



**Mid-Region Council of Governments
MRRTPO COMMITTEE
Thursday, October 13, 2016, 9:00 a.m. - 12:00 p.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 October 13, 2016

PUBLIC COMMENT

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

ACTION ITEMS

Tab 1 Ranking Federal transit projects for 5310 & 5311 for FFY18

All applications are posted on the MRCOG website: <http://www.mrcog-nm.gov/transportation/rural-planning/rural-planning-committee>

1. Rio Metro RTD (5310)
2. Rio Metro RTD (5311)
3. Adelante Development Center
4. ARCA
5. Cornucopia Adult and Family Services, Inc.
6. La Vida Felicidad, Inc.
7. LifeRoots, Inc.
8. Mandy's Special Farm
9. Pueblo of San Felipe
10. Santa Ana Pueblo

Selection of Chair & Vice-Chair to serve October 2016 – October 2017

INFORMATION ITEMS

- **Presentations for RTP/TAP Applicants**

Town of Edgewood (Pedstrian Bridge & Edgewood 7 Trail Projects)
Village of Cuba (NM 126 Sidewalk Project) (Tab 2)

- **MRRTPO Report**

Quarterly Report 3 (tab 3)
FFY17/18 RWP Approved

- **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

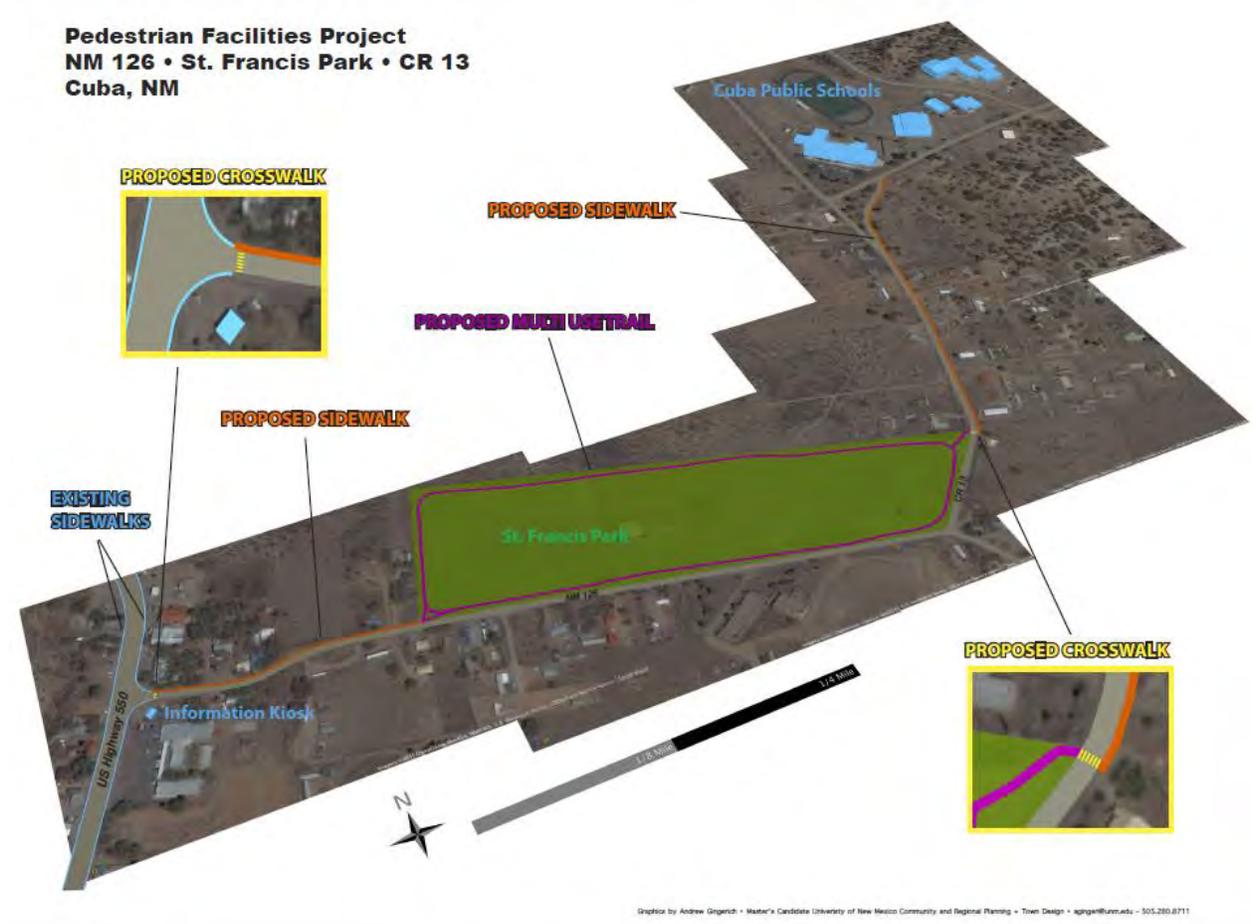
NOTES

Next Meeting: December 8, 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

A central feature of that plan is planning for an approximately one mile route connecting US 550, Cuba's main street, with its village park and public school campus. About one-half of the distance would take advantage of a network of recreational trails in the park.



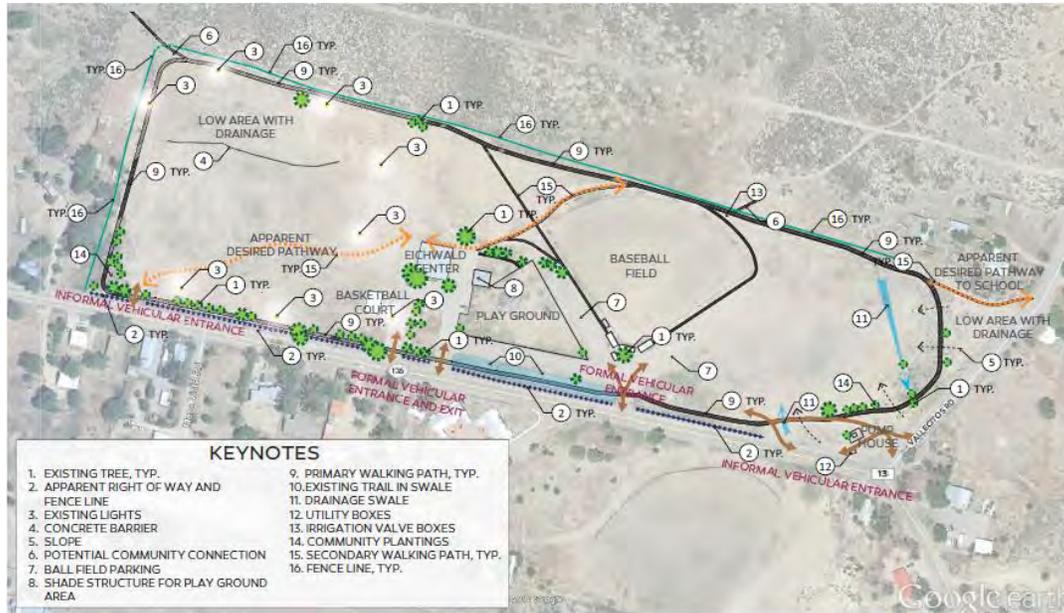
The project is being planned and implemented in three stages:

- Stage 1: construction of a network of surfaced park trails, funded by the NMDOT Recreational Trail Program for FFY 2016-2017
- Stage 2: construction of a NM 126 walkway/bikeway from the park to US 550 sidewalks
- Stage 3: construction of a Sandoval County Road 13 walkway/bikeway from the park to the Cuba Public Schools campus and trails

Stage 1 Status

A design and engineering agreement has been executed between NMDOT and the Village of Cuba. Consultation was obtained by the Village through an application for technical assistance from the US National Park Service Rivers Trails and Conservation Assistance program. The Village selected a design, engineering and construction oversight consultant - Morrow, Reardon, Wilkinson and Miller Landscape Architects - through a competitive bid process. A 30% design plan was presented for further community

input at a public meeting held 7/27/2016. A topographic survey is currently being performed by Terrametrics, Inc. under an agreement with the Village. The project will follow the rest of the NMDOT T/LPA Handbook process and hopes to have final plans and specifications ready for a construction bid packet by early 2017.



SITE ANALYSIS

SAINT FRANCIS OF ASSISI PARK • JULY, 2016



SCHEMATIC MASTER PLAN

SAINT FRANCIS OF ASSISI PARK • JULY, 2016





NEW AND EXISTING TRAILS

SAINT FRANCIS OF ASSISI PARK • JULY, 2016



Stage 2 Status

A project feasibility form for a NM 126 pedestrian/bicycle way has been submitted, approved and prioritized by the Mid Region Council of Governments (MRCOG) Regional Transportation Planning organization (RTPO). A Transportation Alternatives Program (TAP) application for FFY 2018-2019 is being prepared for submission to the RTP) by 11/18/2016. A survey of all adjacent property owners for property improvement and easement possibilities will be conducted by Step Into Cuba volunteers following their identification from Sandoval County Assessor Office public tax records.

NM126



August 9, 2016	County Boundary	USA ZIP Codes
sc_parcelst	<all other values>	World Transportation
Assessor/DIS.DBO.SC_UPC_PLSS	Municipalities	
YES	Land Grants for Sandoval County	
NO		

The NM 126 project will take advantage of a wide shoulder created on the north side of the highway.



Stage 3 Status

A meeting of key stakeholders in planning the rest of a safe route to school was held 9/27/2016 at the Cuba Public Schools. Participants including the Village of Cuba, Sandoval County, NMDOT, MRCOG, Cuba Schools and Step Into Cuba. Strategies for adding safety features to the existing roadway as well as planning extension of the pedestrian/bicycle way to the school campus were discussed and preliminary responsibilities assigned.



The roadway has been measured by the Sandoval County road planner, and a survey of all adjacent property owners for easement possibilities will also be conducted by Step Into Cuba volunteers following acquisition of Assesor Office records.



Public Information Tool

Step Into Cuba is discussing the possibility of preparing a short (3-5 minute) YouTube video to show to landowners adjacent to proposed pedestrian/bicycle ways on NM 126 and Sandoval County 13 as part of its interviews. The purpose is to educate about the importance of pedestrian/bicycle safety, community pedestrian/bicycle connectivity, active transportation, and potential to improve private property frontage through voluntary easement acquisition.



Mid-Region Council of Governments

M. Steven Anaya
 Chair, Board of Directors
 Councilor, 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

July 25, 2016

Dear Mr. Patterson,

Enclosed please find the updated Mid-Region Rural Transportation Planning Organization (MRRTP) Quarterly Report for the third quarter from April 1, 2016, to June 30, 2016. As per attached email, MRRTP received an extension to submit this quarterly report three by July 18, 2016. Also, as per the attached second attached email, there were corrections requested in the budget, which have been completed and are enclosed.

Vendor Number: 0000050403
 Control Number: P315050 FHWA TPO (Mid-Region RTPO)
 Invoice Number: 16-184
 Amount Requested: \$15,650.74

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



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Chair, Board of Directors
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Southern Sandoval
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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

July 15, 2016

Dear Mr. Patterson,

Enclosed please find the Mid-Region Rural Transportation Planning Organization (MRRTPO) Quarterly Report for the third quarter from April 1, 2016, to June 30, 2016. As per attached email, MRRTPO received an extension to submit this quarterly report three by July 18, 2016.

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Amount Requested: \$15,650.74

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Sincerely,

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

Valerie Hermanson

From: Amy Myer
Sent: Wednesday, June 8, 2016 2:28 PM
To: Patterson, Wade, NMDOT
Cc: Sandy Gaiser; Valerie Hermanson
Subject: RE: MRCOG MPO/RPO report deadline in July
Attachments: [Untitled].pdf

Importance: High

Wade,

On the RTPO, this is the first that this has been communicated to us and I'm pretty sure the understanding was we had 2 years on these funds. The Work Authorization clearly authorizes these funds through 9/30/16. I've attached for your reference. Sandy and I will be in touch to resolve this when she's back in the office.

Thanks!

Amy Myer, CPA
Finance Manager
Mid-Region Council of Governments

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Albuquerque, NM 87102
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📠 fax: (505) 247-1753 |
✉ e-mail: amy@mrkog-nm.gov



From: Patterson, Wade, NMDOT [<mailto:Wade.Patterson@state.nm.us>]
Sent: Wednesday, June 8, 2016 1:44 PM
To: Amy Myer
Subject: RE: MRCOG MPO/RPO report deadline in July

Hi Amy,

The extension to June 18th is granted. Just be aware that this may push the processing of the reimbursement to MRCOG out as well.

I also wanted to alert you to another issue related to the MRRTPO. In the reimbursement packet from last quarter I noticed that you all are still tracking the leftover SPR funds from FFY15 and treating those as available. However, SPR funds do not automatically rollover. Instead they must be requested as a first quarter amendment with some justification for why you want to roll them over.

This only applies to the RTPO. PL funds, such as the MPO receives, are a different source with different rules.

I meant to alert you to this earlier but forgot so my apologies. It looks like they are operating within their FFY16 budget so I don't have concerns about you all trying to spend those funds. But you should go ahead and remove that from your accounts as those funds are no longer available to the RTPO.

Let me know if you have any questions.

Thanks!

Wade

Wade Patterson | Urban & Regional Planner

Government to Government Unit
New Mexico Department of Transportation
P.O. Box 1149
Santa Fe, NM 87504
Tel: 505-629-7786
Email: Wade.Patterson@state.nm.us

From: Amy Myer [<mailto:AMyer@mrcog-nm.gov>]
Sent: Wednesday, June 08, 2016 1:23 PM
To: Patterson, Wade, NMDOT
Cc: Dave Pennella; Sandy Gaiser; Valerie Hermanson; Griffin, Jessica, NMDOT
Subject: MRCOG MPO/RPO report deadline in July

Hi Wade,

As usual, the July deadline is an unrealistic deadline for me, since it's moved up two weeks. I cannot have my books closed and an invoice ready by July 11th. The earliest I can have an invoice ready is the 18th. I am requesting an extension to July 18th for the submission of both the MPO and RPO reports.

Thank you,

Amy Myer, CPA
Finance Manager
Mid-Region Council of Governments

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Albuquerque, NM 87102
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☏ fax: (505) 247-1753 |
✉ e-mail: amyer@mrcog-nm.gov



Valerie Hermanson

From: Patterson, Wade, NMDOT <Wade.Patterson@state.nm.us>
Sent: Monday, July 18, 2016 2:17 PM
To: Valerie Hermanson
Cc: Sandy Gaiser; Amy Myer
Subject: RE: MRRTPO QR3

Hi All,

I am completing my review of the Q3 reimbursement packet submitted Friday (7/15/16). I have two issues I need to resolve in order to complete the processing:

- 1) The line item for Indirect Costs in the Quarterly Budget Report does not match what is included on the Statement of Revenues and Expenses (which was correctly calculated using the MRCOG Indirect Cost Rate). I think that the line items from the Statement of Revenues and Expenses for "Office Supplies, Postage, Printing & Reproduction, Advertising, Books/Periodicals/Data, and Meeting Expense" should be reclassified as Operating Expenses in the Quarterly Budget Report and that will correct the issue (Indirect Costs from Quarterly Budget = \$4683 Total of Operating Expense subcategories above = \$1169. $\$4683 - \$1169 = \$3514$ which equates to the Statement of Revenues and Expenses. I have rounded) Otherwise, the totals all look good and verifiable.
- 2) As per our earlier discussion on the unavailability of the FFY15 funds in FFY16, can you remove this information for that PO (207336) from the Program Status Report?

Otherwise, the report all looks good. Please let me know if any of that is unclear. Calling is fine, too.

Thanks,

Wade

From: Valerie Hermanson [mailto:vhermanson@mrcog-nm.gov]
Sent: Friday, July 15, 2016 11:16 AM
To: Patterson, Wade, NMDOT
Cc: Sandy Gaiser
Subject: MRRTPO QR3

Hi Wade,

Attached please find the quarterly report 3. Please let me know if you have any questions.

Thank you,
Valerie

Valerie Hermanson
Transportation Planner
Mid-Region Council of Governments
809 Copper Avenue NW
Albuquerque, NM 87102
505.724.3611

vhermanson@mrcog-nm.gov



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

The following are functions and task orders that the Mid-Region Council of Governments (MRCOG) will complete in fulfillment of the contract for management of the Mid-Region Rural Transportation Planning Organization (MRRTPO) 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 MRRTPO members on the status of these activities and involve the MRRTPO Committee as appropriate.

- **November 13, 2015** – MRRTPO staff provided two hard copies of the MRRTPO 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** – MRRTPO staff provided two hard copies of the MRRTPO RTP to the Town of Mountainair. MRRTPO 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** - MRRTPO staff provided two hard copies of the MRRTPO RTP to the Town of Edgewood. MRRTPO 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** – MRRTPO staff provided updates on the SLRP and reminded members about the RTP.
- **March 2016** – MRRTPO 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.
- **April 5, 2016** – MRRTPo coordinated with Santa Fe County, which is updating its Transportation Plan. In their open space plan, they have a proposed north/south trail adjacent to NM 41. MRRTPo staff passed along planning information about the NM 41 Rails to Trails project to connect Moriarty with Estancia, so they could include this information for connectivity of future trails and to include the information in their plan.
- **May 2016** – MRRTPo staff promoted two ICIP trainings to be held at MRCOG on May 5 & May 24.
- **May 13, 2016** – MRRTPo staff participated in and promoted the Planning Commissioners workshop.
- 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.

QR3: While there were activities related to this function, the staff time for these activities were charged under other functions. They were listed here since they also related to this function. MRRTPO staff did not spend as much time on this task since the SLRTP and RTP are already completed. However, while no specific time was charged to this function, when MRRTPO staff is working with communities on training and project planning, they are referencing and targeting projects to align with the goals within the long range plans. At the RTPO quarterly meeting, there were discussions about updating the project evaluation measures and so there could be more time spent in this function in the next quarter. When MRRTPO was estimating the times for this function, it was not known how much time would be required after the plans were completed.

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.
- MRRTPO staff worked with NMDOT and its MRRTPO Committee to update the RWP for the next two FFYs. Efforts related to this task occurred throughout this quarter.
- **June 1, 2016** – MRRTPO staff submitted the draft RWP based on input and feedback from the MRRTPO Committee and NMDOT.
- **June 27, 2016** – MRRTPO staff integrated comments and suggestions on the draft

RWP that was provided by the MRRTPO Committee and NMDOT.

- This task is complete for current 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.
- **April – June 2016** - MRRTPO staff worked with NMDOT and its MRRTPO Committee to update the RWP for the next two FFYs. Efforts related to this task occurred throughout this quarter. Once the final RWP was in place, MRRTPO staff assigned percentages toward each function.
- 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.
- **May 3, 2016** – MRRTPo staff worked with MRCOG accounting staff to amend the budget.
- **May 9, 2016** – MRRTPo staff sent an Administrative Amendment for its budget to NMDOT.
- **May 20, 2016** – MRRTPo staff registered for the Pro Walk Pro Bike Pro Place conference, which was \$635.
- **June 15, 2016** – MRRTPo staff sent the MRRTPo approved budget amendment to NMDOT.

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.
- **April – June 2016** - MRRTPo staff worked with NMDOT and its MRRTPo Committee to update the RWP for the next two FFYs. Efforts related to this task occurred throughout this quarter.
- 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.

QR3: Staff hours that were estimated for this quarter fairly closely to the projected. It may have gone over one hour because a budget amendment was required.

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	29	\$614.05
Expenses 7/1/16-9/30/16	28.42	\$531.50		
Balance	64.69	\$1,015.39		

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.
- **April - June 2016** – MRRTPO staff provides continuous update and reminders about the process to applying for and receiving federal funding. Reminders and trainings were provided throughout this quarter via the April and June MRRTPO Committee meetings, email announcement of the call for projects and process, the MRRTPO website was updated to reflect the timeline and process, and the information was included in the e-newsletter.

Task 3.2 Assist MRRTPO members with developing PFFs and PIFs.

- **November 13, 2015** – MRRTPPO 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
- MRRTPPO 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, MRRTPPO staff will assist the local government entity with completing the PFF and the PIF as well as any other needed forms. MRRTPPO 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 MRRTPPO 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. MRRTPPO staff investigated and provided an answer to the Village.
- **January 25, 2016** – MRRTPPO 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** – MRRTPPO 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** – MRRTPPO staff worked with Mountainair on potential next steps based on notes from the asset mapping exercise.
- **May 2, 2016** – MRRTPPO staff received a PFF from the Town of Edgewood to apply for TAP/RTP funding. MRRTPPO set up the PFF meeting with all the needed people to be present.
- **May 19, 2016** – MRRTPPO staff attended the PFF meeting for the Town of Edgewood's Edgewood 7 trail project. There were recommendations of specific costs elements and elements to include in an updated PFF, so they the Town will update this document and then resend to everyone for approval from NMDOT to move forward.
- **May 19, 2016** – present – MRRTPPO staff has been coordinating with NMDOT and the Town of Edgewood to prepare project cost estimates and to update its PFF accordingly. Once the PFF is updated, MRRTPPO staff will help to get it signed by the appropriate NMDOT staff, so that the Town can move forward with apply for federal funds.
- **May 23, 2016** – MRRTPPO staff worked with the Village of Cuba to potentially submit another PFF for a project that would connect to its existing project currently under design.
- **June 2016** – MRRTPPO staff explained the PFF process to the Village of Jemez Spring because they were possibly interested in applying for either TAP or RTP funding. If they decide to pursue funding, they were encouraged to reach out to MRRTPPO staff to assist with completion of the PFF>.
- 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).
- **April – June 2016** – Not applicable this quarter, but this was a topic at the RTPO quarterly to identify a better process/strategy when implementing the RTIPR and maybe someday the RTIP.

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.
- **April 7, 2016** – NMDOT sent information including the TAP/RTP guidebook and other relevant materials for its call for projects.
- **April – May 2016** – MRRTPO staff worked to identify a TAP/RTP schedule for NMDOT’s call for projects.
- **May 2, 2016** – MRRTPO sent out its schedule and submittal process for the TAP/RTP call for projects.
- **May 16, 2016** – MRRTPO staff asked NMDOT if communities that currently have federal funding are allowed to apply for another round of federal funding before closing out the project. The answer is that yes, they are allowed to apply for additional funds.

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 an 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.
- **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.
- **April – June 2016** – Not applicable this quarter.

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.

- **April – June – 2016** – MRRTPO staff continued to assist the Village of Cuba move through the process of receiving federal funds for the Cuba Miles project. The Village Cuba released an RFP and selected a vendor that will design and construct the Cuba Miles project for them. There will likely be a public meeting in the next quarter with the vendor and community to discuss the project.
- **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.

QR3: Staff hours went under estimated for the same reasons as in QR 1 and 2. MRRTPO did not re-do its RTIPR. The creation of a TAP/RTP schedule for the NMDOT call for projects did not take too much time since MRRTPO had a previous schedule from the last call for projects to guide development of the new one. Staff time on PFF/PIF assistance was accounted for more in Function 4 than in Function 3 since there were other technical assistance that MRRTPO provided.

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	23	\$494.23
Expenses 7/1/16-9/30/16	79.58	\$1,488.19		
Balance	237.33	\$4,161.41		

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.
- **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.
- **April 3, 2016** – The legal ad for the April 14, 2016, meeting ran in the Albuquerque Journal (Attachment A).
- **April 4, 2016** – MRRTPo staff sent the meeting packet for the April 14, 2016, meeting and posted it on its website for download and review.
- **May 26, 2016** – The legal ad for the June 9, 2016, meeting ran in the Albuquerque Journal (Attachment B).
- **June 1, 2016** – MRRTPo staff sent the meeting packet for the June 9, 2016, meeting and posted it on its website 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 MRRTPo Committee meetings.

- **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.
- **April 3, 2016** – The legal ad for the April 14, 2016, meeting ran in the Albuquerque Journal (Attachment A).
- **April 4, 2016** – MRRTPo staff sent the meeting packet for the April 14, 2016,

- meeting and posted it on its website for download and review.
- **May 26, 2016** – The legal ad for the June 9, 2016, meeting ran in the Albuquerque Journal (Attachment B).
- **June 1, 2016** – MRRTPo staff sent the meeting packet for the June 9, 2016, meeting and posted it on its website for download or review.
- This task is ongoing.

4.1.3 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.

- **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.
- **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.
- **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.
- **April 4, 2016** – MRRTPo staff sent the meeting packet for the April 14, 2016, meeting and posted it on its website for download and review.
- **June 1, 2016** – MRRTPo staff sent the meeting packet for the June 9, 2016, meeting and posted it on its website for download or review.
- This task is ongoing.

Task 4.2 Manage the membership of the MRRTPo

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

- MRRTPo 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 MRRTPo 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.
- **April 20, 2016** – MRRTPo staff spoke with ED Dewey Cave who was encouraging Torrance County Commissioner DuCharme to participate in the MRRTPo Committee. MRRTPo staff sent Dewey the forms that would need to be completed to appoint Commission DuCharme to the Committee.
- **May 16, 2016** – MRRTPo staff worked with the Town of Mountainair to appoint a newly elected councilor to the MRRTPo Committee. Peter Nieto will serve as the

- main appointment to the Committee with Jerry Lisk as the alternate.
- **June 1, 2016** – MRRTPo staff worked with the new Town of Edgewood staff to appoint new membership the MRRTPo Committee. Stephen Shepherd retired.
- **June 3, 2016** – MRRTPo staff sent letters to member entities to either confirm or reappoint members to the MRRTPo Committee by July 20, so that MRRTPo staff can be sure to change the roster and email distribution list before the August Committee meeting.
- **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.
- **May 20, 2016** – MRRTPO staff was invited to participate in a panel discussion at the New Mexico Health Council Coalition meeting. MRRTPO staff spoke about active transportation with rural examples.
- **May 2016** – The UNM Health, Prevention, and Research Center Advisory Committee, which is comprised of health experts from throughout NM requested a presentation from MRRTPO to speak about active transportation and how it can apply in a rural setting. This presentation will occur on July 8, 2016.
- **June 27, 2016** – UNM Health, Prevention, and Research Center requested a longer presentation about creating active transportation opportunities in rural and urban settings and for MRRTPO to talk about MRCOG's projects and provide examples. This presentation will occur on July 19. Attendees include public health practitioners interested coordinating rural Public Health Assessments and who are interested in better integration transportation and public health.
- 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.

- **April 14, 2016** – MRRTPPO staff provided a presentation/training about the MRRPTO and MRRTPPO processes.
- **May 2016** – The UNM Health, Prevention, and Research Center Advisory Committee, which is comprised of health experts from throughout NM requested a presentation from MRRTPPO to speak about active transportation and how it can apply in a rural setting. This presentation will occur on July 8, 2016.
- **June 13, 2016** – MRRTPPO and MRMPO staff were invited to meet with and provide information about MRRTPPO and planning to a researcher from Albania that was studying planning in the United States.
- **June 14, 2016** – MRRTPPO staff was invited to meet with a researcher from UC Santa Barbara investigating planning communication strategies.
- **June 27, 2016** – UNM Health, Prevention, and Research Center requested a longer presentation about creating active transportation opportunities in rural and urban settings and for MRRTPPO to talk about MRCOG’s projects and provide examples. This presentation will occur on July 19. Attendees include public health practitioners interested coordinating rural Public Health Assessments and who are interested in better integration transportation and public health.
- This task is ongoing.

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

- **Current** – MRRTPPO staff continually updated the MRRTPPO 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.
- **May 2016** – MRRTPPO staff worked with MRCOG website staff to review each page and re-do much of the MRRTPPO website information.
- This task is ongoing.

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

- **October – December 2015** – MRRTPPO staff continually updated the Facebook page.
- **October – December 2015** – MRRTPPO 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** – MRRTPPO updated the SMT brochure and had them professionally printed. Copies were distributed to communities along the Byway.
- **January – March 2015** – MRRTPPO staff provided Facebook updates to the SMT page about local community events. MRRTPPO 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. MRRTPPO staff had the idea to do kiosks in each community along the Byway. This task would require support from the SMT Committee, so MRRTPPO staff will likely convene the group in the next quarter to discuss potential ideas and next steps.
- **April – June 2016** – MRRTPPO staff continually updated the Facebook page as

appropriate.

- **May 9, 2016** – MRRTPO staff sent out an update email and asked to identify a time for the group to meet and discuss next steps.
- **June 7, 2016** – MRRTPO staff convened the SMT Committee for a meeting to discuss next steps and projects. The SMT Committee liked the idea of kiosk development, but ultimately decided that spending the funds on a Certified Folder service to distribute flyers throughout the region would be better. The Committee also discussed having one or two Town Halls or Open Houses where local residents and businesses would be invited to help move forward this effort. Members of the Committee were assigned different tasks and a follow-up meeting will likely occur in the next quarter.
- **June 27, 2016** – MRRTPO staff sent a follow up email based on the June 7 meeting with the next steps and action items from the June 7 meeting.
- **June 29, 2016** – MRRTPO staff followed up with and met with Certified Folder to obtain a cost estimate to distribute the SMT flyers in the ABQ and SMT region.
- **June 30, 2016** - MRRTPO staff provided an SMT update to the SMT Committee on the Certified Folder and required next steps. There will be more activity related to this effort in the next quarter.
- 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.
- **April – May 2016** – NMCSLT meetings were cancelled for these months.
- **April – May 2016** – MRRTPO staff coordinated with Sharon Hausam at the Pueblo of Laguna throughout this time to plan for a Complete Streets sessions at the APA-NM Conference in the fall. Ideally, the session will highlight urban and rural Complete Streets examples and with Valerie and Sharon working together, they will ensure rural is represented.
- **June 23, 2016** – MRRTPO staff met with Sharon Hausam at the Pueblo of Laguna to flesh out what the Complete Streets and Beyond session would look like.
- **June 23, 2016** – MRRTPO staff participated in the NMCSLT meeting.
- **June 2016** – MRRTPO staff developed the flyer for the call for presentations for the Complete Streets and Beyond session.

- 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.
- **April 2016** – MRRTPO staff invited Julie Luna and Maida Rubin to provide a data and technical training/information session at the MRRTPO Committee meeting in April.
- **April 28, 2016** – MRRTPO followed up with JoAnne Garcia at NMDOT D6 for the contact information of the NMDOT ADA person that could provide a presentation about complying with ADA.
- **June 2016** – MRRTPO staff coordinated with Kendra Montanari about the possibility of MRCOG providing a census training for staff and member entities. This task and training will continue in the next quarter.
- 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.
- **April 14, 2016** – MRRTPO staff invited Julie Luna and Maida Rubin to provide a data and technical training/information session at the MRRTPO Committee meeting in April.
- 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.
- **May 16, 2016** – MRRTPO staff reached out to NMDOT to inquire as to whether communities are allowed to apply for the next round of federal funding if they currently are working through a project that is receiving federal funding. The Village of Cuba was interested in potentially applying for another round of funding, but currently has an open project.
- **June 2, 2016** – MRRTPO staff followed-up with Stephen Lopez to get cost estimates for the Town of Edgewood’s trail project.
- **June 3, 2016** – MRRTPO staff checked in with the Town of Edgewood on a number of follow-up items including traffic counts and the Edgewood 7 Trail project. MRRTPO staff shared the information provided from NMDOT to the Town.
- **June 9, 2016** – San Ysidro had some questions about certifications for a project. NMDOT staff present at the MRRTPO Committee meeting met with the San Ysidro to discuss the issue.
- **June 15, 2016** – Step Into Cuba, which is on the MRRTPO Committee requested information that they learned about at a December MRRTPO Committee meeting related to historic districts. MRRTPO staff provided Step Into Cuba the information that was provided by NM MainStreet.

- **June 20, 2016** – MRRTPO staff reached out to NMDOT’s environmental engineer, Rick Wessel, to provide a cost estimate for environmental on the Edgewood 7 Trail project.
- **June 20, 2016** – MRRTPO staff followed up with the Town of Edgewood on their trail project and shared the estimated cost of environmental, which was provided to MRRTPO staff by Rick Wessel at NMDOT.
- **June 22, 2016** – MRRTPO staff reached out to Stephen Lopez NMDOT to get update cost estimates for the Edgewood 7 trail project. He recommended getting in touch with Brad Fisher to get cost estimates and to sign off on the PFF for the Town to move forward.
- **June 23, 2016** – MRRTPO staff checked in with the Town of Edgewood on their proposed Edgewood 7 Trail project.
- 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.
- **March 10, 2016** – MRRTPO staff sent its e-newsletter.
- **April 2016** – MRRTPO staff started working on its e-newsletter.
- **May 12, 2016** – MRRTPO staff sent its e-newsletter (Attachment D).
- **June 2016** – MRRTPO staff started working on the next e-newsletter that will be sent in July.
- 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.

- **May 16, 2016** – MRRTPO staff attended the City of Albuquerque and Bernalillo County’s ABC-Z meeting to discuss updates to the comprehensive plan and the IDO.
- **April – June 2016** – MRRTPO & MRMPO continued to meet every other week for staff check-in meetings with staff updates.
- **June 2016** – Starting in June, MRRTPO & MRMPO staff started to meet in the off weeks from staff check-in meetings to discuss current projects, deadlines, and if any staff wanted to provide assistance or input on any relevant projects. This meeting is being called “Team Time” and will continue in the next quarter.
- 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.

QR3: Staff hours exceeded estimates because MRRTPO staff did a lot more outreach with both local governments and with advisory members of the MRRTPO Committee during this quarter. Additionally, MRRTPO coordinated NMDOT's call for projects, which MRRTPO was not able to budget time for when creating this RWP since it was not known ahead of time the schedule for a call for projects. MRRTPO has also been focusing on providing more technical assistance to local government communities. And staff served as a liaison between NMDOT and the local government when putting together PFF and updating PFFs in order to pursue federal funding. Also, MRRTPO staff met with the SMT meeting, which resulted in identifying potential next steps for that Committee to move forward. Also, the MRCOG staff meetings between MRRTPO & MRMPO continued on a more regular basis than in past quarters, which can account for more time in this function.

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	244	\$6,112.34
Expenses 7/1/16-9/30/16	125.06	\$2,338.58		
Balance	-63.27	(\$4,221.43)		

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
 - Transportation Research Webinar – Evaluation of Low-Cost Traffic Calming for Small Rural Communities
 - Please register for the "refreshed" SIB 101 Webinar
 - U.S. Department of Transportation Launches Every Place Counts Design Challenge
 - FY 2018 Letter of Intent - Due June 20, 2016
 - Call for Projects: TAP/RTP
 - [FR] Documents citing 79 FR 31783
 - MRRTPO Committee meeting follow-up items
 - Registration Information - Road Diet Webinar
 - 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.
- **April – June 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.
- **April 14, 2016** – MRRTPO staff provided a member orientation/training at its MRRTPO Committee meeting.
- 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.
- **April 14, 2016** – MRRTPO staff provided a member orientation/training at its MRRTPO Committee meeting.
- **June 9, 2016** – MRRTPO staff provided a review of the project development process since MRRTPO has a call for projects out.
- 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.
- **April 14, 2016** – MRRTPO staff provided a member orientation/training at its MRRTPO Committee meeting, which included information about the RTIPR.

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.
- **April – June 2016** – No specific trainings outside of what has already been referenced earlier in this QR3 update, but as NMDOT send information about trainings, MRRTPO staff sends it to its 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 MRRTPPO and potential access to GIS tools/mapping.
- **November 13, 2015** – MRRTPPO 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 MRMPO TIP versus the MRRTPPO RTIPR and how the asset mapping exercise/potential projects would move forward.
 - **January 19, 2016** – MRRTPPO staff provided the Pueblo of Laguna with information they requested based on the e-newsletter.
 - **January 20, 2016** – MRRTPPO 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.
 - **April 5, 2016** – MRRTPPO coordinated with Santa Fe County, which is updating its Transportation Plan. In their open space plan, they have a proposed north/south trail adjacent to NM 41. MRRTPPO staff passed along planning information about the NM 41 Rails to Trails project to connect Moriarty with Estancia, so they could include this information for connectivity of future trails and to include the information in their plan.
 - **April 26, 2016** – The Town of Estancia requested a zoning map, which MRRTPPO staff sent over to them.
 - **April 28, 2016** – MRRTPPO staff spoke with City of Moriarty staff about potentially applying for funding in the upcoming call for projects. MRRTPPO staff spoke about the Rails to Trails project.
 - **April 29, 2016** – Santa Fe County requested the technical training presentation from the previous MRRTPPO Committee meeting.
 - **May 2016** – MRRTPPO staff spoke with Town of Edgewood staff about their interest in applying for funding for either TAP/RTP.
 - **May 4, 2016** – MRRTPPO staff spoke with the Mayor Pro Tem of Village of Jemez Springs who had specific questions about the TAP/RTP funding availability. They wondered if “Welcome to the Village” signage was eligible.
 - **May 5, 2016** – The Village of Cuba requested information about the TAP/RTP call for projects and inquired about being able to apply for funding while they still have an open project. They also requested assistance in identifying potential projects. MRRTPPO staff recommended projects that already have an approved PFF or projects that connect to the existing trail network being created in their local park. MRRTPPO expressed they would follow-up with NMDOT on whether they could apply for federal funding while having an open project.
 - **May 24, 2016** – MRRTPPO staff spoke with the Mayor Pro Tem of Village of Jemez Springs about a potential trail that would connect Highway 4, which runs through the village, to the river and to the library. MRRTPPO staff asked that they review the Guidebook for eligibility and responsibility. If they decide to pursue this project,

they were encouraged to complete the PFF and reach out to MRRTPO staff to assist with this form's completion

- **June 9, 2016** – MRRTPO staff spoke with the Mayor of Jemez Springs about the same project discussed with the Mayor Pro Tem. Again, the Mayor was encouraged to read the Guidebook and decide if the Village was in a position to apply for funding and if they receive funding, in a position to complete the different responsibilities associated with receiving federal funding.
- **June 27, 2016** – MRRTPO staff followed-up with Santa Fe County about the proposed Rails to Trails project in Moriarty and connecting to Estancia. MRRTPO staff spoke with Santa Fe County at the MRRTPO Committee meeting about this project, so they could include any potential alignments within their transportation plan update.
- 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
 - Transportation Research Webinar – Evaluation of Low-Cost Traffic Calming for Small Rural Communities
 - Please register for the "refreshed" SIB 101 Webinar
 - U.S. Department of Transportation Launches Every Place Counts Design Challenge
 - FY 2018 Letter of Intent - Due June 20, 2016
 - Call for Projects: TAP/RTP
 - [FR] Documents citing 79 FR 31783
 - MRRTPO Committee meeting follow-up items
 - Registration Information - Road Diet Webinar
 - 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 investigation 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.
- **April – June 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.

QR3: MRRTPO staff hours were likely less in this quarter because there was more focus on function 4 and staff time was placed there more than in this function due to a lot of overlap. Also, there were no special requests for asset mapping or special project requests. However, the exercises of asset mapping from QR1, MRRTPO circled around with both Edgewood and Mountainair to apply for funding in the call for projects.

Function 5 (20%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
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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	14	\$279.58
Expenses 7/1/16-9/30/16	113.69	\$2,125.98		
Balance	310.25	\$5,505.83		

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.
- **April – June 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 RTPO-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 RTPOs are planning to participate in transportation day at the state legislature.
- **December 8, 2015** – MRRTPo staff attended the NewMARC meeting with the other RTPOs.
- **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 RTPOs 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 RTPO Quarterly meeting on March 3 in which this was a discussion topic.
- **March 28, 2016** – MRRTPo staff attended the NewMARC meeting with the other RTPOs.
- **May 17, 2016** – Mary Ann Burr SERTPO asked MRRTPo for their project evaluation

criteria, which was shared with her even though this will be updated.

- 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 RTPOs. 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 RTPOs 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.
- **May 2016** – MRRTPO staff reviewed information about changes to highway road widths from 13ft to 10ft.
- **June 14, 2016** – MRRTPO staff participated in the FHWA webinar that reviewed changes with the FAST Act.
- **May 20, 2016** – MRRTPO staff sent an email to the NM RTPOs to provide comments on the NPRM on performance management measures for the national highway system, so that the NM RTPOs could collectively submit comments.
- **June 28, 2016** – MRRTPO staff sent a reminder follow-up email to the NM RTPOs about combing comments on the NPRM for performance management

measures for the national highway system.

- 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.
- **June 27, 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.
- **April 18, 2016** – MRRTPO staff sent the other NM RTPOs information about a webinar titled "Evaluation of Low-Cost Traffic Calming for Small Rural Communities."
- **May 17, 2016** – MRRTPO staff attended the RTPO quarterly in the Pueblo of Laguna.
- **May 18, 2016** – Mary Ann Burr reached out about having a booth at the NM Housing Summit. MRRTPO staff indicated they would not be interested in standing at the booth at this conference.

- **May 20, 2016** – MRRTPO staff sent an email to the NM RTPOs to coordinate comments for the notice of proposed rulemaking on national performance measures assessing performance of the national highway system. MRRTPO staff requested comments be sent COB August 1st.
- **May 2016** – MRRTP) staff coordinate with MRCOG communications staff to submit articles and photos about different projects occurring in the MRRTPO area to include in the Annual Report.
- **June 28, 2016** – MRRTPO staff sent a follow-up email to the other NM RTPOs to remind them to send comments about the notice of proposed rulemaking mentioned on May 20.
- 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.
- **April 14, 2016** – MRRTPO staff participated in the QAR with NMDOT.
- **May 17, 2016** – MRRTPO staff attended the RTPO quarterly in the Pueblo of Laguna.
- **May 2016** – MRRTPO participated in the doodle poll and emails to decide the next RTPO quarterly meeting date.
- **June 2, 2016** – MRRTPO staff met with Wade Patterson to speak about MRRTPO and updates. Mainly the purpose of the meeting was to check-in.
- **June 14, 2016** – MRRTPO staff met with a researcher from a UC school in California who was researching communication strategies among planners in NM and what we did during our long range transportation plan.
- 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

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

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

- **October 22, 2015** – MRRTPPO staff participated in the NMCSLT meeting.
- **November 20, 2015** – Valerie Hermanson from MRRTPPO 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** – MRRTPPO staff participated in the NMCSLT meeting.
- **January 2016** – MRRTPPO 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** – MRRTPPO staff attended the NMCSLT meeting.
- **February 25, 2016** – MRRTPPO staff attended the NMCSLT meeting.
- **March 2016** – MRRTPPO staff is coordinating with APA-NM and NMCSLT to see if a half day rural complete streets celebration would be organized as part of the fall state-wide APA-NM conference. This will be an agenda item at the next NMCSLT meeting in March.
- **March 24, 2016** – MRRTPPO staff attended the NMCSLT meeting.
- **March 28, 2016** – MRRTPPO staff consulted with Sharon Hausam (Pueblo of Laguna) about planning for the ½ day complete streets series at the fall APA-NM conference. MRRTPPO staff and Sharon developed a concept and sent it to APA-NM. APA-NM will review at their next planning meeting to see if the concept could work. If so, MRRTPPO staff and Sharon will work together to plan a ½ day complete streets series.
- **April – May 2016** – NMCSLT meetings were cancelled for these months.
- **April – May 2016** – MRRTPPO staff coordinated with Sharon Hausam at the Pueblo of Laguna to plan for a Complete Streets sessions at the APA-NM Conference in the fall. Ideally, the session will highlight urban and rural Complete Streets examples and with Valerie and Sharon working together, they will ensure rural is represented.
- **June 23, 2016** – MRRTPPO staff met with Sharon Hausam at the Pueblo of Laguna to flesh out what the Complete Streets and Beyond session would look like.
- **June 23, 2016** – MRRTPPO staff participated in the NMCSLT meeting.
- **June 2016** – MRRTPPO staff developed the flyer for the call for presentations for the Complete Streets and Beyond session.

QR1: Staff hours exceeded estimates because two MRRTPPO staff members attended a conference for professional development. Additionally, MRRTPPO staff was selected for the board of NMCSLT, which required a little additional time than previously. Lastly, two MRRTPPO 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.

QR3: MRRTPO staff hours likely went less because NMCSLT team meetings were cancelled and there were not a lot of professional development/conferences attended that would take a lot of time. Staff time was not spent on other projects, but primarily readying our communities to apply for RTP/TAP, which applies to other functions.

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	50	\$998.50
Expenses 7/1/16-9/30/16	113.69	\$2,125.98		
Balance	87.75	\$316.38		

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.
- **June 2016** – MRRTPO staff started working on the QR3.
- 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.

QR3: Creating the quarterly reporting for this quarter did not take as much time. Also, more MRRTPo staff time to write the QR3 was spent in QR4 rather than 3.

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	9	\$179.73
Expenses 7/1/16-9/30/16	28.42	\$531.50		
Balance	48.69	\$745.84		



Published in the Albuquerque Journal on Sunday April 03, 2016

NOTICE OF A MEETING OF THE MRCOG MID REGION RURAL TRANSPORTATION PLANNING ORGANIZATION (MRRTP) Mid-Region Council of Governments 809 Copper Ave. N.W. Albuquerque, NM 87102 Thursday, April 14, 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 April 7 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: March 3, 2016



Published in the Albuquerque Journal on Thursday May 26, 2016

NOTICE OF A MEETING OF THE MRCOG MID REGION RURAL TRANSPORTATION PLANNING ORGANIZATION (MRRTP) Mid-Region Council of Governments 809 Copper Ave. N.W. Albuquerque, NM 87102 Thursday, June 9, 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 June 2 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: May 26, 2016



MID-REGION
RURAL TRANSPORTATION PLANNING ORGANIZATION (MRRTPO)

Membership Roster
Quorum = 5
(Need 33% of Active Members for a quorum)

VOTING MEMBER		
ORGANIZATION	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	Juan Torres, Clerk/Treasurer	John Basset, 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	Jennifer Muskrat, Projects Planning Manager 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	Peter Nieto, Councilor	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	Vacant	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 Marticia Holiday, 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	Vacant
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



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: MR COG 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: MR COG 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@mrcoq-nm.gov or (505) 724-3602 by **May 2nd**



Planning Commissioners Workshop - TOMORROW!

REMINDER! 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.

[Please RSVP here >>](#)

ICIP Training at MRCOG on June

The Mid-Region Council of Governments will be co-sponsoring two of seven Infrastructure Capital Improvement Plan (ICIP) Training Workshops for 2016. The ICIP Training Workshop is free to the public and open to all New Mexico and local entities, tribal governments, legislators, local elected officials, and others who would like a better understanding of the ICIP process.



The ICIP is a planning tool that establishes planning priorities for anticipated capital projects for a five year period. The ICIP is also used by State and Federal agencies to determine which projects to fund in communities throughout the State. Conducted by the Department of Finance & Administration/Local Government Division (DFA/LGD), the training workshops will assist communities in developing their Fiscal Year 2018-2022 ICIP.

Albuquerque Workshop Details

Date: May 24, 2015

Time: 8am - 4pm

Location: MRCOG, 809 Copper Avenue NW, Albuquerque, NM

Workshop Will Include

- Hands-on training on the ICIP database
- A special presentation from the Community Development Bureau will include trainings on Legislative request for payment forms, the Notice of Obligation (NOO), and the Community Development Block Grant (CDBG)
- The DFA Capital Outlay Bureau will provide information on the Capital Projects Monitoring System (CPMS) and Capital Outlay request process
- Other presenters include NM Finance Authority, NM Economic Development Department, NM Indian Affairs Department, NMDOT, USDA, and more

Registration

Additional workshop dates have been scheduled throughout the state. Pre-registration is required for all workshops. Please submit completed registration forms to: DFA/LGD, Attn: Carmen Morin, carmenb.morin@state.nm.us or by fax to 505-827-4948.

REGISTRATION REQUIRED: For more details, please visit [HERE >>](#)

CALL FOR PROJECTS!

MRRTPO released its schedule for Active Transportation and Recreation Program funding opportunity on May 2. This program includes the Transportation Alternative Program

(TAP) and Recreational Trails Program (RTP). If you did not receive the email, [please let us know](#) and also, please forward to any eligible entity who might be interested.

NOW is the time to start completing the project feasibility form (PFF) for potential projects. MRRTPO staff is here to help.

First, review the Guide [here](#) for eligibility.



Mid-Region Rural Transportation Planning Organization (MRRTPO) Schedule for Active Transportation and Recreational Programs	
Date	Activity
May 2, 2016	<p>Call for projects</p> <p><u>Please review the Active Transportation and Recreational Programs Guide: Federal Fiscal Years 2018 & 2019</u></p>
May 2, 2016	<p>If you are an eligible entity with an eligible project, please complete the Project Feasibility Form (PFF). MRRTPO staff is here to help you complete the PFF, so please let us know if you need assistance.</p> <p>As soon as PFF completed, email to Valerie Hermanson, vhermanson@mrcog-nm.gov</p> <p>DO NOT COMPLETE THE PIF OR TAP/RTP APPLICATION UNTIL ADVISED TO DO SO</p>
May 2-September 30, 2016	<p>Once MRRTPO staff receives the completed PFF, MRRTPO will schedule MANDATORY PFF consultation meetings with MRRTPO, local government applicant and NMDOT (liaison, district representative, environment, T/LPA).</p> <p>NMDOT district representative must provide recommendation for application and sign off on the PFF. The applicant cannot move forward in the application process until NMDOT signs the PFF. Once the NMDOT district representative approves the PFF, please work to complete the entire application. Complete applications are due November 21 by 5pm. If you have questions or need assistance, please let us know!</p>

October 13, 2016 9:30-11:30AM MRCOG's offices	Short (5-8 minute) TAP or RTP presentation about your project for MRRTPO Committee. PowerPoint not required.
November 18, 2016 DUE BY 5PM	<p><u>Complete</u> TAP/RTP application due to MRRTPO by 5:00pm. Please keep in touch with us while you complete your application, so that if you run into any questions or issues, we can help! Don't wait until the last minute!</p> <p>Please email completed applications to MRRTPO at vhermanson@mrcog-nm.gov</p> <p><u>LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED</u></p>
November 30, 2016	COMPLETE TAP/RTP applications due to NMDOT. Complete applications are submitted via MRRTPO. We will keep you informed about when your application is submitted.
Please see the Active Transportation and Recreational Programs Guide for other important dates	

[More information about TAP & RTP >>](#)

April MRRTPO Committee Meeting

We had an informative April MRRPTO Committee meeting with an overview of who the MRRTPO is and what we do. We also reviewed the project development process and data sources. Here's a list of our speakers and their topic areas.

- Project Development Process - Valerie Hermanson/Wade Patterson
- Crash Data Website Review - Maida Rubin
- Transportation Data - Julie Luna



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

June MRRTPO Committee Meeting

The next Mid-Region Rural Transportation Planning Organization (MRRTPO) Committee meeting will be on:

Thursday, June 9, 2016, 9:30-11:30 am at MRCOG's offices: [809 Copper NW 87102](#)

Since we just released the call for projects, we will be working with you on project ideas! Please let us know if you'll be attending. Our staff will be available to talk planning! We can also print large maps of your community to review and identify community needs or potential projects.

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



MRCOG OFFICES CLOSED MEMORIAL DAY

Just a friendly reminder that the Mid-Region Council of Governments office will be closed on Monday, May 30 for Memorial Day.

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

STAY CONNECTED:



MRMPO, 809 Copper Avenue NW, Albuquerque, NM 87102

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Sent by yhermanson@mrcog-nm.gov in collaboration with

Constant Contact 

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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	29	\$614.05
Expenses 7/1/16-9/30/16	28.42	\$531.50		
Balance	64.69	\$1,015.39		

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	23	\$494.23
Expenses 7/1/16-9/30/16	79.58	\$1,488.19		
Balance	237.33	\$4,161.41		

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	244	\$6,112.34
Expenses 7/1/16-9/30/16	125.06	\$2,338.58		
Balance	-63.27	(\$4,221.43)		

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	14	\$279.58
Expenses 7/1/16-9/30/16	113.69	\$2,125.98		
Balance	310.25	\$5,505.83		

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	50	\$998.50

Expenses 7/1/16-9/30/16	113.69	\$2,125.98		
Balance	87.75	\$316.38		

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	9	\$179.73
Expenses 7/1/16-9/30/16	28.42	\$531.50		
Balance	48.69	\$745.84		

	Staff Hours	Staff Costs
TOTALS	2273.77	\$42,519.65
Balance	989.77	\$13,131.20

Quarterly Budget Report - QR3

	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	0	\$0			\$344.98	\$5,607.78	304.33
Function 2	\$2,126.00	113.69	15	\$396.71	5	\$99.85	29	614.05			\$1,110.61	\$1,015.39	64.69
Function 3	\$5,952.76	318.33	30	\$580.82	28	\$716.30	23	494.23			\$1,791.35	\$4,161.41	237.33
Function 4	\$9,354.31	500.23	171.5	\$4,091.62	148	\$3,371.78	244	6112.34			\$13,575.74	(\$4,221.43)	-63.27
Function 5	\$8,503.92	454.75	82.5	\$1,698.99	48	\$1,019.52	14	279.58			\$2,998.09	\$5,505.83	310.25
Function 6	\$8,503.92	454.75	153	\$3,582.37	164	\$3,606.67	50	998.5			\$7,189.04	\$316.38	87.75
Function 7	\$2,125.98	113.69	33	\$679.99	23	\$520.42	9	179.73			\$1,380.14	\$745.84	48.69
TOTAL	\$42,519.65	2273.77	489	\$11,140.86	426	\$9,569.16	369	\$8,678			\$28,389.95	\$13,131.20	989.77

	Budget	Budget Amendment	Q1	Q2	Q3	Q4	Total	Balance
Revenues								
Federal	\$85,000.00		\$21,575.06	\$18,966.75	\$15,651.00		\$56,193.00	\$28,807.00
Local	\$21,250.00		\$5,393.76	\$4,741.69	\$3,912.00		\$14,047.00	\$7,203.00
Total Revenues	\$106,250.00		\$26,969.00	\$23,708.00	\$19,563.75	-	\$70,240.00	\$36,008.75

Expenses								
Salaries & Benefits	\$74,497.00	\$74,497.00	\$19,117.81	\$17,217.00	\$13,798.00		50,132.81	24,364.19
Professional Development	\$2,201.00	\$2,201.00	\$285.00	\$19.00	\$321.00		625.00	1,576.00
Operating Expenses	\$6,101.00	\$3,601.00	\$1,589.00	\$0.00	\$1,169.00		\$2,758.00	\$843.00
Travel	\$2,201.00	\$4,701.00	\$1,564.24	\$2,035.00	\$761.00		\$4,360.24	340.76
Indirect Costs	\$21,250.00	\$21,250.00	\$4,412.75	\$4,437.00	\$3,514.00		\$12,363.75	8,886.25
Total Expenses	\$106,250.00	\$106,250.00	\$26,969.00	\$23,708.00	\$19,563.00	-	70,240.00	36,010.00

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

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
1st Qtr ending 12/31/15	Invoice 16-094	21,575.06	5,393.76	26,968.82
2nd Qtr ending 3/31/16	Invoice 16-134	18,966.75	4,741.69	23,708.44
3rd Qtr ending 6/30/16	Invoice 16-184	15,650.74	3,912.69	19,563.43
4th Qtr ending 9/30/16				-
	Balance	<u>28,807.45</u>	<u>7,201.86</u>	<u>36,009.31</u>

MRCOG
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 4/1/2016 Through 6/30/2016

033 - Regional Planning Organization

		Direct Operational			Capital Outlay	Indirect Expenditures	Total
		Expenditures	Professional/Contractual Serv				
Expenditures							
Salaries & Wages	5000	8,678.43					8,678.43
Vacation & Sick Leave	5002	1,212.40					1,212.40
Accrual/Allocation							
FICA Expense	5005	640.72					640.72
State Unemployment Tax	5007	60.95					60.95
Workers Comp Insurance	5008	36.44					36.44
Workers Comp Assessment Fee	5009	1.60					1.60
Fringe Benefits	5010	78.12					78.12
Dental Insurance	5011	44.63					44.63
Life	5012	103.81					103.81
Medical Insurance	5014	1,076.31					1,076.31
Vision Insurance	5015	6.83					6.83
PERA Expense	5016	1,684.50					1,684.50
Retiree Health Care	5018	173.59					173.59
Registration & Tuition	5100	90.00					90.00
Membership Fees	5110	231.00					231.00
In State Travel	5150	125.67					125.67
Out of State Travel	5160	635.00					635.00
Equipment - under \$5,000	5220	0.00					0.00
Telephone Services	5400	0.00					0.00
Office supplies	5800	180.89					180.89
Postage	5805	350.66					350.66
Printing & Reproduction	5810	202.92					202.92
Advertising	5815	26.34					26.34
Books, Periodicals, Data	5821	12.00					12.00
Meeting Expense	5840	395.94					395.94
Misc Expense	5999	0.00					0.00
Indirect Cost Allocation	7000						
Total Expenditures		<u>16,048.75</u>	<u>0.00</u>	<u>0.00</u>	<u>3,514.68</u>	<u>3,514.68</u>	<u>19,563.43</u>
Federal Share		<u>12,839.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,811.74</u>		<u>15,650.74</u>
MRCOG Match		<u>3,209.75</u>	<u>0.00</u>	<u>0.00</u>	<u>702.94</u>		<u>3,912.69</u>

See 4

3



Registration Confirmation

Thank you for your registration; you have completed the registration process!

Your confirmation number is #14114663

Contact Info

Valerie Hermanson
Mid-Region Council of Governments

908 Jefferson ST NE
Albuquerque NM 87110
US

Phone: 5053191912
E-mail: valeriehermanson@gmail.com

Details

Description	Quantity	Cost
Conference Registration (CREG)	1	\$635.00
Regular Meal (MEAL)	1	\$0.00
Grand Total:		\$635.00
Total Balance:		\$0.00



MRCOG TRAVEL AUTHORIZATION

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

Traveler: Valerie Hermanson

Purpose of Travel: Attend the annual ProWalk ProBike ProPlace Conference

Destination: Vancouver, BC

Estimated Departure: September 11, 2016

Estimated Return: September 16, 2016

Estimated Expenses:

Mileage:	NA
Airfare:	\$400
Lodging:	\$700
Conference Fees:	\$635
Other: (food & transportation) Food: \$45*6 Transportation: \$50	\$320
Total:	\$2,055

033 - 5160

Comments:

Registration to be paid with p-card

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

5/11/2016
Date

Approved by:

[Signature]
Executive Director

5-11-16
Date