Expenses 4/1/16-6/30/16	28.42	\$531.50		
Expenses 7/1/16-9/30/16	28.42	\$531.50		
Balance	57.69	\$925.57		

	Staff Hours	Staff Costs
TOTALS	2273.77	\$42,519.65
Balance	1358.77	\$21,809.63

Quarterly Budget Report - QR2

	Budget Cost	Budget Hours	Actual Staff Hours QR1	Staff Hours Cost QR1	Actual Staff Hours QR2	Staff Hours Cost QR2	Actual Staff Hours QR3	Staff Hours QR3	Actual Staff Hours QR4	Staff Hours Cost QR4	Total Cost	Balance (Cost)	Balance (Hours)
Function 1	\$5,952.76	318.33	4	\$110.36	10	\$234.62					\$344.98	\$5,607.78	304.33
Function 2	\$2,126.00	113.69	15	\$396.71	5	\$99.85					\$496.56	\$1,629.44	93.69
Function 3	\$5,952.76	318.33	30	\$580.82	28	\$716.30					\$1,297.12	\$4,655.64	260.33
Function 4	\$9,354.31	500.23	171.5	\$4,091.62	148	\$3,371.78					\$7,463.40	\$1,890.91	180.73
Function 5	\$8,503.92	454.75	82.5	\$1,698.99	48	\$1,019.52					\$2,718.51	\$5,785.41	324.25
Function 6	\$8,503.92	454.75	153	\$3,582.37	164	\$3,606.67					\$7,189.04	\$1,314.88	137.75
Function 7	\$2,125.98	113.69	33	\$679.99	23	\$520.42					\$1,200.41	\$925.57	57.69
TOTAL	\$42,519.65	2273.77	489	\$11,140.86	10	\$5,962.49					\$20,710.02	\$21,809.63	1358.77

	Budget	Q1	Q2	Q3	Q4	Total	Balance
Revenues							
Federal	85,000.00	21,575.06	18966.75			40,541.81	44,458.19
Local	21,250.00	5,393.76	4741.69			10,135.45	11,114.55
Total Revenues	106,250.00	26,968.82	23708.44	-	-	50,677.26	55,572.74

Expenses							
Salaries & Benefits	74,497.00	19,117.81	17,217			36,334.81	38,162.19
Professional Development	2,201.00	285.00	19			304.00	1,897.00
Operating Expenses	6,101.00	1,589.00	-			1,589.00	4,512.00
Travel	2,201.00	1,564.24	2,035			3,599.24	(1,398.24)
Indirect Costs	21,250.00	4,412.75	4,437			8,849.75	12,400.25
Total Expenses	106,250.00	26,968.82				50,676.80	55,573.20

Mid-Region Council of Governments
RTPO Program Status Report FFY 16

Regional Transportation Planning
PO 207336

P315050 FHWA TPO (Mid-Region RTPO)

	Federal (80.00%)	Local (20.00%)	Total
Work Authorization 11/13/2014:	85,000.00	21,250.00	106,250.00
Invoice 15-135	15,048.78	3,762.20	18,810.98
Invoice 15-247	19,925.15	4,981.29	24,906.44
Invoice 15-290	17,439.78	4,359.94	21,799.72
Invoice 16-052	24,895.94	6,223.98	31,119.92
Invoice 16-094	7,690.35	1,922.59	9,612.94
Balance	-	-	-

1st Qtr ending 12/31/14
 2nd Qtr ending 3/31/15
 3rd Qtr ending 6/30/15
 4th Qtr ending 9/30/15
 1st Qtr ending 12/31/15

Regional Transportation Planning
PO 227701

P315050 FHWA TPO (Mid-Region RTPO)

	Federal (80.00%)	Local (20.00%)	Total
Work Authorization 10/1/2015:	85,000.00	21,250.00	106,250.00
Invoice 16-094	13,884.71	3,471.17	17,355.88
Invoice 16-134	18,966.75	4,741.69	23,708.44
Balance	52,148.54	13,037.14	65,185.68

1st Qtr ending 12/31/15
 2nd Qtr ending 3/31/16
 3rd Qtr ending 6/30/16
 4th Qtr ending 9/30/16

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MRCOG
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 From 1/1/2016 Through 3/31/2016

033 - Regional Planning Organization

Expenditures		Professional/Contractual Services			Total
		Direct Operational Expenditures	Capital Outlay	Indirect Expenditures	
Salaries & Wages	5000	9,569.16			9,569.16
Vacation & Sick Leave	5002	3,390.55			3,390.55
Accrual/Allocation					
FICA Expense	5005	708.56			708.56
State Unemployment Tax	5007	65.36			65.36
Workers Comp Insurance	5008	38.07			38.07
Workers Comp Assessment Fee	5009	1.99			1.99
Fringe Benefits	5010	86.15			86.15
Dental Insurance	5011	38.24			38.24
Life	5012	116.27			116.27
Medical Insurance	5014	1,148.78			1,148.78
Vision Insurance	5015	5.85			5.85
PERA Expense	5016	1,857.35			1,857.35
Retiree Health Care	5018	191.40			191.40
Registration & Tuition	5100	0.00			0.00
Membership Fees	5110	19.00			19.00
In State Travel	5150	0.00			0.00
Out of State Travel	5160	2,034.86			2,034.86
Equipment - under \$5,000	5220	0.00			0.00
Telephone Services	5400	0.00			0.00
Office supplies	5800	0.00			0.00
Postage	5805	0.49			0.49
Printing & Reproduction	5810	150.00			150.00
Advertising	5815	27.01			27.01
Meeting Expense	5840	0.00			0.00
Misc Expense	5999	0.00			0.00
Indirect Cost Allocation	7000				
Total Expenditures		19,449.09	0.00	4,259.35	23,708.44
Federal Match		15,559.27	0.00	3,407.48	18,966.75
Local Match		3,889.82	0.00	851.87	4,741.69

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MRCOG
 Expanded General Ledger - Unposted Transactions Included In Report
 From 1/1/2016 Through 3/31/2016

Fund Code	GL Code	GL Title	Doc Number	Effective Date Name	ID	Description	Session ID	Debit	Credit
033	5160	Out of State Travel	HerVal020116	2/1/2016 Valerie Hermanson	HerVal	Reimburse Travel	API1602001	478.74 *	
033	5160	Out of State Travel	Rubin/Gaiser3/9/1	1/1/2016 Wells Fargo Bus. Payment Remit.	Wells Fargo Bus	Gaiser & Rubin travel to Denver, CO March 2016	PCard151201	1,556.12	
Transaction Total								2,034.86	0.00

Fin 3

* Final Reimb for
 DC Travel for
 TRB Conference



MRCOG TRAVEL AUTHORIZATION

The Executive Director will authorize all in-state and out-of-state travel for employees and public officers.

Traveler: Maida Rubin & Sandy Gaiser

Purpose of Travel: To attend the Rocky Mountain Land Institute Conference, March 10-11, 2015

Destination: Denver, CO

Estimated Departure: 3/9/15

Estimated Return: 3/12/15

Estimated Expenses:

Mileage:	NA	
✓ Airfare: \$250 x 2ppl	\$500	213.96 276.96
Lodging: \$160 x 2ppl x 3 nights	\$960	
✓ Conference Fees: Govt rate: \$475 x 2 ppl	\$950	950
Other: Per diem: (45 x 2 ppl x 3 days) + (30 x 2ppl)	\$330	
✓ Other: Transportation from/to airport: (\$35x2 ways, both ppl)	\$70 shuttle	57.60 57.60
Total:	\$2,810	1556.12

\$ 1556.12

Maida Airfare
Sandy Airfare

Both Conference Fees (7)

Maida - Shuttle
Sandy - Shuttle

Total Paid 1556.12

Comments:

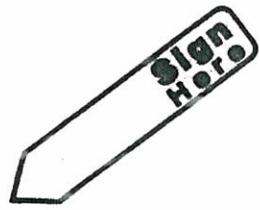
Note: Meals are limited to \$30.00 per 24-hour period in-state; \$45.00 per 24-hour period out-of-state; pro-rated, maximum of \$30.00, on the last day of travel (receipts required).

Recommended by: [Signature]
Supervisor

12/23/2015
Date

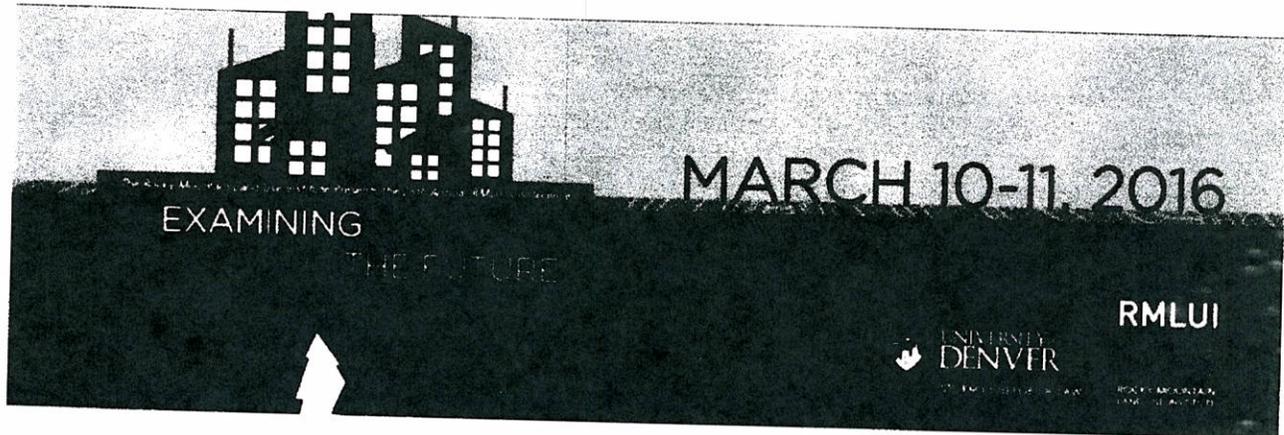
Approved by: [Signature]
Executive Director

12-23-15
Date



6

RegOnline[®] by Lanyon



Receipt

Receipt Number: 1773696-88297082
Registration ID: 88297082
Registration Date: 12/28/2015
Receipt Date: 12/28/2015
Issued By: University of Denver
Event: 2016 Rocky Mountain Land Use Institute Conference
Date/Time: Thursday, March 10, 2016 - Friday, March 11, 2016

Registrants

Name	Registration ID	Company/Organization	Registrant Type
<u>Maida Rubin</u>	88297082	Mid-Region Council of Governments	Government
<u>Sandra Gaiser</u>	88297177	Mid-Region Council of Governments	Government

Billing Information

Accounts Payable1
 809 Copper Ave NW
 Albuquerque, NM 87102
 United States

Personal Info

Maida Rubin
 Mid-Region Council of Governments
 809 Copper Ave NW
 Albuquerque, NM 87102
 5057243602
 mrubin@mrcog-nm.gov

Fees

Fee	Quantity	Unit Price	Amount
Government Event Fee	2	\$475.00	\$950.00

7

Fee	Quantity	Unit Price	Amount
Subtotal:			\$950.00
Total:			\$950.00

Transactions

Transaction Type	Date	Amount	Balance
Transaction Amount	12/28/2015	\$950.00	\$950.00
Online Credit Card Payment (*****0523) Details	12/28/2015	(\$950.00)	\$0.00
Current Balance:			\$0.00

From (5)

Payment Method

Payment Method: Credit Card (Visa)

The online credit card payment for this event will be listed on your credit card statement with the name Univ. of Denver Sturm College of Law.



The University of Denver Sturm College of Law is committed to providing facilities that are accessible to persons with and without disabilities. We encourage anyone who requires assistance to contact Lisa Lovinger Bingham at 303-871-6319 or lbingham@du.edu for further information.

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Quarterly Budget Report - QR2

	Budget Cost	Budget Hours	Actual Staff Hours QR1	Staff Hours Cost QR1	Actual Staff Hours QR2	Staff Hours Cost QR2	Actual Staff Hours QR3	Staff Hours QR3	Actual Staff Hours QR4	Staff Hours Cost QR4	Total Cost	Balance (Cost)	Balance (Hours)
Function 1	\$5,952.76	318.33	4	\$110.36	10	\$234.62					\$344.98	\$5,607.78	304.33
Function 2	\$2,126.00	113.69	15	\$396.71	5	\$99.85					\$496.56	\$1,629.44	93.69
Function 3	\$5,952.76	318.33	30	\$580.82	28	\$716.30					\$1,297.12	\$4,655.64	260.33
Function 4	\$9,354.31	500.23	171.5	\$4,091.62	148	\$3,371.78					\$7,463.40	\$1,890.91	180.73
Function 5	\$8,503.92	454.75	82.5	\$1,698.99	48	\$1,019.52					\$2,718.51	\$5,785.41	324.25
Function 6	\$8,503.92	454.75	153	\$3,582.37	164	\$3,606.67					\$7,189.04	\$1,314.88	137.75
Function 7	\$2,125.98	113.69	33	\$679.99	23	\$520.42					\$1,200.41	\$925.57	57.69
TOTAL	\$42,519.65	2273.77	489	\$11,140.86	426	\$9,569.16					\$20,710.02	\$21,809.63	1358.77

	Budget	Q1	Q2	Q3	Q4	Total	Balance
Revenues							
Federal	85,000.00	21,575.06	18966.75			40,541.81	44,458.19
Local	21,250.00	5,393.76	4741.69			10,135.45	11,114.55
Total Revenues	106,250.00	26,968.82	23708.44	-	-	50,677.26	55,572.74

Expenses							
Salaries & Benefits	74,497.00	19,117.81	17,217			36,334.81	38,162.19
Professional Development	2,201.00	285.00	19			304.00	1,897.00
Operating Expenses	6,101.00	1,589.00	-			1,589.00	4,512.00
Travel	2,201.00	1,564.24	2,035			3,599.24	(1,398.24)
Indirect Costs	21,250.00	4,412.75	4,437			8,849.75	12,400.25
Total Expenses	106,250.00	26,968.82	23,708			50,676.80	55,573.20

Mid-Region Council of Governments
MID- REGION RURAL TRANSPORTATION PLANNING ORGANIZATION (MRRTPPO)
FFY 2017/2019 ANNUAL WORK PROGRAM
October 1, 2016 – September 30, 2018

- QUARTER 1 - OCTOBER 1 – DECEMBER 31, 2016
- QUARTERLY REPORT 2 – JANUARY 1 – MARCH 31, 2017
- QUARTERLY REPORT 3 – APRIL 1 – JUNE 30, 2017
- QUARTERLY REPORT 4 – July 1 – September 30, 2017
- Summary of year

Introduction and Purpose

The Mid-Region Rural Transportation Planning Organization (MRRTPPO) is the Regional Transportation Planning Organization for areas outside of the Albuquerque Metropolitan Boundary. MRRTPPO 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. MRRTPPO 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 (MRCOG) will complete in fulfillment of the contract for management of the Mid-Region Rural Transportation Planning Organization (MRRTPPO) for Federal Fiscal Years (FFYs) 2017-2018, which is October 1, 2016, through September 30, 2018.

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 MRRTPPO Long-Range Regional Transportation Plan (RTP).

- 1.1.1 Review and update the RTP, including tasks and goals, at least once every four years in coordination with the NMDOT Long Range Plan 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 Implement performance measures developed in MRRTPPO RTP. Create and

implement a strategic plan for implementation of the action items identified by MRRTPO members and stakeholders as part of the RTP development process.

Function 1 (15%)	Budgeted Hours ('17)	Actual Hours	Other Specific Costs	Budgeted Hours ('18)	Actual Hours	Other Specific Costs
FFY 2017/2018 Budget	300	NA		300	NA	
1st Quarter	75			75		
2nd Quarter	75			75		
3rd Quarter	75			75		
4th Quarter	75			75		
Balance						

Function 1 Activity Tracking – 2017

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 statewide population, economic development, travel demand data, projects and trends to inform regional planning efforts, and distribute this information with MRRTPO members. Data to be collected and maintained by the MRRTPO with assistance from NMDOT. Data 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 Provide data, geographic information systems (GIS) and technical support to MRRTPO members for transportation planning, project identification, meetings, and project development.

Task 2.2 Assist MRRTPO members and NMDOT staff with roadway and corridor-level classification and analysis in accordance with the currently adopted guidelines. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify classifications.

Function 2 (15%)	Budgeted Hours ('17)	Actual Hours	Other Specific Costs	Budgeted Hours ('18)	Actual Hours	Other Specific Costs
FFY 2017/2018 Budget	300	NA		300	NA	
1st Quarter	75			75		
2nd Quarter	75			75		
3rd Quarter	75			75		
4th Quarter	75			75		
Balance						

Function 2 Activity Tracking – 2017

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 MRRTPO members about funding opportunities and assist MRRTPO members to identify projects that may be eligible for transportation funding from federal or other sources, based upon appropriate local, regional and state-wide plans and applicable data.
- 3.1.2 Assist project applicants 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(s).
- 3.1.3 Assist MRRTPO members 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 feasibility review process.

- 3.2.1 Establish and implement a process for MRRTPO members to prepare and submit Project Feasibility Forms (PFFs) and Project Identification Forms (PIFs) through coordination with NMDOT District(s).
- 3.2.2 Assist MRRTPO 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 project applicants to complete the forms.

- 3.2.3 Work with MRRTPO members to establish scoring criteria for project selection and prioritization, based on goals and action items included in the RTP, the New Mexico 2040 Plan, the Active Transportation and Recreational Programs Guide, and other guidance from NMDOT.
- 3.2.4 Develop a prioritized list of projects based on the regional goals articulated in the RTP, and the statewide goals in the 2040 Plan, as well as MRRTPO 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 on an annual basis, in coordination with NMDOT's call for MRRTPO member governments interested in pursuing transportation system development and coordination activities.
- 3.3.1 Facilitate prioritization of Public Transit Program applications for the MRRTPO 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 MRRTPO RTIPR.
- 3.3.2 Support regional efforts to 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 MRRTPO 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 MRRTPO members with issues that may arise.

Function 3 (10%)	Budgeted Hours ('17)	Actual Hours	Other Specific Costs	Budgeted Hours ('18)	Actual Hours	Other Specific Costs
FFY 2017/2018 Budget	200	NA		200	NA	
1st Quarter	45			45		

2nd Quarter	55			55		
3rd Quarter	50			50		
4th Quarter	50			50		
Balance						

Function 3 Activity Tracking – 2017

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 MRRTPO 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 MRRTPO members.
- Task 4.4 Attend RTPO quarterly 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.
- Task 4.6 Participate in miscellaneous transportation-related 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 4.7 MRRTPO provides staff support to the New Mexico Complete Streets Leadership Team (NMCSLT) and also provides guidance for the rural perspective. MRRTPO staff will assist with programming, events, meetings or other related items and inform MRRTPO members about potential events or meetings.
- Task 4.8 MRRTPO provides staff support to the Salt Mission Trail Scenic Byway

Committee.

Function 4 (20%)	Budgeted Hours ('17)	Actual Hours	Other Specific Costs	Budgeted Hours ('18)	Actual Hours	Other Specific Costs
FFY 2017/2018 Budget	400	NA		400	NA	
1st Quarter	100			100		
2nd Quarter	100			100		
3rd Quarter	100			100		
4th Quarter	100			100		
Balance						

Function 4 Activity Tracking – 2017

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 MRRTPO in accordance with the Public Participation Plan.

5.1.1 Document the MRRTPOs public participation process including but not limited to, procedures the MRRTPO 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* and 23 CFR 450.210, provide public notice (including publication of ads in Albuquerque Journal for MRRTPO Committee meetings.

5.1.3 Provide MRRTPO 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 MRRTPO 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 MRRTPO 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 MRRTPO Committee members with contact information and provide a copy of the list to appropriate NMDOT District staff, GTG, member

entities, and other regular participants as requested.

Task 5.3 Conduct Outreach Activities. Purchase any needed supporting materials in order to coordinate or 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 MRRTPO processes per 23 CFR 450. Document outreach activities in each quarterly report.

5.3.2 Coordinate with MRRTPO members to develop a list of entities including newly elected officials and potential members to educate on the MRRTPO process. Document outreach and presentations in quarterly reporting and share questions or concerns 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 MRRTPO Committee members and keep this information updated.

Task 5.5 Coordinate training and professional development opportunities for MRRTPO Committee members. Assist MRRTPO Committee members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Inform MRRTPO member entities of training opportunities and encourage participation. Purchase any needed supporting materials in order to coordinate or conduct outreach activities.

Function 5 (20%)	Budgeted Hours ('17)	Actual Hours	Other Specific Costs	Budgeted Hours ('18)	Actual Hours	Other Specific Costs
FFY 2017/2018 Budget	400	NA		400	NA	
1st Quarter	100			100		
2nd Quarter	100			100		
3rd Quarter	100			100		
4th Quarter	100			100		
Balance						

Function 5 Activity Tracking – 2017

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 functions (quarterly reports) are available to the public on MRCOG website 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 MRRTPO Committee agenda and should reflect all costs outlined in the Invoice. As per PPM, QR report due dates are January 25, April 25, July 12, and October 25.
 - 6.1.3 Submit an Annual Performance and Expenditure Report (APER) each year, per the timeline and procedures documented in the PPM. This will suffice as the 4th quarter Quarterly Report, but will include additional descriptions to summarize the activities performed in the past year. As per the PPM, draft APER due November 15 and final due November 30.
- Task 6.2 Solicit and utilize input from MRRTPO board members to develop the two-year (FFY 2016- FFY 2017) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM. Draft two-year RWP due June 1 in even years with the final due July 1 in even years.
- 6.2.1 MRRTPO staff will coordinate as needed with other RTPOs, Metropolitan Planning Organizations (MPOs), Regional Transit Districts, or other agencies impacted by and/or associated with activities contained in the RWP.
- Task 6.2 Develop an annual budget based on the tasks outlined in the RWP, and annually update MRCOG's Indirect Cost Allocation Plan (ICAP), in accordance with 2 CFR 200 and the PPM.
- Task 6.3 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 MRRTPO members or staff.
- Task 6.4 Submit the MRCOG 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.
- Task 6.5 MRRTPO staff will maintain the MRRTPO e-newsletter.

Function 6 (20%)	Budgeted Hours ('17)	Actual Hours	Other Specific Costs	Budgeted Hours ('18)	Actual Hours	Other Specific Costs
FFY 2017/2018 Budget	400	NA		400	NA	
1st Quarter	100			100		
2nd Quarter	100			100		
3rd Quarter	100			100		
4th Quarter	100			100		
Balance						

Function 6 Activity Tracking – 2017

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

DRAFT

Mid-Region Council of Governments
MID- REGION RURAL TRANSPORTATION PLANNING ORGANIZATION (MRRTPO)
FFY 2017/2019 REGIONAL WORK PROGRAM AMENDMENTS
October 1, 2016 – September 30, 2018

(Insert all RWP amendments here)

DRAFT

Mid-Region Council of Governments
MID- REGION RURAL TRANSPORTATION PLANNING ORGANIZATION (MRRTPPO)
FFY 2017/2019 REGIONAL WORK PROGRAM BUDGET
October 1, 2016 – September 30, 2018

(Insert two year budget here, broken out by year, and include direct cost plan/glossary)

MRRTPPO FFY17/18 Budget Detail		
	Expenditures Year 1	Expenditures Year 2
Salaries & Benefits	74,497.00	74,497.00
Professional Development (meeting & conference registration, professional memberships)	2,201.00	2,201.00
Travel (in and out-of-state)	3,000.00	3,000.00
Operating Expenses	2,235.24	2,235.24
Publications, advertising	180.00	180.00
Postage	150.00	150.00
Equipment Purchase	0.00	0.00
Supplies	200.00	200.00
Printing	2,536.76	2,536.76
Contractual Services	-	-
Indirect Costs	21,250.00	21,250.00
	-	-
Total Expenditures	<u>106,250.00</u>	<u>106,250.00</u>
Local Match (20%)	<u>21,250.00</u>	<u>21,250.00</u>
Federal Share (80%)	<u>85,000.00</u>	<u>85,000.00</u>

Glossary

Salaries and Benefits – Costs based on completed timesheets for each employee that reflect work program activities they have directly worked on. This also includes insurance and employee benefit costs.

Professional Development – Includes cost of attending special meetings (luncheons), conference registration costs, and any cost for professional development memberships.

Travel – Includes travel to/from meetings, conferences or other for in and out-of-state

travel.

Operating Expenses – Costs associated with operations of the MRRTPO or items within this work program.

Publications, advertising – Costs associated with posting legal ads for meetings.

Postage – Mailing costs associated with program activities.

Equipment Purchase – Costs to purchase new equipment to carryout activities in the work program.

Supplies – Office supplies to carryout activities in the work program.

Printing – Costs for printing materials to support the work program – copies of plans, meeting agendas, minutes, additional materials, etc.

Contractual Services – Costs associated with labor, supplies, and materials that will be provided by non-staff for project implementation.

DRAFT

Step 1: is the PFF process.

Step 2. Evaluation Criteria (to be completed by MRRTPo members)

Federal Planning Factor	Criteria	Low	Medium	High
A. Economic Vitality	1 Number of people served			
	2. Addresses capacity needs			
B. Safety and Security	Addresses safety and security			
C. Accessibility and Mobility	Part of existing network			
D. Environment, Energy Conservation, Quality of Life, State/Local Consistency	1. Preserves physical and cultural environments			
	2. Reduces travel distances/promotes conservation			
E. Integration and Connectivity Across Modes	Provides for public transportation, multimodal and/or intermodal needs.			
F. Efficient System Management and Operation	Contributes to efficient system management and operation			
G. Preservation of Existing Systems	Contributes to preservation of existing infrastructure and system			

And then the second ranking portion depends on the type of project – bike/ped, safety, road preservation

Step 3. Project-Type Evaluation Criteria (to be completed by MRRTPo members)

Project Type	Potential Criteria	Impact on Corridor			
		Low	Medium	High	N/A
Transportation Alternatives	a. Number of people within 15 minute walk/bike ride from corridor/project				
	b. Number of people projected to live within 15 minute walk/bike ride from corridor/project				
	c. For bicycle projects, is facility included on Regional Bike Corridors map?				
Safety	a. Number and severity of crashes in last three years				

	b. Number of vehicles using corridor on average weekday				
--	---	--	--	--	--

Step 3. Project-Type Evaluation Criteria (to be completed by MRRTPO members)

Project Type	Potential Criteria	Impact on Corridor			
		Low	Medium	High	N/A
Roadway Preservation	a. Number of vehicles using corridor in average day				
	b. Current roadway condition				
	c. Amount of design life remaining for facility				
	d. Estimated design life for facility after project is completed.				

Step 3. Project-Type Evaluation Criteria (to be completed by MRRTPO members)

Project Type	Potential Criteria	Impact on Corridor			
		Low	Medium	High	N/A
Safety	a. Number and severity of crashes in last three years				
	b. Number of vehicles using corridor on average weekday				

MRRTPO Regional Transportation Plan Goals

- ❖ Operate with Transparency and Accountability
- ❖ Improve safety for all system users
- ❖ Preserve and maintain our transportation assets for long term
- ❖ Provide multimodal access and connectivity for community prosperity
- ❖ Respect New Mexico's cultures, environment, history and quality of life
- ❖ Public health for all system users

C. How are applications selected?

Application packages submitted to the NMDOT will be rated and ranked by a selection committee in the case of TAP, or by the New Mexico Recreational Trails Advisory Board (RTAB) in the case of RTP, in a statewide competitive process. Scoring factors and point criteria are detailed below, in Section 5D. Higher ranked projects are more likely to receive funding. However, funding is limited by the total TAP and RTP allocations as well as the sub-allocations based on population areas (TAP) and project categories (RTP). See sections 3A and 3B of this guide for program-specific sub-allocation and category information. At its discretion, the TAP selection committee may adjust the projects selected in an effort to program funds in a geographically equitable manner. The RTAB scores and ranks RTP applications and makes funding recommendations to NMDOT; however, as the administering agency, NMDOT may program RTP funds at its discretion.

After projects are selected, the NMDOT TAP and RTP coordinators will send out award letters to the sponsoring agencies for the selected projects. Applicants whose projects were not selected will be notified, as well. The NMDOT program-specific coordinator will ensure that selected projects are programmed into the metropolitan TIPs (for MPO projects) and the STIP.

Recipients of TAP and RTP funds are required to attend an orientation webinar, which will outline the critical deadlines and processes for their projects.

D. Application Scoring Factors

Applications will be rated and ranked according to the following factors.

1. Planning

The Planning factor is intended to ensure that TAP and RTP projects are consistent with adopted plans, policies, and studies. If a project is identified in an adopted local, regional, or state plan, study or other document (e.g. ICIP), this indicates a level of public involvement and support for the project. This factor will be demonstrated with supporting documentation. Rather than attaching the entire plan or document, applicants must provide a copy of the title page of the document and the page(s) identifying the proposed project. A list of potential planning documents is below. If a project is in an MPO area, it is required to be *consistent* with the MTP—thus, no points are awarded for a project that is solely consistent with the MTP. However, if a project is specifically listed in the MTP, it may be used for planning points. Applications are awarded two (2) points for each plan in which the project is listed or with which it is consistent (demonstrated through supporting documentation), up to a maximum of six (6) points for this factor.

Eligible Planning Documents:

- Infrastructure and Capital Improvement Plan (ICIP)
- Metropolitan Transportation Plans (MTP)
- Regional Transportation Plans (RTP)
- Bicycle and Pedestrian Plans
- Economic Development Plans
- Comprehensive Plans
- Land-Use Plans/Studies
- Corridor Studies
- Master Plans
- Safe Routes to School (SRTS) Plans
- Sector Plans
- Road Safety Assessments (RSA)
- Safety Plans
- NM MainStreet Plans
- And other documents deemed eligible by the TAP selection committee or RTAB

The remaining factors will be scored according to the following scale:

3 points: The application demonstrates a thorough understanding of how the factor applies, and provides clear and compelling documentation on how the project meets and exceeds the factor.

2 points: The application demonstrates a basic understanding of the factor, and provides minimal documentation on how the project meets the factor.

1 point: The application demonstrates very little understanding of the factor, and does not provide any documentation on how the project meets the factor.

0 points: The application does not meet the factor.

2. Economic Vitality

In addition to achieving transportation and/or recreational goals, TAP and RTP projects may provide positive economic impacts to a community. The economic vitality of an eligible project is measured through economic impact to local, regional, or statewide economic development efforts. Consider how the project interacts with activity centers, employment generators, or other economic development activities. For example, a potential project, such as a regional trail, could provide economic benefits to nearby local businesses by attracting tourists.

Application Question:

Provide detailed information on how your eligible project will benefit local, regional, and/or state economic development efforts. Please cite and provide supporting documents or studies as necessary.

3. Safety and Security

The livability of a community is related to safety and security. A community where it is safe to walk, bicycle, use transit, and access and enjoy recreational trails will have more people on the streets interacting with neighbors, visiting businesses, walking to school, and enjoying local amenities like parks and natural areas. For example, installing solar lighting along a sidewalk or path to a park or school could increase the safety and security of children walking to the facility.

Application Question:

Please explain any safety issues you are trying to address and provide any available data. Describe how your eligible project will increase the safety and security of different user groups by making it safer for them to walk, bicycle, access public transit, and/or access and enjoy recreational trails. Please cite and provide supporting documents or studies as necessary.

4. Accessibility and Mobility through Integration and Connectivity

Access to destinations and people's mobility are defined by the integration and connectivity of a community's transportation system (including recreational trail facilities). Gaps exist in our transportation systems, creating congestion and making it difficult for people to access necessary services, such as a grocery store, hospital, or job centers. Integrating alternative transportation networks into a community or fixing gaps in existing systems can increase people's mobility and access to necessary services and recreational opportunities. This factor also considers intermodal connectivity between pedestrian, bicycle, public transit, and park-and-ride infrastructure. For example, completion of a sidewalk between a transit stop and a nearby employment center would address an existing gap in the system, making the employment center more accessible and increasing mobility of transit-users. In addition, this would address intermodal connectivity.

Note: all Federally-funded transportation projects must comply with the Americans with Disabilities Act (ADA) and Public Rights of Way Accessibility Guidelines (PROWAG).

Application Question:

Please describe how your eligible project will increase accessibility and mobility through integration and connectivity of transportation and recreation networks. Please cite and provide supporting documents or studies as necessary.

5. Protection and Enhancement of the Environment

This factor emphasizes how eligible projects can protect and enhance the environment, whether through the promotion of energy or water conservation, quality-of-life improvements, or the funding of improvements that are consistent with land management plans or local land-use plans. Projects may promote environmental conservation in diverse ways, from reducing motorized vehicle usage, to erosion control along transportation rights-of-way or wilderness trails. Projects can also provide a broad array of quality-of-life improvements, such as access to culturally or historically significant sites, or improved community health due to increased opportunities for bicycling and walking.

Through local planning processes, governments and community members articulate land-use visions and goals to improve or enhance community quality of life. These are incorporated into local planning documents. TAP and RTP projects may help communities achieve desired land-use patterns and goals as described in local planning documents. Examples of such projects could include a paved, multi-use path that increases multimodal access to a school, thus reducing motor vehicle congestion, improving air quality, and providing opportunities for daily physical activity—all of which helps improve quality of life and overall community health.

Application Question:

Please provide information as to how your eligible project will:

- a) promote environmental conservation;*
- b) improve the quality-of-life for community residents; and*
- c) help achieve the community's desired land-use goals, as described in local planning documents.*

Please cite and provide supporting documents or studies as necessary.

6. Efficient System Management and Operations

TAP and RTP funds are FAHP funds. Project sponsors are required by Federal law to maintain projects constructed using FAHP funds. The project sponsor must acknowledge in the Resolution of Sponsorship, or official letter (see Appendix IX), both the short-term and long-term maintenance of the TAP or RTP project. The community may also have processes and maintenance plans in place that would benefit the maintenance and overall efficient system management and operation of the project. For example, your community may have a maintenance plan for inspecting and re-painting crosswalks on an annual basis and a new crosswalk built with TAP funds would be integrated into this maintenance plan.

Application Question:

Please describe how your eligible project will promote efficient system management and operation, particularly with regard to the maintenance of the TAP- or RTP-funded improvement. Please cite and provide supporting documents or studies as necessary.

7. System Preservation

The costs of maintaining existing infrastructure can be burdensome to communities. As such, building new infrastructure in certain communities is not always the most appropriate course of action. Certain projects may preserve or enhance existing infrastructure, thus eliminating additional costs to local communities. Potential projects may include safety improvements to existing infrastructure or adaptive reuse of existing infrastructure. For example, your community has a closed bridge that is no longer safe for motor vehicles, but the community wants to convert the use of the bridge to a pedestrian and bicycle facility.

Application Question:

Please explain how your eligible project will enhance, preserve, or offer an adaptive reuse of existing infrastructure. Please cite and provide supporting documents or studies as necessary.

E. Application Scoring Matrix

Scoring Factors	Possible Points
Planning: Must provide documentation (cover of plan and page[s] identifying or supporting the project); 2 points per plan, maximum of 6 points	6
Economic vitality	3
Safety and Security	3
Accessibility and Mobility through Integration and Connectivity	3
Protection and Enhancement of the Environment:	
a) Promote environmental conservation	3
b) Improve quality-of-life for residents	3
c) Achieve community's land-use goals	3
Efficient System Management	3
System Preservation	3
Total	30