



**Mid-Region Council of Governments  
MRRTPO COMMITTEE  
Thursday, December 10, 2015, 9:30 a.m. - 11:30 a.m.  
809 Copper Avenue N.W., Albuquerque, NM 87102**

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

**Daniel White, Chair**

**Gilbert Dominguez, Vice-Chair**

**AGENDA**

**Call to Order:**

*The presence of a quorum will be noted.*

**Approval of Agenda for December 10, 2015**

**Tab 1 Approval of Meeting Summary for October 22, 2015**

**PUBLIC COMMENT**

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

**ACTION ITEMS**

**Tab 2 Ranking Federal transit projects for 5310**

Mandy's Farm

**DISCUSSION ITEMS**

Great Streets, Great Places! Presentation from:

Anne McLaughlin, New Mexico Department of Transportation  
Charlie Deans, Urban Planning Program Associate, New Mexico MainStreet  
Barbara Zook, Architectural Project Reviewer, New Mexico Historic Preservation Division

**INFORMATION ITEMS**

- **MRRTPO Report (2016 MRRTPO Meeting Schedule – Tab 3)**

**Tab 4 – MRRTPO Annual Report for FFY15**

- **Local Lead Project Update (Village of Cuba RTP project report)**
- **NMDOT Liaison Report**
- **NMDOT Tribal Liaison Report**
- **NMDOT District 5 Report**
- **NMDOT District 6 Report**

**Committee Meeting Adjournment**

**NOTES**

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

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

*DISCUSSION ITEMS*



**MEETING SUMMARY**

TAB 1

**Mid-Region Council of Governments**  
**RURAL TRANSPORTATION PLANNING ORGANIZATION (RTPO) COMMITTEE**  
**Thursday, October 22, 2015 9:30 a.m. - 11:30 a.m.**  
**Mid-Region Council of Governments, 809 Copper Ave. NW, Albuquerque, NM 87102**

**Daniel White, Chair**

**Gilbert Dominguez, Vice Chair**

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

NON-VOTING ASSOCIATE MEMBERS			
Estancia Valley Economic Development Association (EVEDA)		Myra Pancrazio	Vacant
La Merced de la Pueblo de Manzano		Daniel Antonio Herrera	Vacant
Step Into Cuba Alliance		Sally Davis	X Richard Kozoll, MD  Tim Rogers
NON-VOTING ADVISORY MEMBER			
ORGANIZATION		MEMBER	ALTERNATES
BIA Southwest Regional Office		Angela Arviso, Regional Transportation Engineer	Shannon McKenna, Supervisory Highway Engineer  Daniel Boyd, Highway Engineer
BLM, Rio Puerco Field Office		Arlene Salazar, Realty Specialist	Vacant
Federal Highway Administration		Vacant	Vacant
NM Dept. of Transportation – District 5		Miguel B. Gabaldon, Jr., District 5 Engineer	David Quintana, Technical Support Engineer  Chris Urioste, Project Development Engineer
NM Dept. of Transportation – District 6		Jan Nichlas, ADE Engineering Support	Anthony Griego, Co-ops  Joann Garcia, Co-ops
NM Department of Transportation – Planning Division	X	Paul Sittig, Planner	Jessica Griffin, Government to Government Unit Manager
NM Dept. of Transportation – Transit		David Harris, Transit Manager	Greg White, Planner
NM State Land Office		Vacant	Bob Jenks, Deputy Commissioner
NPS-Salinas Pueblo Missions National Monument		Glenn Fulfer, Park Superintendent	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
<b>OTHER PARTICIPANTS</b>				
Valerie Hermanson, Transportation Planner, MRCOG				
Sandra Gaiser, Regional Planning Manager, MRCOG				
Maida Rubin, Planner, MRCOG				
Antoinette Wright, ARCA				
Jim Bollard, Adelante				
Kathleen Holmes Cates, LifeRoots				
Mary Bevoni, LifeRoots				
Nick Parlakos, Share Your Care				
Bill Kasiel, Share Your Care				
Frances Anchondo, Isleta Pueblo CHR				
Dominic Montoya, Rio Metro				
Deborah Bach, NMDOT				
Gabrielle Chavez, NMDOT				
Michelle Bishop-Couch, Cornucopia				
Reina Martinez, Cornucopia				

## **AGENDA**

### **Call to Order:**

Mr. Daniel White, Chair, called the meeting to order at 9:31 a.m. A quorum was noted.

### **Approval of Agenda**

Ms. Debbie Ortiz, City of Moriarty, made a motion to:

#### **APPROVE THE AGENDA**

The motion was seconded by Mr. Gilbert Dominguez, Village of Cuba and passed unanimously.

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

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

#### **APPROVE THE MEETING SUMMARY FOR August 13, 2015**

The motion was seconded by Ms. Debbie Ortiz, City of Moriarty and passed unanimously.

## **PUBLIC COMMENT**

There were no public comments.

## **ACTION ITEMS**

Approval of Mid-Region Rural Transportation Planning Organization (MRRTPO) Regional Transportation

Plan (RTP) Regional Work Program Budget (Tab 2)

Mr. David Deutsawe, Pueblo of Laguna, made a motion to:

**Approve the MRRTPO Regional Work Program Budget**

The motion was seconded by Ms. Debbie Ortiz, City of Moriarty and passed unanimously.

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Approval of MRRTPO Bylaws (Tab 3)

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

**Approve the MRRTPO Bylaws**

The motion was seconded by Mr. David Deutsawe, Pueblo of Laguna and passed unanimously.

**Ranking Federal Transit projects for 5310 & 5311 for FFY17**

The MRRTPO Committee heard presentations then ranked each applications based on evaluation criteria from NMDOT. The following presentations were heard:

LifeRoots, Inc.  
Adelante Development Center  
ARCA  
Cornucopia Adult and Family Services, Inc.  
Pueblo of Isleta  
Share Your Care  
Rio Metro RTD (5310)  
Rio Metro RTD (5311)

**DISCUSSION ITEMS**

There were no discussion items for this meeting.

**INFORMATION ITEMS**

**MRRTPO Staff Report**

**Local lead project update** (Village of Cuba provided an update on the RTP funded Cuba Miles project)

**NMDOT Liaison Report**

**NMDOT Tribal Liaison Report**

**NMDOT District 5 Report**

**NMDOT District 6 Report**

**Committee Meeting Adjournment**

The meeting adjourned at 11:28 a.m.

**Next Meeting: December 10, 2015, 9:30 a.m. to 11:30 a.m.**

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

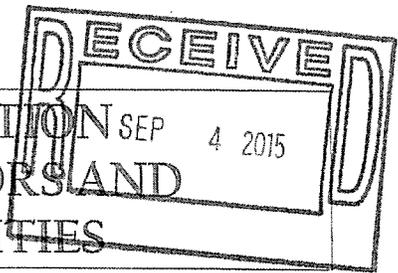
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Daniel White, Chair –or-  
Gilbert Dominguez, Vice-Chair  
Mid-Region Rural Transportation Planning  
Organization Committee

ATTEST:

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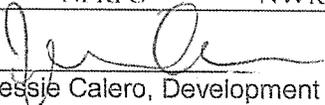
Dewey V. Cave, Executive Director



**SECTION 5310 - FY 17 APPLICATION  
ENHANCED MOBILITY OF SENIORS AND  
INDIVIDUALS WITH DISABILITIES**

October 1, 2016 - September 30, 2017

**I. Applicant Information**

Organization:	Mandy's Special Farm
Contact Person Name and Title:	Jessie Calero, Development Director
Mailing Address:	PO Box 9346
City, State, ZIP:	Albuquerque, NM 87119
Physical Address:	346 Clark Rd SW Albuquerque, NM 87105
Phone and Cell Numbers:	Office: 505-503-1141 Cell: 505-917-0203
FAX Number:	505-717-2044
E-mail Address: (Required)	jessie@mandysfarm.org
Regional Planning Organization: (circle one)	NERPO <b>MRRPO</b> SERPO    SWRPO NPRPO    NWRPO    SCRPO
Applicant Signature and Date Signed:	 8/15/15
Please Print Name and Title:	Jessje Calero, Development Director
DUNS Number *	006369867

• In addition to including your agency's DUNS Number, please provide a print screen of your agency DUNS Number from the following website: <https://www.sam.gov>

**II. Summary of Budget Request**

Please enter the dollar amount of and a description of the vehicle(s) you wish to purchase below.  
[NOTE: Section 5310 grants are for capital (vehicles) only]

	Total	Federal Share	Local Share
*Capital (80/20)	\$96,557.00	\$77,245.60	\$19,311.40
Description of Vehicle(s):			
(1) Starcraft Allstar 22 ADA Shuttle Bus -14 Seated Passengers or 12+2			
(1) Eldorado Amerivan -6 Seated Passengers of 5+1			
<b>TOTAL</b>	<b>\$96,557.00</b>	<b>\$77,245.60</b>	<b>\$19,311.40</b>

Capital Breakdown



**Log into SAM**

**Status During Registration**

- Getting Started
- Draft
- Work In Progress
- Submitted
- Active**
- Inactive / Expired

**Additional Resources**

- What If My Entity Fails Registration?
- Federal Service Desk
- How to Check Your Registration Status
- Find Your Registration in SAM

### SAM Status Tracker

Check registration status by typing in a DUNS number.

DUNS Number  Plus 4 (Optional)

Or, check registration status by typing in a (N)CAGE Code.

(N)CAGE Code

**MANDY'S SPECIAL FARM**

**Status: Active**

Your registration was activated on Aug 06, 2015. It expires on Aug 05, 2016 which is one year after you submitted it for processing.

						
<b>Core Data</b>	<b>Assertions</b>	<b>Reps &amp; Certs</b>	<b>POCs</b>	<b>Submit</b>	<b>Processing</b>	<b>Active</b>
Completed	Not Required	Not Required	Completed	Completed	Completed	Completed

## Check Your Registration Status in SAM

You can quickly check your registration status in SAM by entering your DUNS number or (N)CAGE Code. The SAM Status Tracker will show you the current status of the entity associated with that DUNS number or (N)CAGE Code, as well as tell you what steps you have left to complete based on why you are registering.

The SAM Status Tracker uses seven circles to represent the registration process: Core Data, Assertions, Reps & Certs, POCs, Submit, Processing, and Active. Visual indicators in the circles, text underneath the circles, a status message in bold above the circles and user messaging combine to give the registration status.

You will only see results for publicly searchable registration records. Federal government users must log into SAM to search for non-public records.



**Log into SAM**

**Status During Registration**

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[https://www.sam.gov/SAMPortal/sam/helpPage/SAM\\_Reg\\_Status\\_Help\\_Page.html](https://www.sam.gov/SAMPortal/sam/helpPage/SAM_Reg_Status_Help_Page.html)

9/4/2015

Entity List

MANDY'S SPECIAL FARM

Registration Details

Entity Name: MANDY'S SPECIAL FARM

DUNS Number: 006369867

DoDAAC:

Address:

346 CLARK RD SW

ALBUQUERQUE, NM 87105-7546

UNITED STATES

Registration Status: Active

Address Update Required: No

UPDATE ENTITY

VIEW

DEACTIVATE

Capital to vendor	\$96,557.00	\$77,245.60	\$19,311.40
List vendor if utilizing Capital to Vendor process	Creative Bus Sales, Inc.		
*TOTAL should equal 'Capital' amt. above	\$96,557.00	\$77,245.60	\$19,311.40

**Capital to Vendor** – When you purchase capital using a state approved price agreement. You will make a check to the awarded vendor for the 20% local share, and send the check to NMDOT's Transit and Rail Division. At delivery, your check is given to the vendor, and NMDOT is billed for the difference.

**Capital to Subgrantee** – When you purchase any approved capital item that that is not on a state price agreement, including large buses, radios, and other requested capital. You will initially pay 100% of the purchase. Upon submitting the appropriate documentation to the Transit and Rail Division, you will be reimbursed 80%.

**CAPITAL TO SUBGRANTEE IS NOT AVAILABLE FOR NON-PROFIT ORGANIZATIONS**

### III. Financial Information

#### A) CAPITAL BUDGET

##### ELIGIBLE CAPITAL COSTS

ITEM DESCRIPTION	2015 ACTUAL EXPENDITURES	2016 APPROVED BUDGET	2017 PROJECTED EXPENDITURES
3-01-20 Radios & Base Stations	\$0	\$0	\$0
3-01-25 Other Capital Expenses	\$0	\$0	\$0
3-01-40 Surveillance System	\$0	\$0	\$0
3-01-45 15 Passenger Van (W/Lift)	\$22,033.60	\$19,311.40	\$0
3-01-50 15 Passenger Van (W/O Lift)	\$0	\$0	\$0
3-01-60 Mobile Radios	\$0	\$0	\$0
<b>TOTAL ELIGIBLE COSTS</b>	<b>\$22,033.60</b>	<b>\$19,311.40</b>	<b>\$0</b>

##### LOCAL SHARE SOURCES (specify)

Local Share Covered in Approved 2016 Budget	Budgeted	\$19,311.40	budgeted
<b>TOTAL LOCAL SHARE (20%)</b>	<b>\$22,033.60</b>	<b>\$19,311.40</b>	<b>\$0</b>

<b>FEDERAL SHARE (80%)</b>	<b>\$88,134.40</b>	<b>\$96,557.00</b>	<b>\$0</b>
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**B) OPERATING BUDGET:** INFORMATION PROVIDED IN THE SPACE BELOW IS USED TO GET A BASELINE OF OPERATING FUNDS THAT YOU PROVIDE TO YOUR 5310 ELIGIBLE PROGRAM.

THESE FUNDS ARE NOT DIRECTLY RELATED TO THE CAPITAL GRANT YOU ARE APPLYING FOR.

ITEM DESCRIPTION	2015 ACTUAL EXENDITURES	2016* APPROVED BUDGET	2017 PROJECTED EXPENDITURES
Drivers Salaries/Fringe Benefits	\$0	\$0	\$0
Support Staff/Fringe Benefits	\$0	\$0	\$0
Fuel, Lubricants, Tires	\$14,850	\$15,000	\$18,000
Maintenance	\$17,493	\$23,000	\$26,000
Insurance	\$3,000	\$5,359	\$7,000
Other (Please explain)	\$0	\$0	\$0
TOTAL TRANSPORTATION	\$35,343	\$43,359	\$51,000

NON-TRANSPORTATION	\$1,253,357	\$1,528,444	\$1,699,000
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TOTAL EXPENDITURES	\$1,288,700	\$1,571,803	\$1,750,000
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\* Prorate expenditures to end of the current fiscal year

I. Please list all other non-transportation services your agency provides.

State of New Mexico Developmental Disabilities Contract Provider (Providing services for adults with intellectual and developmental disabilities): 24-hour residential care Day Services (visual arts programming, health & wellness education, pre-employment vocational skill-building, community service, animal husbandry, organic gardening, swimming) Therapeutic Horsemanship Supported Employment
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2. Please list all funding sources and amounts received for both general budget and transportation budget.

Comprising April 2014-March 2015 (FY 2015):

Direct Public Support: \$131,947.91
Government Contracts: \$1,201,737.69
Program Income: \$111,945.35
Indirect Public Support: \$21,689.62
Asset Sales/ Miscellaneous Revenue: \$67,645.56
Investments: \$0.25

3. Why do you need this equipment (check all that apply)?

a.	<input checked="" type="checkbox"/>	Replace existing vehicle(s) (LIST VIN, TYPE, MILEAGE, AND AGE OF EACH VEHICLE)  2HKRLI862XH54571I- 1999 Honda Odyssey 7-passenger van with no wheelchair capacity, mileage 111,746
b.	<input type="checkbox"/>	Establish service to new area
c.	<input checked="" type="checkbox"/>	Add wheelchair capacity to existing vehicles
d.	<input checked="" type="checkbox"/>	Increase number of vehicles available for demand responsive service

e.		Decrease vehicle size for service
f.		Increase vehicle size for service
g.	X	Improve passenger access to service

State price agreement for vehicles is available at this time (Web link to price agreement number)

**Low Floor:**

[http://dot.state.nm.us/content/dam/nmdot/Transit\\_Rail/11787\\_LowFloor\\_Para\\_Transit\\_Vehicle.pdf](http://dot.state.nm.us/content/dam/nmdot/Transit_Rail/11787_LowFloor_Para_Transit_Vehicle.pdf)

**Medium/Small Sized Vehicle:**

[http://dot.state.nm.us/content/dam/nmdot/Transit\\_Rail/11788\\_Small\\_Medium\\_Sized\\_Bus\\_Amendment\\_1.pdf](http://dot.state.nm.us/content/dam/nmdot/Transit_Rail/11788_Small_Medium_Sized_Bus_Amendment_1.pdf)

**28 Passenger Vehicle:**

[http://dot.state.nm.us/content/dam/nmdot/Transit\\_Rail/11786\\_TwentyEight%20Passenger\\_Plus\\_Bus.pdf](http://dot.state.nm.us/content/dam/nmdot/Transit_Rail/11786_TwentyEight%20Passenger_Plus_Bus.pdf)

**Medium to Heavy Duty Vehicle:**

[http://dot.state.nm.us/content/dam/nmdot/Transit\\_Rail/11789\\_Medium\\_Heavy%20Duty\\_Bus\\_Amendment\\_1.pdf](http://dot.state.nm.us/content/dam/nmdot/Transit_Rail/11789_Medium_Heavy%20Duty_Bus_Amendment_1.pdf)

Agencies have two options (1) Order vehicle(s) from approved price agreement (Web link above) and (2) Implement your own competitive bid procurement process

**Description, quantity, and cost of capital items to be purchased:**

Refer to Section 3-01-00-Capital Costs

- |     |  |              |
|-----|--|--------------|
| (1) | Starcraft Allstar 22 ADA Shuttle Bus (Expansion, Gasoline, ADA compliant, W/C Lift, <30ft) |              |
|     | -14 Seated Passengers or 12+2  | @\$57,057    |
| (1) | Eldorado Amerivan (Replacement, Gasoline, ADA compliant, W/C Lift, <30ft)                  |              |
|     | -6 Seated Passengers of 5+1  | @\$39,500    |
|     |  | -\$96,557.00 |

**C) Please provide and check item:**

- 1-  X  Copy of Articles of Incorporation
- 2-  X  Copy of 501(c) 3 Certification
- 3-  X  Copy of most current audit
- 4-  N/A  If transit-related audit findings occurred, copy of corrective action response submitted to auditor.
- 5-  N/A  If a non-profit organization (first time applicants only), copy of procurement procedures that comply with FTA Circular 4220.

[http://www.fta.dot.gov/legislation\\_law/12349\\_16011.html](http://www.fta.dot.gov/legislation_law/12349_16011.html)

## IV. Program Description

A) The service you provide or intend to provide will be (check all that applies):

	Fixed route
	Modified fixed route
X	Demand responsive
X	Section 5310

ARTICLES OF INCORPORATION  
OF  
MANDY'S SPECIAL FARM, A NON-PROFIT CORPORATION

The undersigned, for the purpose of forming a non-profit corporation under the New Mexico Non-profit Corporation Act, hereby certifies

ARTICLE 1

The name of the corporation shall be Mandy's Special Farm.

ARTICLE 2

The period of duration of the corporation shall be perpetual.

ARTICLE 3

The corporation is organized and shall be operated exclusively for religious, charitable, scientific, literary and educational purposes within the meaning of Sections 170(c)(2)(B), 501(c)(3), 1355(a)(2) and 2522(a)(2) of the Internal Revenue Code, in pursuit of the foregoing purposes the activities of the corporation shall be to provide a residential facility for developmentally disabled women. The corporation also shall be empowered to engage in such other activities as may be necessary and proper to accomplish the foregoing purposes, subject to the limitations herein.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its directors, officers, other private individuals, or organizations organized and operated for a profit (except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as hereinabove stated). No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence

regulation. The corporation shall not participate or be interested in, including the obtaining or distribution of statements or potential campaign or ballot of, or the preparation for, any candidate for public office. Notwithstanding any other provision herein, the corporation shall not engage in any activities not permitted to be carried on.

(a) by an organization exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code, as an organization described in Section 501(c)(2) of such Code; or

(b) by an organization (contributions to which are deductible under Sections 170(e)(2), 2055(a)(2), or 2522(a)(2) of the Internal Revenue Code).

#### ARTICLE 4

During such periods as the corporation is determined to be a private foundation under Section 509 of the Internal Revenue Code, or corresponding provisions of any subsequent federal tax law,

(a) The corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code, or corresponding provisions of any subsequent federal tax law.

(b) The corporation shall not engage in any act or self-dealing in such manner as to subject it to tax under Section 4941(j) of the Internal Revenue Code, or corresponding provisions of any subsequent federal tax law.

1. The corporation shall not retain any interest, position, or right in any manner as is subject to tax under Section 843(a) of the Internal Revenue Code or under any corresponding provisions of any subsequent federal tax law.

2. The corporation shall not retain any investment or other interest as is subject to tax under Section 844 of the Internal Revenue Code or corresponding provisions of any subsequent federal tax law.

3. The corporation shall not make any taxable disposition of any interest as is subject to tax under Section 845(d) of the Internal Revenue Code or corresponding provisions of any subsequent federal tax law.

#### ARTICLE 5

The corporation shall have no capital stock and no members.

#### ARTICLE 6

The address of the corporation's initial registered office is 614 Louisiana Drive, SE Albuquerque, New Mexico 87108, and the name of the corporation's initial registered agent is such address is Ralphe Earl Riggins.

#### ARTICLE 7

The business of the corporation shall be managed by a Board of Directors consisting of such number of Directors, but not less than three (3), as may be provided for by the laws. The initial Board of Directors shall consist of three (3) members. The names and addresses of the persons who are authorized to serve as directors and their respective terms of office and qualifications pursuant to the laws shall be:

NAME	ADDRESS
Ruthie Horn Robbin	534 Grandland Drive, NE Albuquerque, New Mexico 87106
David N. Robbin	534 Grandland Drive, SE Albuquerque, New Mexico 87108
Ronald E. Horn	5400 Uptown, NE - Ste. 415 E Albuquerque, New Mexico 87110

ARTICLE 8

The Board of Directors, except as limited by the New Mexico Non-profit Corporation Act, and these Articles of Incorporation, shall have the right to make, adopt, alter, amend and repeal Bylaws, fixing and altering the number of its directors, and providing for the management of its property, and the regulation and government of its business and affairs.

ARTICLE 9

The corporation will not at any time afford pecuniary gain, incidentally or otherwise, to its directors or officers.

Upon dissolution or liquidation, the Board of Directors shall, after paying or making provision for the payment of all the lawful debts and liabilities of the corporation, distribute all the assets of the corporation to one or more of the following categories of recipients as the Board of Directors of the corporation shall determine:

- (a) a non-profit organization or organizations, which may have been created to succeed the corporation, as long as such an organization or each of such organizations shall then be (1) a governmental unit referred to in Section 1730c, (1) of the Internal Revenue Code, or (2) an organization exempt from federal income taxation under Section

501(a) of such Code as an organization described in Sections 170(c)(2) and 501(c)(3) of such Code; or

(b) a non-profit organization or organizations having similar aims and objects as the corporation and which may be selected by the Board of Directors of the corporation as an appropriate recipient of such assets, as long as such organization or each of such organizations shall then qualify (1) as a governmental unit under Section 170(c)(1) of the Internal Revenue Code, or (2) as an organization exempt from federal income taxation under Section 501(a) of such Code as an organization described in Sections 170(c)(2) and 501(c)(3) of such Code; or

(c) the list of distributee organizations contained in paragraphs (a) and (b) above may be overridden by conditions specified in individual grants to the corporation. However, no such conditions may specify distribution on liquidation to any organization which is not a non-profit organization qualified (1) as a governmental unit under Section 170(c)(1) of the Internal Revenue Code, or (2) as an organization exempt from federal income taxation under Section 501(a) of such Code as an organization described in Sections 170(c)(2) and 501(c)(3) of such Code.

#### ARTICLE 10

The name and address of the incorporator is Ruthie Horn Robbins, 634 Graceland Drive, SE, Albuquerque, New Mexico 87108.

IN WITNESS WHEREOF, the undersigned has set her hand this 12/22 day of December, 1995

Ruthie Horn Robbins  
RUTHIE HORN ROBBINS

WITNESSES:

AFFIDAVIT OF ACCEPTANCE  
OF APPOINTMENT  
BY DESIGNATED REGISTERED AGENT

TO: State Corporation Commission  
State of New Mexico

Pursuant to the provisions of Section 53-12-1 of the New Mexico Business Corporation Act, the undersigned hereby acknowledges her acceptance of appointment as the initial registered agent of Mandy's Special Farm, a non-profit corporation.

Dated: July 1, 1995

Ruthie Horn Robbins  
RUTHIE HORN ROBBINS

STATE OF NEW MEXICO  
COUNTY OF BERNALILLO

This instrument was acknowledged before me on July 1, 1995, by Ruthie Horn Robbins.

(Seal)

[Signature]  
Notary Public

My Commission Expires: July 1, 1996

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
1100 COMMERCE STREET  
DALLAS, TX 75242-0000

DEPARTMENT OF THE TREASURY

Date: **APR 18 1996**

MANDY'S SPECIAL FARM  
C/O RUTHIE HORN ROBBINS  
634 GRACELAND DRIVE, SE  
ALBUQUERQUE, NM 87108

Employer Identification Number:  
85-0436516

Case Number:  
756037029

Contact Person:  
ANNETTE SMITH

Contact Telephone Number:  
(214) 767-6023

Accounting Period Ending:  
December 31

Foundation Status Classification:  
509(a)(1)

Advance Ruling Period Begins:  
March 10, 1995

Advance Ruling Period Ends:  
December 31, 1999

Addendum Applies:  
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(v).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

Letter 1045 (00/00)

MANDY'S SPECIAL FARM  
FINANCIAL STATEMENTS  
MARCH 31, 2014 and 2013

MANDY'S SPECIAL FARM

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## Independent Auditor's Report

Board of Directors and Management  
Mandy's Special Farm  
Albuquerque, New Mexico

### Report on the Financial Statements

We have audited the accompanying financial statements of Mandy's Special Farm (MSF) which comprise the statements of financial position as of March 31, 2014 and 2013, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Mandy's Special Farm as of March 31, 2014 and 2013, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*Ricci & Company LLC*

Albuquerque, New Mexico  
September 15, 2014

MANDY'S SPECIAL FUND  
 STATEMENTS OF FINANCIAL POSITION  
 March 31, 2014 and 2013

ASSETS	2014	2013
Current Assets		
Cash and cash equivalents	\$ 24,079	18,550
Accounts receivable	40,493	4,061
Grants receivable	6,253	-
Prepaid expenses	2,000	-
<b>Total current assets</b>	<u>72,825</u>	<u>22,611</u>
Long-term Assets		
Property and equipment, net	1,272,329	845,094
Investment securities	5,387	4,526
Security deposit	2,000	-
<b>Total long-term assets</b>	<u>1,279,716</u>	<u>849,620</u>
<b>Total assets</b>	<u>\$ 1,352,541</u>	<u>872,231</u>
 <b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts payable	\$ 60,332	8,526
Accrued payroll and taxes	29,524	9,783
Compensated absences	4,187	2,701
Line of credit	16,738	49,809
Current portion of mortgages payable	12,222	287,145
<b>Total current liabilities</b>	<u>123,003</u>	<u>357,964</u>
Long-term Liabilities		
Mortgages payable	845,143	-
<b>Total liabilities</b>	<u>968,146</u>	<u>357,964</u>
Net Assets		
Unrestricted	384,395	514,267
<b>Total liabilities and net assets</b>	<u>\$ 1,352,541</u>	<u>872,231</u>

*See Notes to Financial Statements.*

MANDY'S SPECIAL FUND  
 STATEMENTS OF ACTIVITIES  
 Year Ended March 31, 2014 and 2013

	2014	2013
Support and Revenue		
Medicaid revenue	\$ 938,054	175,389
Grant revenue	29,594	-
Contributions	148,969	325,149
Room and board	22,625	7,334
Program income	5,086	3,320
Investment income	1,071	497
In-kind revenue	22,749	2,074
Loss on disposal of assets	(1,000)	(900)
Special events and other income	1,966	118
	<hr/>	<hr/>
<b>Total support, revenue and gains</b>	<b>1,169,114</b>	<b>512,981</b>
	<hr/>	<hr/>
Expenses		
Program services	1,042,337	392,924
Supporting services	200,977	83,849
Fundraising	55,672	21,984
	<hr/>	<hr/>
<b>Total expenses</b>	<b>1,298,986</b>	<b>498,757</b>
	<hr/>	<hr/>
<b>Change in net assets</b>	<b>(129,872)</b>	<b>14,224</b>
Net assets, beginning of year	514,267	500,043
	<hr/>	<hr/>
Net assets, end of year	\$ 384,395	514,267
	<hr/> <hr/>	<hr/> <hr/>

*See Notes to Financial Statements.*

MANDY'S SPECIAL FAP  
STATEMENT OF FUNCTIONAL EXPENSES  
Year Ended March 31, 2014

	Program Services	Supporting Services	Fundraising	Total
Payroll and Related Expenses				
Salaries	\$ 638,296	75,094	37,547	750,937
Payroll taxes	64,531	7,592	3,796	75,919
Employee benefits	7,979	939	469	9,387
<b>Total payroll and related expenses</b>	<b>710,806</b>	<b>83,625</b>	<b>41,812</b>	<b>836,243</b>
Other Expenses				
Interest expense	-	56,504	-	56,504
Insurance	73,919	8,696	4,348	86,963
Outside contract services	11,625	1,368	684	13,677
Rent expense	-	8,760	-	8,760
Repairs and maintenance	26,020	2,891	-	28,911
Utilities	30,630	3,604	1,802	36,036
Other expenses	13,860	1,631	815	16,306
Facilities and equipment	46,758	-	-	46,758
Supplies	20,008	2,354	1,177	23,539
Professional fees	-	12,072	-	12,072
Food and beverage	23,932	-	-	23,932
Information technology	5,534	651	326	6,511
Professional development	-	10,025	-	10,025
License and registration	1,719	191	-	1,910
Fingerprints	5,918	-	-	5,918
Postage and printing	-	-	1,181	1,181
Memberships and dues	1,230	145	72	1,447
Advertising and marketing	-	401	-	401
Travel expenses	2,425	-	-	2,425
Bank fees	-	1,149	-	1,149
<b>Total other expenses</b>	<b>263,578</b>	<b>110,442</b>	<b>10,405</b>	<b>384,425</b>
<b>Total payroll and other expenses before non-cash expenses</b>	<b>974,384</b>	<b>194,067</b>	<b>52,217</b>	<b>1,220,668</b>
Non-cash Expenses				
Depreciation expense	58,739	6,910	3,455	69,104
In-kind expense	9,214	-	-	9,214
<b>Total non-cash expenses</b>	<b>67,953</b>	<b>6,910</b>	<b>3,455</b>	<b>78,318</b>
<b>Total expenses</b>	<b>\$ 1,042,337</b>	<b>200,977</b>	<b>55,672</b>	<b>1,298,986</b>

See Notes to Financial Statements.

MANDY'S SPECIAL FAF  
STATEMENT OF FUNCTIONAL EXPENSES  
Year Ended March 31, 2013

	Program Services	Supporting Services	Fundraising	Total
Payroll and Related Expenses				
Salaries	\$ 215,311	25,331	12,665	253,307
Payroll taxes	20,320	2,391	1,195	23,906
Employee benefits	1,534	180	90	1,804
<b>Total payroll and related expenses</b>	<b>237,165</b>	<b>27,902</b>	<b>13,950</b>	<b>279,017</b>
Other Expenses				
Interest expense	-	26,605	-	26,605
Insurance	20,796	2,447	1,223	24,466
Outside contract services	14,635	1,722	861	17,218
Repairs and maintenance	15,201	1,689	-	16,890
Utilities	12,053	1,418	709	14,180
Other expenses	8,375	985	493	9,853
Facilities and equipment	11,116	-	-	11,116
Supplies	7,373	867	434	8,674
Professional fees	-	8,394	-	8,394
Food and beverage	7,107	-	-	7,107
Information technology	4,575	538	269	5,382
Professional development	-	5,163	-	5,163
License and registration	3,343	371	-	3,714
Fingerprints	2,578	-	-	2,578
Postage and printing	-	-	1,315	1,315
Memberships and dues	355	42	21	418
Advertising and marketing	-	253	-	253
Travel expenses	130	-	-	130
Bank fees	-	36	-	36
<b>Total other expenses</b>	<b>107,637</b>	<b>50,530</b>	<b>5,325</b>	<b>163,492</b>
<b>Total payroll and other expenses before non-cash expenses</b>	<b>344,802</b>	<b>78,432</b>	<b>19,275</b>	<b>442,509</b>
Non-cash Expenses				
Depreciation expense	46,048	5,417	2,709	54,174
In-kind expense	2,074	-	-	2,074
<b>Total non-cash expenses</b>	<b>48,122</b>	<b>5,417</b>	<b>2,709</b>	<b>56,248</b>
<b>Total expenses</b>	<b>\$ 392,924</b>	<b>83,849</b>	<b>21,984</b>	<b>498,757</b>

See Notes to Financial Statements.

MANDY'S SPECIAL FAR  
 STATEMENTS OF CASH FLOWS  
 Year Ended March 31, 2014 and 2013

	2014	2013
Reconciliation of Net Income to Net Cash		
Provided by Operating Activities		
Change in net assets	\$ (129,872)	14,224
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	69,104	54,174
Non-cash assets donated	(13,250)	-
Realized and unrealized gains on investments	(861)	(366)
Loss on disposal of assets	1,000	900
Changes in operating assets and liabilities		
Accounts receivable	(36,432)	(4,061)
Grants receivable	(6,253)	-
Prepaid expenses	(2,000)	-
Accounts payable	51,806	(23,495)
Accrued payroll and taxes	19,741	7,761
Compensated absences	1,486	2,701
<b>Net cash (used) provided by operating activities</b>	<u>(45,531)</u>	<u>51,838</u>
Cash Flows From Investing Activities		
Purchase of capital assets	(484,089)	(28,338)
Proceeds from sale of assets	-	500
Security deposit	(2,000)	-
<b>Net cash used by investing activities</b>	<u>(486,089)</u>	<u>(27,838)</u>
Cash Flows From Financing Activities		
Proceeds from borrowings on line of credit	74,048	-
Principal payments on line of credit	(107,119)	(349)
Proceeds from borrowings on mortgage	870,000	-
Principal payments on mortgage	(299,780)	(16,259)
<b>Net cash provided (used) by investing activities</b>	<u>537,149</u>	<u>(16,608)</u>
<b>Net increase in cash and cash equivalents</b>	5,529	7,392
Cash and cash equivalents, beginning of year	<u>18,550</u>	<u>11,158</u>
<b>Cash and cash equivalents, end of year</b>	<u>\$ 24,079</u>	<u>18,550</u>
<i>Supplemental cash flow information</i>		
Cash paid during the year for interest	<u>\$ 56,504</u>	<u>26,605</u>
Non-cash donated assets	<u>\$ 13,250</u>	<u>-</u>

See Notes to Financial Statements.

MANDY'S SPECIAL FARM  
NOTES TO FINANCIAL STATEMENTS  
March 31, 2014 and 2013

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*Nature of Operations.* Mandy's Special Farm (MSF) was organized in March 1995 as a not-for-profit New Mexico corporation under Section 501(c)(3) of the Internal Revenue Code. MSF provides residential and day services in Albuquerque, NM to individuals with disabilities. MSF's mission is to provide high-quality services to individuals with developmental disabilities and to foster an environment of inclusion and encourage individuals to express their dreams and desires. MSF has a current residential capacity of four women and four men. MSF maintains horses for therapeutic riding, a therapeutic pool, a variety of animals to interact with, and an organic garden.

MSF's programs are primarily funded through the New Mexico Department of Health Developmental Disabilities Waiver or the Mi Via Waiver via Medicaid reimbursements and through contributions.

*Basis of Accounting.* The financial statements have been prepared on the accrual basis in conformity with accounting principles generally accepted in the United States of America.

*Basis of Presentation and Net Assets.* MSF reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Unrestricted net assets represent net assets that are not subject to restrictions. Unrestricted contributions are recorded as income when constructively received.

Temporarily restricted net assets represent net assets that are subject to restrictions imposed by donors, grantors, or contract provision that may or will be met by the occurrence of a specific event or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently restricted net assets represent resources whose use is limited by donor-imposed restrictions that require the net assets to be maintained permanently.

MSF had no permanently or temporarily restricted net assets for the years ended March 31, 2014 and 2013.

*Use of Estimates.* The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

MANDY'S SPECIAL FAI  
NOTES TO FINANCIAL STATEMENTS  
March 31, 2014 and 2013

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

*Cash and Cash Equivalents.* For purposes of the statement of cash flows, MSF considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents. Money market funds are included in cash in the amount of \$5,652 and \$5,447 at March 31, 2014 and 2013, respectively.

*Contributions.* Contributions are recognized when the donor makes a promise to give to MSF that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

*Accounts Receivable.* Accounts receivable consists of Medicaid reimbursements for services rendered in the year under audit but not received until after fiscal year end. MSF believes that all accounts receivable at March 31, 2014 and 2013 are fully collectible. MSF tracks receivables to determine if any are uncollectible. Should MSF make this determination, bad debts would be recorded.

*Grants Receivable.* Grants receivable consists of unconditional promises to give granted by year end.

*Investment Securities.* Investments in marketable securities with readily determinable fair values are reported at their fair values in the statement of financial position. In accordance with generally accepted accounting principles, unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in unrestricted net assets if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

MSF has classified its investment portfolio as available-for-sale and, accordingly, has accounted for its investments, respectively, at fair market value. MSF adopted new accounting guidance related to fair value measurements beginning in 2010 which establishes a framework for measuring fair value and using inputs (Levels 1-3). All of MSF's investments are considered to be Level 1, which are determined by reference to quoted market prices generated by market transactions.

MANDY'S SPECIAL FARM  
NOTES TO FINANCIAL STATEMENTS  
March 31, 2014 and 2013

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

*Property and Equipment.* It is MSF's policy to capitalize property and equipment over \$1,000. Lesser amounts are expensed. Purchased property and equipment are capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. At March 31, 2014 and 2013, MSF had no restricted fixed assets. Property and equipment assets are depreciated using the straight-line method over the estimated useful life of the assets as follows:

Buildings and improvements	27.5 years
Equipment and furnishings	5 - 15 years
Livestock	7 years
Vehicles	5 years

*Expense Allocations.* Expenses are allocated primarily to the various programs on a specific identification basis when appropriate. Those expenses of an indirect nature or which benefit all programs are generally considered supporting services, but depending on the nature of the expense may be allocated to both program and supporting services.

*Compensated Absences.* MSF allows full-time employees to receive compensation for vacation and sick leave. Accrual rates are calculated on a tiered rate based on the number of years worked. A maximum of one week paid time off may be carried over from one calendar year to the next. Upon termination, unused earned vacation will be paid out in lump sum.

*Donated Services and Tangible Items.* During the years ended March 31, 2014 and 2013, Mandy's received donations of animals, vehicles, equipment, accounting services, tax services and facility supplies. In 2014 the value of contributed goods was \$22,749 of which \$13,250 was capitalized and included in property and equipment and the remaining \$9,214 is included in program expense. In 2013 the value of contributed goods was \$2,074 and is included in program services expense. In addition, many individuals volunteer their time and perform a variety of tasks that assist MSF, but these services do not meet the criteria for recognition as contributed services.

*Income Taxes.* MSF is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

MSF would record a liability for uncertain tax positions when it became probable that a loss has been incurred and the amount can be reasonably estimated. Interest would be recognized and accrued related to unrecognized tax benefits in interest expense and penalties in operating expenses. Expiring statutes of limitations, audits, proposed settlements, changes in tax law and new authoritative rulings are continually evaluated. As of March 31, 2014 and 2013 no liabilities for uncertain tax positions have been recorded. MSF's open audit periods are fiscal years 2012 to 2014.

MANDY'S SPECIAL FAR.  
NOTES TO FINANCIAL STATEMENTS  
March 31, 2014 and 2013

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

*Advertising Costs.* MSF expensed non direct-response advertising costs of \$401 and \$253 for the years ended March 31, 2014 and 2013. Amounts are included in advertising and marketing expense.

*Subsequent Events.* Subsequent events were evaluated through September 15, 2014, which is the date the financial statements were available to be issued.

*Reclassifications.* Certain reclassifications have been made to the 2013 financial statement presentation to correspond to the current year's format. Net assets and changes in net assets are unchanged due to these reclassifications.

**NOTE 2. INVESTMENTS**

MSF applies generally accepted accounting principles (GAAP) for fair value measurements of financial assets that are recognized or disclosed at fair value in the financial statements on a recurring basis. GAAP establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to measurements involving significant unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are as follows:

- Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that MSF has the ability to access at the measurement date.
- Level 2 inputs are inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
- Level 3 inputs are unobservable inputs for the asset or liability.

The level in the fair value hierarchy within which a fair measurement in its entirety falls is based on the lowest level input that is significant to the fair value measurement in its entirety.

Investment securities consist of various mutual funds, equities, and exchange-traded products. These investments are carried at the fair market value determined using quoted market prices. Money market funds held with the broker are included in cash and cash equivalents on the Statement of Financial Position.

MANDY'S SPECIAL FARM  
 NOTES TO FINANCIAL STATEMENTS  
 March 31, 2014 and 2013

NOTE 2. INVESTMENTS (CONTINUED)

The fair value of investment securities at March 31, 2014 was as follows:

	Fair Values	Quoted Market Prices (Level 1)
Equities	\$ 1,691	1,691
Mutual funds	3,242	3,242
Other assets	454	454
<b>Total</b>	<b>\$ 5,387</b>	<b>5,387</b>

The fair value of investment securities at March 31, 2013 was as follows:

	Fair Values	Quoted Market Prices (Level 1)
Equities	\$ 1,258	1,258
Mutual funds	2,850	2,850
Other assets	418	418
<b>Total</b>	<b>\$ 4,526</b>	<b>4,526</b>

The following schedule summarizes the investment income for the years ended March 31:

	2014	2013
Dividends and interest	\$ 210	131
Net unrealized gains	861	366
<b>Total investment income</b>	<b>\$ 1,071</b>	<b>497</b>

MANDY'S SPECIAL FAR  
NOTES TO FINANCIAL STATEMENTS  
March 31, 2014 and 2013

**NOTE 3. PROPERTY AND EQUIPMENT**

Property and equipment as of March 31 is summarized by major classification as follows:

	2014	2013
Non-depreciating		
Land	\$ 204,924	95,000
Depreciable		
Building	1,687,430	1,322,249
Furniture and equipment	83,394	75,861
Livestock	8,700	3,700
Vehicles	25,091	16,391
	<u>2,009,539</u>	<u>1,513,201</u>
Accumulated depreciation	<u>(737,210)</u>	<u>(668,107)</u>
Property and equipment, net	<u>\$ 1,272,329</u>	<u>845,094</u>

Depreciation expense for the years ended March 31, 2014 and 2013 was \$69,104 and \$54,174, respectively.

**NOTE 4. LINE OF CREDIT**

MSF has a revolving business line-of-credit through a bank. Amounts borrowed are not to exceed \$50,000 and bears interest at a fixed interest rate of 6.5%. For the year ended March 31, 2014, MSF had borrowings, fees and accumulated interest added to the line of credit totaling \$12,175, with payments totaling \$52,246. For the year ended March 31, 2013, MSF had no borrowings against the line of credit. Interest expense and fees paid totaled \$3,392. The amount owed on the line of credit was \$9,738 and \$49,809 at March 31, 2014 and 2013, respectively.

In July 2013, MSF also obtained a revolving business line-of-credit through another bank. Amounts borrowed are not to exceed \$50,000 and bears interest at a fixed interest rate of prime plus 3.25%. For the year ended March 31, 2014, MSF had borrowings, fees and accumulated interest added to the line of credit totaling \$61,873, with payments totaling \$54,873. The amount owed on the line of credit was \$7,000 at March 31, 2014.

MANDY'S SPECIAL FARM  
 NOTES TO FINANCIAL STATEMENTS  
 March 31, 2014 and 2013

NOTE 5. MORTGAGE PAYABLE

Mortgages payable consists of the following:

	2014	2013
Note payable to a financial institution obtained in February 2008, 7.75% fixed interest rate, monthly payments including interest of \$3,431, matures February 2013, final balloon payment of all remaining principal and interest, paid in full by means of refinance through another bank.	\$ -	287,145
A mortgage loan and line of credit were consolidated and refinanced on May 30, 2013 with a \$400,000 loan from a financial institution, ten year term requiring 119 monthly principal and interest payments of \$2,683, final balloon payment of \$253,985 on June 3, 2023, fixed 5.125% interest rate for the first 60 payments, after which the rate is subject to a single adjustment for the balance of the term, adjusted interest rate based on the 5 year fixed advance rate of the Federal Home Loan Bank of Dallas plus a margin and will not be less than 5.125%, secured by real estate, property, assignment of rents, and personal guarantee of a Board member.	389,862	-
MSF entered into a real estate contract on April 12, 2013 for the purchase of property in Albuquerque, seller financing of \$470,000, 5% fixed interest rate, interest only, or more payments commencing May 1, 2013, effective April 1, 2015, remaining principal balance will be re-amortized over 30 years from the effective date of the contract, lump sum principal installment of \$24,000 due on or before April 1, 2015, remaining balance will be reduced by \$10,000 if MSF is able to pay the entire balance prior to April 1, 2023	467,503	-
	<u>857,365</u>	<u>287,145</u>
Less current portion	<u>12,222</u>	<u>287,145</u>
<b>Long-term portion</b>	<u>\$ 845,143</u>	-

**MANDY'S SPECIAL FARM**  
**NOTES TO FINANCIAL STATEMENTS**  
**March 31, 2014 and 2013**

**NOTE 5. MORTGAGE PAYABLE (CONTINUED)**

Future maturities of long-term debt are as follows at March 31:

2015	\$	12,222
2016		20,009
2017		21,781
2018		22,923
2019		24,126
Thereafter		<u>756,304</u>
<b>Total</b>	<b>\$</b>	<b><u>857,365</u></b>

**NOTE 6. CONCENTRATIONS**

Approximately 80% and 34% of MSF's revenues were derived from Medicaid revenue and approximately 15% and 63% of MSF's revenues were derived from grants and contributions as of March 31, 2014 and 2013, respectively.

**NOTE 7. RELATED PARTY TRANSACTIONS**

Board members, employees and relatives of residents occasionally contribute money to MSF. Board members and relatives donated \$20,000 and \$112,409 in unrestricted contributions, for the years ended March 31, 2014 and 2013, respectively.

A current board member acts as an insurance agent for MSF. Total payments made to the insurance agency were \$3,064 and \$1,456 for the years ended March 31, 2014 and 2013, respectively.

B) This request for funding will (check all that apply):

	start up new services
	reduce service from current level
X	maintain service at current level
X	expand existing service to additional areas

C) If applicable, please briefly describe the new or expanded service.

Since our FY 2015 award, we have significantly expanded our Day Services program capacity to serve additional clientele, in addition to increasing service within our residential and supported employment programs. At this time we now serve 68 individuals, and expect to serve a total of 90-100 individuals by the end of FY 2017.

D) Is the program included in the RPO/MPO Coordinated Public Transit Human Services Transportation Plan?

	YES
X	NO

E) 5310 Program

Number of one-way passenger trips per month	
Elderly (non-disabled)	0
Disabled (including elderly)	1815
General Public	0
TOTAL	1815
Number of unduplicated persons transported per month	68

## V. Description of Service Area

A) Check the most appropriate description of your community:

X	Urbanized Area (UZA) or Large Urban areas with population of 200,000 or more
	Small Urban areas with population of 50,000 - 199,999
	Non-urbanized/Rural (50,000 people or less)

B) Please list all the municipalities and counties served by your program:

Bernalillo County  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

C) Please complete the following demographic information for your service area. Exact counts are preferred, but estimates are acceptable. For this section, you are describing the same

population two different ways, so your total number of population served by ethnicity category should equal the total number of population by elderly or disabled status.

Ethnicity Category	Population	%
Black	19,652	3
Hispanic	317,089	48
Asian or Pacific Islander	16,220	2
American Indian or Alaskan Native	31,744	5
White	172,012	26
Other	105,847	16
	*662,564	100

%	Population	Elderly/Disabled Category
4	28,021	Elderly (non-disabled)
11	73,593	Persons with Disabilities (including elderly)
85	560,950	Other (everyone else)
100	*662,564	

TOTAL \*

\* These totals should equal.

1) Source (if other than US Census Bureau):

---

D. When applying for Section 5310 funding as the coordinator of transportation services in your area, complete the section above using your current program information. In addition, please fill out the following section for the organizations/programs you will serve.

Name of Organization Served	Number of People Transported
Mandy's Special Farm	68 (Individuals with Disabilities)
Mandy's Special Farm	23 (Required Accompanying Staff Not Included in Above Numbers)
	TOTAL: 91

E. Please provide and check:

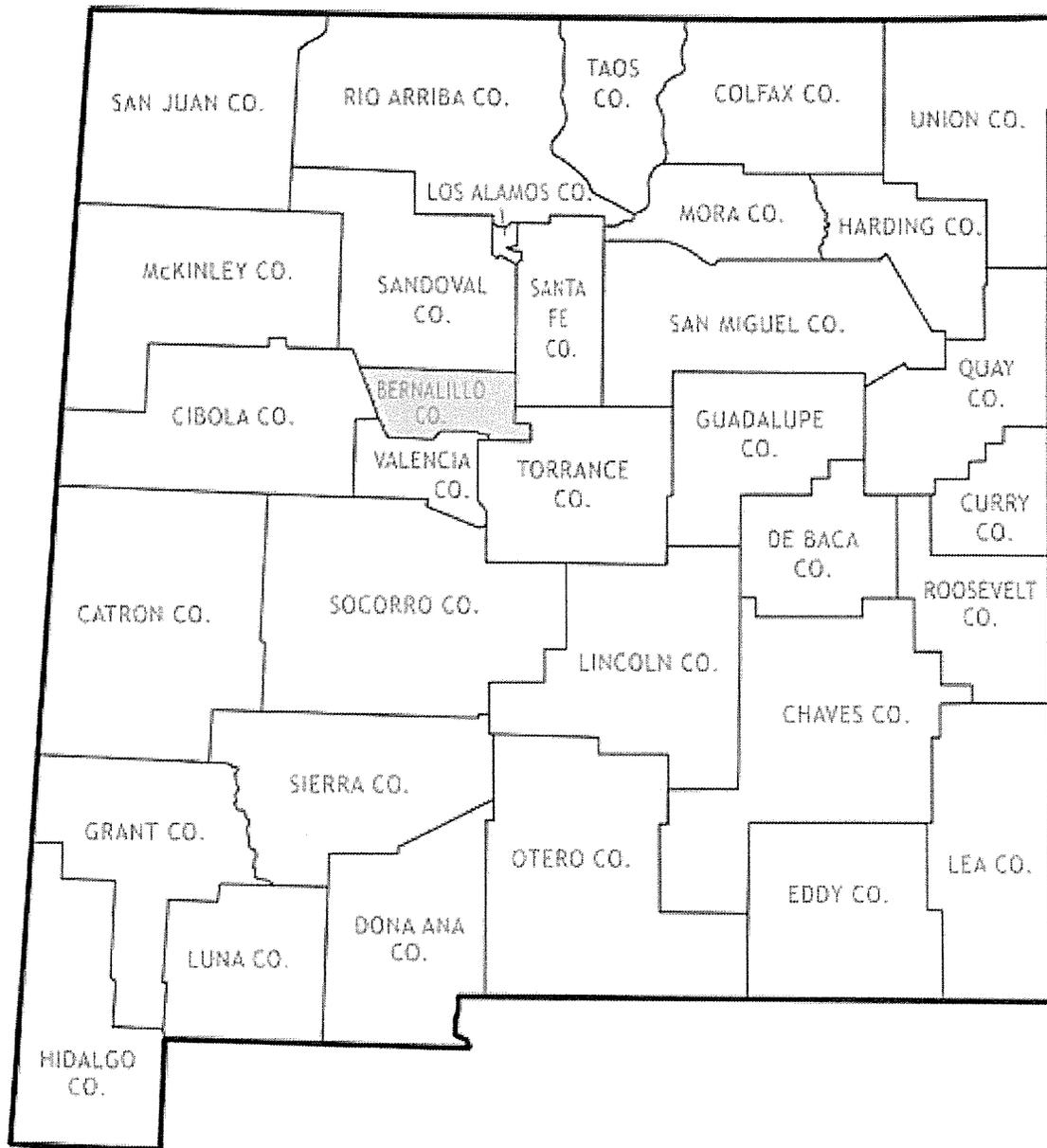
1-  Map of Service Area (on 8 1/2 X 11 page)

## VI. Ridership and Transit System Statistics

A) Complete years that are applicable

Line #	Category	2015	2016*	2017 Projected
1	Annual Ridership	68	95	120
2	Annual Mileage	90,000	110,000	130,000
3	Annual Vehicle Hours	2,250	2,750	3,250

\* Prorate statistics to end of FY.



**VII. Vehicle Inventory – include all vehicles** Information for each

vehicle is extended to the next page. Please add additional sheets if necessary.

#	Make/Model	Year	Mileage	VIN #	Status (R - regular service, B - backup, S - spare)	Ambulatory/Walk-On Pgsr. Capacity	Last Preventive Maint. Date	Wheel-chair Spaces (#, ol, or 0)	Lift / Ramp Equipped? (yes or no)	Condition (E - excellent, G - good, F - fair, P - poor)	Grant Source of Funding (e.g. 5310 FY09)	Estimated Replacement Date
1	Dodge Grand Caravan	2014	16,679	2C7WDGGBGXER318323	R	5	4/23/15	1	Yes	E	5310 FY2014	2022
2	Ford Econoline	2014	10,611	1FTDS3EL3EDA75324	R	7	4/20/15	2	Yes	E	5310 FY2014	2022
3	Ford Cutaway Shuttle	2004	126,600	1FDWE35L44HB30446	R	14	1/20/15	0	No	P	Purchase	2016
4	Ford Cutaway Shuttle	2004	107,803	1FDWE35L44HB30447	R	14	TBS	0	No	P	Purchase	2016
5	Honda Odyssey	1999	111,746	2HKRL1862XH545711	R	7	5/28/15	0	No	F	Donation	2017
6	Chevy Suburban	1994	47,854	1GNFK16K7RJ447359	R	8	TBS	0	No	G	Donation	2018

(cont.) VII. Vehicle Inventory – include all vehicles

#	Category	Length	Approx GWV	# of Seats	Average Cost	Minimum Life		Vehicle /w Gas	Vehicle /w Diesel (D) or Alternative fuel (A)	Maturity Date
						Year	Miles			
1	Passenger	202.8	6050	6	\$35000		150000	G		6/1/18
2	Passenger	236.4	9500	8	\$55000		130000	G		6/1/18
3	Non Profit	230.8	10700	14	\$4000		130000	G		N/A
4	Non Profit	230.8	10700	14	\$4000		150000	G		N/A
5	Passenger	201.2	7000	7	\$15000		115000	G		N/A
6	Passenger	218.9	9500	8	\$15000		150000	G		N/A

**VII. Other Fixed Assets:**

#	Year purchased	Description of Item	Physical Location (if mobile item - M)	Item Assigned to (Name)	Purchase Date	Make	Model Serial #	Purchase Price	IFARRA - A
1									
No other transit-related items purchased.									
<p>CERTIFICATION: I certify that the information given in Section VII of this application is complete, accurate, and true to the best of my knowledge.</p> <p>Signature:  Title: <u>Jessie Calera, Development Director</u></p>									

## VIII. Civil Rights

- A. Please provide a list of any active law suits or complaints naming your organization/agency with alleged discrimination on the basis of race, color, sexual preference, or national origin with respect to service or other transit benefits. If there have not been any lawsuits or complaints, please respond "NONE."

NONE

- B. Also provide a summary of all civil rights compliance review activities conducted during the last three (3) years. The summary shall include:

1. Purpose or reason for review;
2. Name of organization performing the review;
3. Summary of findings and recommendations of the review; and
4. Report on the findings and recommendations of the review.

Please respond "N/A" if not applicable.

N/A

- C. Finally, provide a list of any additional transit related funds or applications currently in place, which will supplement this grant. Please respond "N/A" if not applicable. (Describe any funds you already have that you plan to use to supplement this grant, and describe any applications you have made for funds to supplement this grant).

There are no other transit related application currently in place to supplement this grant. We have budgeted for our 20% share of funds to be paid if awarded a FY 2017 grant.

## IX. Program Coordination

- A. Please attach a description of your efforts to coordinate service with other organizations (i.e. senior centers or other §5310 providers, local governments, etc.)

We encourage our clients to use SunVan services whenever possible. SunVan will take clients to community locations, including therapy appointments, work locations, etc. However this service is not accessible for individuals who require staff supervision. SunVan staff additionally do not stay with an individual during an appointment or recreational event, and individuals experiencing behavioral concerns are asked to exit the vehicle. Many of our clients do not have the independence level required to use this or any other traditional public transportation independently, due to a requirement for constant staff supervision.

At this time, Mandy's Special Farm has publicized our pursuit of 5310 funds to potentially cultivate collaboration with other organizations in the South Valley with no response.

- B. Please document when and where your public notice appeared and discuss the responses received. Attach a copy of your affidavit of public notice of your intent to apply for federal funds here.

Our public notice was published in the July 30<sup>th</sup>, 2015 edition of the Albuquerque Journal, running for approximately four days. We did not receive any response to our notice (attached).

- C. Please check all that apply and provide copy:

ALL APPLICANTS MUST PROVIDE THE FOLLOWING:	
X	- Municipal, or Board, or Council: Letter of Resolution of Support including dollar amount for local match
X	- Copy of Affidavit of Public Notice of Agency's Intent to Apply for Federal Funds

Please mark as "N/A" if not applicable.

Albuquerque Publishing Company
7777 Jefferson N.E. Albuquerque, New Mexico 87109
P.O. Drawer J-T Albuquerque, New Mexico 87103
(505) 823-7777

Account Number
1070028

Ad Order Number
0001233934

Ad Proof / Order Confirmation

CALERO, JESSIE
346 CLARK RD SW
ALBUQUERQUE NM 87105

Ordered By AdPay
Customer EMail jessie@mandysfarm.org
Ad Cost \$98.95
Tax Amount \$7.11
Total Amount \$106.06
Amount Due \$0.00

Product Albuquerque Journal
Ad Number 0001233934-01
Ad Type APC Adpaydelux Liner
Ad Size 1.0 X 30 Li
Color <NONE>
Run Dates 7/29/2015, 7/30/2015, 7/31/2015

Affidavits
0

PUBLIC NOTICE
apply for NM D
Transportation F
Mandy's Special
Rd SW Albuque
Phone: (505)87
Special Farm (f
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Director 346 Cl
querque, NM 871

AFFIDAVIT OF PUBLICATION

STATE OF NEW MEXICO SS
County of Bernalillo

Linda MacEachen, being duly sworn, declares and says that she is Classified Advertising Manager of The Albuquerque Journal, and that this newspaper is duly qualified to publish legal notices or advertisements within the meaning of Section 3, Chapter 167, Session Laws of 1937, and that payment therefore has been made of assessed as court cost; that the notice, copy of which is hereto attached, was published in said paper in the regular daily edition, for 4 times on the following dates:

July 30 - August 2, 2015

Linda MacEachen

Sworn and subscribed before me, a Notary Public, in and for the County of Bernalillo and State of New Mexico this 12 day of August of 2015



PRICE \$72.03

Statement to come at end of month.

ACCOUNT NUMBER 1070028

PUBLIC NOTICE
Notice of intent to apply for NM
DOT Section 5310 Transportation
Funds in FY 2017. Mandy's Special
Farm 346 Clark Rd SW Albuque
querque, NM 87105. Phone:
(505)973-1187. Mandy's Special
Farm (MSF), a 501(c)(3) non-profit
organization, provides community
living and inclusion services to
adults with disabilities. If awarded
these funds, MSF would provide
transportation services to adult citi
zens with disabilities in Bernalillo
County for access to and from
work, volunteer sites, specialized
medical, dental and therapeutic
care, and recreation. Members of
the public have the right to com
ment, participate in the project, or
request a public hearing on MSF's
proposals by notifying the primary
contact in writing. Comments and
hearing requests on the proposed
service must be received by Au
gust 15, 2015. Comments should
be directed in writing to Mandy's
Special Farm Attn: Jessie Calero,
Development Director 346 Clark
Rd SW Albuquerque, NM 87105.
Journal July 30, 31, 2015;
August 1, 2, 2015



**Published in the Albuquerque Journal on Friday July 31, 2015**

PUBLIC NOTICE Notice of Intent to apply for NM DOT Section 5310 Transportation Funds in FY 2017. Mandy's Special Farm 346 Clark Rd SW Albuquerque, NM 87105. Phone: (505)873-1187. Mandy's Special Farm (MSF), a 501(c)3 non-profit organization, provides community living and inclusion services to adults with disabilities. If awarded these funds, MSF would provide transportation services to adult citizens with disabilities in Bernalillo County for access to and from work, volunteer sites, specialized medical, dental and therapeutic care, and recreation. Members of the public have the right to comment, participate in the project, or request a public hearing on MSF's proposals by notifying the primary contact in writing. Comments and hearing requests on the proposed service must be received by August 15, 2015. Comments should be directed in writing to Mandy's Special Farm Attn: Jessie Calero, Development Director 346 Clark Rd SW Albuquerque, NM 87105. Journal: July 30, 31, 2015; August 1, 2, 2015



*copy*

July 27, 2015

Casa Angelica  
5629 Isleta Boulevard SW  
Albuquerque, NM 87105

RE: Notice of intent to apply for NM DOT Section 5310 Transportation funds

To Whom It May Concern:

Mandy's Special Farm, a 501 c 3 non-profit metro area organization provides community living and other community inclusion services to adults with disabilities. If awarded, these funds would provide transportation services to adult citizens with disabilities, who reside in the South Valley of Bernalillo Country, for access to and from work, volunteer work, access to specialized medical, dental, and therapeutic care, and inclusion in community life and recreation.

Members of the public have the right to comment, participate in the project, or request a public hearing on Mandy's Special Farm's proposal by notifying the primary contact in writing. Comments on the proposed service will be received by August 15, 2015. Comments should be directed in writing to: Mandy's Special Farm, Attn: Jessie Calero, Development Director, 346 Clark Road SW, Albuquerque, NM 87105.

If you would like to request a public hearing on this matter, please contact Mrs. Calero at the address shown above prior to the end of the August 5, 2015 comment period.

Sincerely,

Jessie Calero  
Development Director  
Mandy's Special Farm

7015 1660 0000 7277 1277

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<b>OFFICIAL USE</b>			
Certified Mail Fee	\$3.45		
Extra Services & Fees (check box, add fee as appropriate)			
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00		
<input type="checkbox"/> Return Receipt (electronic)	\$0.00		
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00		
<input type="checkbox"/> Adult Signature Required	\$0.00		
Postage	\$0.49		
Total Postage and Fees	\$3.94		
Sent To <i>Casa Angelica</i>			
Street and Apt. No., or PO Box No. <i>5629 Isleta Blvd SW</i>			
City, State, ZIP+4® <i>Albu NM 87105</i>			
PS Form 3800, April 2015 PSN 7530-02-000-9077 See Reverse for Instructions			

P.O. Box 9346, Albuquerque, NM 87119  
505.873.1187 Fax: 505.503.6832

info@mandysfarm.org  
www.mandysfarm.org



copy

July 27, 2015

Cornucopia  
2002 Bridge Blvd SW  
Albuquerque, NM 87105

RE: Notice of intent to apply for NM DOT Section 5310 Transportation funds

To Whom It May Concern:

Mandy's Special Farm, a 501 c 3 non-profit metro area organization provides community living and other community inclusion services to adults with disabilities. If awarded, these funds would provide transportation services to adult citizens with disabilities, who reside in the South Valley of Bernalillo Country, for access to and from work, volunteer work, access to specialized medical, dental, and therapeutic care, and inclusion in community life and recreation.

Members of the public have the right to comment, participate in the project, or request a public hearing on Mandy's Special Farm's proposal by notifying the primary contact in writing. Comments on the proposed service will be received by August 15, 2015. Comments should be directed in writing to: Mandy's Special Farm, Attn: Jessie Calero, Development Director, 346 Clark Road SW, Albuquerque, NM 87105.

If you would like to request a public hearing on this matter, please contact Mrs. Calero at the address shown above prior to the end of the August 5, 2015 comment period.

Sincerely,

Jessie Calero  
Development Director  
Mandy's Special Farm

0215 1660 0000 7277 1260 5105

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<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.49
Total Postage and Fees	\$3.94

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City, State, ZIP+4® Albu, NM 87105

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info@mandysfarm.org  
www.mandysfarm.org



copy

July 27, 2015

Albuquerque Taxi Service, LLC  
6013 CII Nueve NW  
Albuquerque, NM 87107

RE: Notice of intent to apply for NM DOT Section 5310 Transportation funds

To Whom It May Concern:

Mandy's Special Farm, a 501 c 3 non-profit metro area organization provides community living and other community inclusion services to adults with disabilities. If awarded, these funds would provide transportation services to adult citizens with disabilities, who reside in the South Valley of Bernalillo Country, for access to and from work, volunteer work, access to specialized medical, dental, and therapeutic care, and inclusion in community life and recreation.

Members of the public have the right to comment, participate in the project, or request a public hearing on Mandy's Special Farm's proposal by notifying the primary contact in writing. Comments on the proposed service will be received by August 15, 2015. Comments should be directed in writing to: Mandy's Special Farm, Attn: Jessie Calero, Development Director, 346 Clark Road SW, Albuquerque, NM 87105.

If you would like to request a public hearing on this matter, please contact Mrs. Calero at the address shown above prior to the end of the August 5, 2015 comment period.

Sincerely,

Jessie Calero  
Development Director  
Mandy's Special Farm

2015 1660 0000 7277 1253

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<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.49
Total Postage and Fees	\$3.94
Sent To	Albuquerque Taxi Service LLC
Street and Apt. No., or PO Box No.	6013 CII Nueve NW
City, State, ZIP+4	Albu, NM 87107
PS Form 3800, April 2015 PSN 7530-02-000-9077 See Reverse for Instructions	

0106  
11  
Postmark  
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07/27/2015

P.O. Box 9346, Albuquerque, NM 87119  
505.873.1187 Fax: 505.503.6832

info@mandysfarm.org  
www.mandysfarm.org



COPY

July 27, 2015

Yellow Cab Co.  
500 Kinley Ave. NE  
Albuquerque, NM 87102

RE: Notice of intent to apply for NM DOT Section 5310 Transportation funds

To Whom It May Concern:

Mandy's Special Farm, a 501 c 3 non-profit metro area organization provides community living and other community inclusion services to adults with disabilities. If awarded, these funds would provide transportation services to adult citizens with disabilities, who reside in the South Valley of Bernalillo Country, for access to and from work, volunteer work, access to specialized medical, dental, and therapeutic care, and inclusion in community life and recreation.

Members of the public have the right to comment, participate in the project, or request a public hearing on Mandy's Special Farm's proposal by notifying the primary contact in writing. Comments on the proposed service will be received by August 15, 2015. Comments should be directed in writing to: Mandy's Special Farm, Attn: Jessie Calero, Development Director, 346 Clark Road SW, Albuquerque, NM 87105.

If you would like to request a public hearing on this matter, please contact Mrs. Calero at the address shown above prior to the end of the August 5, 2015 comment period.

Sincerely,

Jessie Calero  
Development Director  
Mandy's Special Farm

7015 1660 0000 7277 124E

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<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.49
Total Postage and Fees	\$3.94
Sent To	Yellow Cab Company
Street and Apt. No., or PO Box No.	500 Kinley Ave NE
City, State, ZIP+4®	Albu, NM 87102
PS Form 3800, April 2015 PSN 7530-02-000-9077 See Reverse for Instructions	

0106 11  
Postmark Here  
07/27/2015

P.O. Box 9346, Albuquerque, NM 87119  
505.873.1187 Fax: 505.503.6832

info@mandysfarm.org  
www.mandysfarm.org



COPY

July 27, 2015

Wheelchair Getaways  
1015 Tramway Ln NE  
Albuquerque, NM 87122

RE: Notice of intent to apply for NM DOT Section 5310 Transportation funds

To Whom It May Concern:

Mandy's Special Farm, a 501 c 3 non-profit metro area organization provides community living and other community inclusion services to adults with disabilities. If awarded, these funds would provide transportation services to adult citizens with disabilities, who reside in the South Valley of Bernalillo Country, for access to and from work, volunteer work, access to specialized medical, dental, and therapeutic care, and inclusion in community life and recreation.

Members of the public have the right to comment, participate in the project, or request a public hearing on Mandy's Special Farm's proposal by notifying the primary contact in writing. Comments on the proposed service will be received by August 15, 2015. Comments should be directed in writing to: Mandy's Special Farm, Attn: Jessie Calero, Development Director, 346 Clark Road SW, Albuquerque, NM 87105.

If you would like to request a public hearing on this matter, please contact Mrs. Calero at the address shown above prior to the end of the August 5, 2015 comment period.

Sincerely,

Jessie Calero  
Development Director  
Mandy's Special Farm

1660 0000 7277 1284  
ST02

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Extra Services & Fees (check box, add fees appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$ 2.00
<input type="checkbox"/> Return Receipt (electronic)	\$ 2.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$ 3.00
<input type="checkbox"/> Adult Signature Required	\$ 3.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$ 3.00
Postage	\$ 0.49
Total Postage and Fees	\$ 31.94
Sent To	Wheelchair Getaways
Street and Apt. No., or PO Box No.	1015 Tramway Ln NE
City, State, ZIP+4®	Albu, NM 87122
Postmark Here	
07/27/2015	
PS Form 3800, April 2012 PSN 7530-02-000-917 See Reverse for Instructions	

P.O. Box 9346, Albuquerque, NM 87119  
505.873.1187 Fax: 505.503.6832

info@mandysfarm.org  
www.mandysfarm.org



August 11, 2015

To Whom It May Concern:

The Board of Mandy's Special Farm has unanimously passed a resolution in complete support of the proposed FY2017 NMDOT proposal for 5310 funding. If awarded this grant, we are fully committed to providing the necessary funds for our 20% share (estimated to be \$19,311.40). We will place a line item in our budget to insure that the funds will be available when due.

Thank you for supporting us in past funding cycles for the 5310 grant. The vans we were awarded previously have greatly improved our ability to provide needed services to our clientele. Due to tremendous growth of our agency, we are requesting additional transportation to meet the needs of individuals with developmental disabilities in our community.

Sincerely,

*Ruthie Ho Robler*

*Debra*

*4/1/15*

*Mindy*

*Louise*  
*Mandy*

D. Please check all that apply and provide copy:

IF AGENCY HAS PUBLIC HEARING PROVIDE THE FOLLOWING:	
N/A	- Copy of Published Public Hearing Notice
N/A	- Affidavit of Publication of Public Hearing Notice
N/A	- Minutes of Public Hearing, Copies of Exhibits and Written Statements

## X. Program Justification

Please attach an essay no longer than five pages. The Operations Profile in Section XI will not be counted as part of these five pages. Explain in detail the need for this program. Please include any changes or expansions in your program and tie them to your budget request. Please include your mission statement, goals and objectives for your program for this Application Year.

## Mission Statement

Mandy's Special Farm is a nonprofit organization that assists individuals with Developmental Disabilities to achieve goals by structuring a positive, purposeful, and caring environment for living, learning, and working in the community.

## Goals

In recent years, Mandy's Special Farm (MSF) has expanded services to continue to meet the growing demand for enhanced and individualized services. MSF now offers two residences spread across a total of 7 acres, as well as two Day Services locations and a Supported Employment office that houses the Everyone Can Work program. With enrollment continuing to expand rapidly, MSF continues to ensure that services maintain their quality and efficiency.

Mandy's Farm strives to:

- provide the highest-quality services for adults with developmental disabilities through providing a higher staff to client ratio;
- help all individuals achieve their greatest self-sufficiency by assisting them in identifying, developing, and achieving their goals;
- assist individuals with disabilities to work in the community in integrated settings and establish a better quality of life.

## Objectives for 2017

Within the Day Services Programs, individuals are offered opportunities to participate in animal husbandry, Therapeutic Horsemanship, organic gardening, vermicomposting, swimming, community service, pre-vocational training, and community recreation. MSF plans to expand this program to serve additional individuals (approximately 125 by FY 2018). As this program serves the highest number of individuals with physical disabilities requiring ADA accessible vehicles at MSF, 5310 funding has become crucial in supporting the expansion of services to new clientele. With the continued expansion to additional adults with disabilities, increasing the wheelchair-accessibility of our fleet vehicles allows us to serve all members of the community with disability, no matter their accessibility needs.

MSF continues to provide quality 24-hour care for two residences housing men and women with a variety of disabilities. This program recently expanded to serve an additional female resident, and MSF plans to fund an addition to the men's residence, allowing for the expansion of services to a total of ten residents across both homes. With 25% of the individuals from the residential program requiring wheelchair-accessible vehicles at this time, 5310 funding has allowed for seamless transportation for these residents to their doctor's appointments, therapy appointments, work, and Day Services programs.

## Program Need

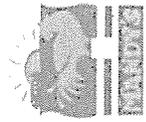
In past years during which Mandy's Special Farm has received funding through 5310 grants, our plans to expand to an additional residence and additional day program have allowed us to

increase our services significantly, now serving just under 70 individuals with disabilities (with ongoing plans for additional expansion). We also continue to have a waiting list of individuals who desire our services. With this increased capacity, our need for additional wheel-chair accessible vehicles has increased significantly. At this time, many of the programs are forced to spend exhaustive resources coordinating the use of different vehicles by the different programs to accommodate the transportation needs of individuals using wheelchairs. With the replacement of our Honda Odyssey with a wheelchair accessible minivan, as well as the addition of another large bus with wheelchair lifts, this burden would be significantly lightened, and would allow for full service to our current clientele, as well as future members of the program.

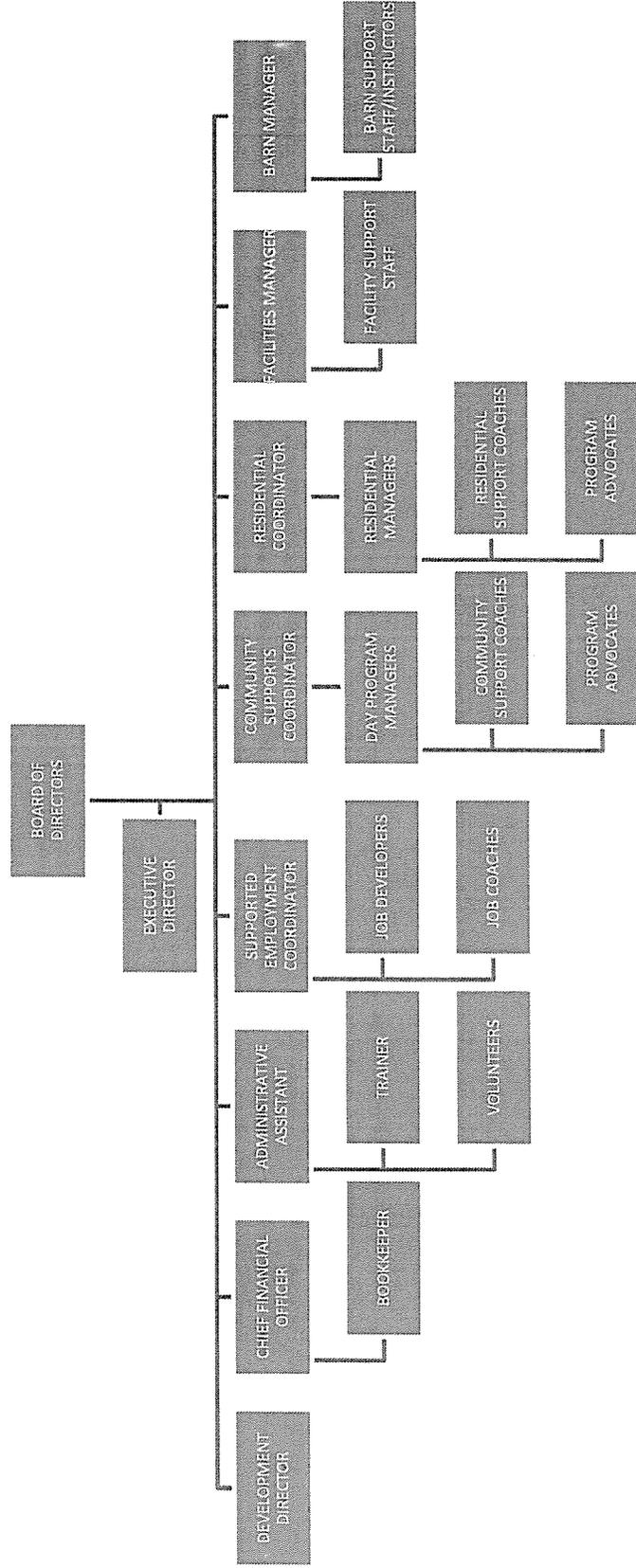
## XI. Operations Profile

(Items to be included)

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2. Organizational Structure
3. Mission Statement
4. Brief Description of Transit Program
  - a. Service area
  - b. Route design
  - c. Schedule (days and hours of operation)
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# 2015 ORGANIZATIONAL CHART



## Mission Statement

Mandy's Special Farm is a nonprofit organization that assists individuals with Developmental Disabilities to achieve goals by structuring a positive, purposeful, and caring environment for living, learning, and working in the community.

Mandy's Farm strives to:

- provide the highest-quality services for adults with developmental disabilities through providing a higher staff to client ratio;
- help all individuals achieve their greatest self-sufficiency by assisting them in identifying, developing, and achieving their goals;
- assist individuals with disabilities to work in the community in integrated settings and establish a better quality of life.

## Brief Description of Transit Program

### Service Area

We transport the individuals we serve (individuals with Intellectual and Developmental Disabilities) throughout the Bernalillo County area, particularly within the South Valley and Nob Hill areas of Albuquerque. They are transported to medical and therapy appointments, jobs, volunteer commitments, as well as recreational community events and outings.

### Route Design

Services are on-demand. Each morning, residential clients are transported to their respective day programs, jobs, or volunteer commitments.

Once this has occurred, vehicles are available for use within the Day Services program, where individuals choose their daily activities. Clients might choose to stay on-site and participate in gardening, horseback riding, or swimming. Other individuals might choose to attend a community service project or go to the movies. Utilizing a demand-responsive structure is essential to the functioning of the program. Clients within the day program are encouraged to spend at least 50% of their time in the community, requiring a high volume of vehicle availability.

At day's end, vehicles are again used by residential staff and clients to return home. In the evenings and on weekends, vehicles are used for residents to accomplish grocery shopping, receive transportation to family events, and access the community.

### Schedule (days and hours of operation)

Vehicles are utilized during mornings, afternoons, and evenings, seven days a week, as needed.

### Fare Structure

As a Developmental Disability provider, it is required by the Developmental Disabilities Supports Division that we provide transportation for our clients without additional fares, fees, or reimbursement.

### Advertising and Marketing

Individuals with disabilities are able to select services through Mandy's Farm through a document referred to as the Secondary Freedom of Choice. This is distributed to prospective clients by Case Managers and other Developmental Disabilities Supports Division employees. We meet regularly with Case Managers and DDS employees to provide information regarding our services. We also advertise via the internet, through our website, Instagram, and Facebook pages which provide information to prospective clients and their families. We additionally provide brochures and other literature sources to inform individuals enquiring regarding services.

## Administrative Employees

### Executive Director

The Executive Director acts as the main overseer of all aspects of the facility and reports to the Board of Directors. Responsibilities include general direction and supervision of the facility and day-to-day operations including, but not limited to: Direct supervision of Development Director, Program Coordinator, Community Outreach Coordinator and other staff; Provide back-up to Program Coordinator duties as needed; monitor staff involvement and provide suggestions and individual-specific training as needed; co-facilitate staff meetings; review and approve training material; Maintain HR records; Utilize Maintenance Connection to keep track of facility operations; Meet with all individuals and families interested in living at MSF; Recruit/advertise; Quality assurance: ensure individual rights are being met and individuals are happy; Financial: Establishes and adheres to budget; Periodic review of Program Coordinator records of individual and petty cash; Payroll; Bill for Services; Accounting; Licensing and accreditation: Maintain MSF within the parameters of DD Waiver accreditation regulations; Act as main contact for such communications, including with CQL; Cooperate with consultant who oversees compliance of DD Waiver related operations; Be the face of MSF through participation and attendance at events and speaking engagements related to public relations, networking, fundraising, acceptance of grants and funder site visits; Attend Board approved trainings to increase knowledge and skills in developmental disabilities, nonprofit and fundraising; Maintain and update Policies and Procedures; Facilitate Board meetings and contact board members as needed.

### Development Director

Reporting to and in partnership with the Executive Director, the Development Director will spearhead development efforts as Mandy's Special Farm continues to grow. A new position in the organization, the Director will have the opportunity to build the development function. Responsibilities include: Develop and execute Mandy's Special Farm's annual fundraising plan; Secure financial support from individuals, foundations and corporations; Manage the implementation of Mandy's Special Farm and oversee data entry and gift processing; Develop and maintain ongoing relationships with major donors; Creating and executing a strategy for a large sustained base of annual individual donors; Overseeing organization of special events; Developing and tracking proposals and reports for all foundation and corporate fundraising; Coordinate Newsletter and e-newsletter and social media.

### Program Coordinators

Responsibilities of the Program Coordinator are: Have knowledge and understanding of all individual specific plans; including the ISP, any therapies, all health care and medical crisis plans, and all vision to actions for the service recipients you work with; Follow all information as indicated in the Individual Specific Plans; Assist service recipients in achieving all identified goals; Ensure there is timely and accurate completed documentation for all assigned service recipients; including MAR, daily narratives, behavioral narrative, bowel logs, seizure logs, any other documentation as directed by the individual support plan and state regulations; Direct supervision of residential, adult habilitation and supported employment staff; Development and distribution of quarterly reports to include progress on ISP development, health care status and significant events; Active participant in agency Incident Management, Quality Assurance, Human Rights and Management committees and meetings; Ensure compliance with all DDS regulations regarding services Mandy's is contracted for; Attendance to all DDS Provider meetings; Direct liaison with Supported Employment entities including but not limited to DVR, DDS and other appropriate venues; On Call duties as required and shared with Administrator; Development of age appropriate and meaningful activities in both the day program and residential aspect of the Farm; Promote and participate in Mandy's fund raising and disability awareness community activities; Complete employee evaluations as necessary; Participate in Human Resource related functions such as hiring, new hire orientation, ensuring COR and CCHS compliance, and terminations; Maintain a professional appearance and attitude at all times; Follow the Chain of Command as found in the new hire handbook; Complete all required trainings as directed by the personnel policies and your direct supervisor; Attend all required meetings including location specific meetings; Maintain regular and prompt attendance; Follow all agency policies and procedures; Report all concerns regarding abuse, neglect or exploitation to DHI; Maintain standards of confidentiality and ethical practice; Promote and encourage independence through choice making, personal relationships and other community connections; Support individuals and their duties as related to Mandy's farm maintenance and upkeep.

### Appearance and Conduct

Administrative Employees shall conduct themselves in a professional manner at all times and maintain appropriate appearance.

### Training Plan

Staff development and ongoing training opportunities are always encouraged. All staff do participate in various training sessions annually, both online and in the community, in order to enhance and benefit programs at MSF.

### Qualified Drivers and Dispatchers

We do not have a specific job position of Driver or Dispatcher. All of our Residential and Community Support Staff must be qualified to serve as drivers as part of their job duties.

### Hiring Procedure

All potential Residential and Community Support Staff complete a job application and submit to interviews. We conduct telephone reference checks. Staff must have at least one year of caregiver experience. They must possess a valid driver's license and have a minimum education level of GED.

### Background Check

All of our Residential and Community Support Staff must be qualified as a driver. As such, they undergo fingerprinting and background screenings conducted by an outside professional organization.

### Driver Record

We obtain motor vehicle records prior to allowing staff to drive our vehicles. We subscribe to a monthly motor vehicle records monitoring service. All drivers must maintain their eligibility to drive our vehicles.

### Valid Driver's License

All staff must have their New Mexico driver's license. A new employee with an out-of-state driver's license must have their New Mexico driver's license within 30 days of hire.

### Training Plan

All staff responsible for transporting individuals receive extensive and appropriate training to ensure health and safety for all. Staff providing direct services must complete safety training within the first 30 days of employment and before working alone with an individual receiving service. The training includes the following:

1. Safe operation of the vehicle
2. Client safety
3. Assisting passengers with cognitive and/or physical impairments
4. Wheel chair tie down procedures
5. Operating wheelchair lifts (as applicable)
6. Emergency plans
7. Operating a fire extinguisher
8. Vehicle evacuation techniques
9. Safe loading and disembarking
10. Response to hazardous weather and adverse conditions
11. Accident procedures
12. Agency Transportation Policy and Procedures
13. Vehicle Inspections
14. CPR/First Aid
15. Customer Sensitivity and Assistance Training
16. Vehicle Cleanliness

### Job Description: Residential and Community Support Coach

Have knowledge and understanding of all individual specific plans; including the ISP, any therapies, all health care and medical crisis plans, and all vision to actions for the service recipients you work with. Follow all information as indicated in the Individual Specific Plans. Assist service recipients in achieving all identified goals. Timely and accurately complete documentation for all assigned service recipients; including MAR, daily narratives, behavioral narrative, bowel logs, seizure logs, any other documentation as directed by your supervisor, service coordinator or interdisciplinary plan. Maintain a

clean and safe living environment for all service recipients. Follow the Chain of Command as found in the new hire handbook. Complete all required trainings as directed by the personnel policies and your direct supervisor. Attend all required meetings including location specific meetings.

Complete all additional assignments as directed.. Follow all applicable nutritional plans. Ensure the service recipients are safe from harm in the home and in the community. Follow all health and safety standards. Maintain a professional boundary with the service recipients, do not disclose personal information. Follow all on-call procedures and directives. Assist in all care of the service recipients pet if applicable. Maintain regular and prompt attendance. Assist with medications as directed by AWMD standards. Follow all agency policies and procedures. Report all changes in a service recipient's medical or programmatic status to your direct supervisor or the appropriate person identified in the chain of command. Report all concerns regarding abuse, neglect or exploitation to DHI. Follow directions from the direct supervisor, service coordinator and nursing regarding appropriate communication with guardians, IDT members and other outside agencies. Maintain standards of confidentiality and ethical practice. Promote and encourage independence through choice making, personal relationships and other community connections. Support individuals and their duties as related to Mandy's farm maintenance and upkeep.

#### Appearance and Conduct

Staff must maintain a professional appearance and attitude at all times. Dress codes are described in the employee handbook.

#### Vehicle Fleet

Number of vehicles with NMDOT lien:	2
Number of vehicles with <u>no</u> NMDOT lien:	4

#### Maintenance schedules

Vehicles undergo regularly scheduled maintenance as recommended by vehicle manufacturer. Immediate arrangements shall be made for any repairs needed outside of recommended preventative maintenance.

#### Inspection procedures

The Annual Vehicle Service Inspection Report shall be completed by a qualified vehicle service technician. Please see attached form.

#### Vehicle replacement

Our budget includes an allowance to assure that we are able to provide our 20% share of the requested 5310 vehicles.

## Accident/Incident Reporting Procedures

### Insurance forms in vehicle

Current insurance forms and registration are to be kept in all vehicles at all times.

### Accident/incident reporting forms in vehicle

Accident/incident report forms are to be kept in all vehicles at all times. Please see attached form.

## Passenger policy and procedure

Please see attached Addendum: TRANSPORTATION Policies

(Transportation Policy here)

(Annual Vehicle Service Inspection Report Here)

## **Policy: TRANSPORTATION**

**Effective Date:** 5/1/12 *MA*

### **Purpose:**

The purpose of this policy is to address requirements of staff for transportation of individuals served by MANDY's and to provide information concerning driving tips for different driving conditions.

### **Procedure:**

#### Driver's Requirements

All staff that transport individuals in vehicles must have a valid and current driver's license, must adhere to all traffic laws, and drive safely.

#### Staff Training

Staff providing direct services must complete safety training within the first 30 days of employment and before working alone with an individual receiving service. The training will include the following:

1. Safe operation of the vehicle
2. Client safety
3. Assisting passengers with cognitive and/or physical impairments
4. Lifting procedures
5. Wheel chair tie down procedures
6. Operating wheelchair lifts (as applicable)
7. Emergency plans
8. Operating a fire extinguisher
9. Vehicle evacuation techniques
10. Safe loading and disembarking
11. Response to hazardous weather and adverse conditions
12. Accident procedures

#### Client's Safety

It is staff's responsibility to ensure the client's safety at all times during transportation. Clients should never be left in a vehicle unattended. Staff must ensure that all clients correctly put their seatbelts on and that they remain buckled in until the vehicle is turned off. Staff must ensure that clients who use a wheelchair are safe, by ensuring that wheelchair is tied down to van correctly.

Staff that is transporting clients is responsible for the following:

- Prior to driving a vehicle, check the inside and outside of the vehicle for any safety hazards such as low tires, pieces hanging off the vehicle, low gas, and the “check engine” light
- Find the safest place for boarding and disembarking passengers, which is usually in a parking lot. Try to avoid parking on streets; however, if this is the only option, have passengers board and disembark on the passenger/sidewalk side of the vehicle.
- In the event of inclement weather, try to avoid driving. If driving is necessary, remember all tips learned in the Defensive Driving Class. For example, drive at a slower speed and increase the distance between vehicles.
- If an individual becomes aggressive, unbuckles seatbelt, or gets out of seat, immediately find a safe place to pull over until the situation is under control. Always remember to follow the individual’s Behavior Supports Plan.

#### ADJUSTING TO ROAD CONDITIONS

There are many road conditions where you must slow down. For example, you must slow down before a sharp curve, when the roadway is slippery and when there is standing water on the road.

The only contact your vehicle has with the road is through the tires. How good a grip the tires have with the road depends on the type and condition of the tires and the type and condition of the road surface.

Many drivers do not pay enough attention to the condition of their tires or to the condition of the roadway. It is important that the tires be in good condition and have enough air in them. See the vehicle owner’s manual for correct tire pressure.

You do not have as much traction on gravel or dirt roads as you do on concrete or asphalt roads. When driving on gravel or dirt, you must slow down. It will take you much longer to stop and it is much easier to skid when turning.

**Curves**—A vehicle can travel much faster in a straight line than it can in a curve. It is easy to go too fast in a curve. If you go too fast, then the tires will not be able to grip the road and the vehicle will skid. Always slow down before you enter the curve so you do not have to brake in the curve. Braking in a curve can cause the vehicle to skid.

**Slippery roads**—Slow down at the first sign of rain, snow or sleet. These all make the roadway slippery. When the road is slippery, the vehicle’s tires do not grip as well as they do on a dry road. How slow should you go? On a wet road you should reduce your speed about 10 mph. On packed snow you should cut your speed in half.

## **Policy: TRANSPORTATION – Cell Phone Use**

**Effective Date:** 7/20/14

### **Purpose:**

The use of cell phones for talking, texting or any other use is prohibited when driving agency vehicles.

### **Procedure:**

Cell phone use when driving is dangerous. Mandy's prohibits employee use of personal or agency supplied cellular phones when driving an agency vehicle. This includes hands on or hands free use of cell phones.

The prohibition of cell phone use while driving includes: receiving or placing calls, text messaging, surfing the internet, receiving or responding to email, checking for phone messages, or any other activity utilizing a cellular phone or other electronic device.

Should you require using your cell phone for an employment related activity, pull the vehicle over in a safe location, ensuring your passengers safety and keeping the cellular activity to a minimum.

Employees who violate this policy are eligible for disciplinary action up to and including termination.

## **Policy: TRANSPORTATION – Driving Procedures**

**Effective Date:** 7/20/14

### **Purpose:**

All vehicle drivers will follow safe and lawful procedures when transporting individuals within Mandy's organization.

### **Procedure:**

- Drivers should never exceed the posted speed limits. Decrease speed as necessary based upon your driving conditions and area of operations, e.g., residential areas, school zones, etc.
- Obey all federal, state, and local ordinances and regulations regarding vehicle and public transportation operations.
- Always turn headlights on while operating the vehicle for added safety.
- Wear seatbelts and shoulder harnesses and make sure all occupants do the same.
- The alert driver will watch for road hazards, low branches, overhangs, new traffic patterns, and other obstacles.
- Drivers must be mindful to stay a sufficient distance from the vehicle in front of them – use the 4 second rule whenever possible and do not box yourself in.
- Backing should be avoided as much as possible. Drivers should not back out into a street or highway. If absolutely necessary to back, a safety observer should be used.
- Never exceed the rated capacity of the van or bus. Overloading can seriously hinder safe operation of the vehicle. The center of gravity (CG) of a vehicle moves aft and upward with added weight. The vehicle becomes less stable and easier to rollover and steering becomes less effective, so drivers must slow down and be very careful when steering so as not to make abrupt corrections, especially on curves.
- Drivers should be aware of how many individuals they are transporting and be responsible for their whereabouts at all times. Ensure a count of passengers is done at pick up and drop off.

## **Policy: TRANSPORTATION – Staff Training**

### **Requirements**

**Effective Date:** 7/20/14

**Purpose:**

All staff responsible for transporting individuals will receive appropriate training to ensure health and safety for all.

**Procedure:**

Staff Training

Staff providing direct services must complete safety training within the first 30 days of employment and before working alone with an individual receiving service. The training will include the following:

1. Safe operation of the vehicle
2. Client safety
3. Assisting passengers with cognitive and/or physical impairments
4. Wheel chair tie down procedures
5. Operating wheelchair lifts (as applicable)
6. Emergency plans
7. Operating a fire extinguisher
8. Vehicle evacuation techniques
9. Safe loading and disembarking
10. Response to hazardous weather and adverse conditions
11. Accident procedures
12. Agency Transportation Policy and Procedures
13. Vehicle Inspections
14. CPR/First Aid
15. Customer Sensitivity and Assistance Training
16. Vehicle Cleanliness

## **Policy: TRANSPORTATION - VEHICLE ACCIDENT PROCEDURES**

**Effective Date: 9/5/14**

**Purpose:**

All staff will be properly trained on what to do after a vehicle accident.

**Procedure:**

1. Take immediate action to prevent further damage at the scene of the accident.
2. Pull onto shoulder or side of road.
3. Ensure safety of all passengers on board.
4. Place warning signals promptly and properly.
5. Call Police. If someone is injured, request medical assistance. If fire is involved, request Fire Department aid.
6. Exchange Traffic Accident Exchange Information form with other driver(s).
7. Secure names and addresses of all witnesses to the accident.
8. Be courteous. Answer police questions. Give identifying information to the other party(ies) involved, but make no comments about assuming responsibility.
9. Complete the Driver's Report of Motor Vehicle Accident form. You will need this information later for state and insurance reports.
10. As soon as possible, report the accident to your insurance company and your employer.

## **Policy: TRANSPORTATION - VEHICLE EVACUATION PROCEDURES**

**Effective Date: 7/20/14**

**Purpose:**

All staff will be properly trained on how to safely evacuate individuals from agency vehicles.

**Procedure:**

DO NOT EVACUATE the vehicle unless it is absolutely necessary to do so.

1. DO EVACUATE the vehicle if any of following conditions exist:
  - The vehicle is in a dangerous location and cannot be moved
  - You see fire or see or smell smoke
  - You see leaking fuel coming from or underneath the vehicle
  - It would be safer for the passengers to evacuate rather than remain on the Vehicle
2. Once a decision to evacuate is made, speed of evacuation is essential, especially with threat of fire.
3. Calmly tell your passengers what you are going to do, tell them which exit(s) to use and where you want them to wait, stressing that they must stay clear of the vehicle and clear of traffic hazards.
4. Assess the condition of passengers to be evacuated and what assistance will be required.
6. Evacuate all ambulatory passengers first except those who have agreed to assist in the evacuation of non-ambulatory passengers and ask someone to take the fire extinguisher off the vehicle with them.
7. Make sure all passengers assemble in a safe location well away from the vehicle.
8. When evacuating non-ambulatory or passengers with a wheelchair, do the following:
  - A. Use a web cutter to cut through all securement devices in unable to unlatch safely
  - B. If the wheelchair door works and the lift is operative, safely evacuate utilizing normal wheelchair lift processes.
  - C. If the wheelchair lift is not working, manually operate the wheelchair lift
9. Count your passengers to ensure that everyone is out of the vehicle and in the designated "safety area" until help arrives.

## **Policy: Natural and Man-made emergencies**

Effective Date: 5/1/12

### **Purpose:**

The purpose of this policy is to address natural and man-made disasters that affect the individual served at Mandy's. These include how to handle fires, chemical spills, tornadoes, etc.

### **Procedure:**

#### **Emergency and on-call procedure:**

All MANDY'S staff is trained to handle emergencies which includes when to call 911 and other emergency contacts (management, ambulance, fire department, nurse, physician, poison control), how to shut off gas, how to operate fire extinguishers (when to use them and where they are located), and how to access and turn off circuits if needed. Staff and residents participate in a fire drill (with fire alarm sounding) once per month. An Evacuation plan will be posted in different areas of the house showing the path to evacuate based on location. An established location safely away from the building will be identified where all people will meet and be accounted for.

#### *MANDY'S Emergency Situations Policy & Procedure:*

1. Ensure the safety of the individuals you are supporting. Always call 911 in emergencies involving major injuries, serious medical concerns, fire, death, burglary or any other incident that requires paramedics, ambulance, fire department, or law enforcement.
2. In case of a fire—exit the building immediately, take the cell phone with you, so that you can call from a safe place and follow fire emergency procedures.
3. Remain CALM.
4. Keep all the individuals present CALM.
5. Stay with the person until help arrives. If you are CPR certified and the individual requires rescue breathing begin rescue breathing until help arrives (**ONLY IF YOU ARE CERTIFIED**)
6. When the situation is under control notify management. Their numbers are located in the med room on the staff contact list. They will give you further instructions.

#### *Fire:*

1. Assure the safety of all individuals in the home by following the emergency evacuation plan which shall include the location of fire extinguishers, escape routes and rendezvous point.
2. Assure the safety of all individuals and evacuate the home as quickly as possible to avoid injury. Maintain a distance of at least 500 feet away from the home and never at the end of the driveway or areas that emergency vehicles will need to be.
3. Once the home has been evacuated, do an immediate head count
4. call 911 to report the fire
5. remain calm
6. contact the service coordinator to notify of the fire
7. follow all instructions of the fire department personnel

*In the case of small fires, attempts can be made to put the fire out with the fire extinguisher after everyone has left the building and if doing this will not place anyone at risk*

If a person catches on fire, the key sequence is STOP, DROP, and ROLL.

STOP-the person from running (to avoid the fire from burning even more rapidly)

DROP-get the person down on the floor

ROLL-the person over and over to smother the fire

### *Tornadoes*

When a tornado WATCH is issued, be prepared to take shelter if weather conditions worsen and assemble tornado supplies.

When a tornado WARNING is issued, take this warning seriously.

1. Secure shelter on the lowest floor in the home. Preferable in an interior room (closet, bathroom, kitchen)
2. Remove non-essentials from the area and avoid flying debris which is the primary source of injury
3. bring the tornado supplies (blankets, battery operated radio, flashlight, candles, matches, and emergency food and water supply)
4. Listen to radio updates on the severe weather and keep the person in the safest area until the severe weather subsides and the "all clear" status has been issued by weather reporting authorities
5. Cover the persons with blankets for protection against possible broken glass or debris
6. remain calm

### *Gas Leak*

If there is a smell of gas and/or the carbon monoxide detector goes off, assure the safety of all individuals in the home by following the emergency evacuation plan:

1. Assure the safety of all individuals and evacuate the home immediately to avoid injury
2. Maintain a distance of at least 500 feet away from the home and never at the end of the driveway or area that emergency vehicles will need to be.
3. Once the home has been evacuated, do an immediate head count
4. Call 911 to report the smell of gas
5. Follow all instructions given by emergency personnel
6. Remain calm. Contact the service coordinator to inform them of the gas leak.

Once you smell gas or the carbon monoxide detector sounds, leave the house *immediately*. **DO NOT CALL 911 FROM INSIDE THE HOUSE. DO NOT TURN OFF THE GAS.** If possible, take a cordless or cell phone with you and call 911 from the rendezvous point.

### *Severe Thunderstorms*

Be aware that severe thunderstorms can develop into tornadoes and other threatening conditions such as hail or lightning.

1. Avoid any activity in water
2. Avoid using the telephone if possible
3. Stay near a weather radio or television to monitor the status of the weather conditions in your area
4. Remain calm

### *Winter Storms*

Keep posted on the current weather conditions. Monitor the radio or television. Remember that isolation is a possibility due to the roads becoming hazardous very quickly.

1. If the person you are supporting takes medication, make sure you have an adequate supply
2. Be aware of dietary requirements of the person and take necessary precautions
3. travel only if necessary
4. remain calm

### *Ingestion of Poisons:*

Defined as any substance or mixture of substances, which is considered to be toxic, corrosive, irritating, flammable, or poisonous if ingested

- 1.
2. Immediately call the poison control hotline: 1.800.222.1222
3. Identify the substance ingested and follow directions provided. Notify the service coordinator immediately.
4. Poison control numbers are located next to all phones throughout the house.

### *Resident Relocation*

When the Program Director and/or Executive Director are notified of the emergency situation, they will instruct employees on the course of action. Depending on the time of day and situation, residents and staff may be instructed to go to a safe public place, an individual's home, and/or a hotel.

## **Title VI Notice to the Public**

NMDOT operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the 1964 Civil Rights Act. To find out more about our nondiscrimination obligations, to file a complaint, or to request this information in another language, please contact us at NMDOT Title VI Coordinator, PO Box 1149, Santa Fe, NM 87504-1149 or 1-800-554-0936 or (505) 827-1774.

El Departamento de Transporte del estado de Nuevo México opera sus programas y servicios, sin distinción de raza, color y origen nacional, según el Título VI de la Ley de Derechos Civiles. Para obtener más información sobre el programa de derechos civiles del Departamento de Transporte de Nuevo México o para obtener más información sobre los procedimientos para presentar una queja, llame al NMDOT Title VI Coordinator, PO Box 1149, Santa Fe, NM, 1-800-554-0936 o al (505) 827-1774.



## DRIVER ON BOARD EVALUATION

DRIVER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

EVALUATOR NAME/POSITION: \_\_\_\_\_

### DRIVING SKILLS AND OPERATING PERFORMANCE:

DRIVING SKILL	P	NP	COMMENT
Courtesy			
Right Turn			
Left Turn			
Speed Limit			
Traffic Law Awareness			
Smoothness: Stops/Starts			
Intersection Awareness			
General Awareness			
Use of Signals			
Use of 4-Way Flashers			
Use of Mirrors			
2 Hands on Steering Wheel			
Use of Wheelchair Lift			
Use of Interior Lights			
Defensive Driving Skills			
Seatbelt Use			
Parking			
Pedestrian Awareness			
Documentation			

**PROCEDURE:** All employees must complete Driver On Board evaluation within 30 days of hire and annually thereafter. Any areas of "Non Pass" require a follow up on board evaluation within the next 7 days. Drivers must Pass all areas to drive any agency vehicles.

## WHEELCHAIR AND RIDER SECUREMENT PROCEDURES AND CHECKLISTS:

### General information about securing wheelchairs

1. Proper securement of the wheelchair and the rider are two of the most important duties when transporting a person who uses a wheelchair or scooter.
2. Mandy's requires that a 7-point system be used: 4 points to secure the wheelchair; 3 points to secure the rider. The shoulder belt must be attached to the vehicle. The lap belt can be attached to the wheelchair 4-point system or to the vehicle.
3. Wheelchair must be forward-facing
  - A. The securement system is designed to be used with the wheelchair facing forward.
  - B. Wheelchair securement positions are inherently safer and wheelchairs and the human body are better capable of surviving a frontal crash when facing forward.
  - C. Sled tests show that side facing wheelchairs are unstable and often collapse.
  - D. Lap and shoulder belt restraint systems are designed to be most effective in the frontal impact position. Wheelchairs are stronger in frontal loading conditions as opposed to side loading.

### Procedures for securing the wheelchair

### Checklist

- |  |                          |
|--|--------------------------|
| 1. The wheelchair is forward-facing.   | <input type="checkbox"/> |
| 2. Center the wheelchair with the anchorages on the floor.   | <input type="checkbox"/> |
| 3. Set the brakes on both sides.   | <input type="checkbox"/> |
| 4. If applicable, turn off the wheelchair power.   | <input type="checkbox"/> |
| 5. At a minimum the front straps must be the same type and the back straps the same type.  | <input type="checkbox"/> |
| 6. Do not interchange systems. Use only one manufacturer's tie-down system for each wheelchair.  | <input type="checkbox"/> |
| 7. The wheelchair is anchored at 4 points using the manufacturer's instructions.   | <input type="checkbox"/> |
| 8. Secure the hooks at the end of the straps to appropriate position on the front and rear of the wheelchair frame   | <input type="checkbox"/> |
| 9. The ratchets are used in back and the cams are used in front.   | <input type="checkbox"/> |
| 10. Tighten the back first.  | <input type="checkbox"/> |
| 11. Operating the ratchet straps:  |                          |
| A. Before attaching the tie-down to the wheelchair/scooter, ensure that the ratchet strap moves freely on the ratchet spool by pulling back on the release.  | <input type="checkbox"/> |
| B. While holding the release back, move the ratchet handle to a fully open position. (the handle should be straight). This will allow the strap to move freely on the ratchet spool for adjustment when securing the wheelchair/scooter. | <input type="checkbox"/> |
| C. The ratchet lever will move freely when Steps A and B are complete. The ratchet lever will then tighten the strap securely.   | <input type="checkbox"/> |
| D. The ratchet must be left in the fully closed position to complete the procedure.  | <input type="checkbox"/> |
| E. To release: pull back on the ratchet lever and open the assembly side.  | <input type="checkbox"/> |

### Securing the wheelchair (Continued)

### Checklist

12. The straps are attached properly:
  - A. They are at as close to a 45 degree angle as possible.
  - B. The angle is no less than 30 degrees and no more than 60 degrees.
  - C. They are not attached to the wheels or any detachable portion of the wheelchair.
  - D. They do not bend around any object.
  - E. They are away from sharp edges or corners.
  - F. They don't crisscross.
  - G. They are not twisted.
  - H. There is no forward or reverse movement.
  - I. Never use the 4-point system without the 3-point lap and shoulder belt.

### General information about securing the rider

1. Always use a 3-point system to secure the rider.
2. The occupant restraint system is separate from the wheelchair securement.
3. The 3-point system secures the student's pelvis and torso.
4. The occupant restraint system can be attached in several ways.
  - A. To vehicle anchorage points.
  - B. To the wheelchair securement system.
  - C. To the wheelchair itself.
5. Follow manufactures guidelines.

### Procedures for securing the rider

### Checklist

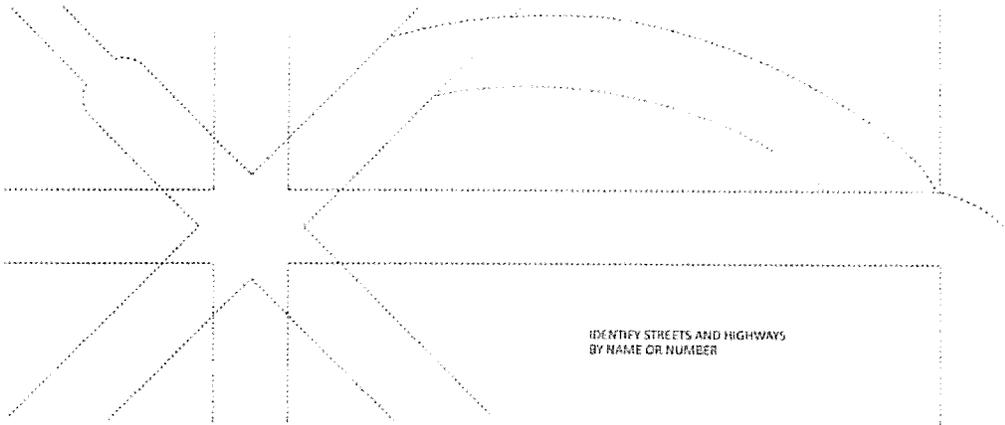
1. Position the lap belt.
  - A. Over the pelvic bones, not the abdomen.
  - B. Inside the armrests, between the side panels and the seat cushion.
2. Adjust the lap belt so it is snug.
3. Position the shoulder belt.
  - A. So that it does not cross the riders face or neck.
  - B. Never under the rider's arm where it would cross the rib cage.
4. Adjust the shoulder belt to achieve firm but comfortable tension.
5. Never twist the belts.
6. Belts should always lie flat against the body.

# WHAT TO DO AFTER AN ACCIDENT

1. Take immediate action to prevent further damage at the scene of the accident.
  - a. Pull onto shoulder or side of road.
  - b. Place warning signals promptly and properly.
2. Call Police. If someone is injured, request medical assistance. If fire is involved, request Fire Department aid.
3. Exchange "Traffic Accident Exchange Information" portion of this form with other driver(s).
4. Secure names and addresses of all witnesses to the accident.
5. Be courteous. Answer police questions. Give identifying information to the other party(ies) involved, but make no comments about assuming responsibility.
6. Complete the "Driver's Report of Motor Vehicle Accident" portion of this form. You will need this information later for state and insurance reports.
7. As soon as possible, report the accident to your insurance company and your employer.

All text fields are fillable. Form can then be printed.  
Diagrams must be hand drawn.

## DIAGRAM WHAT HAPPENED



**INSTRUCTIONS**

1. Follow dotted lines to draw outline of roadway at place of accident.
2. Number each vehicle and show direction of travel by arrow  
 → 1 ← 2 ←
3. Use solid line to show path before accident → 1  
 dotted line after accident ----> 1
4. Show pedestrian by: ○
5. Show railroad by: + + + +
6. Show utility poles by: ⊕
7. Show motorcycle by: ⊗ ⊗

**QUESTIONS?**  
 Contact Irwin Siegel Agency, Inc.'s Claims Division at 1.800.622.8272 or [isaclaimssupport@siegelagency.com](mailto:isaclaimssupport@siegelagency.com)

## DESCRIBE WHAT HAPPENED (Refer to vehicles by number)

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*Bottom portion of reverse side should be completed and exchanged with the other driver involved in the accident.*

# DRIVER'S REPORT OF MOTOR VEHICLE ACCIDENT

irwin siegel  
agency, inc.

INSURANCE PROGRAMS & RISK MANAGEMENT

<b>1. WHERE ACCIDENT OCCURRED</b>			<b>2. WHEN ACCIDENT OCCURRED</b>		
COUNTY _____ CITY _____			DATE: MM/DD/YYYY      TIME : <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		
Road or Street on which accident occurred _____ <small>(Highway Number, U.S. or State, if no highway number identify road by name)</small>			NUMBER OF VEHICLES INVOLVED IN ACCIDENT _____		
At intersection with _____ <small>(Number or Name of intersecting Highway or Street)</small>					
If not at intersection _____ OR _____ N S E W of _____ <small>Feet      Miles      Circle One      (Nearest Highway, Street, Bridge, or other Landmark)</small>			DID POLICE OFFICER INVESTIGATE ACCIDENT? <input type="checkbox"/> Yes <input type="checkbox"/> No      WAS TRAFFIC CITATION ISSUED TO DRIVER #1? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>3. VEHICLE NUMBER 1 - YOUR VEHICLE</b>					
COMPANY NAME _____		ADDRESS _____		LOCATION CODE _____	
DRIVER'S NAME (LAST, FIRST, MIDDLE) _____		VEHICLE LICENSE NUMBER - STATE & YEAR _____			
VEHICLE MAKE    YEAR    MODEL & TYPE _____		IDENTIFICATION NUMBER - SERIAL _____			
<b>4. DRIVER NUMBER 2 - OTHER DRIVER - OR PEDESTRIAN</b>					
NAME (LAST, FIRST, MIDDLE) _____		<input type="checkbox"/> Driver    DOB: MM/DD/YYYY    DRIVERS LICENSE # _____    STATE _____		<input type="checkbox"/> Male <input type="checkbox"/> Female	
<input type="checkbox"/> Pedestrian		STREET ADDRESS _____    CITY _____    STATE _____    COUNTY _____			
<b>5. VEHICLE NUMBER 2 - OTHER VEHICLE</b>					
OWNER'S NAME _____		ADDRESS _____		LOCATION CODE _____	
VEHICLE MAKE    YEAR    MODEL & TYPE _____		VEHICLE LICENSE NUMBER - STATE & YEAR _____			
IDENTIFICATION NUMBER - SERIAL _____		WAS TRAFFIC CITATION ISSUED TO DRIVER #2? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>6. LIST PERSONS INJURED OR KILLED</b>					
NAME _____			ADDRESS _____		
DESCRIBE INJURIES _____			AGE	SEX	VEH#
NAME _____			ADDRESS _____		
DESCRIBE INJURIES _____			SEATING	SEATBELTS	EJECTION
NAME _____			ADDRESS _____		
DESCRIBE INJURIES _____			INJURY		
NAME _____			ADDRESS _____		
DESCRIBE INJURIES _____					
<b>7. OTHER PROPERTY DAMAGE</b>					
DESCRIBE DAMAGE TO PROPERTY OTHER THAN MOTOR VEHICLES _____			OWNER'S NAME _____		
DESCRIBE DAMAGE TO PROPERTY OTHER THAN MOTOR VEHICLES _____			OWNER'S ADDRESS _____		
			OWNER'S NAME _____		
			OWNER'S ADDRESS _____		

## TRAFFIC ACCIDENT EXCHANGE INFORMATION

Exchange this portion of the form with the other driver

Name or number of street or highway		City or town		County		State	
ON _____		IN _____		Date		Month    Year	
Names of intersecting roads or distance from landmark		Hour      Day of week		Date		Month    Year	
AT _____		Address _____		City & State _____		Phone _____	
Driver - print full name		Address _____		City & State _____		Phone _____	
Owner - print full name		Address _____		City & State _____		Phone _____	
Driver's License Number _____		State _____		Birthdate MM / DD / YYYY _____		Insurance Company _____	
Vehicle Make _____		License Plate Number _____		State _____		Year      Color	
Parts of vehicle damaged _____				Agent Name & Address _____		Agent's Phone No. _____	



# MANDY'S FARM

## Maintenance Schedule

**Vehicle: 2014 Ford E350**

**Mileage: 7101**

### 7,500 Miles

- Change engine oil and replace oil filter.
- Rotate and inspect tires; check wheel end play and turning noise
- Multi-point inspection (recommended)

Dealer Validation:

Date:

Mileage:

### 15,000 Miles

- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Inspect cooling system and hoses
- Inspect complete exhaust system and heat shields
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Perform multi-point inspection

Dealer Validation:

Date:

Mileage:

### 22,500 Miles

- Change engine oil and replace oil filter.
- Rotate and inspect tires; check wheel end play and turning noise
- Multi-point inspection (recommended)

Dealer Validation:

Date:

Mileage:

### 30,000 Miles

- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Replace engine air filter
- Inspect cooling system and hoses
- Inspect complete exhaust system and heat shields
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Perform multi-point inspection

Dealer Validation:

Date:

Mileage:

### 37,500 Miles

- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Perform multi-point inspection

Dealer Validation:

Date:

Mileage:

### 45,000 Miles

- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Inspect cooling system and hoses
- Inspect complete exhaust system and heat shields
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Perform multi-point inspection

Dealer Validation:

Date:

Mileage:

### 52,500 Miles

- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Perform multi-point inspection

Dealer Validation:

Date:

Mileage:

### 60,000 Miles

- Inspect 4x2 front wheel bearings; replace grease and grease seals, and adjust bearings
- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Replace engine air filter
- Inspect cooling system and hoses
- Inspect complete exhaust system and heat shields
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Perform multi-point inspection

Dealer Validation:

Date: Mileage:

### 67,500 Miles

- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Perform multi-point inspection

Dealer Validation:

Date: Mileage:

### 75,000 Miles

- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Inspect cooling system and hoses
- Inspect complete exhaust system and heat shields
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Perform multi-point inspection

Dealer Validation:

Date: Mileage:

### 82,500 Miles

- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Perform multi-point inspection

Dealer Validation:

Date:

Mileage:

### 90,000 Miles

- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Replace engine air filter
- Inspect cooling system and hoses
- Inspect complete exhaust system and heat shields
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Perform multi-point inspection

Dealer Validation:

Date:

Mileage:

### 97,500 Miles

- Replace platinum-tipped spark plugs
- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Perform multi-point inspection

Dealer Validation:

Date:

Mileage:

### 105,000 Miles

- Inspect accessory drive belt(s)
- Change rear axle fluid (vehicles equipped with Dana axles)
- Replace rear axle lubricant
- Change premium gold engine coolant
- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Inspect cooling system and hoses
- Inspect complete exhaust system and heat shields
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Perform multi-point inspection

Dealer Validation:

Date: Mileage:

### 112,500 Miles

- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Perform multi-point inspection

Dealer Validation:

Date: Mileage:

### 120,000 Miles

- Inspect accessory drive belt(s)
- Inspect 4x2 front wheel bearings; replace grease and grease seals, and adjust bearings
- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Replace engine air filter
- Inspect cooling system and hoses
- Inspect complete exhaust system and heat shields
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Perform multi-point inspection

Dealer Validation:

Date: Mileage:

### 127,500 Miles

- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Perform multi-point inspection

Dealer Validation:

Date:

Mileage:

### 135,000 Miles

- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Inspect cooling system and hoses
- Inspect complete exhaust system and heat shields
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Perform multi-point inspection

Dealer Validation:

Date:

Mileage:

### 142,500 Miles

- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Perform multi-point inspection

Dealer Validation:

Date:

Mileage:

### 150,000 Miles

- Change automatic transmission/transaxle fluid and filter
- Replace front 4x2 wheel bearings and grease seals, lubricate and adjust bearings
- Replace accessory drive belts (if not replaced within last 100,000 miles)
- Change premium gold engine coolant
- Rotate and inspect tires; check wheel end play and turning noise
- Change engine oil and replace oil filter
- Replace engine air filter
- Inspect cooling system and hoses
- Inspect complete exhaust system and heat shields
- Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
- Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints
- Perform multi-point inspection

Dealer Validation:

Date:

Mileage:

## **MULTI-POINT INSPECTION - Recommended at every visit**

- Check and top up fluid levels:
  - brake
  - coolant recovery reservoir
  - manual and automatic transmission
  - power steering
  - window washer
- Inspect tires for wear and check air pressure, including spare.
- Check exhaust system for leaks, damage, loose parts and foreign material.
- Check battery performance.
- Check operation of horn, exterior lamps, turn signals and hazard warning lights.
- Check radiator, coolers, heater and air conditioning hoses.
- Inspect windshield washer spray and wiper operation.
- Check windshield for crack, chip and pitting.
- Inspect for oil and fluid leaks.
- Inspect air cleaner filter.
- Inspect half shaft dust boots, if equipped.
- Check shocks and struts and other suspension components for leaks and damage.

## **Check Every Month:**

- Check function of all interior and exterior lights.
- Check tires for wear and proper air pressure.
- Check air pressure in spare tire.
- Check engine oil fluid level.
- Check windshield washer solvent fluid level.

## **Check Every Six Months:**

- Check lap/shoulder belts and seat latches for wear and function.
- Check that externally mounted spare tire is tight.
- Check power steering fluid level.
- Check washer spray, wiper operation, and clean all wiper blades (replace blades as necessary).
- Check parking brake for proper operation.
- Check and lubricate all hinges, latches, door check straps (see dealer) and outside locks.
- Check and lubricate upper and lower sliding door tracks, if equipped.
- Check and clean sliding door contact switches, if equipped.
- Check and lubricate door rubber weatherstrips.
- Check and clean body and door drain holes.
- Check safety warning lamps (brake, ABS, air bag, safety belt) for operation.
- Check cooling system fluid level and coolant strength.
- Check battery connections and clean if necessary.
- Check clutch fluid level, if equipped.

## XII. Checklist

THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS APPLICATION. SHOULD ANY OF THESE ITEMS BE MISSING OR INCOMPLETE, THE APPLICATION MAY BE REJECTED BY THE NEW MEXICO DEPARTMENT OF TRANSPORTATION. THIS CHECKLIST MUST BE SUBMITTED WITH THE APPLICATION. DO NOT LEAVE ANY ITEMS BLANK.

(MARK AS "N/A" IF NOT APPLICABLE)

SECTION	DESCRIPTION	CHECK ✓
I	Applicant Information (signed)	✓
II	Summary of Budget Request	✓
III	Financial Information	✓
	A. - Capital Budget	✓
	B. - Operating Budget	✓
	C. - Provide the following:	✓
	1 - Copy of Articles of Incorporation	✓
	2 - Copy of 501(c)3 Certification	✓
	3 - Copy of most current audit	✓
	4 - If transit-related audit findings occurred, copy of corrective action response submitted to auditor	N/A
	5 - If non-profit organization, copy of procurement procedures that comply with FTA Circular 4220.1F	N/A
IV	Program Description	✓
V	Description of Service Area	✓
	- complete demographic information	✓
	- provide Map of Service Area (on 8 1/2 X 11 page)	✓
VI	Ridership and Transit System Statistics	✓
VII	Vehicle Inventory (include all vehicles) and Other Fixed Assets	✓
	- complete all vehicle and transit-related inventory lists	✓
	- sign Inventory Certification	✓
VIII	Civil Rights	✓
IX	Project Coordination	✓
	- Municipal - Board - Council: Letter of Resolution of Support	✓
	- Copy of your affidavit of public notice of your intent to apply for federal funds	✓
	<i>If Applicable:</i>	✓
	- Copy of Published Public Hearing Notice	✓
	- Affidavit of Publication of Public Hearing Notice	✓
	- Minutes of Public Hearing, Copies of Exhibits, and Written Statements	N/A
X	Program Justification	✓
XI	Operations Profile	✓
XII	Checklist	✓

Mail one application with original signature and ONE ADDITIONAL copy (total two copies) postmarked no later than Friday, SEPTEMBER 4, 2015. Applications postmarked after this date will not be considered. Fax and e-mail copies of your application will not be accepted.

Please be aware that if your application is selected for funding, you will be required to submit signed copies of the FTA Certifications and Assurances and the FTA Civil Rights Reporting Form.



**MID-REGION RURAL TRANSPORTATION PLANNING ORGANIZATION  
2016 MEETING SCHEDULE**

ALL MEETINGS ARE HELD AT THE MID-REGION COUNCIL OF GOVERNMENT OFFICES  
UNLESS OTHERWISE NOTED

809 COPPER AVE NW ALBUQUERQUE, NM 87102

February 11, 2016  
9:30-11:30AM

April 14, 2016  
9:30-11:30AM

June 9, 2016  
9:30-11:30AM

August 11, 2016  
9:30-11:30AM

October 13, 2016  
9:30-11:30AM

December 8, 2016  
9:30-11:30AM

**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, 2014**  
**QUARTERLY REPORT 2 – JANUARY 1 – MARCH 31, 2015**  
**QUARTERLY REPORT 3 – APRIL 1 – JUNE 30, 2015**  
**QUARTERLY REPORT 4 – July 1 – September 30, 2015**  
**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.

- **October 9, 2014** – MRRTPO staff provided the MRRTPO Committee with updates about the SLRP & Regional Transportation Plan.
- **November 4, 2014** – MRRTPO staff coordinated and participated in the Regional Working Group meeting for the MRRTPO group.
- **November 6, 2014** – MRRTPO included updates about the SLRP and RTP in its bi-monthly newsletter (Attachment A).
- **December 2, 2014** – MRRTPO staff participated in the SLRP plenary meeting.
- **December 5, 2014** – MRRTPO staff participated in the SLRP Safety and Security Working Group meeting.
- **December 2014** – MRRTPO staff coordinated with Claude Morelli (SLRP Program Manager) to obtain regional data and transit data that will be pertinent to both the SLRP and RTP.
- **February 10, 2015** – MRRTPO staff participated in the SLRP call to discuss both the SLRP & RTP population forecasts and next steps.
- **February 25, 2015** – MRRTPO staff started to coordinate upcoming meetings to

review and discuss the RTP for the region.

- **March 2015** – MRRTPO included updates about the SLRP and RTP in its e-newsletter (Attachment B).
- **April 9, 2015** – MRRTPO staff provided updates about the SLRP & RTP at the MRRTPO Committee meeting.
- **April 14, 2015** – MRRTPO staff participated in the NMDOT SLRP meeting.
- **May 7, 2015** – MRRTPO staff provided updates about both the SLRP and RTP in its e-newsletter (Attachment C).
- **June 11, 2015** – Claude Morelli (NMDOT) provided the MRRTPO Committee with an updates on the statewide long range transportation plan (SLRP).
- **June 26, 2015** – MRRTPO collected and submitted comments from its members and the MRRTPO Committee about the draft SLRP (Attachment D).
- **July 2015** – MRRTPO included updates about the SLRP and RTP in its e-newsletter (Attachment E).
- **July 16, 2015** – MRRTPO staff attended the Transportation Commission Meeting, which discussed the SLRP.
- **August 13, 2015** – MRRTPO and Jason Coffey (NMDOT) provided an update to the MRRTPO Committee about the SLRP and next steps.

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.

- **October – December 2014** – MRRTPO staff continuously collaborated and coordinated with NMDOT about the SLRP and RTP efforts.
- **October 30, 2014** – MRRTPO staff sent a request to member governments for local road geographic information data on behalf of NMDOT.
- **January 1 – March 31, 2015** – MRRTPO staff still continuously collaborated and coordinated with NMDOT about the SLRP and RTP efforts.
- **March 5, 2015** – MRRTPO staff met with Claude Morelli, Jason Coffey and Leslie Maurer to discuss MRRTPO coordinating and writings its Regional Transportation Plan first, so that the other statewide RTPOs could view a more completed example.
- **March 12, 2015** – MRRTPO submitted its re-working of the outline to be used by all RTPOs for the RTP.
- **March 2015** – MRRTPO staff worked continuously to write the first draft of the RTP.
- **March 27, 2015** – MRRTPO staff submitted its first draft of the RTP for the other RTPOs to review.
- **April 7, 2015** – MRRTPO hosted a meeting among NMDOT and MRRTPO staff to review and discuss the Regional Transportation Plan.
- **April 10, 2015** – MRRTPO staff hosted its final Regional Working Group meeting for the group to review goals and strategies within the RTP.
- **April-June 2015** – MRRTPO staff continuously worked toward a public review draft

of its RTP.

- **June 11, 2015** – MRRTPO staff released the public review draft of the RTP. This started the 30 day comment period, which will end July 13. It is anticipated the MRRTPO Committee will review and anticipated approval of the RTP at its August 2015 meeting.
- **July 13, 2015** – The public review draft of MRRTPO's RTP closed. One comment was received and incorporated into the document.
- **August 13, 2015** – the MRRTPO Committee approved the RTP (Resolution attachment F).

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.

- **January 30, 2015** – MRRTPO staff coordinated with NMDOT District 6 to follow up about the Jemez Springs trail to identify details about why the project was cancelled.
- **April 27, 2015** – MRRTPO staff attended and helped to coordinate the ICIP training at MRCOG's offices.
- No other specific examples to report, but MRRTPO created an RTIPR process (chart) for projects to potentially be integrated into the STIP via the RTIPR, TAP or RTP if accepted (Attachment G).
- **September 18, 2015** – MRRTPO staff started working with the Town of Mountainair and the National Park Service (NPS) office in Mountainair on its potential Frontier Community designation. Activities related to this task are anticipated to continue into the next FFY.

MRRTPO staff met all deliverables under Function 1: Long Range Planning. MRRTPO staff participated in all SLRP related meetings and reported results and important information to its MRRTPO Committee. Also, MRRTPO staff updated its own Regional Transportation Plan throughout this FFY, which was adopted by the MRRTPO Committee in August. The RTP goals and strategies will help to guide long range planning efforts for the region until the update of the plan. MRRTPO staff plans to do technical transportation planning outreach with its communities and will utilize the RTP goals and strategies when developing these technical outreach efforts in the next FFY.

Function 1 (14%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2015 Budget	318.3276923	\$5,952.74		
Expenses 10/1/2014 - 12/31/2014	79.58192309	\$1,488.19	67	\$1,295.00
Expenses 1/1/15-3/31/15	79.5819231	\$1,488.19	122	\$2,244.02
Expenses 4/1/15-6/30/15	79.5819231	\$1,488.19	287.5	\$4,976.58
Expenses 7/1/15-9/30/15	79.5819231	\$1,488.19	80.5	\$1,663.73

Balance		\$4,226.59	557	\$10,179.33
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## **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.
- **October – December 2014** – Not applicable this quarter.
- **January – March, 2015** – Not applicable this quarter.
- **April – June 2015** – Not applicable this quarter.
- **July-September 30, 2015** - Not applicable this quarter.

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 created a budget in the previous FFY, but the budget may need to be revisited and updated/amended as the FFY goes on.
- **April 15, 2015** – MRRTPO staff participated in Kronos training, which will be the new record time keeping for MRCOG. Kronos is anticipated to be implemented in the next quarter.
- **August – September 2015** – MRRTPO staff reviewed and amended the budget for the next FFY. It will be an action item at the October MRRTPO Committee meeting for approval.
- **August 2015** – Kronos became the official system of timekeeping for MRCOG. The next FFY will utilize the data/timekeeping information input into this system for its quarterly reporting.
- **September 2015** – MRRTPO ordered an ArcGIS license.

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 2014** – No adjustments needed to be made during this quarter.
- **January – March 2015** – no adjustments needed to be made during this quarter.
- **April – June 2015** – no adjustments needed to be made during this quarter.

- **July- September 2015** – No adjustments needed to be made during this quarter. However, MRRTPO staff updated its budget for FFY16. It will be an item at the October MRRTPO Committee meeting for review and approval by the MRRTPO Committee.

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 2014** – No related updates this quarter, but the updated PPP will be included in the draft RTP in 2015. Previous MRRTPO RTPs included the PPP in its RTP.
- **January-March 2015** - No related updates this quarter, but there should be in the next quarter with the release of the draft RTP. MRRTPO continued to inform the MRRPO Committee about its progress with both the SLRP and RTP at both Committee meetings and in its bi-monthly newsletter.
- **June 2015** – PPP was integrated into the update of the RTP. The public comment period opened June 11 and closed on July 13 for this plan.
- **August 13, 2015** – The Regional Transportation Plan (RTP) was approved by the MRRTPO Committee. The PPP is imbedded in the RTP and so the PPP was approved as well.
- **FFY 2015** - Title VI and Environmental Justice procedures are also still in place and up-to-date.

MRRTPO staff met all deliverables under Function 2: Regional Work Program, Budget and Public Participation Process. Based on FFY15, MRRTPO staff reviewed its annual budget for FFY16. This budget was reviewed and approved by the MRRTPO Committee at its October 2015 meeting. It should be noted that the staff hours/costs associated with each quarter and annual report may not be accurate, but are estimates because it does not include loaded salaries with benefits and each MRRTPO staff has different hourly rates. However, throughout FFY15, MRCOG tested and finally launched the timekeeping software called Kronos. Kronos was officially in use in August and so in the next FFY, time associated with each function will be more accurate with more accurate accounting.

There were no expenditures that required special approval or adjustments during FFY15. The Regional Work Program was not amended for FFY16, but it is anticipated that it will need to be updated in the following two FFYs. The Public Participation Plan (PPP) is located in the RTP and being followed. Also, Title VI and Environmental Justice procedures have been and are still in place under the Mid-Region Council of Governments (MRCOG).

Function 2 (5%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2015 Budget	113.6884616	\$2,125.98		
Expenses 10/1/2014 - 12/31/2014	28.42211539	\$531.50	4	\$72.00
Expenses 1/1/15-3/31/15	28.4221154	\$531.50	10	\$190.20
Expenses 4/1/15-6/30/15	28.4221154	\$531.50	25	\$ 650.00

Expenses 7/1/15-9/30/15	28.4221154	\$531.50	27	\$590.32
Total		\$623.46 (balance)	66	\$1,502.52

- **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.

- **October 9, 2014** – MRRTPO did a call for PFFs for the 2015 RTIPR.
- **November 3, 2014** – MRRTPO staff coordinated and attended the PFF meeting with the City of Moriarty, MRRTPO and NMDOT for the Rails to Trails project for potential RTP funding.
- **November 10, 2014** - MRRTPO staff coordinated and attended the PFF meeting with the Village of Cuba, MRRTPO and NMDOT for the Cuba Miles project for potential RTP funding.
- **December 2014** – MRRTPO staff worked to coordinate PFF meetings among the Village of Cuba and Sandoval County for the PFFs for the 2015 RTIPR.
- **January 30, 2015** – MRRTPO staff coordinated PFF meetings for the Village of Cuba and Sandoval County who submitted new projects for the 2015 RTIPR.
- **February 12, 2015** – MRRTPO Committee ranked and prioritized the 2015 RTIPR projects.
- **April 14, 2015** – MRRTPO staff sent the final 2015 RTIPR to Jason Coffey as required via the PPM.
- **June 18, 2015** – The D5 Zipper meeting occurred in Santa Fe. RTPO projects were reviewed and discussed. David Quintana D5 had a few project ideas for MRRTPO. Efforts to complete PFFs will occur in the next quarter.
- **July – September 2015** – No PFFs were completed, but MRRTPO staff started to coordinate with its local government communities to do table top/long range planning exercises to start thinking about potential project opportunities.
- **September 2015** – MRRTPO will not be doing a call for new projects for the next FFY. Instead MRRTPO staff will focus on working with communities to identify feasible projects for potential funding opportunities in FFY16.

Task 3.2 Assist MRRTPO members with developing PFFs and PIFs.

- **October 2014** – MRRTPO staff worked with the City of Moriarty and the Village of Cuba to develop their PFFs to apply for Recreational Trails funding.
- **November 2014** – MRRTPO staff worked with the Village of Cuba, Sandoval County, and the Town of Estancia on PFFs for the 2015 RTIPR.
- **December 2014** – MRRTPO staff continued to work with the Village of Cuba, Estancia and Sandoval County on the development of their PFFs for the 2015 RTIPR.
- **January – March 2015** – MRRTPO assisted the City of Moriarty and the Village of

- Cuba with their PIFs for Recreational Trails funding.
- **June 18, 2015** – MRRTPO staff spoke with Jicarilla Apache Tribe about the completion of a PFF for a potential project along US 550.
- **August 13, 2015** – MRRTPO presented about the project process at its MRRTPO Committee meeting, provided a training, and encouraged its members to start thinking of projects now, so there are well-planned projects ready when funding is available. MRRTPO staff will assist members with project identification and completion of PFFs.

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 2014** - Not applicable this quarter.
- **February 2015** – MRRTPO staff started to coordinate with District 6, Southwest RTPO and the Northwest RTPO for the March Zipper meeting.
- **March 2015** – Throughout March MRRTPO coordinated with NWRTPO and SWRTPO for the District 6 Zipper meeting. It was decided that no formal meeting needed to be held and so this coordinated occurred among email.
- **March 2015** – David Quintana of District 5, requested that its Zipper meeting occur in June.
- **June 18, 2015** – The D5 Zipper meeting occurred in Santa Fe. RTPO projects were reviewed and discussed. David Quintana D5 had a few project ideas for MRRTPO. Efforts to complete PFFs will occur in the next quarter.
- **July-September 2015** - Not applicable this quarter.

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 2014** - MRRTPO staff developed a submittal process for TAP in the previous FFY, but no MRRTPO members applied for FFY16/17. This task is likely to reoccur pending the next call for TAP projects in 2015.
- This section is also being utilized to explain and report activities related to the Recreational Trails Program.
- **October 2014** – MRRTPO staff developed a process for submittal and prioritization for the TAP program and ensured it was consistent with the TAP guidebook.
- **October 2014** – MRRTPO staff developed a process for submittal and prioritization for Recreational Trails Program (RTP) applications that was consistent with the RTP Guide provided by NMDOT.
- **October 9, 2014** – MRRTPO staff did a call for Recreational Trails Program.
- **November 3, 2014** – MRRTPO staff coordinated and attended the PFF meeting

with the City of Moriarty, MRRTPO and NMDOT for the Rails to Trails project for potential RTP funding.

- **November 10, 2014** - MRRTPO staff coordinated and attended the PFF meeting with the Village of Cuba, MRRTPO and NMDOT for the Cuba Miles project for potential RTP funding.
- **October-December 2014** – MRRTPO staff coordinated with communities interested in applying for the RTP funding and assisted with the completion of the PFF forms and with the PIF and RTP applications. MRRTPO staff also coordinated the required meetings for the community to apply.
- **January 2015** – MRRTPO staff assisted communities interested in applying for RTP funds by reviewing applications for completeness. Staff also compiled complete applications for submittal.
- **February 2, 2015** – MRRTPO staff submitted two RTP applications to NMDOT. One project from the Village of Cuba and another project from Sandoval County.
- **March 2015** – MRRTPO staff collected feedback from all the RTPOs about the Recreational Trails Program and submitted it to NMDOT.
- **April – June 2015** – No related TAP or RTP tasks this quarter. However, as NMDOT provides updates about each program, MRRTPO staff includes in its newsletter and sends via its listserv.
- **July – September 2015** – No related TAP or RTP tasks this quarter, but MRRTPO staff provided any relevant updates via its website, listserv and newsletter.

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 2014** – MRRTPO staff coordinated with NMDOT Transit and Rail staff to obtain application information for the 5310/5311 grant program.
- **October 2014** – MRRTPO staff prepared the FTA 5310/5311 applications into meeting packets.
- **October 9, 2014** – MRRTPO Committee ranked and rated FTA 5310-5311 applicants.
- **October 10/13, 2014** – MRRTPO staff tabulated the results of the ranked projects.
- **October 14, 2014** – MRRTPO staff submitted the results of the FTA 5310/5311 ranked and rated projects to NMDOT Transit and Rail division.
- **December 2014** – MRRTPO staff brainstormed an appropriate time in 2015 to bring in the FTA representatives to have a discussion about this process before the next ranking and rating session in 2015.
- **February 2015** – Results from the October 2014, ranking were included into the 2015 RTIPR.
- **March 2015** – MRRTPO staff reached out to FTA staff for them to come to the April MRRTPO Committee meeting for further discussion about these programs and transit.
- **April 9, 2015** – NMDOT Transit and Rail staff attended and presented at the MRRTPO Committee meeting.

- **September 2015** – MRRTPo staff started preparing the FTA grant applications for evaluation at the MRRTPo Committee meeting on October 22, 2015. This also entails reaching out to each applicant to come present at the Committee meeting.

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 2014** - None of the MRRTPo members submitted HSIP projects this quarter.
- **December 29, 2014** – MRRTPo staff coordinated with NMDOT district 6, the Village of Cuba and MRRTPo to meet and discuss potential HSIP projects for the Village of Cuba. MRRTPo will review the draft HSIP applications for the Village and send back for edits. MRRTPo staff will also keep the Village of Cuba in the loop as to when the next call for projects will occur in 2015.
- **March 24, 2015** – MRRTPo staff attended the NMDOT Safety Summit, which prioritized and reviewed strategies for the update to the statewide safety plan.
- **April – June 2015** – MRRTPo staff started to coordinate with member governments to develop projects for HSIP in anticipation of the call for projects in 2016.
- **July – September 2015** – MRRTPo staff continued to coordinate with its local governments to think about potential safety projects that would be appropriate for the next call for HSIP projects. Ideas for potential projects will be discussed with the local government table top long range planning exercises that will occur in the next FFY.

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.
- **January – March 2015** – MRRTPo staff tracked member projects in the STIP. CN # 5100960 & 5100961 for the Town of Edgewood projects were removed from the STIP.
- **February 2015** – MRRTPo announced at its MRRTPo Committee meeting that there will be a requirement for a local project lead update at each Committee meeting.
- **March 26, 2015** – MRRTPo staff attended the STIP training at District 3's offices that will allow for better project tracking.
- **April 9, 2015** – MRRTPo staff announced at the MRRTPo Committee meeting that local lead, member projects will now provide an update on the project at MRRTPo Committee meeting.
- **April – June 2015** – No other related updates.
- **July-September 2015** – MRRTPo staff tracked its projects in the STIP. Specifically

the Village of Cuba project – Cuba Miles and also worked with both the Village and NMDOT to get an issue in the STIP information about this project corrected.

- **September 25, 2015** – MRRTPO staff worked with the Village of Cuba to complete the ARF. The Village of Cuba submitted the completed ARF to NMDOT for the Cuba Miles project.

MRRTPO staff met the deliverables for Function 3: Rural Transportation Improvement Program (RTIPR). Throughout FFY15, MRRTPO staff continually worked with its local government members and NMDOT staff to coordinate PFF meetings and work with its communities to development feasible projects. MRRTPO staff also continually assisted its communities to develop PIFs. MRRTPO staff will be conducting technical transportation planning outreach in the next FFY to further develop PFFs among its local governments. Due to limited funding availability for local government projects, MRRTPO decided to not do a call for projects for FFY16 for its RTIPR. Instead as mentioned previously, MRRTPO staff will be working with its communities to budget and develop stronger projects in anticipation of funding availability such as TAP, HSIP and RTP in FFY16. MRRTPO continually tracks its local government lead projects and currently there is one, Cuba Miles from the Village of Cuba. MRRTPO made a new requirement at its MRRTPO Committee meetings for local government lead projects to provide an update at each meeting to ensure projects stay on track and up to date.

<b>Function 3 (14%)</b>	<b>Staff Hours</b>	<b>Staff Costs</b>	<b>Actual Staff Hours</b>	<b>Staff Hours Cost</b>
FFY 2015 Budget	318.3276923	\$5,952.74		
Expenses 10/1/2014 - 12/31/2014	79.5819231	\$1,488.19	151	\$3,120.00
Expenses 1/1/15-3/31/15	79.5819231	\$1,488.19	48	\$825.54
Expenses 4/1/15-6/30/15	79.5819231	\$1,488.19	6	\$114.12
Expenses 7/1/15-9/30/15	79.5819231	\$1,488.19	30	\$626.44
<b>Total</b>		<b>\$1,266.64</b>	<b>235</b>	<b>\$4,686.10</b>

- **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.

- **September 28, 2014** – The legal ad for the October 9, 2014, meeting ran in the Albuquerque Journal (Attachment H).
- **October 2, 2014** – MRRTPO staff sent the meeting packet for the October 9, 2014, meeting to the MRRTPO Committee and posted it on its website for download or review.

- **November 30, 2014** – The legal ad for the December 11, 2014, meeting ran in the Albuquerque Journal (Attachment I).
- **December 2, 2014** – MRRTPo staff sent the meeting packet for the December 11, 2014, meeting to the MRRTPo Committee and posted it on its website for download or review.
- **February 1, 2015** – The legal ad for the February 12, 2015, meeting ran in the Albuquerque Journal (Attachment J).
- **March 29, 2015** – The legal ad for the April 9, 2015, meeting ran in the Albuquerque Journal (Attachment K).
- **May 31, 2015** – The legal ad for the June 11, 2015, meeting ran in the Albuquerque Journal (Attachment L).
- **May 31, June 1, 2015** – Advertisements about the draft RTP comment period and open house were published in the Jemez Thunder and the Mountain View Telegraph.
- **August 2, 2015** – The legal ad for the August 13, 2015, meeting ran in the Albuquerque Journal (Attachment M).

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.

- **September 28, 2014** – The legal ad for the October 9, 2014, meeting ran in the Albuquerque Journal.
- **November 30, 2014** – The legal ad for the December 11, 2014, meeting ran in the Albuquerque Journal.
- **February 1, 2015** - The legal ad for the February 12, 2015, meeting ran in the Albuquerque Journal.
- **March 29, 2015** - The legal ad for the April 9, 2015, meeting ran in the Albuquerque Journal.
- **May 31, 2015** – The legal ad for the June 11, 2015, meeting ran in the Albuquerque Journal.
- **August 2, 2015** – The legal ad for the August 13, 2015, meeting ran in the Albuquerque Journal.

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 2, 2014** – MRRTPo staff sent the meeting packet for the October 9, 2014, meeting to the MRRTPo Committee.
- **December 2, 2014** – MRRTPo staff sent the meeting packet for the December 11, 2014, meeting to the MRRTPo Committee.
- **February 4, 2015** – MRRTPo staff sent the meeting packet for the February 12, 2015, meeting to the MRRTPo Committee.
- **April 1, 2015** – MRRTPo staff sent the meeting packet for the April 9, 2015, meeting to the MRRTPo Committee.
- **June 3, 2015** – MRRTPo staff sent the meeting packet for the June 11, 2015,

- meeting to the MRRTPO Committee.
- **August 5, 2015** – MRRTPO staff sent the meeting packet for the August 13, 2015, meeting to the MRRTPO Committee.
- **August 28, 2015** – MRRTPO staff sent meeting information about the October MRRTPO Committee meeting.

#### 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 in June 2015.
- **December 2014** – MRRTPO staff wrote letters to invite transit districts within the MRRTPO area to be part of the MRRTPO Committee.
- **December 2014** – MRRTPO staff wrote letters to new Torrance County Commissioners to invite them to participate in the MRRTPO Committee.
- **January 2015** – MRRTPO staff confirmed new appointments to the MRRTPO Committee for Torrance County and the Town of Edgewood.
- **May 2015** – MRRTPO staff confirmed new appointments to the MRRTPO Committee for Jemez Pueblo.
- **June 2015** – MRRTPO staff sent letters for voting members of the MRRTPO Committee to either confirm or appoint new representatives to the MRRTPO Committee.
- **June 2015** – The Village of Willard appointed new representatives to the MRRTPO Committee.
- **June 2015** – Santa Fe County appointed new representatives to the MRRTPO Committee.
- **September 2015** – The Pueblo of Zuni appointed new representatives to 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 N).

#### 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 (Attachment O).

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.

- **October – December 2014** – MRRTPO staff communicated with health councils in Sandoval and Torrance County to keep them informed about the progress of updating both the SLRP and the Regional Transportation Plan. MRRTPO staff set up preliminary outreach meetings for the next quarter to present draft documents pending NMDOT direction. All outreach, presentations and meetings are announced via the MRRTPO email distribution list and will be posted on the MRRTPO website and announced in its newsletter.
- **October – December 2014** – MRRTPO staff communicated with both Torrance County Commission and Sandoval County Commission about the progress of the SLRP and RTP. Staff also set up tentative presentations in the next quarter to present and obtain public feedback about these plans. Pending draft plans from NMDOT.
- MRRTPO anticipated visiting with member communities and conducting outreach meetings and presentations in the next quarter about the SLRP and RTP pending NMDOT direction about these draft plans.
- **April 9, 2015** – MRRTPO staff conducted a training about how to use the data website MRRTPO staff developed for member governments, which is intended to help facilitate ease of access to data for project development. Efforts related to this website and training on using data in projects will continue into the next quarter.
- **May 31, June 1, 2015** – Advertisements about the draft RTP comment period and open house were published in the Jemez Thunder and the Mountain View Telegraph.
- **August 13, 2015** – MRRTPO staff conducted another training about how to use the updated data website that MRRTPO staff developed for local government members.

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, so this task will likely occur then for newly elected officials.
- **November/December 2014** – MRRTPO staff coordinated with Jemez Springs to identify a time for MRCOG/MRRTPO staff to meet with Jemez Pueblo.
- **December 2014** – Kay Davis left the Town of Edgewood, so MRRTPO started

communicating with Stephen Shepherd who has been appointed to the MRRTPO Committee in her place. A meeting about the MRCOG and MRRTPO with the Town of Edgewood will likely occur in the next quarter.

- **December 2014** – MRRTPO started to set-up meetings with the town councils of Estancia and Mountainair to present about the Salt Missions Trail and the MRRTPO Committee. These presentations will occur in the next quarter.
- **January 20, 2015** – MRRTPO staff attended the Mountainair council meeting to discuss the Salt Missions Trail Scenic Byway Trail sign project and the MRRTPO Committee.
- **January 20, 2015** – MRRTPO staff attended the Estancia town council meeting to discuss the Salt Missions Trail Scenic Byway Trail sign project and the MRRTPO Committee.
- **April 27, 2015** – MRRTPO staff met with new staff at the Town of Edgewood to discuss MRRTPO & MRCOG.
- **May 18, 2015** – MRRTPO staff met with and presented to Jemez Springs about the MRRTPO and the MRRTPO Committee.
- **September 2015** – MRRTPO staff reached out to the Pueblo of Zia's new transportation planning staff to present and meet about MRCOG/MRRTPO and how we can help the pueblo. A meeting is scheduled for October 2015.

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

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

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

- **October – December 2014** – MRRTPO staff continually updated the SMT blog and Facebook page.
- **December 2014** – MRRTPO staff worked toward securing presentation time with Mountainair and Estancia to request funding to purchase SMT signs for the SMT signage project that was started in the previous fiscal year.
- **December 2014** – MRRTPO staff started coordinating the purchase of SMT signs and with NMDOT to install the signs in the next quarter, but more likely quarter three.
- **January 8, 2015** – MRRTPO staff coordinated the request for proposals that is required to go out for bid to receive bids for the company that will design the SMT sign.
- **January 20, 2015** – MRRTPO staff attended the Mountainair council meeting to discuss the Salt Missions Trail Scenic Byway Trail sign project and the MRRTPO Committee.
- **January 20, 2015** – MRRTPO staff attended the Estancia town council meeting to discuss the Salt Missions Trail Scenic Byway Trail sign project and the MRRTPO Committee.

- **February 10, 2015** – MRRTPO staff coordinated and attended a meeting with the Salt Missions Trail Scenic Byway Committee to discuss updates with the sign project and how to launch it. Activities related to this task are expected to occur in the next quarter.
- **March 27, 2015** – MRRTPO staff sent out an updated request for bids from sign companies for the SMT sign since new specs were received from NMDOT.
- **March 2015** – MRRTPO staff re-sent the RFP for the SMT sign with updated specs that were given to staff by NMDOT.
- **January – March 2015** – MRRTPO staff continually updated both the Facebook and blog webpages.
- **April – June 2015** – MRRTPO staff continually updated both the Facebook and blog webpages.
- **April – June 2015** – MRRTPO staff continued to work on the signage project to re-bid for the design/creation of the signs. In June, MRCOG selected a vendor to purchase the signs. Items related to this task will continue into the next quarter as signs are purchased and installed.
- **July 2015** – MRRTPO staff ordered 51 signs for the Salt Missions Trail signage project
- **July 2015**- MRRTPO staff coordinated the delivery of the 51 signs to the District 5 NMDOT office for installation.
- **August 11, 2015** – MRRTPO staff convened the SMT Committee to discuss the signage project, installation and a potential ribbon cutting ceremony.
- **August – September 2015** – MRRTPO staff assisted the SMT Committee to plan the ribbon cutting ceremony set for September 18 in Arthur Park in Estancia.
- **September 18, 2015** – MRRTPO staff attended and assisted with the ribbon cutting ceremony for the SMT signs installed along the Byway.

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.

- **December 18, 2014** – MRRTPO staff participated in the NMCSLT meeting and participated in the discussion about having a potential event that would highlight rural Complete Streets. MRRTPO staff will likely help in coordinating this effort.
- **December 2014** – MRRTPO staff started coordinating with the group to help plan and implement a Complete Streets event to celebrate rural Complete Streets. Planning for this event will continue into the next quarter and will likely occur on the third quarter.
- **January 29, 2015** – MRRTPO staff participated in the NMCSLT meeting.
- **February 11, 2015** – MRRTPO staff attended Complete Streets Day at the State Legislature and distributed information to legislators about MRCOG and rural Complete Streets.
- **February 18, 2015** – MRRTPO staff participated in a meeting to talk about a rural complete streets event. It was decided that the group would pursue a planning and engineering panel discussion at the fall statewide New Mexico American

Planning Association Conference. Then in the spring do a daylong celebration event.

- **February 26, 2015** – MRRTPO staff participated in the NMCSLT meeting.
- **March 26, 2015** – MRRTPO staff participated in the NMCSLT meeting.
- **April 30, 2015** – MRRTPO staff participated in the NMCSLT meeting and specifically assisted with identifying local, rural communities to potentially participate in the panel proposed for the NM APA Conference in the fall.
- **May 22, 2015** – MRRTPO staff presented about urban and rural complete streets at the MRCOG Planning Commissioner's Workshop.
- **July 30, 2015** – MRRTPO staff participated in the NMCSLT meeting.
- **September 3, 2015** – MRRTPO staff participated in the NMCSLT meeting.
- **July – September 2015** – MRRTPO assisted Sharon Hausam (Pueblo of Laguna) to identify potential rural communities to highlight in the NM APA Conference. The Village of Cuba and NMDOT's District 6 engineer were identified to lead part of this session to highlight rural complete streets in their region.

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

- **December 2014**- 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 2015 Committee meeting with additional individual meetings with each community. This idea is still in development.
- **January 2015** – MRRTPO staff attended the Transportation Research Board (TRB) Conference in Washington, DC.
- **February – March 2015** – MRRTPO staff created a new website utilizing ArcGIS online and existing crash data. The website is meant to serve as a tool for the community and local governments to more easily review and analyze data for potential future project development. MRRTPO staff will further refine this website and conduct a training on it with the members at the April 9, 2015, MRRTPO Committee meeting.
- **April 9, 2015** – MRRTPO staff conducted a training at the MRRTPO Committee meeting guiding usage of the newly created data website. Related trainings will likely occur in the next quarter and future as the website is further refined and more feedback is received from local communities.
- **April 17-22, 2015** – MRRTPO staff attended the National American Planning Association Conference in Seattle, WA.
- **September 23-25, 2015** – MRRTPO staff presented at the state NM American Planning Association Conference in Las Cruces, NM.

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

- **December 2014** – MRRTPO staff started brainstorming about potential speakers, trainings and presentations for 2015.
- **February 2015** – MRRTPO staff reached out to NMDOT FTA staff Marcy Eppler to identify potential discussion ideas at the next MRRTPO meeting to discuss transit. At the October 9, 2014, meeting after ranking the projects, a great discussion between the Committee and Marcy occurred. This is meant to serve as an opportunity to better coordinate and open up dialogue.
- **April 9, 2015** – Marcy Eppler NMDOT attended and presented at the meeting about transit funding opportunities.
- **June 11, 2015** – Claude Morelli NMDOT presented about the NMTP.
- **August 13, 2015** – MRRTPO staff presented about MRRTPO Committee (who, what why) and Jason Coffey NMDOT presented about NMDOT's relationship with the MRRTPO Committee. Staff also presented about project development and data gathering.
- **September 15, 2015** – MRRTPO staff is going to work toward having Randy Trask (Albuquerque-Bernalillo County Trade Alliance) come to the MRRTPO Committee to speak about freight in 2016.
- **September 2015** – MRRTPO identified NM MainStreet as another entity that could provide training and/or a presentation to the MRRTPO Committee. This will likely occur in the next FFY.

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

- There were no member projects outside of TAP, RTP, RTIPR or HSIP.

Task 5.1 MRRTPO staff will maintain the MRRTPO e-newsletter

- **November 6, 2014** – MRRTPO wrote and sent its e-newsletter (Attachment A).
- **December 2014** – MRRTPO staff started creating the newsletter to release in January.
- **February 2015** – MRRTPO staff started working on its next newsletter for March 2015.
- **January 8, 2015** – MRRTPO staff sent its e-newsletter (Attachment P).
- **March 5, 2015** – MRRTPO staff sent its e-newsletter (Attachment B).
- **May 7, 2015** – MRRTPO staff sent its e-newsletter (Attachment C).
- **June 2015** – MRRTPO staff started working on its July e-newsletter.
- **August 2015** – MRRTPO staff started working on its September e-newsletter.
- **September 10, 2015** – MRRTPO staff sent its e-newsletter (Attachment Q).

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.

- **December 2014** – MRRTPO staff worked toward adding Rio Metro transit district to the MRRTPO Committee as an advisory member.
- **December 19, 2014** – MRRTPO staff participated in a meeting with the MPO and

Los Lunas because there were question about transportation networks that connected within the MRRTPPO area.

- **December 22, 2014** – MRRTPPO staff participated in a meeting with the MPO and Rio Communities because there were some questions related to when this area was within the MRRTPPO.
- **February – March 2015** – MRRTPPO staff reached out to MRMTD to better understand what happened in previous years when discussing transit in Torrance County. This information is meant to help inform the RTP update and potential future discussion surrounding transit.
- **June 2015** – MRRTPPO staff coordinated with MRMPO staff to review the updated NMDOT PPM.
- **April-June 2015** – MRRTPPO staff coordinated with MRMPO to review the NMDOT Cooperative Agreements.
- **July 2015** – MRRTPPO staff coordinated with MRMPO staff to conduct a visioning workshop over the span of three session to identify opportunities for further collaboration.

MRRTPPO staff met its deliverables for Function 4: RTPO Responsibilities. Exercises related to tabletop and technical planning outreach will occur in the next FFY, but this outreach was discussed in FFY15.

MRRTPPO had all its scheduled MRRTPPO Committee meetings in FFY15. MRRTPPO staff followed its PPP and also the Open Meetings Act. MRRTPPO Committee meetings were posted 10 days prior to the meeting and meeting packets were sent via email a minimum of seven days in advance of the MRRTPPO Committee meeting. MRRTPPO staff followed these rules for all of FFY15 and will continue to do so in FFY16. Every June MRRTPPO staff sends voting member governments a letter to either confirm or appoint new MRRTPPO Committee members/alternates. MRRTPPO followed this guideline in FFY15 and sent these letters in June 2015. Since appointments can and do change, MRRTPPO staff continually updates its MRRTPPO Committee roster, which stays up to date on the MRCOG website. MRRTPPO amended its Bylaws in October 2015, but these adjustments were planned for in FFY15. MRRTPPO staff continually reached out to local governments and potential interested parties in relevant projects throughout this quarter and will continue to do so into FFY16. The MRCOG website is continually updated and maintained.

MRRTPPO staff met and exceeded goals for the Salt Missions Trail Scenic Byway. MRRTPPO provides staff support and technical expertise to the Salt Missions Trail Scenic Byway Committee. In FFY15, MRRTPPO completed requesting funding from local governments in the region that would be needed to purchase and install signage along the Byway. Then MRRTPPO staff requested bids from sign companies to print the signs. MRRTPPO also coordinated with NMDOT to have 51 signs installed along the Byway. Work toward further branding of the Byway will continue into the next FFY16.

MRRTPPO staff met its goal for sending its e-newsletter in off months from the MRRTPPO Committee meeting. The newsletter will continue in FFY16. MRRTPPO staff also worked to identify speakers for its MRRTPPO Committee meetings to make meetings interesting and informative. Staff will continue into the next FFY to bring in representatives from New Mexico MainStreet and Randy Trask from the Albuquerque Bernalillo County Trade

Alliance to talk about freight in the state.

Function 4 (22%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2015 Budget	500.2292308	\$9,354.31		
Expenses 10/1/2014 - 12/31/2014	125.0573077	\$2,338.58	147	\$2,801.00
Expenses 1/1/15-3/31/15	125.057308	\$2,338.58	143	\$2,456.34
Expenses 4/1/15-6/30/15	125.057308	\$2,338.58	97	\$1,630.10
Expenses 7/1/15-9/30/15	125.057308	\$2,338.58	288	\$5,910.52
Balance		\$3,443.65	675	\$12,797.96

- **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
  - FREE TRAINING\*\*\*\*\*NM LTAP is Offering a WORKSHOP on Developing Effective Grant Proposals\*\*\*\*\*FREE TRAINING
  - Rural Transportation Improvement Program Recommendations (RTIPR) Call for Projects
  - 2015 MRRTPO Committee Meeting Schedule
  - GIS Road Data Survey - Action Requested
  - RE: GIS Road Data Survey - Action Requested
  - Upcoming public meetings for NMDOT Long Range Multimodal Transportation Plan
  - FW: Rural Transportation Improvement Program Recommendations (RTIPR) Call for Projects
  - DEADLINE EXTENSION: Rural Transportation Improvement Program Recommendations (RTIPR) Call for Projects
  - FW: FREE TRAINING from NMLTAP\*\*\*\* STRATEGIC PLANNING TRAINING: A 10-STEP GUIDE \*\*\*\*FREE TRAINING from NMLTAP
  - FW: FHWA Road Diet Informational Guide
  - NMLTAP\*\*\*\*\*FREE TRAINING\*\*\*\* FHWA 2 CFR 200 Workshop \*\*\*\*FREE TRAINING\*\*\*\*\*NMLTAP
  - GRANT OPPORTUNITY: FY15 TTP Safety Funding & Webinar July 15, 2015
  - NM Federal Lands Access Program: 2015 Call For Projects Announcement
  - NMDOT Govt to Govt Update - Week of 7/13/15 – Cradle to Grave

#### Training

- FREE\*\*\*\*\*Every Day Counts Webinar Exchange on Geosynthetic Reinforced Soil - Integrated Bridge System - GRS-IBS\*\*\*\*\*FREE
- Re: Local Agency Government Projects

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

- No members requested specific assistance.

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.
- **June 9, 2015** – The MRRTPO Committee selected a new chair & vice-chair for the MRRTPO Committee.
- **August 13, 2015** – MRRTPO staff conducted a member orientation at its MRRTPO Committee meeting.

5.1.4 Conduct training about project development for the MRRTPO Committee.

- **August 13, 2015** – MRRTPO staff provided a training about project development for the MRRTPO Committee.

5.1.5 Conduct training for RTIPR process for the MRRTPO Committee.

- MRRTPO staff provide training about the RTIPR process at its June 2014 meeting and reviewed this process at the August 2015 meeting.

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

- **October – December 2014** - 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.
- **April 9, 2015** – MRRTPO staff provided a project training at the MRRTPO Committee meeting.
- **August 13, 2015** – MRRTPO staff provided a project training, member orientation training and how to use data for project planning training at its MRRTPO Committee meeting.
- **September 2015** – MRRTPO staff identify Randy Trask of Albuquerque Bernalillo Trade Alliance and NM MainStreet as potential presentations/trainings at MRRTPO Committee meetings in FFY16.

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 2014** – MRRTPO assisted Cuba to identify a potential project for either TAP or RTP. They followed through to apply for RTP funds.
- **October 2014** – MRRTPO assisted Edgewood to identify a potential project to apply for either TAP or RTP funds. The Town decided to wait until 2015 to pursue funds.
- **October 20, 2014** – MRRTPO staff met with the City of Moriarty's Mayor and staff to identify potential projects for TAP, RTP or other eligible projects. The outcome of this meeting was that the City would apply for RTP funds for the Rails to Trails project. Additional potential projects were identified for TAP 2015.
- **February – March 2015** - MRRTPO staff created a new website utilizing ArcGIS online and existing crash data. The website is meant to serve as a tool for the community and local governments to more easily review and analyze data for potential future project development. MRRTPO staff will further refine this website and conduct a training on it with the members at the April 9, 2015, MRRTPO Committee meeting.
- **April 9, 2015** – MRRTPO staff provided the MRRTPO Committee training on the data website meant to help members with the development of projects.
- **May 20, 2015** – MRRTPO staff coordinated with the City of Moriarty to provide traffic counts on Martinez Road for a potential project at that location.
- **May 26, 2015** – MRRTPO staff followed up with the City of Moriarty and NMDOT to be involved in the MainStreet project.
- **July – September 2015** – MRRTPO worked closely with the Village of Cuba to assist with the T/LPA process and requirements for their RTP grant. Activities related to this task will continue until the project is completed.

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 2014 quarter:
  - October 29 Webinar - Integrating Safe Routes to School into the Fabric of Your Community: The Role of the Comprehensive Plan
  - FREE TRAINING\*\*\*\*\*NM LTAP is Offering a WORKSHOP on Developing Effective Grant Proposals\*\*\*\*\*FREE TRAINING
  - Rural Transportation Improvement Program Recommendations (RTIPR) Call for Projects
  - 2015 MRRTPO Committee Meeting Schedule
  - GIS Road Data Survey - Action Requested
  - RE: GIS Road Data Survey - Action Requested
  - Upcoming public meetings for NMDOT Long Range Multimodal Transportation Plan
  - FW: Rural Transportation Improvement Program Recommendations (RTIPR) Call for Projects

- DEADLINE EXTENSION: Rural Transportation Improvement Program Recommendations (RTIPR) Call for Projects
- FW: FREE TRAINING from NMLTAP\*\*\*\* STRATEGIC PLANNING TRAINING: A 10-STEP GUIDE \*\*\*\*FREE TRAINING from NMLTAP
- FW: FHWA Road Diet Informational Guide
- MRRTPO staff provided its members with information about the following throughout January-March 2015:
  - Draft 2015 RTIPR
  - NM LTAP Free Training Microsoft Word
  - NM LTAP Free Training CFR Compliance Workshop
  - MRRTPO E-Newsletter
  - NM Statewide Comprehensive Outdoor Recreation Plan
  - T/LPA Semi-Annual Training: Federal and State Inception to Completion for a Successful Project
  - Follow-up from April 9 meeting RWG for the RTP
  - Recreational Opportunities in the MRRTPO area
  - NMLTAP\*\*\*\*FREE TRAINING\*\*\*\* FHWA 2 CFR 200 Workshop \*\*\*\*FREE TRAINING\*\*\*\*NMLTAP
  - FW: NMDOT Long Range Plan: Draft Released for Public Review and Comment
  - FW: PBIC News: Free Webinar on Econ. Impact of Ped/Bike Facilities
  - FW: Apply Now for National Park Service Assistance
  - FW: 2017 Letter of Intent - Due July 2, 2015
  - FW: NMLTAP\*\*\*\*FREE TRAINING\*\*\*\* FHWA 2 CFR 200 Workshop \*\*\*\*FREE TRAINING\*\*\*\*NMLTAP
  - FW: New Mexico State Management Plan For The Administration of Federal Transit Grants - Public Comments until June 29, 2015
  - FW: DUE DATE: EFFECTIVE June 2, 2015, INFORMATION: 23 CFR 625 Design Standards Notice of Proposed Rulemaking Published
  - FW: FREE\*\*\*\*Every Day Counts Webinar Exchange on Data-Driven Safety Analysis\*\*\*\*FREE
  - Draft MRRTPO Regional Transportation Plan & Draft New Mexico Transportation Plan
  - FW: FREE\*\*\*\*Every Day Counts Webinar Exchange on Data-Driven Safety Analysis\*\*\*\*FREE
  - Draft review of NMTP letter
  - [MRRTPO E-News] Public Comment Period Open for Regional Transportation Plan
  - NM Federal Lands Access Program: 2015 Call For Projects Announcement
  - NMDOT Govt to Govt Update - Week of 7/13/15 – Cradle to Grave Training
  - Your input to the New Mexico Transportation Plan -- Incorporation into the public record at July 2015 State Transportation Commission Meeting
  - \$25 Work Zone Safety Grant Training
  - Follow-up information from MRRTPO Committee Meeting
  - [MRRTPO E-News] Salt Missions Trail Ribbon Cutting Ceremony
  - DATE CHANGE MRRTPO Committee Meeting October 22, 2015, 9:30am-11:30am

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.

- **June 17, 2015** – MRRTPo staff attended the NMDOT meeting to discuss bicycle and pedestrian improvements along the City of Moriarty's MainStreet.
- **July – September 2015** – There were no other special studies during this quarter. However, the town of Mountainair may likely be coordinating a project in the next FFY that will require assistance from MRRTPo staff to lead transportation elements.

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.

- No project issues occurred this fiscal year.

MRRTPo staff met is deliverables for Function 5: Technical Support. MRRTPo staff continually shared LTAP training opportunities throughout the FFY and will continue to do so in the next FFY. MRRTPo staff provided project development training twice this FFY, which includes the RTIPR. Additionally, staff created an online GIS data website to provide a more accessible and user-friendly option for its local government members to find and interpret data. Staff did two trainings on this data website and will continue to maintain and improve this resource into the next FFY.

MRRTPo staff referenced the tabletop technical planning assistance workshops they wanted to do with their members. This activity was delayed until the approval of the RTP in August and local governments did not have availability for this technical outreach in September. MRRTPo staff schedule its first of this technical planning assistance in the next FFY and will likely continue and be refined throughout the FFY. As mentioned previously, MRRTPo staff continually looks for different speakers to provide new perspectives and trainings that could be useful in local government projects.

Function 5 (20%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2015 Budget	454.7538462	\$8,503.92		
Expenses 10/1/2014 - 12/31/2014	113.6884616	\$2,125.98	27	\$487.00
Expenses 1/1/15-3/31/15	113.688462	\$2,125.98	62	\$955.76
Expenses 4/1/15-6/30/15	113.688462	\$2,125.98	12	\$291.06
Expenses 7/1/15-9/30/15	113.688462	\$2,125.98	45	\$897.78
Total		\$5,872.32	146	\$2,631.60

- **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 2014** – MRRTPo staff served as a liaison between NMDOT and its members to identify and collect data needed for NMDOT's GIS Road Data Survey. MRRTPo collected the information and sent it to Paul Sittig, NMDOT.
- **January – March 2015** – No tasks related to this task occurred this quarter.
- **April 13, 2015** – MRRTPo staff participated with NMDOT staff to conduct the Quarterly Assurance Review (QAR).
- **May-June 2015** – MRRTPo staff reached out to NMDOT to be included on the MainStreet bike/ped study that will occur in the next quarter in the City of Moriarty. MRRTPo staff will be on the design team.
- **May 6/7, 2015** – MRRTPo staff coordinate with NMDOT to discuss the Cooperative Agreement.
- **June 2015** – MRRTPo staff reviewed the newly amended NMDOT PPM.
- **June 22, 2015** – MRRTPo staff sent in its Cooperative Agreement with NMDOT.
- **July – September 2015** – No special studies occurred this quarter.

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 2014** - Efforts related to this task are anticipated in the next quarter when the state legislature is in session.
- **February 10, 2015** – MRRTPo staff attended Complete Streets day at the legislature to distribute a handout about rural complete streets projects.
- **June 17, 2015** – MRRTPo staff attended the NewMARC meeting with the other RTPOs.
- **June 2015** – MRRTPo staff offered to collect feedback from the other RTPOs about the most recent PPM.
- **June 24, 2015** – MRRTPo staff sent its collective comments about the PPM to NMDOT.
- **August 13, 2015** – MRRTPo attended the NewMARC meeting in Santa Fe with the other RTPOs.

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

- **December 2014** – MRRTPo staff started investigating doing mapping exercises with each community to map out and identify both local and regional projects. Efforts related to this will occur in the next two quarters. MRRTPo is currently developing a plan.
- **January – March 2015** – MRRTPo will still coordinate this mapping activity with the local government members. This task is anticipated to occur after adoption of the Regional Transportation Plan.
- **September 2015** – With the adoption of the RTP, MRRTPo started scheduling times to meet with communities to start thinking about potential local and regional

projects and phasing of projects. This outreach and the meetings will occur in the next few quarters of the next federal fiscal year.

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 13, 2014** – 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.
- **January – March 2015** – MRRTPO staff monitored the legislative session and as of writing this report only the elimination of Capital Outlay could impact our communities. MRRTPO staff will sign any pending letter that may be sent to request a special hearing for this issue.
- **July – September 2015** – MRRTPO staff monitored the proposed rulemaking that occurred in the previous FFY and started creating list of "low hanging fruit" to help other RTPOs get in track in case rules that elevates RTPOs pass.
- **July 31, 2015** – MRRTPO staff met with Jason Coffey to discuss the potential elevation of the RTPOs and what MRRTPO could to help facilitate that.

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.

- **November 18, 2014** – MRRTPO staff prepped for and participated in a Fund It meeting, which had information about funding road projects within Sandoval County.
- **February 10, 2015** – MRRTPO staff coordinated with the Town of Edgewood's recreational planner to set up a time to meet and discuss special trails projects and funding opportunities in the area. Discussions are still occurring and the mapping exercise will likely occur in August.
- **July – September 2015** - No other programs or special projects to report, but in the next federal fiscal year there will be more potential projects. Mountainair will be a Frontier Community and MRRTPO will assist to provide transportation and regional planning expertise as this effort moves forward.

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.

- **November – December 2014** – MRRTPO created a doodle poll and email to all the RTPOs to coordinate a phone call to create the requested training plan from NMDOT.
- **December 2, 2014** – MRRTPO set the date for a call-in meeting among the RTPO planners to discuss the training plan.
- **December 8, 2014** – MRRTPO hosted the call-in and led the discussion to create

- a training plan for RTPO planners to attend out of state conferences.
- **December 9/10, 2014** – MRRTPO drafted notes about the phone call to develop the training plan and also created an example training plan requesting that each RTPO planner review, make suggestions and create their own budget for the conference they would prefer to attend. None of the RTPO planners followed-up on this effort as of the writing of this report (Attachment R).
- **February 3, 2015** – MRRTPO offered to collect comments/feedback for the Recreational Trails Program (RTP) and draft a memo to send to NMDOT (Attachment S).
- **February 4, 2015** – MRRTPO staff attended the NewMARC meeting with the other RTPOs in attendance. No special activities or coordination came from this meeting.
- **June 2015** – MRRTPO staff offered to collect comments/feedback from all the RTPOs about the updated/newly revised PPM (Attachment T).
- **June 17, 2015** – MRRTPO staff attended the NewMARC meeting in Gallup where the other RTPOs were in attendance.
- **August – September 2015** – MRRTPO organized a meeting among all the RTPOs to occur before the quarterly meeting with NMDOT staff. It was a great first meeting among just the RTPO planners and it is expected that this format will continue in the next quarterly meeting.

Task 6.7 Attend RTPO quarterly and special meetings.

- **October 27, 2014** – MRRTPO staff attended the RTPO quarterly meeting in Santa Fe.
- **February 2-3, 2015** – MRRTPO staff attended the RTPO quarterly meeting in Silver City.
- **May 5, 2015** – MRRTPO staff attended the RTPO quarterly meeting in Clovis, NM.
- **September 3, 2015** – MRRTPO staff planned, hosted and attended the RTPO quarterly meeting in Albuquerque, NM.

Task 6.8 MRRTPO staff shall attend conferences, training sessions or special meetings for staff and professional development opportunities. Potential conferences include: The Transportation Research Board (TRB) conferences, American Planning Association (APA) annual conference, New Mexico Chapter of APA conference, Project for Public Spaces training seminars and conferences, the National Association of Regional Councils (NARC) conferences, Association of Metropolitan Planning Organizations (AMPO), National Association of Development Organizations (NADO) or other transportation planning or planning conferences. Purchase any supporting materials that may be needed to coordinate, conduct or attend the conference.

- **October 10, 2014** – MRRTPO staff attended a green infrastructure boot camp that served to inform professionals about how to incorporate green infrastructure and low impact development in a variety of projects and scales. It also reviewed how to incorporate these strategies within transportation planning on rural roads.
- **November 2014** – MRRTPO staff did the paperwork for Valerie Hermanson to

- attend TRB in the next quarter.
- **December 2014** – MRRTPO staff started paperwork for Valerie Hermanson to attend the annual National Planning Conference in the third quarter.
- **January – March 2015** – MRRTPO staff made reservations for Valerie Hermanson to attend the APA conference in April.
- **April 17-22, 2015** – MRRTPO staff attended the National APA Conference in Seattle.
- **May 5-8, 2015** – MRRTPO staff was selected for and attended the Next City Vanguard Conference in Reno, NV.
- **June 15, 2015** – MRRTPO staff attended the NMDOT CFR 200 training in Albuquerque.
- **August 27, 2015** – MRRTPO staff attended the ULI/NMAPA luncheon “Planners as Leaders.”
- **September 23-25, 2015** – MRRTPO staff attended and presented at the state NM APA conference in Las Cruces.
- **August – September 2015** – MRRTPO staff started coordinating paperwork for the NACTO conference in October.

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

- **December 9, 2014** - MRRTPO staff attended MRMPO's Land Use and Transportation meeting to provide the rural and regional perspective for their materials.
- **January – March 2015** – No special meetings were required this quarter.
- **April – May, 2015** – No special meetings were required this quarter.
- **July – September 2015** – No special meetings were required this quarter.

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

- **November/December 2014** - MRRTPO staff started sketching a potential logo. Staff started to pull different photos and images that are related to both Torrance, Sandoval and southern Santa Fe County, while complementing both the MRMPO and MRCOG logo. This work is anticipated to continue and be completed in the next quarter.
- **February 12, 2015** – MRRTPO staff presented the logo to the MRRTPO Committee.
- **April – June, 2015** – MRRTPO staff worked to include its new logo to brand all relevant MRRTPO materials.
- **July – September 2015** – MRRTPO brand is used on all of its products.

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

- **October 23, 2014** – MRRTPO staff attended the NMCSLT meeting
- **December 18, 2014** - MRRTPO staff attend the NMCSLT meeting. MRRTPO staff also volunteered to help plan a potential annual event to celebrate rural Complete Streets. Planning related to this activity will likely occur into the next quarter with the event taking place in the third quarter.
- **January 29, 2015** – MRRTPO staff participated in the NMCSLT meeting.
- **February 18, 2015** – MRRTPO staff participated in a meeting to talk about a rural complete streets event. It was decided that the group would pursue a planning and engineering panel discussion at the fall statewide New Mexico American Planning Association Conference. Then in the spring do a daylong celebration event.
- **February 26, 2015** – MRRTPO staff participated in the NMCSLT meeting.
- **March 26, 2015** – MRRTPO staff participated in the NMCSLT meeting.
- **April 30, 2015** – MRRTPO staff participated in the NMCSLT meeting.
- **May 22, 2015** – MRRTPO staff presented about urban and rural complete streets at the Planning Commissioners Workshop held at MRCOG.
- **May 28, 2015** – MRRTPO staff participated in the NMCSLT meeting.
- **June 25, 2015** – MRRTPO staff participated in the NMCSLT meeting.
- **July 30, 2015** – MRRTPO staff participated in the NMCSLT meeting.
- **September 3, 2015** – MRRTPO staff participated in the NMCSLT meeting.

MRRTPO staff met deliverables for Function 6: Other activities and projects and staff development. There were no special studies with NMDOT to coordinate on, but in the next FFY there may be opportunities to coordinate on the federal public land agencies project. MRRTPO staff continually monitored state and federal legislation that could impact MRRTPO members. This task will be larger when the state legislators are in session in the next FFY.

MRRTPO staff was asked to be part of the University of New Mexico Prevention Research Center project. Members of this group are from the Village of Cuba. This will likely occur in the next FFY.

MRRTPO staff identified the creation of a brand/logo in this FFY. This task was completed and is now included on reports, agendas or any other materials that MRRTPO sends out.

MRRTPO staff coordinated with the state RTPOs to organize comments about the RTP and also worked to assist the other RTPOs with identify potential conferences and trainings for professional development to further assist local government members. MRRTPO staff also organized an RTPO quarterly meeting to provide and extra half day session with only RTPO planners. This session was a success and opened the lines of communication and collaboration among the NM RTPOs. It is hoped this will continue in future RTPO quarterly meetings in the next FFY.

MRRTPO staff attended different conferences for professional development this FFY and it will continue into the next FFY. The tabletop planning exercise idea was identified by MRRTPO staff at a conference as possible replicable planning exercise.

This FFY MRRTPO staff volunteered to help with a Rural Complete Streets celebration

day. After a few meetings, it became apparent more time and planning would be necessary, so in the interim a session at the state APA conference was planned and held. MRRTPO staff assisted with this session. The Rural Complete Streets celebration day is still on the radar of the New Mexico Complete Streets Leadership Team, but it is not clear when it will occur. There will likely be more discussions about it in the following FFY.

Function 6 (20%)	Staff Hours	Staff Costs	Actual Staff Hours	Staff Hours Cost
FFY 2015 Budget	454.7538462	\$8,503.92		
Expenses 10/1/2014 - 12/31/2014	113.688462	\$2,125.98	113	\$2,228.00
Expenses 1/1/15-3/31/15	113.688462	\$2,125.98	131	\$2,254.66
Expenses 4/1/15-6/30/15	113.688462	\$2,125.98	91	\$1,739.68
Expenses 7/1/15-9/30/15	113.688462	\$2,125.98	217	\$4,839.30
Total		\$-2,557.72	552	11,061.64

### **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 25<sup>th</sup> 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 2014** – MRRTPO staff started writing this quarterly report and track MRRTPO staff time within each task.
- **February – March 2015** – MRRTPO staff started writing this quarterly report.
- **February – March 2015** – MRRTPO staff participated in the pilot group for Kronos, which is the new method that MRCOG will track its time.
- **April – June 2015** – MRRTPO staff started working on Quarterly Report 3.
- **August - September 2015** – MRRTPO staff started working on Quarterly Report 4.

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 2014-November 2014** – MRRTPO staff wrote and gathered needed materials/attachments for the Annual Performance and Expenditure Report.
- **November 13, 2014** – MRRTPO staff submitted the draft APER to NMDOT.
- **December 1, 2014** – MRRTPO staff updated the draft APER to final per NMDOT request.

- **December 2, 2014** – MRRTPO staff posted the final APER on the MRRTPO website.
- **Quarter 2** – not applicable in this quarter.
- **Quarter 3** – not applicable this quarter.
- **Quarter 4** – not applicable this quarter. Will be due in November.

MRRTPO staff met its deliverables for Function 7: Reporting. MRRTPO staff submitted all reporting for FFY15.

<b>Function 7 (5%)</b>	<b>Staff Hours</b>	<b>Staff Costs</b>	<b>Actual Staff Hours</b>	<b>Staff Hours Cost</b>
FFY 2015 Budget	113.6884616	\$2,125.98		
Expenses 10/1/2014 - 12/31/2014	28.4221154	\$531.50	53	\$955.06
Expenses 1/1/15-3/31/15	28.4221154	\$531.50	15	\$285.30
Expenses 4/1/15-6/30/15	28.4221154	\$531.50	8	\$152.16
Expenses 7/1/15-9/30/15	28.4221154	\$531.50	43	\$845.78
<b>Total</b>		\$-112.32 difference	119	\$2238.30



## The E-Newsletter of the Mid-Region Rural Transportation Planning Organization

ISSUE 6

NOVEMBER 2014

### October RTPO Committee Meeting



The Mid-Region Rural Transportation Planning Organization (MRRTPO) Committee met on Thursday, October 9, 2014.

Items discussed at this meeting included:

- Michael Sandoval, Director, Transportation and Planning, New Mexico Department of Transportation (NMDOT) discussion about implications of RTPO boundary modifications. This discussion will continue, but we will be sure to keep the MRRTPO Committee informed.
- Presentations and ranking applicants for the Federal Transit Administration (FTA) 5310 & 5311 Grants
- Call for Projects for the [Recreational Trails Program \(RTP\)](#) PFFs were due October 31.
- Call for Projects for the [Regional Transportation Improvement Program Recommendation \(RTIPR\)](#) PFFs due November 28!

If you would like more information about the October meeting or would like to become more involved with MRRTPO, please contact Valerie Hermanson at [vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov) or 505.724.3611.

[View MRCOG Calendar of Events >>](#)

### Regional Transportation Improvement Program Recommendation (RTIPR) Call for projects

The call for projects for the [Regional Transportation Improvement Program Recommendation \(RTIPR\)](#) occurred on October 9, 2014.

Applicants are now required to complete the Project Feasibility Form (PFF) first and submit it no later than close of business electronically to Valerie Hermanson on November 28, 2014. Earlier is better, but last day to submit is November 28.

#### Quick Links



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[Salt Missions Trail Scenic Byway Blog](#)





From here, there will be a PFF meeting with MRRTPO, NMDOT and the applicant to assess the feasibility of the project. If feasible, NMDOT will sign off on the PFF and applicants will be allowed to complete the Project Identification Form (PIF). The MRRTPO Committee will rank the PIFs for inclusion in the RTIPR at the February 12, 2015, meeting.

MRRTPO will be clearing its RTIPR. However, if you have a project in the 2014 RTIPR, please determine whether the project is still a priority. If the project is still a priority, please complete the PFF immediately for

this project and submit electronically to MRRTPO.

[View more information about the RTIPR>>](#)

## Next RTPO Committee Meeting



The next Mid-Region Rural Transportation Planning Organization Committee Meeting will be on:

Thursday, December 11, 2014

9:30 am - 11:30 am

[MRCOG's offices](#)

Discussion will include:

- Presentations from applicants for the Recreational Trails Program (RTP)
- Presentations from NMDOT District Engineers about district priorities
- Discussion about what you would like to see in 2015

Mark Your Calendars!

Please plan on attending the December meeting and [don't forget to RSVP!](#) We need a quorum to take action at this meeting.

[Salt Missions Trail Scenic Byway on Facebook](#)



[Salt Missions Trail Scenic Byway on Twitter](#)



Contact:

Valerie Hermanson  
vhermanson@mrcog-nm.gov  
505.724.3611

[Visit Our Website](#)

[2015 RTPO Committee Meeting Schedule](#)

Thursday, February 12, 2015

9:30 to 11:30 a.m.

Thursday, April 9,

If you will be unable to attend the meeting in person, please use the following Call-In Information:

Dial +1 (636) 277-0130  
Access Code: 337-883-326

[View DECEMBER 2014 meeting details >>](#)

## New Mexico Highway Safety Improvement Program

The Highway Safety Improvement Program (HSIP) is transitioning over to NMDOT's Planning division. After the next Project Selection Committee meeting on November 7, they will have a better idea of how much funding remains for programming in FFY16. Should there be funding available, they anticipate the next call for projects to be in the spring or summer of 2015.



If you have any questions, please contact Valerie Hermanson, [vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov), 505.724.3611.

## State and Regional Transportation Plans



Status Update:  
Long Range Multimodal Transportation Plan (SLRP)

The Mid-Region Rural Transportation Planning Organization (MRRTPO) has been keeping busy with efforts to update both New Mexico's Long Range Multimodal Transportation Plan (SLRP) and the Mid-Region's Regional Transportation plan (RTP). The New Mexico Department of Transportation (NMDOT) and MRRTPO will develop the SLRP over the coming months with the plan's adoption anticipated for April 2015. The

SLRP will answer these questions:

1. Where are we now? What is the existing condition of the transportation system?
2. Where do we want to go? What is the vision for the future of the system?
3. How are we going to get there? What investments will help us achieve the vision?
4. What will it take? What resources - staff and financial - are required?

As MRRTPO works with NMDOT to develop the SLRP, we will be sure to keep you informed about that process and progress.

[Visit here for more information about the SLRP >>](#)

Regional Transportation Plan (RTP)

2015  
9:30 to 11:30 a.m.

Thursday, June 11,  
2015  
9:30 to 11:30 a.m.

Thursday, August  
13, 2015  
9:30 to 11:30 a.m.

Thursday, October  
8, 2015  
9:30 to 11:30 a.m.

Thursday,  
December 10, 2015  
9:30 to 11:30 a.m.

All meetings are held at  
MRCOG Offices unless  
noted otherwise.

809 Copper Avenue  
NW Albuquerque, NM  
87102  
([MAP](#))

[View MRCOG's  
Calendar](#)

MRRTPO hosted its third Regional Working Group on November 4, which is working toward updating the long range Regional Transportation Plan. At this meeting, strategies and alternatives to address the region's transportation challenges and opportunities were discussed.



If you are interested in more information, please contact Valerie Hermanson: [vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov), 505.724.3611.

## We want to hear from you!



What would you like to see at the 2015 MRRTPO Committee Meetings? What training are you interested in receiving?

Please let us know what you think! Valerie Hermanson: [vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov), 505.724.3611.

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[RTIPR Call for Projects](#)

[December RTPO Committee Meeting](#)

[NM HSIP Update](#)

[Transportation Plans](#)

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This email was sent to [tcok@mrcog-nm.gov](mailto:tcok@mrcog-nm.gov) by [vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov) | [Update Profile/Email Address](#) | Rapid removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).



MRRTPO | 809 Copper Avenue NW | Albuquerque | NM | 87102



# THE E-NEWSLETTER OF THE MID-REGION RURAL TRANSPORTATION PLANNING ORGANIZATION

ISSUE 8

MARCH 2015

## MRRTPO Project Development Tool



The RTPO has just developed an online tool to help our communities with the various phases of project development! This site contains easily accessible crash and traffic count data to support your project application, important deadlines and forms, and some of our current projects so you can get inspired.

This site is still in development and we welcome your feedback! What would you like to see on this site that you don't already? Do you have a project in mind that you'd like to talk to us about? Please contact Valerie Hermanson at [vhermanso@mrcog-nm.gov](mailto:vhermanso@mrcog-nm.gov).

We will be going over the features of the website and discussing how to make it a truly useful tool for project development at April's RTPO board meeting.

[Please visit the website and see how you could develop your own project!>>](#)

### Quick Links



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[Salt Missions Trail Scenic Byway Blog](#)



[Salt Missions Trail Scenic Byway on Facebook](#)

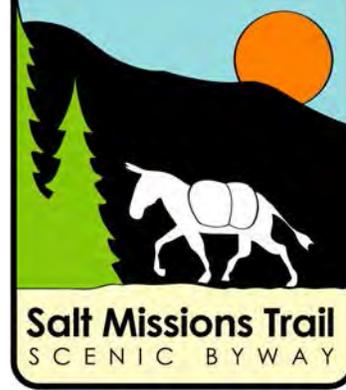


[Salt Missions Trail Scenic Byway on Twitter](#)

**Salt Missions Trail Update**

## Salt Missions Trail Update

MRCOG has been visiting with communities along the Byway requesting funding to purchase Salt Missions Trail Scenic Byway signs for the past year. As of early February, every community along the Byway contributed funds to purchase the signs and there is enough funding to purchase 37 signs, which is one more than MRCOG was seeking for phase one of this project.



This first round of Salt Missions Trail signs will be installed along the Byway in late Spring/early summer 2015. The SMT Committee is currently planning ribbon cutting events to kick-off the installation of these beautiful signs. As more information is available, it will be posted on the [Facebook Page](#) and in the [Blog](#).

If you would like to get involved and help make this a success, please contact Valerie Hermanson at [vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov). >>

## Futures 2040 MTP Posted for Public Review



The Mid-Region Metropolitan Transportation Plan has been posted online for final public review! *Futures 2040*, the update to the 2035 Metropolitan

Transportation Plan (MTP), includes projections and forecasts of what Albuquerque's metropolitan area will look like in 20+ years from now in terms of population, employment, housing, number of vehicles on roadways, and other considerations. The plan evaluates how we should invest in our transportation system to maintain and improve mobility, safety, and economic growth by determining what roads need to be built or improved, where transit investments should be made, and how to best provide bicycle and pedestrian infrastructure. The plan supports coordinated transportation and land use planning to make the region as livable and sustainable as possible.

*Futures 2040* includes several important new elements: [scenario planning](#), which includes [climate change consideration and analysis](#), and a Long Range Transportation System Guide that provides guidance on right-of-way widths, roadway access and multimodal and context-sensitive design.

Both documents are available for review at the MRCOG office, on the website at [www.mrcog-nm.gov](http://www.mrcog-nm.gov) and at the Main Albuquerque Public Library, the Main Rio Rancho Public Library and the Belen and Los Lunas Public Libraries. **Comments must be received no later than 5:00 p.m. April 2, 2015** and can be sent by mail to MRCOG, by fax to (505) 247-1753, or by email to [MTPcomments@mrcog-nm.gov](mailto:MTPcomments@mrcog-nm.gov) and [TIPcomments@mrcog-nm.gov](mailto:TIPcomments@mrcog-nm.gov).



Contact:

**Valerie Hermanson**  
[vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov)  
505.724.3611

[Visit Our Website](#)

### [2015 RTPO Committee Meeting Schedule](#)

Thursday, April 9,  
2015  
9:30 to 11:30 a.m.

Thursday, June 11,  
2015  
9:30 to 11:30 a.m.

Thursday, August 13,  
2015  
9:30 to 11:30 a.m.

Thursday, October 8,  
2015  
9:30 to 11:30 a.m.

Thursday, December  
10, 2015  
9:30 to 11:30 a.m.

All meetings are held at  
MRCOG Offices

MRCOG's offices  
unless noted otherwise.

809 Copper Avenue  
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[View MRCOG's  
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[New Mexico Highway  
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Program](#)

[State and Regional  
Transportation Plans Status  
Update](#)

There will be a final public meeting in conjunction with the Public Involvement Committee of the MRCOG on **Tuesday, March 24, 2015 at 5:30 p.m.** in the MRCOG Board Room to present *Futures 2040* and the FFY 2016-2021 TIP. Public comment can be made at this meeting. Additionally, there will be an Open House from **1:00 p.m. until 5:30 p.m.** for review of the documents.

Final action on these two documents will be taken at the Metropolitan Transportation Board meeting on Friday, April 17, 2015 at 10:00 a.m. in the MRCOG Board Room.

[See the MTP here>>](#)

## Next RTPO Committee Meeting



The next Mid-Region Rural Transportation Planning Organization Committee Meeting will be on:

**Thursday, April 9, 2015**

**9:30 am - 11:30 am**

[MRCOG's offices](#)

#### Discussion will include:

- Review of new online GIS tool to use in reviewing data
- Project development training

#### Mark Your Calendars!

Please plan on attending the April meeting and [don't forget to RSVP!](#)

If you will be unable to attend the meeting in person, please use the following Call-In Information:

**Dial +1 (408) 650-3123**

**Access Code: 582-233-286**

## New Mexico Highway Safety Improvement Program

The Highway Safety Improvement Program (HSIP) is transitioning over to NMDOT's Planning division. The anticipated next call for projects will either be in the spring or summer. We will be sure to keep you informed of information as



we receive more information.



**In the meantime, please start thinking of potential eligible safety projects.**

If you would like to meet with MRRTPPO staff to discuss potential projects, please let us know because we are here to help! This is a great opportunity for funding because there is [no local match requirement!](#)

**If you have any questions, please contact Valerie Hermanson, [vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov), 505.724.3611. >>**

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## State and Regional Transportation Plans



### Status Update:

#### Long Range Multimodal Transportation Plan (SLRP)

Efforts are still underway to update both the New Mexico Long Range Multimodal Transportation Plan (SLRP) and the Mid-Region's Regional Transportation plan (RTP). The New Mexico Department of

Transportation (NMDOT) and MRRTPPO will develop the SLRP over the coming months with a draft plan anticipated for May. The SLRP will answer these questions:

- 1. Where are we now?** What is the existing condition of the transportation system?
- 2. Where do we want to go?** What is the vision for the future of the system?
- 3. How are we going to get there?** What investments will help us achieve the vision?
- 4. What will it take?** What resources - staff and financial - are required?

As MRRTPPO works with NMDOT to develop the SLRP, we will be sure to keep you informed about that process and progress.

[Visit here for more information about the SLRP >>](#)

### Regional Transportation Plan (RTP)

MRRTPPO will host its fourth Regional Working Group sometime in April, which is working toward updating the long range Regional Transportation Plan. Please plan to attend the MRRTPPO Committee meeting in June where we will be reviewing the draft of this plan.

**If you are interested in more information, please contact Valerie Hermanson: [vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov), 505.724.3611. >>**

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# THE E-NEWSLETTER OF THE MID-REGION RURAL TRANSPORTATION PLANNING ORGANIZATION

ISSUE 9

MAY 2015

## MRRTPO Project Development Tool



The RTPO's newly developed online tool to help our communities with the various phases of project development is **now hosted on the main Mid-Region Council of Governments web page!**

This resource contains easily accessible crash and traffic count data to support your application, important deadlines and forms, and an easy to follow guide to help you through the project application process.

This resource is still in development and we welcome your feedback! What would you like to see that you don't already? Do you have a project in mind that you'd like to talk to us about? Please contact Valerie Hermanson at [vhermanso@mrcog-nm.gov](mailto:vhermanso@mrcog-nm.gov).

[Please visit the website and see how you could develop your own project!>>](#)

### Quick Links



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[Salt Missions Trail Scenic Byway Blog](#)



[Salt Missions Trail Scenic Byway on Facebook](#)



[Salt Missions Trail Scenic Byway on Twitter](#)

Congratulations Village of



# Congratulations Village of Cuba!



The Village of Cuba has been awarded Recreational Trails funding for the design and construction of a trail network within the St. Francis of Assisi Park.

The project will create an 8' wide paved asphalt surface to replace the existing dirt trail. It will also add a new cut-off that connects trail segments. The surfaced trail will provide connectivity to nearby US 550 sidewalks, the Cuba School campus and the surrounding residential area.

More updates will be posted as the project is built!



Contact:  
**Valerie Hermanson**  
[vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov)  
**505.724.3611**

[Visit Our Website](#)

## 2015 RTPO Committee Meeting Schedule

Thursday, June 11, 2015  
9:30 to 11:30 a.m.

Thursday, August 13, 2015  
9:30 to 11:30 a.m.

Thursday, October 8, 2015  
9:30 to 11:30 a.m.

Thursday, December 10, 2015  
9:30 to 11:30 a.m.

All meetings are held at MRCOG Offices unless noted otherwise.

809 Copper Avenue  
NW Albuquerque, NM

## State and Regional Transportation Plans



### Status Update: New Mexico Transportation Plan (NMTP)

Efforts are still underway to update both the New Mexico Transportation Plan (NMTP) and the Mid-Region's Regional Transportation Plan (RTP). MRRTPO will release the draft RTP at the June 11, 2015, committee meeting for public review. The RTP is consistent with the NMTP, and uses the NMTP's statewide goals to develop strategies to improve transportation in the MRRTPO area.

### Regional Transportation Plan (RTP)

MRRTPO hosted its fourth Regional Working Group on April 10th to gather additional input on the RTP draft's strategies and actions that will address regional needs. Please plan to attend the MRRTPO Committee meeting in June and participate in the review of the draft plan.

[Click here for more information about the NMTP >>](#)

If you are interested in more information, please contact Valerie Hermanson: [vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov), 505.724.3611. >>

[View MRCOG's  
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[New Mexico Highway  
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# Bike Share Pilot Project Launching in Downtown Albuquerque!



The region's first bike share program is coming to Downtown Albuquerque!

Bike share programs provide a network of bike stations where members of the public can rent bicycles for short-distance use. These programs complement existing public transit amenities by helping users make the last or first leg of a journey more efficiently. Not only is biking a healthy form of transportation, it's also fun!

The Downtown ABQ Main Street Initiative, the Mid-Region Council of Governments and the City of Albuquerque are launching BICI Bike Share. (BICI is short for the Spanish word for bicycle, *bicicleta*.) The group is working with bike sharing leader Zagster to provide 35-50 bicycles that can be shared by residents and visitors in the downtown area.

The Bici bike share program will be launching on May 15 (Albuquerque's Bike to Work Day!), and membership enrollment is already open. This pilot project will be used to ascertain whether bike share is right for Albuquerque. It will also generate user data to help inform infrastructure funding decisions in the future in order to improve safety for all users.

[Learn more about Bici here >>](#)

# Metropolitan Transportation Board Approves Region's Short and Long Range Transportation Plans



Final action was taken on April 17th and the Metropolitan Transportation Board (MTB) approved both the *Futures 2040* Metropolitan Transportation Plan and the 2016-2021

Transportation Improvement Program for the Albuquerque Metropolitan Planning Area.

*Futures 2040*, the update to the 2035 Metropolitan Transportation Plan (MTP), includes projections and forecasts of what Albuquerque's metropolitan area will look like in 20+ years from now in terms of population, employment, housing, number of vehicles on roadways, and other considerations. The plan evaluates how we should invest in our transportation system to maintain and improve mobility, safety, and economic growth by determining what roads need to be built or improved, where transit investments should be made, and how to best provide bicycle and pedestrian infrastructure

Investments should be made, and how to best provide bicycle and pedestrian infrastructure. The plan supports coordinated transportation and land use planning to make the region as livable and sustainable as possible.

*Futures 2040* includes several important new elements: [scenario planning](#), which includes [climate change consideration and analysis](#), and a [Long Range Transportation System Guide](#) that provides guidance on right-of-way widths, roadway access and multimodal and context-sensitive design.

[Read more about the MTP here>>](#)

[Read more about the TIP here>>](#)

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## New Mexico Highway Safety Improvement Program

### Update:

The Highway Safety Improvement Program (HSIP) has transitioned over to NMDOT's Planning division. Federal Fiscal Year 2015 and 2016 are fully programmed, so there will not be a call for projects this spring or summer. We will be sure to keep you informed about the next call for projects as more information becomes available.



**In the meantime, it is not too early to start thinking of potential eligible safety projects.** If you would like to meet with MRRTPPO staff to discuss potential projects, please let us know because we are here to help! This is a great opportunity for funding because there is [no local match requirement!](#)

**If you have any questions, please contact Valerie Hermanson, [vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov), 505.724.3611. >>**

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## Next RTPO Committee Meeting



The next Mid-Region Rural Transportation Planning Organization Committee Meeting will be on:

**Thursday, June 11, 2015**

**9:30 am - 11:30 am**

**[MRCOG's offices](#)**

## **Discussion will include:**

- Presentations on the New Mexico Transportation Plan and the Mid Region Rural Transportation Plan

## **Mark Your Calendars!**

Please plan on attending the June 11th meeting and [don't forget to RSVP!](#)

If you will be unable to attend the meeting in person, please use the following Call-In Information:

**Dial +1 (571) 317-3131**

**Access Code: 260-911-773**

---



## Mid-Region Council of Governments

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

**Dewey V. Cave**  
Executive Director

### MEMBER GOVERNMENTS

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

**To:** New Mexico Department of Transportation  
**From:** Mid-Region Rural Transportation Planning Organization (MRRTPO)  
**Re:** Comments on the New Mexico Transportation Plan  
**Date:** June 26, 2015

The Mid-Region Rural Transportation Planning Organization (MRRTPO) appreciates the opportunity to comment on the public review draft of the New Mexico Transportation Plan (NMTP).

MRRTPO serves as the Regional Transportation Planning Organization (RTPO) for Torrance, southern Santa Fe and rural Sandoval counties within the Mid-Region Council of Governments planning area.

There are several important aspects of the plan that the MRRTPO Committee would like to highlight including the following:

- **Economic Development** – The plan lacks language about economic development and how transportation relates/enhances economic development opportunities (especially rural communities). Providing safe and accessible roads to our rural communities not only enables visitors to our areas, but allows goods to move to/from us. Since there is a desire for NMDOT to work more closely with communities, both small and large, NMDOT could provide assistance with economic development opportunities on properties that front state roads.
- **Public Health** – Throughout the planning process, public health was often referenced as a key component to transportation. In the draft plan, it appears that public health has been removed. We recommend adding public health as it relates to transportation back into the plan. Encouraging public transportation opportunities to be located near health providers and/or public health agencies can be helpful to lower income individuals and families who may not have access to private transportation. It is important to note that our older population is growing and in the next 20-25 years, the need for medical and daily living activity transportation will only increase. Senior citizens are far more likely to use either individual or group on-demand transportation for a variety of reasons. In addition, supporting complete streets design concepts in contextually relevant areas to promote safe walking and bicycling in rural areas further supports public health and access for everyone.

### **Other Specific areas to note:**

- Pages 2, 4, 18, 26 and subsequent pages, 64, 65, 75  
In the Partner Review Draft dated April 10, 2015, Goal 2 was stated as “Improve safety and public health for all system users.” The Public Review Draft dated May 15, 2015, states Goal 2 as, “Improve Safety for All System Users.” The April 10 draft wording refers to public health, which is an important element of transportation that goes beyond safety to include the benefits of active transportation and improved air quality. The April 10 draft wording of Goal 2 should be used in the final plan. If this is not possible, the intention to improve public health should be incorporated elsewhere in the plan, perhaps in Goal 5 (also see comments below).
- Pages 4, 27 and subsequent pages  
In the Partner Review Draft dated April 10, 2015, Goal 2 included a strategy to “Proactively address transportation-related public health concerns (lack of physical activity and poor air quality) by increasing support for active transportation and public transit” (page 4) or “Proactively address enhancements and support to those transportation systems that contribute to better health for all system users” (page 29). The Public Review Draft dated May 15, 2015, does not include this strategy. In addition to replacing the April 10 draft wording for Goal 2 (see above), this strategy should be included under Goal 2 in the final plan. If this is not possible, this strategy should be incorporated elsewhere in the plan, perhaps under Goal 5.
- Pages 4, 27, 64, 65  
In the Partner Review Draft dated April 10, 2015, Goal 2 included a “measure of success” or “performance measure” of “Total expenditure on pedestrian and bicycle infrastructure as a percent of all expenditures listed in the STIP.” The Public Review Draft dated May 15, 2015, does not include this performance measure. In addition to replacing the April 10 draft wording for Goal 2 (see above), this performance measure should be included under Goal 2 in the final plan. If this is not possible, this performance measure should be incorporated elsewhere in the plan, perhaps under Goal 5.
- Pages 4, 31, 35  
The meaning of a “legacy challenge” is not clear. This phrase should be defined the first time it is used and then again in the main body of the document.
- Pages 5, 51  
Strategy 5.2 calls for funds to be targeted to “communities that develop local transportation plans that are consistent with the NMTP.” This does not commit to support for local plans that go above and beyond the NMTP. This should be changed to “communities that develop local transportation plans that complement the NMTP.”
- Page 11  
The changes in VMT may not be uniform across the state. Rural and Tribal areas may be seeing increased VMT, while urban areas are seeing decreased VMT. The NMTP should acknowledge that this measurement may not be uniform.
- Page 11  
The changes in lifestyle preferences may not be uniform across the state. The plan notes that populations are shifting away from rural areas to concentrate in cities and towns. This is not necessarily the case for Native American populations, which desire to have their members live and work on Tribal lands. The plan should acknowledge differences across the state.
- Page 14  
The section on increased fuel efficiency needs to clarify that there is a negative impact on “fuel tax revenue,” as opposed to revenue in general. It is possible that increased fuel efficiency would allow consumers to spend the dollars they save on fuel on other purchases, thus increasing other types of tax revenue, such as gross receipts taxes.
- Page 25  
The term “data business plan,” noted in the narrative text and the actions, might be better worded as “data management plan” or “data development plan.” The NMDOT is a state agency, so the reference to a “business,” which typically refers to private rather than public organizations, is not entirely appropriate.

- Page 27

In the Partner Review Draft dated April 10, 2015, Goal 2 included an objective to “Proactively address transportation-related public health concerns (lack of physical activity and poor air quality) by increasing support for active transportation and public transit and reducing vehicle miles traveled.” The Public Review Draft dated May 15, 2015, does not include this objective. In addition to replacing the April 10 draft wording for Goal 2 (see above), this objective should be included under Goal 2 in the final plan. If this is not possible, this objective should be incorporated elsewhere in the plan, perhaps under Goal 5.
- Page 27

In Partner Review Draft dated April 10, 2015, Goal 2 included multiple NMDOT Actions related to public health, including adopting a “health in all policies” approach, developing partnerships related to health, and improving the determination of air quality impacts (page 32). The Public Review Draft dated May 15, 2015, does not include these NMDOT actions. In addition to replacing the April 10 draft wording for Goal 2 (see above), these actions should be included under Goal 2 in the final plan. If this is not possible, these actions should be incorporated elsewhere in the plan, perhaps under Goal 5. Also, the partnerships to develop transportation strategies supportive of health and wellness for all New Mexicans should explicitly include Tribal health and environmental programs.
- Page 31

Under goal 3, priority tiers and minimum standards, allow investment in pedestrian facilities in rural areas.
- Pages 34, 53, 76

There are multiple problems with the tiered multimodal prioritization system presented in the plan. Since this system will define funding for transportation facilities, it is critical that these problems be addressed before the plan is adopted.

  - a. The description of the system does not define the sources of funding under consideration for these “resource allocation decisions.” It is therefore unclear whether this prioritization system will apply to the state road fund, state capital outlay, the state’s Tribal Infrastructure Fund, funds from the Federal Highway Administration, funds from the Federal Transit Administration, all of these sources, or some combination of this funding. Without this information, it is impossible to determine likely impacts on local transportation facilities. It is also difficult to assess whether this system would comply with federal funding program guidelines.
  - b. This system has a very strong emphasis on urban areas and neglects rural areas and critical facilities connecting them.
  - c. The description of the system is not clear regarding tier 3 (“silver”) road facilities. Are these cities with populations at least 10,000 or demand greater than 5,000 or the rest of the National Highway System or tourist destinations; or are tier 3 facilities required to have more than one of these characteristics?
  - d. This system does not allow for any investment in pedestrian facilities in rural areas. It would be incorrect to assume that there are no pedestrians in rural areas and that their safety needs are unimportant or that state or federal dollars should not be spent on these projects. The system should be redefined to allow investment in these facilities.
  - e. The description of the system does not define “high,” “medium,” and “low” bicycle demand. At a minimum, the plan should state how these terms will be defined in the future.
  - f. The description of the system does not clearly explain the meaning of “on-system routes” for bicycles. Does this refer to bicycle routes on the National Highway System? Or does it refer to bicycle routes on roadways, such as bike lanes and shoulder bikeways? In either case, the definition is prohibitive, and does not allow for investment in various types of bicycle facilities that may be needed to ensure bicycle safety. For example, in rural areas with high-speed vehicle traffic, but few intersections, a multiple-use path adjacent to the roadway may be more appropriate, and more feasible than a shoulder bikeway.

- Page 43  
How is “demand-ready” defined? It will be important to clearly state this definition so that it does not unduly limit transit service. In addition, the meaning of “cost-effectiveness” for transit service needs to be better defined so as to not unduly limit transit service. It is also important to acknowledge that roadway and other infrastructure projects induce demand and transit service could also induce demand. Roadway and other infrastructure projects are also heavily subsidized.
- Page 46  
The Partner Review Draft dated April 10, 2015, included two additional ways in which NMDOT will “better accommodate bicycle and keep bicyclists safe on public roadways”: “1. Consider bicycle transportation and include bicycle facilities in all transportation projects with the exception of projects where cycling is prohibited, where there is no existing or latent demand, or when inclusion of bicycle facilities represent a disproportionate cost on the total cost of the project,” and “2. Honor local plans and complete streets policies when doing construction/ maintenance projects within local jurisdictions” (page 49). These are not included in the Public Review Draft dated May 15, 2015. They should be in the final plan.
- Page 46  
Sidewalks are not always the most appropriate pedestrian facilities, particularly on rural roads. The state-of-the-art design standards described in the second action should be for “sidewalks, curb ramps, crosswalks, pedestrian facilities in rural areas, and other pedestrian elements. . .”
- Page 49  
Under “improve safety,” add traffic calming.
- Page 56  
Correct “resiliency” to “resiliency.”
- Page 68  
Correct spelling, “Prosperity,” not “Properity.”

Again, the MRRTPo Committee thanks the NMDOT for the opportunity to comment on the NMTP. On behalf of the MRRTPo Committee

Sincerely,

/s/

Daniel White  
MRRTPo Committee Chair  
Village of San Ysidro



# THE E-NEWSLETTER OF THE MID-REGION RURAL TRANSPORTATION PLANNING ORGANIZATION

ISSUE 10

July 2015

## MRRTPO Regional Transportation Plan



### Status Update: Public Comment Period OPEN

The Mid-Region Rural Transportation Planning Organization's (MRRTPO) Regional Transportation Plan is now available for public comment and review.

The plan will assist local elected officials and citizens from rural Sandoval, Torrance and southern Santa Fe counties in their efforts to identify transportation needs in the region between now and 2040.

The public comment period is open for the MRRTPO RTP from June 11 to July 13. Comments about the plan can be sent to [RTPComments@mrcog-nm.gov](mailto:RTPComments@mrcog-nm.gov). The Regional Transportation Plan will be considered for approval by the MRRTPO Committee on August 13, 2015, so please plan to attend that meeting.

[Click here for more information about the RTP >>](#)

## MRRTPO Project Development Tool

MRRTPO developed an online tool to assist local governments with the various phases of project development. This online tool is hosted on the main Mid-Region Council of Governments web page [HERE](#).

This resource contains easily accessible crash and traffic count data to support project applications.

This resource is still in development and we welcome your feedback! What would you like to see that you don't already? Do you have a project in mind that you'd like to talk to us about?

Please let us know what you think: Valerie Hermanson at [vhermanso@mrcog-nm.gov](mailto:vhermanso@mrcog-nm.gov).

[Visit the Online Tool >>](#)



### Quick Links



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[Salt Missions Trail Scenic Byway Blog](#)

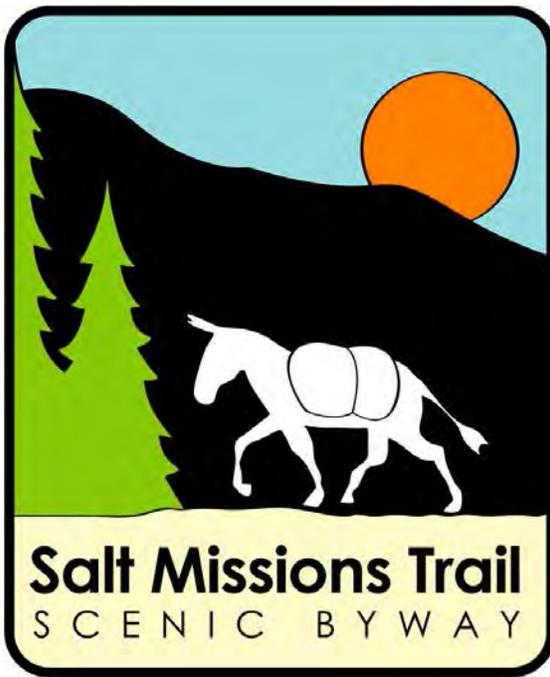


[Salt Missions Trail Scenic Byway on Facebook](#)



[Salt Missions Trail Scenic Byway on Twitter](#)

## Salt Missions Trail Scenic Byway



The Salt Missions Trail (SMT) Scenic Byway Committee has been working on branding and promoting this incredible resource for a number of years. The SMT Committee and MRCOG have also been successfully working toward securing funding to purchase signage to go along the 150-mile Byway.

Now that all the funds have been received, MRCOG requested bids from signage companies throughout the spring and is proud to announce that 51 signs have been purchased. It is anticipated that the signs will be installed late July/August. The SMT Committee will work toward a ribbon cutting ceremony to mark this incredible occasion. Please stay tuned for more details.

[Visit the SMT Blog >>](#)



Contact:

**Valerie Hermanson**  
[vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov)  
**505.724.3611**

[Visit Our Website](#)

[Like us on Facebook >>](#)

## Next MRRTPO Committee Meeting



The next Mid-Region Rural Transportation Planning Organization Committee Meeting will be on:

**Thursday, August 13, 2015**

**9:30 am - 11:30 am**

[MRCOG's offices](#)

### Discussion will include:

- Adoption of the MRRTPO Regional Transportation Plan

### Mark Your Calendars!

Please plan on attending the meeting and [don't forget to RSVP!](#)

If you will be unable to attend the meeting in person, please use the following Call-In Information:

Meeting ID: 582-233-286

Dial +1 (408) 650-3123

Access Code: 582-233-286

### [2015 RTPO Committee Meeting Schedule](#)

Thursday, August 13,  
2015

9:30 to 11:30 a.m.

Thursday, October 8,  
2015

9:30 to 11:30 a.m.

Thursday, December  
10, 2015

9:30 to 11:30 a.m.

All meetings are held at  
MRCOG Offices  
unless noted otherwise.

809 Copper Avenue  
NW Albuquerque, NM  
87102

[\(MAP\)](#)

[View MRCOG's](#)



**In This Issue**

[MRRTPO RTP](#)

[Project Development Tool](#)

[SMT Sign Project](#)

[Next RTPO Committee Meeting](#)

## 1 RESOLUTION

2 of the

3 MID-REGION RURAL TRANSPORTATION PLANNING ORGANIZATION

4 of the

5 MID-REGION COUNCIL OF GOVERNMENTS OF NEW MEXICO

6 R-15-01 RTPO

7  
8 **APPROVING A REGIONAL TRANSPORTATION PLAN (RTP) FOR THE MID-REGION RURAL**  
9 **TRANSPORTATION PLANNING AREA**10  
11 WHEREAS, the New Mexico Department of Transportation (NMDOT) is  
12 developing the New Mexico Transportation Plan for the State of New Mexico; and13  
14 WHEREAS, the NMDOT has requested that the Rural Transportation Planning  
15 Organization (RTPO) for the Mid-Region Council of Governments (MRCOG) develop a  
16 Regional Transportation Plan (RTP) for the area covered by the RTPO; and17  
18 WHEREAS, the Plan developed by MRRTPO for the MRCOG's rural areas will be  
19 incorporated into the NMDOT New Mexico Transportation Planning effort; and20  
21 WHEREAS, the MRRTPO Committee and MRRTPO Regional Working Group has  
22 worked with MRCOG staff to develop a goals, objectives, and performance measures to  
23 be included in the Regional Transportation Plan; and24  
25 WHEREAS, a draft RTP was released for public review on June 11, 2015; and26  
27 WHEREAS, public meetings were held throughout the rural areas regarding the  
28 RTP, and comments were received; and29  
30 WHEREAS, recommendations regarding responses to those comments have been  
31 made by MRCOG staff; and32  
33 WHEREAS, development of an RTP for the rural communities provides a basis for  
34 planning and programming transportation projects within the MRRTPO area.35  
36  
37 NOW THEREFORE BE IT RESOLVED by the Mid-Region Rural Transportation  
38 Planning Organization Committee of the Mid-Region Council of Governments of New

39 Mexico that the Regional Transportation Plan for the Mid-Region Rural Transportation  
40 Planning Area, as shown in Attachment A, is approved and recommended to the New  
41 Mexico Department of Transportation for inclusion in the New Mexico Transportation  
42 Plan for the State of New Mexico.

43

44 PASSED, APPROVED, AND ADOPTED this 13<sup>th</sup> day of August, 2015, by the Mid-  
45 Region Rural Transportation Planning Organization Committee of the Mid-Region  
46 Council of Governments of New Mexico.

47

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52



Daniel White, Chair or  
Gilbert Dominguez, Vice-Chair  
MRRTPO Committee

53

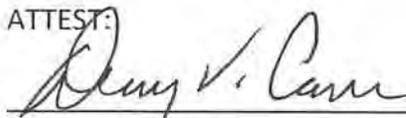
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ATTEST:



Dewey V. Cave, Executive Director  
MRCOG

# PROJECT DEVELOPMENT PROCESS

ATTACHMENT G

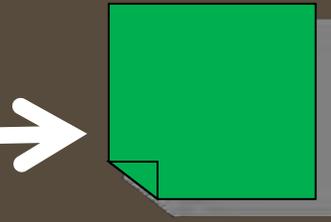
IF NO,  
GO  
BACK  
TO  
START



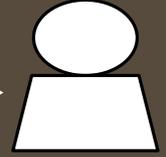
PROJECT IDEA  
DEVELOPED BY  
LOCAL  
GOVERNMENT



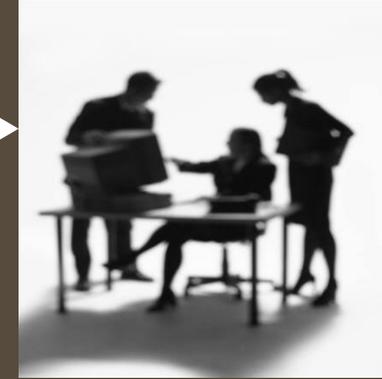
STIP



PROJECT FEASIBILITY  
FORM (PFF)



MRRTPO STAFF

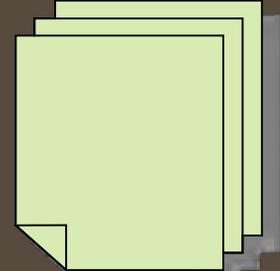


PFF MEETING



NO

YES



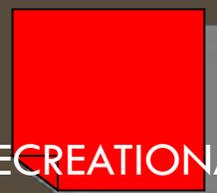
PROJECT  
IDENTIFICATION FORM  
(PIF)

+

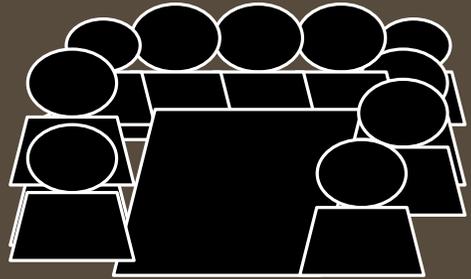


TRANSPORTATION  
ALTERNATIVE PROGRAM  
(TAP)

OR



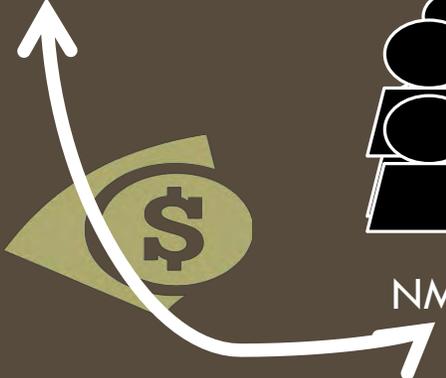
RECREATIONAL  
TRAILS PROGRAM  
(RTP)



NMDOT - EVALUATION  
COMMITTEE



MRRTPO STAFF





Published in the Albuquerque Journal on Sunday September 28, 2014

NOTICE OF A MEETING OF THE MRCOG MID REGION RURAL TRANSPORTATION PLANNING ORGANIZATION Mid-Region Council of Governments 809 Copper Ave. N.W. Albuquerque, NM 87102 Thursday, October 9, 2014 9:30 a.m. to 11:30 a.m. A copy of the agenda may be picked up at MRCOG, 809 Copper N.W., Albuquerque, NM 87102 or may be viewed at our website at [www.mrcog-nm.gov](http://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: September 28, 2014



Published in the Albuquerque Journal on Sunday November 30, 2014

NOTICE OF A MEETING OF THE MRCOG MID REGION RURAL TRANSPORTATION PLANNING ORGANIZATION Mid-Region Council of Governments 809 Copper Ave. N.W. Albuquerque, NM 87102 Thursday, December 11, 2014 9:30 a.m. to 11:30 a.m. A copy of the agenda may be picked up at MRCOG, 809 Copper N.W., Albuquerque, NM 87102 or may be viewed at our website at [www.mrcog-nm.gov](http://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: November 30, 2014



Published in the Albuquerque Journal on Sunday February 01, 2015

NOTICE OF A MEETING OF THE MRCOG MID-REGION RURAL TRANSPORTATION PLANNING ORGANIZATION Mid-Region Council of Governments 809 Copper Ave. N.W. Albuquerque, NM 87102 Thursday, February 12, 2015 9:30 a.m. to 11:30 a.m. A copy of the agenda may be picked up at MRCOG, 809 Copper N.W., Albuquerque, NM 87102 or may be viewed at our website seven days prior at [www.mrcog-nm.gov](http://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: February 1, 2015



Published in the Albuquerque Journal on Sunday March 29, 2015

NOTICE OF A MEETING OF THE MRCOG MID REGION RURAL TRANSPORTATION PLANNING ORGANIZATION Mid-Region Council of Governments 809 Copper Ave. N.W. Albuquerque, NM 87102 Thursday, April 9, 2015 9:30 a.m. to 11:30 a.m. A copy of the agenda may be picked up at MRCOG, 809 Copper N.W., Albuquerque, NM 87102 or may be viewed at our website at [www.mrcog-nm.gov](http://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 29, 2015



Published in the Albuquerque Journal on Sunday May 31, 2015

NOTICE OF A MEETING OF THE MRCOG MID REGION RURAL TRANSPORTATION PLANNING ORGANIZATION (MRRTPO) Mid-Region Council of Governments 809 Copper Ave. N.W. Albuquerque, NM 87102 Thursday, June 11, 2015 9:00 a.m. to 12:00 p.m. Presentations about the New Mexico Transportation Plan and MRRTPO's Regional Transportation Plan. Public comment period opens for MRRTPO plan. A copy of the agenda may be picked up at MRCOG, 809 Copper N.W., Albuquerque, NM 87102 or may be viewed at our website at [www.mrcog-nm.gov](http://www.mrcog-nm.gov) one week prior. ANYONE REQUIRING SPECIAL ACCOMMODATIONS IS REQUESTED TO NOTIFY THE MRCOG OFFICES AT 247-1750 WITHIN 7 DAYS OF THE MEETING DATE. Journal: May 31, 2015



Published in the Albuquerque Journal on Sunday August 02, 2015

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, August 13, 2015 9:30 a.m. to 11:30 a.m. A copy of the agenda may be picked up at MRCOG, 809 Copper N.W., Albuquerque, NM 87102 or may be viewed at our website on August 6 at [www.mrcog-nm.gov](http://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: August 2, 2015



## MID-REGION COUNCIL OF GOVERNMENTS (MRCOG)

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

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

(EVEDA)		
La Merced de la Pueblo de Manzano	Daniel Antonio Herrera	Vacant
Step Into Cuba Alliance	Sally Davis	Richard Kozoll, MD
<b>NON-VOTING ADVISORY MEMBER</b>		
<b>ORGANIZATION</b>	<b>MEMBER</b>	<b>ALTERNATES</b>
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	Miguel B. Gabaldon, Jr., District 5 Engineer	David D. Quintana, P.E TSE  Chris Urioste, PE
NM Dept. of Transportation – District 6	Jan Niclas, Traffic Engineer	Anthony Griego, Co-ops  Joann Garcia, Co-ops
NM Department of Transportation – Planning Division	Paul Sittig, Government to Government Unit	Jessica Griffin, Government to Government Unit Manager
NM Department of Transportation – Planning Division	Ron Shutiva, Tribal Liaison	Vacant
NM Dept. of Transportation – Transit	David Harris, Transit Manager	Greg White, Planner
NM State Land Office	Vacant	Bob Jenks, Deputy Commissioner
NPS-Salinas Pueblo Missions National Monument	Glenn Fulfer, Park Superintendent	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

**MID-REGION COUNCIL OF GOVERNMENTS (MRCOG) OF NEW MEXICO**  
**RURAL TRANSPORTATION PLANNING ORGANIZATION (RTPO)**  
For  
**NON-METROPOLITAN TRANSPORTATION PLANNING**

**BYLAWS**

**ARTICLE 1. Definitions**

As used in these Bylaws, the following words and terms shall have the following meanings:

1. "State Planning and Development District No. 3" referred to as "SPDD3" shall mean all the territory encompassed within the four counties of Bernalillo, Sandoval, Torrance, and Valencia, in the State of New Mexico.
2. "Member" shall mean a Governmental Unit, as defined in this section, which is wholly or partially contained in the RTPO Planning Area as defined in this section.
3. "Associate Member" shall mean any public, quasi-public agency, political subdivision of the state, or other organization determined appropriate for non-voting membership in the MRCOG. Entities that may be eligible for Associate Member status include but are not limited to chambers of commerce, land grant communities, tax increment development districts (TIDDs), business and trade groups and associations, neighborhood associations, and economic development groups. The RTPO Committee will make a final determination regarding acceptance of requests for Associate Members.
4. "Representative" shall mean any person duly designated by a member governmental unit to represent that governmental unit or by an associate member agency to represent that agency.
5. "Advisory Member" shall mean any person or persons representing local, State, or Federal agencies or other organizations having a direct responsibility for transportation planning and programs within the RTPO Planning Area. Such persons shall be considered "non-voting" representatives and will act in an advisory capacity to the RTPO Committee.
6. "Governmental Unit" shall mean general or special units of government, including but not limited to municipalities, cities, town, villages, counties, school districts, flood control authorities, conservancy districts, institutions of higher education, Indian tribes, Indian pueblos, Indian reservations, public transportation providers, and any other general or special unit of government as determined by the RTPO Committee.
7. "Filled position" shall mean any position, including officers, that has an appointed representative to the RTPO Committee. A vacancy is not a filled position.
8. RTPO Planning Area. The non-metropolitan portion of SPDD3 and includes all or portions of Torrance and Sandoval Counties along with a portion of southern Santa Fe County that lies outside SPDD3. The RTPO Planning Area is located outside the Albuquerque Metropolitan Planning Area (AMPA) for the designated Metropolitan

Planning Organization and is shown on the map which is annexed to these Bylaws and marked APPENDIX A.

### **ARTICLE 1. Name**

The name of this association shall be the Rural Transportation Planning Organization Committee for the Mid-Region Council of Governments (hereinafter referred to as the RTPO Committee) for non-metropolitan transportation planning.

### **ARTICLE 2. Composition**

- A. The RTPO Committee shall be composed of voting members and nonvoting associate and advisory members representing the pertinent organization with the RTPO Planning Area, as defined herein.
- B. Voting members of the RTPO Committee shall be elected officials or their designated representative of RTPO member agencies within the RTPO Planning Area, as defined herein. Each member agency shall have one vote in the RTPO Committee.
- C. Participation in the RTPO Committee shall not be contingent on membership in the Mid-Region Council of Governments.
- D. Each member may appoint one primary member who shall represent their agency or community on the Committee. Up to two alternate representatives may also be appointed by each member to represent them in the absence of the primary representative in order to insure that one representative is seated at meetings of the Committee. The appointment of representatives shall be made in writing via email or letter to MRCOG.
- E. An RTPO Committee member can be appointed to represent up to two (2) communities. For example, an RTPO Committee member can be appointed as the representative for the City of Moriarty and the Town of Estancia.
- F. The representatives, including alternates, appointed to serve as members of the RTPO Committee shall have indefinite terms. Annual reaffirmation of representatives will be requested by the MRCOG staff.
- F. Non-attendance of a representative for more than one calendar year shall be cause for removal from the Active Roster of the RTPO Committee and reassignment to a list of eligible, but non-participating members of the RTPO Committee. All eligible, but non-participating members of the RTPO Committee shall not have a seat or a vote on the RTPO Committee until such time as they send a representative to a Committee meeting.
- G. Any voting Member, or non-voting Associate or Advisory Member may revoke the appointment of a representative or alternate at any time, and appoint or reappoint a new representative or alternate, by sending the appropriate written notice (email or letter) to MRCOG staff.

### **ARTICLE 3. Purpose and Function**

The purpose of the RTPO Committee shall include but not be limited to the following:

- A. To provide a regional forum for cooperative decision making on transportation issues among the various county, municipal, tribal and special purpose units of government which have jurisdiction within the RTPO Planning Area;
- B. To establish a regional liaison between the local governments of the RTPO Planning Area and the New Mexico Department of Transportation;
- C. To provide policy guidance, needs assessment, project priorities, and technical assistance in the development of transportation plans and special programs in the RTPO Planning Area; and
- D. To perform the function of the regional transportation planning policy committee required by the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP21), including
  - 1. Developing and maintaining, in cooperation with the State, regional long-range multimodal transportation plans,
  - 2. Developing a regional transportation improvement program for consideration by the State,
  - 3. Fostering the coordination of local planning, land use, and economic development plans with State, regional, and local transportation plans and programs,
  - 4. Providing technical assistance to local officials,
  - 5. Participating in national, multistate, and state policy and planning development processes to ensure the regional and local input of nonmetropolitan areas,
  - 6. Providing a forum for public participation on the statewide and regional transportation planning processes,
  - 7. Considering and sharing plans and programs with neighboring regional transportation planning organizations, metropolitan planning organizations, and tribal organizations, and
  - 8. Conducting other duties, as necessary, to support and enhance the statewide planning process

**ARTICLE 4. Meetings**

- A. The RTPO Committee shall meet on a bi-monthly basis at such time and place as the RTPO Committee may determine by appropriate action.
- B. Since the RTPO Committee is a diverse assembly consisting of member governments from a large geographic area, thirty-three percent (33%) of the voting representatives shall constitute a quorum for formal actions. Committee members that are unable to attend in person, but are able to call-in to the meeting will be counted part of a quorum.
- C. The RTPO Committee is a forum for cooperative decision making and every effort shall be made to achieve consensus on any issue or question presented to the RTPO

Committee. In the event that a consensus cannot be achieved by the RTPO Committee, a majority vote of the members present at a meeting will decide in the affirmative or negative any issue or question presented to the RTPO Committee.

- D. All meetings and workshops of the RTPO Committee shall be advertised and open to the public, in accordance with the Open Meetings Resolution of the MRCOG.

#### **ARTICLE 5. Subcommittees**

- A. In order to achieve specific objectives in the regional transportation planning process, the RTPO Committee may create subcommittees as specialized task groups. Subcommittees may be formed to evaluate and report on a particular issue or to conduct transportation planning activities in a designated portion of the region.
- B. Subcommittees created by the RTPO Committee shall be active for an indefinite period of time and may be rescinded at any time by action of the RTPO Committee.
- C. Subcommittees shall establish rules of conduct for purposes of holding advertised meetings and maintaining active participation.
- D. Subcommittees shall schedule their respective meeting dates at locations and times deemed appropriate by the members of the subcommittee.

#### **ARTICLE 6. Officers**

- A. The officers of the RTPO Committee shall be chosen from among the voting representatives comprising the RTPO Committee and shall consist of a Chair and Vice Chair.
- B. The Chair and Vice Chair shall be elected at the first scheduled meeting of the federal fiscal year (October 1 to September 30) by a majority vote of the representatives present at the meeting. The Chair and Vice Chair shall take office immediately following the election.
- C. The term of office for the Chair and Vice Chair shall be one year, and each officer may be elected for an indefinite number of terms.
- D. The Chair shall preside at all meetings of the RTPO Committee. During the absence or disability of the Chair, or during when a vacancy exists in the office of Chair, the Vice Chair shall preside over meetings of the RTPO Committee. In the event that neither the Chair nor the Vice Chair is present to open a meeting of the RTPO Committee, a Chair Pro Tem shall be selected by a consensus of the members present to conduct the meeting.
- E. If a vacancy occurs in the office of the Chair or Vice Chair, the unexpired term shall be filled in the same manner in which such officers were originally elected. Until the election of a new Chair, the Vice Chair shall serve as Chair. The unexcused absence of a Chair or Vice Chair for two consecutive meetings may be considered a vacancy.

#### **ARTICLE 7. Staff**

- A. The MRCOG will provide the RTPO Committee and any of its subcommittees with the necessary staff and technical assistance to support the regional transportation planning process.
- B. The MRCOG staff will be responsible for assembling information and preparing the documentation of plans, programs, correspondence, and other records necessary to conduct the regional transportation planning process.

**ARTICLE 8. Approval and Amendments**

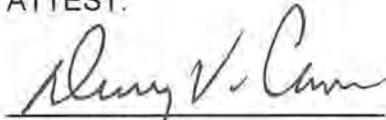
- A. These Bylaws shall be in effect upon approval by the Mid-Region RTPO Committee and concurrence by the New Mexico Department of Transportation.
- B. These Bylaws may be amended by the Mid-Region RTPO Committee with an affirmative majority vote, subject to concurrence by the New Mexico Department of Transportation.

**PASSED, ADOPTED, and APPROVED** this 22nd day of October 2015, by the Mid-Region RTPO Committee of the Mid-Region Council of Governments of New Mexico.



\_\_\_\_\_  
Daniel White, Chair or Gilbert Dominguez.  
Vice Chair, Mid-Region RTPO Committee

ATTEST:



\_\_\_\_\_  
Dewey V. Cave  
MRCOG Executive Director



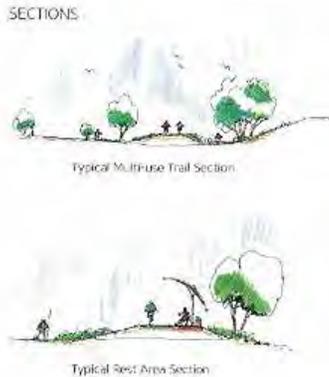


## THE E-NEWSLETTER OF THE MID-REGION RURAL TRANSPORTATION PLANNING ORGANIZATION

ISSUE 7

JANUARY 2015

### Rails-to-Trails in Moriarty & Estancia



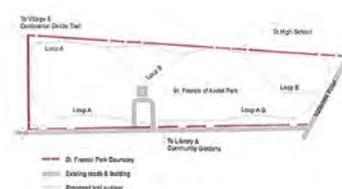
Moriarty, Estancia and Torrance County are in the process of applying for Recreational Trails Program (RTP) funding to implement a Rails-to-Trails project. These new facilities would stretch about 17 miles from Moriarty, through McIntosh, to Estancia, along an old rail bed parallel to New Mexico 41. The trail would provide recreational trails facilities for residents as well as visitors. The trail also has the potential to attract national and international cycling-based tourism to the region. Trail heads will be located within communities in order to encourage users to patronize local businesses without getting in their vehicles.

Stay tuned for more information on this project!

[Let us know if you'd like to plan a project in your community >>](#)

### Cuba Trail Improvements

The Village of Cuba is also applying for Recreational Trails Program (RTP) funding to improve St. Francis of Assisi Park's dirt fitness trails. The project is to construct 8 foot wide asphalt surfacing along the park's trails and a new cut-off connecting trail segments. This would expand use to accommodate skateboarders, roller skaters, persons in wheelchairs, and stroller users. It will also help facilitate availability for use in winter and following wet weather. In addition to increasing usability, the project would also decrease the amount of required maintenance on the facilities.



#### Quick Links



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[Follow MRCOG on Twitter](#)



[Salt Missions Trail Scenic Byway Blog](#)

Step Into Cuba played a significant role in moving this project forward and they have also been instrumental in conducting planning efforts for potential future projects. Ultimately, the Village will have a series of connected sidewalk and trail networks to provide people with safe walking/biking access between different activity centers within the Village. Please stay tuned for more information about this project!

[If you're interested in having MRRTPO staff visit with your community about potential future projects, we would love to help >>](#)

## Parquitos in Downtown ABQ

The Parquito at Zendo Coffee in downtown Albuquerque is a 60 day pilot program meant to introduce people to parklets, which turn parking spaces into comfortable mini parks for sitting and eating. Parklets are often found outside of restaurants and coffee shops and serve to expand fun, enjoyable seating options. Albuquerque's recently opened pilot "Parquito" is meant to see if parklets can work in Albuquerque.



Although parklets are often associated with high-density urban settings, a small outdoor area where people can safely and comfortably relax could be a great addition along a town's main street.

[If you're interested in more information about potential projects like this in your community, please let us know >>](#)

## Next RTPO Committee Meeting



The next Mid-Region Rural Transportation Planning Organization Committee Meeting will be on:  
Thursday, February 12, 2015  
9:30 am - 11:30 am  
[MRCOG's offices](#)



[Salt Missions Trail  
Scenic Byway on  
Facebook](#)



[Salt Missions Trail  
Scenic Byway on  
Twitter](#)



Contact:  
Valerie Hermanson  
vhermanson@mrcog-  
nm.gov  
505.724.3611

[Visit Our Website](#)

[2015 RTPO  
Committee Meeting  
Schedule](#)

Thursday, February  
12, 2015  
9:30 to 11:30 a.m.

Discussion will include:

- Ranking Regional Transportation Improvement Program (RTIPR) projects

Mark Your Calendars!

Please plan on attending the February meeting and [don't forget to RSVP!](#) We need a quorum to take action at this meeting.

If you will be unable to attend the meeting in person, please use the following Call-In Information:

Dial +1 (408) 650-3123  
Access Code: 582-233-286

[View February 2015 meeting details >>](#)

## New Mexico Highway Safety Improvement Program

The Highway Safety Improvement Program (HSIP) is transitioning over to NMDOT's Planning division. The anticipated next call for projects will either be in the spring or summer. We will be sure to keep you informed of information as we receive more information.

In the meantime, please start thinking of potential eligible safety projects. If you would like to meet with MRRTPO staff to discuss potential projects, please let us know because we are here to help! This is a great opportunity for funding because there is [no local match requirement!](#)

If you have any questions, please contact Valerie Hermanson, [vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov), 505.724.3611.



## State and Regional Transportation Plans



Status Update:  
Long Range Multimodal Transportation Plan (SLRP)

Efforts are still underway to update both the New Mexico Long Range Multimodal Transportation Plan (SLRP) and the Mid-Region's Regional Transportation plan (RTP). The New Mexico Department of Transportation (NMDOT) and MRRTPO will develop the SLRP over the coming months with the plan's adoption anticipated for April 2015. The SLRP will answer these questions:

1. Where are we now? What is the existing condition of the transportation system?
2. Where do we want to go? What is the vision for the future of the system?

Thursday, April 9,  
2015  
9:30 to 11:30 a.m.

Thursday, June 11,  
2015  
9:30 to 11:30 a.m.

Thursday, August  
13, 2015  
9:30 to 11:30 a.m.

Thursday, October  
8, 2015  
9:30 to 11:30 a.m.

Thursday,  
December 10, 2015  
9:30 to 11:30 a.m.

All meetings are held at  
MRCOG Offices unless  
noted otherwise.

809 Copper Avenue  
NW Albuquerque, NM  
87102  
([MAP](#))

[View MRCOG's  
Calendar](#)

3. How are we going to get there? What investments will help us achieve the vision?
4. What will it take? What resources - staff and financial - are required?

As MRRTPO works with NMDOT to develop the SLRP, we will be sure to keep you informed about that process and progress.

[Visit here for more information about the SLRP >>](#)

## Regional Transportation Plan (RTP)

MRRTPO hosted its third Regional Working Group on November 4, which is working toward updating the long range Regional Transportation Plan. At this meeting, strategies and alternatives to address the region's transportation challenges and opportunities were discussed.

If you are interested in more information, please contact Valerie Hermanson: [vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov), 505.724.3611.

## We want to hear from you!

Happy New Year!

What would you like to see at the 2015 MRRTPO Committee Meetings? What training are you interested in receiving? Please let us know if you have any ideas! Valerie Hermanson: [vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov), 505.724.3611



In This Issue

[October RTPO Meeting](#)

[December RTPO Committee Meeting](#)

[NM HSIP Update](#)

[Transportation Plans](#)

[Forward this email](#)



This email was sent to tcok@mrcog-nm.gov by [vhermanson@mrcog-nm.gov](mailto:vhermanson@mrcog-nm.gov) | [Update Profile/Email Address](#) | Rapid removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).



MRRTPO | 809 Copper Avenue NW | Albuquerque | NM | 87102



# THE E-NEWSLETTER OF THE MID-REGION RURAL TRANSPORTATION PLANNING ORGANIZATION

ISSUE 11

September 2015

## MRRTPO Regional Transportation Plan Approved



The Mid-Region Rural Transportation Planning Organization's (MRRTPO) Regional Transportation Plan (RTP) was approved at its August MRRTPO Committee meeting.

The plan will assist local elected officials and citizens from rural Sandoval, Torrance and southern Santa Fe counties in their efforts to identify transportation needs in the region between now and 2040.

If you have any questions about the plan, [please let us know!](#)

[Click here for the final RTP >>](#)

## Ribbon Cutting on September 18 in Estancia's Arthur Park

### Quick Links



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[Salt Missions Trail  
Scenic Byway Blog](#)



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Twitter](#)

the Salt Missions Trail (SMT) Scenic Byway recently saw 51-signs installed along the historic route.

"The Salt Missions Trail Scenic Byway winds through an interesting area of New Mexico both scenically and historically," said NM Senator Ted Barela, (R)-District 39. "By creating a brand and adding signs to the Byway, we're creating more opportunities to promote and encourage new visitors to experience the richness of this region."

The Mid-region Council of Governments provides staff support to the Salt Missions Trail Scenic Byway Committee (SMT Committee), which is comprised of local officials and volunteers from Torrance, southern Santa Fe and east Bernalillo Counties. MRCOG and the SMT Committee secured enough funding to purchase 51 Salt Missions Trail signs to be installed along the 150 mile Byway.

The celebrated Byway lies approximately 30-miles east of Albuquerque in the central part of New Mexico connecting Old Route 66 with the Abo Canyon Trail along the roadway loop that runs from Moriarty south to Willard, west to Mountainair, north to Tijeras, and then east to Moriarty. The Byway also includes links west to the Abo Mission ruins and south to Gran Quivera, connecting a number of historic farming and Spanish land grant communities in the area. The transportation, trade, and use of salt from the salt lakes in the Estancia Basin provides the common link between these various points celebrating the communities and Spanish Missions along the way.

### **Salt Missions Trail Scenic Byway Ribbon Cutting Ceremony**

Friday, September 18<sup>th</sup> at 2:00 p.m. in Arthur Park  
(On Highland Avenue, adjacent to the Estancia Library and Police/Fire Depts.)

[RSVP for the Ribbon Cutting >>](#)

**Send us your photos!**



Contact:

**Valerie Hermanson**  
**vhermanson@mrcog-**  
**nm.gov**  
**505.724.3611**

[Visit Our Website](#)

### **2015 RTPO Committee Meeting Schedule**

Thursday, October 8,  
2015  
9:30 to 11:30 a.m.

Thursday, December  
10, 2015  
9:30 to 11:30 a.m.

All meetings are held at  
MRCOG Offices  
unless noted otherwise.

809 Copper Avenue  
NW Albuquerque, NM  
87102  
[\(MAP\)](#)

[View MRCOG's  
Calendar](#)

Debbie sent us this photo of a SMT sign in Mountainair. Thank you, Debbie!





We'd love to see your photos of the new signs in other locations along the 150 mile byway.

Please post them to the Salt Missions Trail Scenic Byway [Facebook page](#) OR [send photos here >>](#)



### In This Issue

[MRRTPO RTP](#)

[SMT Ribbon Cutting](#)

[Send us photos!](#)

[Pinto Bean Fiesta](#)

[Project Development Tool](#)

[Next RTPO Committee Meeting](#)

## 2015 Moriarty Pinto Bean Fiesta

The 2015 Pinto Bean Fiesta will be held on Saturday, September 19, 2015. The event will boast vendors, a parade, horseshoes, coloring contest and costume contest!



[For additional information visit the City of Moriarty's website >>](#)

## Project Development Tool



MRRTPO developed an online tool to assist local governments with the various phases of project development. This online tool is hosted on the main Mid-Region Council of Governments web page [HERE](#). This resource contains easily accessible crash and traffic count data to support project applications.

This resource is still in development and we welcome your feedback! What would you like to see that you don't already? Do you have a project in mind that you'd like to talk to us about? Now is the time to start thinking about potential projects!

[Please let us know what you think >>](#)

[Visit the Online Tool >>](#)

## Next MRRTPO Committee Meeting





The next Mid-Region Rural Transportation Planning Organization Committee Meeting will be on:

**Thursday, October 8, 2015**

**9:30 am - 11:30 am**

**[MRCOG's offices](#)**

**Discussion will include:**

- Ranking New Mexico Department of Transportation (NMDOT) Transit and Rail Division 5310 & 5311 applications

**Mark Your Calendars!**

Please plan on attending the meeting and **[don't forget to RSVP!](#)**

If you will be unable to attend the meeting in person, please use the following Call-In Information:

Meeting ID: 582-233-286

**Dial +1 (408) 650-3123**

**Access Code: 582-233-286**

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### EXAMPLE TRAINING PLAN

Conference	Cerisse Grijalva	Renee Ortiz	Valerie	Nick Pappas	Eric Ghahate	Lesah Sedillo	Mary Ann Burr	Angela Rael
American Planning Transportation NADO (2015)	X	X	X	x	x	x	x	x

### EXAMPLE ESTIMATED COSTS

Event	Where	Date	Estimate Airfare Cost	Conference Registration	Estimated Hotel Cost	transportation (taxi, shuttle, etc)	Food	Total Estimated Cost
National American	Seattle, WA	April 18-21, 2015	\$400	\$700	\$1,250 5 nights X \$250	\$100		\$2,450

## New Mexico RTPO Discussion

December 8, 2014, 10am-11am

Participants: Sandy Gaiser (MRCOG), Valerie Hermanson (MRCOG), Renee Ortiz (EPCOG), Maida Rubin (MRCOG)

### NM RTPO Conferences

On November 4, Jessica Griffin (NMDOT) announced that NMDOT would provide additional funds outside of the Regional Work Program (RWP) budget, for one to three RTPO planners to attend out of state conferences. It was recommended that RTPO planners rotate the schedule of who attends, so that the benefit is shared among everyone. For example, if Planner A attends the Transportation Research Board (TRB) conference in 2015, then Planner B would attend in 2016. Also, whoever attends the conference would write a brief summary about the conference with lessons learned and key take aways to share with the other RTPO planners that did not attend the conference.

NMDOT requested that we (RTPO Planners) discuss and coordinate amongst ourselves to decide which conferences to attend and who would attend them. Specifically, they requested a training plan and budget as soon as possible. This phone call was meant to start working on these details.

Based on the email chain that went around, both Cerisse and Renee are interested in both the APA and NADO conferences. NMDOT was not clear as to if they were willing to contribute funds toward more than one conference per planner. Before we make this training plan official, we all need to agree on a training plan for taking turns to attend these conferences.

**Action:** NM RTPOs need to create a Training Plan with estimated budget as soon as possible

There are several conferences across the country related to Planning, transportation planning and other relevant realms within the planning world. If you do a google search for planning or transportation planning conferences you can find more, but here is a small list of popular and well-attended conferences or trainings. Please note this list is NOT exhaustive, but hopefully will provide a good start to showing what is available out there for us.

- [Transportation Research Board \(TRB\)](#) – this conference occurs annually in January and is always in Washington, DC.
- [Transportation Research Board \(TRB\) Tools of the Trade Conference](#) for small and medium sized communities. Occurs every other year.
- [American Planning Association \(APA\)](#) – this conference occurs annually and varies in date and location.
- [New Mexico Chapter of the American Planning Association \(NM APA\)](#) – State level of APA. Annual conference that changes location within New Mexico each year.
- [RailVolution Conference](#) – focusses on creating communities with transit
- [Smart Growth Conference](#)
- [Project for Public Spaces Conferences and Trainings](#)
- [NACTO Conference](#)
- [ESRI Conferences](#) & Trainings
- [Online courses through Planetizen](#)

- [Transportation Planning Capacity Building resources](#) (a lot of these are FREE!)
- [National Highway Institute Courses](#)

#### **Metropolitan and Regional Planning Advocacy/Trade Organizations**

- [National Association of Regional Councils \(NARC\)](#) – hosts a policy conference every February and an annual conference with varying dates
- [Association of Metropolitan Planning Organizations \(AMPO\)](#)
- [National Association of Development Organizations \(NADO\)](#)

#### **Planning Website Resources**

Also, I frequently visit these planning websites because they often have useful, up to date and interesting planning news:

- [Planetizen](#)
- [City Lab](#)
- [Better Cities and Towns](#)
- [APA Policy News for Planners](#)
- [Next American City](#)
- [Sustainable Cities Collective](#)
- [The Planning Report](#)

#### **American Institute of Certified Planners (AICP)**

We also very briefly discussed American Institute of Certified Planners (AICP). If you would like more information about becoming AICP, please contact Mary Holton at [pdo@apa-nm.org](mailto:pdo@apa-nm.org). Also, please visit [HERE](#) for more information on AICP requirements.

#### **Regular RTPO Calls**

We also discussed the possibility of having more regular RTPO calls. We could have a monthly scheduled phone call among all the RTPOs. If there are no agenda items to discuss in a particular month, we could always cancel the call.

**Action:** Are you interested in having monthly RTPO calls?

**To:** Aaron Detter, Urban and Regional Planner/Recreational Trails Program (RTP) Coordinator, New Mexico Department of Transportation (NMDOT)

**From:** New Mexico RTPOs:  
 Mid-Region Rural Transportation Planning Organization (MRRTPO)  
 Northern Pueblos Regional Transportation Planning Organization (NPRTPO)  
 Southwest Regional Transportation Planning Organization (SWRTPO)  
 Northeast Regional Transportation Planning Organization (NERTPO)  
 Northwest Regional Transportation Planning Organization (NWRTPO)  
 Southeast Regional Transportation Planning Organization (SERTPO)  
 Southcentral Regional Transportation Planning Organization (SCTRPO)

**Date:** March 4, 2015

**Re:** New Mexico RTPO Recreational Trails Program (RTP) Feedback

The Mid-Regional Rural Transportation Planning Organization (MRRTPO) offered to collect feedback about the New Mexico Department of Transportation's (NMDOT) Recreational Trails Program (RTP). The following are comments about the RTP process for FFY2016/2017

- **APPLICATION CLARIFICATION**

**ICIP:** The RTPOs feel like more guidance and further clarification related to the ICIP would have been helpful for the communities. It was not clear in the instructions that a copy or screenshot of the specific ICIP project needed to be included in the application. More explicit directions need to be included within the application.

**Best Practices Sample Application:** It might be helpful if NMDOT provided in the application packet an example of a good application and specifically pointed out why this application is good.

- **COMMUNICATION**

**Application:** Two different RTP application forms had been released and some communities had the correct application, but a few others had the incorrect application. It would have been helpful if NMDOT communicated this issue with both the MPOs and RTPOs to avoid further confusion.

**RTP Deadlines:** While NMDOT had set deadlines for submitting RTP projects, each RTPO had its own internal deadlines for project submissions, PFFs and allowing RTPO Committees to review projects before final submission to NMDOT. It would be helpful for NMDOT to acknowledge or highlight this both in the RTP guidebook or any communication that may occur between NMDOT and the community where the RTPO is not carbon copied on an email. Also, if a deadline falls on a weekend or holiday, there should be a special note of when applications are actually due to NMDOT (either businesses day before or after).

**Website:** An RTP specific website within NMDOT would have been helpful. Given some of the confusion about the application and NMDOT deadlines vs. RTPO deadlines, communities visited the NMDOT website to find clarification, but were unable to find anything specific to answer questions. A general website explaining the program with downloadable guidebooks and applications could be helpful. Also, identifying each RTPO

planner on this website, pointing out that each RTPO has its own deadlines and directing general application questions to the RTPOs could alleviate the amount of general questions from going to NMDOT.

- **PROJECT FEASIBILITY FORM (PFF) PROCESS**

The RTPOs agree that the PFF process was and is very beneficial to both vetting the projects and creating a dialogue among the community, NMDOT and the RTPO about potential future projects and specifics that need to be incorporated into projects. The only difficulty is scheduling these meetings among all the required participants.

# RTPO New Mexico

regional transportation planning organization

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To: Jason Coffey, PPM Coordinator, NMDOT  
Jessica Griffin, Government to Government Unit Supervisor, NMDOT  
From: Sandra Gaiser, Regional Planning Manager, MRCOG

Date: June 24, 2015

Re: Planning Procedures Manual – Proposed Amendment Comments

This memorandum is supported by the Rural Transportation Planning Organizations. This memorandum also supports the comments of the MPOs included in the letter dated June 23, 2015 regarding the PPM 2<sup>nd</sup> amendment. **New wording is indicated in red.**

## Page 4

### Administrative Amendments

- Need to clarify the process.
  - Define what constitutes a consensus
- **Add new language:**
- **If the amendments affect both the RTPOs and MPOs, the amendments will be considered at the joint meeting of the organizations**
- **If the amendments affect the RTPOs, the amendments will be considered at the RTPO quarterly meeting.**
- **If the amendments affect the MPOs, the amendments will be considered at the MPO quarterly meeting.**

### Formal Amendments

This is actually the appeal process for amending the PPM. The formal amendment process kicks in when there is no agreement. The first sentence in the paragraph begins, “in the event that all parties cannot agree to a proposed amendment to this document....”

**Add new language:**

**If a consensus cannot be reached, and the final decision is made by NMDOT in concurrence with FHWA-NM, a written explanation will be provided to the MPOs and RTPOs.**

### Conflict Resolution

How does the 3-month conflict resolution start – with an email, formal letter?

## Page 5 and 6

- Table 1 Where is the Deputy Secretary in the conflict resolution process?

## Page 6

### Consequences of Non-Conformance by MPO/RTPO

- Define continuously (is this more than one time?)
- Define Corrective Plan – what are the components?

## Page 96

Change MOA to **Cooperative Agreement**

## Table 5

Add that the **RTPR can be done on an annual basis.**

---

Mid-Region RTPO	North West RTPO	North East RTPO	Northern Pueblos RTPO	South Central RTPO	South East RTPO	South West RTPO
--------------------	--------------------	--------------------	-----------------------------	-----------------------	--------------------	--------------------

Mid-Region Council of Governments  
Proposed FY14 Regional Transportation Planning Organization Budget  
(October 1, 2014 to September 30, 2015)

	Original Budget	Revenues/ Expenditures final FFY15	Balance
<b>Revenues</b>			
Federal	\$ 85,000.00	77,310	7,690
Local	<u>21,250.00</u>	<u>19,327</u>	<u>1,923</u>
<b>Total Revenues</b>	<b>\$ 106,250.00</b>	<b><u><u>96,637</u></u></b>	<b><u><u>9,613</u></u></b>
 <b>Expenditures</b>			
Salaries & Benefits	\$ 71,844.00	67,856	3,988
Professional Development	2,122.00	250	1,872
Operating Expenses	1,473.00	81	1,392
Travel	7,569.00	7,497	72
Indirect Costs	<u>23,242.00</u>	<u>20,953</u>	<u>2,289</u>
<b>Total Expenses</b>	<b>\$ <u><u>106,250.00</u></u></b>	<b><u><u>96,637</u></u></b>	<b><u><u>9,613</u></u></b>