

**North Central New Mexico Economic Development District**  
**NORTHERN PUEBLOS REGIONAL TRANSPORTATION PLANNING ORGANIZATION**  
**FFY 2021-2022 REGIONAL WORK PROGRAM**

**October 1, 2020 – September 30, 2022**

FFY 2021 Q4 amendment approved by NPRTPO, Aug. 4, 2021

## **Introduction and Purpose**

The Regional Work Program is an established set of functions and tasks designed to serve as a framework for meeting multi modal transportation planning goals; by employing outreach, technical assistance, and prioritization methods that result in an accessible, user friendly and transparent project development system.

The following are functions and task orders that the North Central New Mexico Economic Development District will complete in fulfillment of the contract for management of the Northern Pueblos Regional Transportation Planning Organization (NPRTPO) for Federal Fiscal Years (FFY2021 – FFY2022) October 1, 2020 through September 30, 2022.

### **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 NPRTPO Long-Range Regional Transportation Plan (NPRTP).
- 1.1.1 Review and update the NPRTP, including tasks and goals, at least once every five years in coordination with the NMDOT Long Range Statewide Transportation Plan (LRSTP) 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 bicycle master plans, comprehensive plans, transportation plans, safety plans, etc.
  - 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.
- Task 1.2 Create and implement a strategic plan for implementation of the action items identified by NPRTPO members and stakeholders as part of the NPRTP development process.

Function 1	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	100	N/A		50	N/A	
1 <sup>st</sup> Quarter	25			12.5		
2 <sup>nd</sup> Quarter	25			12.5		
3 <sup>rd</sup> Quarter	25			12.5		
4 <sup>th</sup> Quarter	25			12.5		
Balance						

Function 1 Activity Tracking – 2022

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

**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 NPRTP.

2.1.1 Collect and evaluate new population, economic development, travel demand and forecast data, projects and trends to inform regional planning efforts, and distribute this information with local counties and communities. Data to be collected and maintained by the NPRTPO 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 NPRTP.

2.1.2 Assist project applicants with analysis, data collection and other technical support for transportation planning, project identification, and project development.

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

2.2.2 Assist NPRTPO members and work with NMDOT staff on post-Census Urban Area Boundary Smoothing, as appropriate. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify Urban Area and Small Urban Area designations, based on FHWA Area Definitions.

Function 2	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	100	N/A		80	N/A	
1 <sup>st</sup> Quarter	25			20		
2 <sup>nd</sup> Quarter	25			20		
3 <sup>rd</sup> Quarter	25			20		
4 <sup>th</sup> Quarter	25			20		
Balance						

Function 2 Activity Tracking – 2022

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

**Function 3. Project Development and Monitoring**

Task 3.1 Assist project applicants in developing projects.

3.1.1 Provide information to potential applicants about funding opportunities.

3.1.2 Assist project applicants to identify projects that may be eligible for transportation funding from federal, state or other sources, based upon appropriate local, regional and state-wide plans and applicable data

3.1.3 Assist project applicants with applications for NMDOT federal and state transportation funding programs. Follow current adopted New Mexico Administrative Code (NMAC) and/or program 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 NMAC and/or guide(s).

3.1.4 Assist project applicants with identification of safety issues that warrant Road Safety Assessments, Safety Plans and/or qualify for Highway Safety Improvement Program funding.

Task 3.2 Manage preliminary project review process.

3.2.1 Establish and implement a process for NPRTPO members to prepare and submit Project Feasibility Forms (PFFs) and Project Prospectus Forms (PPFs), through coordination with NMDOT District(s).

3.2.2 Assist project applicants 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. Ensure members are informed of Americans with Disabilities Act (ADA) and Title VI plan requirements for all recipients of federal funds.

3.2.3 Work with NPRTPO members to establish scoring criteria for project prioritization, based on goals and action items included in the NPRTP, the current NMDOT LRSTP, the Active Transportation and Recreational Programs Guide, Congestion Mitigation and Air Quality Improvement (CMAQ) Program Guide and other guidance from NMDOT.

3.2.4 Develop and maintain a prioritized list of projects based on the regional goals articulated in the NPRTP, and the statewide goals in the NMDOT LRSTP, as well as Technical and Policy 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 and state funding opportunities on an every-other-year basis (at a minimum), in order to correspond with STIP development. RTIPR development will occur based on this schedule:

### **Regional Transportation Improvement Program Recommendations (RTIPR)**

The RTIPR is a set of prioritized recommended projects developed within the NPRTPO planning process. The projects are selected for specific funding, and inclusion in the STIP, by the NMDOT and in consultation with the NPRTPO members.

The NPRTPO has established an annual review, rating and ranking of proposed transportation projects based on availability of funding types. This includes an annual review of existing recommended projects for re-prioritizing based on regional, state and federal transportation priorities and projects.

### **Selection Process:**

The selection process begins with completed Project Feasibility Form (PFF) and Project Prospectus Form (PPF) prioritized by criteria established by the NPRTPO Members. The projects are included in the NPRTPO Regional Transportation Improvement Program Recommendations (RTIPR).

District Engineers evaluate RTIPRs considering available funding and needs. RTIPRs and District Engineer recommendations are forwarded to the department's STIP Development Unit for inclusion as appropriate into the STIP. The STIP must be approved by the State Transportation Commission, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

The STIP is a four-year document. Every two years a new STIP is developed and there is a quarterly amendment cycle.

During the month of March, coordinate and co-facilitate RTIPR “zipper” meetings with NMDOT Planning and the appropriate District staff and the NPRTPO Members. Notify NMDOT Planning Liaison and District staff of the dates, times, and locations for these “zipper” meetings. Submit the combined, prioritized RTIPR/ZIPPER to NMDOT Planning, the District Engineers and all relevant RTPOs within ten days of the prioritization meeting.

Task 3.3 Provide assistance to local governments interested in pursuing transportation system development and coordination activities.

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

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

Task 3.4 During the month of March, coordinate and co-facilitate RTIPR “zipper” meetings with NMDOT Government to Government Unit (GTG) liaison, the appropriate District staff, and applicable NPRTPOs, 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.

Task 3.5 Track the progress of Statewide Transportation Improvement Program (STIP) projects within the NPRTPO 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 NPRTPO members with issues that may arise.

Function 3	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	480	N/A		220	N/A	
1 <sup>st</sup> Quarter	120			55		
2 <sup>nd</sup> Quarter	120			55		
3 <sup>rd</sup> Quarter	120			55		
4 <sup>th</sup> Quarter	120			55		
Balance						

Function 3 Activity Tracking – 2022

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

**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 NPRTPO members on the status of the studies/projects and involve the members in this effort as appropriate.

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

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

Task 4.4 Attend RTPO Roundtable and special meetings.

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. NPRTPO Transportation Planner and/or NCNMEDD Community Development Director may attend these out-of-state trainings during this RWP:

- American Planning Association – New Mexico Chapter meeting (annual),
- National Association of Development Organizations (NADO) Transportation Conference (annual),
- NADO Training Conference (annual),
- National Transportation in Indian Country Conference (NTICC) (annual),
- Western Planner conference (annual),
- Southwest Region Economic Development Association (SWREDA) Conference (annual).

Task 4.6 Participate in miscellaneous transportation-related programs and special projects in the NPRTPO region.

Function 4	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	280	N/A		180	N/A	
1 <sup>st</sup> Quarter	70			45		
2 <sup>nd</sup> Quarter	70			45		
3 <sup>rd</sup> Quarter	70			45		
4 <sup>th</sup> Quarter	70			45		
Balance						

#### Function 4 Activity Tracking – 2022

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

#### **Function 5. General NPRTPO Support**

- Task 5.1 Organize and facilitate all meetings of the NPRTPO in accordance with the Public Participation Plan.
- 5.1.1 Document the NPRTPOs public participation process including but not limited to, procedures the RTPO uses to comply with the *New Mexico Open Meetings Act* [NMSA 1978, Sections 10-51-1, et. seq.] and 23 CFR 450.
  - 5.1.2 Per the *New Mexico Open Meetings Act* (NMSA, 1978, Section 10-15-1(D)) and 23 CFR 450.210, provide compliant public notice for all official NPRTPO Committee meetings.
  - 5.1.3 Provide NPRTPO 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 NPRTPO Committee 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 NPRTPO Committee.
- Task 5.2 Maintain bylaws that clarify and document member entities, responsibilities and roles, including voting protocols.
- 5.2.1 Maintain a list of NPRTPO Committee members with contact information and provide a copy of the list to appropriate NMDOT District staff, GTG, member entities, and other regular participants.
- Task 5.3 Conduct Outreach Activities.
- 5.3.1 Engage in and document outreach activities and provide citizens and other transportation stakeholders with reasonable opportunities to participate in NPRTPO processes per 23 CFR 450.
  - 5.3.2 Coordinate with NPRTPO members to maintain a list of entities including newly elected officials and potential members, who will be educated on the NPRTPO process. Document this outreach and presentations and share any questions or concerns in quarterly reports and with appropriate NMDOT staff.

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 Technical and Policy Committee members and keep this information updated.

Task 5.5 Coordinate training and professional development opportunities for NPRTPO members, including developing and maintaining training plans. Assist NPRTPO members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Informing member entities of training opportunities and encouraging participation.

Function 5	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	510	N/A		240	N/A	
1 <sup>st</sup> Quarter	127.5			60		
2 <sup>nd</sup> Quarter	127.5			60		
3 <sup>rd</sup> Quarter	127.5			60		
4 <sup>th</sup> Quarter	127.5			60		
Balance						

Function 5 Activity Tracking – 2022

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

**Function 6. NPRTPO 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.

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

6.1.2 Submit quarterly Reimbursement Packets per the PPM. Include this report as an informational item on the following NPRTPO Committee agenda and should reflect all costs outlined in the Invoice.

6.1.3 Submit an Annual Performance and Expenditure Report (APER) each year, per the timeline and procedures documented in the PPM. The APER will be derived from the 4<sup>th</sup> quarter Quarterly Report but will include additional descriptions to summarize the activities performed in the past year.



Task 6.2 Solicit and utilize input from NPRTPO board members to develop the two-year (FFY 2021- FFY 2022) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.

6.2.1 Coordinate the NPRTPO’s planning program with other RTPOs and any Metropolitan Planning Organizations (MPOs) or other agencies impacted by and/or associated with activities contained in the RWP.

Task 6.3 Develop an annual budget based on the tasks outlined in the RWP and include cost-sharing methodologies and calculations for costs that are shared between various North Central New Mexico Economic Development District programs, in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.

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 NPRTPO members or staff.

Task 6.5 Submit the North Central New Mexico Economic Development District’s 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.

Function 6	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	325	N/A		88.2	N/A	
1 <sup>st</sup> Quarter	81.25			22.05		
2 <sup>nd</sup> Quarter	81.25			22.05		
3 <sup>rd</sup> Quarter	81.25			22.05		
4 <sup>th</sup> Quarter	81.25			22.05		
Balance						

Function 6 Activity Tracking – 2022

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

**Function 7 Other: Leave and Holidays**

Function 7	Budgeted Hours (21)	Actual Hours	Other Specific Costs	Budgeted Hours (22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	293	N/A		200	N/A	
1 <sup>st</sup> Quarter	73.25			50		
2 <sup>nd</sup> Quarter	73.25			50		
3 <sup>rd</sup> Quarter	73.25			50		
4 <sup>th</sup> Quarter	73.25			50		
Balance						

**North Central New Mexico Economic Development District  
NORTHERN PUEBLOS REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
FFY 2021- 2022 REGIONAL WORK PROGRAM AMENDMENTS  
October 1, 2020 – September 30, 2022**

**Amendment 1: FFY 2021 Q4** – FFY 2022 adjustments to line-item budgets and staff time  
Approved by Northern Pueblos RTPO Board on August 4, 2021.

North Central New Mexico Economic Development District  
 NORTHERN PUEBLOS REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
 FFY 2021- 2022 REGIONAL WORK PROGRAM BUDGET  
 October 1, 2020 – September 30, 2022

FFY 2021 NCNMEDD RTPO RWP			FFY 2022 NCNMEDD RTPO (combined categories)			
	NPRTPO	NERTPO		NCNMEDD Total	NPRTPO	NERTPO
Personnel	\$68,277.36	\$68,277.36	Personnel ( <i>See Personnel info</i> )	\$1,805,263.37	\$70,402.85	\$70,402.85
Benefits	\$25,643.74	\$25,643.74	Benefits ( <i>See Benefits info</i> )	\$738,180.61	\$28,384.13	\$28,384.13
Travel	\$1,355.60	\$1,355.60	Travel (incl. registration)	\$3,880.00	\$1,940.00	\$1,940.00
Audit	\$1,850.00	\$1,850.00	Dues & Subscriptions (NADO Transportation)	\$480.00	\$240.00	\$240.00
Supplies	\$350.00	\$350.00	- Shared Costs -			
Pubs, Regis, Memberships	\$1,325.00	\$1,325.00	Professional Services (IT, Audit)	\$83,766.95	\$2,222.58	\$2,222.58
Rent, Utilities, Phone	\$3,361.80	\$3,361.80	Operations ( <i>note 1</i> )	\$103,026.40	\$2,387.34	\$2,387.34
Printing	\$100.00	\$100.00	Software ( <i>note 2</i> )	\$21,773.70	\$673.10	\$673.10
Contracted Services	\$2,800.00	\$2,800.00	Total	\$2,756,371.03	\$106,250.00	\$106,250.00
Other-Payroll, WIX, CC	\$1,186.50	\$1,186.50	<i>Note 1</i> : Operations = rent, telephone, gas and oil, payroll fees, supplies, printing, vehicle maint. <i>Note 2</i> : Software = Microsoft 365, Aliba, Constant Contact, Wix, Email Me Form			
	\$106,250.00	\$106,250.00				

**PERSONNEL:** Costs are based on completed time sheets for each employee that reflect work program activities they have directly worked on.

**FRINGE BENEFITS:** Includes such items as health insurance, retirement benefits, and Social Security and Medicare.

**The Community Development Director will bill up to 45%, the Transportation Planner up to 50%, and the Transportation Intern up to 40% to each RTPO for both salaries and benefits. Other staff positions that have part of their salaries and benefits allocated include Executive Director, Finance Director, Finance Specialist, and Executive Assistant, up to 5% to each RTPO.**

Title	Percentage of Salaries, Benefits	NERTPO Salaries	NERTPO Benefits	NPRTPO Salaries	NPRTPO Benefits
Executive Director	1.2%	\$ 1,211.54	\$ 361.65	\$ 1,211.54	\$ 361.65
Finance Director	5%	\$ 3,937.50	\$ 1,246.58	\$ 3,937.50	\$ 1,246.58
Finance Specialist	5%	\$ 2,500.16	\$ 1,037.97	\$ 2,500.16	\$ 1,037.97
Exec. Assistant	5%	\$1,999.92	\$ 1,377.83	\$1,999.92	\$ 1,377.83
Transp. Planner	50%	\$ 28,503.80	\$ 13,697.20	\$ 28,503.80	\$ 13,697.20
Com. Dev. Director	45%	\$ 26,249.93	\$ 13,667.85	\$ 26,249.93	\$ 13,667.85
Transp. Intern	40%	\$ 6,000.00	\$ 551.34	\$ 6,000.00	\$ 551.34
<b>Total</b>		<b>\$ 70,402.85</b>	<b>\$ 31,940.42</b>	<b>\$ 70,402.85</b>	<b>\$ 31,940.42</b>

**TRAVEL:** Includes travel costs for activities such as board and committee meetings as well as professional development trainings and conferences. Travel per diem and mileage is figured in accordance with the NM Mileage and Per Diem Act and Board approval. **(Actual costs associate with each RTPO.)**

**DUES AND SUBSCRIPTIONS:** NCNMEDD is member of several professional organizations that include, but are not limited to, the National Association of Development Organizations (NADO) and their National Regional Transportation subcommittee, American Planning Association (APA), New Mexico Municipal League (NMML), and the Association of Counties. **(Transportation subcommittee costs that are broken out as such are directly billed to RTPOs, 50% charged to each RTPO; broader organization**

**expenses are billed up to 5% to each RTPO.)**

**PROFESSIONAL SERVICES:** Refers to the Information Technology (IT) and audit expenses. **(Billed up to 5% to each RTPO.)**

**OPERATIONS:** This line item covers rent, telephone, gas and oil, payroll fees, supplies, printing, and vehicle maintenance expenses incurred NCNMEDD, which are utilized in the operations and support of RTPO activities. **(Billed up to 5% to each RTPO.)**

**SOFTWARE:** This line item covers office, accounting, and communication support software, including but not limited to Microsoft 365, Aliba, Constant Contact, Wix, and Email Me Form subscriptions, which are utilized in the operations and support of RTPO activities. **(Billed up to 5% to each RTPO.)**

**OTHER:** Expenditures that do not fit into any of the categories above. An explanation of the item to be charged is required. **(Billed up to 5% to each RTPO.)**