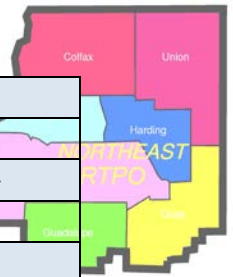


Meeting Minutes
 Northeast Regional Transportation Planning Organization (NERTPO)
 Hosted by the Village of Logan
 Village of Logan Council Chambers
 108 US-54
 Logan, NM 88426
 And online
 August 23, 2023
 10:00 a.m.



Meeting Attendees

Present/Absent	Name	Entity	Voting/Alternate
Present	Danny Gurule	City of Las Vegas	Voting Member
Present	Jason Phillips	City of Raton	Alternate
Present	Ken Flores	City of Santa Rosa	Voting Member
Present	Heather Dostie	City of Santa Rosa	Alternate
Present	Ralph Lopez	City of Tucumcari	Alternate
Present	Glen Stevens	Colfax County	Alternate
Present	Rebecca Benavidez	Guadalupe County	Voting Member
Present	Victoria Villareal	Harding County	Voting Member
Present	Daniela Hammer	Harding County	Alternate
Present	Stephen Salas	Quay County	Voting Member
Present	Daniel Zamora	Quay County	Alternate
Present	Ernest Sanchez	Town of Clayton	Alternate
Present	Clay Kiesling	Union County	Voting Member
Present	Shawn Jeffrey - Chairwoman	Village of Cimarron	Voting Member
Present	Jeff Carr	Village of Eagle Nest	Voting Member
Present	Mary Berglund	Village of Eagle Nest	Alternate
Present	Alice Adams	Village of Folsom	Voting Member
Present	Rodney Paris	Village of Logan	Voting Member
Present	Shawn Jeffrey	Village of Maxwell	Alternate
Present	Dallas Baker	Village of Mosquero	Voting Member
Present	Danny Laumbach	Village of Roy	Voting Member
Present	Dave Shivers	Village of Logan	Alternate
Absent	Arnold Lopez	City of Las Vegas	Alternate
Absent	Scott Berry	City of Raton	Voting Member
Absent	Vicki Strand	City of Tucumcari	Voting Member
Absent	Bret E. Wier	Colfax County	Voting Member
Absent	Rudy Tenorio	Guadalupe County	Alternate
Absent	John N. Romero	Mora County	Voting Member
Absent	Magdalena Sandoval	Mora County	Alternate
Absent	Johnny Trujillo	San Miguel County	Alternate
Absent	Benito Romero	San Miguel County	Voting Member
Absent	Ferron Lucero - Vice-Chair	Town of Clayton	Voting Member
Absent	Samuel Blea	Town of Springer	Voting Member



Absent	Sarah Arias	Town of Springer	Alternate
Absent	Brandy Thompson	Union County	Alternate
Absent	Morris Madrid	Village of Angel Fire	Voting Member
Absent	Jo Mixon	Village of Angel Fire	Alternate
Absent	Renee Ledoux	Village of Cimarron	Alternate
Absent	Jonathan Valdez	Village of Des Moines	Voting Member
Absent	Jordan Wingo	Village of Des Moines	Alternate
Absent	Amanda Boggs	Village of Folsom	Alternate
Absent	Mignon Saddoris	Village of Grenville	Voting Member
Absent	Lynn Wiseman	Village of Grenville	Alternate
Absent	Tomi Miller	Village of House	Voting Member
Absent	Steve Foust	Village of House	Alternate
Absent	Carala Taylor	Village of Maxwell	Voting Member
Absent	Barbara June Melton	Village of Mosquero	Alternate
Absent	Telesfor Benavidez	Village of Pecos	Voting Member
Absent	Vacant	Village of Pecos	Alternate
Absent	Clayton Moore	Village of Roy	Alternate
Absent	Cynthia Lee	Village of San Jon	Voting Member
Absent	Wade Lane	Village of San Jon	Alternate
Absent	Andres Martinez	Village of Wagon Mound	Voting Member
Absent	Colleen Engelhardt	Village of Wagon Mound	Alternate

Vincent M. Soule, EPCOG
 Julie Surina, EPCOG
 Paul Sittig, NCNMEDD
 John Herrera, NMDOT
 Sullivan Moore, NMDOT Planning
 Neala Krueger, NMDOT Planning
 Barry Bass, Village of Logan
 Pedro Laumbach, Harding County
 Darla Munsell, Quay County
 Brian Fortner, Quay County
 Jai Courtney, EPCOG & Village of Logan
 Julie Kulhan, Village of Angel Fire

I. Call to Order

The Meeting was called to order at 10:01 A.M. by Chairwoman Shawn Jeffrey.

II. Pledge of Allegiance/New Mexico State Flag

The Pledge of Allegiance and the salute to the New Mexico State Flag was led by Chairwoman Jeffrey.

III. Welcome

Chairwoman Jeffrey and Rodney Paris welcomed everyone to the Village of Logan. Individual introductions were conducted by all in attendance.



IV. Approval of Agenda

MOTION to approve the agenda as presented: Clay Kiesling, Union County.

SECOND: Rodney Paris, Village of Logan.

There being no opposition, MOTION CARRIES.

V. Approval of Minutes July 26, 2023. Folsom County

Chairwoman made a request to correct Mayor of Folsom to Amanda Boggs from Stephanie King.

MOTION to accept the minutes as presented with said change: Clay Kiesling, Union County.

SECOND: Rodney Paris, Village of Logan.

There being no opposition, MOTION CARRIES.

VI. Presentation: Preparing for Grant Writing- (NCNMEDD, Paul Sittig)

Grant Writing Workshop presentation, initially developed and presented by staff from Senator Heinrich's office. Full Presentation available upon request.

What is a grant?

A grant is a non-repayable financial award given from a funder to an organization or individual under an agreed-upon set of terms.

How do you find grants?

Grants.gov

Use free databases/funder lists:

- GrantPlantNM
- List of NM Grants and Foundations
- Grantmakers.io
- Foundation Directory Online (CANDID)
- GrantWatch.com
- Instrumentl.com
- GrantStation (If you have a Chronicle of Philanthropy subscription, you have access to this already)

You can also Google! Simple search techniques & ideas:

Search by region

Grants in New Mexico* Search by grant topic* Grants for the environment*

Search other organizations or projects like your own- Who funds them?

Tips for Vetting Grants-

First, skim for key elements

- Organizational eligibility

TOPIC AREA/FUNDING PRIORITIES

- Due dates
 - Award period
 - Award amount
 - Staff or Board requirements
- THEN read ALL the instructions!



For federal proposals, you MUST have a Unique Entity ID* and an up-to-date SAM registration.

Budget Development Tips/Notes-

- Demonstrate additional funding sources when possible
- Organization Budget v. Project Budget v. Request Budget
- Create a budget narrative, **even if they don't ask for one.** AND be sure your budget matches your proposal narrative! Get actual costs, but don't paint yourself into a corner
- Don't forget indirect/overhead/administrative costs If you need matching funds, be extremely careful with tracking
- CHECK YOUR MATH

The Journalism Theory of Grant writing-

WHO (are you)

WHAT (are you going to do)

WHEN (are you going to do it)

WHERE (will the activities take place)

WHY (are you doing this)

HOW (will you do it)

Breakdown of a Great Executive Summary/LOI

1. Introductory paragraph. Essentially a summary of the whole thing –could be pulled & forwarded to someone else & would still contain enough detail. Should include:

- Some kind of a compelling hook –something that will make them want to keep reading
- Organization name & brief background
- Project description
- Amount requested

2. Body paragraph(s). Should include:

- Need statement
- Details about the project, including goals and objectives
- Details about any related projects that could help paint a picture
- Details about your area/demographics of your target population, if applicable
- Clear connections between the funder's priority and your work

3. Closing. Should include:

- Solutions orientation; what does their money help achieve? (Outcomes!)
- Any other funding you have secured/are seeking
- Invitation to answer further questions
- Gratitude for their consideration



Beginning your Grant Search

Delegation Grant Search Provides list of applicable grants/programs
Federal guidance for grant applicants Field connections to federal agencies

Regional agency contacts

Grants Advisory Weekly update on grant funding opportunities

Applying for a Grant

Federal Funding OpportunitiesGrants.gov

SAM.gov -System for Award Management (SAM)

Both use a Unique Entity ID – New version that replaced the DUNS Number

Delegation letters of support

Contact

New Mexico Delegation Office - (202) 224-8962

Email: Lisa_VanTheemsche@heinrich.senate.gov

Senator Heinrich's Office - (202) 224-5521

Rita_OConnell@Heinrich.senate.gov

Chairwoman Jeffrey stated that SAMs expire, needing to be updated annually and to check your dates. Dallas Baker, Village of Mosquero, noted that you should make sure your contractors and subcontractors also have their account information current, and if you or your consultants had staff turn-over, make sure someone has access to SAM.gov.

Chairwoman Jeffrey also noted that the Senators and Representatives may issue calls for Congressionally Directed Spending applications in the spring. These applications are less work to develop, but if supported for funding, you'll need to prepare and provide additional project information to comply with an appropriate federal program. Each office will have different requirements, such as letters of support.

NMDOT, NERTPO and your COG can provide a letter of support. NERTPO letters of support will be put on an agenda for the NERTPO board to review and approve, and your COG Executive Director may be able to write a letter of support in a quicker timeframe. Check with NMDOT to confirm the necessary lead time for their letters of support.

You can also request letters of support from the Congressional Delegation, though you need to provide sufficient lead time.

Chairwoman Jeffrey noted that DFA offers \$50,000 per year for up to two plans, such as a comprehensive plan and hazard mitigation plan. She also stated that federal funds cannot match federal funds in most cases.

VII. Review/Approval: Updated Regional Work Plan Amendment (NCNMEDD Planner) Paul Sittig noted that he had made minor calculation errors in the percent changes, and he shifted 50 hours from Function 4 NMDOT Reporting to Leave, based on further consideration and review of hour.



Chairwoman Jeffrey asked why there were such differences in the hours budgeted for the categories, and Mr. Sittig said he had initially overestimated how much time NCNMEDD staff would spend in these categories, and made his revisions based on the time spent on activities in these categories.

MOTION to approve as presented: Clay Kiesling, Union County.
 SECOND: Dallas Baker, Village of Mosquero.
 There being no opposition, MOTION CARRIES.

VIII. NERTPO Planners/Program Manager Reports (NERTPO Planners)
 Vincent Soule stated that the State Transportation Commission would be holding a special meeting on August 24 to confirm FY 2024 TPF Funding.

Update: The projects awarded:

Entity	Project	State Funded	Local Funded	Total Project Cost
City of Clovis	Commerce Way Maintenance	\$ 1,338,257.40	\$ 70,434.60	\$ 1,408,692.00
Village of Melrose	Various Roads Maintenance Program	\$ 760,000.00	\$ 40,000.00	\$ 800,000.00
City of Texico	Various Roads Maintenance Program	\$ 760,000.00	\$ 40,000.00	\$ 800,000.00
Guadalupe County	Bar Y Road 1A	\$ 597,074.43	\$ 31,424.97	\$ 628,499.40
Quay County	QR-63 (Phase 1)	\$ 324,646.28	\$ 17,086.65	\$ 341,732.93
Town of Clayton	Perimeter - Love's Truck Center	\$ 1,900,000.00	\$ 100,000.00	\$ 2,000,000.00
Village of Roy	7th St and Drainage Improvements	\$ 387,600.00	\$ 20,400.00	\$ 408,000.00
Village of Mosquero	2023 Street and Drainage Improvements	\$ 570,000.00	\$ 30,000.00	\$ 600,000.00
Village of Folsom	2023 - Street Drainage	\$ 950,000.00	\$ 50,000.00	\$ 1,000,000.00
Harding County	Bridge 8544 Maintenance	\$ 373,350.00	\$ 19,650.00	\$ 393,000.00
Village of Logan	Various Village Streets Rehabilitation	\$ 735,345.60	\$ 38,702.40	\$ 774,048.00
Total		\$ 8,696,273.71	\$ 457,698.62	\$ 9,153,972.33

Paul Sittig provided two more updates

- The New Mexico Infrastructure Finance Conference will be held in Lac Cruces this year, October 18 & 19
- NCNMEDD is looking to hire a new GIS Planner and Transportation Intern



- IX. Discussion: NMDOT District IV Update** (John Herrera, NMDOT D-4)
- TPF if awarded, you'll need to send back the signed agreements, final costs and quantities, resolutions of support and for match waiver, and another letter requesting match waiver, all to be sent out with the agreement
 - LGRF: all agreements received are out routing and fully executed shortly; if you haven't sent in your LGRF agreements, please do so; if you need time extensions, you need to submit a letter and resolution justifying the time extension
 - FY 2022-23 TPF projects: looking for updates on design and construction
 - T/LPA Certification Training: two counties and six municipalities didn't get into trainings; the Albuquerque, Las Vegas, and Las Cruces trainings are all full; you'll need to find another training; only for federal funding at this point, but the State may expand this for all funding
Contact John Herrera for any questions- johna.herrera@state.nm.us
 - TLPA Certification Training will be **MANDATORY** after January

X. Discussion: Project Status Update (Local Government Members)

Coop, TPF- Logan
Coop- Quay
Maxwell- 1st TPF done 2nd TPF Going
Springer- TPF bid went out
Folsom- finishing project to close
Clayton- Street work ongoing

XI. New Business

A. General Comments and Announcements from NERTPO Members and Public

No comments from the public

B. Suggested agenda Items for upcoming meetings

- Legislative process presentation; ICIP projects

C. Meeting Locations:

- ❖ September 27th, 2023: Town of Clayton
- ❖ October 25th, 2023: TBD
- ❖ December- No Meeting

XII. Adjournment

With there being no further business to discuss, the meeting was adjourned at 11:01 A.M.