

Mid-Region Council of Governments
MID- REGION RURAL TRANSPORTATION PLANNING ORGANIZATION (MRRTPO)
FFY 2013/2014 ANNUAL WORK PROGRAM
October 1, 2013 – September 30, 2014

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 (RTPO) for Federal Fiscal Year (SFY) October 1, 2013 through September 30, 2014.

Function 1. RTPO Self-Certification – Federal regulations (23 CFR 450.218) require the New Mexico Department of Transportation (NMDOT) to complete a self-certification process indicating that the statewide transportation planning process is being carried out in accordance with all applicable federal laws and regulations. Since RTPO planning is an integral part of the Department's process, the Mid-Region Council of Governments shall submit an annual self-certification indicating that the Functions and Tasks in this Annual Work Program have been substantially completed as indicated. The self-certification document is appended to this Annual Work Program (AWP) and is due July 15, 2013 with the RTPO's AWP and Budget.

Function 2. Work Program and Reporting – Submit reports consistent with NMDOT timelines and standard format to the NMDOT Government-to-Government Unit

- Task 2.1 Submit an Annual Report for FFY 2013/2014 to the NMDOT Government to Government (GTG) Programs Unit by November 25, 2012. This report should be reviewed and accepted by the RTPO Technical Advisory Committee prior to submittal.
- Task 2.2 Review with GTG and submit an approved AWP for FFY 2014/2015 by July 15, 2013. MRCOG should provide RTPO members with an opportunity to review the draft AWP and provide recommendations for activities and projects they consider significant to the region.
- Task 2.3 Submit Quarterly Reports describing in detail the work accomplished by the RTPO during each previous quarter. The reports shall be due to NMDOT by the 25th day of the month following the end of each quarter and shall be included as an informational item on the next RTPO Committee agenda.
- Task 2.4 Participate in GTG Desk Audit of the New Mexico RPO program.

Function 3. Budget – Develop and manage the RTPO program budget

- Task 3.1 Submit an annual budget as part of the AWP. Per the requirements of federal OMB Circular A-87, if the budget contains any Indirect Costs, MRCOG shall attach to the AWP a copy of its most recently approved Indirect Cost Allocation Plan.

- Task 3.2 Submit invoices to GTG concurrent with submittal of Quarterly Reports (See Task 2.3).
- Task 3.3 Implement and monitor program expenditures in relation to the annual budget. Inform GTG of 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.

Function 4. RTPO Management – Manage the RTPO as an Interactive Forum

- Task 4.1 Organize and facilitate all meetings of the RTPO.
- 4.1.1 Document the RTPO's public participation process including, but not limited to, procedures the RTPO uses to comply with the New Mexico Open Meetings Act [NMSA 1978, Sections 10-51-1, *et. seq.*] and 23 CFR 450.
- 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 RTPO Committee meetings.
- 4.1.3 Provide RTPO Committee members, the appropriate NMDOT District Engineers, and GTG with meeting agendas and information packets no later than seven (7) calendar days in advance of RTPO Committee meetings.
- Task 4.2 Manage the membership of the RTPO.
- Task 4.2.1 At least annually, provide all eligible member entities, as identified in MAP-21 and by the RTPO Committee Bylaws, with the opportunity to appoint or confirm a representative and alternates to the RTPO Committee.
- Task 4.2.2 Keep, and update as needed, a list of RTPO Committee members and contact information, and provide a copy of the list to GTG, member entities, and other regular participants.
- Task 4.3 Coordinate with other agencies.
- 4.3.1 Coordinate the RTPO's planning program with other RTPOs and any MPOs or other agencies impacted by activities contained in the AWP.
- 4.3.2 Actively participate with NMDOT and other RTPOs in quarterly RTPO Roundtables and special meetings, as needed.
- Task 4.4 Outreach to stakeholders.
- 4.4.1 Engage in outreach activities and provide citizens and other transportation stakeholders with reasonable opportunities to participate in RTPO processes per 23 CFR 450.

4.4.2 In conjunction with the RTPO members and NMDOT liaison to the RTPO, develop a list of entities to whom RTPO staff expect to present information during the coming year regarding RTPO planning processes and the importance of being actively involved. In determining who to target, the highest consideration should be given to newly elected officials, potential member governments, requests from entities, and entities to whom RTPO staff have not presented in two or more years.

Function 5. Technical Support – Provide technical support to and facilitate opportunities for skill development for governments in the RTPO region

Task 5.1 Facilitate training and development for RTPO communities.

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

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

Task 5.2 Provide data and technical support to RTPO members for transportation planning, project identification, and project development.

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.

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

Task 5.5 Develop, update, and maintain transportation databases as a resource to assess needs and monitor project development.

Function 6. Rural Transportation Improvement Program – Develop the Rural Transportation Improvement Program Recommendations (RTIPR) consistent with State Transportation Improvement Program (STIP) protocols

Task 6.1 Establish and implement a process for RTPO members to submit and present Project Identification Forms (PIFs) to the RTPO Committee for review and prioritization. Coordinate the timeline with NMDOT District Engineers to ensure adequate time for reviewing project feasibility. Ensure that RTPO members are fully informed of the process and that pertinent forms and information are readily available to them.

Task 6.2 Assist RTPO members to develop PIFs and follow the appropriate process for including projects in the Mid-Region RTIPR.

- Task 6.3 During the month of March, coordinate and co-facilitate District RTIPR (“zipper”) meetings with GTG, the appropriate District, and appropriate RTPOs. Notify the appropriate GTG liaison of the dates, times, and locations for these “zipper” meetings. Submit the prioritized list to GTG, the District Engineers, and the relevant RTPOs within ten days of the District prioritization meeting.
- Task 6.4 Provide assistance to RTPO member agencies for STIP amendments as needed to ensure compliance with the STIP Policies and Procedures.
- Task 6.5 Facilitate reviewing, ranking and programming of the Transportation Alternatives Program (TAP) funds allocated to the Mid-Region RTPO in accordance with the state-wide TAP funding schedule established by the NMDOT Planning Section. Submit the results to the NMDOT TAP Coordinator according to the timeline established by NMDOT and FHWA.
- Task 6.6 Facilitate prioritization of Public Transportation Program applications for the Mid-Region RTPO area in response to the state-wide prioritization schedule established by NMDOT Transit and Rail Section staff, and submit the results in accordance with that schedule. Include the results in the Mid-Region RTPO RTIPR.
- Task 6.7 Facilitate RTPO review and prioritization of Safe Routes to School (SRTS) Phase I Planning and Phase 2 Infrastructure applications in response to projects proposed for funding through the Safe Routes to School process. Provide the results to the SRTS Coordinator, and include them in the RTPO RTIPR.
- Task 6.8 Facilitate RTPO review and prioritization of Highway Safety Improvement Program (HSIP) project applications in response to the state-wide prioritization schedule and process established by the NMDOT Safety Program Engineer. Provide the results to the Safety Program Engineer, and include them in the RTPO RTIPR.
- Task 6.9 Track the progress of transportation projects in the RTPO region regardless of funding source, and regularly inform members of their current status.
- Task 6.10 Act as liaison between the NMDOT and local and tribal governments to resolve project issues at the request of either NMDOT or a specific local or tribal government.

Function 7. Long-Range Planning

- Task 7.1 Coordinate and participate with NMDOT staff to develop federally or state-required transportation planning products such as the State Strategic Plan, the Long Range Transportation Plan, and the NMDOT Public Involvement Plan (PIP). Provide updates to RTPO members on the status of these activities, and involve the RTPO Committee as appropriate.

- Task 7.2 Collaborate with NMDOT and other partners to identify and document current and future transportation needs, plans, and projects in the RTPO.
- Task 7.3 Coordinate long-range regional transportation planning with other local, regional, and statewide planning initiatives such as Infrastructure Capital Improvement Plans, the STIP, legislative capital outlay priorities, local comprehensive planning, the regional *Comprehensive Economic Development Strategy*, and other relevant planning processes.
- Task 7.4 Maintain the regional long-range plan for the RTPO utilizing a format consistent with NMDOT's most current Long Range Transportation Plan.

Function 8. Other Activities and Projects

- Task 8.1 Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT AWP, including modifications to the Statewide roadway functional classification system in the Mid-Region RTPO area. Provide periodic updates to RTPO members on the status of the studies/projects, and involve the members in this effort as appropriate.
- Task 8.2 Coordinate and participate with the Councils of Governments (COGs) and applicable New Mexico State agency staff on legislative studies related to state-wide or RTPO-specific transportation issues, as appropriate.
- Task 8.3 Provide assistance to local governments interested in pursuing regional transportation system development and coordination activities.
- Task 8.4 Monitor development of Federal and state laws affecting the transportation system, and provide information about the contents and status to RTPO members.
- Task 8.5 Participate in miscellaneous programs and special projects in the RTPO region.

Mid-Region Council of Governments
Proposed FFY14 Regional Transportation Planning Organization Budget
(October 1, 2013 to September 30, 2014)

Revenues		
Federal	\$	65,159.96
Local		<u>11,104.04</u>
Total Revenues	\$	76,264.00

Expenses		
Salaries & Benefits	\$	50,773.00
Professional Development	\$	1,500.00
Administrative Expenses	\$	3,150.00
Operating Expenses	\$	1,041.00
Communications	\$	700.00
Travel	\$	1,500.00
Indirect Costs		<u>17,600.00</u>
Total Expenses	\$	76,264.00

FY12-13	\$	78,702.00
expenses		<u>78,702.00</u>
carryin		-
FY14		<u>76,264.00</u>
Total FY14	\$	76,264.00