



Mid-Region Council of Governments
MRRTPO COMMITTEE



Thursday, October 21st, 2021 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: 983 4597 3111

Passcode: 956988

OR dial in by phone: 669 900 6833

- Call to Order: The presence of a quorum will be noted
- Approval of agenda for October 21st, 2021
- Approval of meeting summary for August 19th, 2021

PUBLIC COMMENT

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

ACTION ITEMS

- Election of the Chair and Vice Chair
- RTIPR Approval
- Formal Amendment #1 approval

DISCUSSION ITEMS

- Jason Coffey Presents on the Highway Safety Improvement Program
- Questions/discussions regarding the 4th quarter report
- Presentation on the Public Engagement Plan for the RTP

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, Stephanie Medina*
- NMDOT District 6 Report: *JoAnn Garcia or Marticia Holiday*

COMMITTEE MEETING ADJOURNMENT

NOTES

Next Meeting: December 16th, 2021

Hosting Agency: Mid-Region Council of Governments

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

Time: 9:30 am – 11:30 pm

Anyone requiring special accommodations is requested to please notify the MRCOG 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, August 19th, 2021 9:30 a.m. – 11:30 a.m.
 809 Copper Avenue NW, Albuquerque, NM 87102

VOTING MEMBER			
ORGANIZATION	MEMBER	MEMBER	ALTERNATE
City of Moriarty	x	Debbie Ortiz, PHTC (<i>Vice-Chair</i>)	Bob Hudson, Airport Manager
Town of Edgewood		John Basset, Mayor	Juan Torres, Clerk-Treasurer
			x
Town of Estancia	x	Michelle Jones	Nathan Dial, Mayor
Pueblo of Jemez		Sheri Bozic, Director – Planning & Development Director	x
Pueblo of Laguna		Gaylord Siow	x
Pueblo of Zia		Vacant	Leon Gachupin, Road Maintenance Supervisor
Town of Mountainair	x	Ramona Vickrey	Dennis Fulfer
Village of Encino		Loretta Chavez, Clerk/Treasurer	Boyd Herrington, Mayor
Santa Fe County	x	Brett Clavio, Transportation Planner	Robert Griego, Planning Division Manager
Village of San Ysidro		Steve Lucero, Mayor	x
Torrance County		Leonard Lujan, Road Superintendent	Wayne Johnson, County Manager
Sandoval County	x	Mark Hatzenbuhler	David Martinez
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
Village of Jemez Springs		Roger Wilson, Trustee	<i>Pending</i>
Village of Willard		Robert Chavez, Mayor	Angelina Halbert, Clerk

STAFF			
Mid-Region RTPO	x	Channing Hofman, Regional Planner	
		Bianca Borg, Regional Planning Program Manager	
	x	Payton Showalter, Regional Planner	

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		Paul Brasher, District Engineer
		Stephanie Medina
	X	James Mexia
NMDOT– District 6		Jan Niclos, Engineer Support
	X	JoAnn Garcia, LGRF, Capital Outlay, T/LPA Coordinator
		Marticia Holiday, Co-ops
		Bill Santiago, Local Government Coordinator
		Luke Smith – Central Region Design
NMDOT Regional Design Centers		
NMDOT – Planning Division	X	Rosa Kozub, G2G Supervisor
		Neala Krueger, RTPO Liaison
		Ron Shutiva, Tribal Liaison
		Shannon Glendenning, BPE Coordinator
		Sky Tallman, CMAQ Coordinator
		Maggie Moore, TAP Coordinator
		Jessica Griffin
NMDOT – Transit		Deborah Bach, Rural Transit
		David Harris
		Callie Thomason French
NMDOT - LTAP		

OTHER PARTICIPANTS		

AGENDA

Call to Order:

Chair Daniel White, San Ysidro, called the meeting to order at 9:33am. A quorum was noted

Approval of Agenda:

Debbie Ortiz, Moriarty made a motion to approve the agenda for August 19th, 2021; The motion was seconded by **Mark Hatzenbuhler, Sandoval County** and passed unanimously.

Approval of Meeting Summary:

Debbie Ortiz, Moriarty made a motion to approve the meeting summary for June 8th, 2021; The motion was seconded by **Elroy Keetso, Pueblo of Laguna**, and passed unanimously. **Michelle Jones, Estancia**, abstained.

PUBLIC COMMENT

No public comments were made

ACTION ITEMS

Action Item #1: Whether to continue holding committee meetings virtually, in person, or hybrid.

Debbie Ortiz, Moriarty, made a motion to continue holding committee meetings virtually until 2022, at which point the committee will revisit the issue. The motion was seconded by **Mark Hatzenbuhler, Sandoval County**, and passed unanimously.

DISCUSSION ITEMS

- CMAQ, TAP, RTP Funding: Channing Hofman requested feedback from the committee regarding this funding opportunities. Carla Salazar from Edgewood noted their intent to apply for the RTP for their Edgewood 7 trail, but that design delays have held up the process. No other committee member intended to apply for the funding programs.
- Channing Hofman discussed the RTP update process and requested input from the committee regarding the public engagement process.

REPORTS

MRRTPO Staff Report: Channing and Payton reported on new staffing and the economic development and resiliency plan.

Member Report: Ramona reported on new construction work on their streets for Mountainair. Chairman Daniel White reported a number of projects including the walkway project, the community center. Elroy Keetso of the Pueblo of Laguna reported on their Mainstreet development project, which recently included a charrette. Carla Salazar of Edgewood reported on the pedestrian bridge project and the Edgewood 7 project, both of which are stalled. Mark H. of Sandoval County reported on their various bridge projects as well as recent flooding events. Michelle Jones of Estancia reported on a few capital outlay projects and the ICIP. Mario of Pueblo of Jemez reported on recent Covid related shutdowns as well as the NM 4 bypass and the pedestrian trail. Debbie Ortiz of Moriarty reported on the Torrance County fair in Estancia, recent airport improvements, and the Pinto Bean Fiesta.

NMDOT Liaison Report: Rosa Kozub reported on the SLRTP that is available for review, as well as the recently adopted Pedestrian Safety Action Plan.

NMDOT Tribal Liaison Report: No reports were given

NMDOT District 5 Report: James Mexia gave an update on the LGRF and capital outlay cooperative agreements.

NMDOT District 6 Report: Joann Garcia updated the committee on new staffing.

NM/LTAP Report: No reports were given

Committee Meeting Adjournment

The meeting adjourned at: 10:30 am

Next Meeting: October 21st, 2021, 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

RANKING	TITLE	LEAD ENTITY	Route Number	FC	COUNTY	DISTRICT	PROJECT TYPE	DESCRIPTION	LENTH (Miles)	Funding Type	PROJECT TOTAL	STATE - 95%	LOCAL - 5%	FUNDED TO DATE	Needed Investment	STATUS	COMMENTS	RTP/NMTP Goal
1	Airport Road	Milan, Village of	Airport Road	7 - Local Roads	Cibola	6	Road - Reconstruction (6)	Street Reconstruction with focus on drainage infrastructure to prevent future street flooding.	0.43	TPF	\$2,750,000	\$2,612,500	\$137,500	\$0	\$2,750,000	Active Not Funded	Street reconstruction with drainage with drainage improvements to prevent future flooding.	3 - Asset Management
1	US64 / Beclabito Chapter Road Intersection	Navajo Nation (Northern)	Beclabito Chapter / US64 Intersection	2 - Other Freeways & Expressways	San Juan	5	Safety (21)	Intersection safety improvements providing PER, ROW, design and construction, including street lights	0.25	TPF	\$900,000	\$855,000	\$45,000	\$0	\$900,000	Partially Funded	This project is actually "Active not funded" (was not provided that option) seeking intersection safety improvements to include PER, ROW and design thru construction including street lighting.	2 - Safety
1	NM124 Realignment	Acoma, Pueblo of	NM124	4 - Minor Arterial	Cibola	6	Preliminary Engineering (15)	Preliminary Engineering, Design and clearances	1.2	TPF	\$1,000,000	\$950,000	\$50,000	\$0	\$1,000,000	Active Not Funded	Preliminary Engineering, Design and Clearances for NM124 Realignment and expansion of US I-40 underpass to NM117	3 - Asset Management
1	CR1 - Marquez Road	Cibola, County of	CR1	6 - Minor Collector	Cibola	6	Preliminary Engineering (15)	Project will provide preliminary engineering including utilities, ROW and design for emergency repair to road, bridge and drainage improvements for a pair of culverts that are washing out	0.25	TPF	\$500,000	\$475,000	\$25,000	\$0	\$500,000	Active, Not Funded	County will seek more immediate emergency mitigation funding to stabilize and delay further erosion to the watershed and culvert washout; then seek more permanent mitigation next cycle based on PER findings and design. County is offering 14.56% match.	2 - Safety
1	Washington Ave. Roadway Reconstruction and Drainage Project	Grants, City of	Washington Ave.	7 - Local Roads	Cibola	6	Road - Reconstruction (6)	Drainage and roadway reconstruction to improve storm water drainage. Full depth reconstruction of Washington Ave. corridor from Jefferson Ave. to Anderman Street. Project will alleviate flooding and improve vehicular and pedestrian access.	0.38	TPF	\$4,548,000	\$2,895,600	\$152,400	\$1,500,000	\$3,048,000	Partially Funded	Planning was completed as part of the 2010 regional drainage master plan. Design and phase 1 construction was funded by NMDOT - LGRF. Requesting funding for phase 2 and phase 3 design and construction.	2 - Safety
1	L24 - Rainfall Road	Laguna, Pueblo of	L24 Rainfall Rd.	7 - Local Roads	Cibola	6	Safety (21)	Expand I-40 Concrete Box underpass for safe traffic, bike and pedestrian interface and egress	0.25	TPF	\$2,000,000	\$1,900,000	\$100,000	\$0	\$2,000,000	Active not Funded	Expansion of this I-40 concrete box underpass with bike and pedestrian infrastructure will increase safety for traffic, pedestrian and bicycle interface, ingress and egress.	2 - Safety
1	NM53 / BIA Rt. 125 intersection and BIA 125 improvements	Ramah Navajo DOT	BIA Rt. 125	6 - Minor Collector	Cibola	6	Safety (21)	Intersection and BIA-125 improvements up to 2 miles beyond intersection incl. road shoulders and decel / accel lanes at local intersections.	2	TPF	\$1,573,000	\$1,494,350	\$78,850	\$0	\$1,573,000	Active Not Funded	NM53 Intersection and BIA125 improvements for 2 miles south including reconstruction for shoulder expansion improvements and deceleration / acceleration lanes at other road intersections will improve traffic, pedestrian and bicycle safety.	2 - Safety
1	Coal Avenue Commons	Gallup, City of	Reconstruct Coal Avenue	7 - Local Roads	McKinley	6	Road - Reconstruction (6)	Improve sidewalks, curb/gutter/sewer drainage, lighting, utilities signage, ADA access, intersections, bike facilities.	0.1	TPF	3,500,000	\$3,325,000	\$175,000	\$0	\$3,500,000	Active Not Funded	Project is 100% designed and shovel ready. Phase I is fully funded via Capital Outlay, MAP, NMMS and local funds and under construction. Phase II needs construction funds.	5 - Program Delivery
1	CR43-A Superman Canyon Road Bridges	McKinley, County of	CR-43-A	7 - Local Roads	McKinley	6	Bridge Replace (11)	design and construct bridges 3, 4, and 4-A on Superman Canyon Road	0.1	TPF	\$2,000,000	\$1,900,000	\$100,000	\$0	\$2,000,000	Active Not Funded	Design and construct bridges across watersheds to maintain safe and consistent access for rural residents who use this road.	2 - Safety

Transportation Project Fund (TPF) Total **\$17,271,000**



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:	October 14, 2021		
Entity:	Mid Region RTPO		
Contact Name:	Channing Hofman		
UPWP/RWP Amendment #:	FFY21/22 #1	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
Salaries & Benefits	\$75,009	\$79,759	6.3%	Increase reflects carry forward funds, will accommodate cost of living increases and new program manager hire
Professional Development	\$1,500	\$1,878	25.2%	Increase reflects carry forward funds to cover new professional development opportunities in FFY22
Travel	\$5,500	\$11,000	100%	Increase reflects carry forward funds to cover increase opportunities for travel in FFY22
Operating Expenses	\$2,000	\$2,735	36.75%	Increase reflects carry forward funds
Equipment	\$652	\$1,304	100%	Increase reflects carry forward funds
Indirect Cost	\$21,589	\$27,901	29%	Increase reflects carry forward funds; FY22 Indirect Cost rate increased to 28.86%
Total	\$106,250	\$124,577	17.2%	MRRTPO will carry forward \$18,327

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	More than 10% to the total RWP budget and more than 20% change in individual line items.

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:	10/21/21
Policy Committee/Board:	10/21/21

For NMDOT use only.

Received by Planning Liaison (name):	Neala Krueger
Date:	10/14/2021

Recommendation of Planning Liaison:	Approve as formal amendment per PPM guidelines
Transit Bureau Recommendation, if applicable:	N/A
<i>For Formal Amendments Only:</i>	
Received by MPPB Chief on date:	
Action (Amend #):	

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 2020: MRRTPO staff continued the RTP update by preparing project management and organizational documents that included newly received project materials and guidance from NMDOT.

January - March 2021: MRRTPO staff continued to integrate data products from NMDOT into the RTP and is coordinating with the MRRTPO committee for further input. MRRTPO staff is also coordinating with the Partnership for a Healthy Torrance County.

April - June 2021: MRRTPO staff continued to coordinate with NMDOT and regional stakeholders like the Partnership for a Healthy Torrance Community on the Regional Transportation Plan.

July – September: MRRTPO staff continued to develop the Regional Transportation Plan by identifying and adding new data sources, updating maps, and developing the public engagement plan.

- 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 2020: MRRTPO staff is currently engaged with the RTP update.

January - March 2021: MRRTPO staff is currently engaged with the RTP update.

April - June 2021: MRRTPO staff is currently engaged with the RTP update.

July – September: MRRTPO staff is currently engaged with the RTP update.

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

October - December 2020: MRRTPO staff continued to monitor for opportunities to participate in plans and studies, but did not participate in particular activity this quarter.

January - March 2021: MRRTPO staff continued to monitor for opportunities to participate in plans and studies, but did not participate in particular activity this quarter.

April - June 2021: MRRTPO staff continued to monitor for opportunities to participate in plans and studies, and is assisting in public participation forums for the Statewide Comprehensive Outdoor Recreation Plan.

July – September: MRRTPO staff continued to monitor for opportunities to participate in plans and studies but did not participate in this particular activity this quarter.

- 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 2020: MRRTPO staff continued to monitor developments in the ICIP process and monitor other opportunities for coordination.

January - March 2021: MRRTPO staff continued to monitor developments in the ICIP process and monitor other opportunities for coordination. Staff is also coordinating with NMDOT and local entities in developing the RTIPR for STIP consideration.

April - June 2021: MRRTPO staff continued to monitor opportunities for coordination.

July – September: MRRTPO staff continued to monitor for opportunities for coordination.

- 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 2020: As part of the RTP update, new performance measures and implementation strategies are being developed.

January - March 2021: As part of the RTP update, new performance measures and implementation strategies are being developed.

April - June 2021: As part of the RTP update, new performance measures, implementation strategies and goal tracking measures are being developed.

July – September: As part of the RTP update, new performance measures, implementation strategies and goal tracking measures are being developed. As part of the public outreach phase, MRRTPO staff will survey stakeholders about the goals and strategies in the RTP and ask for evaluations regarding the RTPO’s ability to act on those goals and strategies.

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

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 2020: MRRTPO staff developed a work plan for the collection of data pertinent to the RTP update.

January - March 2021: MRRTPO staff received data products from NMDOT for the RTP update and have begun integrating those products into the RTP.

April - June 2021: MRRTPO staff received data products from NMDOT for the RTP update and have continued integrating those products into the RTP.

July – September: MRRTPO staff coordinated with MRMPO staff to identify and implement new data sources and collection methods to be used in the RTP update.

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 2020: This task was not relevant during this quarter and there is no information to report.

January - March 2021: MRRTPO staff has been coordinating with the Local and Regional Planning staff at MRCOG to manage data and other work files in response to the recent network breach at MRCOG.

April - June 2021: This task was not relevant during this quarter and there is no information to report.

July – September: MRRTPO staff coordinated with MRMPO staff to identify and implement new data sources and collection methods.

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 2020: MRRTPO staff provided data to Committee members as requested.

January - March 2021: This task was not relevant during this quarter and there is no information to report.

April - June 2021: This task was not relevant during this quarter and there is no information to report.

July – September: MRRTPO staff responded to a mapping request from Edgewood to develop a ‘maintained roads’ map.

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 2020: This task was not relevant this quarter and there is no information to report.

January - March 2021: MRRTPO staff informed Committee members of new classification guidelines from NMDOT.

April - June 2021: This task was not relevant during this quarter and there is no information to report.

July – September: This task was not relevant during this quarter and there is no information to report.

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

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 2020: MRRTPO staff continued to monitor opportunities for transportation related funding and distributed information when appropriate.

January - March 2021: MRRTPO staff continued to monitor opportunities for transportation related funding and distributed information when appropriate.

April - June 2021: MRRTPO staff provided information and guidance regarding the Transportation Project Fund and assisted in project selection for MRRTPO members.

July – September: MRRTPO staff continued to inform RTPO Committee members of new funding opportunities, including the CMAQ, TAP, and RTP call for projects.

- 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 2020: This task was not relevant this quarter and there is no information to report.

January - March 2021: In anticipation of upcoming CMAQ, TAP, RTP, and TPF call for projects, MRRTPO staff prepared Committee members for submitting their applications by reviewing guidelines and processes as well as helping identify potential projects.

April - June 2021: MRRTPO staff assisted members with their TPF applications, ensured all program guidelines were followed, and submitted those applications by stated deadlines.

July – September: This task was not relevant this quarter and there is no information to report.

- 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 2020: This task was not relevant this quarter and there is no information to report.

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

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

July – September: MRRTPO staff coordinated with NMDOT staff to present information to the

Committee regarding the Highway Safety Improvement Program.

Task 3.2 Manage preliminary project feasibility review process.

October - December 2020: This task was not relevant in this quarter and there is no information to report.

January - March 2021: MRRTPo staff is prepared to begin the preliminary project feasibility process in anticipation of the upcoming call for projects.

April - June 2021: MRRTPo staff managed the project feasibility review process for all member applications for the TPF.

July – September: This task was not relevant this quarter and there is no information to report.

- 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 2020: This task was not relevant in this quarter and there is no information to report.

January - March 2021: MRRTPo staff has established the process for submitting and reviewing PFFs and PPFs and is coordinating with the relevant NMDOT districts.

April - June 2021: In coordination with the relevant NMDOT districts, MRRTPo staff implemented the submittal and review process for all TPF PFFs.

July – September: This task was not relevant in this quarter and there is no information to report.

- 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 2020: This task was not relevant in this quarter and there is no information to report.

January - March 2021: MRRTPo staff has been assisting Committee members with project development processes and has continued to inform members of important timelines and guidelines.

April - June 2021: MRRTPo staff informed Committee members of all relevant processes and timelines regarding the TPF applications, and assisted Committee members with their application development.

July – September: This task was not relevant in this quarter and there is no information to report.

- 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 2020: This task was not relevant in this quarter and there is no information to report.

January - March 2021: This task was not relevant in this quarter and there is no information to report.

April - June 2021: MRRTPO staff developed and implemented the scoring criteria for the TPF applications based on NMDOT guidelines and the RTP.

July – September: This task was not relevant in this quarter and there is no information to report.

- 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 2020: This task was not relevant in this quarter and there is no information to report.

January - March 2021: This task was not relevant in this quarter and there is no information to report.

April - June 2021: MRRTPO staff developed the RTIPR list for the TPF applications submitted.

July – September: MRRTPO staff prepared the RTIPR for Committee approval in Q1 of FFY22

- 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 2020: This task was not relevant in this quarter and there is no information to report.

January - March 2021: MRRTPO staff reviewed and provided 5310 and 5311 application prioritizations from the MRRTPO committee to NMDOT staff.

April - June 2021: This task was not relevant in this quarter and there is no information to report.

July – September: This task was not relevant in this quarter and there is no information to report.

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

October - December 2020: This task was not relevant this quarter and there is no information to report.

January - March 2021: This task was not relevant in this quarter and there is no information to report.

April - June 2021: This task was not relevant in this quarter and there is no information to report.

July – September: This task was not relevant this quarter and there is no information to report.

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 2020: This task was not relevant this quarter and there is no information to report.

January - March 2021: MRRTPO staff attended the annual ZIPPER meeting.

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

July – September: This task was not relevant this quarter and there is no information to report.

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 2020: This task was not relevant this quarter and there is no information to report.

January - March 2021: As part of the ZIPPER meeting, MRRTPO staff tracked all listed projects from the 2019 RTIPR and updated accordingly.

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

July – September: This task was not relevant this quarter and there is no information to report.

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

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 2020: MRRTPO staff distributed the NMDOT Non-Metropolitan survey to Committee members.

January - March 2021: This task was not relevant in this quarter and there is no information to report.

April - June 2021: This task was not relevant in this quarter and there is no information to report.

July – September: MRRTPO staff updated Committee members on the finalized Long Range Statewide Transportation Plan and the Pedestrian Safety Action Plan.

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 2020: There are no specific activities to report.

January - March 2021: There are no specific activities to report.

April - June 2021: There are no specific activities to report.

July – September: There are no specific activities to report.

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 2020: There are no specific activities to report.

January - March 2021: MRRTPO staff continued to monitor new legislation at the state and federal level and disseminated information to the RTPO committee when appropriate.

April - June 2021: MRRTPO staff reviewed the TPF legislation reported relevant information to Committee members.

July – September: There are no specific activities to report.

Task 4.4 Attend RTPO quarterly and special meetings.

October - December 2020: There are no specific activities to report.

January - March 2021: There are no specific activities to report.

April - June 2021: There are no specific activities to report.

July – September: MRRTPO staff attended the RTPO roundtable meeting on August 26, 2021

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 2020: MRRTPO staff attended the APA regional conference as well as various transportation planning related webinars.

January - March 2021: MRRTPO staff continued to attend various webinars and trainings as they become available, including trainings on new census data products as well as working with MRCOG staff to further develop GIS mapping techniques pertinent to the RTP update.

April - June 2021: MRRTPO staff continued to attend various webinars and trainings as they become available, including trainings on new census data products as well as working with MRCOG staff to further develop GIS mapping techniques pertinent to the RTP update.

July – September: MRRTPO staff continued to attend various webinars and trainings as they become available. Staff continued to work with MRCOG staff to further develop GIS mapping techniques, and attended webinars regarding rural transit development and rural mobility innovations workshops.

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 2020: MRRTPO staff coordinated with Mountainair on their US 60 realignment study and participated in PHTC community meetings. Staff also worked to identify new transportation stakeholders in the region.

January - March 2021: MRRTPO staff continued to coordinated with Committee members on relevant transportation projects and participated in PHTC community meetings. Staff also worked to identify new transportation stakeholders in the region.

April - June 2021: MRRTPO staff continued to coordinated with Committee members on relevant transportation projects and participated in PHTC community meetings. Staff also worked to identify new transportation stakeholders in the region.

July – September: MRRTPO staff continued to coordinate with Committee members on relevant transportation projects and participated in PHTC community meetings. Staff also worked to identify new transportation stakeholders in the region.

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

Function 5. General RTPO Support

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

October - December 2020: MRRTPPO staff continued to follow the PPP for all committee meetings

January - March 2021: MRRTPPO staff continued to follow the PPP for all committee meetings.

April - June 2021: MRRTPPO staff continued to follow the PPP for all committee meetings.

July – September: MRRTPPO staff continued to follow the PPP for all committee meetings.

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

October - December 2020: MRRTPPO staff documented and made publicly available all committee meeting procedures.

January - March 2021: MRRTPPO staff documented and made publicly available all committee meeting procedures.

April - June 2021: MRRTPPO staff documented and made publicly available all committee meeting procedures.

July – September: MRRTPPO staff documented and made publicly available all committee meeting procedures.

- 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 MRRTPPO Committee meetings).

October - December 2020: MRRTPPO staff placed legal ads for all committee meetings in the Albuquerque Journal

January - March 2021: MRRTPPO staff placed legal ads for all committee meetings in the Albuquerque Journal

April - June 2021: MRRTPPO staff placed legal ads for all committee meetings in the Albuquerque Journal.

July – September: MRRTPO staff placed legal ads for all committee meetings in the Albuquerque Journal.

- 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 2020: MRRTPO staff made all agenda packets and other relevant materials available no later than 7 days prior to meetings.

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

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

July – September: MRRTPO staff made all agenda packets and other relevant materials available no later than 7 days prior to meetings.

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

October - December 2020: This task was not relevant this quarter and there is no information to report.

January - March 2021: MRRTPO staff worked with Committee members to confirm and appointment representation on the Committee.

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

July – September: This task was not relevant this quarter and there is no information to report.

Task 5.2 Maintain bylaws that clarify and document member entities, responsibilities and roles, including voting protocols.

October - December 2020: No updates to the by-laws have been made this quarter.

January - March 2021: No updates to the by-laws have been made this quarter.

April - June 2021: No updates to the by-laws have been made this quarter.

July – September: No updates to the by-laws have been made this quarter.

- 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 2020: MRRTPO staff continued to update the RTPO roster.

January - March 2021: MRRTPO staff continued to update the RTPPO roster.

April - June 2021: MRRTPO staff continued to update the RTPPO roster.

July – September: MRRTPO staff continued to update the RTPPO roster.

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

October - December 2020: MRRTPO staff conducted outreach activities around the 5310 and 5311 application prioritization process.

January - March 2021: MRRTPO staff conducted virtual outreach efforts to reappoint and confirm representatives as well as initiated contact with eligible but non-participating members.

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

July – September: This task was not relevant this quarter and there is no information to report.

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 2020: MRRTPO staff maintained communication with MRRTPO members to provide information and resources pertinent to transportation issues in the context of the COVID-19 pandemic.

January - March 2021: MRRTPO staff maintained communication with MRRTPO members to provide information and resources pertinent to transportation issues in the context of the COVID-19 pandemic.

April - June 2021: MRRTPO staff continued to communicate opportunities to participate in MRRTPO processes through email updates and RTPPO Committee meeting outreach.

July – September: MRRTPO staff continued to communicate opportunities to participate in MRRTPO processes through email updates and RTPPO Committee meeting outreach.

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 2020: This task was not relevant this quarter and there is no information to report.

January - March 2021: As per the MRRTPO bylaws, RTPPO staff presented overview information on RTPPO processes and responsibilities for newly appointed representatives and actively engaged with non-participating members in efforts to increase participation.

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

July – September: This task was not relevant this quarter and there is no information to report.

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 2020: MRRTPO staff continued to update the RTPO website as needed.

January - March 2021: MRRTPO staff continued to update the RTPO website as needed.

April - June 2021: MRRTPO staff continued to update the RTPO website as needed.

July – September: MRRTPO staff continued to update the RTPO website as needed.

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 2020: MRRTPO staff shared training opportunities, resources, and other information to MRRTPO members through monthly email communications regarding the COVID-19 pandemic and through the regional planning newsletter.

January - March 2021: MRRTPO staff shared training opportunities, resources, and other information to MRRTPO members through monthly email communications regarding the COVID-19 pandemic and through the regional planning newsletter.

April - June 2021: MRRTPO staff shared training opportunities, resources, and other information to MRRTPO members through monthly email communications regarding the COVID-19 pandemic and through the regional planning newsletter.

July – September: MRRTPO staff shared training opportunities, resources and other information to MRRTPO members through monthly email communications and the Regional Planning Program newsletter,

Function 5	*Budgeted Hours ('21)	Actual Hours	Budgeted Hours ('22)	Actual Hours
QR1	100	129.5	75	
QR2	100	77	75	
QR3	100	115	75	
QR4	100	59	75	
Balance	400	19.5	300	

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 2020: MRRTPO staff followed deadlines outlined in the PPM for all RWP products and submitted them accordingly.

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

April - June 2021: MRRTPO staff followed deadlines outlined in the PPM for RWP products and submitted them accordingly.

July – September: MRRTPO staff followed deadlines outlined in the PPM for RWP products and submitted them accordingly.

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 2020: All pertinent documents have been uploaded to the website and are publicly available.

January - March 2021: All pertinent documents have been uploaded to the website and are publicly available.

April - June 2021: All pertinent documents have been uploaded to the website and are publicly available.

July – September: All pertinent documents have been uploaded to the website are publicly available.

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 2020: MRRTPO staff completed and submitted the QR4 for FY20 and began working on the QR1 for FY21.

January - March 2021: MRRTPO staff completed and submitted the QR1 for FFY21 and began working on the QR2 for FFY21.

April - June 2021: MRRTPO staff completed and submitted the QR2 for FFY21 and began working on the QR3 for FFY21

July – September: MRRTPO staff completed and submitted the QR3 for FFY21 and began working on the QR4 report for FFY21

- 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 2020: MRRTPO staff submitted the FY20 Annual Performance and Expenditure Report (APER) to NMDOT before the November deadline. The APER was approved.

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

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

July – September: This task was not relevant this quarter and there is no information to report.

- 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 2020: This task was not relevant this quarter and there is no information to report.

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

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

July – September: This task was not relevant this quarter and there is no information to report.

- 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 2020: MRRTPO staff continued to monitor MPO activities to identify potential areas of coordination, as well as continued communication with RTPO's, NMDOT and other agencies.

January - March 2021: MRRTPO staff continued to monitor MPO activities to identify potential areas of coordination, as well as continued communication with RTPO's, NMDOT and other agencies.

April - June 2021: MRRTPO staff continued to monitor MPO activities to identify potential areas of coordination, as well as continued communication with RTPO's, NMDOT and other agencies.

July – September: MRRTPO staff continued to monitor MPO activities to identify potential areas of coordination, as well as continued communication with RTPO's, NMDOT and other agencies.

- 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 2020: This task was not relevant this quarter and there is no information to report.

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

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

July – September: This task was not relevant this quarter and there is no information to report.

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 2020: No updates to the PPP were made this quarter.

January - March 2021: No updates to the PPP were made this quarter.

April - June 2021: No updates to the PPP were made this quarter.

July – September: No updates to the PP were made this quarter.

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 2020: This task was not relevant this quarter and there is no information to report.

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

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

July – September: This task was not relevant this quarter and there is no information to report.

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

October – December 2020: MRRTPO staff contributed to the Regional Planning Program e-newsletter for the November 2020 issue.

January - March 2021: MRRTPO staff contributed to the Regional Planning Program e-newsletter for the January and March, 2021 issue.

April - June 2021: MRRTPO staff contributed to the Regional Planning Program e-newsletter for the May, 2021 issue.

July – September: MRRTPO staff contributed to the Regional Planning Program e-newsletter for the July and September, 2021 issues.

Function 6	*Budgeted Hours ('21)	Actual Hours	Budgeted Hours ('22)	Actual Hours
QR1	100	144.5	106.25	
QR2	100	52	106.25	
QR3	100	72	106.25	
QR4	100	34	106.25	
Balance	400	97.5	425	