



Northwest New Mexico Council of Governments

NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)

FFY 2023-2024 REGIONAL WORK PROGRAM

October 1, 2022 – September 30, 2024

Introduction and Purpose

The Northwest Regional Transportation Planning Organization (NWRTPO) serves the Northwest New Mexico region consisting of San Juan, McKinley, and Cibola counties including all municipal, rural, and tribal communities except for the area served by the Farmington MPO. NWRTPO 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 Northwest NM region. NWRTPO serves as a regional forum for cooperative decision making about transportation issues and to serve as a liaison between local governments and NMDOT.

The Regional Work Program (RWP) sets forth activities for which the Regional Transportation Planning Organization (RTPO) Program Manager will carry out on behalf of the NWRTPO in alignment with NM Department of Transportation's (NMDOT) Planning Procedures Manual that outlines the duties of both Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Organizations (RTPOs).

The RWP includes tasks and activities that are both driven by NMDOT and the RTPO Joint Technical/Policy Committee members. The RWP is aimed at moving the Northwest RTPO region forward in terms of transportation planning, project development and prioritization, and providing a venue for community involvement and local public official engagement.

The following are functions and task orders that the Northwest New Mexico Council of Governments (COG) will complete in fulfillment of the contract for management of the Northwest Regional Transportation Planning Organization (RTPO) for Federal Fiscal Years (FFY2023 – FFY2024) October 1, 2022 through September 30, 2024.

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 RTPO Long-Range Regional Transportation Plan (RTP).

1.1.1 Review and update the RTP, 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, and road safety audits – etc.

Management of planning projects include but are not limited to:

- a) Management support for the McKinley County Transportation Master Plan,
- b) Management support for the Grants / Milan Comprehensive Transportation Safety Action Plan.
- c) Management support for the Trail of the Ancients National Scenic Byway Corridor Management Plan.

Implementation of planning projects include but are not limited to:

- a) Implementation support for projects, programs, and initiatives identified within the Four Corners Intermodal Transloading Equinox (4CITE) Master Plan.
- b) Implementation support for projects, programs, and initiatives identified within the Prewitt / Milan Transportation Master Plan (PMTMP).

- 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), Comprehensive Economic Development Strategy (CEDS), and legislative capital outlay priorities.

Task 1.2 Create and implement a strategic plan and tracking instrument for implementation of the action items identified by RTPO members and stakeholders as part of the RTP development process.

Function 1	Budgeted Hours ('23) Amend#1	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	272.5	N/A		300	N/A	
1 st Quarter		75				
2 nd Quarter		47.5				
3 rd Quarter		88				
4 th Quarter		70.5				
Balance	-8.5	281				

Function 1 Activity Tracking – 2023

1 st Quarter Report	Submitted 1/17/23
2 nd Quarter Report	Submitted 4/15/23
3 rd Quarter Report	
4 th Quarter Report	

Function 2. Technical Support and Data Management

Task 2.1 Collect / manage data, perform technical planning and plan development, RTPO RWP Boilerplate
 Updated: June 1, 2022

coordinated with goals, trends and needs developed and identified in the RTP.

- 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 RTPO 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.
- 2.1.2 Assist project applicants with analysis, data collection and other technical support for transportation planning, project identification, and project development. In the immediate future this includes

Task 2.2 Assist RTPO 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.

- 2.2.1 Assist RTPO 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 ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	75 Amend #1 - 147	N/A		125	N/A	
1 st Quarter		1.5				
2 nd Quarter		16.5				
3 rd Quarter		89				
4 th Quarter		0				
Balance	40	107				

Function 2 Activity Tracking – 2023

1 st Quarter Report	Submitted 1/17/23
2 nd Quarter Report	Submitted 4/15/23
3 rd Quarter Report	
4 th 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.
- 3.1.5 Assist T/LPA's with implementation of their approved and authorized (for funding) NMDOT Transportation Project Fund (TPF) awarded projects, to assure these are properly executed within specified timelines, engaging NMDOT guidance and assistance as needed. Furthermore, assist with the TPF application and review process, including prioritization, DOT District coordination, and serve as a liaison between T/LPA's and NMDOT during project administration.

Task 3.2 Manage preliminary project review process. See *NWRTPO's Call for Projects guidance on our program website for current process and timelines.*

- 3.2.1 Establish and implement a process for RTPO 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 RTPO members to establish scoring criteria for project prioritization, based on goals and action items included in the RTP, 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 RTP, 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). *RTIPR development will occur based on this schedule published in NWRTPO's Call for Projects guidance on our program website for current process and timelines.*

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

3.3.1 Facilitate prioritization of Public Transit Program applications for the RTPo 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 RTPo RTIPR.

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

3.3.3 Support NMDOT Transit & Rail Division in special projects and initiatives, e.g. Regional Transit Transfer Station including facilitation of transit providers and governmental entities and support locational analysis and transit oriented planning and connectivity.

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 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.

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

Function 3	Budgeted Hours ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	600 – Amend #1 - 528	N/A		625	N/A	
1 st Quarter		82				
2 nd Quarter		154				
3 rd Quarter		151.5				
4 th Quarter		86				
Balance	126.5	473.5				

Function 3 Activity Tracking – 2023

1 st Quarter Report	Submitted 1/17/23
2 nd Quarter Report	Submitted 4/15/23
3 rd Quarter Report	
4 th 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 RTPO 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 legislative studies related to state-wide or RTPO-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 RTPO 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 conferences, training sessions or meetings. RTPO staff may attend these out-of-state trainings during this RWP, as outlined in our Training & Professional Development Plan available on our program website. Out-of-State trainings and conferences may include but not be limited to NADO National Transportation Conferences known as RPO America, Tribal Transportation Conferences, etc.
- Task 4.6 Participate in miscellaneous transportation-related programs and special projects in the RTPO region, examples may include:
- Support of trails planning, design, development, and maintenance including Zuni Mountains Trail System.
 - Support of Route 66 National Scenic Byway and the Trail of the Ancients Scenic Byway including corridor management planning, byway council support, and other technical assistance to improve transportation, exposure, and visitor experience.
 - Support of the feasibility study and planning of a transit transfer station for Navajo Transit, Ashiwi Transit and Gallup Express.

Function 4	Budgeted Hours ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	300	N/A		250	N/A	
1 st Quarter		24				
2 nd Quarter		62.5				
3 rd Quarter		125.5				
4 th Quarter		78				
Balance	10	290				

Function 4 Activity Tracking – 2023

1 st Quarter Report	Submitted 1/17/23
2 nd Quarter Report	Submitted 4/15/23
3 rd Quarter Report	
4 th Quarter Report	

Function 5. General RTPO Support

- Task 5.1 Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.
- 5.1.1 Document the RTPOs 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 RTPO Committee meetings.
 - 5.1.3 Provide RTPO Committee members, the appropriate NMDOT District staff, and GTG with meeting agendas and information packets preferably 7 calendar days in advance, and no later than seventy-two (72) hours in advance of RTPO 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 RTPO 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 RTPO 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 RTPO processes per 23 CFR 450.
 - 5.3.2 Coordinate with RTPO members to maintain a list of entities including newly elected officials and potential members, who will be educated on the RTPO 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 RTPO members, including developing and maintaining training plans. Assist RTPO 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 ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	425 – Amend#1 – 403.25	N/A		425	N/A	
1 st Quarter		89				
2 nd Quarter		130				
3 rd Quarter		80				
4 th Quarter		82				
Balance	44	381				

Function 5 Activity Tracking – 2023

1 st Quarter Report	Submitted 1/17/23
2 nd Quarter Report	Submitted 4/15/23
3 rd Quarter Report	
4 th Quarter Report	

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.

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 RTPO 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 4th 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 RTPO board members to develop the two-year (FFY 2023- FFY 2024) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.

6.2.1 Coordinate the RTPO'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 Northwest NM Council of Government's 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 RTPO members or staff.

Task 6.5 Submit the NWNM Council of Governments 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 ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	375 – Amend #1 – 444.25	N/A		375	N/A	
1 st Quarter		102				
2 nd Quarter		108				
3 rd Quarter		99.5				
4 th Quarter		131				
Balance	3.75	440.5				

Function 6 Activity Tracking – 2023

1 st Quarter Report	Submitted 1/17/23
2 nd Quarter Report	Submitted 4/15/23
3 rd Quarter Report	
4 th Quarter Report	

Northwest RTPO Hours Budget	FFY2023	FFY2024
Function 1: Long-Range Planning and Implementation	325	300
Function 2: Technical Support and Data Management	75	125
Function 3: Project Development and Monitoring	600	625
Function 4: Other Activities and Projects	300	250
Function 5: General RTPO Support	425	425
Function 6: RTPO Administration	375	375
TOTAL HOURS	2,100	2,100

Northwest RTPO Budget	FFY2023	FFY2024
a. Personnel	\$58,758.00	\$58,758.00
b. Fringe Benefits	\$15,150.00	\$15,150.00
c. Travel & Training	\$5,023.00	\$5,023.00
d. Equipment	\$0.00	\$0.00
e. Supplies	\$4,591.00	\$4,591.00
f. Contractual	\$14,878.00	\$14,878.00
g. Construction	\$0.00	\$0.00
h. Other	\$14,100.00	\$14,100.00
TOTAL EXPENDITURES	\$112,500.00	\$112,500.00
Local Match (20%)	\$22,500.00	\$22,500.00
Federal Share (80%)	\$90,000.00	\$90,000.00