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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

RTPO Joint Technical & Policy Committee Meeting
Wednesday, December 14, 2022
10:00 am
Virtual Meeting – Microsoft Teams

AGENDA

ROUTINE ITEMS:

Item #	Item	Presenter
I.	Call to Order and Introductions	Dorothy Claw, Chairman
II.	Action: Agenda	Dorothy Claw
III.	Action: Minutes – November 9, 2022 meeting	Dorothy Claw

ACTION ITEMS:

Item #	Item	Presenter
IV.	Action: Annual 5310 / 5311 Public Transportation Funding Application Ranking	Robert Kuipers
V.	Action: Approval and authorization of RTPO Admin. Documents	Robert Kuipers

DISCUSSION ITEMS:

Item #	Item	Presenter
VI.	Present: Statewide RTPO Roundtable – Oct.25, 2022	Robert Kuipers

REPORTS: (10-minute limit)

Please submit Written Reports for inclusion in minutes

RTPO Program Report (significant news only) a) Including APER Report if available b) MAP funding discussion – Reserve’s turn but if they decline – it’s Grants turn for 2024-2025 funding.	Robert Kuipers
Local Member Reports (significant news only)	By Entity
New Mexico Department of Transportation Reports (significant news only)	RTPO Liaison (Neala Krueger) Tribal Liaison (Ron Shutiva) District 5 (James Mexia) District 6 (Bill Santiago, Michael Neely)

NEW BUSINESS/OPEN FLOOR: MEMBERS & GUESTS (5-minute limit)

ANNOUNCEMENTS & NEXT MEETING: Wednesday, January 11 – Cibola County Management Office, 700 E Roosevelt Ave., Grants, NM (unless otherwise determined or virtual via MSTeams)

ADJOURNMENT



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Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item #IV: Annual 5310 / 5311 Public Transportation Funding Application Evaluations

**Subject: Annual Evaluative Ranking of public transportation provider
funding applications by the NWRTPO**

Prepared by: Robert Kuipers

Date: 10/28/22

BACKGROUND

- **Why?** The NMDOT Transit & Rail Division has established an annual evaluation process for 5310 (limited mobility) and 5311 (public transit) public transportation applications, with standardized evaluation templates, for RTPO members to evaluate and rank.
- **Purpose.** The statewide RTPO's present the opportunity for a fair evaluative process for annual regional public transportation funding applications, representing regional stakeholders and the public. Evaluative ranking of proposed services has a minor impact upon the amount of funding each provider may receive.
- **Discussion/Finalization.** RTPO members will evaluatively rank this year's 5311 and 5310 public transportation funding applications, based on advance review of applications and provider presentations at the 12/14/22 meeting.

WORK TO DATE

- 5311 & 5310 public trans. applications along with evaluative templates were emailed to RTPO members in advance of the 12/14/22 meeting based on when they were forwarded from NMDOT Transit & Rail Division **and are available on the COG-RTPO website.**
- RTPO members have reviewed applications in advance of today's meeting and will hear the presentations from providers at this meeting, and submit evaluations on the templates provided.

ANTICIPATED WORK

- 5311& 5310 public trans. application presentations at the 12/14/22 meeting
- Submission of evaluations from RTPO members at the 12/14/22 meeting.
- Electronic submission of evaluations to NMDOT Transit and Rail by RTPO staff after 12/08/21 meeting

ATTACHMENTS

- 5311 and 5310 evaluative templates

BUDGET IMPACT

- No impact upon NWRTPO budget

ACTION ITEM

- This represents the formal evaluation of annual public transportation funding applications for the NWRTPO region for FFY2024 funding.

Presentation Schedule for 5311 Public Transportation Providers

Requesting Public Transportation Providers to limit their presentations to 10 minutes

A) 5311 Public Transit Providers:

10:30 am	Gallup Express	Tommy Mimms
10:40 am	Village of Milan – Rockin66	Melissa Chavez
10:50 am	Pueblo of Laguna – Shaars’kra	Yvette Mooney / Ramona Dillard
11:00 am	Zuni Ashiwi Transit	Todd Naktewa
11:10 am	Navajo Transit	Tanya Jim / Florinda Lynch

There were no 5310 providers applying for FFY2024 funding.

REGIONAL PRIORITIZATION EVALUATION MEASURES/CRITERIA TO BE USED BY REGIONAL
PLANNING ORGANIZATIONS AND APPLICANTS

FOR 49 U.S.C. SECTION 5311 APPLICATIONS ONLY

§5311: Rural Public Transit

1. Rural Public Transportation Planning and Regional Coordination:

- Does the applicant have a short/long term transit plan?
- Is this plan adopted by the applicants governing body?
- Is there coordination with other transit systems and other modes of transportation, including tribal entities?
- Is ongoing funding part of the plan?
- Has a formal process been established for public input?

2. Regional Need and Justification for the System:

- Does a regional transit/transportation plan exist that includes this service? If not, what is the basis for the need for this service?
- Does a regional need exist to serve the demand in this area?
- How strong is the need to continue/begin this system?

3. Level of marketing of the Transit System - Public Served (ridership):

- Does the transit system have a marketing plan?
- Has it been implemented?
- Is there a clear direction to increase ridership?
Including paratransit?

REGIONAL PRIORITIZATION EVALUATION MEASURES/CRITERIA TO BE USED BY REGIONAL
PLANNING ORGANIZATIONS AND APPLICANTS

FOR 49 U.S.C. SECTION 5311 APPLICATIONS ONLY

Name of Applicant: _____

§5311: Rural Public Transit

Please circle score as applicable:

1. Rural Public Transportation Planning and Regional Coordination:

HIGH

Medium high

MEDIUM

Medium Low

LOW

2. Regional Need and Justification for the System:

HIGH

Medium high

MEDIUM

Medium Low

LOW

3. Level of marketing of the Transit System - Public Served (ridership):

HIGH

Medium high

MEDIUM

Medium Low

LOW



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Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item V: Approval / Authorization of Annual NWRTPO Governing Documents

**Subject: Authorization of Governing Documents, incl. Open Meetings
Act Resolution, Title VI Plan, Public Participation Plan, and Bylaws.**

These governing documents received minor updates in 2022; there are no updates proposed at this time; we are simply undertaking re-authorization for the upcoming year.

Prepared by: Robert Kuipers

Date: 11/4/22

BACKGROUND

- **Why?** The NWRTPO is an organization of transportation representatives from rural tribal, community and county governments, who formally represent the interests and intent of their respective jurisdictions for transportation development in collaboration with the NMDOT. These documents govern the function of the NWRTPO, to assure proper procedure and protocol, adequate public involvement, consideration toward multi-modal / equal access for all citizens, and fair representation of local rural governments in the pursuit of transportation resources and development of infrastructure.
- **Purpose.** Members will vote to approve and authorize these documents for the year ahead at our December 14, 2022 meeting.
- **Discussion/Finalization.** These governing documents will guide the function and service of the NWRTPO going forward.

WORK TO DATE

- Most of these documents were updated during the course of FFY2020 - 2021, so members are already familiar with them.

ANTICIPATED WORK

- Members will consider approval and authorization of these governing documents for ongoing RTPO function and service for the year ahead at our December, 2022 meeting.

ATTACHMENTS

- Open Meetings Act Resolution, Title VI Plan, Public Participation Plan, and Bylaws

BUDGET IMPACT

- none

ACTION ITEM

- action for approval and authorization of RTPO Governing Documents

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.nwnmcoog.com

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

RESOLUTION NO. 2021-01 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

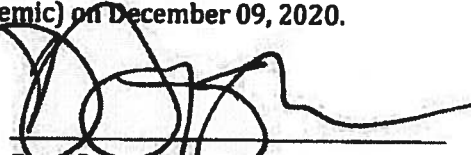
Pueblo of Acoma
Pueblo of Laguna

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 virtually (due to COVID-19 pandemic) on December 09, 2020.

SIGNED:



Dave Deutsawe, Vice-Chairman
RTPO Joint Technical/Policy Committee

ATTEST:



Robert Kuipers, RTPO Staff Admin.
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

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Northwest Regional Transportation Planning Organization (NWRTPO)



Title VI Plan

2022 Reauthorization

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Appendix C: Organizational Chart

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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 NWRTPPO (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

NWNMCOG - NWRTPO Staff



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 NWRTPPO 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 NWRTPPO.

Through its public involvement efforts, the NWRTPPO 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 NWRTPPO Title VI obligation. This section also identifies the procedures to be followed by members of the public to file a discrimination complaint against the NWRTPPO.

V. ORGANIZATION AND STAFF RESPONSIBILITIES

Organization Overview

The NWRTPPO 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 NWRTPPO geographic area was established as Cibola, McKinley and San Juan Counties.

The NWRTPPO 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 NWRTPPO 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 NWRTPPO 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 NWRTPPO, administering annually renewed NMDOT contracts for RTPO services, and manages the NWRTPPO 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 NWRTPPO 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 RTPO 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 NWRTPPO is committed to ensuring that all citizens have equal access to all transportation services. It is further the intent of the NWRTPPO 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



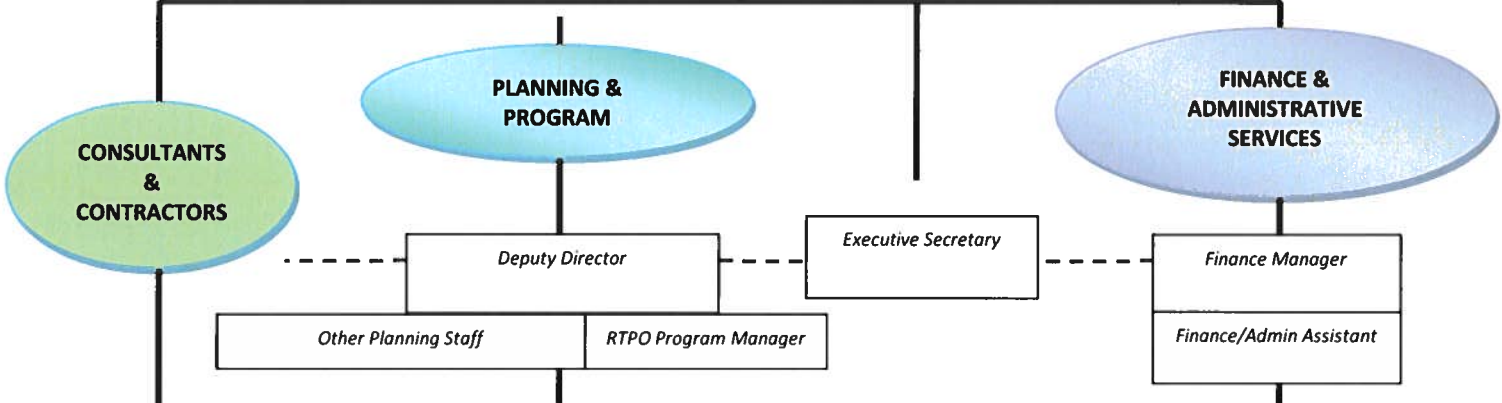
COUNTIES	CITIES	AFFILIATES
Cibola County	Aztec	NWNM Reg. Solid Waste Authority
McKinley County	Bloomfield	Gallup
San Juan County	Farmington	Grants
		Milan

BOARD OF DIRECTORS

Executive Director

Board Oversight Committees
Executive Committee
Others

Program Committees
Regional Transportation Planning Organization
Others



*** ANNUAL WORK PROGRAM ***

LOCAL & REGIONAL GOVERNMENT SERVICES

CIBOLA COUNTY	PLANNING & T.A.: Member Dues & NMDFA/State Grant-in-Aid <ul style="list-style-type: none"> Legislative T.A Projecteering ICIP & CDBG Grantsmanship & eCivis Research Rural Development Clearinghouse Regional Initiatives Strategic Planning Panoramic Website
MCKINLEY COUNTY	
SAN JUAN COUNTY	
CITY OF AZTEC	
CITY OF BLOOMFIELD	
CITY OF FARMINGTON	
CITY OF GALLUP	
CITY OF GRANTS	
VILLAGE OF MILAN	

BASE PROGRAMS [Recurring Grants & Contracts]

ECONOMIC DEVELOPMENT: USDOC/EDA: <ul style="list-style-type: none"> Regional CEDS Planning & TA Regional Economic Dev Orgs Collaborative Statewide CEDS Plan & Jobs Council TA Native American EDIS Quarterly EDA Consultation Project Management/TA EDA Project Applications Reporting Data/Demographics 	TRANSPORTATION: NMDOT: NORTHWEST RTPD <ul style="list-style-type: none"> Long Range Planning Regional Work Program, Budget, Public Participation Regional Transportation Improvement Program RTPD Management Technical Support Other Activities & Projects Reporting Panoramic Website Dev/Mgt
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EDA:
Enterprise Loan Fund

CENTER FOR REGIONAL INNOVATION

WATER DEVELOPMENT: <ul style="list-style-type: none"> Regional & State Water Planning Navajo-Gallup Water Supply Project McKinley County Water System Regionalization Water System Finance 	REGIONAL TOURISM: <ul style="list-style-type: none"> Adventure Gallup & Beyond Trail of the Ancients Byway Four Corners GeoTourism Initiative Zuni Mountain Trails Partnership Ancient Way Arts Trail Route 66 National Byway
REGIONAL ENERGY EFFICIENCY PROGRAM: <ul style="list-style-type: none"> McKinley County Facility Audits Gallup Facility Audits McKinley County Energy Services Performance Contract 	MEMBER SUBCONTRACTS: <ul style="list-style-type: none"> BOR/Water System Regionalization-McKinley County
USDA: <ul style="list-style-type: none"> RBEG Microenterprise Trg SET IV/Rural Econ Dev 	RURAL MICROENTERPRISE INCUBATOR PROGRAM: <ul style="list-style-type: none"> NM Community Capital Seed Grants USDA/RBEG Grant
EPA: Regional Brownfields Assessment Coalition	SPECIAL INITIATIVES: <ul style="list-style-type: none"> Aztec Vision Plan Energizing the Workforce RMCHCS Strategic Planning Regional & State Broadband Plan

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 NWRTPPO 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:	
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a program of
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

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

Public Participation Plan



FFY2022 Reauthorization: January 12, 2022

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

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

¹ 4 NMSA 57 and 58

² 23 CFR 200.5 (c)

- 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

FFY2021 BYLAWS
of the
Northwest Regional Transportation Planning Organization
(NWRTPPO)

ARTICLE I
NAME & STATUS

- A. The Northwest Regional Transportation Planning Organization (NWRTPPO) 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 NWRTPPO 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 NWRTPPO 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 NWRTPPO 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 NWRTPPO 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 NWRTPCO 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 NWRTPCO Program Manager to carry out the annual work program of the NWRTPCO under the oversight and guidance of the NWRTPCO 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 NWRTPCO. The Program Manager shall work to assist NWRTPCO 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 NWRTPCO members.
3. Prepare and facilitate NWRTPCO 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 RTPO 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, including virtual meetings when determined required by circumstances by the RTPO Chairman and staff in accordance to state guidance.
- 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 JTTC 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 JTTC 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 JTTC 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 JTTC 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 reviewed and approved by the Northwest Regional Transportation Planning Organization on December 9, 2020 – at a duly noticed and public meeting of the NWRTPO.



Dave Deutsawe, *Chairman*
RTPO Joint Technical/Policy Committee



Evan Williams, *Executive Director*
Northwest New Mexico Council of Governments



a program of
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

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

**Agenda Item #VI: Statewide RTPO Roundtable – Oct. 25,
2022**

Subject: Present information from this statewide RTPO Roundtable

Prepared for: Informing RTPO members at our December 14, 2022
meeting

Date: 11/4/22

BACKGROUND

- **Why?** There were only two statewide RTPO Roundtables this year – both primarily virtual due to COVID-19. These meetings are where NMDOT staff and RTPO leaders discuss high priority transportation development for our regions and the state.
- **Purpose.** Inform RTPO members on the subjects covered at this roundtable
- **Discussion/Finalization.** Staff will present the various topics covered around transportation services, planning and development.

CURRENT WORK

- Present the subjects and presentations covered in this Statewide Roundtable

ANTICIPATED WORK

- Members will be aware of statewide priorities going forward, and will receive an annual report from the NWRTPO

ATTACHMENTS

- NWRTPO notes from the 12/14/22 Roundtable, and NWRTPO Annual Report for FFY2022

BUDGET IMPACT

- None

ACTION ITEM

- N/A

Statewide RTPO Roundtable – Oct. 25, 2022

Hosted by MRCOG / MR-RTPO

I. Welcome & Introductions

II. NMDOT Reports:

A) Emergency Response Development – Tyler Fosset – NMDOT (?) (not on issued agenda):

The meeting commenced with this item, which was not on the original agenda that was issued. Mr. Fosset is trying to develop a new 901 (?) Emergency Response system to either compliment or replace the 911 system (!) – and his presentation took up 45 minutes of the meeting !!

- Trying to develop “901 Call Centers”
- Experiencing data regulation problems (“with the 911 system?”) Looking to improve GIS data for emergency response locations. Discussed GIS problems.
- Discussed needed equipment for his “901 Emergency Response Network”
- Wants to use GIS to help ID emergency response locations
- Internet based system – seeking to improve upon 911 response system
- Problems: system not set up for cell phone locations, and problems with GIS address locations
- Wants COG’s assistance to help with GIS locations
- **Key Information: 901 Emergency Response System** – It appears the Mr. Fosset is trying to develop an new emergency response system to replace the traditional 911 system. Having problems with data regulation, problems with GIS data for emergency response and address locations, and (of course) problems with cell phone locations. Wants COG assistance with GIS locations!

B) Safety Program Update – Rosa Kozub, NMDOT:

- Current HSIP Update has been completed
- Crash data updated from the 2016 rendering
- Includes a “Vulnerable Road User Assessment” (VRU)
- Must complete update by the end of 2023
- Will engage MPOs and RTPO’s
- RFP is out for a consulting organization
- Brandon: “Need to identify regional hotspots for accidents.”
- **Key Information:** Need to review “Vulnerable Road-user Assessment” (VRU), and identify our regional accident hotspots to consider mitigation options. *NWRTPO recommends incorporating bike and pedestrian data and information.*

C) Freight Plan Update – Joseph Moriarty, NMDOT:

- Final plan (in progress) due to FHWA in early November
- Freight Advisory Committee looking at busy corridors and freight truck parking issues
- Not much more of significance
- **Key Information:** Need to identify places in our region that can address Freight Parking opportunities, and corridors that should add freight lanes. Current Freight parking areas include Walmarts, Gallup’s west side I-40 intersection, and Milan – I-40 / Horizon Blvd.

intersection. *Recommend reviewing sub-region plans for our NWRTPO region – including PMTMP, and 4-CITE.*

D) LTAP – Dan Ciernia – NMDOT:

- UNM-LTAP uses federal and NMDOT state funding
- Currently a \$1.2 million 4 year contract
- Staff examining program data and information delivery
- Considering issuing course enrollment requiring a 10 person minimum limit
- Investigating collaborative resource sharing (particularly around heavy equipment training / heavy equipment simulators) – looking at 25 in-person classes
- Additional funding from FHWA coming in FFY2023 at \$60K
- Contacts: Jennifer Martinez – NMDOT; Dan Ciernia – Training and Staff Development Bureau Manager; Callie Thomason French – UNMLTAP Manager
- **Key Information:** UNM LTAP considering course enrollment with a 10 person minimum limit. Investigating resource sharing around heavy equipment training and simulators – 25 person minimum class limit. Has \$1.2 million 4 year contract, with additional \$60K coming in 2023 from FHWA.

E) Introduction to Emily Dossett – T/LPA Environmental Specialist – NMDOT:

- Can assist in PFF environmental review – can ID any areas of concern around environmental issues
- Local information helps DOT inform on environmental issues
- Can advise local governments and tribes with environmental issues
- **Key Information:** Can advise local govts on environmental issues; can assist PFF environmental review for areas of concern. *Recommend engaging Ms. Dossett's guidance in a future RTPO meeting.*

F) Dates for wrapping up / adopting Regional Transportation Plans – Neala Krueger, Shannon Glendenning - NMDOT:

Shannon Glendenning:

- Commenced with Discussion on agenda items D – Carbon Reduction Program (CRP) and Strategy - Discussion and Feedback; and E – Call for RTP/TAP and CRP - discussion and feedback:
- \$9 million in federal funds for transportation planning – for RTP, TAP, and CRP.
- Will issue a Call for Projects in the near future
- Sent out a draft guide for RTPO / MPO review (*need to review this guidance – covered way too fast*)
- Guidance includes a public involvement document
- Regional collaboration is favored for funding
- There remains a lot of left over TAP funding
- (*generally talking too fast – volume ebbs and flows – hard to follow*)
- **Brandon:** “Do CRP projects have to go thru the full RTIPR process?”(no immediate answer)

- **Key Information:** Need to review draft guide for RTPO review; Regional – multi-jurisdiction collaboration is favored for funding; public engagement is required. *Review CRP guide when available and determine how we can demonstrate carbon reduction.*)

Neala Krueger – Regional Transportation Plans:

- **Regional Work Program:** Need to include a Cost Allocation Plan, Indirect Cost Plan, and account for insurance as well. Set percentages to allocate these costs.
- Quarterly Reports: Recommend separating narrative from financials
- NOTE: *Neala indicated that the NWRTPO has already delivered / updated their Regional Transportation Plan, so no action required for our RTPO at this time.*
- **Key Information:** Neala did not present much on Regional Transportation Plans, accept that they will become due in the near future.

III. RTPO Reports:

- Robert Kuipers provided a condensed FFY2022 Annual Report for the NWRTPO
- Other reports provided by participating RTPO/MPO members in attendance – not much of significance other than a lot of byway and trails development.

Key Information:

- **“901 Emergency Response Call Centers”:** One of the NMDOT staff – Tyler Fosset is trying to develop a new emergency response call system to replace “911.” He’s experiencing data regulation problems. He’s trying to improve GIS data for emergency response locations, but having problems there too. He’s trying to build an internet based system to improve upon the 911 phone system. Another problem – the GIS system is not set up for cell phone locations, and he's having problems with GIS address locations. **He wants COG’s assistance to help with GIS locations.**
- **Safety Program Update:** (Rosa Kozub - NMDOT) The current HSIP update has been completed; this includes crash data updates from the 2016 rendering, and includes a “Vulnerable Road User Assessment.” Further updates must be completed by the end of 2023 – NMDOT will engage RTPO’s and MPO’s for support – the RFP is out for a consulting agent. **Brandon:** “Need to identify regional hotspots for accidents.”
- **Freight Plan Update:** (Joseph Moriarty - NMDOT) The Freight Advisory Committee is looking at busy corridors and freight trucking parking issues. Final Plan is due to FHWA in November.
- **UNM-LTAP:** (Dan Cierna – NMDOT) UNM-LTAP currently has a \$1.2 million 4 year contract. Staff are examining program data and information delivery. Considering issuing course enrollment requiring a 10 person minimum limit. Investigating collaborative resource sharing (particularly around heavy equipment training and simulators) – looking at 25 in-person classes. Additional funding from FHWA coming in FFY2023 at \$60K. Contacts: Jennifer Martinez – NMDOT; Dan Cierna – Training and Staff Development Bureau Manager; Callie Thomason French – UNM-LTAP Manager.
- **Introduction to Emily Dossett:** (T/LPA Environmental Specialist – NMDOT) Ms. Dossett can advise local and tribal governments on environmental issues. Local information helps DOT inform on environmental issues. Can assist in PFF environmental review to ID any areas of concern.

- **Carbon Reduction Program (CRP), Call for RTP, TAP, and CRP projects – Discussion & Feedback:** (Shannon Glendenning) \$ 9 million in federal funds for transportation planning around RTP, TAP, CRP, and CMAQ; will issue a call for projects in the near future. Sent out a draft guide for RTPO/MPO review. Guidance includes a public involvement document. Regional collaboration is favored for funding.
- **Regional Transportation Plans: (Neala Krueger) Quarterly Reports – recommend separating narrative from financials.**

Recommended Changes or Actions:

- Brandon recommended that the NMDOT Safety Program should work with RTPO's and MPO's to identify regional hotspots for accidents. Over time, studying these areas could produce mitigation recommendations.
- Freight truck parking issues is a good recommendation for actions – in our region it's a current issue in both Gallup and Grants / Milan. Might also be a good idea to examine where there are freight and passenger traffic conflicts.
- More attention toward environmental issues around transportation is a good idea for research going forward.
- Action: A new Call for Projects is forthcoming for RTP (*Recreational Trails Program*), TAP (*Transportation Alternatives Program*), and CRP (*Carbon Reduction Program*).

Positioning for Success:

- **The NMDOT Reports did not much address this; however, based on my participation in the Roundtable, here are my "take-aways."**
- With all the forthcoming funding for the next four years, it will be important for MPO's and RTPO's to define their priorities, and gear up for funding sources and timelines to successfully address these multimodal transportation priorities around actions to execute them. In some cases this may require phasing projects around realistic timelines.
- Gear up and develop the cross-jurisdictional relationships and trust for projects that are regional in nature with benefits to more than one government. Engage NMDOT on what's possible and what is not, in order to execute realistic projects during this period of unprecedented funding.
- Consider developing training for successful grant funding applications – discuss with UNM-LTAP around new trends and emphasis such as data support, degree of local or regional benefit, extent of local or regional support, funding estimate accuracy, time line accuracy, intelligent phasing, and engaging local and regional expertise around multimodal goal targets and realistic outcomes; as well as other such issues that demonstrate the applicant is experienced and capable of success.
- While most of these ideas were not directly addressed during this Roundtable, they were alluded to by the various presenters as they covered their topics. One of the main issues that were repeated, is the issue of planning and consulting to propose realistic and well thought thru applications, which demonstrate the engagement of expertise from a variety of related professional perspectives, along with realistic time and financial projections.

NWRTPO 10/25/2022 Statewide Roundtable Report

NWRTPO Accomplishments for FFY2022:

A) Long Range Planning:

- **Regional Transportation Plan**: Staff updated our Regional Transportation Plan and Implementation Tracker in the 3rd Quarter including attention toward climate change, healthy communities, autonomous vehicles, resiliency and Opportunity Zones.
- Completed a **US491 RSA** for Twin Lakes, Mexican Springs and Tohatchi Chapters.
- Staff helped develop a Call for Projects for **McKinley Transportation Master Plan**, and **Grants/Milan Comprehensive Transportation Safety Action Plan** from NM State Plng. & Research funds. These plans now have RFP's out for engineering assistance for development of these plans going forward.
- Staff helped complete a "**Prewitt/Milan Transportation Master Plan**" with Wilson & Co. Engineering Firm to improve road and rail connectivity to these two industrial parks, to reinvigorate potential for new tenants, after the closure of the Escalante Electric Generating Plant at the Prewitt Park.
- **Gallup Passenger Airline Service**: staff participated in a team to review three airline company proposals and select an air service provider for the Gallup airport.
- **I-40 Corridor Improvements**: Parametrics Engineering provided a virtual meeting regarding improvements to the I-40 corridor from AZ state line to Albuquerque; staff have provided some recommendations.
- **At Grade Rail Crossings**: BNSF is looking to eliminate at grade rail crossings where possible along the rail line between AZ state line and Albuquerque. NWRTPO members are looking at places to propose rail over or underpasses.

B) Technical Support / Data Management:

- **Zuni Mountain Recreational Trails**: Carrie House from the COG team continues planning and building recreational trails in the Zuni Mountains of McKinley and Cibola counties.
- **Broadband**: NMDOT is supporting broadband development across the state of New Mexico.
- **Traffic Count Equipment**: McKinley County Road Dept. has purchased traffic count equipment, which can be used for functional classification upgrades on corridors of interest.
- **Southwest Tribal Technical Assistance Program**: Staff provided support letters from the COG and RTPO for UNM-LTAP for funding to develop a "Southwest Tribal Technical Assistance Program" on behalf of the southwest region of the US.
- **Autonomous and Electric Vehicles**: Staff are participating in periodic presentations for autonomous and electric vehicles along with charging stations as these are provided.
- **UNM-LTAP Training**: UNM-LTAP commenced training in the 4th quarter of FFY2022, beginning with Grant Writing training.

C) Project Development and Monitoring:

- **Annual Public Transportation 5310 & 5311 Funding Application Evaluation:** The NWRTPO members completed evaluation for Public Transportation applications in the first quarter of FFY2022; and the NWRTPO corresponded with NMDOT for development of a transfer station for 5311 transit providers including Navajo Transit, Zuni Ashiwi Transit, and Gallup Express.
- **I-40 Planning Projects:** Staff developed six PFF's for I-40 Planning and PER projects and continue supporting full application packages into FFY2023 for Milan, Gallup and McKinley County.
- **NM2023 Transportation Project Fund:** Our RTPO members faired well again in the 2023 NMDOT Transportation Project Fund call for projects with seven projects on behalf of seven of our member govt.s at a total of \$15,605,334.
- **FFY2022 RTIPR:** Based on our 2021-2022 Call for Projects, the 2022 RTIPR has a total of \$174,686,550.00 in funding for a variety of transportation projects.
- **Significant Federal Funding:** Unprecedented amounts of Federal Funding are available in the trillions of dollars for the next four years. The NWRTPO is trying to take advantage of these opportunities.
- **NM State Planning & Research Funds:** As cited in section A – Long Range Planning, the NWRTPO was awarded State Planning & Research funds for a) Grants/Milan Comprehensive Transportation Safety Action Plan, b) McKinley Transportation Master Plan – for 2023 projects, and c) Trail of the Ancients Scenic Byway Corridor Management Plan update – for 2024 funding.

D) Other Activities:

- **Roundtables:** Staff attended statewide RTPO Roundtables on 2/18/22 – hosted by NERTPO, and on 10/25/22 hosted by the MRRTPO.
- **Trail of the Ancients Scenic Byway:** Our Trail of the Ancients Scenic Byway is now nationally designated in New Mexico – joining Utah and Colorado in this status; just have Arizona (mostly on the Navajo Nation) to go. Staff submitted a variety of pictures and documents to Shannon Glendenning of NMDOT for submission to FHWA of our national TOA Byway corridor in the first quarter.
- **4-Corners Geotourism Website:** The NWRTPO took over management of the “Four-Corners Geotourism Website” that internationally advertises our region of northwest and northcentral New Mexico, along with Northeast Arizona, Southeast Utah, and Southwest Colorado. This website averages 1.5 to 3 thousand web visits a month.
- **National Regional Transportation Conference:** Staff attended this conference in Kansas City Missouri – July 19 – 21.

E) General RTPO Support:

- **Virtual Meetings:** Meetings have been virtual for several years for the NWRTPO, and will continue to be so until the COVID-19 pandemic finally recedes.
- **UNM-LTAP:** Staff are working with UNM-LTAP to provide trainings at a rate of 3 – 4 trainings per year going forward, based on RTPO members training priorities.

- **NWRTPO Member Survey**: The NWRTPO commenced its annual member survey in September, and may give members another month or two to complete and submit the survey.
- **Unprecedented Transportation Funding**: Commencing FFY2022, there is an unprecedented amount of funding available thru FFY2026 in the billions / trillions of dollars for a wide variety of multi-modal transportation projects. NWRTPO members are giving their best to take advantage of these opportunities to fund transportation projects.
- **NWRTPO Leadership Transition**: Don Jaramillo resigned as RTPO Chair due to his new position as City of Grants Manager; as a result Dorothy Claw (Ramah Navajo) moved into the RTPO Chair position (as former Vice-chair), and Gaylord Siow (Pueblo of Acoma) was elected into the Vice-chair position.
- **RTPO Meeting Presentations**: Staff regularly seek to engage presentations from NMDOT or federal sources at our meetings. During the course of FFY2022 presentations included: a) July 13 – Bridge Funding – Ben Najera – NMDOT; Electric Vehicles – Paul Montoya – NMDOT; b) Aug. 10 – Prewitt/Milan Transportation Master Plan – Charla Glendenning – Wilson & Co.; c) Sept. 14 – NM118 mp. 11 – 27 improvements – Francine Pacheco – Horrocks Engineering, UNM-LTAP – “Intro. to Grant Writing”; d) Oct. 12 – TAP, RTP and Carbon Reduction Program (CRP) – JoAnn Garcia / Beth Forman – NMDOT.

F) RTPO Administration:

- **2023-24 NWRTPO Regional Work Program**: Staff submitted the FFY2023-24 Regional Work Program to DOT Liaison Neala Krueger. Received Notice to Proceed and Cooperative Agreement for 2023 – 2024 in the fourth quarter.
- **Annual QAR**: NWRTPO undertook its annual Quality Assurance Review with NMDOT Liaison Neala Krueger in April, 2022.
- **FFY2021 APER**: Staff completed and submitted the FFY2021 Annual Performance and Expenditure Report in the first quarter of FFY2022.
- **Annual RTPO Administrative Documents**: Annual RTPO Admin. Documents were approved and authorized at our January 12, 2022 meeting.
- **Annual RTPO Meeting Public Notice**: In the third quarter staff completed our annual meeting schedule for public notice for May 2022 thru April 2023 for publication in our regional newspapers.
- **Transportation Infrastructure Revenue Subcommittee**: Staff developed citations for our region’s transportation priorities along with supporting pictures for a presentation to this committee which met in Gallup July 5 – 6.
- **Tribal Transit Program Funding**: Staff informed our tribal members and transit providers on forthcoming funding to tribal transit programs.
- **At Grade Rail Crossing Eliminations**: Staff worked with Horrocks Engineering to estimate costs for preliminary engineering to ten (10) at-grade crossing eliminations between Gallup and NM-6 in the western Pueblo of Laguna lands.



NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS
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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item #VII: Reports, Updates & Announcements

Subject: Discussion / Presentation Items

Prepared by: Robert Kuipers, NWRTPO

Date: 12/01/22

BACKGROUND

- **Why?** Update RTPO members on news, training, funding, and other items of special interest
- **Purpose.** Keep RTPO members up to date on critical information from NWRTPO and NMDOT sources

Informational Items

Regional News & Updates

- Regional Work Program Status Reports
- RTPO Monthly Report
- Transportation Project Fund Checklist; report from National Transportation Conf. – Kansas City, Mo. 7/19-21/22
- Member Reports

Member Special Reports:

- None this meeting

NMDOT Reports:

- G to G Liaison: Neala Krueger
- Tribal Liaison: Ron Shutiva
- District 6: JoAnn Garcia & staff; District 5: James Mexia

News, Training & Funding Opportunities:

- FHWA Planning, Environment & Realty Reports: 10/13/22
- NMDOT Govt. to Govt. Update: 10/11/22
- AASHTO Publications: none
- NMDOT / UNM-LTAP: Provides a very robust collection of training opportunities – staff forward news to members as it comes out from this source – reference at ltap.unm.edu – Online courses notice forwarded to members as LTAP emails come in.
- Title VI Training is available to MPO's and RTPO's from Lisa Neie – Civil Rights Manager for FHWA New Mexico. These trainings can be customized to address member concerns and issues for their regions, if provided to her in advance.
- FFY2022 APER Report: November, 2022
- Email Change Notice from NMDOT: All NMDOT staff emails will change from @state.nm.us to @dot.nm.gov in October
- USDOT Thriving Communities Program: A \$30 million funding opportunity between USDOT and USHUD for infrastructure projects.-10/13/22
- Human Environment Digest: Transportation funding and project news – from FHWA Plng. Environ. & Realty – 10/13/22
- UNM Grant Writing Training Workshop: 10/17/22
- TAP, RTP, CRP program guides: 10/19/22
- NMDFA Cibola County Funding Presentation: sent to RTPO members 11/1/22
- Vulnerable Road User Assessment: 11/1/22
- Buy America Requirements: 11/4/22
- Human Environment Digest: 11/10/22
- Recreational Trails, Transportation Alternatives and Carbon Reduction Program Funding: 11/10/22

Members please note: none of these documents will be included in the full meeting package due to the physical size and the electronic megabyte size going forward – all of the cited documents have already been emailed in advance of the RTPO monthly meeting to our NWRTPO members. Some of the citations are ongoing from month to month regarding ongoing training or funding opportunities.



A PROGRAM OF Northwest New Mexico Council of Governments

NWRTPO | Northwest Regional Transportation Planning Organization

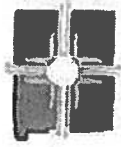
Monthly Report – November 2022

- A. 2022 NWRTPO RTIPR Update:** This year (FFY2021 – 2022) the NWRTPO executed a full Call for Projects which extended from April, 2021 thru March 2022. RTPO members submitted 53 project PFF's and PFF's for our 2021 – 2022 RTIPR update, 49 of which were presented and reviewed by DOT District 6 staff on June 29-30; 4 projects for Northern Navajo were reviewed by DOT District 5. Roadway projects were prioritized in our new RTIPR at our January 12 meeting for 7 of our member governments who submitted qualified projects – per functional classification. RTIPR was approved, finalized and authorized at our February 9, 2022 meeting; DOT District 6 Zipper will take place at our March 9 meeting. During the course of Feb. – March, 2022 a new 2023 Transportation Project Fund from the State of New Mexico was announced, so staff have asked members to submit PFF's to include these projects proposed for next year, in this year's RTIPR to make them more competitive for funding in our current RTIPR; these were completed prior to our March 9 DOT Dist. 6 RTIP (Zipper) meeting. **The 2022 RTIPR has a total of \$174,686,550.00 for Roadway, Bridge, Planning, TAP, RTP, FLAP, HSIP, TPF and Transit projects.**
- B. NMDOT Transportation Project Fund:** The State of New Mexico initiated a new LGTPF fund to support transportation needs across New Mexico, complimenting the ongoing Local Govt. Road Fund in 2019. This fund provided \$50 million statewide in FFY2019. Eleven member governments of the NWRTPO and Farmington MPO were funded for 14 projects for just over \$12 million. In FFY2021 NMDOT had \$120 million available and has been officially renamed to the Transportation Project Fund (TPF) and now officially includes Tribal communities. NMDOT Districts 5 & 6 reviewed and approved 13 projects from 10 of our member governments at a total of just under \$20 million to move forward. When including the Farmington MPO, the total 2021 award is at \$22,415,160.00 for our region. **A new 2023 TPF call for projects was issued with a deadline of May 31, 2022 for project submissions, staff have cited eight (8) projects proposed from seven (7) of our member governments in our 2022 RTIPR. On August 18, 2022 the NM Transportation Commission awarded seven (7) proposed projects from the NWRTPO, and three (3) projects from the Farmington MPO at a total of \$19,747,334 for our three county region.**
- C. GIS Data Gathering, Trails Development, Mapping and Compiling Work:** COG staff Carrie House continues to provide technical assistance and GIS mapping for development of 200 new miles of recreational trails in the Zuni Mountains in McKinley and Cibola Counties during FFY18 – FFY22; and continues contributing GIS mapping for regional transportation infrastructure. The NWCOG was the only New Mexico recipient of a NADO Impact Award for the ongoing development of 200 miles of recreational trails in the Zuni Mountains of McKinley and Cibola Counties. The Navajo Nation will soon be developing 80 miles of recreational trails in the Chuska Mountain range, complimenting the rec. trails being developed in the Zuni Mtns. The Pueblo of Laguna is developing bike and pedestrian trails connecting all six of their Pueblo Villages.
- D. Trail of the Ancients Scenic Byway is Nationally Designated:** President Trump signed the “Reviving America’s Scenic Byways Act of 2019” into law re-establishing the Scenic Byway Program. This provided the NWRTPO the opportunity to undertake a demanding process to pursue national designation for parts of our New Mexico TOA byway portion. RTPO and COG staff submitted the 2020 application for national designation for portions of our New Mexico Trail of the Ancients Scenic Byway. The entire TOA byway corridor is shared by Counties in the 4-Corners region of Utah, Arizona, New Mexico and Colorado; the Utah and Colorado corridors are already nationally designated. **We received news that major portions of our New Mexico corridor are now designated as a National Byway corridor! With the return of the federal Scenic Byway Program after a multi-year period when the program went away, we are reconstructing the TOA Byway Council for New Mexico, and undertaking the challenging responsibility shared by participating counties to monitor and improve the national corridor, along with stronger participation in funding the byway, in collaboration with NMDOT staff. Staff submitted an application to update our Corridor Management Plan as the first rendition was done in November, 2008. This was recently awarded for funding in 2024.**
- E. Major Funding from Federal Sources:** The Federal Govt. and USDOT is providing funding for transportation development in billions of dollars – far beyond anything we’ve ever seen before, in some cases with short application timeframes. Members are encouraged to become familiar with these opportunities and take advantage of them.
- F. News, Training and Funding Opportunities:** The following training and funding opportunities have recently emerged:
- FHWA Planning, Environment & Realty Reports: 10/13/22,
 - NMDOT Govt. to Govt. Update: 10/11/22,
 - AASHTO Publications: none
 - NMDOT / UNM-LTAP: Provides a very robust collection of training opportunities – staff forward news to members as it comes out from this source – reference at ltap.unm.edu – **Online courses notice** forwarded to members as LTAP emails come in.
 - Title VI Training is available to MPO's and RTPO's from Lisa Neie – Civil Rights Manager for FHWA New Mexico. These trainings can be customized to address member concerns and issues for their regions, if provided to her in advance.
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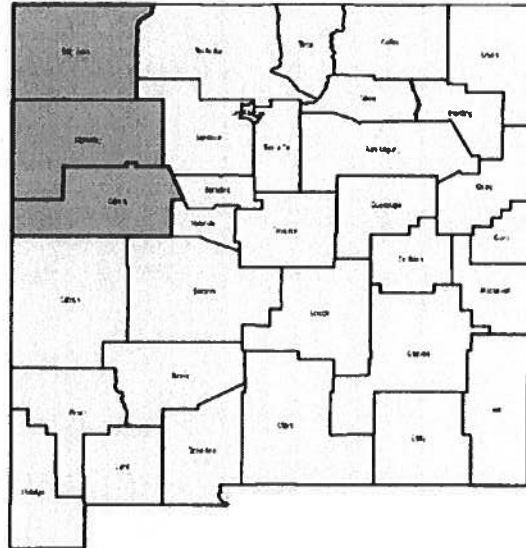
**RTPO APER Budgeted Staff Hours Summary
FFY2023**

November Monthly Report											
Function	Budgeted Hours	Oct-22	Nov-22	Dec.-22	Q1	Q2	Q3	Q4	Total Actual hours	Balance	Percentage budgeted differs from actuals*
1	325	16.50	11.50	0.00	28.00	0.00	0.00	0.00	28.00	297.00	-91.38%
2	75	1.50	0.00	0.00	1.50	0.00	0.00	0.00	1.50	73.50	-98.00%
3	600	12.50	51.00	0.00	63.50	0.00	0.00	0.00	63.50	536.50	-89.42%
4	300	18.00	3.00	0.00	21.00	0.00	0.00	0.00	21.00	279.00	-93.00%
5	425	31.50	33.50	0.00	65.00	0.00	0.00	0.00	65.00	360.00	-84.71%
6	375	40.50	34.00	0.00	74.50	0.00	0.00	0.00	74.50	300.50	-80.13%
TOTAL	2100	120.50	133.00	0.00	253.50	0.00	0.00	0.00	253.50	1846.50	-87.93%

*if budgeted hours differ from actual hours by more than 20% in any function, provide a narrative explanation below



New Mexico DEPARTMENT OF
TRANSPORTATION
MOBILITY FOR EVERYONE



NORTHWEST NEW MEXICO REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Annual Report & Highlights

Prepared and Submitted by:

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

NOVEMBER 2022

**RTPO APER Budgeted Staff Hours Summary
FFY2022**

Annual FFY2022 Monthly Staff Hours Report								
Function	Budgeted Hours	Q1	Q2	Q3	Q4	Total Actual hours	Balance	Percentage budgeted differs from actuals*
1	200	26.50	77.50	47.50	66.50	218.00	-18.00	9.00%
2	200	5.00	31.50	4.50	214.50	255.50	-55.50	27.75%
3	450	159.00	130.50	180.00	14.50	484.00	-34.00	7.56%
4	350	12.50	81.00	68.00	286.50	448.00	-98.00	28.00%
5	450	119.50	143.00	76.50	154.50	493.50	-43.50	9.67%
6	450	115.00	80.50	88.50	184.00	468.00	-18.00	4.00%
TOTAL	2100	437.50	544.00	465.00	920.50	2367.00	-267.00	12.71%

*If budgeted hours differ from actual hours by more than 20% in any function, provide a narrative explanation below: COG provided an additional 267 hours mainly due to Bill and other funding opportunities and related work. This led to exceeding Personnel and Fringe budget line-items. Moreover, due to reduced travel and increased technology, office costs including travel, supplies, and other costs come in well under budget. Due to exceeding hours in function #3 at the end of the third quarter, staff tried to work more hours in other function areas, which resulted in exceeded hours in functions 2 and 4.

Quarterly Expenditure Summary

NWRTPO FY2022 Q4 Budget Detail*	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Total Budgeted Amount	Requests YTD (incl. current request)	Balance	% Budgeted differs from Actuals	Reason:
a. Personnel	\$ 16,325.56	\$ 18,085.44	\$ 14,715.51	\$ 21,793.99	\$56,282.30	\$ 70,918.50	(\$ 14,636.20)	plus 20.6%	RTPD and other COG staff invested more time this year for funding opportunities
b. Fringe Benefits	\$ 3,837.70	\$ 4,147.47	\$ 3,208.35	\$ 4,965.75	\$13,588.00	\$ 16,159.27	(\$ 2,571.27)	plus 16%	
c. Travel & Training	\$ -	\$ -	\$ 693.15	\$ 483.33	\$ 5,023.00	\$ 1,176.48	\$ 3,846.52	minus 76.5%	less travel and virtual training due to pandemic
d. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
e. Supplies	\$ 365.79	\$ 174.36	\$ 117.50	\$ 966.00	\$ 4,591.00	\$ 1,624.05	\$ 2,966.95	minus 65%	staff are already well supplied; meetings were virtual
f. Contractual	\$ 3,250.14	\$ 2,767.01	\$ 2,184.48	\$ 2,210.57	\$ 14,678.00	\$ 10,412.20	\$ 4,465.80	minus 30%	Due to COVID pandemic RTPD spent less on contractual
g. Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
h. Other	\$ 2,409.94	\$ 2,229.91	\$ 1,973.00	\$ 1,558.95	\$ 14,100.00	\$ 8,171.80	\$ 5,928.20	minus 42%	Less expenditures due to virtual meetings and training
TOTAL	\$ 26,189.13	\$ 27,404.19	\$ 22,890.39	\$ 31,978.59	\$ 108,462.30	\$ 108,462.30	\$ -		
Local Match (20%)	\$ 5,237.83	\$ 5,480.84	\$ 4,578.08	\$ 6,395.72	\$ 21,692.46	\$ 21,692.46	\$ -		
Federal Share (80%)	\$ 20,951.30	\$ 21,923.35	\$ 18,312.31	\$ 25,582.87	\$ 86,769.84	\$ 86,769.84	\$ -		

Control Number:	Invoice #	TOTAL	Local Match (20%)	Federal Share (80%)
Work Authorization (09/30/2020)		\$ 108,462.30	\$ 21,692.46	\$ 86,769.84
Quarter				
Q1 ending 12/31		\$ 26,189.13	\$ 5,237.83	\$ 20,951.30
Q2 ending 3/31		\$ 27,404.19	\$ 5,480.84	\$ 21,923.35
Q3 ending 6/30		\$ 22,890.39	\$ (4,578.08)	\$ 18,312.31
Q4 ending 9/30		\$ 31,978.59	\$ 6,395.72	\$ 25,582.87
BALANCE		\$-0-	\$-0-	\$-0-

*line items in excess of \$500 require a detailed explanation. Single purchases over \$500 require invoices and proof of payment

RTPO APER Narrative Summary

Please provide a BRIEF (one to two sentences each) summary of Work Program activities by Function below.

Function 1: Long Range Planning and Implementation
<ul style="list-style-type: none">• Staff completed RFP's for projects funded by the <u>NMDOT State Planning & Research Funds</u>, which are ready to go out upon NM FHWA Notice to Proceed. These included the <u>McKinley Transportation Master Plan</u>, the <u>Grants/Milan Comprehensive Transportation Safety Action Plan</u>, and the <u>Trail of the Ancients Scenic Byway Corridor Management Plan</u> update.• Staff and Wilson & Co. colleagues have completed the <u>Prewitt / Milan Transportation Master Plan</u> to improve road and railroad access to the Prewitt and Milan Industrial Parks.
Function 2: Technical Support and Data Management
<ul style="list-style-type: none">• Traffic Count Equipment: McKinley County has purchased traffic count equipment which can be used in collaboration with NMDOT for functional classification upgrades for corridors of interest.• UNM-LTAP Southwest Tribal Technical Assistance Program: Staff developed support letters for UNM-LTAP to develop / manage this program on behalf of Native Tribes in the southwest region of the US.
Function 3: Project Development and Monitoring
<ul style="list-style-type: none">• I-40 Planning Projects: Staff developed six PFF's for Village of Milan (2), City of Gallup (1), and McKinley County (3). The deadline for complete applications has been extended to Nov. 18.• NM 2023 Transportation Project Fund: The NWRTPO again did well with \$15,605,334.00 on behalf of 7 projects from seven of our member governments.• FFY2021-2022 Call for Projects: This biennial call for projects came to a total of \$174,686,550.00 for the NWRTPO region.• Unprecedented Transportation Funding: Funding in the billions of dollars, like never seen before is available for the next four years for multimodal transportation development.
Function 4: Other Activities and Projects:
<ul style="list-style-type: none">• Zuni Mountain Recreational Trails: Carrie House continues building 200 miles of recreational trails in the Zuni Mountains within McKinley and Cibola Counties.• TOA Byway National Designation: Major portions of our Trail of the Ancients scenic byway in all three counties is now nationally designated. Staff are working to re-build the TOA Byway Stewardship Council.• National Regional Transportation Conference: Staff attended this conference in Kansas City, Missouri – July 19-21.
Function 5: General RTPO Support:
<ul style="list-style-type: none">• Ongoing Virtual Meetings: Due to the ongoing COVID pandemic, RTPO meetings continue to be virtual.• UNM-LTAP: Staff are working with UNM-LTAP to provide 1 hour (or less) trainings at our monthly virtual RTPO meetings – perhaps 3 – 4 trainings annually.• RTPO Meeting Presentations: Staff have engaged periodic presentations to make our meetings more valuable to our members including: Bridge Funding and Electric Vehicles – July 13, PMTMP pres. – Aug. 10, NM118 mp 11-27 improvements and UNM-LTAP Intro to Grant Writing – Sept. 14, TAP, RTP, CRP – Oct. 12.
Function 6: RTPO Administration:
<ul style="list-style-type: none">• FFY2023-2024 Regional Work Program: Staff submitted the FFY23-24 RWP to Neala Krueger in the 4th quarter, and received Notice to Proceed and Cooperative Agreement shortly thereafter.• Annual Quality Assurance Review: NWRTPO undertook it's annual QAR with DOT Liaison Neala Krueger in April, 2022 with no major findings.• Annual RTPO Administrative Documents: These documents were approved and authorized at our January 12, 2022 meeting.• Gallup Public Transit Transfer Station: Correspondence with NMDOT occurred in the 2nd Quarter for a public transportation transfer station in Gallup for Gallup Express, Navajo Transit and Zuni Ashiwi Transit.• At Grade Rail Crossing Eliminations: Worked with Horrocks Engineering to estimate costs for preliminary engineering for ten (10) at grade rail crossing eliminations between Gallup and NM-6 in western Pueblo of Laguna lands.



NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

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US Economic Development District #1
 NM State Planning District #1
 www.nwnmcog.com
 Executive Director | Evan Williams

Major Funding for Major Projects like never before!

For the next four years thru 2026 there is an unprecedented amount of funding from Federal sources available for multi-modal transportation infrastructure development. This funding is in the billions and trillions of dollars available nationally for a wide variety of transportation development. The state-wide New Mexico seven RTPO's and five MPO's are trying to take advantage of this funding on behalf of our tribes, communities, special districts and counties. For our region this includes funding for 6 to 10 I-40 planning projects; repair or replacement of 10 Navajo Nation bridges that are in poor condition, and NM Transportation Project Fund – funding awarded in the amount of \$19,747,334.00 for seven (7) RTPO member government projects and three (3) Farmington MPO projects.

We will also received funding for a McKinley Transportation Master Plan, a Grants/Milan Comprehensive Transportation Safety Action Plan, and a Trail of the Ancients Scenic Byway Corridor Management Plan update (which runs thru all three of our counties and is now designated as a national scenic byway), from NM State Planning and Research funds.

We have also recently completed a "Prewitt / Milan Transportation Master Plan" to improve road and railroad infrastructure to the Prewitt and Milan Industrial Parks in collaboration with Wilson & Co. Engineering Firm, after the closure of the Escalante Electric Generating Plant in the Prewitt park, where around 100 employees lost their jobs. We hope that proposed rail and roadway improvements will reinvigorate these parks, making them more inviting for industrial tenants to create job opportunities for our region. This project also supported the Cibola Industrial Park on the east end of Grants.

With a recently completed RTIPR (*Regional Transportation Improvement Program Recommendations*) that proposes a wide variety of transportation projects at a total of \$174,686,550.00 – including categories of Roadway, Bridge, Planning & Studies, Transportation Alternative Program (TAP), Recreational Trails Program (RTP), Federal Lands Access Program (FLAP), Highway Safety Improvement Program (HSIP) Transportation Project Fund (TPF), and Transit funding. All this along with a new – forthcoming category "Carbon Reduction Program" (CRP) anticipated for our next RTIPR; now is the time to take advantage of this unprecedented federal funding for multi-modal transportation development, that will be available for the next four (4) years. Wishing all of our member governments in the NWRTPO, along with the Farmington MPO, the best opportunities for success in funding for project development, while managing timelines, funding parameters and restrictions, appropriate funding estimates, and project phasing as needed over the next four years while this funding is available.



NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)

FFY2022, Annual Report

Period: October 1, 2021 – September 30, 2022

This report reflects and follows the functions and tasks in the approved FFY2022 Regional Work Program and Budget. The following are functions and tasks completed by the Northwest Regional Transportation Planning Organization during the course of FFY2022:

Function 1:	<u>Long-Range Planning.</u>	
ANNUAL ACTIVITY HIGHLIGHTS & RECAP		
<ul style="list-style-type: none"> • Regional Transportation Plan: Staff executed updates to our Regional Transportation Plan, and implementation tracker in the third quarter of this annual period. • Twin Lakes, Mexican Springs and Tohatchi Chapters US-491 Roadway Intersection RSA: Staff participated with Wilson & Co. to undertake a Road Safety Audit (RSA) for major Chapter road intersection improvements with US-491, to promote safer and efficient interchanges along the US-491 corridor for these Navajo Chapters. • Staff participated in a Tribal RSA Virtual Workshop, an Arizona DOT RSA presentation with focus on our region, and a National Truck Parking Webinar, all relevant to our region. • McKinley Transportation Master Plan and Grants/Milan Comprehensive Transportation Safety Action Plan: These two plans, funded by NMDOT State Planning & Research Funds, will soon be underway. • Pueblo of Zuni completed their Long Range Transportation Plan update. • Prewitt / Milan Transportation Master Plan: Staff have undertaken development of a Prewitt – Milan Transportation Master Plan funded by NMDOT SPR (<i>State Planning & Research</i>) Funds at \$120K – with a \$30K match, to plan road and rail transportation infrastructure needed to sustain and grow the Prewitt and Milan Industrial Parks along with any other opportunities in the region between Thoreau and Milan, related to the closure of the Escalante Electric Generation Plant. Wilson & Co. were awarded the contract to generate the master plan and in collaboration with COG staff hosted a number of Technical Working Group and Policy Advisory Committee meetings with regional stakeholders to consider rail and roadway recommendations to improve the viability of these industrial parks to attract new tenants. A final plan was generated on September 30, 2022 for needed rail and roadway improvements increasing the viability of these parks to attract new tenants. • NMDOT 2045 Freight Plan: RTPO members received a presentation on the NMDOT 2045 Freight Plan from Joseph Moriarty of NMDOT at our March 9 meeting. • Autonomous Vehicle Corridors: The state of NM and the seven RTPO's and five MPO's are studying and considering autonomous vehicle corridors (ie no driver) within our respective regions. • Gallup Airline Service: RTPO staff participated with City of Gallup admin. in a team to review and rank three airline company proposals for passenger service for the Gallup municipal airport. • Governor Michelle Lujan-Grisham: presented related to her funding in Gallup for the Kit Carson Bridge project and in Farmington for her funding of the Pinon Hills Blvd. extension. • I-40 Corridor Improvements: Parametrics engineering provided a virtual meeting regarding their contract to make improvements to the I-40 corridor from the Arizona border to Albuquerque. • At Grade Rail Crossings: BNSF is looking to fund the elimination of at-grade rail crossings where possible – the NWRTPO is looking at a number of these crossings to propose. 		
TASK TRACKING		
TASK	DUE DATE	STATUS

1.1 REGIONAL PLAN Collaborate with NMDOT and other partners to identify and document current and future transportation needs, plans and projects for inclusion in the Regional Transportation Plan (RTP).	Q2, FFY2021	NM Transportation Plan	✓ Adopted in July 2021
		Northwest Regional Transportation Plan	✓ Adopted in January 2022;
1.1.1 UPDATE REGIONAL PLAN Review and update the RTP, including tasks and goals, at least once every four years in coordination with the NM Transportation Plan update.	Q3, FFY2018	<ul style="list-style-type: none"> Major updates in FFY 2020 thru 2021; minor updates in FFY 2022. Recent changes include adding Climate Change to Goals 1 and 5, and Healthy Communities to Goal 5. 	
1.1.2 PLANNING PRODUCTS 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, e.g.: Road Safety Audits, Downtown Master Plans, 4CITE, etc.	Continuous	<ul style="list-style-type: none"> Ongoing: Contributed to Gallup's Coal Avenue Commons design and construction project Ongoing: Continued support for ZMTP RTP projects. FFY2022 RSA conducted for Twin Lakes, Mexican Springs and Tohatchi Chapter areas for US-491 intersections. 	
1.1.3 PLANNING INTEGRATION Support and coordinate long-range regional transportation planning with other local, regional, and statewide planning initiatives, such as ICIP, STIP, and legislative capital outlay priorities.	Continuous	<ul style="list-style-type: none"> Ongoing: Continued participation to assist communities with past, present, and future capital outlay, ICIP and CDBG transportation project priorities. Staff continue support for ongoing development for an energy logistics park, potential Inland Port, and other econ. dev. opportunities, in the former Gamarco Mine area of McKinley County. Staff supported recreational trails development in the Pueblo of Laguna, Zuni Mountains of (McKinley/Cibola) and around the Gallup area. 	
1.2 PERFORMANCE MEASURES Implement performance measures developed in the RTP. Created and implement a strategic plan for implementation of the action items identified by RTPO members and stakeholders as part of the RTP development process.	Draft: 12/30/16 Final: Q3, FFY2017 Updates: FFY2018, 2019 and major update in FFY2020-21	<ul style="list-style-type: none"> Staff continue updates to the Regional Transportation Plan on an ongoing basis. Staff have added sections to the RTP in 2022 including autonomous vehicles, electric vehicles and charging stations, and "Healthier Communities in Goal 5 around trails and multi-modal non-motorized options. 	

STAFFING SUMMARY

Function 1: Long-Range Planning

FFY 2021-2022 Program	Budgeted Hours FFY 2021	Actual Hours FFY 2021	% Δ Original vs. Actuals	Budgeted Hours FFY 2022	Actual Hours FFY 2022	% Δ Original vs. Actuals
Original/Approved	200.00			200.00		
Amendment 2 – 2021:	240.00			200.00		
Quarter 1: 10/1 - 12/31	60.00	163.75		50.00	26.5	
Quarter 2: 1/1 - 3/31	60.00	64		50.00	77.5	
Quarter 3: 4/1 - 6/30	60.00	13.5		50.00	47.5	
Quarter 4: 7/1 - 9/30	60.00	13.25		50.00	66.5	
Total	240.00	254.5	6.04%	200.00	218	9%
Balance	0.00	-14.5		0.00	-18	

Explanation / Comments:

Function 2:	<u>Technical Support and Data Management.</u>
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ANNUAL ACTIVITY HIGHLIGHTS & RECAP

- **Zuni Mountain Recreational Trails:** COG staff member Carrie House continued laying out GIS coordinates, mapping and constructing 200 miles of the Zuni Mountain Trails now moving from the McKinley to Cibola County region.
- **NM State Legislative Session:** COG Planner – Brandon Howe supported our region’s development needs, including transportation infrastructure or services at the 2022 New Mexico State Legislative Session and committee meetings this year.
- **A regional broadband initiative** supported by NMDOT was presented by Gavin Lujan at our Feb. 9 meeting.
- **RTP Implementation Tracker:** Staff updated our Regional Transportation Plan Implementation Tracker instrument during this fiscal year based on annual accomplishments, and news coming in from state or federal sources.
- **Significant federal funding:** Staff participated in multiple webinars on forthcoming funding opportunities.
- **Traffic Count Equipment:** McKinley County has purchase traffic count equipment – which can support functional classification upgrades for corridors of interest. Staff presented on functional classification and procedures for traffic counts at our April 13 meeting.
- **Southwest Tribal Technical Assistance Program:** Staff developed support letters from the NWNMCOG and NWRTPO for the UNM-LTAP team to develop a “Southwest Tribal Technical Assistance Program” (TTAP) on behalf of tribes in the southwest region of the US.
- **Electric Vehicles:** Staff participated in an “Electric Vehicle Infrastructure” webinar on June 8 and developed a new file for this trend.
- **UNM-LTAP Training:** UNM-LTAP commenced training in the 4th Quarter with “Grant Writing.”
- **Wagner Bridge Team:** Staff participated in a County meeting with this team regarding their unique bridge technology, along with a tour of some of our County bridges in need of repair or replacement.

TASK TRACKING

TASK	DUE DATE	STATUS
2.1 DATA COLLECTION & MANAGEMENT Collect and manage data, perform technical planning and plan development, in coordination with transportation goals, trends, and needs developed and identified in the RTP.	Continuous	<ul style="list-style-type: none"> ○ Ongoing: Carrie House, Planning Assistant is focused on creating a GIS/Data Management System for the RTPO covering both our regional road / bridge and multimodal trail systems. ○ RTPO staff will pursue data skills and sources ongoing in FFY2022 to improve our collection of data supporting funding and new initiatives.
2.1.1 FACTBOOK & DATA MANAGEMENT SYSTEM 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.	Continuous	<ul style="list-style-type: none"> ○ FFY2022 RTPO staff commenced building a data source file to provide stronger data research options. ○ COG staff member Carrie House continued collecting demographic and growth data during the course of FFY2020 – 2022 ○ The new NMDOT Mapping Tool provides a significant amount of statewide data.
2.1.2 APPLICATION SUPPORT Assist project applicants with analysis, data collection, and other technical support for transportation planning, project identification, and project development.	Continuous	<ul style="list-style-type: none"> ○ During the course of FFY 2022 staff regularly informed RTPO members of funding, and technical assistance opportunities.
2.2 CLASSIFICATION 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.	11/30/18	<ul style="list-style-type: none"> ○ In FFY2021 - 22 – US491 and 9th St. / Chino Loop (Gamerco) intersection leading to Carbon Coal Road received \$23 million for intersection improvements and a paved road leading to the Energy Logistics Park and potential Inland Port related to anticipated commercial trucking traffic for economic development in the former Gamerco Mine area.

STAFFING SUMMARY						
Function 2: Technical Support & Data Management						
FFY 2021-2022 Program	Budgeted Hours FFY 2021	Actual Hours FFY 2021	% Δ Original vs. Actuals	Budgeted Hours FFY 2022	Actual Hours FFY 2022	% Δ Original vs. Actuals
Original/Approved	200.00			200.00		
Amendment 2 – 2021:	100					
Quarter 1: 10/1 - 12/31	25.00	0		50.00	5	
Quarter 2: 1/1 - 3/31	25.00	22		50.00	31.5	
Quarter 3: 4/1 - 6/30	25.00	9		50.00	4.5	
Quarter 4: 7/1 - 9/30	25.00	41.5		50.00	214.5	
Total	100.00	72.5		200.00	255.5	
Balance	0.00	27.5	27%	0.00	-55.5	27.75%

Explanation / Comments:

- Staff continued efforts during FFY2022, related to GIS and data-gathering / management around regional COG projects and local government priorities for our road and trail systems, our now nationally designated scenic byway, and mapping of new recreational trails in the Zuni Mountains.
- Staff have developed a file on transportation data sources to provide for stronger funding applications, and are executing more focus on multi-modal transportation options which support recreational opportunities.

Function 3:	Project Development and Monitoring.
ANNUAL ACTIVITY HIGHLIGHTS & RECAP	
<ul style="list-style-type: none"> • Annual Public Transportation Funding Appl. Evaluation: RTPO members completed our annual evaluation of 5311 and 5310 transit providers funding applications for our region in the first quarter of FFY2022 and submitted results to NMDOT Transit & Rail. Correspondence with NMDOT occurred to develop a public transportation transfer station in Gallup for the Zuni-Ashiwi, Gallup Express, and Navajo Transit providers. • I-40 Planning Projects: Staff developed six PFF's for I-40 planning & PER projects for Village of Milan, City of Gallup and McKinley County. • NM 2023 Transportation Project Fund: Our RTPO faired well again with our Transportation Project Fund requests from the State of New Mexico; receiving a total of \$15,605,334 for 7 proposed projects from 7 of our member governments. • FFY2021-2022 Call for Projects: Staff conducted a full Call for Projects from April of FFY2021 thru March of 2022, with PFF's and PPF's in by the end of September totals are as follows: Roadway: \$40,917,637 / Bridges: \$55,199,768 / Planning & Studies: \$4,770,000 / TAP: \$5,788,208 / RTP: \$23,249,000 / CMAQ: \$0 / FLAP: \$2,264,000 / HSIP: \$600,000 / TPF: \$38,894,821 / Transit: \$3,003,116 – RTIPR GRAND TOTAL: \$174,686,550.00 Typically for our rural 3 County region the NWRTPO gets \$5 to \$8 million in funded projects every 1-2 years; with the NM TPF fund this amount has doubled or tripled. The DOT District 6 Zipper was approved and authorized at our March 9 RTPO meeting including two bridge projects for Sandoval County. • NWRTPO is pursuing bridge funding for repair or replacement on behalf of eight of our Navajo Chapters. • Autonomous Vehicles in New Mexico: Staff participated in NMDOT and GGEDC's initiative for autonomous vehicle corridors in our region. • Unprecedented Transportation Funding: Funding in the billions of dollars, like never seen before is available for the next four (4) years for multimodal transportation development. • NM State Planning & Research Funds: Awarded to our region includes for 2023 – a) Grants/Milan Comprehensive Transportation Safety Action Plan, b) McKinley Transportation Master Plan, and c) for 2024 – Trail of the Ancients Scenic Byway Corridor Management Plan update. Completed grant agreements for Grants/Milan and McKinley 2023 projects, and extensive work to complete RFP's for these Planning & Research Fund projects. • NM Transportation Infrastructure Revenue Sub-committee: This committee met in Gallup on July 6 – thereafter the COG arranged a tour of the developing (pavement) Carbon Coal Road to the Energy Logistics Park and potential Inland Port northwest of the Gallup community. • Manuelito Canyon Bridge: Staff participated in a ribbon cutting ceremony for the Manuelito Canyon Bridge of McKinley County on Sept. 3, 2021 – this was a major bridge project supporting a primary and large regional watershed. 	

TASK TRACKING		
TASK	DUE DATE	STATUS
3.1 PROJECTEERING Assist project applicants in developing projects.	Q3, FFY18	<ul style="list-style-type: none"> The FFY2022 RTIPR commenced in May 2021 of the 3rd Quarter and was completed in Feb. – March of the FFY2022 2nd Quarter. At this time the RTIPR holds a total of \$174,686,550.00 in proposed projects.
3.1.1 FUNDING OPPORUNITIES Provide information to potential applicants about funding opportunities.	Continuous	<ul style="list-style-type: none"> Ongoing: Staff regularly inform members at monthly meetings on funding opportunities. The State of New Mexico came out with a new <u>Transportation Project Fund</u> funded from state funds. For FFY2023 the NWRTPO received \$15,605,334 for seven (7) of our member governments.
3.1.2 IDENTIFY PROJECTS 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.	Continuous	<ul style="list-style-type: none"> Staff provide this information on an ongoing basis at all monthly RTPO meetings, related to any new funding opportunities, and review of project functional classification, to determine qualification for federal or other funding.
3.1.3 APPLICATION ASSISTANCE 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).	Continuous	<ul style="list-style-type: none"> RTPO staff provided this information regularly at each monthly RTPO meeting throughout the course of FFY2022. When questions or concerns come up, staff try to assist with gaining answers from funding sources. Significant funding opportunities in FFY2022 – 2026 are available for multimodal transportation development from federal sources as well as the NM Transportation Project Fund.
3.1.4 IDENTIFY SAFETY ISSUES Assist project applicants with identification of safety issues that warrant Road Safety Assessments, Safety Plans and/or qualify for Highway Safety Improvement Program funding.	Continuous	<ul style="list-style-type: none"> Staff continue to support safety improvements for a) the Shiprock, N.M. School Zone on the US64 corridor undertaken thru NDOT and NMDOT District 5, and b) RSA for US491 intersections around Twin Lakes, Mexican Springs, and Tohatchi Chapters.
3.2 CALL FOR TRANSPORTATION PROJECTS Manage preliminary project review process.	Biennial (Even Years)	<ul style="list-style-type: none"> NWRTPO executed a full Call for Projects this year, with a current total request at \$174,686,550.00 for our member governments.
3.2.1 PROJECT FEASIBILITY & ID Establish and implement a process for RTPO members to prepare and submit Project Feasibility Forms (PFFs) and Project Identification Forms (PIFs), through coordination with NMDOT District(s).	Biennial (Even Years)	<ul style="list-style-type: none"> In FFY2021 the NWRTPO executed a full Call for Projects – which extends into the 2nd quarter of FFY2022, with a current total request at \$174,686,550.00 for our member governments. The current RTIPR which was completed by February 2022 and only contains projects that qualify for federal funding. The only section of the RTIPR that will be prioritized for #1 projects for each member government will be the Roadway section.
3.2.2 PFF/PPF ASSISTANCE 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 SCORING CRITERIA 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 PROJECT LIST & RTIPR		

<p>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.</p>		
<p>3.3 TRANSIT SYSTEM DEVELOPMENT Provide assistance to local governments interested in pursuing transit system development and coordination activities.</p>	<p>Continuous</p>	<p>In FFY2022 – the Zuni Ashiwi, Gallup Express, and Navajo transit programs worked with NMDOT to create a transfer station in Gallup, providing more connectivity for citizens who depend on transit.</p>
<p>3.3.1 TRANSIT APPLICATIONS 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.</p>	<p>Annual (October)</p>	<ul style="list-style-type: none"> o RTPO members ranked and prioritized our 5311 public transportation applications for FFY2022 funding at the 12/08/21 virtual meeting (in the first quarter of FFY2022).
<p>3.3.2 REGIONAL TRANSIT CONNECTIVITY Support regional transit system development and connectivity with efforts to regional transportation system development, through coordination with local entities and NMDOT Transit & Rail Division.</p>	<p>Continuous</p>	<ul style="list-style-type: none"> o RTPO staff and members support the opportunities for regional transit connectivity on an ongoing basis. In rural New Mexico, long range inter-transit connectivity is often limited from funding issues and lack of adequate ridership.
<p>3.4 "ZIPPER" MEETING 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.</p>	<p>March 2017</p>	<ul style="list-style-type: none"> o Zipper meeting(s) took place in FFY2022 during the second quarter for DOT Dist. 6 and DOT Dist. 5. Whether these are virtual or in person meetings depends on the status of COVID-19.
<p>3.5 STIP PROJECT TRACKING 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.</p>	<p>Continuous</p>	<ul style="list-style-type: none"> o Ongoing: Staff have been tracking this through Member reporting at monthly RTPO meetings with necessary follow-up with DOT Planning, District and Regional Design office staff.

STAFFING SUMMARY

Function 3: Project Development & Monitoring

FFY 2021-2022 Program	Budgeted Hours FFY 2021	Actual Hours FFY 2021	% Δ <u>Original</u> vs. Actuals	Budgeted Hours FFY 2022	Actual Hours FFY 2022	% Δ Original vs. Actuals
Original/Approved	400.00			450.00		
Amended (#2)	650.00					
Quarter 1: 10/1 - 12/31	162.5	75		112.5	159	
Quarter 2: 1/1 - 3/31	162.5	245.5		112.5	130.5	
Quarter 3: 4/1 - 6/30	162.5	209		112.5	180	
Quarter 4: 7/1 - 9/30	162.5	144.5		112.5	14.5	
Total	650.00	674		450	484	
Balance	0.00	-24	3.69%	0.00	-34.00	7.56

FFY2021: NWRTPO executed a full Call for Projects to be completed by Feb., 2022 with DOT District "Zippers" in March, 2022.

Function 4:	Other Activities & Projects.
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ANNUAL ACTIVITY HIGHLIGHTS & RECAP

- **TOA Byway National Designation:** RTPO staff and the NWNMCOG submitted an application for national designation for portions of our Trail of the Ancients Scenic Byway in New Mexico, after President Trump re-initiated the Scenic Byway Program. This included re-assembling an oversight committee for our state’s portion of this four-state scenic byway (incl. Az., Utah, Colo.). **We received notification on February 16, 2021 that proposed portions of our Trail of the Ancients Scenic Byway are now designated as a national byway corridor!** Staff are trying to rebuild the NM TOA Byway Council, and help manage the four state collaboration for this byway – now nationally designated in Utah, Colorado and New Mexico – just Arizona (mostly Navajo Nation) to go! Staff are considering joining the National Scenic Byway Foundation for training, coaching and other support materials. **Staff submitted a variety of pictures and documents to Shannon Glendenning of NMDOT for submission to FHWA of our Nationally Designated TOA corridor in Q-1.**
- **4 Corners Geotourism Website:** The NWNMCOG took over management of a “Four-Corners Geotourism Website” that inter-nationally advertises our region of north west and north central New Mexico; along with participating counties in north east Arizona, south east Utah, and south west Colorado. This website averages 1.5 to 3 thousand web visits a month.
- **Zuni Mountains Recreational Trails Development:** Reference Function 2 first bullet; COG staff continued to support the plan, design and build out for 200+ miles of recreational trails in the Zuni Mountains of McKinley and Cibola Counties.
- **National Regional Transportation Conference:** Staff attended this conference in Kansas City, Missouri – July 19-21.

TASK TRACKING

TASK	DUE DATE	STATUS
<p>4.1 STATE SPECIAL STUDIES/PROJECTS 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.</p>	Continuous	<ul style="list-style-type: none"> ○ FFY2021 - 2022: Navajo Nation RSA’s for US491 intersections with roads to Twin Lakes, Mexican Springs, and Tohatchi Chapters were completed. ○ NM State Planning & Research Funds: 2023 – a) Grants/Milan Comprehensive Transportation Safety Action Plan, b) McKinley Transportation Master Plan, and c) 2024 – Trail of the Ancients Scenic Byway Corridor Management Plan update.
<p>4.2 LEGISLATIVE STUDIES 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.</p>	Continuous	<ul style="list-style-type: none"> ○ NWNMCOG Planner – Brandon Howe participated in the 2020 and 2021 legislative sessions and facilitates participation from our NWRTPO region; will likely participate in 2022-2023 session.
<p>4.3 FEDERAL AND STATE LAWS Monitor development of Federal and state laws affecting the transportation system and provide information about the contents and status to RTPO members.</p>	Continuous	<ul style="list-style-type: none"> ○ Staff regularly check and report on laws and legislation impacting transportation at monthly RTPO meetings.
<p>4.4 REGIONAL SPECIAL STUDIES/PROJECTS Participate in miscellaneous transportation-related programs and special projects in the RTPO region, including trail and walkability groups and initiatives, examples may include:</p> <ul style="list-style-type: none"> • 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. 	Continuous	<ul style="list-style-type: none"> ○ Ongoing: Staff continue to support Zuni Mountains and other recreational trails development and Scenic Byways in our region. ○ Ongoing: Staff participate in the Four Corners Future Forum and Four Corners Geotourism Project, which focused on economic development opportunities incl. the role of transportation. ○ Staff will undertake an update to our Trail of the Ancients National Scenic byway Corridor Management Plan in 2023 - 2024.

STAFFING SUMMARY						
Function 4: Other Activities & Projects						
FFY 2021-2022 Program	Budgeted Hours FFY 2021	Actual Hours FFY 2021	% Δ Original vs. Actuals	Budgeted Hours FFY 2022	Actual Hours FFY 2022	% Δ Original vs. Actuals
Original/Approved	200.00			350.00		
Amended (#2)	210.00					
Quarter 1: 10/1 - 12/31	50.00	17		87.50	12.5	
Quarter 2: 1/1 - 3/31	50.00	82		87.50	81	
Quarter 3: 4/1 - 6/30	50.00	22.5		87.50	68	
Quarter 4: 7/1 - 9/30	60.00	83.5		87.50	286.5	
Total	210.00	205		350.00	448	
Balance	0.00	5	-2.38%	0.00	-98	28%

Explanation / Comments:

Function 5:	General RTPO Support.	
ANNUAL ACTIVITY HIGHLIGHTS & RECAP		
<ul style="list-style-type: none"> Virtual Meetings ongoing: Meetings have been for several years and will continue to be virtual via MS Teams due to the COVID – 19 pandemic. RTPO members approved and authorized our May 2022 to April 2023 meeting schedule at our March 9, 2022 meeting – however all meetings remain virtual. UNM-LTAP: Staff are working with UNM-LTAP to provide 1 hour (or less) trainings at our monthly virtual RTPO meetings. RTPO Annual Member survey: Staff commenced the annual member survey in September and may give members another month or two to complete and submit. Unprecedented Funding: NWRTPO staff continue working with our RTPO members to take advantage of funding in the trillions of dollars for a wide variety of transportation development projects. This level of funding will be available for transportation projects thru 2026. Training and Funding: Staff continue to provide information on training and funding opportunities at monthly meetings along with RTPO website maintenance. RTPO Leadership Transition: Don Jaramillo resigned as RTPO Chair due to his new position as City of Grants Manager; as a result Dorothy Claw – Ramah Navajo moved into the RTPO Chair position, and Gaylord Siow – Pueblo of Acoma took on the Vice-Chair position. RTPO Meeting Presentations: Staff regularly seek to engage presentations from NMDOT or federal sources at our meetings. During the course of FFY2022 presentations included: a) July 13 – Bridge Funding – Ben Najera – NMDOT; Electric Vehicles – Paul Montoya – NMDOT; b) Aug. 10 – Prewitt/Milan Transportation Master Plan – Charla Glendenning – Wilson & Co.; c) Sept. 14 – NM118 mp. 11 – 27 improvements – Francine Pacheco – Horrocks Engineering, UNM-LTAP – “Intro. to Grant Writing”; d) Oct. 12 – TAP, RTP and Carbon Reduction Program (CRP) – JoAnn Garcia / Beth Forman – NMDOT. Roundtables: Staff participated in a statewide RTPO Roundtable hosted by MRCOG / RTPO on October 25. 		
TASK TRACKING		
TASK	DUE DATE	STATUS
5.1 RTPO MEETINGS Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan (PPP).	Monthly	✓

<p>5.1.1 DOCUMENT PPP Document the RTPOs public participation process including but not limited to, procedures the RTPO uses to comply with the <i>New Mexico Open Meetings Act</i> (NMSA 1978, Sections 10-51-1, <i>et. seq.</i>) and 23 CFR 450.</p>	<p>Monthly</p>	<p>✓ (limited due to virtual meetings)</p>
<p>5.1.2 DOCUMENT PPP Per the <i>New Mexico Open Meetings Act</i> and 23 CFR 450.210, provide public notice (including publication of ads in local newspaper(s)) for all official RTPO Committee meetings.</p>	<p>Monthly</p>	<p>✓</p>
<p>5.1.3 AGENDA PACKET 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.</p>	<p>Monthly</p>	<p>✓</p>
<p>5.1.4 RTPO COMMITTEE ELECTIONS On an annual basis, provide all eligible T/LPAs with the opportunity to appoint or confirm a representative and alternates to the RTPO Committee.</p>	<p>Annual (January)</p>	<p>✓</p>
<p>5.2 RTPO MEETINGS Maintain bylaws that clarify and document member entities, responsibilities and roles, including voting protocols.</p>	<p>Annual (January)</p>	<p>✓</p>
<p>5.2.1 OFFICIAL MEMBER LIST 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.</p>	<p>Annual (January)</p>	<p>✓ Living document updated regularly</p>
<p>5.3 CONDUCT OUTREACH ACTIVITIES</p>		
<p>5.3.1 OUTREACH 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.</p>	<p>Continuous</p>	<ul style="list-style-type: none"> o The NWRTPO advertises monthly meetings to the public on an ongoing basis in regional news media, and tracks publication in local news papers.
<p>5.3.2 ORIENTATION Coordinate with RTPO members to develop a list of entities including newly elected officials and potential members, who will be educated on RTPO process. Document this outreach and presentations and share any questions or concerns in quarterly reports and with appropriate NMDOT staff. As indicated in status column, all orientations are now complete thru FFY20; none the less, members may request an orientation for their respective leaders at any time.</p>	<p>Every 3 Years</p>	<ul style="list-style-type: none"> o The NWRTPO provides and tracks local govt. leader orientations to the NWRTPO and it's function on behalf of local transportation infrastructure on an ongoing basis. o Staff developed a virtual orientation to the NWRTPO in 2020 due to the COVID-19 impact on public meetings. Staff forwarded to RTPO members and respective leaders and completed these orientations in August thru September of 2021. o Member governments may request an orientation at any time, but the NWRTPO provides them at least once every 3 years, due to election turn-over.
<p>5.4 RTPO MEETINGS Attend RTPO quarterly and special meetings.</p>	<p>Monthly</p>	<ul style="list-style-type: none"> ✓ RTPO staff regularly participate in quarterly statewide RTPO Roundtable meetings with NMDOT staff. ✓ RTPO meetings are conducted on the second Wednesday of each month, moved around the region by each of our 12 member governments who take turns hosting.

<p>5.5 WEBSITE 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.</p>	<p>Continuous</p>	<p>✓Staff updated website on monthly basis</p>
<p>5.6 TRAINING OPPORTUNITIES Provide training opportunities for RTPO staff and members.</p>	<p>Continuous</p>	<p>✓Staff sent out training opportunities as needed and discussed at monthly meetings.</p>
<p>5.6.1 STAFF DEVELOPMENT PLANS 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.</p>	<p>Continuous</p>	<p>✓Q1 - 4, FFY2022: Staff put together training plans, as part of our Regional Work Plan and Regional Transportation Plan – Goal #1. This was reviewed each quarter.</p>
<p>5.6.2 STAFF TRAININGS 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.</p>	<p>Continuous</p>	<p>✓Ongoing: Staff participate in national and state wide training events and webinars from NMDOT and FHWA on an ongoing basis.</p>

STAFFING SUMMARY

Function 5: General RTPO Support

FFY 2021-2022 Program	Budgeted Hours FFY 2021	Actual Hours FFY 2021	% Δ Original vs. Actuals	Budgeted Hours FFY 2022	Actual Hours FFY 2022	% Δ Original vs. Actuals
Original/Approved	450.00			450.00		
Amended						
Quarter 1: 10/1 - 12/31	112.50	85.75		112.50	119.5	
Quarter 2: 1/1 - 3/31	112.50	165.5		112.50	143	
Quarter 3: 4/1 - 6/30	112.50	146		112.50	76.5	
Quarter 4: 7/1 - 9/30	112.50	115.75		112.50	154.5	
Total	450.00	513		450.00	493.5	
Balance	0.00	-63	14%	0.00	-43.5	9.67%

Explanation: This year between the State of New Mexico Transportation Project Fund and our regular NWRTPO Call for Projects, Staff had to invest more time in the General category for meetings and Call for Projects development with our member governments.

Function 6:	<u>RTPO ADMINISTRATION.</u>
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ANNUAL ACTIVITY HIGHLIGHTS & RECAP

- **Reporting:** Staff submitted quarterly reports and the 2022 APER report within NMDOT timelines.
- **Office & File Organization & Management:** Staff organized and filed away older / outdated RTPO files to make room in cabinets for a constantly building volume of more current files.
- **Amendments:** Staff requested budget amendments as / when needed based on expenditure fluctuations.
- **NWRTPO Regional Work Program:** Staff submitted the FFY2023-24 Regional Work Program to DOT Liaison Neala Krueger, including any carry over funds from FFY2022. Received Notice to Proceed and Cooperative Agreement for 2023 – 2024 in the fourth quarter.
- **Annual QAR:** NWRTPO undertook its annual Quality Assurance Review with NMDOT Liaison Neala Krueger in April, 2022.
- **Roundtables:** Staff continue to participate in quarterly RTPO Roundtables as they occur.
- **First Quarter Actions:** The NWRTPO conducted a RWP amendment to add hours to function 3, and another amendment to carry forward FFY2021 remaining funds into FFY2022 in the first quarter. Staff completed and submitted the FFY2021 Annual Performance and Expenditure Report in the first quarter as well.
- **Annual RTPO Administrative Documents:** Annual RTPO Admin. documents were approved and authorized at our January 12, 2022 meeting.
- **Gallup Public Transit Transfer Station:** Correspondence with NMDOT occurred in the 2nd Quarter to develop a public transportation transfer station in Gallup for the Zuni-Ashiwi, Gallup Express, and Navajo Transit providers.
- **Annual Meeting Public Notice:** In the Third Quarter staff completed our annual meeting schedule for public notice (May, 2022 thru April, 2023) for publication in our regional newspapers.
- **Transportation Infrastructure Revenue Subcommittee:** Staff developed citations for our region’s transportation priorities along with supporting pictures for a presentation to this committee which met in Gallup July 5 – 6.
- **2023 Transportation Project Fund:** Staff participated virtually in the NM Transportation Commission meeting in Farmington on August 18, where seven (7) of our TPF projects were approved and authorized for funding.
- **Tribal Transit Program Funding:** Informed our NWRTPO Tribal members and transit providers on forthcoming funding to tribal transit programs.
- **At Grade Rail Crossing Eliminations:** Worked with Horrocks Engineering to estimate costs for preliminary engineering for ten (10) at-grade rail crossing eliminations between Gallup and NM-6 in the western Pueblo of Laguna lands.

TASK TRACKING

TASK	DUE DATE	STATUS
6.1 PPM COMPLIANCE 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.	Ongoing quarterly	✓
6.1.1 MONITOR EXPENSES 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).	Monthly	✓
6.1.2 REIMBURSEMENTS PACKETS 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.	Quarterly	✓ Q1, FFY2022 ✓ Q2, FFY2022 ✓ Q3, FFY2022 ✓ Q4, FFY2022

<p>6.1.3 ANNUAL REPORT (APER) 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.</p>	<p>November 15</p>	<p>Q1, FFY2023: FFY2022 APER due November 15, 2022</p>
<p>6.2 REGIONAL WORK PROGRAM Solicit and utilize input from RTPO board members to develop the two-year (FFY 2021 - FFY 2022) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.</p>	<p>Annual (June 1st)</p>	<ul style="list-style-type: none"> o Staff submitted the FFY2023-2024 RWP for NMDOT and NMFHWA approval per outlined deadlines. o Staff submitted the FFY2022 RWP update based on carry over funds from 2021 on time per submission deadline.
<p>6.2.1 RWP COORDINATION Coordinate the RTPO's planning program with other RTPOs and Metropolitan Planning Organizations (MPOs) or other agencies impacted by and/or associated with activities contained in the RWP.</p>	<p>Annual (June)</p>	<p>The NWRTPO coordinates periodically with Farmington MPO leaders, and statewide RTPO's and MPO's on an annual basis.</p>
<p>6.3 BUDGET 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.</p>	<p>Annual (June 1st)</p>	<p style="text-align: right;">✓</p>
<p>6.4 PUBLIC PARTICIPATION PLAN 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.</p>	<p>Continuous</p>	<p style="text-align: right;">✓</p>
<p>6.5 AUDIT 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.</p>	<p>October - November</p>	<p style="text-align: right;">✓</p>

STAFFING SUMMARY

Function 6: RTPO Administration

FFY 2021-2022 Program	Budgeted Hours FFY 2021	Actual Hours FFY 2021	% Δ Original vs. Actuals	Budgeted Hours FFY 2022	Actual Hours FFY 2022	% Δ Original vs. Actuals
Original/Approved	450.00			450.00		
Amended						
Quarter 1: 10/1 - 12/31	112.5	59.5		112.50	115	
Quarter 2: 1/1 - 3/31	112.5	181.5		112.50	80.5	
Quarter 3: 4/1 - 6/30	112.5	124.5		112.50	88.5	
Quarter 4: 7/1 - 9/30	112.5	87		112.50	184	
Total	450.00	452.5		450.00	468	
Balance	0.00	-2.5	0.56%	0.00	-18	4%

RE-CAP	STAFFING SUMMARY: Program Totals, FFY 2021 and FFY 2022					
GRAND TOTAL, ALL FUNCTIONS						
FFY 2021-2022 Program	Budgeted Hours FFY 2021	Actual Hours FFY 2021	% Δ <u>Original</u> vs. Actuals	Budgeted Hours FFY 2022	Actual Hours FFY 2022	% Δ <u>Original</u> vs. Actuals
Original/Approved	2,000.00			2,000.00		
Amended	2,100.00			2,100.00		
Quarter 1: 10/1 - 12/31	525.00	401		525.00	437.5	
Quarter 2: 1/1 - 3/31	525.00	760.5		525.00	544	
Quarter 3: 4/1 - 6/30	525.00	524.5		525.00	465	
Quarter 4: 7/1 - 9/30	525.00	485.5		525.00	920.5	
Total	2,100.00	2,171.5		2,100.00	2,367	
Balance	0.00	-71.5		0.00	-267	