



**Mid-Region Council of Governments
MRRTPo COMMITTEE
Thursday, April 21st, 9:30a.m. - 11:30 a.m.**



DANIEL WHITE, CHAIR

DEBBIE ORTIZ, VICE-CHAIR

AGENDA

This meeting will be held via teleconference.

To join online, please go to www.zoom.us and enter **Meeting ID: 869 3396 3056**

Passcode: 432709

OR dial in by **phone: 669 900 6833**

- **Call to Order: The presence of a quorum will be noted**
- **Approval of agenda for April 21st, 2022**
- **Approval of meeting summary for February 17th, 2022**

PUBLIC COMMENT

TO ADDRESS THE RTPo COMMITTEE, REGISTER WITH THE COMMITTEE CHAIR PRIOR TO CALL TO ORDER.

ACTION ITEMS

- **No Action Items at This Time**

DISCUSSION ITEMS

- **Regional Planning Program Introduction**
- **Presentation on Bipartisan Infrastructure Bill funding opportunities**
- **Transportation Project Fund (TPF) applications rating and ranking**

REPORTS

- **MRRTPo Report: Channing Hofman**
- **Member Report: All members who wish to report**
- **NMDOT Liaison Report: Neala Krueger**
- **NMDOT Tribal Liaison Report: Ron Shutiva**
- **NMDOT District 5 Report: James Mexia**
- **NMDOT District 6 Report: Mike Neely**

COMMITTEE MEETING ADJOURNMENT

NOTES

Next Meeting: June 16th, 2022

Hosting Agency: Mid-Region Council of Governments

Location: 809 Copper Avenue NW, Albuquerque, NM 87102/ Virtual

Time: 9:30 am – 11:30 pm

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



MID-REGION COUNCIL OF GOVERNMENTS
REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Meeting Summary

Thursday, February 17, 2022 9:30 a.m. – 11:30 a.m.
 809 Copper Avenue NW, Albuquerque, NM 87102

VOTING MEMBER			
ORGANIZATION		MEMBER	ALTERNATE
City of Moriarty		Debbie Ortiz, PHTC (<i>Vice-Chair</i>)	Bob Hudson, Airport Manager
Town of Edgewood	x	Ken Brennan	Juan Torres, Clerk-Treasurer
			Tawnya Mortensen
			Carla Salazar
Town of Estancia	x	Michelle Jones	Nathan Dial, Mayor
Pueblo of Jemez		Sheri Bozic, Director – Planning & Development Director	Mario Romero
Pueblo of Laguna	x	Elroy Keetso	
Pueblo of Zia		Vacant	
Town of Mountainair		Ramona Vickrey	Dennis Fulfer
Village of Encino		Loretta Chavez, Clerk/Treasurer	Boyd Herrington, Mayor
Santa Fe County		Brett Clavio, Transportation Planner	Robert Griego, Planning Division Manager
Village of San Ysidro		Steve Lucero, Mayor	x
Torrance County		Leonard Lujan, Road Superintendent	Daniel White, Marshal, (<i>Chair</i>)
			Wayne Johnson, County Manager
Sandoval County	x	Mark Hatzenbuhler	Cheryl Allen, Grants Coordinator
			David Martinez
			Roseanne Verela
ELIGIBLE BUT NOT PARTICIPATING			
Jicarilla Apache Nation		Duane Sandoval, Engineer/Planner	Prestin Duncan, Engineer Tech
Village of Cuba		Richard Velarde, Mayor	Gilbert Dominguez, Mayor Pro-Tem
			Vandora P. Casados, Clerk
Village of Jemez Springs		Roger Wilson, Trustee	<i>Pending</i>
Village of Willard		Robert Chavez, Mayor	Angelina Halbert, Clerk

STAFF			
Mid-Region RTPO		Channing Hofman, Regional Planner	
	x	Bianca Borg, Regional Planning Program Manager	
	x	Payton Showalter, Regional Planner	
	x	Claudia Patricia Merlo, Planning Program and Title VI Coordinator	

NON-VOTING ASSOCIATE MEMBER			
Step Into Cuba Alliance		Sally Davis, UNM Prevention Research Center	
		Richard Kozoll, MD	

NON_VOTING ADVISORY MEMBER		
ORGANIZATION		MEMBER
FHWA		Pending
NMDOT – District 5		
		Stephanie Medina
		James Mexia
NMDOT– District 6		Mike Neely – Local Government Supervisor
		Clayton Garner, Capital Outlay Coordinator
		Bill Santiago, Local Government Coordinator
NMDOT Regional Design Centers		Luke Smith – Central Region Design
NMDOT – Planning Division		
	x	Neala Krueger, RTPO Liaison
		Shannon Glendenning, Active Transportation Program, BPE Coordinator
		Beth Eliae Forman, CMAQ Coordinator
NMDOT – Transit		Deborah Bach, Rural Transit
		David Harris
		Callie Thomason French
NMDOT - LTAP		

OTHER PARTICIPANTS	
Gavin Lujan – NMDOT Guest Speaker	
MRMPO - Kendra Montanari, Peach Tauzer, Willy Simon, Sagert Sheets, Tara Cok, Rafen Page, James Kolberg	

AGENDA

Call to Order:

Chair Daniel White, San Ysidro, called the meeting to order at 9:35 am. A quorum was noted

Approval of Agenda:

Michelle Jones, Town of Estancia, made a motion to approve the agenda for February 17, 2022; **Elroy Keetso, Pueblo of Laguna**, seconded the motion and passed unanimously.

Approval of Meeting Summary:

Mark Hatzenbuhler, Sandoval County, made a motion to approve the meeting summary for December, 16, 2021; **Ken Brennan, Town of Edgewood**, seconded the motion and passed unanimously.

PUBLIC COMMENT

No public comments were made

ACTION ITEMS

- *No Action Items*

DISCUSSION ITEMS

- *Broadband and Transportation Infrastructure – Presentation by Gavin Lujan*

Gavin Lujan, NMDOT Broadband Coordinator, presented the Broadband and Transportation Infrastructure. See attachment.

Mr. Lujan encouraged the RTPPO Members to send any questions about this topic to: gavin.lujan2@state.nm.us; NMDOTBroadbandoffice@state.nm.us

Mr. Lujan stood for questions.

Mr. White asked if he had talked to the State Radio since they have some systems that could go well with this project. Mr. Gavin said they haven't spoken to the State Radio, but it is a great idea.

Jeremy Lovato asked to encourage the conversation on how the different organizations can introduce the Broadband and Transportation Infrastructure into their communities.

REPORTS

MRRTPPO Staff Report: No reports were given

NMDOT Liaison Report: No reports were given

NMDOT Tribal Liaison Report: No reports were given

NMDOT District 5 Report: No reports were given

NMDOT District 6 Report: No reports were given

NM/LTAP Report: No reports were given

Committee Meeting Adjournment

The meeting adjourned at 10:08 am

Next Meeting: April, 21, 2022, 9:30 a.m. to 11:30 a.m. Meeting to be held virtually

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

Daniel White, Chair - or-
Debbie Ortiz, Vice-Chair
Mid-Region RTPO Committee

ATTEST:

Dewey V. Cave, Executive Director

Mid-Region Council of Governments
Regional Transportation Planning Organization (RTPO)
FFY 2021/2022 Annual Work Program
October 1, 2020 - September 30, 2022

Quarter 1: October 1 - December 31

Quarter 2: January 1 - March 31

Quarter 3: April 1 - June 30

Quarter 4: July 1 - September 30

Summary of year

Introduction and Purpose

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) 2021-2022, which is October 1, 2020, through September 30, 2021.

Function 1. Long-Range Planning and Implementation

Task 1.1 Initiate and coordinate long-range regional transportation planning with other local, regional, and statewide planning initiatives. Collaborate with NMDOT and other partners to identify and document current and future transportation needs, plans, and projects for inclusion in the MRRTPO Long-Range Regional Transportation Plan (RTP).

October - December 2021: MRRTPO staff continued to monitor for opportunities to coordinate long range planning activities and began developing a list of planning priorities for calendar year 2022.

January - March 2022: MRRTPO staff continued to distribute the RTP update survey to better understand transportation needs for the region. Staff also continued to monitor for opportunities to coordinate long range planning activities by attending MPO meetings and communicating with MPO staff and coordinating with the Regional Planning Program's CEDs update.

April - June 2022:

July - September 2022:

1.1.1 Review and update the RTP, including tasks and goals, at least once every four years in coordination with the NMDOT Long Range Plan update.

October - December 2021: MRRTPO staff continued to work on the RTP Update by updating maps, developing and distributing a public input survey, and monitoring updated census data to be incorporated.

January - March 2022: MRRTPO staff continued to distribute the RTP survey and has begun organizing the data into the final RTP updated document.

April - June 2022:

July – September 2022:

- 1.1.2 Conduct and/or participate in corridor studies, transportation-related subarea plans, and regional and local multi-modal and intermodal planning activities, including comprehensive plans, transportation plans, safety plans, freight plans, transit plans, trail plans, bike plans, etc.

October - December 2021: MRRTPO staff continued to monitor for opportunities to participate in plans and studies, but did not participate in particular activities this quarter.

January - March 2022: MRRTPO staff continued to monitor for opportunities to participate in plans and studies, but did not participate in particular activities this quarter.

April - June 2022:

July - September 2022:

- 1.1.3 Support and coordinate long-range regional transportation planning with other local, regional, and statewide planning initiatives, such as Infrastructure Capital Improvement Plans (ICIP), the Statewide Transportation Improvement Program (STIP), and legislative capital outlay priorities.

October - December 2021: MRRTPO staff participated in CDBG implementation trainings and monitored developments in legislative capital outlay priorities in the run up to the January 2022 legislative session.

January - March 2022: MRRTPO continued to participate in the CDBG implementation trainings and worked with the NWNMCOG to develop the RTIPR for the STIP.

April - June 2022:

July - September 2022:

- Task 1.2 Implement performance measures developed in MRRTPO RTP. Create and implement a strategic plan for implementation of the action items identified by MRRTPO members and stakeholders as part of the RTP development process.

October - December 2021: As part of the RTP update, new performance measures and implementation strategies are being developed. Public input surveys have been distributed to identify priorities from RTPO

member entities.

January - March 2022: This task was not relevant this quarter and there is no new information to report.

April - June 2022:

July - September 2022:

Function 1	*Budgeted Hours ('21)	Actual Hours	Budgeted Hours ('22)	Actual Hours
QR1	100	108	75	91
QR2	100	100	75	25
QR3	100	58	100	
QR4	100	58	100	
Balance	400	76	350	234

**QR2 Administrative Amendment*

Function 2. Technical Support and Data Management

Task 2.1 Collect and manage data, perform technical planning, and plan development, in coordination with the transportation goals, trends, and needs developed and identified in the RTP.

October - December 2021: MRRTPO staff continued to coordinate with MRMPO staff to develop maps, identify and analyze data relevant to the MRRTPO for the RTP update.

January - March 2022: This task was not relevant this quarter and there is no information to report.

April - June 2022:

July - September 2022:

2.1.1 Collect and evaluate new statewide population, economic development, travel demand data, projects and trends to inform regional planning efforts, and distribute this information with MRRTPO members. Data to be collected and maintained by the MRRTPO with assistance from NMDOT. Data may include land use data, demographic and population data, freight data, traffic count and crash data, and any other data that supports the goals and actions outlined in the RTP.

October - December 2021: This task was not relevant this quarter and there is no information to report.

January - March 2022: MRRTPO staff worked with MPO staff to manage data for use in the RTP update, including crash data and socioeconomic data.

April - June 2022:

July - September 2022:

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

October - December 2021: MRRTPO continued to be available for data requests from member entities.

January - March 2022: MRRTPO staff continued to be available for data requests from member entities.

April - June 2022:

July - September 2022:

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

October - December 2021: This task was not relevant this quarter and there is no information to report.

January - March 2022: This task was not relevant this quarter and there is no information to report.

April - June 2022:

July - September 2022:

Function 2	Budgeted Hours ('21)	Actual Hours	Budgeted Hours ('22)	Actual Hours
QR1	25	8	25	59
QR2	25	40	25	20
QR3	25	26	25	
QR4	25	62	25	
Balance	100	-36	100	21

Function 3. Project Development and Monitoring

Task 3.1 Assist project applicants in developing projects.

3.1.1 Provide information to MRRTPO members about funding opportunities and assist MRRTPO members to identify projects that may be eligible for transportation funding from federal or other sources, based upon appropriate local, regional, and state-wide plans and applicable data.

October - December 2021: MRRTPO staff continued to monitor opportunities for transportation related funding including the new federal infrastructure spending bill, and distributed information to member entities when appropriate.

January - March 2022: MRRTPo staff has continued to monitor information regarding the Bipartisan Infrastructure Bill and the associated opportunities for project funding and distribute that information to MRRTPo committee members.

April - June 2022:

July - September 2022:

- 3.1.2 Assist project applicants with applications for NMDOT statewide competitive programs. Follow current adopted Guides provided by NMDOT for project eligibility, program guidelines, and application timelines. Submit all complete applications to the designated NMDOT coordinator in accordance with the schedule outlined in the applicable Guide(s).

October - December 2021: This task was not relevant this quarter and there is no information to report.

January - March 2022: MRRTPo staff prepared for the TPF application process by distributing important information to member entities and being available to assist in project application development.

April - June 2022:

July - September 2022:

- 3.1.3 Assist MRRTPo members with identification of safety issues that warrant Road Safety Assessments, Safety Plans and/or qualify for Highway Safety Improvement Program funding.

October - December 2021: MRRTPo staff participated in the Strategic Highway Safety Plan stakeholder meetings and distributed information on the plan to member entities.

January - March 2022: This task was not relevant this quarter and there is no information to report.

April - June 2022:

July - September 2022:

Task 3.2 Manage preliminary project feasibility review process.

October - December 2021: This task was not relevant this quarter and there is no information to report.

January - March 2022: MRRTPo staff reviewed the preliminary project feasibility process to prepare for TPF and other funding applications.

April - June 2022:

July - September 2022:

- 3.2.1 Establish and implement a process for MRRTPo members to prepare and submit Project

Feasibility Forms (PFFs) and Project Prospectus Forms (PPFs) through coordination with NMDOT District(s).

October - December 2021: This task was not relevant this quarter and there is no information to report.

January - March 2022: MRRTPO staff reviewed the process for project application development in preparation for FFY22 funding opportunities.

April - June 2022:

July - September 2022:

- 3.2.2 Assist MRRTPO members with development of PFFs and PPFs; ensure that all members are fully informed of the process and timelines, and support entities in accessing all forms and data required by project applicants to complete the forms.

October - December 2021: MRRTPO staff responded to requests from member entities with information regarding the PFF and project development process.

January - March 2022: MRRTPO staff continued to distribute information and updated PFF forms for TPF applications, and is preparing the process for further funding opportunities.

April - June 2022:

July - September 2022:

- 3.2.3 Work with MRRTPO members to establish scoring criteria for project selection and prioritization, based on goals and action items included in the RTP, the New Mexico 2040 Plan, the Active Transportation and Recreational Programs Guide, and other guidance from NMDOT.

October - December 2021: This task was not relevant this quarter and there is no information to report.

January - March 2022: This task was not relevant this quarter and there is no information to report.

April - June 2022:

July - September 2022:

- 3.2.4 Develop a prioritized list of projects based on the regional goals articulated in the RTP, and the statewide goals in the 2040 Plan, as well as MRRTPO Committee review and input. This list will serve as the Regional Transportation Improvement Program Recommendations (RTIPR) list and be submitted to the NMDOT District for potential federal funding opportunities on an annual basis, in coordination with NMDOT's call for MRRTPO member governments interested in pursuing transportation system development and coordination activities.

October - December 2021: This task was not relevant this quarter and there is no information to report.

January - March 2022: MRRTPo staff worked with NWRTPo staff to coordinate RTIPR development and put together the ZIPPER document for NMDOT.

April - June 2022:

July - September 2022:

- 3.3.1 Facilitate prioritization of Public Transit Program applications for the MRRTPo area in response to the state-wide prioritization schedule established by NMDOT Transit and Rail Division staff. Submit the results to the NMDOT Transit and Rail Division in accordance with that schedule. Include the results in the MRRTPo RTIPR.

October - December 2021: MRRTPo staff in coordination with NMDOT and applying entities managed the 5310 and 5311 application and prioritization process. Member entities were presented the applications at the December 16th, 2021 Committee meeting and have submitted their rankings to MRRTPo staff.

January - March 2022: This task was not relevant this quarter and there is no information to report.

April - June 2022:

July - September 2022:

- 3.3.2 Support efforts on regional transit system development, through coordination with local entities and NMDOT Transit & Rail Division.

October - December 2021: As part of the RTP update, public input surveys were distributed that in part sought input on the development of regional public transit systems.

January - March 2022: MRRTPo staff continued to monitor for opportunities to further develop the regional transit system.

April - June 2022:

July - September 2022:

- Task 3.4 MRRTPo will coordinate and co-facilitate RTIPR “zipper” meetings with NMDOT Government to Government Unit (GTG) liaison, the appropriate District staff, and applicable RTPOs, if necessary. Notify NMDOT GTG liaison and District staff of the dates, times, and locations for these “zipper” meetings. Submit the combined, prioritized RTIPR to GTG liaison, the District Engineers and all relevant RTPOs within ten days of the prioritization meeting.

October - December 2021: This task was not relevant this quarter and there is no information to report.

January - March 2022: MRRTPo staff coordinated with NWRTPo staff and had the Zipper meeting on March 9th, 2022.

April - June 2022:

July - September 2022:

Task 3.5 Track the progress of Statewide Transportation Improvement Program (STIP) projects within the MRRTPo region and ensure regular communication between the project sponsors, NMDOT staff and others to ensure the projects are meeting deadlines outlined in the Tribal/Local Public Agency (T/LPA) Handbook. Keep project applicants informed on project status, including through review of complete regional STIP project lists at meetings, and assist MRRTPo members with issues that may arise.

October - December 2021: This task was not relevant this quarter and there is no information to report.

January - March 2022: As part of the Zipper process, MRRTPo staff coordinated with member entities that had applied for project funding to ensure all documents were in order and deadlines met.

April - June 2022:

July - September 2022:

Function 3	Budgeted Hours ('21)	Actual Hours	Budgeted Hours ('22)	Actual Hours
QR1	100	28	115	32
QR2	100	90	115	27
QR3	100	189	110	
QR4	100	4	110	
Balance	400	89	450	391

Function 4. Other Activities and Projects

Task 4.1 Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program. Provide periodic updates to MRRTPo members on the status of the studies/projects and involve the members in this effort as appropriate.

October - December 2021: This task was not relevant this quarter and there is no information to report.

January - March 2022: This task was not relevant this quarter and there is no information to report.

April - June 2022:

July - September 2022:

Task 4.2 Coordinate and participate with the Councils of Governments (COGs) and applicable New Mexico State agency staff on legislative studies related to state-wide or RTPO-specific transportation issues as appropriate.

October - December 2021: This task was not relevant this quarter and there is no information to report.

January - March 2022: This task was not relevant this quarter and there is no information to report.

April - June 2022:

July - September 2022:

Task 4.3 Monitor development of Federal and state laws affecting the transportation system and provide information about the contents and status to MRRTPO members.

October - December 2021: MRRTPO staff continued to monitor developments in the federal infrastructure spending bill and distributed information to member entities as appropriate.

January - March 2022: MRRTPO staff continued to monitor developments in the federal infrastructure spending bill and distributed information to member entities as appropriate.

April - June 2022:

July - September 2022:

Task 4.4 Attend RTPO quarterly and special meetings.

October - December 2021: This task was not relevant and there is no information to report.

January - March 2022: MRRTPO staff attended the February 18th RTPO roundtable meeting.

April - June 2022:

July - September 2022:

Task 4.5 Attend in-state and out-of-state conferences, training sessions or special meetings for staff and professional development opportunities. This task includes the purchase of any supporting materials that may be needed to coordinate, conduct or attend the conference, training session or meeting.

October - December 2021: MRRTPO staff attended various trainings and webinars, including CDBG implementation training series, the NM Economic Pathway Forward webinar, the Highway Safety plan stakeholder meetings, and a roundtable discussion on tribal transportation and climate change.

January - March 2022: MRRTPO staff attended the Equity Summit, CDBG Implementation Training, Virtual Public Involvement webinars, a webinar on planning and funding rural electric mobility infrastructure, and Community and Regional Planning courses at UNM.

April - June 2022:

July - September 2022:

Task 4.6 Participate in miscellaneous transportation-related programs and special projects in the MRRTPo region or that would further planning in the MRRTPo region. Examples include voting member of the University of New Mexico Prevention Research Center’s Community Advisory Committee (UNM PRC CAC), support for the Partnership for Healthy Torrance Communities (PHTC), support the Step into Cuba initiative, support the East Mountain Regional Trails Council (EMRTC) and support for the New Mexico Complete Streets Leadership Team (NMCSLT).

October - December 2021: MRRTPo staff continued to monitor for opportunities to participate in transportation related programs and special projects, including attending the PHTC committee meetings.

January - March 2022: MRRTPo staff continued to monitor for opportunities to participate in transportation related programs and special projects, including attending the PHTC Committee meetings.

April - June 2022:

July – September 2022:

Function 4	Budgeted Hours ('21)	Actual Hours	Budgeted Hours ('22)	Actual Hours
QR1	75	146	80	88
QR2	75	79	85	76
QR3	75	24	110	
QR4	75	26	100	
Balance	300	25	375	211

Function 5. General RTPO Support

Task 5.1 Organize and facilitate all meetings of the MRRTPo in accordance with the Public Participation Plan.

October - December 2021: MRRTPo staff continued to follow the PPP for all committee meetings.

January - March 2022: MRRTPo staff continued to follow the PPP for all committee meetings.

April - June 2022:

July - September 2022:

5.1.1 Document the MRRTPOs public participation process including but not limited to, procedures the MRRTPo uses to comply with the *New Mexico Open Meetings Act* [NMSA 1978, Sections 10-51-1, *et. seq.*] and 23 CFR 450.

October - December 2021: MRRTPo staff documented and made publicly available all committee meeting procedures and minutes.

January - March 2022: MRRTPO staff documented and made publicly available all committee meeting procedures and minutes.

April - June 2022:

July - September 2022:

- 5.1.2 Per the *New Mexico Open Meetings Act* and 23 CFR 450.210, provide public notice (including publication of ads in Albuquerque Journal for MRRTPO Committee meetings).

October - December 2021: MRRTPO staff placed legal ads for all committee meetings in the Albuquerque Journal.

January - March 2022: MRRTPO staff placed legal ads for all committee meetings in the Albuquerque Journal

April - June 2022:

July - September 2022:

- 5.1.3 Provide MRRTPO Committee members, the appropriate NMDOT District staff, and GTG with meeting agendas and information packets no later than seven (7) calendar days in advance of MRRTPO Committee meetings.

October - December 2021: MRRTPO staff made all agenda packets and other relevant materials available no later than 7 days prior to meetings.

January - March 2022: MRRTPO staff made all agenda packets and other relevant materials available no later than 7 days prior to meetings.

April - June 2022:

July - September 2022:

- 5.1.4 On an annual basis, provide all eligible T/LPAs with the opportunity to appoint or confirm a representative and alternates to the MRRTPO Committee.

October - December 2021: This task was not relevant this quarter and there is no information to report.

January - March 2022: MRRTPO staff requested and received appointment forms from all member entities.

April - June 2022:

July – September 2022:

Task 5.2 Maintain bylaws that clarify and document member entities, responsibilities and roles,

including voting protocols.

October - December 2021: No updates to the bylaws were made this quarter.

January - March 2022: No updates to the bylaws were made this quarter.

April - June 2022:

July – September 2022:

- 5.2.1 Maintain a list of MRRTPo Committee members with contact information and provide a copy of the list to appropriate NMDOT District staff, GTG, member entities, and other regular participants as requested.

October - December 2021: MRRTPo staff continued to update and distribute the MRRTPo Committee roster as requested.

January - March 2022: MRRTPo staff continued to update and distribute the MRRTPo Committee roster as requested.

April - June 2022:

July – September 2022:

- Task 5.3 Conduct Outreach Activities. Purchase any needed supporting materials in order to coordinate or conduct outreach activities.

October - December 2021: MRRTPo staff conducted outreach activities regarding the 5310/5311 application process and prioritization.

January - March 2022: MRRTPo staff conducted outreach activities regarding the appointment process.

April - June 2022:

July – September 2022:

- 5.3.1 Engage in and document outreach activities and provide citizens and other transportation stakeholders with reasonable opportunities to participate in MRRTPo processes per 23 CFR 450. Document outreach activities in each quarterly report.

October - December 2021: MRRTPo staff maintained communication with member entities to provide information and resources pertinent to transportation planning and issues.

January - March 2022: MRRTPo staff maintained communication with member entities to provide information and resources pertinent to transportation planning and issues.

April - June 2022:

July – September 2022:

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

October - December 2021: This task was not relevant this quarter and there is no information to report.

January - March 2022: MRRTPO staff worked with newly elected representatives from Edgewood and the Village of Cuba on MRRTPO processes and procedures.

April - June 2022:

July – September 2022:

Task 5.4 Maintain a website that includes current meeting information and planning documents, as referenced in the Quality Assurance Review (QAR) guidelines. Post a list of current MRRTPO Committee members and keep this information updated.

October - December 2021: MRRTPO staff continued to update the RTPO website as needed.

January - March 2022: MRRTPO staff continued to update the RTPO website as needed.

April - June 2022:

July – September 2022:

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

October - December 2021: MRRTPO staff shared training opportunities, resources and other information to RTPO members through regular email communications and the Regional Planning Program Newsletter.

January - March 2022: MRRTPO staff shared training opportunities, resources and other information to RTPO members through regular email communications and the Regional Planning Program Newsletter.

April - June 2022:

July – September 2022:

Function 5	*Budgeted Hours ('21)	Actual Hours	Budgeted Hours ('22)	Actual Hours
QR1	100	129.5	75	103

QR2	100	77	75	90
QR3	100	115	75	
QR4	100	59	75	
Balance	400	19.5	300	107
<i>*QR2 Administrative Amendment</i>				

Function 6. RTPO Administration

Task 6.1 Produce work products that meet all quarterly work requirements and deadlines per the Planning Procedures Manual (PPM) and submit a summary of activities completed per quarter.

October - December 2021: MRRTPO staff followed deadlines outlined in the PPM for all RWP products and submitted them accordingly.

January - March 2022: MRRTPO staff followed deadlines outlined in the PPM for all RWP products and submitted them accordingly.

April - June 2022:

July - September 2022:

- 6.1.1 Implement and monitor program expenditures in relation to the annual budget, per the PPM. Ensure documentation on program expenditures and functions (quarterly reports) are available to the public on MRCOG website and retained as physical copies, which will be reviewed during the annual Quality Assurance Review (QAR).

October - December 2021: All pertinent documents have been uploaded to the website and are publicly available

January - March 2022: All pertinent documents have been uploaded to the website and are publicly available.

April - June 2022:

July – September 2022:

- 6.1.2 Submit quarterly Reimbursement Packets per the PPM. Include this report as an informational item on the following MRRTPO Committee agenda and should reflect all costs outlined in the Invoice. As per PPM, QR report due dates are January 25, April 25, July 12, and October 25.

October - December 2021: MRRTPO staff completed and submitted the QR4 for FY21 and began working on the QR1 for FY22.

January - March 2022: MRRTPO staff completed and submitted the QR1 for FY22 and began working on the QR2 for FY22.

April - June 2022:

July - September 2022:

- 6.1.3 Submit an Annual Performance and Expenditure Report (APER) each year, per the timeline and procedures documented in the PPM. This will suffice as the 4th quarter Quarterly Report, but will include additional descriptions to summarize the activities performed in the past year. As per the PPM, draft APER due November 15 and final due November 30.

October - December 2021: MRRTPO staff submitted the FY21 Annual Performance and Expenditure Report (APER) to NMDOT before the deadline. The APER was approved.

January - March 2022: This task was not relevant this quarter and there is no information to report.

April - June 2022:

July - September 2022:

- Task 6.2 Solicit and utilize input from MRRTPO board members to develop the two-year Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM. Draft two-year RWP due June 1 in even years with the final due July 1 in odd years.

October – December 2021: This task was not relevant this quarter and there is no information to report.

January - March 2022: This task was not relevant this quarter and there is no information to report.

April - June 2022:

July - September 2022:

- 6.2.1 MRRTPO staff will coordinate as needed with other RTPOs, Metropolitan Planning Organizations (MPOs), Regional Transit Districts, or other agencies impacted by and/or associated with activities contained in the RWP.

October – December 2021: MRRTPO staff continued to monitor MPO activities to identify potential areas of coordination as well as continued to communicate with RTPO's, NMDOT, and other agencies.

January - March 2022: MRRTPO staff continued to monitor MPO activities to identify potential areas of coordination as well as continued to communicate with RTPO's, NMDOT and other agencies.

April - June 2022:

July - September 2022:

- Task 6.3 Develop an annual budget based on the tasks outlined in the RWP, and annually update MRCOG's Indirect Cost Allocation Plan (ICAP), in accordance with 2 CFR 200 and the PPM.

October – December 2021: This task was not relevant this quarter and there is nothing to report.

January - March 2022: This task was not relevant this quarter and there is no information to report.

April - June 2022:

July - September 2022:

Task 6.4 Maintain a Public Participation Plan (PPP) that addresses Title VI and Environmental Justice procedures. Ensure a specific contact person and contact information is listed. Update the PPP in accordance with the PPM schedule or as determined appropriate by MRRTPo members or staff.

October – December 2021: No updates to the PPP were mad this quarter.

January - March 2022: No updates to the PPP were made this quarter.

April - June 2022:

July - September 2022:

Task 6.5 Submit the MRCOG Financial Audit for each State Fiscal Year to the NMDOT GTG Liaison, within 30 days of when the audit is released by the State Auditor’s Office.

October – December 2021: This task was not relevant this quarter and there is no information to report.

January - March 2022: This task was not relevant this quarter and there is no information to report.

April - June 2022:

July - September 2022:

Task 6.6 MRRTPo staff will maintain the MRRTPo e-newsletter.

October – December 2021: MRRTPo staff contributed to the Regional Planning Program e-newsletter for the November, 2021 issue.

January - March 2022: MRRTPo staff contributed to the Regional Planning Program e-newsletter for the January and March, 2022 issues.

April - June 2022:

July - September 2022:

Function 6	*Budgeted Hours ('21)	Actual Hours	Budgeted Hours ('22)	Actual Hours
QR1	100	144.5	106.25	57

QR2	100	52	106.25	80
QR3	100	72	106.25	
QR4	100	34	106.25	
Balance	400	97.5	425	288
<i>*QR2 Administrative Amendment</i>				



MPO/RTPO Work Program Amendment Request Form

This form is for MPO/RTPO Planners to submit a request for an amendment to either an approved Unified Planning Work Program (UPWP) or Regional Work Program (RWP). Please refer to the appropriate section in the Planning Procedures Manual (PPM) for information regarding Work Program amendments and the Month-by-Month Work Program and PPM Timeline (calendar) for due dates.

Please complete the following information and submit the completed form to your NMDOT Government to Government Planning Liaison via email. Include a copy of a complete, revised work program narrative and budget.

Date:	April 14 th , 2022		
Entity:	Mid Region RTPO		
Contact Name:	Channing Hofman		
UPWP/RWP Amendment #:	FYY21/22 #2	FHWA funded, Control #:	P319010
		FTA funded, Federal Award ID #:	

Staff Hours or Budget Line Items being changed (<i>indicate Task # or Budget Category. Add rows as needed</i>)	Current Budgeted Amount	Revised Amount	Percent Change	Brief Description of Change
Professional Development	\$1,878	\$4,000	113%	The professional development budget has been overdrawn. Unused fund from the travel budget will be reallocated.
Travel	\$11,000	\$8,878	-19%	Unused travel funds are being reallocated to the professional development budget.

Please indicate if amendment is administrative or formal (if formal, proposed or board-approved) and provide detailed justification based upon requirements in the PPM.

Amendment Type (1. Administrative, 2. Formal – proposed, or 3. Formal – board approved)	Justification
Formal - Proposed	Percent change for professional development line item is greater than 20%

Approval by MPO/RTPO Boards (only required for formal amendments):

Review Committee/Board	Date of Anticipated Approval (for proposed) or Date Approved (for board approved)
Technical Committee/Board:	
Policy Committee/Board:	

For NMDOT use only.

Received by Planning Liaison (name):	
Date:	
Recommendation of Planning Liaison:	
Transit Bureau Recommendation, if applicable:	
<i>For Formal Amendments Only:</i>	
Received by MPPB Chief on date:	
Action (Amend #):	