



Northwest New Mexico Council of Governments
P.O. Box 10000

a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

AGENDA PACKET

RTPO Technical/Policy Committee Meeting

Wednesday, March 11, 2020

10:00AM – 2:00PM

NMDOT District 6 Auditorium

1919 Pinon Drive, Milan, NM



Special Thanks to NMDOT District 6

Northwest Regional Transportation Planning Organization (NWRTPO)

RTPO Technical/Policy Committee Meeting

Wednesday, March 11, 2020

10AM – 2PM

NMDOT District 6 Auditorium

1919 Pinon Drive

Milan, NM

AGENDA

- I. Call to Order and Introductions.....Dave Deutsawe, *NWRTPO Vice Chair, or Robert Kuipers*
- II. Agenda – Review & Approval.....Dave Deutsawe / Robert Kuipers
- III. Minutes of 1/08/20 – Review & Approval.....Dave Deutsawe / Robert Kuipers

ACTION ITEMS:

- IV. New NWRTPO Chair.....Robert Kuipers
With the departure of Jeff Irving, members will be encouraged to consider who might like to chair the NWRTPO going forward – which can be voted on and decided at this or the next meeting. The RTPO Chair should be present at all or at least most monthly meetings of the NWRTPO.

DISCUSSION / PRESENTATION ITEMS:

- V. FFY2020 – 2021 NWRTPO Meeting Schedule.....Robert Kuipers
Discussion with members for hosting meetings May, 2020 thru April, 2021
- VI. LGTPF project prioritization.....Robert Kuipers
RTPO members will be instructed to prioritize their current LGTPF projects, including any new projects they have in mind for the FFY2021 cycle – for inclusion in the RTIPR update which will commence this year.
- VII. NWRTPO Overview.....Robert Kuipers
Staff will inform on the role of RTPO's for statewide rural transportation planning and development, governing documents and products required of statewide RTPO's, the benefit of local governments planning projects with NMDOT staff, and criteria governing project selection for the STIP. **If the previous items (#IV – VI) take too long, we can hold off on this until our next meeting.**
- VIII. Reports, Updates & Announcements:
 - RTPO Report: Regional News & Updates.....Robert Kuipers
 - NWRTPO Regional Work Program Status Report / Monthly RTPO Staff Report
 - Local Member Issues, Reports & Updates.....NWRTPO Members
 - State DOT Reports
 1. Planning/Government-to-Government Unit (Neala Krueger)
 2. Tribal Liaison (Ron Shutiva)
 3. District 5 (District 5 Staff)
 4. District 6 (District 6 Staff – JoAnn Garcia)
- IX. New Business/Open Floor – Members & Guests
No requests in advance of this meeting.

X. Review Calendar & Announcements / Training & Funding Opportunities:

- FHWA Office of Planning, Environment & Realty / Human Environment Digest: Week of 2/6, 2/20, 3/5 – emailed to members as they came out
- Govt. to Govt. Updates: Week of 2/17 – emailed to members as they came out.
- AASHTO Publications Updates: Weeks of 2/13, 3/2, 3/8-(x2) – emailed as they came out.
- LTAP – 2020 Tran-SET Conference: – Albuquerque, April 2-3; staff also emailed announcement on upcoming LTAP training opportunities to RTPO members on 2/6
- LGRF Application Deadline: March 15
- USDOT T-3 Webinars and I.T.S. Updates: emailed to members 2/6, 2/13, 2/20, 3/8
- NMDOT Annual Hardship Sale: used vehicles and equipment sales to public entities; emailed to members 2/20
- USDOT 2020 BUILD Grant: funding for larger / more expensive projects – emailed to members 2/20
- TMIP Report – USDOT: emailed to members 2/20
- NADO Rural Transportation News: emailed to members 2/19
- NM Wildlife Corridors Action Plan: emailed to members 2/13
- Navajo DOT Transportation Symposium: March 31 – April 2, San Juan College, Farmington

XI. Next Meetings:

- April 8: Gallup Eastside Fire Station, 3700 Church Rock Street, Gallup, N.M.

XII. Adjournment:

Motion:

Second:





NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS
DEVELOPING TOGETHER

a program of
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item #IV: NWRTPO Chair Position

Subject: Election to fill NWRTPO Chair Position

Prepared for: Discussion and / or election at this or the April 8 meeting

Date: 3/11/20

BACKGROUND

- **Why?** The NWRTPO is established with representatives for participating local, tribal, and county governments within the San Juan, McKinley and Cibola County region. These representatives work thru the NWRTPO to acquire and secure funding for transportation infrastructure and service projects and collaborate to prioritize project development that benefits local and regional populations. The NWRTPO relies on the leadership of a Chair and Vice-chair, who work with staff to assure productive monthly meetings that execute required RTPO deliverables and services within timelines, and seek to move our region into the future engaging new technologies, future trends, and regional collaboration to build and maintain transportation infrastructure and services which position our region for the future.
- **Purpose.** The NWRTPO has a process for member appointment and authorization by their respective local governments as representatives transition from time to time. With the departure of Jeff Irving from McKinley County, the NWRTPO will elect a new Chair from any members interested in taking this position, which beyond each local government, also considers and develops transportation infrastructure or services on behalf of the three county region to maintain mobility and quality of life.
- **Discussion/Finalization.** Members will discuss and either elect today, or at our April 8 meeting.

CURRENT WORK

- Discussion on a new Chair and nominations for those interested.

ANTICIPATED WORK

- Election by vote either at today's meeting or at our April 8 meeting.

ATTACHMENTS

- Two excerpts from the NWRTPO bylaws which outline governance and the role of officers for the NWRTPO.

BUDGET IMPACT

- None.

ACTION ITEM

- Not listed for action today, primarily a discussion item – which can be acted upon today or at our next meeting.

A. GOVERNING STRUCTURE

1. Joint Technical/Policy Committee: There shall be established a Joint Technical/Policy Committee (JTPC), which shall be comprised of representatives from each of the local and tribal members of the NWRTPO, which shall engage in the inter-agency consultative and collaborative functions of the organization, and which shall actualize, oversee and guide the work program of the NWRTPO.
2. Appointments: Each municipal, county and tribal government within the NWRTPO service area shall elect or appoint a member and an alternate to serve on the Joint Technical/Policy Committee.
 - 1.1 In its policy capacity, the NWRTPO representatives shall be authorized to represent their respective governments' interests in policy decisions affecting regional transportation, and are responsible for informing and engaging their respective governmental authorities in the regional transportation policy process.
 - 1.2 Names and contact information of Committee members and alternates can be updated and submitted as needed throughout the year in writing to the NWRTPO staff using the RTPO member appointment form.
3. Voting:
 - 1.1 Voting privileges shall be accorded and restricted to the duly appointed members or alternates of the Joint Technical/Policy Committee.
 - 1.2 When votes are taken, tallied and recorded in connection with a Committee action, each member entity shall be accorded one (1) vote.
4. Attendance: In order to encourage participation and prevent cancellation of meetings due to lack of quorum, if any local government representative misses three (3) consecutive meetings, the Committee may seek to replace that representative on the Committee, in consultation with the local or tribal appointing entity.
5. Term: Members and alternates may serve at the discretion of their local governing body for an indefinite timeframe, provided that:
 - 1.1 The members and alternatives shall be appointed or re-appointed annually; and
 - 1.2 Annual election or reconfirmation of Committee officers shall take place.

ARTICLE V

OFFICERS

A. ESTABLISHMENT

Committee Officers shall be considered officers of the NWRTPO association, consisting of a Chairperson and Vice-Chairperson elected by the voting members of the Joint Technical/Policy Committee to serve for two (2) calendar years, from January to December of each year. Elections or term renewal shall take place at the first meeting prior annually.

B. REMOVAL

The Committee officers may be removed by annual election, resignation, or by appointing member governments (i.e., when the officer no longer represents his/her member government). In the event that the Chair resigns or is removed, the Vice-Chair shall assume the role of Chairperson, and a new Vice-Chair shall be appointed.

C. DUTIES OF OFFICERS

1. Chairperson

- a. The Chairperson presides at all committee meetings. The Chairperson directs the business of the committee and establishes standing and ad hoc sub-committees to focus on specific areas of concern.
- b. The Chairperson is an ex officio member of all standing sub-committees.
- c. The Chairperson provides as appropriate a written and/or oral summary of sub committee reports to the membership at RTPO committee meetings.
- d. The Chairperson collaborates with the RTPO Planner to ensure that protocol and regulations for public notice and membership notice (including agendas and minutes) for all RTPO meetings are adhered to.

2. Vice-Chairperson

- a. The Vice-Chairperson presides at all meetings at which the Chairperson is absent and performs all duties for which the Chairperson is responsible. If neither is

Updated February 2017, approved & adopted for 2018 - January 10, 2018 6 | P a g e

present, the RTPO Planner or another member will be selected as temporary leader for the floor.

- b. It is the preference that the Vice Chair succeeds to the Chair position. However, the NWRTPO Committee shall reserve the right to recommend that the Vice Chair not succeed to the Chair's position at the end of the term, and may choose to elect an alternative member.
- c. If the Chairperson resigns or is no longer eligible to be a member of the RTPO Committee, the Vice Chairperson will serve as Chair until an election is held.



NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS
BOLSA 070 12 14 10

a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item #V: Annual Meeting Schedule

Subject: Members will confirm their respective meeting locations for a new annual meeting schedule.

Prepared for: FFY2020 – 2021: May, 2020 – April, 2021 meeting schedule discussion

Date: 3/11/20

BACKGROUND

- **Why?** On an annual basis, the NWRTPO provides an annual schedule of meeting dates, times and locations to our region's media – especially area newspapers, to encourage public awareness and participation.
- **Purpose.** Maintain public awareness and access to the monthly meetings of the NWRTPO, who's local government representatives collaborate with the N.M. DOT, to prioritize projects for regional transportation infrastructure and services, and monitor / report progress on local / regional funding and development on a monthly basis.
- **Discussion/Finalization.** RTPO **members will** briefly discuss the annual schedule, and **confirm their meeting date and location by or at least one week before our April 8, 2020 meeting.**

CURRENT WORK

- Discuss and agree on meeting date assignments

ANTICIPATED WORK

- Confirm meeting host dates and locations with local leaders, and report to the RTPO staff.

ATTACHMENTS

- FFY2019 – 2020 meeting schedule

BUDGET IMPACT

- None.

ACTION ITEM

- No policy action, but members will confirm their respective meeting dates / locations and report back to RTPO staff by or one week before our April 10 meeting.

Public Notice

The Northwest Regional Transportation Planning Organization (NWRTPO) Committee is scheduled to meet as follows. Information is also available and updated at: <http://www.nwnmcog.com/meetings1.html>

Wednesday, May 8, 2019 @ Grants Public Library, 1101 N. First Street, Grants, NM

Wednesday, June 12, 2019 @ Ashiwi College & Career Center, 67 Rt. 301 North – off Hwy 53, Zuni, NM

Wednesday, July 10, 2019 @ San Juan County Fire Operations Center, 209 South Oliver Drive, Aztec, NM

Wednesday, August 14, 2019 @ Laguna Public Works Department, I-40 Exit 114 to NM124 Roundabout, then east on Old US66, then left on L55 Rodeo Road, north to first parking lot, Pueblo of Laguna, NM

Wednesday, September 11, 2019 @ Pueblo of Acoma Tribal Auditorium, 33 Pinsbaari Drive, Acoma, NM

Wednesday, October 9, 2019 @ Shiprock Chapter, NM Highway 64, milepost 23 – Bldg. 5548, Shiprock, NM

Wednesday, November 13, 2019 @ Milan Parks & Recreation Office, 409 Airport Road, Milan, NM

Wednesday, December 11, 2019 @ Ramah Navajo Chapter, 434 BIA Rt. 125, Pine Hill, NM (MP 4.2 south on BIA Rt. 125 from NM53 intersection in Mountain View)

Wednesday, January 8, 2020 @ Cibola Convention Center, 515 High Street, Grants, NM

Wednesday, February 12, 2020 @ McKinley Office of Emergency Management, 2221 Boyd Ave., Gallup, NM

Wednesday, March 11, 2020 @ NM Dep. of Transportation District 6 Office, 1919 Pinon Drive, Milan, NM

Wednesday, April 8, 2020 @ Gallup Eastside Fire Station, 3700 Churckrock St, Gallup, NM

Meetings are scheduled to begin at 10:00 am and end when all business is concluded.

The purpose of these meetings is to review, discuss, and take any needed action on transportation issues of importance to the region, which includes Cibola, McKinley, and San Juan Counties. Attendance is welcome from all municipal, county and tribal governments and stakeholders within the northwest region. Interested citizens are welcome to attend.

For additional information, please contact: Executive Director Evan Williams or RTPO Program Manager Robert Kuipers at the Northwest New Mexico Council of Governments, 106 West Aztec, Gallup, NM 87301. Phone: (505) 722-4327.

Pursuant to the Americans With Disabilities Act of 1990 and Title VI of the Civil Rights Act of 1964, unless compelling reasons dictate otherwise, public meetings and hearings conducted by the RTPO in conjunction with the NMDOT will be held in accessible buildings and are open to the public. Given reasonable notice, interpreters and readers will be available to the hearing and visually impaired, and to those with limited English proficiency. Contact ADA Coordinator, Damian Segura, at NMDOT (505) 827-1778.



a program of
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

**Northwest Regional Transportation Planning Organization
(NWRTPO)**

Agenda Item #VI: Local Government Transportation Project Fund

Subject: New State fund established to support rural transportation development

Prepared for: March 11, 2020 RTPO meeting discussion

Date: 3/11/20

BACKGROUND

- **Why?** Rural areas and small towns in New Mexico are suffering with deteriorating infrastructure, including transportation needs, with inadequate funding to even maintain what they have, never mind developing new infrastructure
- **Purpose.** This fund was established by the state to address rural needs in the area of transportation, to compliment the Local Govt. Road Fund and help ensure that our small towns and rural areas can support local transportation infrastructure including that which does not qualify for federal funding.
- **Discussion/Finalization.** The NWRTPO members have pursued this opportunity with a short application time frame and 14 local projects were funded in the NWRTPO region representing a 12.8 million dollar investment into transportation infrastructure priorities across our 3 County region

CURRENT WORK

- RTPO member governments are moving toward implementing LGTPF projects funded in FFY2019 as soon as their contract agreements are approved by NMDOT to proceed with scopes of work outlined within the agreements for government or sub-contractor reimbursable expenses. In most cases each funded member government will have about a 4 year period to complete the work.

ANTICIPATED WORK

- RTPO member governments who have been awarded FFY2019 funding based on NMDOT Transportation Commission project selection and approval have around four years to complete their projects.
- RTPO member governments going forward will have to prioritize LGTPF projects across all participating jurisdictions represented in the RTIPR, so that state LGTPF funding will initially support project development of highest local and regional benefit and need. While the next LGTPF fund cycle is not anticipated until FFY2021, the NWRTPO will consider new LGTPF projects from our member governments to be prioritized along with current unfunded projects as we update our RTIPR during the course of FFY2020 thru FFY2021. This will maintain a list of local project priorities that are ready any time funding is released, based on up to date and accurate estimates of the required scope of work, supplies, sub-contractors, regulations to navigate, and anticipated costs and timelines for phases.
- Review and maintain copies of LGTPF Project Prioritization Criteria to help guide application for and implementation of future projects in a manner that meets a common base of state criteria expectations agreed to by RTPOs and MPOs for LGTPF project development. This would set a common competitive base of required standards for project development that depending on the corridor or infrastructure would meet local, state, and federal regulatory requirements or expectations for safety, durability, multi-modal access and public utility (etc.) as a qualifying basis for inclusion and ranking in the RTIPR.

ATTACHMENTS

- | | |
|--|--|
| <ul style="list-style-type: none">• Projects and Funding awarded from FFY2019• LGTPF Project Feasibility Form (PFF)• February 21 LGTPF Project Prioritization Criteria mtng. notes | <ul style="list-style-type: none">• Draft Summary of Project Prioritization Criteria standards emerging from Feb.21 meeting to provide a statewide competitive base for ranking projects for funding |
|--|--|

BUDGET IMPACT

- This fund will add capacity for local priorities, including those that don't qualify for federal funding

ACTION ITEM

- No action required; future attention to this common standard for project development can benefit competitiveness for funding.



Evan J. Williams

Executive Director

Robert Kuipers

RTPO Program Manager

August 19, 2019

FOR IMMEDIATE RELEASE

(505) 722-4327

NM Transportation Commission Awards \$50M in Critical Local & Tribal Projects

RUIDOSO – On August 15th, the New Mexico Transportation Commission approved \$50 million worth of local and tribal transportation projects throughout the State of New Mexico. The funding was appropriated by the New Mexico Legislature and signed into law by Governor Michelle Lujan Grisham. During the 2019 Legislative Session, Representatives Patricio Ruiloba (D-12, Bernalillo) and Patricia Lundstrom (D-9, McKinley & San Juan) introduced and passed House Bill 694, which created the Local Government Transportation Project Fund that allows the State to invest in a wide range of local transportation project types, at all stages of readiness, and only requires a minimum local match.

A special call for projects was announced in April, and the Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Organizations (RTPOs), and New Mexico Department of Transportation (NMDOT) reviewed applications for various entities throughout the State. Ultimately, NMDOT Cabinet Secretary Michael Sandoval provide a final list of recommendations to the Commission for approval. The NMDOT received 166 applications statewide and selected 57 for award totaling \$42.4 million. Remaining funds were invested into US Highway 82 and hardship waivers. Tribal entities were awarded just shy of \$7M. Special thanks to our District 6 Commissioner Charles Lundstrom from Grants, New Mexico.

Projects funded in Northwest New Mexico and the counties of Cibola, McKinley, and San Juan included:

District	Entity	Project Title	State	Entity	Total
5	City of Bloomfield	East Blanco Bridge Project Phase II	\$90,250	\$4,750	\$95,000
5	City of Farmington	San Juan Boulevard Resurfacing Project	\$546,250	\$28,750	\$575,000
5	San Juan County	County Road 5500 Bridge Replacement Project	\$2,375,000	\$125,000	\$2,500,000
6	Cibola County	County Road 18B	\$902,500	\$47,500	\$950,000
6	City of Gallup	East Nizhoni Blvd Reconstruction Project	\$332,500	\$17,500	\$350,000
6	City of Grants	Washington Bridge Replacement	\$1,425,000	\$75,000	\$1,500,000
6	McKinley County	Manuelito Canyon Bridge and Road Improvements	\$2,850,000	\$150,000	\$3,000,000
6	Village of Milan	Haystack Phase II	\$120,248	\$6,329	\$126,577
6	Navajo Nation – Baahaali Chapter	Baahaali Transfer Station Access Road Improvements	\$281,437	\$14,813	\$296,250
6	Navajo Nation - Bahastl'ah Chapter	Highway 491 Roadway Safety Audit	\$142,500	\$7,500	\$150,000
6	Navajo Nation – Mexican Springs Chapter	Navajo Route 30 and US Highway 491 Safety Audit	\$19,000	\$1,000	\$20,000
6	Navajo Nation – Tohatchi Chapter	Highway 491 Roadway Safety Audit	\$71,250	\$3,750	\$75,000
6	Pueblo of Acoma	SP 130 Veterans Blvd Roadway Project	\$1,136,912	\$59,837	\$1,196,749
6	Pueblo of Laguna	Interstate 40 Concrete Box Underpass	\$1,900,000	\$100,000	\$2,000,000
TOTAL			\$12,192,847	\$641,729	\$12,834,576

###

**TRANSPORTATION PROJECT FUND
PROJECT FEASIBILITY FORM (PFF)
MPO/RTPO: _____**

GENERAL INFORMATION

Preparation Date: _____ **Project Title:** _____

Requesting T/LPA: _____ **Is there an approved Governing Body resolution for**
(Applicant) **this application**
YES ___ **NO** ___ **PENDING** ___

Responsible Charge
Name: _____ **Phone:** _____
Title: _____ **Email:** _____

PROJECT DESCRIPTION

Project Type (Circle/boldface/underline all that apply):
ROADWAY BRIDGE SAFETY PLANNING/DESIGN OTHER

If you chose "OTHER" please clarify here: _____

Project Scope: _____

Is the request to address a bridge on the NMDOT's Local Bridge Priority List for Replacement/Rehabilitation?
NO ___ YES ___ If yes, please indicate bridge #: _____

Is the request to continue or advance a phase of a previous project?
NO ___ YES ___ If yes, please indicate funding sources and scope of previous phase below.

Funding Source: _____

Previous Phase Project Scope: _____

Completion Date of Previous Phase: _____

Current Phase being requested: _____

Project Location

Route Number and/or Street Name: _____

Project Termini:

Beginning Mile point and/or intersection: _____

Ending Mile point and/or intersection: _____

Total length of proposed project: _____

NOTE: A local government project that is located in full or in part within a department right-of-way or NHS route must be administered in accordance with the "Tribal/Local Public Agency Handbook".

A local government project that ties into, connects or crosses a department right-of-way or an NHS route, or when the project may have an effect on existing improvements within department rights-of-way, requires the approval of the department.

Is the project located in full or in part within a department right-of-way or NHS route?

NO ___ YES ___ If yes, the project must be administered in accordance with the Tribal/Local Public Agency Handbook and follow all requirements and procedures.

Does the project tie into, connect or cross a department right-of-way or an NHS route, or will the project have an effect on existing improvements within a NMDOT right-of-way? "Letter of Approval" from the NMDOT District Engineer?

NO ___ YES ___ If yes, a "Letter of Approval" is required from the NMDOT District Engineer.

Will the project impact known environmental and/or cultural resources?

YES ___ NO ___ If yes, please clarify _____

Project Phases to be included in request (Circle/boldface/underline all that apply):

PLANNING

PRELIMINARY ENGINEERING/DESIGN

CONSTRUCTION

CONSTRUCTION MANAGEMENT & TESTING

PROJECT COSTS:

Column A			Column B
If project is <u>not</u> phased, complete-column A only. If project is phased, list the amount of funding being currently requested in Column A and complete Column B.			Total Phases No. (1, 2, 3, I, II, III, etc.):
			The amount below represents the cost of the entire project and will be greater than Column A.
Requested Cost \$			Total Project Cost: \$
Percentage Estimates:			Phased projects are usually large and divided into parts or phases. Please clarify how the requested project funding relates to the total overall project. Identify future phases and estimated costs.
Total Local Match	%	\$	
Total State Share	%	\$	
	100%		

NMDOT DISTRICT REVIEW:

By:	Date:	Recommended:	Yes	No
-----	-------	--------------	-----	----

NMDOT ENVIRONMENTAL BUREAU REVIEW:

By:	Date:	Environmental approvals required:	Yes	No
-----	-------	-----------------------------------	-----	----

If yes, please specify the environmental approvals/certifications that are required of the applicant.

T/LPA REVIEW:				
By:	Date:	Recommended:	Yes	No

NMDOT District comments.

NMDOT Environmental Bureau comments.

Topics to discuss during all PFF meetings:

- Is this project included in any other planning documents? (Comprehensive Plan, ICIP, etc.)
- Does the T/LPA have the minimum match required for the project? If not, does the T/LPA intend to apply for a match waiver?
- Does the T/LPA have a good track record for responsible use/tracking of state funds? Have they met closeout deadlines? Have they successfully completed other state funded projects in a timely manner?
- Has the T/LPA had any issues with design/construction in the past?
- Does the T/LPA have major audit findings that would prevent them from being a responsible fiscal agent?

Additional topics to discuss during PFF meetings ONLY if project is on or intersects with an NMDOT or NHS route:

- Is the Tribal/Local Public Agency (T/LPA) familiar with the NMDOT T/LPA Handbook? Has the person in responsible charge attended one of the T/LPA Handbook trainings?
- Is the project within NMDOT ROW? If so, does the district support the project?
 - Are agreements necessary for maintenance and operations? (Lighting agreements, landscaping, etc.)
- The T/LPA must follow the NMDOT specifications as outlined in the "Specs for Highway and Bridge Construction" unless the appropriate NMDOT Design Center grants permission prior to design for the T/LPA to use other specs.



**Local Government Transportation Project Fund (LGTPF)
Project Prioritization/Selection Criteria Meeting Notes
February 21, 2020; 9:30-11:30am**

Attendance (both in person and via Adobe Connect room)

Angela Real, SCRTPO	Mary Ann Burr, SERTPO
Cerisse Grijalva, SWRTPO	MaryJo Valdez, NMDOT
Nica Westerling, City of Farmington	Mesilla Valley MPO
Debbie Hudson, NMDOT	Monica Serrano, NMDOT
Dennis Salazar, NCNMEDD	Neala Kruger, NMDOT
Francisco Sanchez NMDOT	Paul Brasher, NMDOT
Gabriela Lopez, EPMPO	Project Oversight Division, NMDOT
Hannah Burnham, SFMPO	Robert Kuipers, NWRTPO
Harold Love, NMDOT	Rosa Kozub, NMDOT
James Mexia, NMDOT	Sandy Chancey, EPCOG
Jessica Griffin, NMDOT	Sandy Gaiser, MRRTPO
Joe Moriarty, NMDOT	Shannon Glendenning, NMDOT
Lesah Sedillo, NCNMEDD	Stephanie Medina, NMDOT
Andreas Linnan, NMDOT	Vincent Soule, EPCOG

Meeting Summary

C= Comment, Q= Question, R= Response

Note: Comments and questions summarized and edited for clarity.

1. Introductions

The purpose of the meeting is to prepare statewide criteria for the Local Government Transportation Project Fund. The criteria will be used by MPOs and RTPOs to rate and rank projects eligible under the LGTPF.

Current understanding is there was no funding appropriated for the LGTPF. Another bill, Senate Bill 232, passed which identified projects for funding but the Governor has not signed the bill.

Clarissa Martinez, NMDOT Project Oversight Division: For projects identified in SB 232, POD will be providing a complete list once the governor signs the bill.

Rosa provided an update from Dave Quintana on the status of relevant bills. HB 207, that amends the LGTPF to include tribes as eligible participants in the program and expands program eligibilities to include bike, pedestrian, and transit transportation projects passed, but no funds were appropriated to the fund for this next year. Instead, the legislature passed a bill that identifies specific projects (SB 232), appropriating \$49 million. Both are with the governor's office for signature. Dave Quintana recommends continuing the criteria development process so entities are ready if state funds become available.

Two questions on the timeline were asked by Mary Ann and Sandy on what the RTPOs should do in developing their own timeline and process for this funding source.

R (Jessica): The best approach is to be prepared in case state funding becomes available from any source. R: Since the legislation references RTIPRs and TIPs,¹ it's always a good idea to have an up-to-date project list. The timeline is up to the individual MPO and RTPO.

2. Draft prioritization/selection criteria

a. Discuss proposed criteria items 1-4

Jessica read the proposed criteria (attached). She opened up the conversation for feedback on the draft criteria.

Q (Sandy Gaiser): Since this is a disbursement fund, will the funds be transferred to the community upon receipt of the executed agreement?

R: The program will be managed similar to LGRF. Once an entity has an executed contract and is ready for disbursement, the entity sends a letter to POD that they are ready for disbursement.

C (Robert Kuipers): Might we add an emergency clause opportunity - for example a bridge might fail / collapse on a road which is the only ingress and egress access for a small community or small group of rural residents, and therefore requires a fast response to repair or replace?

R: Emergency projects are on the PFF. It is up to the RTPO to include that as a rating factor if it's a regional priority. Please note, if there is an emergency project, the funding mechanism and agreement development process is the same as the regular process.

Lesah: I think that we should add a budget, match, operation and maintenance costs criteria.

Sometimes there are lighting agreements and additional costs associated with the project. This could be added by the RTPO.

R: This could be included in the project readiness criteria. And participants agreed.

Jessica also clarified that planning and design projects are eligible project categories, like other project types, the funds must be ready to spend in three months.

Q: Two people asked about the differences in state vs federal requirements, for clearances and use of appropriate PFF.

R: The draft rule includes language on the applicability of federal standards for projects. The rule, once finalized will be released and posted online. If a project (or a previous phase of the project) is (was) funded through the federal-aid process, it must follow the federal process as outlined in the T/LPA Handbook. Entities can use the more rigorous PFF or two can be filled out at the same time, depending on the nature of the project, previous funding sources, and the funding opportunities the local entity is pursuing. If a T/LPA wants to pursue federal funding use a PFF which is oriented for federal projects. If the T/LPA wants to pursue state funds exclusively use the Local Government Transportations Project Fund version of the PFF.

C (Hannah Burnham): is there any prioritization for multimodal transportation?

R: We could add in the criteria or an MPO/RTPO could include those criteria if it is a regional priority. There is freedom to add criteria based on regional priorities.

¹ Clarification of what was said in meeting: 2019 House Bill 694 references the MPO and RTPO planning process, rather than the TIP and RTIPR specifically.

C (Hannah Burnham): Would having different or additional project selection criteria make an area's applications less competitive on a statewide scale.

R: No, it would mean that the projects selected at the regional level would be different

C (Hannah Burnham): Supported the idea that the LGTPF program should advance the State's/NMDOT climate change objectives such as reducing VMT and increasing multi-modalism.

R (Jessica): The funding for this program is intended to address local priorities, determined at the local/regional level. It is not intended to advance NMDOT's agenda. NMDOT was assigned by the legislature to administer the program on behalf of T/LPA's.

Weighting:

Q: What should be weighted the highest?

R: Several participants stated they think project readiness is most important. Others stated the critical need of the project, or maintenance should also be high. Additional opinions valued bridges, safety concerns (as a new criteria), or if an application is a continuation from a completed phase.

Francisco S.: Maintenance projects are vital to local governments and their roadway systems. A pavement category could be added giving the maintenance an equitable chance to receive funding versus safety, multimodal, etc.

Several people asked how region-specific criteria be factored into the rating systems.

R (Jessica): The intent is to have a basic state project prioritization criteria. MPO/RTPOs are welcome to add-on to the base criteria as a way to select projects that are based on regional priorities. For example, safety, multi-modal, or maintenance criteria may be added as an important selection criteria when setting region-specific priorities. We feel that this would carry a lot of weight. However, the region-specific criteria would not over-ride the basic state criteria. Our intent is to avoid complicating the program, but at the same time we want to empower your regional planning and programming process.

A participant asked if a region-specific criteria were used would that make a region less competitive.

R: No, it would mean that the projects prioritized would be different.

C: The bridge criteria was added because there are a lot of deficient bridges across the state and there generally isn't funding available to local entities for these types of projects.

C: The Districts have been explicit about bridges as a priority. The multimodal criteria can be at the RTPO and MPO level where it is a priority.

C: SERTPO is supportive of including safety criteria.

R (Jessica): Safety and multimodal priorities are relative to the area and this can be a good conversation for the RTPO/MPO to have with the member entities and a way identify local priorities.

NMDOT will send out the selection criteria that was developed today in the web-room.

3. LGTPF-specific Project Feasibility Form (PFF)

Concerns over the process and awards in the previous call for projects were discussed including transparency in the project selection process and requirements of multiple resolutions.

The NMDOT Environmental Bureau has committed to reviewing the PFFs to ensure all parties are aware of the state and federal laws applicable to a proposed project activity. In addition, the Environmental Bureau has been included as part of the sign-off on this version of the PFF. The Level of Effort Form will be continued to be utilized by the NMDOT Environmental Bureau to help guide the T/LPA through the environmental clearance process. The Level of Effort Form is available on the NMDOT T/LPA Handbook website.

C: There were concerns about the Letter of Approval requirement from the NMDOT District Engineer if the project interfaces with NMDOT/NHS right-of-way.

R: NMDOT to clarify if this is a letter of support or letter of approval. The Department will confirm the appropriate terminology and process is developed to reflect current practices.

4. Other application forms

Clarissa is compiling the information and will use it to inform the application process. Most likely, the Project Prospectus Form (PPF) will not be used and instead, a program specific application will be developed to capture the relevant information provided on the PPF.

Next Steps

NMDOT will write up today's process and share it with today's participants. The criteria, application, and program guide will be sent out via email. There will be an opportunity to provide feedback. If you do not feel your comments were captured in the conversation, send an email to Clarissa and Joe, Clarissa.Martinez@state.nm.us, Joseph.Moriarty@state.nm.us



Local Government Transportation Project Fund (LGTPF)
Project Prioritization Criteria – DRAFT
March 2, 2020

The draft criteria below reflect the discussion between the Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Organizations (RTPOs), and NMDOT at the Project Prioritization Criteria Discussion on Feb. 21, 2020. Once these criteria are finalized, NMDOT will develop an LGTPF-specific application, including the Required Criteria. It will be a Word document so MPOs/RTPOs that decide to include additional criteria will be able to add their own questions.

MPOs and RTPOs that rank their planning-area's LGTPF project applications must, at a minimum, use the Required Criteria to rank their projects. MPOs and RTPOs may also use additional criteria to rank their projects, as desired by their member entities. MPOs and RTPOs may assign points and weights to the Required Criteria and Optional Criteria (if using) as desired, to reflect regional priorities. Most importantly, the MPO/RTPO must provide a ranked list to the NMDOT District Office. This will communicate the MPO's/RTPO's highest priority projects to the District Office.

If an MPO/RTPO elects not to rank projects, the NMDOT District Office will use the Required Criteria to rank projects from the District area. However, this ranking may not align with the highest priority projects as defined by the MPO or RTPO.

Required Project Prioritization Criteria:

1. Planning: Is this project identified as a priority on a local or regional planning or programming document? And/or is this project consistent with local or regional plans
2. Project readiness:
 - a. If awarded, will the applicant be able to start spending the money within 3 months from receiving the fully executed project agreement?
 - b. Does the recipient have necessary budget for match?
 - c. Does the recipient have other necessary agreements, such as signal or lighting (if applicable)?
3. Priority Bridge: Is this project addressing a bridge on the NMDOT's Local Bridge Priority List for Replacement / Rehabilitation? (Note: this list is available from the respective District Office.)
4. Phasing:
 - a. Is this project part of a phased project previously funded with other state funds (e.g. Local Government Road Fund, Municipal Arterial Program, capital outlay, etc.)?
 - b. Is this project part of a phased project previously funded with LGTPF? If so, what year?

Optional Project Prioritization Criteria, as discussed at the Feb. 21, 2020 meeting:

1. Safety:
 - a. Have there been crashes in the project area?
 - b. Will this project reduce crashes in the area? If yes, please explain.
2. Multimodal: Does the project increase or improve multimodal options (i.e. transit, bicycle or pedestrian infrastructure)? If yes, please explain.
3. Pavement Category Suggestion: If using Safety and Multimodal, one idea was to create a separate category for Pavement projects, as it may be hard to compare a multimodal to a pavement preservation project.
4. Other, as desired by an MPO's/RTPO's member entities



14-000000 NEW MEXICO COUNCIL OF GOVERNMENTS
GROUP 0000 000000

a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item #VII: NWRTPO Overview

Subject: A brief summary overview of the NWRTPO's governing documents and services on behalf of participating member governments for the equitable distribution of funding and development of transportation infrastructure and services for our region.

Prepared for: RTPO members to be updated on governing documents (distributed at our 1/8/20 meeting) which guide the operation of the NWRTPO, including Open Meetings Act, Public Participation Plan, Title VI Plan, NWRTPO Bylaws, FFY2019-2020 Regional Work Program, FFY2020 Call for Projects (guidance for updating RTIPR), and Functional Classification guidance

Date: 3/11/20

BACKGROUND

- **Why?** Staff periodically update RTPO members (related to representative turn-over) on the purpose and functions of the NWRTPO for equitably pursuing and distributing funding for transportation infrastructure and services, along with a formal process for regional collaboration between local governments and NMDOT for transportation maintenance and development – planned and developed based on local and regional priorities.
- **Purpose.** The RTPO's fill a critical need for regional collaboration with NMDOT for the development and maintenance of transportation infrastructure and services. In an economic environment that has limited resources for rural / small town America, the NWRTPO helps our region's 3 Counties, 4 tribes, and participating communities, maximize the value of funding and resources for transportation development, based on local and regional priorities.
- **Discussion/Finalization.** RTPO members will be provided a better understanding of how the NWRTPO enables local governments to collaborate with the NMDOT, to engage funding and resources for transportation development for rural areas with limited resources, keeping their projects on time and on target for state and federal funding requirements.

CURRENT WORK

- Discussion with RTPO members on the role and function of the NWRTPO to enable collaboration between municipal, tribal and county governments and the NMDOT, for the development and maintenance of transportation infrastructure that best serves regional and local priorities.

ANTICIPATED WORK

- RTPO members will retain a better understanding of the role of the RTPO, to maximize the benefits and resources for equitable, prioritized transportation development on behalf of rural and small town regions, often operating with limited resources.

ATTACHMENTS

- Open Meetings Act, Public Participation Plan, Title VI Plan, NWRTPO Bylaws, FFY2019-2020 Regional Work Program, FFY2020 Call for Projects (guidance for updating RTIPR), and Functional Classification guidance.

BUDGET IMPACT

- None.

ACTION ITEM

- N/A.

Northwest RTPO

NORTHWEST NEW MEXICO REGIONAL TRANSPORTATION PLANNING ORGANIZATION
designated by the New Mexico Department of Transportation

administered by
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS
106 West Aztec Avenue
Gallup, NM 87301
(505) 722-4327
www.nwnmcog.com

JEFF IRVING, RTPO COMMITTEE CHAIRMAN
DAVE DEUTSAWE, RTPO COMMITTEE VICE-CHAIRMAN

RESOLUTION NO. 2018-01 of the Joint Technical/Policy Committee of the Northwest RTPO

Adopting an Open Meetings Act Protocol for the Northwest RTPO

WHEREAS, the Northwest Regional Transportation Planning Organization (NWRTPO) Bylaws state that all meetings shall be conducted according to the *Open Meetings Act* (NMSA 10-15-4 and according to procedures adopted by NWRTPO Joint Technical/Policy Committee; and

WHEREAS, Section 10-15-1(B) of the *Open Meetings Act* (1978, Sections 10-15-1 to 10-15-4 NMSA 1978) states that, except as may be otherwise provided in the *Constitution* or the provisions of the *Open Meetings Act*, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business, or for the purpose of taking any action within the authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings held by NWRTPO at which the discussion or adoption of any proposed resolution, rule, regulation, or formal motion occurs will be held only after reasonable notice to the public; and

WHEREAS, the Northwest Regional Transportation Planning Organization will determine annually what constitutes reasonable notice of the public in accordance with NWRTPO Bylaws;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. All meetings of the Joint Technical/Policy Committee of the NWRTPO shall be held in accordance with the NWRTPO Bylaws as duly adopted and with the *Open Meetings Act* as applicable.
2. The agenda for each regular meeting shall be made available by NWRTPO staff at least seven days prior to the meeting by email and by request in a hard copy form. The agenda will also be available to the public at least twenty-four hours before a special meeting is held.
3. The NWRTPO staff shall notify the public by newspaper advertisement of the time and place of Regular meetings at least ten days in advance, Special meetings three days in

MEMBERS OF THE REGIONAL TRANSPORTATION PLANNING ORGANIZATION FOR NORTHWEST NEW MEXICO

Cibola County
San Juan County

McKinley County
City of Gallup

City of Grants
Village of Milan

Navajo Nation
Pueblo of Zuni

Pueblo of Acoma
Pueblo of Laguna

advance, and Emergency meetings as far in advance as possible. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. Emergency and Special meetings may be called by the Chairperson or a majority of the voting members. Local government entities shall post public notices for special or emergency meetings within their communities at their respective municipal and county offices. Meeting information will also be made available on the NWRTPO website.

4. NWRTPO voting members may close a meeting to the public only if the subject matter of such discussion or motion is exempted from the open meeting requirement under Section 10-15-1(H) of the *Open Meetings Act*.
5. NWRTPO staff shall keep written minutes of all open meetings. The minutes shall include the date, time and place of the meeting, names of the members in attendance and those absent, the substance of proposals or actions considered and a record of any decisions and votes taken. Draft minutes shall be prepared at least 7 days in advance of the next regular meeting and shall be approved, amended or disapproved at the next meeting where a quorum of NWRTPO voting members are present. Draft Minutes from special or emergency meetings shall be prepared within 10 days following such meetings for RTPO Member review. Minutes shall not become official until approved by the NWRTPO voting members. Recordings of open meetings may be made by NWRTPO staff but only for the purpose of preparing the official minutes. NWRTPO meeting minutes shall be made available to the public on the NWRTPO website and upon written request.

PASSED, APPROVED AND ADOPTED by the Joint Technical/Policy Committee of the Northwest Regional Transportation Planning Organization at a duly called regular meeting of the Committee held at Cibola Convention Center, Cibola County, New Mexico on January 10, 2018.

SIGNED: _____

Jeff Irving, Chairman
RTPO Joint Technical/Policy Committee

ATTEST: _____

Jeff Kiely, Executive Director
Northwest RTPO Program
Northwest New Mexico Council of Governments

MEMBERS OF THE REGIONAL TRANSPORTATION PLANNING ORGANIZATION FOR NORTHWEST NEW MEXICO

Cibola County
San Juan County

McKinley County
City of Gallup

City of Grants
Village of Milan

Navajo Nation
Pueblo of Zuni

Pueblo of Acoma
Pueblo of Laguna

a program of
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

**Northwest Regional Transportation Planning
Organization
(NWRTPO)**

Public Participation Plan



**Adopted: January 10, 2018
Reauthorized January 08, 2020**

Introduction

The **Northwest Transportation Planning Organization** (NWRTPO) is the entity responsible for transportation planning in the region comprised of Cibola, McKinley, and San Juan counties in New Mexico per New Mexico Law. Regional planning organizations were originally founded by the New Mexico State Legislature in 1978 to orchestrate planning in nonmetropolitan areas.¹ The purpose of this document is to outline the State and Federal requirements for a Public Participation Plan for use by RTPOs. As an organization receiving Federal financial assistance for transportation planning, design, construction and maintenance, it is a requirement of State and Federal law that our organization develop and implement a program to foster continuing, cooperative and comprehensive (3-C) public participation. This program may be general, or project specific. In addition to being a regulatory requirement, public participation maximizes the benefits of transportation planning processes and outcomes. Accordingly, our organization recognizes that the travelling public has valuable insight to offer, in addition to a right to contribute to the planning process.

State and Federal Requirements

RTPOs have numerous responsibilities including the development and contribution to Long Range Plans (LRPs), Regional Transportation Improvement Plan Recommendations (RTIPRs), provision of technical assistance to local officials, coordination of local planning across multiple disciplines, interagency/ tribal coordination of local planning, and creating opportunities for public participation. The Federal government defines public participation as “an open process in which the rights of the community to be informed, to provide comments to the Government and to receive a response from the Government are met through a full opportunity to be involved and to express needs and goals”.² Our public participation program is an opportunity to provide for this process and pertinent State and Federal requirements are summarized below.

Responsibilities early in the process (23 CFR 450.210-316)

General:

- Establish early and continuous opportunities for the public participation process
- Provide adequate public notice of opportunities for public comment and at key decision points
- Provide relevant information in a timely fashion
- Provide access to policy and technical information
- Make information, including plans, publically accessible in electronic format
- Provide adequate public notice of opportunities for public review of plans
- Hold meetings at convenient and accessible times and locations
- Include a process for considering environmental justice needs and requirements.
- Utilize documented process for nonmetropolitan official participation

¹ 4 NMSA 57 and 58

² 23 CFR 200.5 (c)

Guidelines for meetings per the New Mexico Open Meetings law (NMSA 10-15-1-5):

- All meetings of public bodies or agencies are to be public (10-15-1 (a-b))
- Activities applicable to Open Meetings Law include any formation of policy, discussion of public business or any action that the body has authority to take
- Public bodies to determine in public, what notice for public meeting is appropriate for that body and document publically through FCC licensed broadcast stations and newspapers of general circulation (10-15-1 (d)) said public notice
- Any reconvention of a meeting must be scheduled prior to recess of that meeting, and date and time of meeting must be posted in writing near the door of the original meeting and only matters scheduled to be discussed at the initial meeting may be discussed at the reconvened meeting (10-15-2(e))
- Meeting notices to include agenda of items to be discussed and be made publically available at least 24 hours prior to the meeting (f)
- Meeting bodies are to keep minutes that document, at minimum, date, time, place, persons in attendance and absent, material considered, a record of decisions and votes according to member. Minutes are to be made public and to be prepared no later than 10 working days after the meeting, subsequently reviewed by quorum, then made official (g)

Methods:

- Utilize visualization techniques and plan illustrations such as maps, diagrams charts, display boards, and slide presentations to clearly illustrate projects, plans and programs developed for committee meetings and public events.
- Allow a minimum of 30 days for comment and 15 days for review, prior to adopting, revising or updating plans.
- Provide opportunity for public comment any time an update or revision to a plan is made
- Social and economic statistics for the region are to be collected, analyzed and processed at regular intervals and results are to be made available to the public" (NMSA 3-56-5 (c))
- Entities are to provide information to the public at large, in order to foster public awareness and understanding of the objectives of the regional plan and the functions of local and regional planning, and to stimulate public interest and participation in the orderly, integrated development of the region" (NMSA 3-56-3 (f))

Review:

- Demonstrate explicit consideration of public input
- Document reasons for changes to plans not adopted in public and accessible format
- Periodically review effectiveness of strategies for public participation
- When significant written and oral comments are received, prepare summary analysis of disposition of comments to include in final plan draft
- Periodically review public participation process

Guidelines for inclusion of affected parties (23 CFR 450.200-316)

- Citizens
- Affected public agencies (including but not limited to land management, natural resources, environmental protection, conservation and historic preservation)
- Representatives of public transportation employees
- Freight shippers
- Private providers of transportation
- Representatives of users of public transportation
- Representatives of users of pedestrian walkways and bicycle transportation facilities
- Representatives of the disabled
- Providers of freight transportation services
- Other interested parties
- Coordinate with Tribal governments and US Secretary of Interior regarding areas of the State under Tribal Jurisdiction
- Plans affecting metropolitan areas developed in coordination with MPOs
- Plans affecting nonmetropolitan areas developed in consultation with nonmetropolitan elected officials and relevant land management agencies with responsibility for transportation
- When appropriate, the use of “peer exchange” which Federal regulations define as the exchange of information and best practices between agencies, institutions and firms (public and private) with responsibility for transportation (23 CFR 420.203)
- Cooperation with statewide trade and economic development interests
- Consideration of interstate issues and coordination with appropriate agencies; use of interstate compacts when appropriate
- Coordination with State air quality agencies

Persons of Limited English Proficiency: considerations and requirements

The **Northwest** RTPO is cognizant of the fact that for many persons living within our State and region, English is a second language and often, publicly accessible documents, processes and meetings may not be fully accessible to these populations. Accommodation of these populations is considered an element of compliance with Title VI of the Civil Rights Act of 1964’s prohibition on discrimination on the basis of national origin. To this end, and in compliance with Executive Order 13166, the **Northwest** RTPO is committed to providing access to public materials and processes for persons of Limited English Proficiency (LEP). Minimum compliance standards followed are found in the LEP Guidance document in the Federal Register and include:

- That recipients of Federal assistance accommodate persons of LEP based on a four-factor analysis including:
 - Ratio or proportion of LEP persons served or encountered
 - Frequency LEP individuals come into contact with a program
 - Nature and importance of a program to people’s lives

- Resources available to the recipient of services
- Services provided in accommodation of LEP individuals can include
 - Oral translation services
 - Written translation services
- Development of a LEP action plan that includes:
 - Identification of individuals needing assistance
 - Language assistance measures/ methods
 - Staff trainings
 - Provision of notice to LEP persons of services available
 - Monitoring and update of LEP plan³

Environmental Justice

In accordance with Executive Order 12898 regarding Environmental Justice, it is the mission of the **Northwest** RTPO to document and address concerns related to the spatial distribution of low-income and minority populations especially in relation to the positive and negative benefits associated with past, present and future transportation projects. The impact of projects can be wide ranging and significantly affect the ability of low-income minority families to access jobs, housing and services. In accordance with EO 12898, it is the mission of the **Northwest** RTPO to foster public participation with regard to:

- The effect of public projects on human and environmental health in areas with minority populations
- Ensure greater public participation in areas with low income and minority families
- Improve research and data collection related to human and environmental health in areas with minority and low-income families
- Identify differential patterns of consumption of natural resources among minority and low income populations
- Inform the public of their right to submit recommendations to Federal agencies relating to the incorporation of environmental justice principles into programs and policies⁴

³ 67 FR 41455-41472

⁴ 59 FR 7629

a program of
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)



Title VI Plan

**2018 Update
2020 Reauthorization**

Table of Contents

I.	Statements of Policy	1
II.	Title VI Assurances	2
III.	Title VI and Environment Justice – RTPD Planning Requirements	5
IV.	Title VI and Environmental Justice – the Public Participation Process	7
V.	Organization and Staff Responsibilities	9
VI.	Primary Program Area and Review Procedures.....	10
VII.	Title VI Coordinator and Complaint Process.....	11
VIII.	Limited English Proficiency Plan	13
IX.	External Communication.....	15
X.	Notice of Rights.....	15

Appendix A: Contractor Assurances

Appendix B: Clauses for Transfer or Lease of Real Property

Appendix C: Organizational Chart

Appendix D: Title VI Complaint Form

I. STATEMENTS OF POLICY

Introduction

The Northwest Regional Transportation Planning Organization (NWRTPO) is the rural/non-metro transportation planning agency for the counties of San Juan, Cibola and McKinley including the cities of Gallup and Grants, the Village of Milan, the Navajo Nation, the Pueblo of Acoma, the Pueblo of Laguna, the Pueblo of Zuni, and the non-urbanized area of San Juan County in New Mexico. Federal regulations require that an RTPO be designated to carry out a comprehensive, continuing and coordinated transportation planning process for our non-urbanized region. The Northwest New Mexico Council of Governments (NWNMCOG) is the fiscal and administrative agent for the NWRTPO.

Title VI Nondiscrimination Statement of Policy

The NWRTPO is committed to compliance with Title VI of the Civil Rights Act of 1964, 49 CFR, part 2, and all related regulations and directives. The NWRTPO assures that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under any NWRTPO program, activity, or service.

Environmental Justice and Limited English Proficiency Policy Statement

The NWRTPO is also committed to assure every effort will be made to prevent the discrimination of low-income and minority populations, as a result of any impact of its programs or activities in accordance with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and in Low-Income Populations.

In addition, the NWRTPO also assures every effort will be made to provide meaningful access to persons that have Limited English Proficiency (LEP), in accordance with Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency.

Definition of Federal financial assistance and recipients affected

Federal financial assistance is defined as any Federal dollars that are assigned to the NWRTPO to support any program and activity, by way of grant, loan or contract, other than a contract of insurance or guaranty. The NWRTPO typically receives planning funds from the New Mexico Department of Transportation via Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to carry out the transportation planning requirements as set forth by the federal law Moving Ahead for Progress in the 21st Century (MAP-21) and Fixing America's Surface Transportation Act (FAST Act).

II. TITLE VI ASSURANCES

Specific Forms of Discrimination Prohibited

The NWRTPO efforts to prevent discrimination must address, but are not limited to:

- The denial of services, financial aid, or other benefits provided under a program.
- Distinctions in the quality, quantity, or manner in which the benefit is provided.
- Segregation or separation in any part of the program.
- Restriction in the enjoyment of any advantages, privileges, or other benefits provided to others.
- Different standards or requirements for participation.
- Methods of administration which directly or indirectly or through contractual relationships would defeat or impair the accomplishment of effective nondiscrimination.
- Discrimination in any activities related to a highway, infrastructure or facility built or repaired in whole or in part with Federal funds.
- Discrimination in any employment resulting from a program, the primary purpose of which is to provide employment.

Programs and services covered by Title VI

The NWRTPO Title VI Plan applies to all of its programs, activities and services, regardless of funding source. Some sections deal with specific requirements (e.g. FTA funded programs).

Authorities

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
2. Federal-Aid Highway Act of 1973 (23 U.S.C. §324 *et seq.*), (prohibits discrimination on the basis of sex);
3. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*) as amended, (prohibits discrimination on the basis of disability);
5. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability)
6. The Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended, 42 U.S.C. § 4601
7. The National Environmental Policy Act of 1969, 42 U.S.C. § 4321;
8. 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department of Transportation-Effectuation of Title VI Of The Civil Rights Act of 1964*);

9. 49 C.F.R. Part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
10. 49 C.F.R. Part 28 (entitled *Enforcement Of Nondiscrimination On the Basis Of Handicap In Program Or Activities Conducted By The Department Of Transportation*);
11. 49 C.F.R. Part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
12. 23 C.F.R. Part 200 (FHWA's Title VI/Nondiscrimination Regulation);
13. 28 C.F.R. Part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
14. 28 C.F.R. Part 50.3 (DOJ Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964).

FHWA Assurances for Title VI and Other Nondiscriminatory Statutes

In keeping with its policy of nondiscrimination, and as a condition to receiving Federal financial assistance from the Department of Transportation, the NWRTPO (hereafter referred to as the "Recipient") hereby agrees that as a condition to receiving Federal financial assistance from the Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d - 42 U.S.C. 2000d-4 (hereinafter referred to as the Act) and all requirements imposed by or pursuant to: Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, nondiscrimination in Federally-assisted programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to that end in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, national origin, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Transit Administration (FTA), and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7 (a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to operating assistance projects:

- 1) As defined in Subsections 21.23(b) and 21.23 (e) of the Regulations, the Recipient agrees that each "program" will be conducted and each "facility", will be operated in compliance with all requirements imposed by, or pursuant to, the Regulations; and
- 2) The Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with the Federal Aid Highway Program, and in adapted form in all proposals for negotiated agreements:

In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and 49, of the Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the

Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, income status or age in consideration for an award.

- 3) The Recipient shall insert the clauses of Appendix A in every contract or agreement subject to the Act and Regulations
- 4) The Recipient shall insert the clauses of Appendix B in any deed from the United States effecting or recording a transfer or lease to the Recipient of real property, structures, use or improvements thereon or interest therein.
- 5) The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the officials to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this Assurance;
- 6) The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this Assurance; and
- 7) This Assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under Federal-Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal-Aid Highway Program. The person whose signature appears below is authorized to sign this Assurance on behalf of the Recipient.

Signed by Chief Administrative Officer or Designee

Date

III. TITLE VI AND ENVIRONMENT JUSTICE – RTPO PLANNING REQUIREMENTS

The NWRTPO is responsible for ensuring Title VI compliance for the following planning activities:

Data Collection

Census and other statistical data will be collected by the RTPO as a means of identifying low income and minority populations within the RTPO. The data will be maintained for the purpose of planning projects and programs that serve various population groups. The data collection process will be reviewed biennially to ensure sufficiency in meeting Title VI requirements.

- RTPO Actions:
 - Collect, maintain, and update databases of low income and minority concentrations within the RTPO
 - Utilize the data when developing plans and studies
 - Develop demographic profile maps to help identify neighborhoods with high concentrations of low income and minority populations
 - Use these maps in various planning documents

Regional Work Program

The NWRTPO Regional Work Program (RWP) is the annual list of projects and activities that are expected to be completed by staff and the two NWRTPO committees. In this document, the NWRTPO will identify projects, studies, and other activities that will provide more transportation options to disadvantaged populations.

- RTPO Actions:
 - Identify planning activities that will encourage involvement by all populations
 - Analyze the benefits and impacts that planning studies might have on low income and minority populations
 - Create maps highlighting socio-economic groups and their geographical relationship to jobs, housing, and transportation options for all modes

Regional Transportation Improvement Program Recommendations (RTIPR)

The Regional Transportation Improvement Program – with identified project citations listed within the Regional Transportation Improvement Program Recommendations (RTIPR) document is the short term program of projects that are expected to be designed, engineered, and constructed within the next four to ten years. Projects should be reviewed to assess the benefits and impacts they might have on various aspects of the population.

- RTPO Actions:

- Work with the entities to identify transportation projects that serve areas of the RTPO with low income and minority populations
- Provide opportunity for all populations to provide input into project identification
- Develop a performance target for a percent of projects that serve Title VI populations

Regional Transportation Plan

The Regional Transportation Plan (RTP) is the long range, comprehensive plan that identifies the projects, programs, and policies needed in the next 20 years to meet the transportation needs of this area. The NWRTPO – RTP is coordinated in its development with the NMDOT statewide Long Range Multimodal Transportation Plan in order to provide consistency with other regions of the state, in its responsiveness to federal guidance for transportation maintenance and development as outlined in the current MAP-21 and/or FAST Act Transportation Bill. Using various data collected by the RTPO, the RTP can estimate growth patterns of disadvantaged populations and address the benefits and burdens that future transportation projects might have.

- RTPO Actions:
 - Develop demographic profile maps that project growth in disadvantaged populations over at least a 20 year planning horizon
 - Give all populations opportunity to provide input into project identification
 - Assess the effects that future land use decisions and transportation projects might have on the neighborhoods, the environment, and the economy
 - Ensure that the benefits and impacts of future transportation systems are equally distributed among all areas of the RTPO
 - Develop a performance target for a percent of projects that serve Title VI populations

Transit Planning

Current Public Transportation Services in the NWRTPO Region of San Juan, Cibola and McKinley Counties include five Public Transit (5311) Providers: Pueblo of Zuni, Navajo Transit, Gallup Express, Cibola Transit Authority, and Pueblo of Laguna – Shaa'srk'a Transit. There is also a Public Transit (5311) service – Red Apple Express – serving the Farmington metropolitan areas in San Juan County under the Farmington MPO. There are also three Elderly & Disabled (5310) transportation services including Presbyterian Medical Services in San Juan County, and Zuni Entrepreneurial Enterprises and Coyote Canyon Rehabilitation Center in McKinley County. Our Public Transit providers collaborate to provide route coordination, to help accommodate regional travel needs for our populations in need of public transportation services.

- RTPO Actions:
 - Using demographic profile maps, ensure that transit routes and stops fully serve those neighborhoods with high concentrations of low income and minority populations.

- Work with Navajo Transit, Gallup Express, Cibola Area Transit and Laguna Shaa'srk'a Transit to identify necessary changes to routes
- Ensure bus stop locations are fully accessible for all users, both at the site and in the vicinity

IV. TITLE VI AND ENVIRONMENTAL JUSTICE – THE PUBLIC PARTICIPATION PROCESS

Public Participation Plan (PPP)

The NWRTPO Public Participation Plan (PPP) describes how the RTPO communicates and distributes information to the public as well as how the public can interact and provide comments to the RTPO. The needs of those traditionally underserved by the existing system will be sought and considered by the NWRTPO.

Through its public involvement efforts, the NWRTPO will strive to achieve the following Title VI and Environmental Justice (EJ) goals:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Title VI states that no person shall, on the ground of race, color, or national origin, be excluded from participation in, denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The RTPO will ensure that the input and feedback from all people will be considered in the development of RTPO planning documents and activities.

EJ concerns and goals should be considered throughout all public engagement efforts, from project planning through construction and operation. This includes public outreach conducted during transportation planning and during the environmental reviews required by the National Environmental Policy Act (NEPA).

The following actions relating to Environmental Justice and Title VI are meant to reduce the barriers for participation in the decision-making process by low income, minority or disabled individuals.

1. When possible, public meetings will be held in locations that are convenient to low and moderate income neighborhoods and accessible to disabled populations. Such locations

- include community centers, senior centers and schools. Where possible, RTPO staff will meet at the locations of businesses, neighborhood groups, stakeholders, and other agencies.
2. Upon request, all RTPO work products and documents will be made available in alternative formats, including Braille, large type and languages other than English.
 3. The following statement will be included in all RTPO documents: The NWRTPO does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. This document can be made available in alternative formats by calling the RTPO Office at 505-722-4327 (voice) or 505-722-9211 (fax).
 4. The following statement will be included in all meeting announcements:
Pursuant to the Americans with Disabilities Act of 1990 and Title VI of the Civil Rights Act of 1964, unless compelling reasons dictate otherwise, public meetings and hearings conducted by the RTPO in conjunction with the NMDOT will be held in accessible buildings and are open to the public. Given reasonable notice, interpreters and readers will be available to the hearing and visually impaired, and to those with limited English proficiency. Contact ADA Coordinator Damian Segura, at NMDOT (505) 827-1778.
 5. Agencies and organizations that represent low income, minority and disabled populations will be identified and included in RTPO mailings. Staff will maintain an active listing of contacts for these organizations.
 6. The RTPO will evaluate Environmental Justice actions and Title VI requirements on an annual basis to ensure effectiveness of public involvement. This document will be reviewed and updated in conjunction with the Public Participation Plan.

Communication and Notification to the Public

All members of the public are ensured protections against discrimination which are afforded to them by Title VI. To ensure open communication with the public, the NWRTPO will adhere to the following requirements:

- The NWRTPO will disseminate agenda and public meeting information to members of the public via accessible printed and electronic media, including postings on the NWRTPO website and in the Farmington Daily Times, Gallup Independent and Cibola Beacon. Documents and agendas will be available at the RTPO office (NWNM Council of Governments – 106 West Aztec Avenue, Gallup) and at other locations identified in the Public Participation Plan (see Appendix D of the PPP).
- Public notices of RTPO meetings will be posted at the location of the meeting site.
- In appropriate documents, the NWRTPO will include a statement that the organization complies with Title VI by assuring that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under any NWRTPO program, activity, or service.

Section VI of this plan describes the procedures on how members of the public can request additional information regarding the NWRTPO Title VI obligation. This section also identifies the procedures to be followed by members of the public to file a discrimination complaint against the NWRTPO.

V. ORGANIZATION AND STAFF RESPONSIBILITIES

Organization Overview

The NWRTPO was established in 1993 by the Northwest New Mexico Council of Governments under the mandate, authority and recognition of the New Mexico Department of Transportation (NMDOT) as an interagency regional collaborative to assist the State of New Mexico in meeting federal requirements for consultation and cooperation with local and tribal elected officials and their communities in planning, prioritizing and funding transportation projects and initiatives. The NWRTPO geographic area was established as Cibola, McKinley and San Juan Counties.

The NWRTPO consists of member representatives from the Cities of Gallup and Grants, Village of Milan, Counties of Cibola, McKinley and San Juan, Pueblos of Acoma, Laguna and Zuni, and the Navajo Nation. [It should be noted that the northwest New Mexico Cities of Aztec, Bloomfield and Farmington are part of the Farmington Metropolitan Planning Organization (FMPO).]

The NWRTPO Policy and Technical Committee meets monthly, in consultation with NMDOT representatives, to plan and coordinate maintenance and development for a variety of multimodal transportation projects serving the mobility and transportation needs of the citizens and communities of the region. The NWRTPO Policy Committee reports as needed to the Board of Directors of the Northwest New Mexico Council of Governments, consults with their respective local elected leaders, and obtains approvals as appropriate on policy actions.

The Northwest New Mexico Council of Governments serves as fiscal agent for the NWRTPO, administering annually renewed NMDOT contracts for RTP services, and manages the NWRTPO annual work program. The NWNMCOG is an association of governments formed under several State and Federal executive and legislative instruments as the State's regional planning agency for northwestern New Mexico. The COG provides planning and technical assistance services in regional transportation, regional water, infrastructure capital improvement, economic development, community empowerment, statistical data support, and on priority tasks and projects as assigned by the local member governments.

In collaboration with and under the auspices of the NMDOT and the New Mexico office of the Federal Highway Administration (FHWA), the NWRTPO facilitates consultation, planning, technical assistance and implementation activities in support of the equitable, efficient and effective development of multimodal transportation funding, services and infrastructure development and maintenance on behalf of the ten participating member governments. It serves

as a forum for sharing information and technical resources from NMDOT, FHWA, FTA and other sources on trends, opportunities, funding and training; provides consultation on compliance with State and Federal rules, regulations, requirements and deadlines, and support for project development, tracking and reporting. It provides a consultative avenue for member governments to partner in developing safe, efficient, effective and affordable multimodal transportation systems, collect data and identify transportation needs, develop sound projects that are appropriate and affordable, and leverage resources and provide a voice on behalf of small communities and rural counties to facilitate and accelerate transportation funding and infrastructure development.

VI. Primary Program Area & Review Procedures

The NWRTPPO engages in the following program areas.

Program Area	General Description	Title VI Non-discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-discrimination
Planning	Planning for development or maintenance of multi-modal transportation infrastructure	Assure equal access for all citizens	Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation.
Right of Way	Right of Way consideration for equal access concerns for all transportation infrastructure	Assure equal access for all citizens	Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation.
Environmental	Multi-modal access and mobility consideration thru the environmental review process	Assure equal access for all citizens	Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation.
Research	Consideration of equal access and mobility accommodation for all citizens regardless of age, or mobility constraints	Assure equal access and mobility accommodation for all citizens regardless of age or other limiting constraints	Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation.

VII. TITLE VI COORDINATOR AND COMPLAINT PROCESS

Title VI Coordinator Responsibilities

The NWRTPPO Planner serves as the Title VI Coordinator for NWRTPPO activities and will be responsible for the following:

- Ensuring that the transportation planning process fully complies with the requirements of Title VI.
- Monitoring the transportation planning process and overall strategies and goals and ensuring compliance with Title VI requirements.
- Reviewing operational policies and procedures to ensure Title VI compliance.

- Monitoring the service equities of planning data collection and analysis for potential impacts on social, economic, and/or ethnic groups.
- Ensuring the planning organizational membership attempts to reflect the makeup of the population served. This would include periodically reporting the RTPPO racial, ethnic, and gender composition of public involvement organizations or groups.
- Ensuring the opinions and views of all groups within their populations are solicited and considered in the planning of transportation projects.
- Monitoring compliance with Environmental Justice issues to identify low-income and minority populations that may be impacted by transportation planning process.
- Providing evidence that input from minority groups/persons has been considered in the transportation planning process. Evidence could include but is not limited to the participation level and composition of participants in public information settings and reporting any follow-up and conclusions to issues communicated throughout the planning process.
- Monitoring the gathering and utilization of demographic data used to identify and locate low-income and minority populations in order to investigate the possible benefits and detriments of transportation plans on these populations.
- Monitor compliance with Limited English Proficiency populations to improve access and comprehension of the transportation planning process for LEP individuals.

Title VI Complaint Procedures

The NWRTPO is committed to ensuring that all citizens have equal access to all transportation services. It is further the intent of the NWRTPO that all citizens are aware of their rights to such access. Any person believing he or she has been excluded from, denied participation in, denied the benefits of, or otherwise has been subjected to discrimination under any transportation service, program or activity (whether Federally funded or not) due to that person's race, color, national origin, gender, age, disability, economic status, or limited English proficiency has the right to file a complaint.

The complaint procedures cover the following:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Civil Rights Restoration Act of 1973
- Civil Rights Restoration Act of 1987
- Americans with Disabilities Act of 1990
- Executive Order 12898
- Executive Order 13166

Reporting a Title VI Complaint

An individual, group of individuals or entity may file a formal Title VI complaint. If you believe that you have received discriminatory treatment by the NWRTPPO on the basis of your race, color or national origin, you have the right to file a complaint with the NWRTPPO Planner (who serves as the Title VI Coordinator). The complaint must be filed no later than 180 calendar days of the alleged discriminatory incident.

Title VI complaints may be submitted to the NWRTPPO Planner via phone, email, mail, or direct visit (*please call to set an appointment first for a direct visit if possible*). The NWRTPPO Planner may be contacted as follows:

NWRTPPO Planner/Title VI Coordinator
Northwest New Mexico Council of Governments
106 W. Aztec Avenue
Gallup, NM 87301
505-722-4327

Citizens also have the right to file a complaint with an external entity such as the New Mexico Department of Transportation (DOT), a federal or state agency, or a federal or state court. Complaints to NMDOT must be submitted to the NMDOT Title VI Coordinator in writing, signed and dated, within 180 days of the alleged discriminatory act (or latest occurrence). The complaint should be submitted to the following address:

Attn: Title VI Coordinator
Office of Equal Opportunity Programs
1596 Pacheco St., Suite 107
Santa Fe, NM 87505

The complaint you are submitting to the entity should include the name, address, phone number and signature of complainant. The formal complaint should describe the alleged discriminatory act that violates Title VI in detail.

Title VI complaints may also be filed directly with the United States Department of Transportation (USDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) or the Federal Railroad Administration (FRA) within the 180 day period of the alleged discriminatory act (or latest occurrence).

Should a complaint be filed with the NWRTPPO and an external entity simultaneously, the external complaint shall supersede the NWRTPPO complaint and the NWRTPPO complaint procedures will be suspended pending the external entity's findings.

Filing a Title VI Complaint

Within 10 working days of receipt of the formal complaint, the Title VI Coordinator and NWNMCOG Human Resources Director will notify the complainant and begin an investigation (unless the complaint is filed with an external entity first or simultaneously). The investigation will address complaints against the NWRTPO. The investigation will be conducted in conjunction with and under the advice of the NWNMCOG Human Resources Department.

The investigation may include discussion(s) of the complaint with all affected parties to determine the problem. The complainant may be represented by an attorney or other representative of his/her own choosing and may bring witnesses and present testimony and evidence in the course of the investigation. The investigation will be conducted and completed within 60 days of the receipt of the formal complaint.

Based upon all the information received, an investigation report will be written by the Human Resources Director for submittal to the NWNMCOG Executive Director. The complainant will receive a letter stating the final decision of the Executive Director by the end of the 60-day time limit. The complainant shall be notified of his/her right to appeal the decision. Appeals may be made to NMDOT, the Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Title VI Complaint Form

Completion of a Title VI Complaint form is required when filing a complaint (copy included in Appendix B). These forms are also available from the Finance/Human Resources office at the Northwest New Mexico Council of Governments.

Title VI Related Training

The Title VI Coordinator shall ensure that staff are trained and familiar with related policies and procedures on at least a biennial basis. Related Title VI training can be provided by the NMDOT Title VI Coordinator upon request to senior management and others to discuss practical situations and how Title VI applies to the planning and public participation processes. Training may also be provided through FHWA-sponsored webinars and training resources. The NMDOT Office of Equal Opportunities can be contacted to provide on-site Title VI training.

VIII. LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Overview of LEP Plan

Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. Any agency receiving federal funds needs to develop a Limited English Proficiency (LEP) Plan.

The primary element of the LEP Plan is the Four Factor Analysis that considers the following factors:

- Number or Proportion of LEP Individuals: a summary of LEP persons in the service area and a description of efforts to provide meaningful opportunities for the LEP population to be involved in programs and services.
- Frequency of Contact with the Program: a record of how often LEP persons access or come into contact with programs and services.
- Nature and Importance of the Program: a description of how LEP individuals have access to benefits and services from programs and services.
- Resources Available: a summary of the resources that the organization can use for providing assistance to LEP populations.

The NWRTPPO serves a large, rural, multicultural and multi-ethnic region in northwest New Mexico. As such, the RTPO moves its meetings around the region to assure more equitable access to the public for attendance and input at meetings at least several times per year. The hosting government at each meeting works with the NWRTPPO to host meetings in accessible facilities, and accommodate public access and participation. Interpretive assistance can be made available as needed with adequate advance notice. Public notices which generally are posted annually in the three major newspapers for each county (San Juan, Cibola, McKinley) always include the following statement:

Pursuant to the Americans with Disabilities Act of 1990 and Title VI of the Civil Rights Act of 1964, unless compelling reasons dictate otherwise, public meetings and hearings conducted by the RTPO in conjunction with the NMDOT will be held in accessible buildings and are open to the public. Given reasonable notice, interpreters and readers will be available to the hearing and visually impaired, and to those with limited English proficiency. Contact ADA Coordinator Damian Segura, at NMDOT (505) 827-1778.

The populations of Northwest New Mexico include the primary languages of English and Spanish along with Native languages inherent to the Pueblos of Laguna, Acoma, and Zuni, and the Navajo Nation. There are also some smaller populations representing other language groups. Most of these, especially the younger generations, are adequately proficient in English. When meetings are hosted in the various communities or areas of the region, at times there may be some who show up from the public – most often the local public with limited English proficiency; in most cases there are other relatives or acquaintances in the audience who assist them in understanding and participating in discussion. This is an extremely rare occurrence within the NWRTPPO, as most monthly meetings are technical in nature and of less interest to the public, but the RTPO does advertise as indicated above in a manner that is non-prohibitive, and stands prepared to provide interpretive assistance, with adequate notice.

The NWRTPPO accommodates the development and maintenance of multimodal transportation infrastructure intended to benefit all of the general public of the region, and supports all efforts to meet ADA compliance regulations for multimodal public transportation infrastructure, in collaboration with the New Mexico Department of Transportation, and the New Mexico offices of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). This includes addressing methods beneficial to Low English Proficiency populations, such as signage that include symbols, and the availability of interpretive assistance at meetings.

IX. External Communication (Notification to Public Beneficiaries)

The NWRTPPO shall provide information to members of the public detailing their Title VI obligation and notify members of the public of the protections against discrimination afforded to them by Title VI. Requirements include:

- Dissemination of Information: The NWRTPPO shall disseminate this information to members of the public via accessible printed and electronic media, including posting on your organization's website.
- Contents of Notification: At a minimum, the notification should include the following:
 1. Statement that the NWRTPPO operates the Federal Program(s) without regard to race, color, national origin, sex, age, or disability.
 2. Identify procedures to be followed by members of the public to request additional information regarding your organization's Title VI obligation.
 3. Identify procedures to be followed by members of the public to file a discrimination complaint against your organization.

X. Notice of Rights

Your Rights Against Discrimination Under Title VI of the Civil Rights Act of 1964

The NWRTPPO operates its programs and services without regard to race, color, national origin, sex, age, and disability. Anyone who believes they have been excluded from participation in, denied benefits of, or otherwise subjected to discrimination under any NWRTPPO program or activity because of their race, color, national origin, age, sex, or disability may file a discrimination complaint with the NWRTPPO, NWNM Council of Governments, or the New Mexico Department of Transportation.

To file a Title VI discrimination complaint, please contact:

- NWRTPPO Program Manager: 505-722-4327
- NMDOT Title VI Program Coordinator: 505-470-9668

NWRTPPO notice of Title VI / ADA compliance is disseminated to the public through area Newspaper meeting notices. A sample notice is provided below. You may contact the NWRTPPO through the N.W.N.M. Council of Governments, 106 West Aztec Avenue, Gallup, NM 87301; phone: 505-722-4327. Example of Public Notice with Title VI and ADA compliance statement included in attachments below.

Appendix A

Contractor's Assurances

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor"), hereinafter including subcontractors and consultants, agrees as follows:

1. Compliance with the Authorities: The contractor agrees to comply with non-discriminatory statutes and authorities, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (29 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the program or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your program (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (U.S.C. 1681 *et seq.*)

2) Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time-to-time, (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.

3) Non-discrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate either directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of the 49 CFR Part 21.

4) Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

5) Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the New Mexico Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the NWRTPPO or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

6) Sanctions for Noncompliance: In the event of the contractor's non-compliance with the nondiscrimination provisions of this contract, the NWRTPPO will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding payments to the contractor under the contract until the contractor complies; and/or
- b. cancelling, terminating or suspending the contract, in whole or in part.

7) Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the NWRTPPO or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the NWRTPPO to enter into any litigation to protect the interests of the NWRTPPO. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Appendix B
Clauses for Transfer or Lease of Real Property
Acquired or Improved Under the Activity, Facility, or Program

The following clauses shall be included in deeds, licenses, leases, permits, or similar instruments entered into by the State of New Mexico, pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

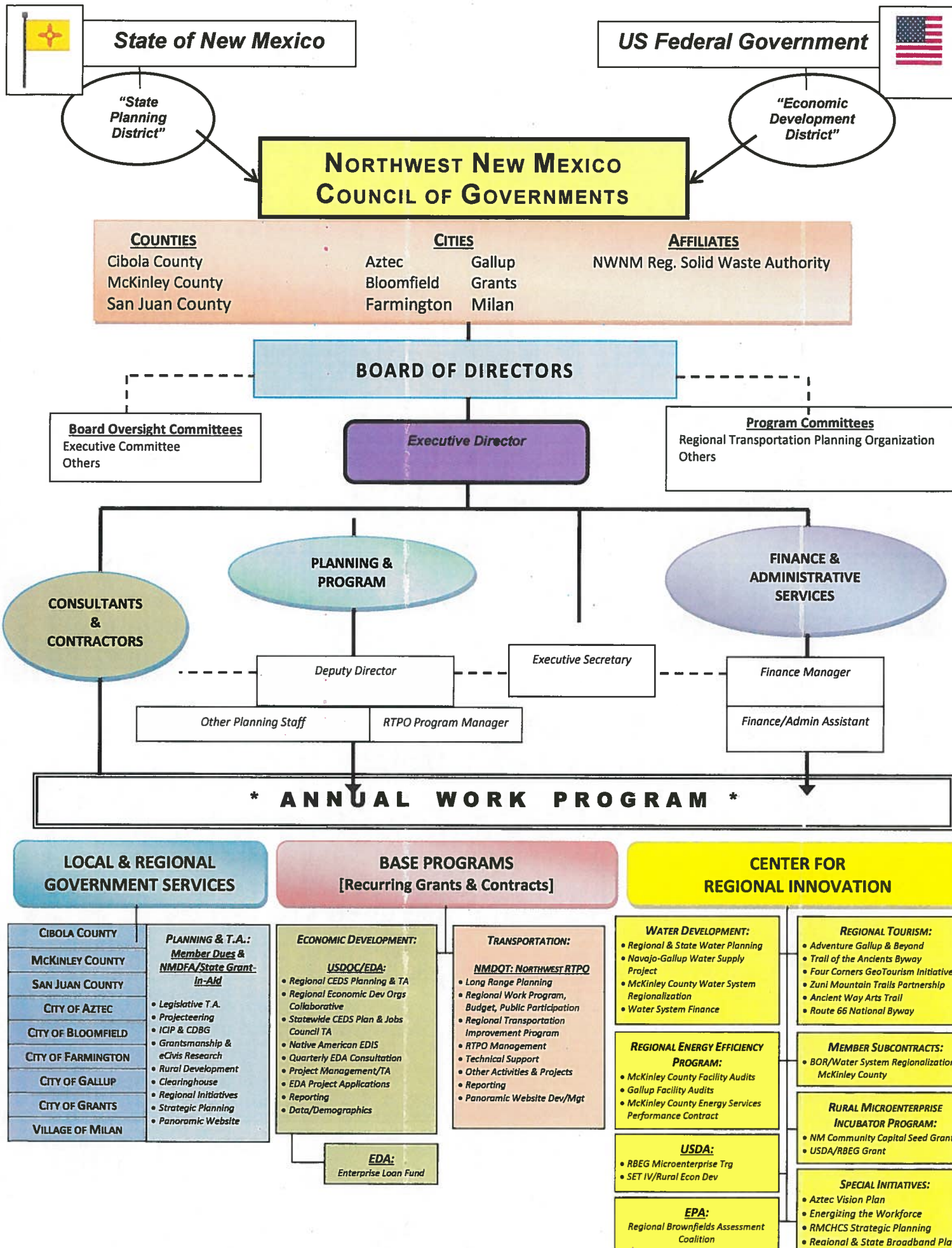
In the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the State of New Mexico will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) and never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the State of New Mexico will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the State of New Mexico and its assigns.*

(* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

Appendix C

Organizational Chart



Appendix D

Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Note: The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

Complete and return this form to the NWRTPO Planner at the Northwest NM Council of Governments, 106 W. Aztec Avenue, Gallup, NM 87301, Phone: 505-722-4327.

Complainant's Name	
Address	
City, State and Zip Code	
Telephone Number (home & business)	

Person discriminated against (if someone other than the complainant)

Name	
Address	
City, State and Zip Code	

Which of the following best describes the reason you believe the discrimination took place?

Race/Color	
National Origin	
Age	
Sex	
Other: (please describe)	

What date did the alleged discrimination take place?

--

In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

--

Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

Yes	
No	

If so, which agency (check all that apply)

Federal agency		Federal Court	
State Agency		State Court	
Local Agency			

Please provide information about a contact person at the agency/court where the complaint was filed.

Name	
Address	
City, State and Zip Code	
Telephone Number	

Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

Complainant's Signature:		Date:	
--------------------------	--	-------	--

**BYLAWS
of the
Northwest Regional Transportation Planning Organization
(NWRTPO)**

**ARTICLE I
NAME & STATUS**

- A.** The Northwest Regional Transportation Planning Organization (NWRTPO) is the designated name of the organization.
- B.** The organization shall be considered a quasi-governmental association formed for the purposes outlined herein below.
- C.** The NWRTPO was established in 1993 by the Northwest New Mexico Council of Governments under the mandate, authority and recognition of the New Mexico Department of Transportation (NMDOT) as an inter-agency regional collaborative to assist the State of New Mexico in meeting federal requirements for consultation and cooperation with local and tribal elected officials and their communities in planning, prioritizing and funding transportation projects and initiatives.
- D.** The geographic area served by the NWRTPO is established as Cibola, McKinley and San Juan Counties in northwestern New Mexico.

**ARTICLE II
PURPOSES, GOALS AND FUNCTIONS**

A. PURPOSE

- 1. The overarching purpose of the NWRTPO is to foster multimodal transportation development as a means for achieving and enhancing quality of place, quality of life, mobility, and economic security for the citizens and communities of northwestern New Mexico.
- 2. In alignment with the primary mandates of the NMDOT, the NWRTPO is charged with maintaining a continuous, cooperative and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and support community & economic development and social goals.
- 3. These plans and programs, in turn, are to lead to the development and operation of an integrated, intermodal transportation system that facilitates the safe, efficient, economic movement of people and goods.

B. GOALS

In service to its general purposes, the NWRTPPO shall:

1. Serve as a regional forum that analyzes transportation needs and opportunities, formulates comprehensive and specific plans and strategies for efficient and sustainable transportation development, and elicits, evaluates and submits to NMDOT and other agencies informed, ranked and prioritized recommendations for multimodal transportation and enhancement project development in the region;
2. Ensure substantial consultation with and input from the elected officials of the region's local and tribal governments regarding transportation needs, plans, projects and funding priorities;
3. Promote the implementation of an efficient, safe, functional and accessible transportation network in McKinley, Cibola and San Juan Counties.
4. Ensure compliance with all applicable federal and state laws, rules and regulations.
5. Lead and facilitate cross-jurisdictional consultation, cooperation and collaboration among the counties, municipalities, Native American tribes and NMDOT Districts of the region in strategically planning, prioritizing and securing resources for effective multimodal transportation development in service to the mobility, quality of life and economic security of the citizens of northwestern New Mexico.

C. FUNCTIONS

To achieve the organization's purposes and goals, the NWRTPPO shall engage in the following functions:

1. Establish and administer policy for the initial submission of proposed federally funded surface transportation projects.
2. Establish a continuous, multi-year prioritization process for the review, rating and ranking of proposed transportation projects for the Statewide Transportation Improvement Program (STIP), Federal and State grant and loan programs, or other funding programs as designated in the future.
3. Establish an annual review of existing programmed projects for reprioritizing based on regional, state, and federal transportation priorities and agreed upon process and criteria.
4. Determine the viability of and prioritize transportation projects from a regional perspective. Provide support and technical assistance to participating local governments for more effective development of local transportation projects.

5. Support cross-jurisdictional collaboration, encourage creative funding strategies, and provide a framework for coordinated development of multi-modal transportation among local governments in the NWRTPo planning area.
6. Establish the membership and voting criteria of the NWRTPo.
7. Act as the regional focal point for public involvement in the statewide planning process, and strengthen communication and transparency between NMDOT and local governments participating in the NWRTPo.
8. Provide periodic review and updating of the NWRTPo Long-Range Transportation Plan, which is used as a guide for informing regional transportation priorities and goals.
9. Facilitate transportation-related training and information sharing among NWRTPo members.
10. In collaboration with the NMDOT, increase and strengthen the viability and role of the NWRTPo and its fellow regional transportation planning organizations as an effective planning, development, and change agents for regional multimodal transportation mobility, and sustainability for rural transportation infrastructure, services, programs, and funding.

ARTICLE III MEMBERSHIP

A. BOUNDARIES

The NWRTPo service area encompasses McKinley, Cibola and San Juan counties in northwestern New Mexico.

B. LOCAL GOVERNMENTAL MEMBERS

The governmental jurisdictions comprising the membership of the NWRTPo shall include:

1. The Counties of Cibola, McKinley and San Juan;
2. The municipalities of Gallup, Grants, and Milan; and
3. The Tribal Nations of Navajo Nation, Pueblo of Acoma, Pueblo of Laguna, and Pueblo of Zuni.

C. TECHNICAL MEMBERS:

1. The New Mexico Department of Transportation (NMDOT) shall be considered a technical advisory member, serving an *ex-officio* and nonvoting role with representatives including

staff from the Government to Government Unit, Transportation Districts 5 & 6, and other divisions and programs as appropriate.

2. The cities of Farmington, Aztec, and Bloomfield are part of the Farmington Metropolitan Planning Organization (MPO), which also includes San Juan County. The MPO and RTPO are cooperating partners in regional transportation development.

D. GOVERNING STRUCTURE

1. Joint Technical/Policy Committee: There shall be established a Joint Technical/Policy Committee (JTPC), which shall be comprised of representatives from each of the local and tribal members of the NWRTPO, which shall engage in the inter-agency consultative and collaborative functions of the organization, and which shall actualize, oversee and guide the work program of the NWRTPO.
2. Appointments: Each municipal, county and tribal government within the NWRTPO service area shall elect or appoint a member and an alternate to serve on the Joint Technical/Policy Committee.
 - 2.1 In its policy capacity, the NWRTPO representatives shall be authorized to represent their respective governments' interests in policy decisions affecting regional transportation, and are responsible for informing and engaging their respective governmental authorities in the regional transportation policy process.
 - 2.2 Names and contact information of Committee members and alternates can be updated and submitted as needed throughout the year in writing to the NWRTPO staff using the RTPO member appointment form.
3. Voting:
 - 3.1 Voting privileges shall be accorded and restricted to the duly appointed members or alternates of the Joint Technical/Policy Committee.
 - 3.2 When votes are taken, tallied and recorded in connection with a Committee action, each member entity shall be accorded one (1) vote.
4. Attendance: In order to encourage participation and prevent cancellation of meetings due to lack of quorum, if any local government representative misses three (3) consecutive meetings, the Committee may seek to replace that representative on the Committee, in consultation with the local or tribal appointing entity.
5. Term: Members and alternates may serve at the discretion of their local governing body for an indefinite timeframe, provided that:
 - 5.1 The members and alternatives shall be appointed or re-appointed annually; and

5.2 Biennial election or reconfirmation of Committee officers shall take place.

ARTICLE IV
DUTIES OF THE JOINT TECHNICAL/POLICY COMMITTEE

- A.** The Joint Technical/Policy Committee (JTPC) receives transportation project applications via member submission of such forms as are devised and required by the RTPO and NMDOT, reviews and rates the projects for inclusion in the Regional Transportation Improvement Program Recommendations (RTIPR) document, and submits the RTIPR to the New Mexico Department of Transportation on at least a biennial basis or as otherwise required by the Department.
- B.** The JTPC reviews, rates, and ranks all funding program projects on at least a biennial basis and submits these to the appropriate NMDOT Office. This includes a biennial (minimally) RTIPR ranking process as well as transportation alternatives; an annual evaluative process for public transportation, and review of other programs as requested by NMDOT.
- C.** JTPC members are responsible for identifying potential transportation projects on behalf of local communities within the area of governance they serve, representing and discussing these projects with the NWRTPO Planner and NMDOT District representatives, and submitting projects for formal inclusion in the Transportation Improvement Plans of the region and state. JTPC members are also responsible for attending monthly RTPO meetings and collaborating with the RTPO Planner and NMDOT personnel regarding the progress and status of transportation development and maintenance projects within their respective jurisdictions.
- D.** In its policy capacity, the JTPC will review, approve and authorize the following roles and services of the NWRTPO on an annual basis:
- The annual work program for the NWRTPO, in consultation with the Northwest New Mexico Council of Governments and NMDOT;
 - Acceptance or reconfirmation of member appointments of representatives to the Joint Technical/Policy Committee;
 - Review and finalization of the prioritization and ranking of proposed projects in the Regional Transportation Improvement Program (RTIP), for submission to the NMDOT; and
 - Review and authorization of proposed actions by the NWRTPO that bear a significant impact upon participating member governments, beyond the routine services provided by the NWRTPO for transportation development and maintenance.
- E.** Both regular and special policy actions shall engage a process through which the requested action is presented at an initial monthly meeting, after which the RTPO members submit the proposed action and their recommendations through their respective governments' leadership,

and bring back their vote for action on the proposed policy action at the following month's meeting. This process assures adequate review and equitable participation on behalf of all participating governments.

- F. The JTPC may appoint subcommittees and task forces as needed to enhance the functioning and productivity of the NWRTPO.

ARTICLE V OFFICERS

A. ESTABLISHMENT

Committee Officers shall be considered officers of the NWRTPO association, consisting of a Chairperson and Vice-Chairperson elected by the voting members of the Joint Technical/Policy Committee to serve for two (2) calendar years, from January to December of each year. Elections or term renewal shall take place at the first meeting prior annually.

B. REMOVAL

The Committee officers may be removed by annual election, resignation, or by appointing member governments (i.e., when the officer no longer represents his/her member government). In the event that the Chair resigns or is removed, the Vice-Chair shall assume the role of Chairperson, and a new Vice-Chair shall be appointed.

C. DUTIES OF OFFICERS

1. Chairperson

- a. The Chairperson presides at all committee meetings. The Chairperson directs the business of the committee and establishes standing and ad hoc sub-committees to focus on specific areas of concern.
- b. The Chairperson is an *ex officio* member of all standing sub-committees.
- c. The Chairperson provides as appropriate a written and/or oral summary of sub-committee reports to the membership at RTPO committee meetings.
- d. The Chairperson collaborates with the RTPO Planner to ensure that protocol and regulations for public notice and membership notice (including agendas and minutes) for all RTPO meetings are adhered to.

2. Vice-Chairperson

- a. The Vice-Chairperson presides at all meetings at which the Chairperson is absent and performs all duties for which the Chairperson is responsible. If neither is

present, the RTPO Planner or another member will be selected as temporary leader for the floor.

- b. It is the preference that the Vice Chair succeeds to the Chair position. However, the NWRTPO Committee shall reserve the right to recommend that the Vice Chair not succeed to the Chair's position at the end of the term, and may choose to elect an alternative member.
- c. If the Chairperson resigns or is no longer eligible to be a member of the RTPO Committee, the Vice Chairperson will serve as Chair until an election is held.

ARTICLE VI STAFF SUPPORT

A. CONTRACTED SERVICES

Under contract with the New Mexico Department of Transportation (NMDOT), the Northwest New Mexico Council of Governments (NWNMCOG) will hire and supervise a NWRTPO Program Manager to carry out the annual work program of the NWRTPO under the oversight and guidance of the NWRTPO Joint Technical/Planning Committee, and to staff the work and activities of the Committee. This contract serves as the official document for defining the relationship between the NMDOT and the NWNMCOG with respect to the carrying out the functions and fulfilling the objectives of the NWRTPO. The Program Manager shall work to assist NWRTPO members in both an administrative and technical capacity.

B. STAFF DUTIES

The Program Manager's duties shall include, but are not limited to, the following:

1. Fulfill the duties and responsibilities outlined by the NMDOT and the local government member representatives in the Annual Work Program.
2. Facilitate and assist with the biennial RTIPR process including development of project identification and/or other required forms in collaboration with RTPO members, facilitation of the annual rating and ranking process, creation and distribution of the RTIPR to NMDOT and NWRTPO members.
3. Prepare and facilitate NWRTPO meetings, including meeting arrangements, agenda, public notices, informing members and all other interested parties of meetings, and development and distribution of minutes and other materials.
4. Provide NWRTPO members, the NMDOT District Engineer, Government to Government Unit and other participating NMDOT staff with meeting agendas and information at least

one week (7 days) in advance of meetings, and provide public notice no later than as recommended in the Open Meetings Act in advance of NWRTPO meetings.

5. Make presentations on the RTPPO planning process and the status of local projects programmed in the RTIPR or STIP to NWRTPO members' governing bodies. These presentations and orientations should be made at least once every three (3) years to each member government to accommodate turnover in staffing and elected leadership.
6. Research, seek and maintain awareness of and correspondence with federal transportation departments and national resource organizations (NADO, AASHTO, AMPO, FHWA, FTA) and funding sources, to:
 - stay abreast of state, national and global trends in transportation planning and policy, legislative issues, best practices, and resource, training and funding opportunities, and engage the NWRTPO membership to take advantage of this information in local and regional actions that will enhance the impact of transportation facilities and services on the quality of place, quality of life and economic security of their citizens; and
 - provide technical assistance to NWRTPO members and projects to support regional multimodal rural transportation mobility and sustainability on behalf of member governments and the citizens of northwest New Mexico.

ARTICLE VII MEETINGS

- A. All Joint Technical/Policy Committee meetings shall be subject to the Open Meetings Act (NMSA 10-15-1 to 10-15-4) and shall be conducted in accordance with such methods and procedures as the Committee adopts.
- B. The Joint Technical/Policy Committee (JTPC) shall meet according to a regular schedule, nominally on the second Wednesday of each month but subject to change at the discretion of the Committee.
- C. As they arise, policy actions shall be discussed at regular or special meetings of the Committee, shall be brought to the attention of member government leaders for consultation on preferred action, and shall be voted on at the following month's meeting.
- D. A quorum shall consist of one-half (50%) of the voting members.
- E. The Committee shall adopt such rules of order as its members agree upon, except that formal actions shall at minimum include a motion, second, and call for vote.

- F. Members submitting a project feasibility form (PFF) and/or project identification form (PIF) to be recommended for inclusion in the NWRTPO RTIPR must attend the mandatory meeting each year (February) for project presentation.
- G. The NWRTPO Planner shall notify the public by newspaper advertisement of the time and place of regular meetings at least 10 days in advance (special meetings 3 days in advance, emergency meetings with as much advance notice as possible), and shall make such notices available to participating local and tribal governments for posting as appropriate within their communities.
- H. Any JTPC member may submit a matter for consideration on a future agenda.
- I. In the absence of the Chairperson and Vice Chairperson from a meeting of the JTPC at which a quorum is present, the NWRTPO Planner shall convene and facilitate the meeting, and/or the members present may choose an alternate member to assist or lead the meeting until its conclusion or the arrival of the Chair or Vice-Chair.
- J. Persons from the public or any other group or organization desiring to address the NWRTPO or provide a presentation shall make their request to the RTPO Planner at least one week (7 days) in advance of the meeting. The RTPO Planner shall then consult with the RTPO officers for inclusion on the agenda in an upcoming meeting. Presentations shall not exceed 30 minutes unless authorized by the RTPO Chairman under special circumstances.
- K. Public participation in meetings shall be as follows:
 - 1. Persons wishing to comment on a specific agenda item must first get permission from the Committee Chair. Speakers are limited to five (5) minutes, and a speaker's time may not be assigned to another speaker.
 - 2. Persons wishing to address the JTPC about issues not on the agenda should offer their comments during the "New Business/Public Comment" agenda item and at the permission of the Committee Chair. Speakers are limited to five (5) minutes, unless at the discretion of the facilitating Chair, discussion ensues, or further explanation is deemed necessary or appropriate. A speaker's time may not be assigned to another speaker. Speakers are requested to not directly address individual members of the JTPC or the RTPO Planner, but address dialogue or presentation to the committee as a whole. The Chairperson shall enforce decorum.

ARTICLE VIII ETHICS POLICY

A member of the NWRTPO Joint Technical/Policy Committee or the NWRTPO Planner shall not:

- 1. Accept or solicit any gift, favor, or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee

- knows or should know is being offered with the intent to influence the member's or employee's official conduct;
2. Accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the official position;
 3. Accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of the member's or employee's official duties;
 4. Make personal investments that could reasonably be expected to create a substantial conflict between the member's or employee's private interest and the public interest;
 5. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's or employee's official powers or performed the member's or employee's official duties in favor of another; or
 6. Attempt to influence a legislative decision at any level of government, but only seek to inform members or the public of issues or impacts.

ARTICLE IX RECORDS

A. MAINTENANCE OF RECORDS

All records generated by the JTPC and any subcommittees in conducting NWRTPO business are to be maintained by the NWRTPO Planner of the NWNM Council of Governments. All records generated by the NWRTPO and any of its subcommittees are joint property of the NMDOT and the NWNM Council of Governments, and should be maintained in a manner accessible to authorized (appointed) NWRTPO JTPC members.

B. TITLE OF RECORDS

If the Northwest Regional Transportation Planning Organization terminates or ceases to exist and function, the title to all its assets and records will remain with the New Mexico Department of Transportation and the Northwest New Mexico Council of Governments.

ARTICLE X AMENDMENT OF BYLAWS

- A.** The Bylaws may be amended by a majority vote of all voting members present, under circumstances of a quorum.

- B. Any voting member may propose amendments to the bylaws by submitting in writing to the Chairperson of the Joint Technical/Policy Committee and the NWRTPO Planner at least 30 days prior to the next scheduled meeting in order to provide adequate time for the proposed amendment to be added to the meeting agenda and for distribution to voting members for review. Any bylaw amendment that affects the relationship of the NWRTPO to the NMDOT or NWNMCOG must be submitted to both organizations for consideration.

CERTIFICATION

These NWRTPO bylaws were amended and updated on March 8, 2017, and again passed, approved and adopted by the Northwest Regional Transportation Planning Organization on January 10, 2018.



Jeff Irving, Chairman

RTPO Joint Technical/Policy Committee



Jeff Kieley, Executive Director

Northwest New Mexico Council of Governments



Northwest New Mexico Council of Governments

NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)

FFY 2019-2020 REGIONAL WORK PROGRAM

October 1, 2018 – September 30, 2020

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 NM Council of Governments will complete in fulfillment of the contract for management of the Northwest New Mexico Regional Transportation Planning Organization (RTPO) for Federal Fiscal Years (FFY2019 – FFY2020) October 1, 2018 through September 30, 2020.

Function 1. Long-Range Planning and Implementation

Task 1.1 Initiate and coordinate long-range regional transportation planning with other local, regional, tribal, 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, strategies, actions, and performance metrics, at least once every four years in coordination with the NMDOT Long Range Plan 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. for example:

- Support and participation in Road Safety Audits.
- Support and participation in local and tribal planning initiatives including downtown master planning, comprehensive plans, etc.
- Support continued planning and implementation the Four Corners Intermodal Transloading Equinox (4CITE) Master Plan and sub-region development.

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), Community Economic Development Strategy (CEDS), the Statewide Transportation Improvement Program (STIP), and legislative capital outlay priorities.

Task 1.2 Implement performance strategies developed in the NWRTPO RTP. Complete an annual evaluation of the implementation of our RTP in terms of action items, goals and other metrics.

Function 1	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	250	N/A		200	N/A	
1 st Quarter	75			50		
2 nd Quarter	75			50		
3 rd Quarter	50			50		
4 th Quarter	50			50		
Balance	0			0		

Function 1 Activity Tracking – 2019

1 st Quarter Report	
2 nd Quarter Report	
3 rd Quarter Report	
4 th 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 RTP.

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 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 data collection and analysis, and provide other technical support contributing to transportation planning, project identification, competitiveness and project development.

Task 2.2 Assist RTPO 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.

Function 2	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	200	N/A		200	N/A	
1 st Quarter	50			50		
2 nd Quarter	50			50		
3 rd Quarter	50			50		
4 th Quarter	50			50		
Balance	0			0		

Function 2 Activity Tracking – 2019

1 st Quarter Report	
2 nd Quarter Report	
3 rd Quarter Report	
4 th Quarter Report	

Function 3. Project Development and Monitoring

Task 3.1 Assist RTPO member 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 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 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).

- 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 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.
- 3.2.3 Work with RTPO 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.
- 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 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 funding opportunities on an annual basis, in coordination with NMDOT's call for RTP, TAP and other projects.

Task 3.3 Provide assistance to local governments interested in pursuing transit 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 and Rail Section in accordance with that schedule. Include the results in the RTPO RTIPR.
- 3.3.2 Support regional transit system connectivity with efforts toward regional transportation system development, through coordination with local entities and NMDOT Transit & Rail Division. Incorporate other providers and innovative services as possible to increase regional mobility.

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 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 RTPO members with issues that may arise.

Function 3	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	400	N/A		450	N/A	
1 st Quarter	200			75		
2 nd Quarter	100			75		
3 rd Quarter	50			150		
4 th Quarter	50			150		
Balance	0			0		

Function 3 Activity Tracking – 2019

1 st Quarter Report	
2 nd Quarter Report	
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 Participate in miscellaneous transportation-related programs and special projects in the RTPO region, including trail and walkability groups and initiatives, examples may include:
- Support to the Zuni Mountains Trail Partnership on master trail planning,

design, development, and maintenance.

- Support to Route 66 National Scenic Byway and the Trail of the Ancients State Scenic Byway.
- Support to downtown and MainStreet projects, including multi-modal access and safety for the interface of pedestrians, bikes and traffic.

Function 4	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	200	N/A		200	N/A	
1 st Quarter	50			50		
2 nd Quarter	50			50		
3 rd Quarter	50			50		
4 th Quarter	50			50		
Balance	0			0		

Function 4 Activity Tracking – 2019

1 st Quarter Report	
2 nd Quarter Report	
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* and 23 CFR 450.210, provide public notice (including publication of ads in local newspaper(s)) for all official RTPO Committee meetings.

5.1.3 Provide RTPO 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 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 develop 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 Attend RTPO quarterly and special meetings.

- Task 5.5 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 5.6 Provide training opportunities for RTPO staff and members.

- 5.6.1 Coordinate training and professional development opportunities for RTPO staff and members, including developing training plans. Assist RTPO staff and 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.
- 5.6.2 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.

Annual targeted trainings include but are not limited to:

- Webinars and Workshops (FHWA, FTA, NHI, LTAP, EDC, etc.), including GIS Training and LTAP Tribal/Local Public Agency "Inception to Completion"
- New Mexico Transportation Plan & Working Group meetings, including Joint MPO/RTPO meetings
- Legislative Committee and Transportation Commission meetings
- National Association of Development Organizations (NADO) Conferences
- New Mexico Chapter and National APA Planning Conferences
- New Mexico Infrastructure Finance Conference and
- Tribal Transportation Conferences

Function 5	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	600	N/A		600	N/A	
1 st Quarter	150			150		
2 nd Quarter	150			150		
3 rd Quarter	150			150		
4 th Quarter	150			150		
Balance	0			0		

Function 5 Activity Tracking – 2019

1 st Quarter Report	
2 nd Quarter Report	
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. This will suffice as 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 2019 - FFY 2020) 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 annually update Northwest NM Council of Governments' Indirect Cost Allocation Plan (ICAP), in accordance with 2 CFR 200 and the PPM.

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 Northwest NM 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 ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	450	N/A		450	N/A	
1 st Quarter	100			100		
2 nd Quarter	100			100		
3 rd Quarter	100			100		
4 th Quarter	150			150		
Balance	0			0		

Function 6 Activity Tracking – 2019

1 st Quarter Report	
2 nd Quarter Report	
3 rd Quarter Report	



Northwest New Mexico Council of Governments

NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)

FFY 2019-2020 REGIONAL WORK PROGRAM

October 1, 2018 – September 30, 2020

DIRECT COST PLAN, GLOSSARY AND BUDGET DETAIL

This document aims to explain the rationale behind how our organizational budget is developed, expressed, and defined by our internal methodology. Below are a glossary of budget categories and line-items consistent with 2 CFR 200.

Allocation Schedule – for all costs that are direct operating expenses that can be allocated, they are done so based on the COG's allocation schedule. The allocation schedule is set annually and is based on percentage of program as compared to the total operating budget.

BUDGET CATEGORIES: These categories were updated in 2018 to reflect Federal reporting and accounting categories.

a. PERSONNEL: are wages and salary costs based on completed timesheets for each employee that reflect work program activities they have directly worked on. Other administrative staff positions that have part of their salaries allocated may include but limited to Executive Director, Finance Manager, and Administrative Assistant.

50001: Wages & Salaries – will be billed for personnel time using actuals. That is, each employee working on the work program functions should have their time billed at their associated salary rate.

b. FRINGE BENEFITS: are billed as actual costs associated with the personnel completing RTPO work program functions at the established rate for that employee. Fringe benefit costs include such items as payroll taxes, life and disability insurance, worker's compensation, health insurance, retirement benefits, Social Security taxes and Medicare taxes, annual leave accrual, and other employee benefit costs are considered liabilities. Fringe benefit costs generally work out to be approximately 27.45%.

c. TRAVEL: is made up of costs related to travel to/from meetings, conferences or for other in and out-of-state travel, as well as professional development trainings and conferences. Travel and training costs will be billed as actual, direct costs associated with the implementation of the work program.

60108: Registration – registration costs for trainings and conferences will be billed as actual costs associated with staff completing RTPO work program functions.

60200: Travel & Per Diem – travel and per diem is figured in accordance to the NM Mileage and Per Diem Act and Board approved COG policies and procedures.

60201: Vehicle Mileage Cost – mileage is calculated based on rates established under the NM Mileage and Per Diem Act.

d. EQUIPMENT: is for computer software and equipment costs over \$5,000 that is specifically for the RTPO program.

e. SUPPLIES: are costs made up of the following items:

60100: Office Supplies – office supplies serve the organization and thus are allocated to all programs.

60109: Office Furniture & Equipment – refers to purchase of equipment related to execution of program work activities. Primarily consists of general office equipment. Office Furniture & Equipment purchases should be billed as direct costs and must be accompanied by receipts.

f. CONTRACTUAL: are costs associated with labor, supplies, and materials that will be provided by non-staff for project implementation. For example, these will include a proportion percentage of the COG audit, internship, and other professional services.

60405: Professional Services - Restricted – these are costs related to professional service contracts that restricted to the program. An example for RTPO program is to hire a consultant to complete the Regional Transportation Plan update.

60406: Professional Services - General – these are costs related to professional service contracts that serves the organization and thus are allocated to all programs. An example is our consultant contract for IT services.

60504: Audit – these are costs related to our professional service contract for our annual audit that serves the organization and thus are allocated to all programs.

g. CONSTRUCTION: are costs associated with improvements and renovations of the COG building and would be allocated to all programs.

h. OTHER: are costs made up of the following items:

60101: Duplication & Copying – costs of renting copy machines and shared duplication services for production of printed materials in support of program work (e.g. meeting agenda packets, minutes, etc.) will be allocated across programs.

60102: Postage & Delivery – mailing costs associated with program activities. Postage & Delivery costs should be billed as a direct expense.

60103: Telephone & Telecom – costs for telephone or telecom will be allocated across programs.

60104: Subscription & Dues – any cost for subscriptions necessary to operate that software (e.g. ArcGIS, Clicktime, Microsoft 365, BLR, website, etc.) and professional development

memberships (NADO, NewMARC, RPO America, etc.) to be billed as a direct expense or allocated across programs, if it has an organization-wide benefit.

60105: Meetings – costs associated with hosting or arranging for meetings related to program work. Should be billed as a direct expense. If meetings have an organization-wide benefit, e.g. Board meetings or Annual meeting, these will be allocated across programs.

60106: Printing – refers to the production of printed materials in support of program work (e.g. meeting agenda packets, minutes, etc.) will be allocated across programs.

60107: Advertising – refers to the cost of advertising needs in support of program (e.g. public notices, job vacancy announcements, etc.) to be billed as a direct expense.

60112: Service Charges – costs related to late fees or reactivation fees, etc. will be allocated across programs.

60801: Miscellaneous Expense – costs that do not align with other line-items will be allocated across programs, such as, purchase of new building keys for new employee.

60801: Non-Operating Costs – costs related to tax penalties will be allocated across programs.

FACILITY & VEHICLE EXPENSES – Costs are made up of the following items:

60404: Rent – refers to rent associated with the use of physical space within which RTPO program work takes place and should be billed as a direct monthly expense.

60600: Insurance – costs involving vehicle, liability, and property insurance will be allocated across programs.

60700: Facility Maintenance – costs including annual, scheduled, and as-needed facility maintenance will be allocated across programs.

60701: Utility – refers to cost of the organization-wide utilities and will be allocated across programs.

FFY2020 RTPO Program Budget
Programming \$5,198.11 in FFY2019 Carry Over Funds
November 27, 2019

Northwest RTPO FFY20 Budget Detail	Original Approved Budget (Year 2 -FFY2020)	Revised Budget (FFY2020)
a. Personnel	\$60,000.00	\$57,200.00
b. Fringe Benefits	\$15,670.00	\$14,374.00
c. Travel & Training	\$4,000.00	\$3,962.00
d. Equipment	\$0.00	\$0.00
e. Supplies	\$1,500.00	\$4,591.00
f. Contractual	\$7,870.00	\$13,511.00
g. Construction (FFY2019 carry over funds)	\$ -	\$ 5,198.11
h. Other	\$17,210.00	\$12,612.00
TOTAL EXPENDITURES	\$106,250.00	\$111,448.11
Local Match (20%)	\$ 21,250.00	\$ 22,289.62
Federal Share (80%)	\$ 85,000.00	\$ 89,158.49

NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)



Northwest New Mexico Call for Transportation Projects Guide

NWRTPO PROJECT SUBMISSION SCHEDULE & PROCESS

June 2020



"Our Region, Your COG"
Celebrating 40 years of Advancing Northwest NM
505.722.4327
www.nwnmcog.com



Northwest New Mexico Call for Transportation Projects Guide

Items Included:

- **Description and Overview of the Call for Transportation Projects**
- **RTIPR Background and Process**
- **Program Matrix of Example and Possible Sources**
- **Timeline of the Process**
- **Eligibility and NWRTPO Members by Jurisdiction**
- **Sample of Project Feasibility Form**

Call for Transportation Projects

Description and Overview.

The Northwest Regional Transportation Planning Organization (NWRTPO) is assisting in NM Department of Transportation (NMDOT) in a comprehensive call for transportation projects. Transportation projects can include all modes and methods of travel including roads, bridges, trails, scenic byways, rail, air, transit, etc. The process for collecting new projects will start with the submission of a Project Feasibility Form (PFF). The general public, stakeholders, or non-NWRTPO entities will need to gain permission from their appropriate jurisdiction and the PFF must be submitted by the NWRTPO member representing that jurisdiction on the Committee. A list of these members is provided in this package.



All projects, even projects currently listed in our Regional Transportation Improvement Program Recommendation (RTIPR), **will need** to submit a PFF. The RTPO is trying to clear this list to remove outdated project information and provide consultations on the feasibility of the projects.

To find out if your project is on the RTIPR, please feel free to contact our office or review through our website at: http://www.nwnmcog.com/uploads/1/2/8/7/12873976/nwrtpo_rtipr_2017-2022.pdf

Further, the NWRTPO and NMDOT are looking for projects that will advance on region's long-range transportation plan, which can be found at:

http://www.nwnmcog.com/uploads/1/2/8/7/12873976/northwest_rtp_2015_final.pdf

Additional information on the NWRTPO can also be found on this webpage.

In this guidance is a list of examples and possible project sourcing and programs to help showcase what types of projects are possible and are suitable to be submitted with a Project Feasibility Form.

Many of the available funding sources will place value on projects that are supported by Comprehensive Plans, Transportation Plans and Studies (Regional, State, and Tribal), Infrastructure Capital Improvement Plans, and those that went through the Project Feasibility Form process. For specific, Transportation Alternative Program (TAP) and Recreational Trails Program (RTP) projects, we would encourage you to look at the supplemental guidance found in NMDOT's "Active Transportation and Recreational Programs Guide".

http://dot.state.nm.us/content/dam/nmdot/planning/FFY18-19_TAP-RTP_Guide.pdf

NOTE: Submitting a PFF does not guarantee funding from any of these sources, and additional information will be required and in some cases a separate grant application may be needed.

- (2) Project is functionally classified or qualifies for an FHWA program;
- (3) Project is technically feasible, based on engineer review; and
- (4) Requesting entity has the capacity to take on or manage Federal funding.

Role of the Prioritization Process:

Based upon the regional goals articulated in the RTP, and the statewide goals in the 2040 Plan, each RTPO will create a project prioritization process. This is the process that will be used to rate and rank the projects in each RTPO's RTIPR.

The standardized project prioritization process to score and rank projects included in the applicable RTIPR must be consistent with the NMDOT 2040 Long Range Multimodal Transportation Plan and each RTPO's RTP. Examples for creating a prioritization process can be found in the Active Transportation and Recreational Programs Guide (see sections on "application scoring factors" and "application scoring matrix") and the Project Prioritization Process for Small Urban Areas developed and used by the Mid Region Metropolitan Planning Organization.

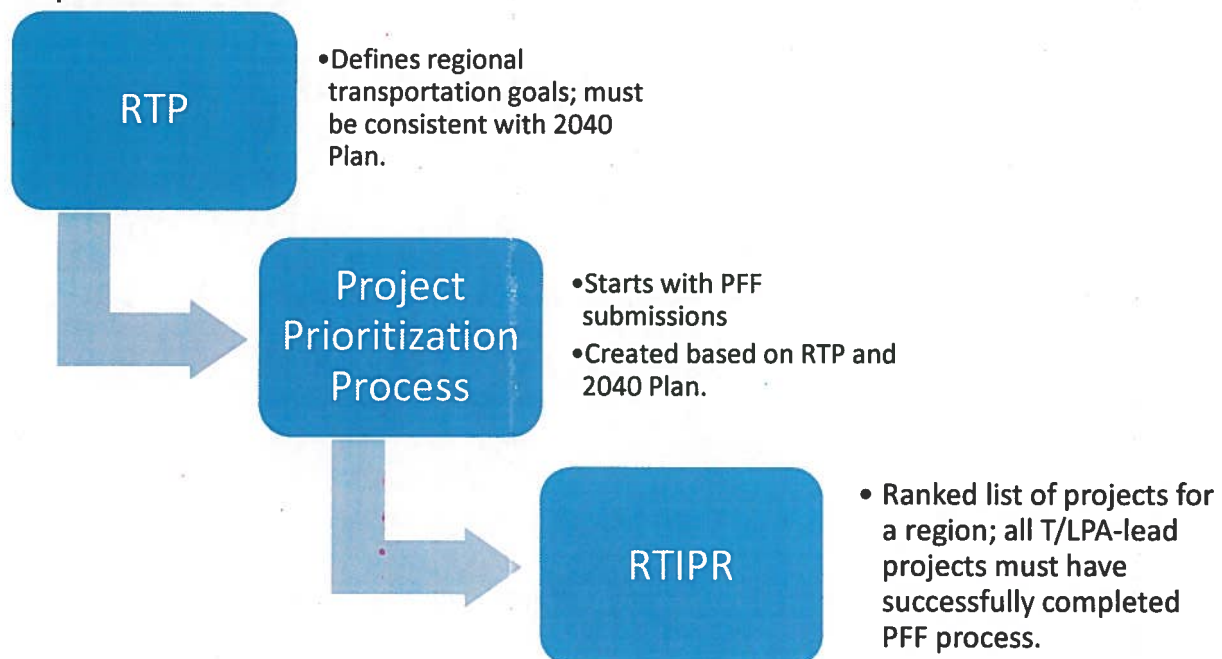
Role of the RTIPR:

The RTIPR should include both NMDOT-lead and T/LPA-lead projects.

The RTPOs will issue a call for projects according to their individual application cycles. Following submittal of all T/LPA projects (with an approved PFF) to the RTPO planner, the RTPO planner will coordinate a rating and ranking process with the RTPO board. The RTPO board will utilize the adopted criteria to rate and rank projects based on project characteristics and the extent to which they meet the articulated goals of the RTP and 2040 Plan. The resulting ranked list of projects is considered the RTIPR. The RTIPR is then submitted to the District and used for consideration by the state in developing the State Transportation Improvement Program (STIP).

All projects on the RTIPR should be confirmed with the sponsoring agency on a bi-annual basis in coordination with NMDOT's call for RTP, TAP and other projects, to ensure that the sponsoring agency still wants to pursue funding for that project.

Simple Process Flowchart:



Northwest RTPO Prioritization Process:

The Prioritization Process is intended to assist local and tribal entities, as well as, the RTPO Policy & Technical Committee in aligning proposed projects with the established vision, mission and goals that are highlighted in the State and Regional Transportation Plans.

Projects which are proposed to be included in the RTPO's Transportation Improvement Program Recommendations (RTIPR) will be evaluated and ranked based on data, studies and qualitative factors consistent with regional priorities and federal areas of emphasis.

The Prioritization Process is a new tool developed that will be incorporated as part of the Northwest RTP Update at the recommendation of NMDOT following its review of the RTPO's decision-making processes. Project prioritization methodologies, and similar tools, are widely used in regional transportation and many other settings. These tools may differ in their complexity and their use of quantitative and qualitative evaluation, including cost-benefit analyses and numeric thresholds for measured standards. Our Prioritization Process is intended to be refined and recalibrated over time through its use and re-evaluation. In particular, as the data collection capacity of the RTPO grows, more numeric comparisons can be employed. Our Prioritization Process is intended to help formalize the review of projects, further align project selection with established goals, allow for flexibility in comparisons, and enhance the transparency of the decision-making process.

STEP 1: Project Feasibility Form. Our Prioritization Process will be used to develop the RTPO's RTIPR. So, projects will be submitted in response to this "Call for Transportation Projects" guidance and begin as Project Feasibility Forms (PFFs). PFF will be submitted as per the timeline established in this Call for Transportation Projects guidance, and thence distributed to NMDOT, District staff, Regional Design staff, and RTPO staff for review. A mandatory PFF consultation meeting will be held with the entity to discuss the project, and result in a go- or no-go decision by the District Engineer or his/her designee. RTPO staff will provide a PFF Consultation Report back to the entity outlining information including suggestions on alternative funding sources and technical assistance providers.

STEP 2: Project Identification Form. Projects that are approved to move forward will then need to submit a Project Identification Form (PIF) and other application documents depending on Federal funding program. These documents are again distributed to NMDOT, District staff, Regional Design staff, and RTPO staff for review, as well as RTPO members.

STEP 3: Project Presentations. Entities will decide which projects they want to present for scoring. Project presentations are developed by each entity and are presented at the *December* monthly meeting. The presentation template assists the entity to pull information from the PIF and present it in the exact order as the scoring criteria. **A copy of the presentation templates for Roadway/Bridges and Active Transportation & Recreational Programs can be provided.** Entities can request assistance from the RTPO staff, especially in terms of, data and maps. At this meeting, the RTPO Policy & Technical Committee members will evaluate each project and presentation, using the scoring criteria. **A copy of the scoring criteria for Roadway/Bridges and Active Transportation & Recreational Programs can also be provided.**

STEP 4: RTIPR Approval Process. RTPO will collect and compile each member scoring criteria form, and this will be the basis for the draft RTIPR presented to the RTPO Policy & Technical Committee in *January*. RTPO members can discuss prioritization of project, especially those that receive similar scores, and based on consensus members may make modifications to the scoring, findings and project ranking.







Their discussion will be brought back in the form of a recommendation to the RTPO Policy & Technical Committee in *February*, which will further review the project ranking and vote to establish the RTIPR.









STEP 5: ZIPPR. Since our RTPO region overlaps with several different NMDOT Districts and RTPO regions, our staff works collaboratively with other RTPO to create a unified RTIPR that then goes to the appropriate District office as a recommended list.

STEP 6: Regional Transportation Improvement Program (RTIP). Ultimately, the final Regional Transportation Improvement Program lists are finalized and submitted by the District office; these are fiscally constrained projects that are funded and get incorporated into the Statewide Transportation Improvement Program (STIP).

Comprehensive Projects List. In addition to this process, the Northwest RTPO process will include the development and update on a 20-Year Financial Plan or Comprehensive Projects List. This list will be for all projects in the region, including those that are not eligible for RTIPR. This list will be generated by Infrastructure Capital Improvements Plan (ICIP) and other local and tribal transportation plans and long-range projects.



PROGRAM	DESCRIPTION	EXAMPLES OF ELIGIBLE OPPORTUNITIES
Bicycle, Pedestrian, Equestrian Program (BPE)	Provides development of bicycle, walking, and horse trails – often alongside traffic corridors	Bicycle lanes, multi-use trails, “share the road” roadway designations, bicycle facilities, etc. 
Federal Lands Access Program (FLAP)	Formerly known as Public Lands Highway, this program provides funding for projects that focus on access, mobility, safety, connectivity, economic development, and natural resource protection in Federal lands http://flh.fhwa.dot.gov/programs/flap/	Projects that mitigate a known safety issue; parking or rest areas; provision for pedestrians and bicycles; provides facilities for alternative modes; connects to additional routes serving Federal lands; operation and maintenance of transit facilities; or improves roadway surface and/or bridge condition(s). 
Federal Lands Transportation Program (FLTP)	The FLTP complements the Federal Lands Access Program. Where the Access Program provides funds for State and local roads that access the Federal estate, the FLTP focuses on the transportation infrastructure owned and maintained by Federal lands management agencies. http://flh.fhwa.dot.gov/programs/fltp/	
Highway Safety Improvement Program (HSIP)	Assists agencies with studying hazardous traffic conditions and funding stand-alone engineering type safety improvements to transportation facilities or non-construction traffic safety enforcement, education, or emergency medical services related programs to reduce risks of future severe crashes http://safety.fhwa.dot.gov/hsip/	Proposed road safety audits, site-specific safety projects, multi-location system wide safety projects, and/or transportation safety programs on state highways and bridges 
Long-Range, Federal Lands, and/or Tribal Transportation Planning & Studies	Provides funding for planning-related projects that emphasize long-range time frames	Long-range transportation planning, bicycle-pedestrian plans, corridor plans, or “complete streets” studies 
Transportation Alternative Project (TAP)	Formerly known as Transportation Enhancements, this program combines several funding programs and seeks projects that expand travel choices and improve the transportation experience for all users by integrating modes and improving the cultural, historic and environmental aspects of our transportation infrastructure http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm	Planning, design, and construction of on-road and off-road trail facilities, construction of turnouts, overlooks, and viewing areas, historic preservation of transportation facilities, removal of outdoor advertising, recreation trail program projects, scenic byway program projects, and safe routes to school program projects, etc. 

PROGRAM	DESCRIPTION	EXAMPLES OF ELIGIBLE OPPORTUNITIES
Safe Routes to School Program (SRTS)	SRTS funding supports infrastructure development to create or improve safety features for school related traffic or pedestrians. <u>Now funded from TAP pool of funding.</u>	Sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street and off-street bicycle facilities, traffic diversion improvements, public awareness campaigns, traffic education and enforcement, student sessions on bicycle and pedestrian safety, and funding for training, volunteers, and managers of SRTS programs 
Recreational Trails Program	Provides funding for motorized and non-motorized trails and supporting infrastructure. Currently, there is a separate program other than the TAP pool.	Motorized vehicle parks and facilities, hiking trails, urban trails, joint use trails and facilities. 
Federal Transit Administration Section 5310	Provides Federal funding for seniors and individuals to serve the transportation needs of elderly persons and persons with disabilities who reside in "small urban areas"	Para-transit services, or flexible route bus services in small urban areas 
Federal Transit Administration Section 5311	The rural program that is formula based and provides funding to states for the purpose of supporting public transportation in rural areas, with population of less than 50,000. Funding for capital, operating, and administrative expenses for public transportation projects that meet the needs of rural communities.	Examples of eligible activities include: capital projects; operating costs of equipment and facilities for use in public transportation; and the acquisition of public transportation services, including service agreements with private providers of public transportation services. 
Special Studies	Additional studies not mentioned in other programs, such as special traffic studies	Traffic studies, corridor studies, bicycle/pedestrian count studies, etc. 
Roadways & Bridges	Projects that are determined to be functional classified can be prioritized through the STIP and receive funding	Roadway improvements, lane expansion, widening, interchange development and bridge replacement 
Federal Aviation Admin. Airport Improvement Program	Provides grants to public agencies — and, in some cases, to private owners and entities — for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems (NPIAS). http://www.faa.gov/airports/aip/	
TIGER Discretionary Grants	Provides a unique opportunity for the DOT to invest in road, rail, transit and port projects that promise to achieve critical national objectives. http://www.dot.gov/tiger	Each project is multi-modal, multi-jurisdictional or otherwise challenging to fund through existing programs, including port, rail, planning, transit, road, and BPE projects. 

NWRTPO Timeline Call for Transportation Projects

June 2020 - March 2021:

Task	Timeframe/Due Date	Responsible Party
General Announcement of NMDOT Active Transportation and Recreational Programs Guide and CMAQ Program	April 2020	NMDOT
Initial Announcement of Call for NWNM Transportation Projects	June 5	NWRTPO Staff
Technical Assistance, Contact the NWRTPO to set up a time and place with District staff.	July	NWRTPO & District Staff
Project Feasibility Forms (PFF) Due (Must be submitted by appropriate RTPO Member)	July 31	NWRTPO Members
Send out PFF for review and set up Consultations	August 1 -14	NWRTPO Staff
Mandatory Project Consultation Meetings between RTPO Member, Local Entity Representative/Official, RTPO staff, DOT Liaison, and District Staff. Meeting Report due 5 working days after.	August 15 - 31	All
◇ Based on decision and recommendation by District staff, project and RTPO Member will be directed to: <ul style="list-style-type: none"> • Prepare and submit a Project Identification Form (PIF) for inclusion and prioritization in the Regional Transportation Improvement Program Recommendations (RTIPR), or • Detail other options for projects and/or funding 	September 7	District Staff
Project Identification Forms (PIF) and TAP/RTP Applications Due (Must be submitted by appropriate RTPO Member)	October 26	NWRTPO Members
PIFs and TAP/RTP Applications are vetted by RTPO staff	November 1-15	NWRTPO Staff
PIFs & Applications sent to RTPO members for review	November 30	NWRTPO Staff
Project presentations and scoring by RTPO members El Morro Event Center, 201 South 2nd Street Gallup, NM	December 12 @ 10AM	NWRTPO Members
Draft RTIPR is presented to the NWRTPO Committee meeting Cibola County Convention Room, 515 West High Street, Grants	January 9, 2021 @ 10AM	NWRTPO Members
Final RTIPR is approved by NWRTPO Committee Chu Chu's Restaurant, 1344 Highway 53, Zuni	February 13 @ 10AM	NWRTPO Members
District 6 RTIPR ("zipper") Meeting to finalize recommendations and priorities for inclusion into the Statewide Transportation Improvement Program (STIP) NMDOT District 6 Office, 1919 Pinon Drive, Milan	March 13 @ 10AM	District Staff, NWRTPO Members

Eligible Entities for Transportation Funds

- Local & Tribal Governments
- Regional Transportation Authorities
- State & Federal Natural Resource or Public Land Agencies
- Transit Agencies
- School Districts, Local Education Agencies or Schools

Ineligible Entities

- Nonprofits as direct grant recipients. Nonprofits are eligible to partner with any eligible entity, if state or local requirements permit.
- Businesses & Individuals; though these may partner with an eligible entity project sponsor to carry out a project.

For municipal, County, and tribal government entities interested in applying for a project, please inform, coordinate, and involve the following Northwest Regional Transportation Planning Organization (NWRTPO) representatives for your respective jurisdiction. Other entities or individuals are encouraged to do the same. Below are the jurisdictions that the NWRTPO will be considering applications from for this "Call for Projects".

For more information, feel free to contact Robert Kuipers, RTPO Program Manager (505) 722-4327; rkuipers@nwnmcog.org

Currently there is no Chair for the NWRTPO; the former Chair took another job – new election in progress

NWRTPO Members	
Cibola County	Judy Horacek – County Admin. Asst. 505-285-2557; jphoracek@co.cibola.nm.us
McKinley County	Rodney Skersick – Road Maintenance Supervisor 505-722-2303; Rodney.Skersick@co.mckinley.nm.us
San Juan County (Non-MPO)	Scott Martin – 505-334-7864 scott.martin@sjcounty.net
Gallup	Stan Henderson, Public Works Director 505-863-1290; shenderson@gallupnm.gov
Grants	Don Jaramillo, Special Projects Coordinator 505-285-3981; projects@grantsnm.gov
Milan	Jack Moleres, Public Works Director 505-285-6694; publicworks@villageofmilan.com
Navajo Nation – Northern Agency	Larry Ute Joe, Senior Planner 928-640-1657; ljoe@navajodot.org
Navajo Nation – Eastern Agency	Larry Ute Joe, Senior Planner filling in – same as above
Pueblo of Acoma	Dave Deutsawe, Vice Chair 505-552-5190; ddeutsawe@poamail.org
Pueblo of Laguna	Gaylord Siow 505-552-1218; gsiow@pol-nsn.gov
Pueblo of Zuni	Royce Gchachu, Transportation Program Manager 505-782-7116; royce.gchachu@ashiwi.org
Ramah Navajo	Shane Lewis, Ramah DOT 505-775-3264; ShaneLewis@ramahnavajo.org

If you are located in the Farmington MSA (of the Cities Farmington, Bloomfield, and Aztec), please contact the Farmington MPO, to discuss projects and process with them directly. Contact Information: (505) 599-1392



Northwest New Mexico RTPO PROJECT FEASIBILITY FORM (PFF)

For assistance, contact Evan Williams, RTPO Planner,
at (505) 722-4327 or ewilliams@nwnmcoq.org

GENERAL INFORMATION

Preparation Date [Click here to enter date](#)

Project Title: [Enter Project name](#)

Requesting Entity: [Enter Entity name](#)

Governing Body Approval: [Yes / No](#)

Contact Person: [Click here to enter contact person name](#)

Phone: [Enter phone #](#)

Email: [Enter email address](#)

PROJECT DESCRIPTION

Project Type (Check all types that apply to your project):

ROADWAY ☐

ACTIVE TRANSPORTATION AND RECREATIONAL PROJECT

☐ [\(Information on Eligible Types of RTP and TAP Projects\)](#)

BRIDGE ☐

SAFETY ☐

OTHER ☐ [If other, please describe type here](#)

Route Number and/or Street Name: [Enter route number or name](#)

Project Termini: [Enter route number or name](#)

Beginning Mile point [Enter begin point](#) Ending Mile point [Enter end point](#)

Total length of proposed project: [Enter length in miles](#)

Project Phases to be included in request (Check all phases that apply to your project):

STUDY/PLANNING ☐

PRELIMINARY ENGINEERING ☐

DESIGN ☐

CONSTRUCTION ☐

CONSTRUCTION MANAGEMENT ☐

NATIONAL PERFORMANCE GOALS

For more information: <http://www.fhwa.dot.gov/tpm/about/goals.cfm>

Goals to be addressed (Check all goals that apply to your project):

- (1) Safety ☐
- (2) Infrastructure Condition ☐
- (3) Congestion Reduction ☐
- (4) System Reliability ☐
- (5) Freight Movement & Economic Vitality ☐
- (6) Environmental Sustainability ☐
- (7) Reduced Project Delivery Delays ☐
- (8) System Connectivity ☐

Justification of how this project meets or addresses the goals circled above (Use additional pages if necessary):

Begin typing here. Box will expand as needed.

PROJECT COSTS

Column A			Column B		
If proposed project is not phased, complete Column A only. If project is phased, list the amount of funding being <u>currently</u> requested in Column A and complete Column B.			Total Phase No. (1, 2, I, II, III, etc.)		Enter Phase #
			The amount below represents the cost of the entire project and will be greater than Column A.		
Project Cost	Enter Cost \$		Total Project Cost	Enter Cost \$	
Percentage Estimates			Phased projects are usually large and divided into parts of phases. If you wish to supply any additional information (e.g. Cost Estimate, Pictures, etc.), please attach.		
Total – Local Match	Enter %	Enter Cost \$			
Total – Federal Share	Enter %	Enter Cost \$			
	100%				

Please indicate below if your entity wishes to pursue a local match waiver from District 6/NMDOT for the proposed transportation project.

Match Waiver: Yes / No

DISTRICT 6 REVIEW:

(This Section will be filled out by District staff, once submitted)

By: Enter Name

Date: Click here to enter a date.

Recommended: Yes / No

Signed: _____

NORTHWEST NEW MEXICO RTPO

Recommends that:

- All Project Feasibility Forms for Northwest New Mexico are discussed with, filled out with, and provided through the appropriate RTPO Member, to find out who your RTPO member is, go to our webpage at <http://www.nwnmcog.com/regional-transportation-planning-organization-rtpo.html> or contact us at (505) 722-4327.
- Each entity that submits a Project Feasibility Form should plan on bringing a local/tribal elected official to the joint consultation with the RTPO and DOT staff. It will help them understand the process.

Topics to discuss during PFF consultation meetings:

- Is the Tribal/Local Public Agency (T/LPA) familiar with the NMDOT T/LPA Handbook? Has a representative of the entity attended one of the T/LPA Handbook trainings? The T/LPA must follow the Handbook.
- Is this project included in any other planning documents? (Comprehensive Plan, ICIP, etc.)
- Is the project within NMDOT ROW? If so, does the district support the project?
 - Are agreements necessary for maintenance and operations? (Lighting agreements, landscaping, etc.)
- The T/LPA needs to understand the reimbursement process and be prepared to pay all costs up front. The T/LPA must follow district instructions for submitting invoices for reimbursement.
- Discuss the requirements for federal funds including reimbursement process, 90 day closeout after project completion, certified testing during construction, Buy America requirements for steel, etc.
 - These items are reimbursable, but they need to be included in the cost estimate (construction engineering)
- The T/LPA must follow the NMDOT specs unless NMDOT grants permission prior to design for the T/LPA to use other specs.
- Maintenance and Operations costs-does the T/LPA have a plan for these?
- Does the T/LPA have a good track record for responsible use/tracking of federal funds? Have they met closeout deadlines? Have they successfully completed other federally funded projects in a timely manner?
- Has the T/LPA had any issues with design/construction in the past?
- Does the T/LPA have major audit findings that would prevent them from being a responsible fiscal agent?

One-page guide to Functional Classification

Last revised: October 14, 2016

Excerpted from *New Mexico Department of Transportation (NMDOT) Functional Classification Guidance Manual* (Oct. 2013; revised Feb. 2014)

Classification	Description	Volume, Speed, Spacing*	Individual Route Length	Total Statewide Mileage**	Significance	Access	AADT (Urban)	AADT (Rural)	Lanes
1	Interstate	Highest	Longest	Lowest	Statewide	Divided	129k – 35k	34k – 12k	More
2	Principal Arterial – Other Freeways and Expressways	Divided/ Undivided	55k – 13k	18.5k – 4k	
3	Principal Arterial – Other	.	.	.	Regional	Divided/ Undivided	27k – 7k	8.5k – 2k	
4	Minor Arterial	Undivided	14k – 3k	6k – 1.5k	Less
5	Major Collector	Undivided	6.3k – 1.1k	2.6k – 300	
6	Minor Collector	Undivided	1.1k	1.1k – 150	
7	Local	Lowest	Shortest	Highest	Local	Undivided	700 – 80	400 – 15	Fewest

* “Spacing” refers to distance between roads of the same classification.

** Total statewide mileage will be reviewed and evaluated after all proposed reclassifications have been submitted.

Additional classification guidance:

1. **Interstates:** maximum mobility, with access only at interchanges
2. **Principal Arterials – Other Freeways & Expressways:** second highest mobility – minimal interference to through movements
3. **Principal Arterial – Other:** form an integrated network without stub endings except where unusual geographic conditions exist in rural areas
4. **Minor Arterial:** lower level of travel mobility and a higher rate of access than the principal arterial system, moderate speeds
5. **Major Collector:** serve traffic generators, distribute trips between the arterial system and the local street network
6. **Minor Collector:** serves both land access and traffic circulation in lower density residential and commercial/industrial areas
7. **Local:** *any public road segment not otherwise classified*; local roads provide direct access to adjacent land, provide access to higher systems, carry no through traffic movement, tend to have lowest traffic volumes and speeds
 - **Collector (Urban)** is an outdated classification, and any segments classified as such must be reclassified or they will be considered unclassified (local)

For more details, read the *NMDOT Functional Classification Guidance Manual*, specifically Tables 3.1 through 3.4 (pages 3-3 to 3-8), and the General Rules on page 4-10 and 4-11, available here: http://dot.state.nm.us/content/dam/nmdot/planning/NMDOT_FC_Guide.pdf