



NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS
GALLUP, NEW MEXICO

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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

AGENDA PACKET

RTPO Technical/Policy Committee Meeting

Wednesday, September 12, 2018

10:00AM – 2:00PM

Pueblo of Acoma Tribal Auditorium

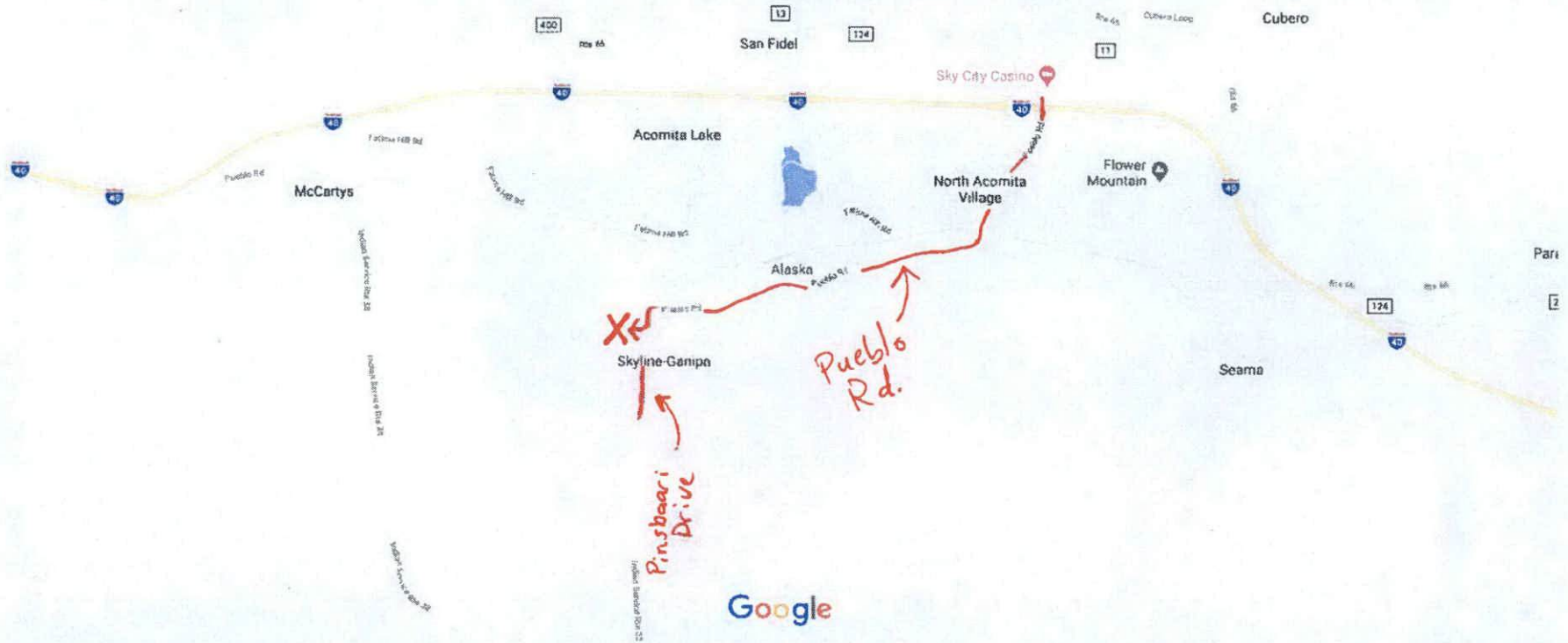
33 Pinsbaari Drive, Acoma, NM



Special Thanks to Pueblo of Acoma

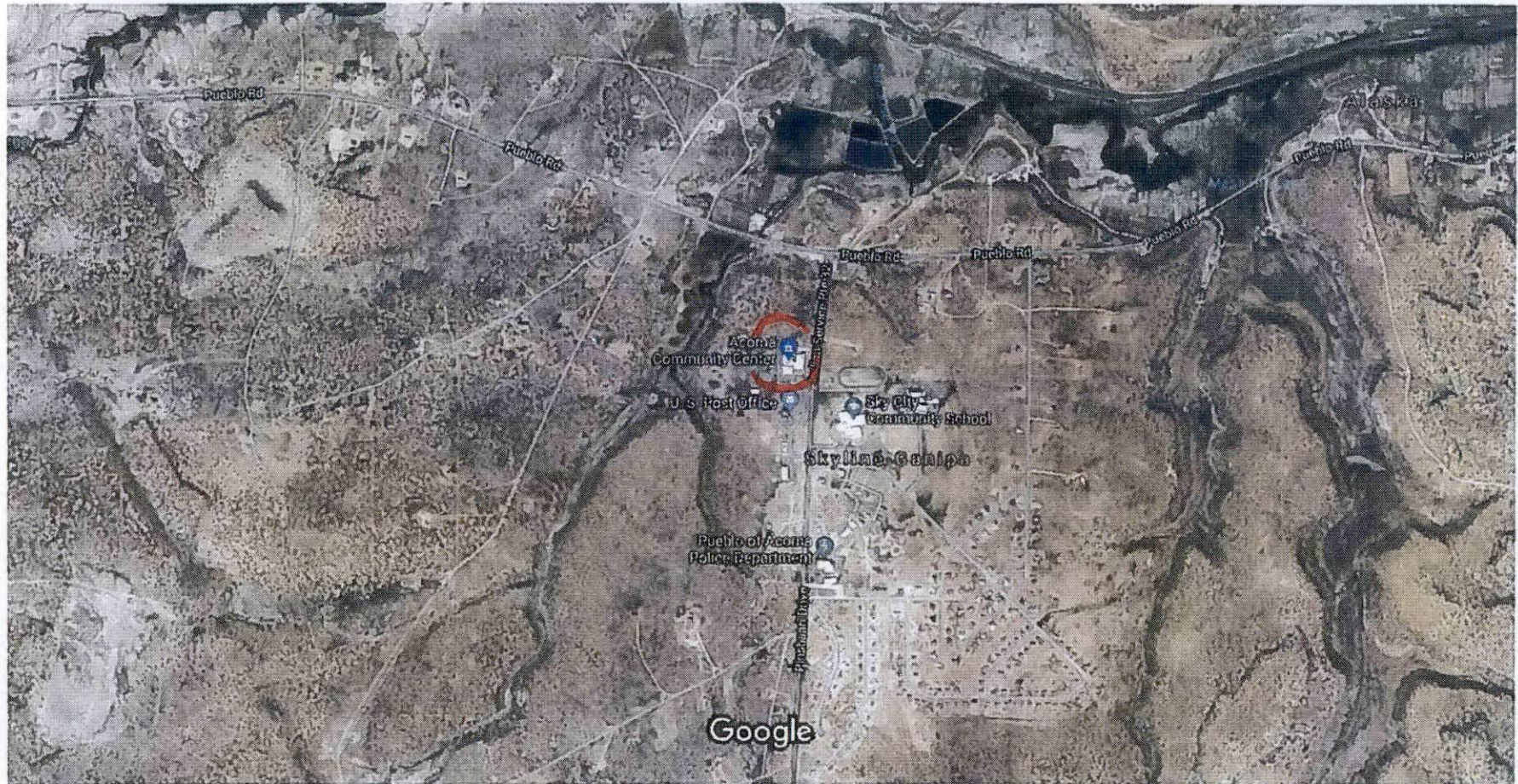
Google Maps

- a) I-40 Exit 102
Sky City Casino
- b) southwest on Pueblo Rd
- c) left/south on Pinta Rd
- d) right into govt. admin complex



Map data ©2018 Google 1 mi

Google Maps



Imagery ©2018 Google, Map data ©2018 Google 1000 ft

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NWRTPO Sept. 12 meeting to include presentation on 4 Corners Public Transit study for multi-state connectivity

Robert Kuipers

Tue 9/4/2018 11:03 AM

To: "director@gallupexpress.com" <director@gallupexpress.com>; Cc: "rdillard@lagunapueblo-nsn.gov" <rdillard@lagunapueblo-nsn.gov>; rsmith2@lagunapueblo-nsn.gov <rsmith2@lagunapueblo-nsn.gov>; carrotexpress@villageofmilan.com <carrotexpress@villageofmilan.com>; marleneslim@navajo-nsn.gov <marleneslim@navajo-nsn.gov>; joelynashley@navajo-nsn.gov <joelynashley@navajo-nsn.gov>; todd.naktewa@ashiwi.org <todd.naktewa@ashiwi.org>; Pincus-Roth, Ezra <epincusroth@nelsonnygaard.com>; Greene, Meredith <MGreene@nelsonnygaard.com>; Nancy Shanks <nancy.summitpr@gmail.com>; Krueger, Neala, NMDOT <Neala.Krueger@state.nm.us>; Shutiva, Ron, NMDOT <ron.shutiva@state.nm.us>; Evan Williams <ewilliams@nwnmcog.org>; joann.garcia2@state.nm.us <joann.garcia2@state.nm.us>; Lopez, Stephen, NMDOT <Stephen.Lopez@state.nm.us>;

Cc: Deborah.Bach@state.nm.us <Deborah.Bach@state.nm.us>; Chavez, Gabrielle, NMDOT <Gabrielle.Chavez@state.nm.us>;

Importance: High

📎 2 attachments (347 KB)

Maps to Pueblo of Laguna Auditorium_Pinsbaari Drive.pdf; Four Corners Coordinated Transit Project Summary 071118.pdf;

Public Transportation Providers for N.W. New Mexico:

I would like to invite you to our next N.W.N.M. Regional Transportation Planning Organization meeting at the Pueblo of Acoma administration auditorium on **September 12, 2018**. The Southwest Colorado Council of Governments has been funded to conduct a study on the feasibility and opportunity for public transit connectivity within the 4 Corners region, across all four states (S.E. Utah, S.W. Colorado, N.E. Arizona and N.W. New Mexico). This would entail supporting tight collaboration and scheduling connectivity for public transit providers across participating counties within all four states - perhaps once or twice each week - depending on what works best across our participating jurisdictions. Going forward, input from public transit providers in each state will be critical; bearing this in mind, I am **requesting your consideration for attending this RTPO meeting to both become informed on this initiative, and to help inform the development / potential** for this initiative as experienced public transportation professionals. We will have a guest presenter from the Colorado COG and/or their participating agency associates to present and discuss with us this initiative supporting low income, disabled, and elderly citizens' mobility, access to services, and quality of life, across state lines (when, as, and where needed).

More than likely, a lunch will be served at the meeting, and you will not need to remain at the meeting beyond the presentation, unless you have an interest in further discussion with the presenter (which may also be possible during the meeting in another room, or in a corner of the same auditorium (low volume discussion) as the meeting proceeds.

Please get back to me, and let me know if you'll be able to have a representative attend.

Thanks,

Bob Kuipers - NWNM Regional Transportation Planning Organization

rkuipers@nwnmcog.org

505-722-4327

public transit connectivity within the 4 Corners region, across all four states (S.E. Utah, S.W. Colorado, N.E. Arizona and N.W. New Mexico). This would entail supporting tight collaboration and scheduling connectivity for public transit providers across participating counties within all four states - perhaps once or twice each week. Going forward, input from public transit providers in each state will be critical; bearing this in mind, I am requesting your consideration for attending this RTPO meeting to become informed on this initiative, as we will have a guest presenter from the Colorado COG and/or their participating agency associates to present and discuss the initiative with us.

More than likely, a lunch will be served at the meeting, and you will not need to remain at the meeting beyond the presentation, unless you have an interest in further discussion with the presenter (which may also be possible during the meeting in another room, or in a corner of the same auditorium (low volume discussion) as the meeting proceeds.

Please get back to me, and let me know if you'll be able to have a representative attend.

Thanks,

Bob Kuipers - NWNM RTPO Planner

rkuipers@nwnmcog.org

505-722-4327

Northwest Regional Transportation Planning Organization (NWRTPO)

RTPO Technical/Policy Committee Meeting

Wednesday, September 12, 2018

10AM – 2PM

Pueblo of Acoma Tribal Auditorium

33 Pinsbaari Drive, Acoma, NM

AGENDA

- I. Call to Order and Introductions.....**Jeff Irving, *NWRTPO Chair*
- II. Agenda – Review & Approval.....**Jeff Irving
- III. Minutes of 8/8/18 – Review & Approval.....**Jeff Irving

ACTION ITEMS:

- IV. Title VI Plan Update Approval.....** Robert Kuipers

DISCUSSION / PRESENTATION ITEMS:

- V. Four Corners Coordinated Transit Planning.....**Ezra Pincus-Roth, SW Colorado Transit Study Team
- VI. Agreement Request Forms (ARF's).....**Luke Smith, NMDOT Central Regional Design
- VII. NWRTPO Call For Projects Update.....**Robert Kuipers
- VIII. Regional Transportation Plan Implementation Tracker.....** Robert Kuipers
- IX. NWRTPO Regional Work Program Status Report.....**Robert Kuipers
- X. Reports, Updates & Announcements:**
 - **RTPO Report: Regional News & Updates.....**Robert Kuipers
 - **Local Member Issues, Reports & Updates.....**NWRTPO Members
 - **State DOT Reports**
 - 1. Planning/Government-to-Government Unit (Neala Krueger)
 - 2. Tribal Liaison (Ron Shutiva)
 - 3. District 5 (District 5 Staff – Stephen Lopez)

4. District 6 (District 6 Staff – JoAnn Garcia)
5. Santa Fe Administration /Central Regional Division

XI. New Business/Open Floor – Members & Guests

- No requests in advance of this meeting

XII. Review Calendar & Announcements / Training & Funding Opportunities

- FHWA Office of Planning, Environment & Realty / Human Environment Digest: weeks of 8/14, 8/23, 8/27, 9/4
- Govt. to Govt. Updates: Weeks of 8/06/18, 8/20/18 – emailed to members as they came out.
- CMAQ Call for Projects finalized: The Guidance and Application are part of this meeting package on the NWNM-COG – RTPO website
- TC3 / P3 Training Website: a new resource that seems to feature training that can be partially custom designed around innovative approaches, and creative alternatives

XIII. Next Meetings

- October 10: Navajo Technical University, Student Union Meeting Room #231, Lowerpoint Road, off NM Hwy. 371, Crownpoint, N.M.
- November 14: Milan Parks & Recreation, 409 Airport Road, Milan, N.M.
- December 12: Ramah Navajo Chapter, 434 BIA Rt. 125, Pine Hill, N.M. (4 miles south of NM53 intersection)

XIV. Adjournment:

- **Motion:**
- **2nd:**



NWRTPO | Northwest Regional Transportation Planning Organization

Joint Policy & Technical Committee

NWRTPO Meeting Minutes

Wednesday August 8, 2018

10:00 a.m. – 2:00 p.m.

Laguna Public Works Dept.

I-40 Exit 114 – L55 Rodeo Road, Laguna, NM

ATTENDANCE:

Local & Tribal Governments:

Pueblo of Acoma	Dave Deutsawe
Pueblo of Laguna	Ray Lucero
Pueblo of Zuni	Royce Gchachu, Roxanne Hughte – both absent
Navajo Nation	Eastern Navajo: Rosilyn Smith – absent Northern Navajo: Larry Joe
Ramah Navajo	Shane Lewis
Farmington MPO	Vacant at this time
City of Grants	Don Jaramillo
City of Gallup	Alicia Santiago
Village of Milan	Jack Moleres
Cibola County	Judy Horacek – absent
McKinley County	Jeff Irving– Chair - absent
San Juan County	Nick Porell - absent

Technical Agencies:

New Mexico Department of Transportation:	G-2-G Unit: Neala Krueger
	DOT District 5: Stephen Lopez
	DOT District 6: Bill Santiago
	DOT Tribal Liaison:
	DOT – LTAP:
	DOT Admin:
Bureau of Indian Affairs	TTP:

NWRTPO Administration:

Northwest Regional Planning Organization	Robert Kuipers
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Guests:

<u>TOTAL ATTENDANCE:</u>	6 Members, 1 alternate members, 3 NMDOT, 1 RTPO Staff – TOTAL: 11
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- I. **Call to Order and Introductions:**.....Dave Deutsawe, NWRTPO Vice-Chair
- Dave Deutsawe called the meeting to order at 10:23 am, welcomed those in attendance, and proceeded with introductions and approval of agenda and minutes. The meeting was hosted by the Pueblo of Laguna with special thanks for coffee, snacks and lunch provided.
- II. **Review & Approval of Agenda:**.....Dave Deutsawe
- Motion to approve agenda made by Ray Lucero, Laguna; seconded by Jack Moleres, Milan; all in favor, none opposed.
- III. **Approval and Review of Minutes for July 11, 2018 meeting:**.....Dave Deutsawe
- Motion to accept meeting minutes made by Don Jaramillo, Grants; seconded by Alicia Santiago, Gallup; all in favor, none opposed.

ACTION ITEMS:

IV. Regional Transportation Plan Update Approval:

BACKGROUND
<p>Why? One of the major functions of the Northwest RTPO is to develop, coordinate, and evaluate our regional long-range transportation plan (RTP). All projects need to be aligned with this plan in order to advance the strategies, goals, and performance measures outlined within the RTP. More specifically, Function #1: "Long-Range Planning and Implementation", includes the following tasks:</p> <ul style="list-style-type: none">• Review and update the RTP, including tasks and goals, at least once every four years in coordination with the NMDOT Long Range Plan update.• Implement performance measures developed in RTPO RTP. Create and implement a strategic plan for implementation of the action items identified by RTPO members and stakeholders as part of the RTP development process. <p>Purpose. This discussion will continue an annual process of updating and evaluating our RTP, including:</p> <ul style="list-style-type: none">• Provide an overhaul of our current RTP at least once every 4 years,• Review staff recommendations for an RTP update which occur on an annual – ongoing basis,• Continue the conversation on updating or adding performance measures, and• Review staff's Implementation Evaluation spreadsheet/report. <p>Discussion/Finalization. Staff will provide a presentation on this information and engage members in a discussion on how to move forward.</p>

WORK TO DATE
<ul style="list-style-type: none">• RTPO staff are reviewing the RTP and compiling a report of recommendations to update it.• RTPO staff created an Implementation Evaluating spreadsheet to track and evaluate goals, strategies, tasks, and performance measures.• RTPO staff researched other RTPs and Federal guidance.

ANTICIPATED WORK
<ul style="list-style-type: none">• Complete revision updates to the RTP; members are asked to contribute – go on the web to: www.nwnmcog.com – under "Our Programs" go to RTPO – important documents – NWRTPO Update 6/17• Continue research and work on performance measures, data, and evaluation.

ATTACHMENTS
<ul style="list-style-type: none">• NWRTPO Long Range Transportation Plan – available at NWNM-COG / RTPO website• RTP Review & Update Recommendations Report – forthcoming in advance of June meeting• Implementation Evaluation – forthcoming

BUDGET IMPACT
<ul style="list-style-type: none">• None.

ACTION ITEM
<ul style="list-style-type: none">• RTPO members will review and approve / authorize the 2018 annual updates to the RTP.

- Robert Kuipers covered minor update edits for 2018 for the NWRTPO Regional Transportation Plan, related to recent recreational trails development, replacement of Project Identification Form (PIF) with Project Prospectus Form (PPF), upgrading a National Geographic website that advertises our 4-corners region to an international audience, boosting our tourism economy (which depends upon transportation infrastructure, and replacing Wade Patterson with Neala Krueger as NMDOT Planning Liaison to the NWRTPO, and updating Public Transit ridership numbers for 2017.
- Not much discussion as these were minor edits – interest among meeting attendees regarding the Geotourism website. Motion to approve: Jack Moleres, Village of Milan; 2nd: Shane Lewis, Ramah Navajo – all in favor, none opposed.

DISCUSSION / PRESENTATION ITEMS:

V. NWRTPO Call For Projects FFY19 - 20:.....Robert Kuipers, RTPO Staff

BACKGROUND:

- **Why:** The NMDOT distributes federal funding for transportation maintenance and development to metropolitan and rural regions of the state. With limited funding available to rural areas, it is important to have a prioritized list of viable (qualified) projects for funding.
- **Purpose.** The NWRTPO undertakes a new Regional Transportation Improvement Program Recommendations (RTIPR) list of projects that qualify for federal funding in two year cycles.
- **Discussion/Finalization.** The NWRTPO will undertake this project qualification / prioritization process commencing in June, 2018 and completing in March, 2019 with an updated RTIPR. This RTIPR will include multimodal RTP, TAP, and CMAQ opportunities with a separate application, but synchronized timeframe and process (PPF, PPF, etc.) with the RTIPR.

WORK TO DATE:

- An updated Call for Projects Guide has been developed to guide the NWRTPO members through the process for identifying qualified projects, and assessing their readiness for phased development, as well as competitiveness for funding.
- In previous cycles, the NWRTPO has trimmed it's RTIPR from \$350 million, with many projects that did not qualify for federal funding, down to \$65 million, with all projects listed qualifying for federal funding through the state. The actual documented need for our three county region of New Mexico is cited at \$777 million.

ANTICIPATED WORK:

- The NWRTPO will commence the RTIPR update in June of 2018. The process will run through March of 2019, with a) submission of Project Feasibility Forms (PFF) due July 31, which if approved as viable for federal \$, will follow with b) submission of Project Prospectus Forms (PPF) due Oct. 26 (replacing PIF's). c) For projects that compete for prioritization, the NWRTPO hears and scores presentations on project need and readiness from each jurisdictional representative. d) The NWRTPO then drafts the RTIPR update, and approve / authorize it in collaboration with the DOT Districts 2/13/19 at DOT-6. e) From there, each DOT District prioritizes projects from their participating RTPO's for the DOT District RTIP – referred to as the "Zipper" because it blends projects from several RTPO's – DOT Dist. 6 at 3/13/19 meeting; DOT Dist. 5 sometime thereafter.
- Once projects are cited in the DOT District RTIP, they are within 4-5 years of getting funded, or may need to be re-authorized by the RTPO and DOT District for future funding.

ATTACHMENTS:

- FFY 18 – 19 NWNM Call for Transportation Projects Guide (and schedule)

BUDGET IMPACT:

- none

ACTION ITEM

- No action now. Members have worked through their respective governments, to generate PFF submissions by July 31, according to the Call for Projects schedule. RTPO members submitted a total of 29 PFF's with none this year from San Juan County, Village of Milan, and Pueblo of Zuni. DOT District 6 review of all proposed project PFF's will take place August 21-22, at the District office in Milan. PPF's for approved projects and TAP / RTP applications are due October 26, 2018.

Discussion:

- Not much discussion as the schedule and process has been covered in previous meetings; and all members have been emailed related document packages. Mr. Kuipers covered critical upcoming dates, including submission of Project Prospectus Forms (PPF's) and TAP, RTP and CMAQ project applications by October 26. Mr. Kuipers will work with NMDOT Dist. 6 staff to get a schedule out for PFF review at NMDOT District 6 (Aug. 21-22) later this week, or early next week for the 9 member govt.s submitting.

- Discussion included concern around cross jurisdictional delays for project development, including the Navajo Nation 164 review process.

VI. Agreement Request Forms Presentation:.....Luke Smith – NMDOT Central Regional Design
Postponed by Mr. Smith until next month's meeting (Sept. 12) in Acoma.

VII. NWRTPO Regional Work Program Status Report:.....Robert Kuipers, NWRTPO Staff

BACKGROUND

Why? Due to a NMDOT Office of Inspector General (OIG) Audit and subsequent findings, NWRTPO staff met with NMDOT Planning Bureau staff to develop a corrective action plan (CAP).

Purpose. As part of our CAP RTPO staff will provide monthly reports showing line item budget expenditures and staff hours in comparison with the approved Regional Work Program (RWP) Budget.

Discussion/Finalization. Based on this monthly analysis and report, staff will better manage time and funding investment, and assess where and when to seek a RWP amendment if needed.

WORK TO DATE

- RTPO staff met with NMDOT staff on 12/7/16 to review a draft corrective action plan, detailing specific actions and controls in a number of areas to assure stronger compliance to the RWP budgeted time and financial allocations.
- The Corrective Action Plan has been finalized, executed, and now for all practical purposes is complete; however the NWRTPO staff are choosing to continue these status reports, as they help staff and members understand and manage where the budget and staff hours are at in a transparent manner.
- RTPO staff will continue providing reports at monthly meetings.
- In Quarter 2, RTPO staff submitted Amendment #1 to modify our hours per function and annual RTPO FFY17 budget, as approved by the RTPO Committee (February 2017). A copy of the FHWA/NMDOT approval of this amendment was attached. RTPO members approved amendment #2 for our biennial work program at our 12/13/17 mtng; adjusting hours based on FY17 experience and expectations for FY18, which is now approved from the NMDOT Planning Dept. and the NM FHWA Office. At our May 9, 2018 meeting RTPO members approved amendment #3 which adjusted more hours into function 6 – RTPO Admin. due to an increasing demand for staff time in this function; Amendment 3 is in the DOT and FHWA approval process at this time.

ANTICIPATED WORK

- Ongoing reports to the NWRTPO members at monthly meetings.
- RWP amendment requests may be anticipated, as time and budget demands may vary as the fiscal year progresses.
- Our annual Quality Assurance Review (QAR) occurred on April 12th, 2017; which provided a good check-up on how the RTPO is performing.

ATTACHMENTS

- RWP & Budget Monthly Report

BUDGET IMPACT

- None.

ACTION ITEM

- This is a monthly report item only.

Discussion: Robert Kuipers presented this routine item and explained the hours worked; budget was not yet available from COG administration.

VIII. Reports, Updates & Announcements:

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, NMDOT and USDOT / FHWA sources.

Informational Items

Regional News & Updates

- RTPO Report – attached
- Zuni Mountains Trail Project Implementation Report - attached
- Member Reports

Member Special Reports: <ul style="list-style-type: none">• None submitted prior to the meeting
NMDOT Reports: <ul style="list-style-type: none">• G to G Liaison: Neala Krueger• Tribal Liaison: Ron Shutiva – not present• District 6: Bill Santiago; District 5: Steve Lopez• DOT Planning Unit – Govt. to Govt. Weekly Updates
Training & Funding Opportunities <ul style="list-style-type: none">• Funding Opportunities: USDOT / FHWA – BUILD grant – (potential source for large / expensive projects – applications due July 19, 2018• Training: Open Meetings Act / IPRA Compliance – 8/24/18 – El Morro Event Center, Gallup
New Business / Open Floor: <ul style="list-style-type: none">• No requests in advance of this meeting.

A. RTPO Report – July 2018

- Attached

B. Zuni Mountains Trail Project Implementation Report June – July, 2018

- Attached

C. CMAQ (Congestion Mitigation / Air Quality) Funding Opportunity:

- Attached

D. New Statewide Title VI Boilerplate for MPO's and RTPO's:

- Attached

E. Local Member Reports & Updates:

1. Pueblo of Acoma:

- CMGC projects are all complete with final close-out at the end of January; FHWA would like to present a “case study” on Acoma’s CMGC success. A preliminary proposal for CMGC 2.0 Request-for-Proposals will be submitted to FHWA as their second round commences in the near future. The Pueblo has been asked by FHWA to assist other tribes in their development of CMGC proposals.
- The Pueblo submitted a federal BUILD application at \$25 million for the Mesa Hill bridge project.
- The Pueblo is continuing an update to their Long Range Transportation Plan this month.
- Pintaari corridor study is now complete. (The Pueblo is adding multimodal features.)
- FEMA: The Pueblo completed worksheets in June. (102 worksheets for 180 sites) Acoma is now the second Native American Tribe in the nation to achieve “Self-declaration” for FEMA assistance, related to 181 FEMA sites resulting from October 2016 major flooding for the Pueblo. FEMA is commencing 70 projects this month
- The Pueblo’s Planning and Engineering Dept. is now housed in the Community Development Office.

2. Pueblo of Zuni: (not present – last month’s report)

- Pueblo has engaged a consultant to perform traffic data collection, traffic counts, and some infrastructure design work.
- Continuing “Old Gallup Road” reconstruction at this time – finishing asphalt pavement milling, and starting on subgrade preparation and installation of turnout pipes.
- Resume Mahkee Drive project installing concrete stem walls and drainage structures.

3. McKinley County: (not present – last month’s report)

- Johnson Road Project: On hold with some issues to work out with Navajo Nation to move forward and complete construction this season.

- TIF: \$1.2 million awarded for Deer Springs Road – Mexican Springs Chapter
 - The County was awarded \$1.3 million for CR19
 - The County is considering dropping maintenance services on non-county owned (ROW) roads
4. San Juan County: (not present this meeting)
- Received \$2.5 million in Capital Outlay funds for bridge 8130 on CR5500
 - County has purchased road crack-seal equipment
 - The County has active projects for TAP and RTP:
 - TAP: multi-use trail in Kirtland
 - RTP: developing 80 miles of motorized and non-motorized trails on BLM lands
5. Gallup:
- In final closeout for NM118 and Allison Bridge projects with NMDOT District 6 and Santa Fe.
 - Sky City IV – reconstruction on Vista Avenue CDBG project – construction is ongoing
 - COOP project: completed maintenance of city streets; will begin closing project when all vendors have been paid.
6. Milan:
- Motel Drive project continues, obtained extension through October 12
 - Coop funded project for drainage behind Allsups is at 90% design
 - Sand Street bridge in design
 - Mirabol Park – pursuing funding, hope to start in December or January
7. Ramah:
- Mr. Danny Lee, has already resigned as Ramah Navajo's primary transportation director; Shane will continue as an alternate representative to the RTPO, while Chapter leaders decide on the best path forward.
 - BIA Projects Update: Held technical review meeting for BIA 125 mp 18 – 24.6; held public information meetings for BIA 125 mp 0 – 4.4, and BIA 195 – Bird Springs Loop. Continuing to coordinate with Navajo Nation Historic Preservation Office for both BIA 125 projects. BIA 145 and 113 projects are being evaluated for best feasible alignment.-
 - Submitted BUILD grant application for BIA 125 mp 11.5 – 18.
 - RNDOT received TTP safety funds for ten (10) road safety audits.
 - RNDOT received TAP agreements for ADA compliance studies for Mountain View and Pine Hill areas.
 - RNDOT submitted two PFF's for the NWRTPO Call for Projects.
 - Ongoing general maintenance for area roads, cattle guards and signage, blading and shaping, pot holes and base course patching (incl. school bus routes). Cleaning and replacing roadway signs. Field fence repairs, post replacements and gate repairs.
8. Cibola County: No report this meeting. No attendance since Anna Larson resigned.
9. Grants:
- Riverwalk trail: Right of Way certification coming from NMDOT; construction to follow
 - 1st Street next phase at 30% design; 2nd Street at 100% design and fully funded for construction.
 - The next major project will Roosevelt Road and Bridge.
10. Pueblo of Laguna:
- L26 Rainfall Road and trail design: 100% complete – final design review and PS&E meeting is being scheduled with BIA-DOT by the end of August – hoping for construction this season.
 - L24 Rainfall Road: design being changed to two phases, to focus on a) road improvements; and b) concrete box culvert under I-40 separately. Project coordination meetings have been held with NMDOT Dist. 6 for the concrete box culvert, and a 2018 PFF has been submitted for this project.

- L26 Deer Dancer Road & L243 Acorn Road: moving into 90% and 60% design, with focus on completing ROW amendments and other issues around NM124.
- M137 San Jose Bridge Replacement project: construction phasing will improve one lane at a time to allow uninterrupted access. The eastbound lane has been completed and working on the west bound lane this month.
- M154 Paguete Wash Bridge: PER request for Engineering Services was bid, reviewed and awarded to a local engineering firm. Kick off meeting anticipated before the end of this month.
- M108 San Jose bridge - Seama: PS&E complete, pending ROW amendments approval from Tribal Council. Will require ROW amendments that include L26 – Rainfall Road.
- Planning & design RFP for L248 Bluejay Road, and L248 Blue Star Loop; projects planned for September, 2018
- TTP Routes Mill & Overlay, Striping and Enhancements project is bid with bids due 9/7/18.
- Two NMDOT-related projects within the Pueblo lands NM124 and L26 intersection was funded by TIF. TIF Projects:
 - NM124 & L22 Casa Blanca Road intersection PER is at pre-final, pending comments from NMDOT Dist. 6.
 - I-40 108 Interchange corridor study in progress, will be completing 60% review.
- TIGER Grant: trails from Encinal Road to NM279 will be bid at the end of August, 2018.
- NMDOT projects within the Pueblo lands:
 - TAP trails – Bay Tree Rd to L22 Casa Blanca Road has been bid and awarded.

11. Northern Navajo: Report provided via email

- N571 – Gadihii-Tokoi Chapter submitted LGRF application for this road – awarded \$200K for gravel and chip-seal improvements. Now stuck in N.N. 164 review process.
- N57 – same Chapter (above) submitted NM Capital Outlay application for repairs to this road – awarded \$200K.
- N368 Bridge feasibility study commencing for the Hogback (Chapter) store with assistance from NDOT and NMDOT.
- Community of Shiprock has commenced their own local public transit service.
- Submitting safety PFF's for this RTIPR cycle for a number of intersections and chapters
- Public Hearings for transportation infrastructure will take place August 27 at Nenanizaad Chapter in Northern Navajo, and August 29 for Eastern Navajo Agency
- N5004 - Sheep Springs Chapter awarded \$50K from LGRF for gravel / stabilization improvements
- Working with NMDOT and Wilson Co. for improvements to US64, Shiprock to AZ state line
- NDOT considering realignment (via new bridge) for the N368 bridge at San Juan Chapter to improve connectivity to Hwy 64 near the Hogback Store.

12. Eastern Navajo: no report this meeting

C) State DOT Reports:

1. Planning / Govt. to Govt. Unit Liaison – Neala Krueger:

- The NMDOT is commencing developing a community wide safety plan for Gallup; September 11 and 12 will be the next stakeholder / public meetings.
- Covered the call for projects with Bob K. earlier this meeting, along with the new NMDOT Title VI boiler plate for RTPs and MPOs.
- Covered CMAQ, TAP and RTP applications with Bob K. earlier this meeting.
- Doing a Road Safety Audit on downtown 2nd and 3rd Streets for the at-grade Rail Crossings August 28 and 29.
- Planning & Procedures Manual update is ongoing.

2. NMDOT Tribal Liaison – Ron Shutiva: not present this meeting

3. DOT District 5 – Steve Lopez: (absent) information from previous report:

- HSIP funding is currently on hold – working with Larry Joe – Northern Navajo to prepare a priority project for the Shiprock School Zone.
- Covered a variety of intersection projects for Northern Navajo, and trying to collect crash data at this time
- DOT-5 is doing construction at this time on US64 going east toward Bloomfield
- DOT-5 is doing pavement preservation (potholes) for 7 miles on NM170

4. DOT District 6 – Bill Santiago:

- Thanks to all local governments for getting their LGRF agreements in on time!
- Remember – if your project is supposed to end in December and you anticipate problems – get your amendments / extension request in by October or early December.

5) Central Regional Design / FHWA / Other: No report this meeting.

IX. **New Business / Open Floor – Members & Guests:** No new business presented.

X. **Review Calendar & Announcements**

- FHWA Office of Planning, Environment & Realty / Human Environment Digest: weeks of 7/8, 7/15, 7/26 emailed to members as they came out
- Govt. to Govt. Updates: week of 7/23 – nothing thereafter – emailed to members as they came out
- Southwest Tribal Transportation Workshop: August 28 – 30, 2018 – Ohkay Owingeh Pueblo

XI. **Next Meetings:**

- **September 12:** Tribal Auditorium – Pueblo of Acoma, 33 Pinsbaari Drive, Acoma, NM
- **Oct. 10:** Navajo Technical University, Student Union Meeting Room #231, Lowerpoint Road, of NM Hwy 371, Crownpoint, NM
- **Nov. 14:** Milan Parks & Recreation Office, 409 Airport Road, Village of Milan, NM

XII. **Adjournment**

At 12:30PM, motion for meeting to adjourn by Larry Joe – Northern Navajo, seconded by Don Jaramillo - Grants; passed by consensus, none opposed.

MEETING ACTIONS:

RTPO Members:

- Give consideration to the CMAQ grant opportunity – finalized applications forthcoming soon.
- Continue to participate in Call for Projects cycle: next meetings for PFF review at NMDOT District 6 office will take place August 21-22. Project Prospectus Forms for all approved projects will be due October 26.

RTPO Staff:

- Follow up with NMDOT staff to get a schedule out to submitting members by early next week (8/13 or 14) for the August 21 – 22 PFF review at NMDOT District 6 in Milan – 1919 Pinon Drive, 10am – 3pm.
- Distribute the schedule developed that provides annual or multi-year deadlines for all RTPO deliverables including reports – quarterly and annual, RTIPR Call for Projects cycle, Regional Work Program updates or amendments, and governing document updates (*Bylaws, Open Meetings Act Resolution, Title VI Plan, Public Participation Plan, Official Membership Roster*)
- Continue to update the Reg. Trans. Plan tracker instrument and pursue relevant information.
- Maintain appointment forms as members transition.

- Keep members informed on CMAQ (Congestion Mitigation / Air Quality) grant opportunity
- Keep an eye on federal funding for public transportation, and inform our regional 5310 & 5311 providers and RTPO members of any pending changes
- Continue collaborating with Northern Pueblos RTPO for development of the RISTRA / Panoramic real-time / transparent project development status website.

NMDOT Staff:

- Continue to press for LTAP “cradle to grave” comprehensive project development training.
- Assist in arranging a presentation on the new HSIP process.
- Continue to assist with information on the latest Transportation Bill, and the NMDOT Funding Formula.
- Technical assistance with locating data sets for RTP performance measures.



Thanks to Pueblo of Laguna for hospitality



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

Agenda Item #IV: NWRTPO Title VI Plan Update Approval

Subject: Approving recommended updates on a new statewide template

Prepared for: NWRTPO Policy Action – September 12 Meeting

Date: September 12, 2018

BACKGROUND

- **Why?** Title VI is a nationally executed law which assures equal treatment and access to meetings for all citizens, regardless of circumstances or disabilities. RTPO's are now required to have their own Title VI Plan document, which requires all meetings to provide equal access for all citizens
- **Purpose.** RTPO's are now required to have their own Title VI Plan document, which requires all meetings to provide equal access and accommodation for all citizens
- **Discussion/Finalization.** RTPO members will review, approve and authorize the updated Title VI Plan.

CURRENT WORK

- RTPO staff have finalized updates for review at this meeting.

ANTICIPATED WORK

- RTPO members will review, discuss, and approve (with any final edits) the updated Title VI Plan.

ATTACHMENTS

- NWRTPO Title VI Plan – 2018 Update

BUDGET IMPACT

- None.

ACTION ITEM

- NWRTPO Policy members will vote to approve and authorize the 2018 Title VI Plan update.

Northwest Regional Transportation Planning Organization (NWRTPO)



Title VI Plan

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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

NWRTPO efforts to prevent discrimination 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

These Assurances shall assume the Recipient's knowledge of and compliance with the following authorities, referred to collectively as "the Act and Regulations":

1. Title VI of the *Civil Rights Act of 1964* (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
2. *Federal-Aid Highway Act of 1973* (23 U.S.C. §324 *et seq.*), (prohibits discrimination on the basis of sex);
3. The *Age Discrimination Act of 1975*, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
4. Section 504 of the *Rehabilitation Act of 1973*, (29 U.S.C. § 794 *et seq.*) as amended, (prohibits discrimination on the basis of disability);
5. Americans with *Disabilities Act of 1990*, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability)

6. The *Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970*, as amended, 42 U.S.C. § 4601
7. The *National Environmental Policy Act of 1969*, 42 U.S.C. § 4321;
8. 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department of Transportation-Effectuation of Title VI Of The Civil Rights Act of 1964*);
9. 49 C.F.R. Part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
10. 49 C.F.R. Part 28 (entitled *Enforcement Of Nondiscrimination On the Basis Of Handicap In Program Or Activities Conducted By The Department Of Transportation*);
11. 49 C.F.R. Part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
12. 23 C.F.R. Part 200 (FHWA's Title VI/Nondiscrimination Regulation);
13. 28 C.F.R. Part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
14. 28 C.F.R. Part 50.3 (DOJ Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964).

FHWA Assurances for Title VI and Other Nondiscriminatory Statutes

In keeping with its policy of nondiscrimination, and as a condition to receiving Federal financial assistance from the Department of Transportation, the NWRTPO (hereafter referred to as the "Recipient") hereby agrees that 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, the NWRTPO hereby notifies all bidders that it will affirmatively ensure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, income status or age in consideration for an award.

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

Signed by Chief Administrative Officer or Designee

Date

Name: Jeffrey G. Kiely

Title: Executive Director

Northwest New Mexico Council of Governments

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

- RTPO Actions:
 - Using demographic profile maps, ensure that transit routes and stops fully serve those neighborhoods with high concentrations of low income and minority populations.
 - Work with Navajo Transit, Gallup Express, Cibola Area Transit and Laguna Shaa'srk'a Transit to identify necessary changes to routes
 - Ensure bus stop locations are fully accessible for all users, both at the site and in the vicinity

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

Public Participation Plan (PPP)

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

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

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

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

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

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

1. When possible, public meetings will be held in locations that are convenient to low and moderate income neighborhoods and accessible to disabled populations. Such locations include community centers, senior centers and schools. Where possible, RTPO staff will meet at the locations of businesses, neighborhood groups, stakeholders, and other agencies.
2. Upon request, all RTPO work products and documents will be made available in alternative formats, including Braille, large type and languages other than English.
3. The following statement will be included in all RTPO documents: The NWRTPO does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. This document can be made available in alternative formats by calling the RTPO Office at 505-722-4327 (voice) or 505-722-9211 (fax).

4. The following statement will be included in all meeting announcements:

Pursuant to the Americans with Disabilities Act of 1990 and Title VI of the Civil Rights Act of 1964, unless compelling reasons dictate otherwise, public meetings and hearings conducted by the RTPPO 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 RTPPO mailings. Staff will maintain an active listing of contacts for these organizations.
6. The RTPPO 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 NWRTPPO will adhere to the following requirements:

- The NWRTPPO will disseminate agenda and public meeting information to members of the public via accessible printed and electronic media, including postings on the NWRTPPO website and in the Farmington Daily Times, Gallup Independent and Cibola Beacon. Documents and agendas will be available at the RTPPO 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 RTPPO meetings will be posted at the location of the meeting site.
- In appropriate documents, the NWRTPPO 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 NWRTPPO 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 NWRTPO was established in 1993 by the Northwest New Mexico Council of Governments under mandate, authority and recognition of the New Mexico Department of Transportation (NMDOT) as an interagency regional collaborative to assist the State in meeting federal requirements for consultation and cooperation with local and tribal elected officials and their communities in planning, prioritizing and funding transportation projects and initiatives. The NWRTPO geographic area was established as Cibola, McKinley and San Juan Counties.

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

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

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

in collaboration with and under the auspices of the NMDOT and the New Mexico office of the Federal Highway Administration (FHWA), the NWRTPO facilitates consultation, planning, technical assistance and implementation activities in support of 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 others 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 NWRTPO 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 NWRTPO Planner serves as the Title VI Coordinator for NWRTPO 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 submitted 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 NWRTPPO. 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 NWRTPO, 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 NWRTPO 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-discrimination 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 will comply with the regulations relative to non-discrimination in Federally-assisted programs of the US 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:** With regard to the work performed by it during the contract, the contractor 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 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 Recipient pursuant to the provisions of Section II:

- 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:

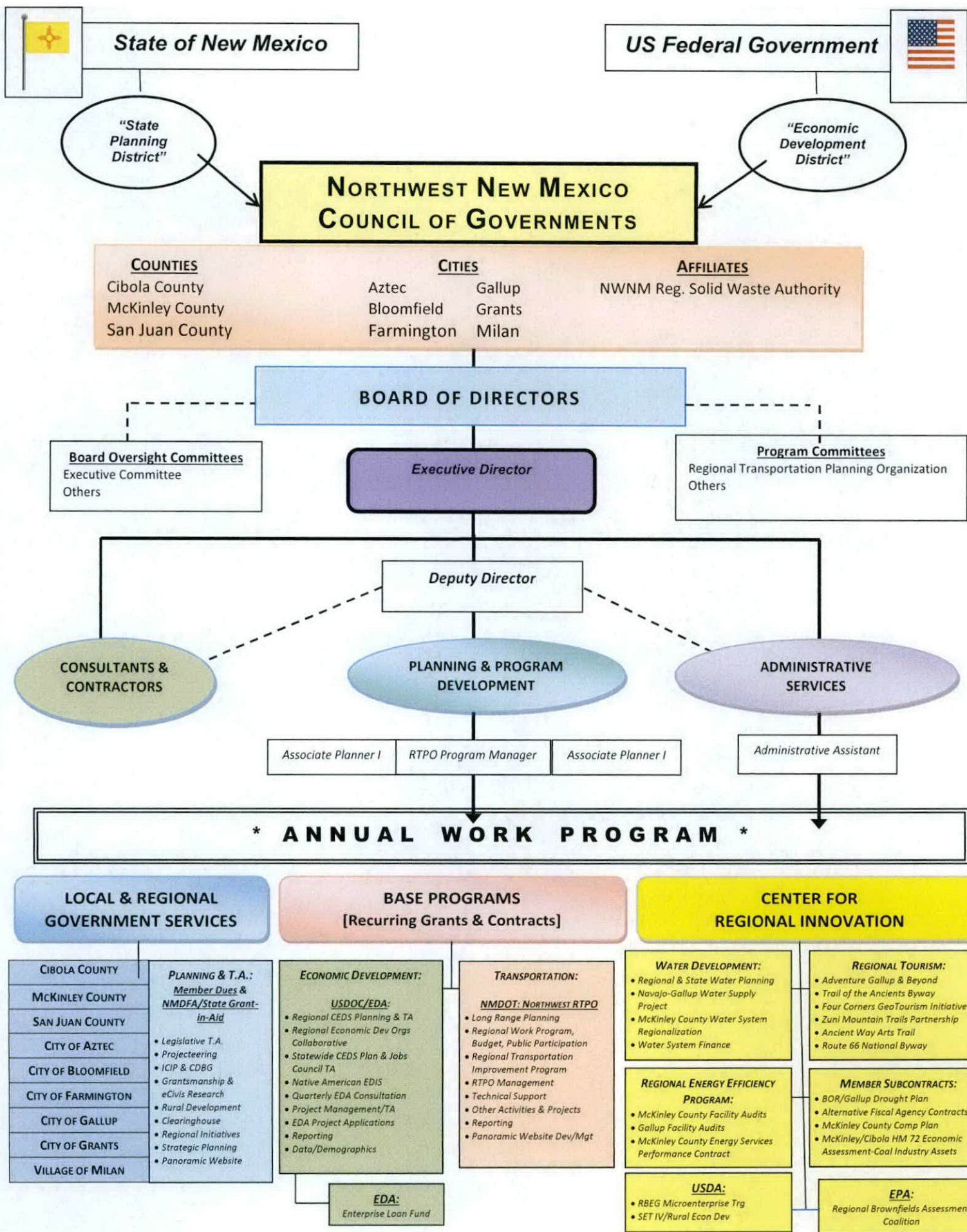
In the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision 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.) had 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 thereupon revert to and vest in and become the absolute property of the State of New Mexico and its assigns.*

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

Appendix C

Organizational Chart



Appendix D

Title VI Complaint Form

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

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

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

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

Person discriminated against (if someone other than the complainant)

Name	
Address	
City, State and Zip Code	

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

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

What date did the alleged discrimination take place?

--

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

--

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

Yes	
No	

If so, which agency (check all that apply)

Federal agency		Federal Court	
State Agency		State Court	
Local Agency			

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

Name	
Address	
City, State and Zip Code	
Telephone Number	

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

Complainant's Signature:		Date:	
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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS
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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item #V: Four Corners Coordinated Transit Planning

Subject: Presentation on a study for public transportation connectivity across state borders in the Four Corners region

Prepared for: N.W.R.T.P.O. awareness, participation and support

Date: 9/12/18

BACKGROUND

- **Why?** The Counties of each of the four states within the 4-Corners region, have many reasons for collaboration, especially for economic opportunities around a regional identity and related attractions. One of the current areas being explored for collaborative mutual support is public transportation, which serves both visitors and our own citizens who are challenged with independent transportation and mobility.
- **Purpose.** Explore opportunities for cross-jurisdictional transit connectivity and scheduling.
- **Discussion/Finalization.** The study will explore the practicality of cross-jurisdictional transit coordination.

CURRENT WORK

- The S.W. Colorado COG is leading this study, and the N.E. Arizona COG has taken on their own related study; the effort is supported by the NW N.M. and S.W Utah COG's as well.

ANTICIPATED WORK

- As all four states consider opportunities for cross-jurisdictional public transit connectivity, the NWRTPO will contribute perspective toward cross-state connectivity and the implications for our transit systems in northwest New Mexico.

ATTACHMENTS

- Four Corners Coordinated Transit Planning summary document

BUDGET IMPACT

- None at this time. Impact upon public transit budgets and scheduling anticipated if this project appears feasible and desirable to move forward

ACTION ITEM

- N/A. – informing NWRTPO members for potential cross-jurisdictional collaboration toward transit connectivity for our region.



Four Corners Coordinated Transit Planning

OUR PLAN - SWCCOG is working with a consultant team to develop a Four Corners Coordinated Transit Plan for the area encompassing Southwest Colorado, Northwest New Mexico, Southeast Utah and Northeast Arizona. This project is supported in part by a Federal Transit Administration Section 5304 grant awarded through the Colorado Department of Transportation (CDOT) and an Energy and Mineral Impact Assistance Fund (EIAF) grant awarded through the Colorado Department of Local Affairs (DOLA).

PURPOSE AND NEED - A significant challenge in Southwest Colorado, and throughout the Four Corners region, is that of regional transportation and public transit. Interstate transportation and transit continually rises to the top of regional issues when looking to provide adequate and affordable transportation to our citizens, employees and visitors. SWCCOG will lead a study to encompass the greater Four Corners region to determine the feasibility of coordinating public transportation and transit across state and tribal boundaries. The purpose is to identify the unique transit needs throughout the Four Corners region, outside of the major metropolitan areas of each respective state, and pursue opportunities for public policies and funding mechanisms to meet those needs.

Development of this plan will address the common goals of promotion of public transportation through proposed public policies and the enhancement of existing and future transit services through recommendations for financing such services. This plan will be created specifically for use by partners in the project to identify options for the continued support and improvement of public transportation in the region. Additionally, it will be available and easily transferable to other rural communities throughout Colorado and, ideally, nationwide. The plan will provide options for rural areas that lack the resources to independently identify solutions specifically relevant in areas bordering other states and regions with Tribal Lands.

YOUR ROLE - The development of the plan includes significant involvement from and work provided by participating jurisdictions, transit partners and stakeholders. We would like to present our study findings to you and solicit your input.

We are conducting a survey on current services available in the Four Corners Region, and would appreciate your participation. The survey takes no more than 10 minutes to complete, and may be found at the following link:

<https://www.surveymonkey.com/r/4Corners-CHSTP>



FOUR CORNERS COORDINATED PLAN

Project Information & Update

SEPTEMBER 10, 2018

N NELSON
NYGAARD

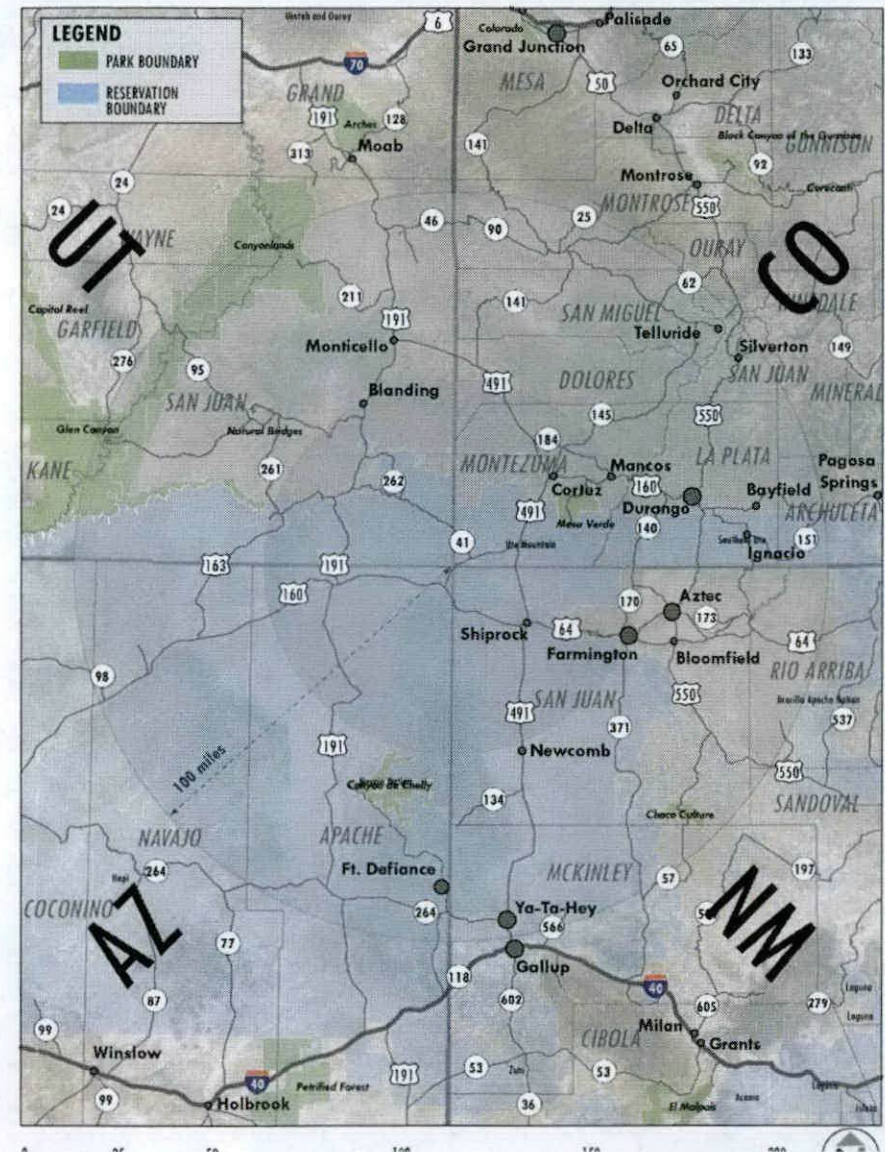
PROJECT PURPOSE

- Transit, and connecting to a number of destinations is a significant challenge in the Four Corners Region
- Interstate transportation and transit continually rise to the top of regional issues when looking to provide adequate and affordable transportation to our citizens, employees and visitors
- This project will identify the unique transit needs throughout the region and pursue opportunities for public policies and funding mechanisms to meet those needs

PROJECT STUDY AREA

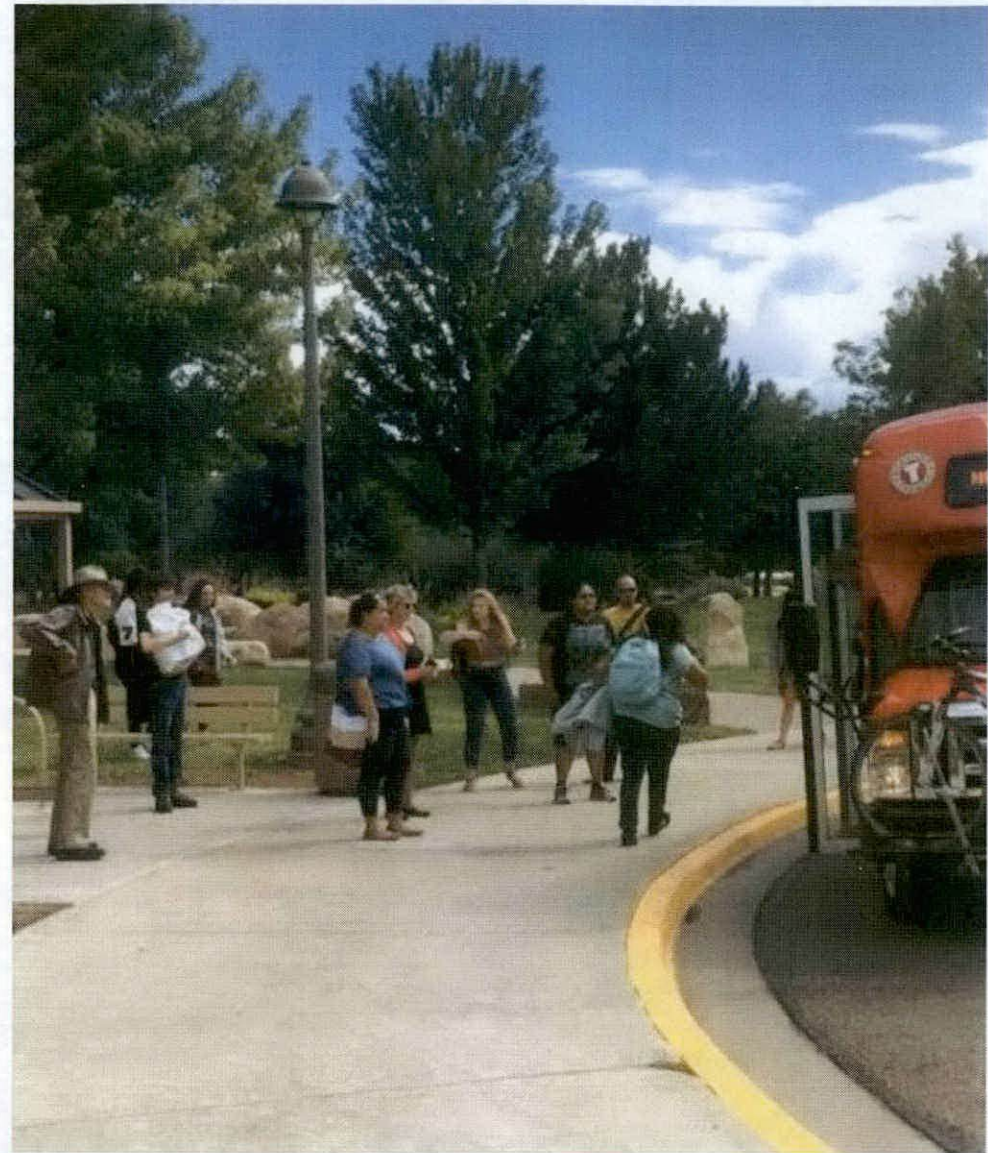
The project team is reviewing current and previous transportation plans for incorporation into the study, including:

- 11 regional plans
- 19 public/tribal transit services



PROJECT GOALS

- Plan implementation of comprehensive regional transit coordination
- Understand how existing services are managed & operated
- Conduct a regional needs assessment
- Learning where transit “deserts” exist in the region (i.e. no transit)
- Implement a framework that’s best for the region



REGIONAL STATISTICS

STATE OF UTAH

- **FTA Region:** 8 (Denver)
- **Reservations:** Ute Mountain Ute, Uintah and Ouray
- **Distance from Four Corners to Capital (Salt Lake City):** 380 miles; 6.25 hours
- **COG Counties:** Carbon, Emery, Grand, San Juan (4)
- **2017 Population of COG Area:** 55,402
- **Population Change from 2010:** -1.7%

STATE OF ARIZONA

- **FTA Region:** 9 (San Francisco)
- **Reservations:** Navajo Nation, Yavapai-Apache, Hopi
- **Distance from Four Corners to Capital (Phoenix):** 370 miles; 5.75 hours
- **COG Counties:** Apache, Navajo, Coconino, Yavapai (4)
- **Population of COG Area:** 549,506
- **Population Change from 2010:** +4.8%

STATE OF COLORADO

- **FTA Region:** 8 (Denver)
- **Reservations:** Southern Ute, Ute Mountain Ute
- **Distance from Four Corners to Capital (Denver):** 420 miles; 7.5 hours
- **COG Counties:** Archuleta, Dolores, La Plata, Montezuma, San Juan (5)
- **2017 Population of COG Area:** 97,826
- **Population Change from 2010:** +6.7%

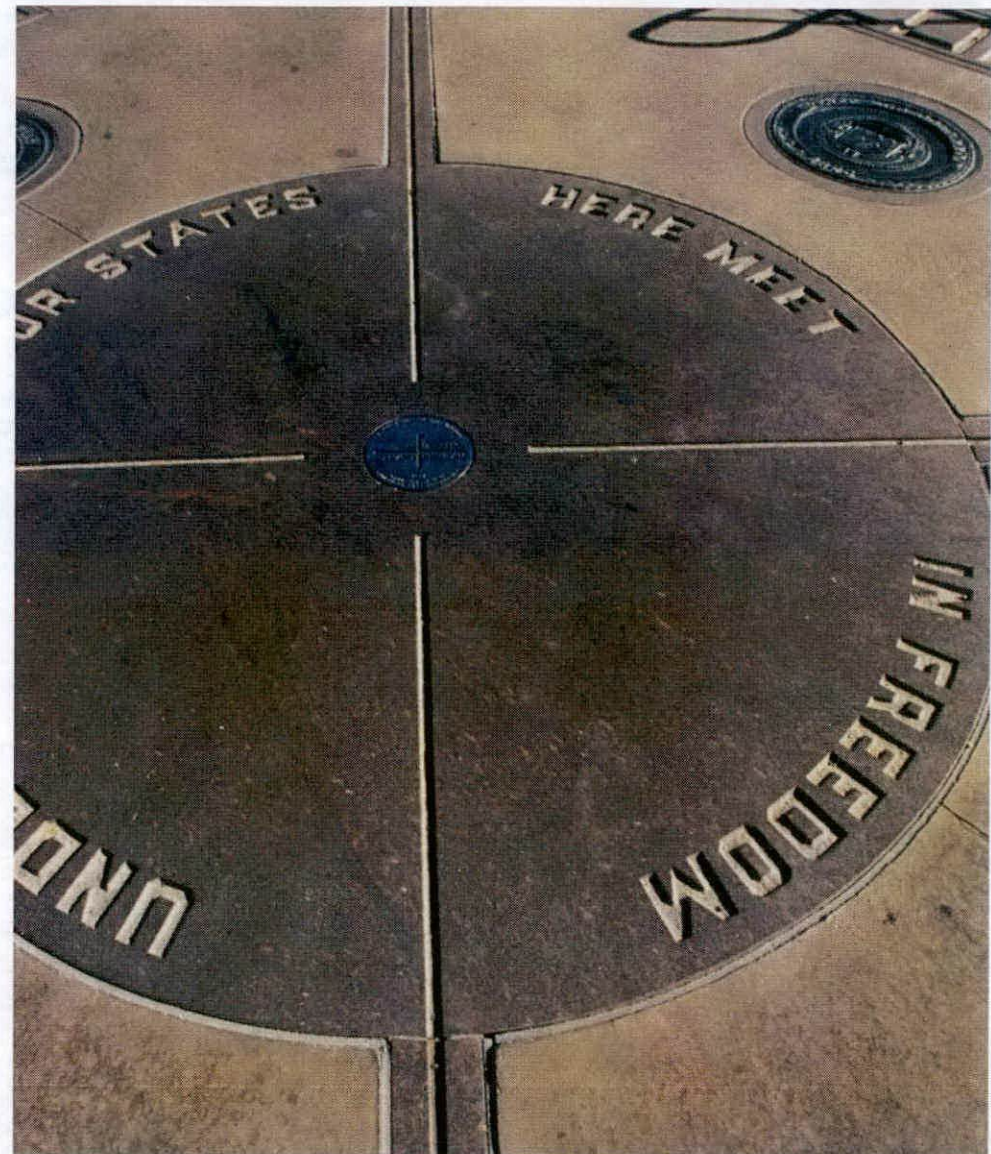
STATE OF NEW MEXICO

- **FTA Region:** 6 (Fort Worth)
- **Reservations:** Navajo Nation, Pueblo of Acoma, Laguna, and Zuni
- **Distance from Four Corners to Capital (Santa Fe):** 260 miles; 4.5 hours
- **COG Counties:** Cibola, McKinley, San Juan (3)
- **2017 Population of COG Area:** 226,343
- **Population Change from 2010:** -1.1%

TRENDS

Frequent Plan Recommendations

- Keep funding existing service
- Centralization of information and dispatch/call center
- Infrastructure upgrades to bus stops, including amenities and pedestrian accessibility/accommodation policies/guidelines
- New service to unserved/underserved



HOW CAN YOU GET INVOLVED?

If you are a transportation provider, an agency who coordinates, or funds transportation, please participate in our online survey on current services available in the Four Corners Region:

<https://www.surveymonkey.com/r/4Corners-CHSTP>

“

Transportation helps shape an area's economic environment and quality of life. Not only does the transportation system provide for the mobility of people and goods, it also influences patterns of growth and economic activity through accessibility to the region's resources.”

-West Central Texas

Guest column

9/8/18

Government needs to view transit as a pillar of the community

Public transit is an essential offering in our communities, creating independence for those without other means of transportation. Students, those with disabilities, and those without a personal vehicle all benefit from having a public transit system. In Grants and Milan, community members from all walks of life rely daily upon transit.

Children of working parents — including my own children — utilize the system to attend after-school events, summer events, visit the public library, go swimming, and to attend any type of event that would otherwise be impossible to get to with their parents' work schedules.

Additionally, our riders use transit to go to the doctor, dialysis,

shopping, library, food pantries, and to run errands, among other things.

During my time working with Carrot Express, I have heard firsthand from our riders.

We have provided vital services to spouses of deployed servicemen and women, those with disabilities, seniors, children, students, and employees.

Public transit is a way of life for so many people in our area.

Relying upon a personal vehicle is not an option for many of our riders, and transit offers them a peace of mind and the ability to maintain

their freedom in choosing where they want to go and when. While the government should view transit

as a pillar of a community — much in the same way infrastructure is viewed — it is all too commonly dismissed as an unnecessary expense.

This is at the detriment of the community, and is a dismissal of the needs of so many to whom transit is a necessity.

It is a dismissal of all who would have no other means of accessing medical care, getting an education, getting to and from work, and getting to events throughout their community.

Whether out of need or out of a

desire to live an independent life, many in our community need the services of Carrot Express.

Our public transit service is constantly under threat of being shut down.

If state lawmakers take an active approach to protecting and supporting transit — and the ways of life of many in rural New Mexico — the threat of being shut down could be eliminated. Infrastructure would increase, independence for those without transportation would increase, emissions can be lowered, and quality of life would be enhanced for all in Grants and Milan, as well as in many communities across the state whose people need reliable public transit.

Sarah Austin is the Carrot Express Transit manager in Milan.



Sarah Austin



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Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item #VI: Agreement Request Forms

Subject: Luke Smith from NMDOT Central Regional Design will explain the purpose and process for this form, which helps guide the local project development and construction process to provide quality control assurance.

Prepared for: 9/12/18 NWRTPO meeting and Call for Projects process

Date: 9/12/18

BACKGROUND

- **Why?** Local and small governments can get in trouble and lose funding if they don't execute projects according to federal / state guidance for expenditures, process, and appropriate outcomes based on what the funding supports.
- **Purpose.** Mr. Smith will explain the role of the ARF, to help keep the local government on track for proper project development and application of funds.
- **Discussion/Finalization.** RTPO members will be informed on the role of this form and process, which is executed when funding has been approved for their project(s).

CURRENT WORK

- None – understand this form and process

ANTICIPATED WORK

- Execute this process and form with NMDOT Central Regional Design office as projects are funded.

ATTACHMENTS

- ARF Form

BUDGET IMPACT

- None.

ACTION ITEM

- N/A. Agreement Request Form is signed and executed once a project is funded.

**New Mexico Department of Transportation
AGREEMENT REQUEST FORM (ARF)**

Control No. _____

New Agreement _____
Amendment _____

Tribal/Local Public Agency (T/LPA) _____

Address _____

Contact Person _____ Title _____

Phone _____ Email _____

Who Executes agreement at T/LPA (Mayor, Governor, Chairman): _____

Termini/ Project Description will be pulled directly from STIP database.

STIP YEAR _____

PROPOSED WORK /PHASE (PER STIP)

FUNDING SOURCE	CONSTRUCTION	RIGHT OF WAY	DESIGN
Federal Funds	\$	\$	\$
State Funds	\$	\$	\$
Local Match	\$	\$	\$
Soft Match	\$	\$	\$
Other	\$	\$	\$
TOTAL AMOUNT	\$	\$	\$

Anticipated Begin Date _____ Anticipated End Date _____

What month will this project be ready to authorize Federal Funds? _____

You must also submit a estimated graphical project timeline (e.g., Microsoft Project, Primavera, Critical Path or Gantt chart) that provides the projected completion dates for applicable certifications for construction, right of way and design phases.

Additional Information: _____

T/LPA Authorized Signature _____ Date _____

Region T/LPA Authorized Signature _____ Date _____

District T/LPA Authorized Signature _____ Date _____

CLE T/LPA Authorized Signature _____ Date _____

****please note CLE signature needed only when requesting construction funds.**

A project agreement **WILL NOT** be processed until this ARF is received and has all signatures.

T/LPA must submit completed Agreement Request Form and estimated project timeline to your T/LPA Region Coordinator for review.



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Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item VII: NWRTPO FY19-20 Call for Projects

Subject: Biennial process for submitting new projects to the RTIPR

Prepared by: Robert Kuipers

Date: 2/7/18

BACKGROUND

- **Why:** The NMDOT distributes federal funding for transportation maintenance and development to metropolitan and rural regions of the state. With limited funding available to rural areas, it is important to have a prioritized list of viable (qualified) projects for funding.
- **Purpose.** The NWRTPO undertakes a new Regional Transportation Improvement Program Recommendations (RTIPR) list of projects that qualify for federal funding in two year cycles.
- **Discussion/Finalization.** The NWRTPO will undertake this project qualification / prioritization process commencing in June, 2018 and completing in March, 2019 with an updated RTIPR.

WORK TO DATE

- An updated Call for Projects Guide has been developed to guide the NWRTPO members through the process for identifying qualified projects, and assessing their readiness for phased development, as well as competitiveness for funding.
- In previous cycles, the NWRTPO has trimmed it's RTIPR from \$350 million, with many projects that did not qualify for federal funding, down to \$65 million, with all projects listed qualifying for federal funding through the state. The actual documented need for our three county region of New Mexico is cited at \$777 million.

ANTICIPATED WORK

- The NWRTPO will commence the RTIPR update in June of 2018. The process will run through March of 2019, with a) submission of Project Feasibility Forms (PFF) due July 31, which if approved as viable for federal \$, will follow with b) submission of Project Prospectus Forms (PPF) due Oct. 26 (replacing PIF's). c) For projects that compete for prioritization, the NWRTPO hears and scores presentations on project need and readiness from each jurisdictional representative. d) The NWRTPO then drafts the RTIPR update, and approve / authorize it in collaboration with the DOT Districts 2/13/19 at DOT-6. e) From there, each DOT District prioritizes projects from their participating RTPO's for the DOT District RTIP – referred to as the "Zipper" because it blends projects from several RTPO's – DOT Dist. 6 at 3/13/19 meeting; DOT Dist. 5 sometime thereafter.
- Once projects are cited in the DOT District RTIP, they are within 4-5 years of getting funded, or may need to be re-authorized by the RTPO and DOT District for future funding.

ATTACHMENTS

- FFY 19 – 20 NWNM Call for Transportation Projects Guide (and schedule)

BUDGET IMPACT

- none

ACTION ITEM

- No action now. Members are working through their respective governments, to prepare Project Prospectus Forms and any related applications or supporting resolutions according to the Call for Projects schedule.

NWRTPO Timeline Call for Transportation Projects

June 2018 - March 2019:

Task	Timeframe/Due Date	Responsible Party
General Announcement of NMDOT Active Transportation and Recreational Programs Guide and CMAQ Program	April 2018	NMDOT
Initial Announcement of Call for NWNM Transportation Projects	June 6	NWRTPO Staff
Technical Assistance, Contact the NWRTPO to set up a time and place with District staff.	July	NWRTPO & District Staff
Project Feasibility Forms (PFF) Due (Must be submitted by appropriate RTPO Member)	July 31	NWRTPO Members
Send out PFF for review and set up Consultations	August 1 -14	NWRTPO Staff
Mandatory Project Consultation Meetings between RTPO Member, Local Entity Representative/Official, RTPO staff, DOT Liaison, and District Staff. Meeting Report due 5 working days after.	August 15 - 31	All
◊ Based on decision and recommendation by District staff, project and RTPO Member will be directed to: <ul style="list-style-type: none"> • Prepare and submit a Project Identification Form (PIF) for inclusion and prioritization in the Regional Transportation Improvement Program Recommendations (RTIPR), or • Detail other options for projects and/or funding 	September 7	District Staff
Project Identification Forms (PIF) and TAP/RTP Applications Due (Must be submitted by appropriate RTPO Member)	October 26	NWRTPO Members
PIFs and TAP/RTP Applications are vetted by RTPO staff	November 1-15	NWRTPO Staff
PIFs & Applications sent to RTPO members for review	November 30	NWRTPO Staff
Project presentations and scoring by RTPO members El Morro Event Center, 201 South 2nd Street Gallup, NM	December 12 @ 10AM	NWRTPO Members
Draft RTIPR is presented to the NWRTPO Committee meeting Cibola County Convention Room, 515 West High Street, Grants	January 9 @ 10AM	NWRTPO Members
Final RTIPR is approved by NWRTPO Committee Chu Chu's Restaurant, 1344 Highway 53, Zuni	February 13 @ 10AM	NWRTPO Members
District 6 RTIPR ("zipper") Meeting to finalize recommendations and priorities for inclusion into the Statewide Transportation Improvement Program (STIP) NMDOT District 6 Office, 1919 Pinon Drive, Milan	March 13 @ 10AM	District Staff, NWRTPO Members

Call for Projects - next steps

Robert Kuipers

Fri 8/31/2018 2:41 PM

To: Judy Horacek <jhoracek@co.cibola.nm.us>; jirving@co.mckinley.nm.us <jirving@co.mckinley.nm.us>; Porell, Nick <nporell@sjcounty.net>; Stanley Henderson <shenderson@gallupnm.gov>; Grantsprojects@cityofgrants.net <Grantsprojects@cityofgrants.net>; publicworks@villageofmilan.com <publicworks@villageofmilan.com>; Larry Joe <ljoe@navajodot.org>; rsmith@navajodot.org <rsmith@navajodot.org>; David Deutsawe <ddeutsawe@puebloofacoma.org>; rlucero@lagunapueblo-nsn.gov <rlucero@lagunapueblo-nsn.gov>; Royce.Gchachu@ashiwi.org <Royce.Gchachu@ashiwi.org>; Shane Lewis <ShaneLewis@ramahnavajo.org>;

Cc: gporter@co.cibola.nm.us <gporter@co.cibola.nm.us>; Alicia Santiago <asantiago@gallupnm.gov>; milanclerk@villageofmilan.com <milanclerk@villageofmilan.com>; mfelipe@puebloofacoma.org <mfelipe@puebloofacoma.org>; Roxann Hughte <Roxann.Hughte@ashiwi.org>; joann.garcia2@state.nm.us <joann.garcia2@state.nm.us>; Lopez, Stephen, NMDOT <Stephen.Lopez@state.nm.us>; Krueger, Neala, NMDOT <Neala.Krueger@state.nm.us>; Shutiva, Ron, NMDOT <ron.shutiva@state.nm.us>;

Importance: High

📎 7 attachments (2 MB)

2018-2019 Call for Projects Timeline.pdf; NMDOT_PPF.docx; NMDOT_TAP-RTP_Guide.pdf; NMDOT_TAP-RTP_Application.pdf; NMDOT_TAP-RTP_Resolution-sample.pdf; 2018_0815 FINAL CMAQ Program Guide FFY2020.pdf; 2018_0815 FINAL CMAQ Application_FFY2020 .docx;

Greetings RTPO members (and DOT colleagues - FYI):

I'm attaching the schedule of our call for projects to help you gear up for the next steps. Arif and I will meet next week for NMDOT Dist. 6 sign off on PPF's and thereafter pull the trigger for PPF (Project Prospectus Forms) - due October 26. (Referenced PIF's on the schedule are now PPF's)

Also by way of reminder beside Project Prospectus Forms, all **TAP** (*Transportation Alternative Program*), **RTP** (*Recreational Trails Program*) and **CMAQ** (*Congestion Mitigation / Air Quality*) projects also require an **application**, and a **supporting resolution** from your local leadership body (*Pueblo Tribal Council, primary Chapter, County Commission, City Council*), also due October 26. (**That's not much time for a supporting resolution!!**)

Thanks, - referenced documents attached, and have a good holiday weekend!

Robert Kuipers

rkuipers@nwnmcog.org

505-722-4327



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Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item #VIII: Regional Transportation Plan Implementation Tracker

Subject: Instrument to help assess effectiveness and efficiency with
which the N.W.R.T.P.O.'s Regional Transportation Plan is implemented

Prepared for: NWRTPO member review

Date: 9/12/18

BACKGROUND

- **Why?** The NWRTPO has established a short to long range plan for development of transportation infrastructure in our region, based on our priorities and opportunities.
- **Purpose.** The implementation tracker enables RTPO members to track our performance with respect to goals and priorities established within our RTP for transportation development.
- **Discussion/Finalization.** Members will be informed on progress related to recent updates.

CURRENT WORK

- RTPO staff have included updates they were able to obtain from NMDOT and NWRTPO sources.

ANTICIPATED WORK

- The implementation tracking tool is updated on an ongoing basis

ATTACHMENTS

- Updated RTP Tracker

BUDGET IMPACT

- None.

ACTION ITEM

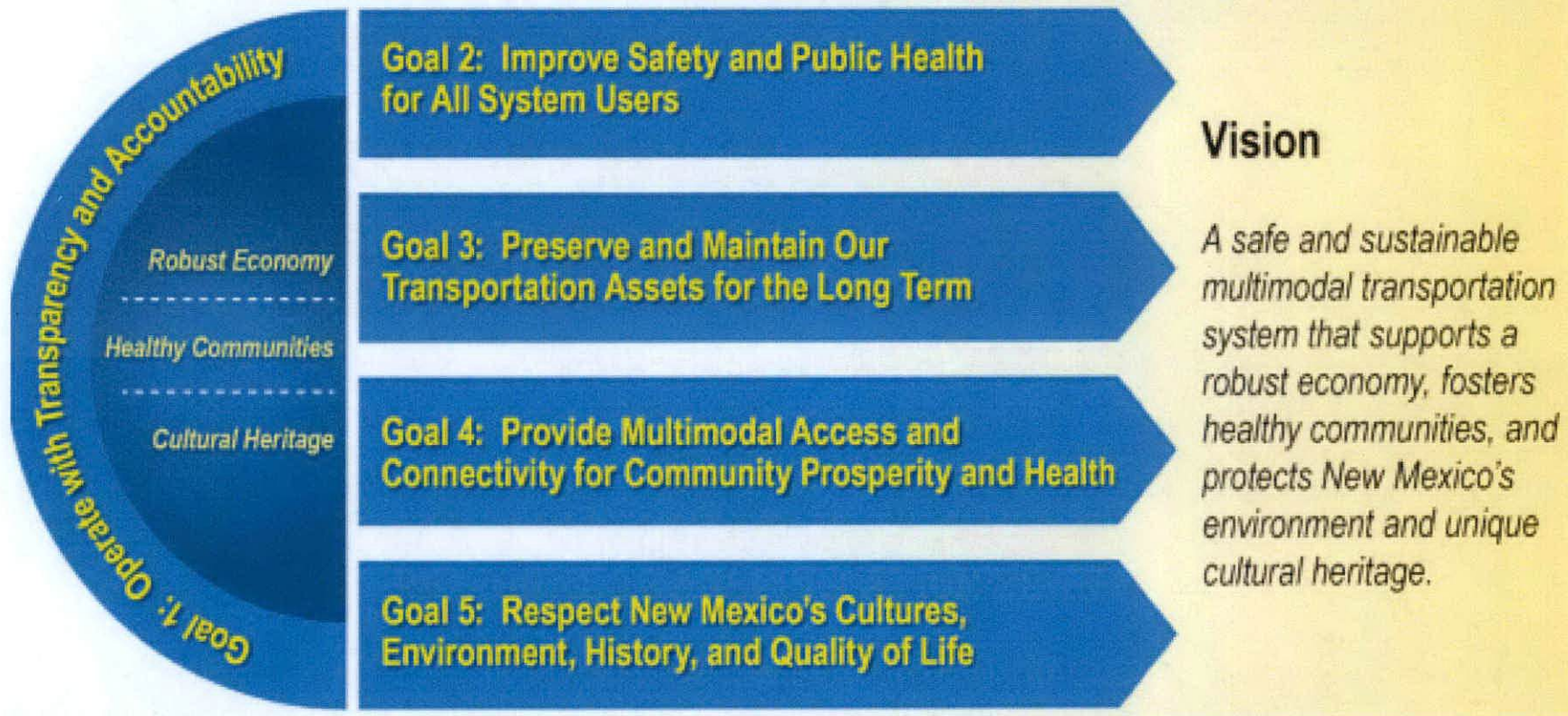
- N/A. RTPO Members are encouraged to maintain awareness / familiarity with the NWRTPO Regional Transportation Plan and how it relates to their own project priorities.

Northwest New Mexico

REGIONAL TRANSPORTATION PLAN (RTP)

IMPLEMENTATION EVALUATION TRACKER

Last Updated: September 2018



Regional Transportation Planning Organization, Regional Transportation Plan: Action Item Responsibilities and Timeline

Purpose: This database compiles all of the Goals, Strategies, and Actions identified in the NWRTPO Regional Transportation Plan (RTP). It is designed to be a tool for the NWRTPO to assign responsibility for completing actions, set deadlines for completion, and track the progress towards meeting the goals outlined in the RTP. Each tab provides information for one of the goals in our RTP.

Acronyms*

ADA	Americans with Disabilities Act
AMPD	Asset Management and Planning Division
BPE	Bicycle, Pedestrian, Equestrian
CSS	Context Sensitive Solutions
DCC	NMDOT Coordinating Committee
DMB	Data Management Bureau
FAC	Freight Advisory Committee
FY	Fiscal Year (State Fiscal Year begins July 1)
FFY	Federal Fiscal Year (begins October 1)
FMIS	Fiscal Management Information System
GIS	Geographic Information System
GO	General Office
GSA	General Services Administration
GTG	Government to Government Unit
HR	Human Resources
HSIP	Highway Safety Improvement Program
ICC	Interagency Coordinating Committee
IPCC	Interested Parties Coordinating Committee
ITS	Intelligent Transportation Systems
LEED	Leadership in Energy & Environmental Design
LRP	Long Range Plan
LTAP	Local Technical Assistance Program
MPO	Metropolitan Planning Organization
MRCC	MPO/RTPO Coordinating Committee
MTP	Metropolitan Transportation Plan
NMDOT	New Mexico Department of Transportation
OIG	Office of Inspector General
PINF	Programs and Infrastructure Finance Division
PMS	Pavement Management System
PPM	Planning Procedures Manual
PWP	Planning Work Program
RSA	Road Safety Assessment
RTP	Regional Transportation Plan
RTPO	Regional Transportation Planning Organization
SHARE	Statewide Human Resources Accounting Reporting
SHSP	Strategic Highway Safety Plan
STC	State Transportation Commission
STIP	Statewide Transportation Improvement Program
TAMP	Transportation Asset Management Plan
TDM	Travel Demand Management
TIP	Transportation Improvement Program
TSM&O	Transportation System Management and Operations
VMT	Vehicle Miles Traveled

*This list of acronyms is included in NMDOT's tracking database;
please remove/add as needed for your RTPO

Legend				
Timeframe/Need	●	●	●	○
	Within 5 years	Within 5-10	Within 10-15	Within 15-20
				< 20 years
Progress	●	●	●	○
	Institutionalized	Good	Improving	Limited
				No Action

GOAL #1

Operate with Transparency and Accountability

Strategy 1.1	Employee Excellence and Customer Service	Timeframe/ Need	Progress	Comments	Performance Measures	2016	2017
		●	●	(1) This is the second year of completing RTP Implementation Report; (2) Need to formulate and build in additional linkages; (3) Need to further Panoramic to roll completed projects into RTP goals; (4) Upgraded our progress on this item from "limited" to "improving".	Annual Report by August 15th (Revise to Nov 15th)	X	X
Action 1.1.A	Enhanced Annual Reporting	●	●		# of Member Trainings	26	12
Action 1.1.B	External Training	●	●	Continuous Improvement to reach Institutionalization	# of Staff Trainings	9	10
Action 1.1.C	Internal Data Training	●	●	Need more opportunities for real-life applications of data	Annual Performance Review	X	X
Action 1.1.D	Use of Technology to Communicate	●	●	The framework is being built -- needs to be scaled by additional hands-on training and time to delivery	COG Employee Turnover Rate	33%	14%
Action 1.1.E	Websites	●	●	Continuous Improvement to reach Institutionalization, including Statewide RTPO. Training needed for all staff to maximize	Member Rating	Good/Excellent	Good/Excellent
Action 1.1.F	Program Performance-based Plans	●	○	Need to revisit this action.			
Action 1.1.G	Wellness Programs	●	○	COG Executive Team has not been able to prioritize for action.			
Action 1.1.H	Annual Member Surveys	●	●	RTPO to develop and roll out surveymonkey by 11/9/16; a second round was sent out 12/2017 and collections went through March-April.			
Strategy 1.2	Partnerships and Coordination	●	○				
Action 1.2.A	RTPO Interactive Meetings	●	○	Needs focus time and work with RTPO staff and Statewide RTPO staff; we have made some progress with Panoramic but not to that functional level	# of non-member participants	34	32
Action 1.2.B	Increase Statewide Transportation Partnerships	●	○	Step 1 would be to find out and calendar when these groups meet - need to revisit which groups exist.	# of new participants	9	5
Action 1.2.C	Increase Regional Inter-jurisdictional Collaborations	●	●	Need to develop targets for the use of this time to increase inter-collaborations, during 2017 RTPO did facilitate a (1) Counties of the Four Corners Initiative, (2) Four Corners Transit Plan, (3) Navajo Nation-McKinley County dialogues on ROW and other transportation issues, and (4) Four Corners Geotourism and Forum on Economic Development.			

GOAL #1			Timeframe/ Need	Progress	Comments	Performance Measures	2016	2017
	Action 1.2.D	Cross-discipline Coordination	•	○	There is coordination with Economic Development and Water Regional Plans, but not so much in the way of schools, health, and broadband/utility deployment.	Number of NMTP Implementation Committee meetings attended by RTPO staff and stakeholders from our region	0	0
	Action 1.2.E	Farmington MPO and RTPO Partnerships	•	○	This was growing during the development of RTP/MTP/NMTP, now that we are staffed we can look for strategic opportunities to partner and collaborate. The COG did initiate and negotiate administration of the FMPO program with the City and this remains in progress with transition in October 2018.			
	Action 1.2.F	Orientation and tours of NMDOT Offices	•	○	Held our first orientation tour at D6 during PFF Consultation Sessions (2016) and held one in 2017 during RTPO meeting.			
Strategy 1.3			Financial Stewardship					
	Action 1.3.A	Manage RWP and budget efficiently	•	•	RTPO staff has been managing the program well in terms of deliverables and budget since the Corrective Action Plan.	Budget Amendments #	4	1
	Action 1.3.B	Audit and take Corrective action to resolve findings	•	•	The FY2017 NWNMCOG Audit was very okay but much room for improvement, but we did receive four minor findings.	# of Audit Findings	2	4
			•	•	RTPO was lifted from its Corrective Action plan and status with NMDOT.	% of previous year's audit findings resolved	100%	0%
Strategy 1.4			Access to Integrated, High Quality Data Information					
	Action 1.4.A	Data Gathering and Sharing Conference based on 2015 NMSHSP Summit.	•	○	RTPO staff began compiling existing data from various sources and started building the RTPO's GIS/GPS capabilities. Staff did attend the ESRI Users Conference, and will put together a list of other trainings to network and discuss data.	Facilitate and co-host an annual transportation data symposium	0	0
	Action 1.4.B	Create data dictionary, standards, roles, and plan to standardize data	•	○				
	Action 1.4.C	Develop a self-service data portal.	•	○				

Legend					
Timeframe/Need	●	●	●	●	○
	Within 5 years	Within 5-10	Within 10-15	Within 15-20	< 20 years
Progress	●	●	●	●	○
	Institutionalized	Good	Improving	Limited	No Action

GOAL #2

Improve Safety for All System Users

		Timeframe/ Need	Progress	Comments	Performance Measures	2015	2016
Strategy 2.1	Data Driven Process	●	○				
Action 2.1.A	Implement all Safety Plans by identifying, improving and evaluating safety countermeasures	●	○	(1) Several tribal communities updated their Strategic Highway Safety Plans; (2) During Call for Transportation Projects process, several RSA/HSIP projects were submitted; (3) RTPO staff supported three funded RSAs (NM118, NM602, NM53) but safety countermeasures have not been implemented or funded.	Total # of traffic fatalities	65	69
Action 2.1.B	Prioritize safety in all modes for RTIPR	●	●	During Call for Transportation Projects process, all project types were scored on safety.	Total traffic fatalities per 100 million vehicle miles traveled	1.09	1.44
Action 2.1.C	Improve safety data quality	●	○	No action during this year	Total # of serious injuries resulting from traffic injuries.	168	111
Action 2.1.D	Emphasis safety for vulnerable users	●	●	During Call for Transportation Projects process, all project types were scored on safety - this item was part of that scoring process.	Serious injuries and serious injuries per 100 million VMT		
Action 2.1.E	Implement SHSP Summit workgroups to identify top risks, strategies, and groups.	●	○	No action during this year or invitations from NMDOT to participate.	Pedestrian fatalities per 100,000 population	18.52	20.4
Action 2.1.F	Conduct RSAs	●	○	RTPO staff supported three funded RSAs (NM118, NM602, NM53) in 2016 and need to revisit the proposed safety countermeasures and how to move them forward.	Bicyclist fatalities per 100,000 population	0.84	0
Action 2.1.G	Adopt favorable policies (Complete Streets, etc.)	●	○	RTPO staff has tracked progress by FMPO and Statewide Working Group on Complete Streets.	Inform the NWRTPO Committee members of the "Systemic Safety Process"	0	0
Action 2.1.H	Work with Tribal data and processes	●	○	RTPO staff has begun collecting baseline data with Navajo, Acoma, Laguna, and Zuni. RTPO staff has created a data use agreement and have several agreements in place, but have not sat down to dive deeper.			

Legend					
Timeframe/Need	●	●	●	●	○
	Within 5 years	Within 5-10	Within 10-15	Within 15-20	< 20 years
Progress	●	●	●	●	○
	Institutionalized	Good	Improving	Limited	No Action

GOAL #3

Preserve & Maintain Our Transportation Assets for the Long-Term

Strategy 3.1 Asset Management

Action 3.1.A Adapting Transportation Asset Management Plan for regional use

Action 3.1.B Training on asset management

Timeframe/
Need

Progress

Comments

Performance Measures

2016

2017

Strategy 3.2 Support Investment Decisions Based on Life-Cycle Cost

Action 3.2.A Build the skill levels needed to conduct life-cycle cost analyses.

Action 3.2.B Utilize life-cycle cost analysis in project development.

Action 3.2.C Provide assistance to local governments in project development through data acquisition and evaluation.

Strategy 3.3 Priority Tiers and Minimum Standards

Action 3.3.A (Links with 4.1.A) Provide regional and local perspective to NMDOT as it develops its tiered criteria

Action 3.3.B Work to develop criteria for Tier 4 for prioritization of all other roads and modes.

Need to follow-up with NMDOT - possibly presentation for RTPO

(1) Need to schedule presentation; (2) RTPO has sent training notices out on this topic.

The RTPO has other shorter term goals in growing its capacity, with regards to GPS, GIS, and data.

Longer term priority

We have not made any progress in terms of life-cycle cost analysis, but have developed a scoring criteria and prioritization process through our Call for Transportation Projects

RTPO developed a scoring criteria and prioritization process through our Call for Transportation Projects, which only included functional classified roadways. But RTPO staff also developed a 20-year Financial Plan for all transportation projects in NWNM (pulling mainly from ICIPs).

NWNM (D5/D6) % of pavement in good condition by tier

Interstate
Non-Interstate

90%
68%

34%
30%

NWNM (D5/D6) % of bridges in good - fair condition

95%

95%

NWNM % airport runways rated good

53%

11%

% of transit assets in state of good repair by mode (bus, rail)

of pavement miles preserved by tier

% of airport runways rated "good"

11%

Total maintenance expenditures and maintenance cost per capita.

GOAL #3

		Timeframe/		Comments	Performance Measures		2016	2017
		Need	Progress					
Action 3.3.C (Links with 4.2.B)	Develop and work with communities on alternative financing strategies for projects that do not meet tiered criteria.	•	•	This is a nature process for our staff to projectteering and find alternative financing pathways -- a good example was the developed of the PFF Consultation Reports that may serve as a bet practice.				
Strategy 3.4 Address Legacy Challenges		•	•					
Action 4.4.A	Facilitate conversations between NMDOT and T/LPA	•	•	RTPO staff did facilitate concerns over signal and lighting agreements between NMDOT and T/LPA.				

Legend					
Timeframe/Need	●	●	●	●	○
	Within 5 years	Within 5-10	Within 10-15	Within 15-20	< 20 years
Progress	●	●	●	●	○
	Institutionalized	Good	Improving	Limited	No Action

GOAL #4

Provide Multimodal Access & Connectivity for Community Prosperity

Strategy 4.1 Operations and Demand Management First

		Timeframe/ Need	Progress	Comments
		●	●	
		●	○	
Action 4.1.A	Assist in implementing Transp. Management and Operations (TSM&O), Intelligent Transportation Systems (ITS), and Travel Demand Management (TDM)	●	○	Need to follow-up with NMDOT - possibly presentation for RTPD Roundtable first
Action 4.1.B	Training on TSM&O, ITS, and TDM	●	○	Maybe RTPD member or District staff could present on this at monthly RTPD meeting
Action 4.1.C	Provide presentation on NMDOT and other NMDOT informational sources and a TDM Strategic Plan when developed.	●	○	Schedule a NMDOT presentation and engage NMDOT on TDM Strategic Plan
Action 4.1.D (Links to 4.2.C)	Regional Transit District development	●	●	Annual transit presentations may be a good time to do a deeper dive on this item.

Performance Measures	2016	2017
Transit Provider Annual Ridership	283,963	306629
Household transportation costs as a percentage of median household income	37%	38%
Other: Work with NMDOT to develop measures that can be rolled up from the local level to the regional and then to NMDOT	0	0

Strategy 4.2 Strategic Investment in Key Corridors

		●	○	
Action 4.2.A (Links with 3.3.A)	Provide input in to tiered criteria	●	○	Needs focus time and work with RTPD staff and Statewide RTPD staff; we have made some progress with Panoramic but not to that functional level
Action 4.2.B (Links with 3.3.C)	Alternative Funding Strategies	●	●	This is a nature process for our staff to projecteering and find alternative financing pathways -- a good example was the developed of the PFF Consultation Reports that may serve as a bet practice.
Action 4.2.C (Links to 4.1.D)	Regional Transit District development	●	●	Annual transit presentations may be a good time to do a deeper dive on this item.

Action 4.2.D

Participate in State Bicycle, Pedestrian, and Equestrian (BPE) Plan.

•

•

Need to get update for NMDOT on progress; RTPD staff has gained much knowledge in this arena completing the Zuni Mountains Trail & Conservation Plan.

Strategy 4.3 Land Use-Transportation Coordination

Action 4.3.A

Advise local governments about land use and transportation planning

•

•

RTPD does this on ongoing and as needed basis.

Action 4.3.B

Request to provide comments (coordination) on local government decisions affecting land use and transportation planning

•

•

Participated in many Comprehensive Plans and MRA Plans during this past year.

Action 4.3.C

Provide assistance on local planning efforts and community facility projects.

•

•

Involvement in local plans and projects, as requested.

Strategy 4.4 Changing Demographics

Action 4.4.A

Foster a partnership with Navajo and NM AAA.

•

•

RTPD/COG staff has created a formal partnership with NM Aging Department on providing technical assistance on their capital outlay system; this included a one-day work session with mainly Navajo AAA and local Chapters on application development.

Legend					
Timeframe/Need	●	●	○	○	○
	Within 5 years	Within 5-10	Within 10-15	Within 15-20	< 20 years
Progress	●	●	○	○	○
	Institutionalized	Good	Improving	Limited	No Action

GOAL #5		Timeframe/ Need	Progress	Comments	Performance Measures	2016	2017
Respect New Mexico's Cultures, Environment, History, & Quality of Life							
Strategy 5.1 Context Sensitive Solution		●	○				
Action 5.1.A	CSS Criteria and Checklists	●	○	Need guidance and leadership from NMDOT on developing these principles	Tourism/Visitor #'s	\$ 11,610,000	\$ 11,660,000
Action 5.1.B	Staff and Member Training	●	○	Need to discuss further and possibly incorporate into LTAP	# of Plans	3	4
Strategy 5.2 Require and Respect Local Plans		●	○				
Action 5.2.A	Finance and develop Performance-based Plans and Projects	●	○	RTPO staff get its feet wet by completing the 4CITE Master Plan, under special NMDOT funding			
Action 5.2.B	Tribal and Local Input	●	○	RTPO staff supports this through its monthly meetings			
Strategy 5.3 Environmentally Friendly Practices		●	○				
Action 5.3.A	Purchase Fuel-Efficient Vehicles	●	○	COG purchased a more fuel-efficient vehicle to replace two aging units in 2017.			
Action 5.3.B	Training	●	○	RTPO staff completed a free NHI training program as a start.			
Strategy 5.4 Recreation and Tourism		●	●				
Action 5.4.A	Foster Business Growth	●	●	RTPO staff continues to provide leadership on Scenic Byways (TOTA & Route 66), MainStreet, and Adventure Tourism.			



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Agenda Item #IX):

NWRTPO Regional Work Program Status Report

Subject: RWP Monthly Report

Prepared by: Robert Kuipers

Date: 5/6/18

BACKGROUND

Why? Due to a NMDOT Office of Inspector General (OIG) Audit and subsequent findings, NWRTPO staff met with NMDOT Planning Bureau staff to develop a corrective action plan (CAP).

Purpose. As part of our CAP RTPO staff will provide monthly reports showing line item budget expenditures and staff hours in comparison with the approved Regional Work Program (RWP) Budget.

Discussion/Finalization. Based on this monthly analysis and report, staff will better manage time and funding investment, and assess where and when to seek a RWP amendment if needed.

WORK TO DATE

- RTPO staff met with NMDOT staff on 12/7/16 to review a draft corrective action plan, detailing specific actions and controls in a number of areas to assure stronger compliance to the RWP budgeted time and financial allocations.
- The Corrective Action Plan has been finalized, executed, and now for all practical purposes is complete; however the NWRTPO staff are choosing to continue these status reports, as they help staff and members understand and manage where the budget and staff hours are at in a transparent manner.
- RTPO staff will continue providing reports at monthly meetings.
- During the course of the FFY 17 – 18 Regional Work Program, three amendments were requested and approved to adjust hours in the various work program components for the NWRTPO. Periodic amendments are required when staff wind up using more or less hours in certain functions than anticipated, based on unanticipated set backs, greater time demands, or new opportunities.

ANTICIPATED WORK

- Ongoing reports to the NWRTPO members at monthly meetings.
- RWP amendment requests may be anticipated, as time and budget demands may vary as the fiscal year progresses.
- Our annual Quality Assurance Review (QAR) occurred on April 12th, 2017; which provided a good check-up on how the RTPO is performing.

ATTACHMENTS

- RWP & Budget Monthly Report

BUDGET IMPACT

- None.

ACTION ITEM

- This is a monthly report item only.

RTPO APER Budgeted Staff Hours Summary

August -- Staff Hours Summary FFY18											
Function	Budgeted Hours	Amendment #3	FFY18, Q1	FFY18, Q2	FFY18, Q3	FFY18, Q4	July	August	Total Actual hours	Balance	Percentage budgeted differs from actuals*
1	300	200	4	64.00	57.5	69.25	12.25	57	194.75	5.25	-2.63%
2	100	200	72	1.00	15.75	128	72	56	216.75	-16.75	8.38%
3	400	400	31.75	68.50	50.5	174.75	45	129.75	325.50	74.50	-18.63%
4	400	200	60.75	29.00	27.25	52.5	26.75	25.75	169.50	30.50	-15.25%
5	400	600	152.25	131.00	274	73	43.5	29.5	630.25	-30.25	5.04%
6	400	500	133.75	130.25	77.75	64	40	24	405.75	94.25	-18.85%
TOTAL	2000	2100	454.5	423.75	502.75	561.5	239.5	322	1942.50	157.50	-7.50%

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

[illegible]

*if any line item differs from actual amount by more than 20%, provide a narrative explanation below



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

Agenda Item #X: Reports, Updates & Announcements

Subject: Discussion / Presentation Items

Prepared by: Robert Kuipers, NWRTPO

Date: 6/7/18

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

- RTPO Report: CMAQ, Title VI,
- Member Reports

Member Special Reports:

- None submitted prior to the meeting

NMDOT Reports:

- G to G Liaison: Neala Krueger
- Tribal Liaison: Ron Shutiva
- District 6: JoAnn Garcia & staff; District 5: Steve Lopez
- DOT Planning Unit – Govt. to Govt. Weekly Updates

Training & Funding Opportunities

- Training: TC3 / P3 Training Website

New Business / Open Floor:

- None requested in advance of this meeting



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Monthly Report – August 2018

- A. **Local Plan Development:** RTPO staff are assisting the City of Gallup, along with Wilson & Co. Engineering, for development of a Community Transportation Safety Plan. RTPO staff assisted the City of Grants, along with Wilson & Co. Engineering, for development of a Thoroughfare Plan along with mid to long range transportation planning.
- B. **FFY 19 -20 NWRTPO Call For Projects Cycle Begins:** The NWRTPO commenced another Call for Projects cycle that runs from June, 2018 through March, 2019. Members have been informed and provided initial Call for Projects guidance for updating the RTIPR for both new and existing projects. NMDOT has updated project forms, and members will submit new PFF's for projects already in the RTIPR, along with new proposed transportation projects. **PFF's have been reviewed, and RTPO members are working on Project Prospectus Forms (PPF's) along with associated TAP, RTP and CMAQ applications and resolutions of support – due October 26, 2018.**
- C. **TAP/ RTP / CMAQ (Congestion Mitigation & Air Quality) Funding:** An opportunity for CMAQ funding is now available for rural regions and RTPO's in the Spring of 2018. This funding will be less restricted by air quality mitigation, and will support preventive options such as multi-modal trails, school bus retrofits, and transition to natural gas for transit fleets - etc. CMAQ (Congestion Mitigation / Air Quality) funding process and application have just been finalized by NMDOT staff this month. TAP (*Transportation Alternatives Program*) and RTP (*Recreational Trails Program*) funding opportunities and application process were discussed at our June and July meetings, now that NMDOT has finalized the application forms and process – with the same schedule for NWRTPO as the RTIPR. **TAP, RTP and CMAQ applications require an additional separate application form, and a supporting resolution from the local government.**
- D. **4 Corners Counties Collaboration:** A) RTPO staff continue to support meetings that include all interested / participating counties within Arizona, New Mexico, and Utah, that are part of Navajo Nation lands, along with BIA and Navajo Nation representatives. This group continues to seek ways to find more cost and time efficient transportation development and maintenance through cross-jurisdictional agreements. B) Four Corners Coordinated Transit Planning: The S.W. Colorado COG is conducting a study on opportunities for public transportation connectivity across state and other jurisdictional lines for the 4 Corners Region; N.E. Arizona COG is conducting a similar study.
- E. **GIS Data Gathering, Mapping and Compiling Work:** RTPO staff will continue to reach out to our three Pueblos – Laguna, Acoma and Zuni regarding the opportunity to include their transportation mapping and data into our regional portfolio, based on what each Pueblo is willing to share. COG staff continue to provide technical assistance and GIS mapping for development of 66 new miles of recreational trails in the Zuni Mountains in McKinley and Cibola Counties during the course of FFY18 – FFY19; and continue contributing GIS mapping for regional transportation infrastructure.
- F. **NWRTPO Regional Transportation Plan:** RTPO staff have conducted annual updates to our R.T.P. at this time, and anticipate more updates in the year ahead, as the NWRTPO and NMDOT (State plan) are coming into the 4-year major update cycle.
- G. **"Geotourism":** 4-Corners tourism staff are re-vitalizing the 4 Corners Geotourism Stewardship Council to continue promoting and updating a website designed by National Geographic, which markets our regions' unique cultural and historic venues, averaging 3 to 6 thousand visits each month from an international audience. These visitors will depend on our transportation infrastructure and tourism guidance to explore our region, and contribute to our economies.

Fw: NEW UPDATES TO THE MATERIALS STANDARDS!

Robert Kuipers

Fri 9/7/2018 9:13 AM

To: Judy Horacek <jhoracek@co.cibola.nm.us>; jirving@co.mckinley.nm.us <jirving@co.mckinley.nm.us>; Porell, Nick <nporell@sjcounty.net>; Stanley Henderson <shenderson@GallupNM.gov>; Grants Projects <grantsprojects@cityofgrants.net>; publicworks@villageofmilan.com <publicworks@villageofmilan.com>; Larry Joe <ljoe@navajodot.org>; rsmith@navajodot.org <rsmith@navajodot.org>; David Deutsawe <ddeutsawe@puebloofacoma.org>; rlucero@lagunapueblo-nsn.gov <rlucero@lagunapueblo-nsn.gov>; Royce.Gchachu@ashiwi.org <Royce.Gchachu@ashiwi.org>; Shane Lewis <ShaneLewis@ramahnavajo.org>;

Cc: gporter@co.cibola.nm.us <gporter@co.cibola.nm.us>; Alicia Santiago <asantiago@gallupnm.gov>; milanclerk@villageofmilan.com <milanclerk@villageofmilan.com>; kbenally@navajodot.org <kbenally@navajodot.org>; mfelipe@puebloofacoma.org <mfelipe@puebloofacoma.org>; Roxann Hughte <Roxann.Hughte@ashiwi.org>; Krueger, Neala, NMDOT <Neala.Krueger@state.nm.us>; Shutiva, Ron, NMDOT <ron.shutiva@state.nm.us>; joann.garcia2@state.nm.us <joann.garcia2@state.nm.us>; Lopez, Stephen, NMDOT <Stephen.Lopez@state.nm.us>; marticia.holiday@state.nm.us <marticia.holiday@state.nm.us>; Santiago, Bill, NMDOT <Bill.Santiago@state.nm.us>; Kazmi, Arif, NMDOT <Arif.Kazmi@state.nm.us>; Evan Williams <ewilliams@nwnmcog.org>;

Good Friday morning RTPD members and DOT colleagues:

FYI - AASHTO Update.

-Bob K.

rkuipers@nwnmcog.org

505-722-4327

From: AASHTO PUBLICATIONS <aashtopublications@ashto.org>

Sent: Thursday, September 6, 2018 10:41 AM

To: Robert Kuipers

Subject: NEW UPDATES TO THE MATERIALS STANDARDS!

AASHTO PUBLICATIONS – WEEKLY UPDATE

P AASHTO
PUBLICATIONS
store.transportation.org





AASHTO RELEASES NEW UPDATES TO THE MATERIALS STANDARDS

AASHTO has released the third of three 2018 updates to the Standard Specifications for Transportation Materials and Methods of Sampling and Testing, and AASHTO Provisional Standards, 2018 Edition, commonly referred to as the "Materials Standards."

This August 2018 update includes 10 new and 21 revised standards, and updates the sections on Geotechnical, and Bituminous Materials and Mixtures.

Two previous 2018 updates to the Standards were released in April and June: The April update included 7 new and 29 revised standards, and updated the sections on Hydraulic Cement and Lime, Fresh Concrete, Hardened Concrete, Pavement Measurement, Bridge and Pavement Preservation, and Quality Assurance and Environmental. The June update included 1 new and 13 revised standards, and updated the sections on General Manufactured Materials, including Concrete Drainage Structures; Flexible and Metallic Pipe; Markings and Coatings; Safety Devices; Joints, Bearings, and Geosynthetics; and Metals.

Current subscribers automatically have access to the updated information. Customers who wish to purchase a 12-month, online subscription may visit the AASHTO Store online at <https://store.transportation.org>, and search by Item Code, HM-WB.

Customers may purchase either a single-user license, or choose among several multiple-user license options, which offer deep price discounts ranging from a 25% discount for a two-user license, a 33% discount for a

three-user license, and a nearly 40% discount for a twenty-five-user license.

The web-based format offers several enhanced features, including—

- Immediate online access, with nothing to download or install;
- Access to all updates published during their subscription period;
- Access to recent past editions of the Standards, with changes between editions highlighted for easy reference;
- The ability to search by keywords, highlight text, and add shareable bookmarks and notes; and
- Access on multiple devices.

Click here for more information or to purchase a subscription to the Materials Standards.

Materials, Testing, and Pavement Publications

Looking for more information on materials, testing, and pavement? Check out these related AASHTO publications?

MATERIALS AND TESTING

Manual on Subsurface Investigations, 1st Edition

Designing HMA Mixtures with High RAP Content: A Practical Guide

PAVEMENT

Mechanistic-Empirical Pavement Design Guide, 2nd Edition

Pavement Design, Construction, and Management: A Digital Handbook, 1st Edition

Guide for the Local Calibration of the Mechanistic Empirical Pavement Design Guide, 1st Edition

Guide for Design of Pavement Structures, 4th Edition, with 1998 Supplement

Pavement Management Guide, 2nd Edition

Guide for Pavement Friction, 1st Edition

*Click here for more information on AASHTO's Materials,
Testing, and Pavement category of publications.*

This weekly update is published and distributed electronically by the Publications Department of the American Association of State Highway and Transportation Officials (AASHTO).

For questions or comments about this update, contact Carolyn Toye, AASHTO Publications Marketing Manager, by email at ctoye@aaashto.org.

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Constant Contact 

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Fw: Folded Steel Plate Girder Showcase Invite: Missoula, MT, Sept 11, 2018

Robert Kuipers

Fri 9/7/2018 11:49 AM

To: Judy Horacek <jhoracek@co.cibola.nm.us>; jirving@co.mckinley.nm.us <jirving@co.mckinley.nm.us>; Porell, Nick <nporell@sjcounty.net>; Stanley Henderson <shenderson@GallupNM.gov>; Grants Projects <grantsprojects@cityofgrants.net>; publicworks@villageofmilan.com <publicworks@villageofmilan.com>; Larry Joe <ljo@navajodot.org>; rsmith@navajodot.org <rsmith@navajodot.org>; David Deutsawe <ddeutsawe@puebloofacoma.org>; rlucero@lagunapueblo-nsn.gov <rlucero@lagunapueblo-nsn.gov>; Royce.Gchachu@ashiwi.org <Royce.Gchachu@ashiwi.org>; Shane Lewis <ShaneLewis@ramahnavajo.org>;

Cc: Angelina Grey <agrey@nwnmcog.org>; gporter@co.cibola.nm.us <gporter@co.cibola.nm.us>; Alicia Santiago <asantiago@gallupnm.gov>; milanclerk@villageofmilan.com <milanclerk@villageofmilan.com>; kbenally@navajodot.org <kbenally@navajodot.org>; mfelipe@puebloofacoma.org <mfelipe@puebloofacoma.org>; Roxann Hughte <Roxann.Hughte@ashiwi.org>; Krueger, Neala, NMDOT <Neala.Krueger@state.nm.us>; Shutiva, Ron, NMDOT <ron.shutiva@state.nm.us>; joann.garcia2@state.nm.us <joann.garcia2@state.nm.us>; Lopez, Stephen, NMDOT <Stephen.Lopez@state.nm.us>; Evan Williams <ewilliams@nwnmcog.org>;

📎 1 attachments (426 KB)

FSPG Showcase Flyer 2018-09-11.pdf;

RTPO members;

Passing along a bridge opportunity that may be of interest.

Potential savings related to modern technology.

Much appreciation to my COG colleague, Angelina Grey for finding this one.

-Bob Kuipers

rkuipers@nwnmcog.org

From: Angelina Grey

Sent: Tuesday, August 21, 2018 11:44 AM

To: Evan Williams; Robert Kuipers

Cc: Jeffrey Kiely

Subject: Fw: Folded Steel Plate Girder Showcase Invite: Missoula, MT, Sept 11, 2018

FYI

Transportation news..

From: Surdahl, Roger (FHWA) <Roger.Surdahl@dot.gov>
Sent: Monday, August 20, 2018 4:36 PM
To: Surdahl, Roger (FHWA)
Subject: Folded Steel Plate Girder Showcase Invite: Missoula, MT, Sept 11, 2018

Transportation Colleagues,

We request your cooperation to spread this news of our Folded Steel Plate Girder (FSPG) Showcase to your colleagues, staff, and to the agencies and individuals we both serve. I trust you are willing and interested.

Your hosts, the Confederated Salish and Kootenai Tribes (CSKT) and the Federal Highway Administration (FHWA) invite you to attend this one-day classroom and field installation of a FSPG on a Geosynthetic Reinforced Soil – Integrated Bridge System (GRS-IBS) Showcase on **September 11, 2018 in Missoula, Montana**. The attached flyer identifies when and where to meet to be part of this western-Montana CSKT North Valley Creek Bridge replacement Showcase. We also ask that you register for your attendance by Tuesday, September 4. Space is limited so if you are unable to use your registration please let us know.

Recently, this relatively new concept of the FSPG has been promoted as a time-saving and cost-effective alternative for construction of short-span bridges that are designed based on the AASHTO LRFD specifications. The FSPG starts as a single sheet of plate steel that is strategically bent into a structural shape. These FSPG also offer the potential to be cost-effective due to the relatively low cost of plate steel.

Come see the final product be installed. Please share this with others who you know would be interested. We are looking forward to seeing you there!

Roger W. Surdahl, P.E., M.ASCE

Innovation Deployment Specialist
Federal Highway Administration
Central Federal Lands Highway Division, and
Office of Innovative Program Delivery
Center for Local-Aid Support
12300 W. Dakota Avenue, Suite 210B
Lakewood, CO 80228
(720) 963-3768, (720) 963-3752 fax
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Fw: FHWA Office of Planning, Environment, and Realty (HEP) Weekly Digest Bulletin

Robert Kuipers

Tue 8/14/2018 9:31 AM

To: Judy Horacek <jhoracek@co.cibola.nm.us>; jirving@co.mckinley.nm.us <jirving@co.mckinley.nm.us>; Porell, Nick <nporell@sjcounty.net>; Stanley Henderson <shenderson@gallupnm.gov>; Grantsprojects@cityofgrants.net <Grantsprojects@cityofgrants.net>; publicworks@villageofmilan.com <publicworks@villageofmilan.com>; Larry Joe <ljoe@navajodot.org>; rsmith@navajodot.org <rsmith@navajodot.org>; David Deutsawe <ddeutsawe@puebloofacoma.org>; rlucero@lagunapueblo-nsn.gov <rlucero@lagunapueblo-nsn.gov>; Royce.Gchachu@ashiwi.org <Royce.Gchachu@ashiwi.org>; Shane Lewis <ShaneLewis@ramahnavajo.org>;

Cgporter@co.cibola.nm.us <gporter@co.cibola.nm.us>; Alicia Santiago <asantiago@gallupnm.gov>; milanclerk@villageofmilan.com <milanclerk@villageofmilan.com>; kbenally@navajodot.org <kbenally@navajodot.org>; mfelipe@puebloofacoma.org <mfelipe@puebloofacoma.org>; Roxann Hughte <Roxann.Hughte@ashiwi.org>; Krueger, Neala, NMDOT <Neala.Krueger@state.nm.us>; Shutiva, Ron, NMDOT <ron.shutiva@state.nm.us>; joann.garcia2@state.nm.us <joann.garcia2@state.nm.us>; Lopez, Stephen, NMDOT <Stephen.Lopez@state.nm.us>; Holiday, Marticia, NMDOT <Marticia.Holiday@state.nm.us>; Santiago, Bill, NMDOT <Bill.Santiago@state.nm.us>; Kazmi, Arif, NMDOT <Arif.Kazmi@state.nm.us>; Evan Williams <ewilliams@nwnmcog.org>;

RTPO members and DOT colleagues:

The latest Planning, Environment and Realty report from FHWA.

-Bob Kuipers

rkuipers@nwnmcog.org

505-722-4327

From: FHWA Office of Planning - Environment - and Realty - HEP <FHWA.HEP@public.govdelivery.com>

Sent: Sunday, August 12, 2018 3:48 PM

To: Robert Kuipers

Subject: FHWA Office of Planning, Environment, and Realty (HEP) Weekly Digest Bulletin



Public-Private Partnerships (P3) Training

08/09/2018

Having trouble viewing this email? [View it as a Web page.](#)



Public–Private Partnerships (P3) Training

The Build America Bureau, in cooperation with FHWA's Center for Innovative Finance Support (Office of Innovative Program Delivery), has developed a series of training courses for interested state, regional, and local government officials. The purpose of this training is to provide information and tools to government officials who want to better understand how to evaluate potential P3 proposals.

More Information

- Detailed information on the training courses is available at https://www.fhwa.dot.gov/ipd/pdfs/p3/p3_training_flyer_trb_2017.pdf.
- The FHWA Center for Innovative Finance Support provides information and expertise in the use of different P3 approaches, and assistance in using tools to facilitate planning, evaluation, procurement and implementation of P3 projects. If you would like more information, please visit <https://www.fhwa.dot.gov/ipd/p3/>.
- To subscribe or unsubscribe TMIP eNews, please click https://public.govdelivery.com/accounts/USDOTFHWAHEP/subscriber/new?topic_id=USDOTFHWAHEP_51

Contact Us

If you would like to work with TMIP to share your agency's experience or if you have questions or comments about TMIP, please contact [Sarah Sun](#), FHWA.

Human Environment Digest 8/9/18

08/09/2018



August 9, 2018

Human Environment Digest

Welcome to the Federal Highway Administration (FHWA) Office of Human Environment biweekly email digest. This digest shares the latest information from a range of Federal and non-Federal sources, addressing transportation and its relationship to the human environment. Through this information exchange, FHWA hopes to foster dialogue at all levels and continue to further the state of the practice on these important topics in support of safety; infrastructure, including accelerated project delivery, access to jobs, and community revitalization; technology and design innovation; and accountability, including, data-driven decisions and performance-based planning.

For more information on any of these topics, see the FHWA Related Links on the sidebar.

Click [here](#) to manage your subscriptions.

*The information provided in this mailing does not necessarily reflect the view of the Federal Highway Administration or the U.S. Department of Transportation.

EVENTS

August 13-17, 2018: NACTO's IBPI Workshop: Comprehensive Bikeway Design. Portland, OR. (There is a fee)

August 22-24, 2018: TRB's 16th National Tools of the Trade Conference on Transportation Planning for Small and Medium Sized Communities. Kansas City, MO. (There is a fee)

August 25-29, 2018: Governors Highway Safety Association Annual Meeting: Joining Forces to Get to Zero: Partnerships in Traffic Safety

September 4-7, 2018: North American Bikeshare



Safety

New Infobrief on Improving School Commutes for Student Pedestrians and Cyclists

The Safe Routes to School National Partnership released an infobrief, "[Keep Calm and Carry On to School: Improving Arrival and Dismissal for Walking and Biking](#)" on how schools and school districts can improve the safety and comfort of school arrival and dismissal for students walking and bicycling. The brief identifies strategies and techniques in the categories of engineering; operations and programming; and education and enforcement. Key recommendations include clear separation and delineation of modes, staggered dismissal of students, and "walk-on-in" programs that reduce congestion by having parent pickup locations a short walking distance from the school.

Association and Better Bike
Share Partnership
Conference. Portland, OR.
(There is a fee)

September 13-14, 2018:

Transportation and
Communities 2018: Workshop
Academy. Portland, OR.
(There is a fee)

September 15-16, 2018: Open
Streets Summit. New Orleans,
LA. (There is a fee)

September 16-18, 2018:

TRB's Disrupting Mobility
Summit. Cambridge, MA.
(There is a fee)

September 16-19, 2018:

Project for Public Spaces'
Walk/Bike/Places Conference.
New Orleans, LA. (There is a
fee)

September 25-27, 2018:

Managing Roadways and
Transit Together to Move
People into a New Age of
Technology. Bellevue, WA.
(There is a fee)

September 30-October 3,

2018: 23rd National
Conference on Rural Public
and Intercity Bus
Transportation. Breckenridge,
CO. (There is a fee)

October 1-4, 2018: Designing
Cities 2018: Los Angeles. Los
Angeles, CA. (There is a fee)

November 7-8, 2018: Vision
Zero Cities Conference. New
York, NY. (There is a fee)

November 12-14, 2018: 6th
Annual AARP Livable
Communities National

ITF Releases Study on the Safety of E-Bikes

The *International Transport Forum* (ITF) released a study discussing the [crash likelihood and safety of electric bicycles \(e-bikes\) in the Netherlands](#). E-bikes are a rapidly growing transportation option as they allow individuals to travel at higher speeds across longer distances and steeper terrain than classic bicycles. Despite this increase in speed, the study found e-bike users are not more likely to be involved in a crash when compared to conventional bicycle users; however, there is a need for additional research to determine the overall impact of e-bikes on road safety.



Infrastructure

2019 Environmental Excellence Awards Open for Nominations

The *Federal Highway Administration* (FHWA) is accepting entries for its [2019 Environmental Excellence Awards](#), which recognize outstanding transportation projects, processes, and organizations that incorporate environmental stewardship into the planning and project development processes. FHWA is accepting nominations for any project, process, group, or individuals involved in a project or process that has used FHWA funding sources to contribute to transportation and the environment. Entries are due by September 14, 2018.

ITF Publishes Paper on Best Practices for Bike Lanes

The *International Transport Forum* (ITF) [published a paper examining the effectiveness of light separation](#) as an alternative to more permanent infrastructure to protect bicycle lanes. With more cyclists on the road each year, the use of small physical objects for light separation of bike lanes from vehicle lanes presents a cost-effective opportunity for city officials to invest in bicycle infrastructure that is easily adaptable to changing conditions. While there is no one-size-fits all approach for light separation, the paper found this improvement to be effective at keeping vehicles outside of bike lanes and improving the overall safety of cyclists.

FHWA Releases Case Studies Highlighting Multimodal Roadway Design and Green Infrastructure

The *Federal Highway Administration* (FHWA) recently published a [Successes in Stewardship article](#), which outlines a set of case studies

Conference. Charlotte, NC.
(There is a fee)

December 11-13, 2018:

The Conservation Fund's
Inaugural National Summit for
Gateway Communities,
Shepherdstown, WV (There is
a fee)

WEBINARS

August 9, 1:00-2:00 PM ET:

National Institute for
Transportation and
Communities' Meeting &
Exceeding Mobility User
Expectations with Real-Time
Transit Information

August 9, 1:00-2:30 PM ET:

PBIC's Crash Type Series -
Multiple Threat Crashes

August 10, 12:00-1:30 PM ET:

American Society of Civil
Engineers' Pedestrian and
Bicycle Safety Assessment
Studies (There is a fee)

August 15, 3:00-4:00 PM ET:

Association of Pedestrian and
Bicycle Professionals' Moving
Beyond the Centerline -
Advisory Bicycle Lanes, Best
Kept Secret

August 16, 1:30-3:00 PM ET:

FHWA's Developing a
National Bicycle Network
(NBN) Database

August 30, 1:00-2:30 PM ET:

FHWA's Overview of
Community Connections

September 6, 1:00-2:30 PM

ET: TRB's Disruptive
Technologies - Impacts on
Transportation Revenues

highlighting multimodal roadway design and green infrastructure throughout the United States. The case studies focus on efforts to promote connected pedestrian and bicycle networks through attempts to mitigate flood risks, establish public-private partnerships, improve multimodal network connectivity, and highlight State and locally driven projects. Overall, the article outlines effective examples of improvements to bicycle and pedestrian networks that incorporate both green infrastructure and resiliency benefits.



Urban Land Magazine Publishes Article on Designing for the Driverless Age

A [recent article](#) in *Urban Land Magazine* outlines how urban planners and designers are considering the arrival of autonomous vehicles (AVs) in the development of new spaces. The expected increase in AVs has the potential to drastically change how the public navigates urban areas by repurposing traditional parking areas and helping to solve curbside congestion. By taking a proactive approach towards the arrival of this technology, communities will be better prepared to handle AVs and ensure the system promotes safety for all users.

New Report from Populus on the Micro-Mobility Revolution

A report from the data analytics firm *Populus* presents new findings on [the introduction and adoption of micro-mobility services](#), such as electric scooters, in the United States. The report found that a majority of people across the ten major U.S. metropolitan areas surveyed view scooters positively, as they expand transportation options and serve as a complement and solution to the first- and last-mile problem. Public-private partnerships and collaboration will be necessary to develop new transportation initiatives that promote safety within this rapidly developing area.

New Report Examines the Effects of Ride Share in Urban Areas

A recently published report from Schaller Consulting, titled "[The New Automobility: Lyft, Uber, and the Future of American Cities](#)" examines the effects that app-based ride-share services have on traffic congestion in urban areas. The report found that documented impacts on increased traffic congestion from ride sharing are linked to the service competing more with public transportation than personal vehicle ownership. It may be important for city officials to take steps to manage congestion influenced by ride sharing and work alongside

stakeholders to ensure that ride sharing apps are used to promote accessibility and augment public transportation networks rather than supplant them.

FHWA RELATED LINKS

[Environment Homepage](#)
[Bicycle/Pedestrian](#)
[Environmental Justice](#)
[Transportation Alternatives](#)
[Recreational Trails Program](#)

To submit comments or information for inclusion in the next HE Digest, click [here](#). Submissions must be made before 12 PM ET Wednesday.



Accountability

Study Evaluates Public Sentiment Towards New Bicycle Infrastructure

The *Mineta Transportation Institute* released a recent study looking at [the effectiveness of a pop-up protected bike lane](#) at increasing safety for bicyclists and pedestrians in San José, California. Following the installation of the bike lane, city officials conducted a survey that found an overall positive impression of the bikeway from the public. Issues related to safety and the perception of safety motivated the positive comments about what survey respondents liked about the bikeway. The city will use the results of the study to continue expanding its bicycle infrastructure with design elements that prioritize safety.

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U.S. Department of Transportation
Federal Highway Administration

Federal Highway Administration | 1200 New Jersey Avenue, SE | Washington, DC 20590 | 202-366-4000

Fw: FHWA Office of Planning, Environment, and Realty (HEP) Weekly Digest Bulletin

Robert Kuipers

Thu 8/23/2018 11:13 AM

To: Judy Horacek <jhoracek@co.cibola.nm.us>; jirving@co.mckinley.nm.us <jirving@co.mckinley.nm.us>; Porell, Nick <nporell@sjcounty.net>; Stanley Henderson <shenderson@gallupnm.gov>; Grantsprojects@cityofgrants.net <Grantsprojects@cityofgrants.net>; publicworks@villageofmilan.com <publicworks@villageofmilan.com>; Larry Joe <ljoe@navajodot.org>; rsmith@navajodot.org <rsmith@navajodot.org>; David Deutsawe <ddeutsawe@puebloofacoma.org>; rlucero@lagunapueblo-nsn.gov <rlucero@lagunapueblo-nsn.gov>; Royce.Gchachu@ashiwi.org <Royce.Gchachu@ashiwi.org>; Shane Lewis <ShaneLewis@ramahnavajo.org>;
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RTPO members and DOT colleagues:

The latest from FHWA Planning, Environment and Realty.

-Bob Kuipers

rkuipers@nwnmcog.org

From: FHWA Office of Planning - Environment - and Realty - HEP <FHWA.HEP@public.govdelivery.com>

Sent: Sunday, August 19, 2018 2:52 PM

To: Robert Kuipers

Subject: FHWA Office of Planning, Environment, and Realty (HEP) Weekly Digest Bulletin



U.S. Department of Transportation
Federal Highway Administration

Planning, Environment, & Realty

FHWA HEP Summer 2018 Research Newsletter

08/15/2018



RESEARCH QUARTERLY NEWSLETTER – SUMMER 2018

Welcome to the Summer 2018 edition of the FHWA's Office of Planning, Environment and Realty's (HEP) quarterly research newsletter.

This issue of the newsletter focuses on HEP's efforts to assist communities during the early development stages of transportation projects. The Office of Project Development and Environmental Review (HEPE) addresses the challenges that exist today in project development, while enhancing quality of life and reducing potential impacts on both human and natural environment. The Office considers the public's need for safe and efficient transportation improvements through a balanced approach to the National Environmental Policy Act (NEPA), while also identifying efficiencies that address potential delays to project delivery. HEPE's research supports this approach by providing tools and regional programs that allow stakeholders to effectively evaluate impacts and identify, improve, and implement sound mitigation options.



Damaris Santiago, FHWA

In this edition, you can read about HEP staff's participation with a new [Every Day Counts](#) (EDC) initiative using virtual public awareness techniques to engage the public and review the updated Community Impact Assessment Guidebook. Find out how to nominate an outstanding person or project for FHWA's biennial Environmental Excellence Awards and learn about HEP's latest research.

I encourage you to explore these resources, consider contributing to them and help identify future research needs.

Damaris Santiago

Team Lead, Office of Office of Project Development and Environmental Review
Office of Planning, Environment, and Realty

Virtual Public Involvement Initiative Takes Shape

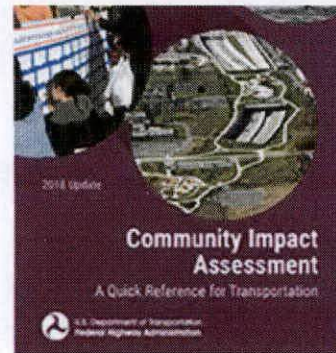
This September, FHWA's [Every Day Counts](#) (EDC) program will kick-off its fifth installment of efforts through a series of public webinars to gather feedback from State Departments of Transportation (SDOTs) on their needs and priorities related to ten, EDC-5 innovations. HEP is leading an initiative, to increase SDOTs knowledge of [virtual public involvement](#) techniques and provide support for their implementation. Strategies and methods such as telephone town halls, online meetings, tablet surveys and real-time polling tools, meeting-in-a-box kits, story maps, quick videos, crowdsourcing, survey tools, social media, new methods in visualization, and working with bloggers can make information more accessible and convenient for the public. These tools will streamline how information is shared and considered by decision makers during planning and project development phases. Webinar registration information can be found [here](#).

Webinars of Interest

Community Impact Assessment (CIA): A Quick Reference for Transportation 2018 Update



This update to the original 1996 publication reflects current laws and regulations, incorporates technological advancements like the use of social media and enhanced modeling and visualization capabilities, and outlines techniques available to transportation practitioners. Five new examples demonstrate current CIA techniques and approaches from California, New Jersey, New York, North Carolina and Ohio. Two webinars held in June highlighted the CIA process and new resources, and gave practitioners examples for applying data and analysis in actual community settings. The Quick Reference, the new examples, and both webinars are available on the [HEP CIA webpage](#).



FHWA Environmental Excellence Awards – Nominations Are Now Open

The biennial awards honor those partners, projects, and processes that excel in meeting growing transportation needs while protecting and enhancing the environment. Nominations are accepted for a group or individual making an outstanding contribution to transportation and the environment, using FHWA funding sources. Please submit your nominations through the FHWA 2019 Environmental Excellence Awards [website](#) until September 14.

I-TED Recap

This past June, the 6th International Transportation and Economic Development conference (I-TED) brought together more than 170 professionals from private industry, government, academia, and the research community to discuss critical linkages between transportation and economic development. This year's quadrennial meeting featured relationships between multimodal transportation and economic development. FHWA was a co-sponsor of the gathering organized by the Transportation Research Board's Standing Committee on Transportation and Economic Development (ADD10).



Left to right Panel Moderator Stefan Natzke, Team Leader for National Systems and Economic Development, FHWA; Scott Hamilton, Executive Director, Appalachian Regional Commission; Douglass Lynott, Director, Economic Development Integration, U.S. Economic Development Administration; Jamie Davenport, Team Lead for Partnerships, Rural Development Innovation Center, U.S. Department of Agriculture; Gloria Shepherd, Associate Administrator, Office of Planning, Environment, and Realty, FHWA. (Source: FHWA)

Two Transportation Research Board (TRB) Reports Available on Multimodal Transportation and Pedestrian Infrastructure

TRB's National Cooperative Highway Research Program (NCHRP) released a report that builds upon the preliminary engineering of a design project to facilitate the accommodation of multimodal transportation on highways and streets. [An Expanded Functional Classification System for Highways and Streets](#), helps practitioners balance priorities by classifying the various needs of roadway users. The second paper, [A Semi-Automated Method to Generate GIS-Based Sidewalk Networks for Asset Management and Pedestrian Accessibility Assessment](#), aims to improve the asset management of pedestrian infrastructure by developing a GIS-based sidewalk network. The paper notes several ways GIS can be used to manage sidewalks as transportation assets, assess accessibility for pedestrians and those with disabilities, and prioritize repairs or improvements.

Research Highlights

Environment

Recreational Trails Program Annual Report Now Online

The [Recreational Trails Program \(RTP\) 2017-2018 Annual Report](#) is now available. The report highlights program funding and administration, the RTP Database, and how States use funds. It illustrates eligible project types and examples receiving awards from the Coalition for Recreational Trails (CRT). The RTP is an FHWA Federal-aid assistance program that helps the States provide and maintain recreational trails for both motorized and nonmotorized trail use. Projects include urban greenways and horse, mountain bike, hiking, and off-highway vehicle trails, as well as snow and water routes. **Staff Contact:** [Christopher Douwes](#), 202-366-5013

Planning

National Dialogue on Highway Automation: Policy and Planning

The Office of Planning is working with the Office of Policy and other FHWA program offices to develop and support the National Dialogue on Highway Automation to host several meetings across the country. These meetings will facilitate information sharing, identify key issues, and support the transportation community to safely and efficiently integrate automated vehicles on the roadway network. Participants include the public, stakeholders involved in the planning, design, construction, operation and maintenance of U.S. roads, as well as automotive makers and technology providers. **More Information:**

<https://ops.fhwa.dot.gov/automationdialogue/> **Staff Contact:** [Jeremy Raw](#), 202-366-0986

Real Estate

Alternative Uses of the Right-of-Way

State DOT's and local public agencies increasingly receive requests to use highway right-of-way for needs other than vehicular travel. HEPR, in coordination with HEPH, will conduct a multi-phased nationwide study to explore these needs, and potential flexibilities in right-of-way use. The study will quantify existing operational and safety requirements, and examine safety and operational implications, feasibility, and opportunities for streamlining approval processes. **Staff Contact:** [Lindsey Svendsen](#), 202-366-2035

Upcoming Events

- **September 13 – 14**

[Transportation and Communities](#), Portland, OR

The workshop offers 15 half-day workshops that focus on skill building and providing the tools to apply the latest research to practice. These will be hands-on, immersive learning experiences in a small classroom setting. Go 'back to school' for innovative transportation techniques and add new skills to your toolkit.

- **September 16 – 18**

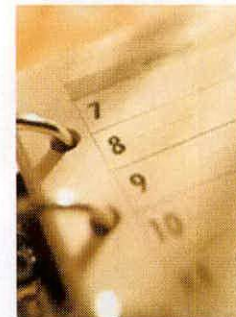
[Disrupting Mobility](#), Cambridge, MA

The second Disrupting Mobility summit in 2018 will focus on the relationship between future mobility and future cities and on how we can equitably and sustainably govern technology innovation and urban transformation.

- **October 9 – 10**

[Transportation Resilience Innovations Summit and Exchange \(RISE\)](#), Denver, CO

Transportation RISE will bring together State DOTs, thought leaders, practitioners, consultants, academics, and more to share state-of-the-practice information on how to consider transportation system resilience practices in decision making. FHWA's Acting Administrator Brandye Hendrickson will serve as the keynote speaker for the Summit. Highlights include presentations and participation by leading practitioners in transportation system resilience, participation by top leadership from State



Source: stock

DOTs and international examples from Australia, Canada, Germany and The Netherlands. Visit www.transportationrisesummit.com for registration details and access to the full program.

- **October 15**

Abstracts due for the [International Conference on Demand Responsive and Innovative Transportation Services](#), Baltimore MD

Abstract are due October 15, 2018 for the conference April 15-17, 2019. The conference will provide a chance to exchange knowledge with international operators; learn from suppliers and academics about advances in information technology, vehicles, and equipment; exchange insights with health care providers regarding health-related transportation, and explore the impacts of transportation network companies on demand-responsive transit. [Registration is open](#).

*The Office of Human Environment's Research and Financial Services Team administers research programs and financial support to HEP for research initiatives. The Team provides leadership, coordination, support and implementation of research activities. It also works toward improving outreach, communication and partnerships between Federal, State, and local stakeholders in managing the research programs. For more information, please contact **HEP's Primary Research Coordinator: [Patricia Cazenias](#)**, 202-366-4085.*

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Federal Highway Administration

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GOVDELIVERY

Fw: FHWA Office of Planning, Environment, and Realty (HEP) Weekly Digest Bulletin

Robert Kuipers

Mon 8/27/2018 11:23 AM

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RTPO members and DOT colleagues:

The latest FHWA Planning, Environment and Realty Report.

-Bob Kuipers

rkuipers@nwnmcog.org

From: FHWA Office of Planning - Environment - and Realty - HEP <FHWA.HEP@public.govdelivery.com>

Sent: Sunday, August 26, 2018 3:49 PM

To: Robert Kuipers

Subject: FHWA Office of Planning, Environment, and Realty (HEP) Weekly Digest Bulletin



Planning, Environment, & Realty

Human Environment Digest 8/23/18

08/23/2018



August 23, 2018

Human Environment Digest

Welcome to the Federal Highway Administration (FHWA) Office of Human Environment biweekly email digest. This digest shares the latest information from a range of Federal and non-Federal sources, addressing transportation and its relationship to the human environment. Through this information exchange, FHWA hopes to foster dialogue at all levels and continue to further the state of the practice on these important topics in support of safety; infrastructure, including accelerated project delivery, access to jobs, and community revitalization; technology and design innovation; and accountability, including, data-driven decisions and performance-based planning.

For more information on any of these topics, see the FHWA Related Links on the sidebar.

Click [here](#) to manage your subscriptions.

*The information provided in this mailing does not necessarily reflect the view of the Federal Highway Administration or the U.S. Department of Transportation.

EVENTS

August 25-29, 2018:

Governors Highway Safety
Association Annual Meeting:
Joining Forces to Get to Zero:
Partnerships in Traffic Safety.
Atlanta, GA. (There is a fee)

September 4-7, 2018: North
American Bikeshare
Association and Better Bike
Share Partnership Conference.
Portland, OR. (There is a fee)

September 5-6, 2018: FHWA
National Dialogue on Highway
Automation: Workshop 3
(Freight). Chicago, IL.

September 13-14, 2018:
Transportation and
Communities 2018: Workshop



Safety

New Toolkit on Improving Safe Access to Parks

The *Safe Routes to School National Partnership* released a [Safe Routes to Parks Walk Audit Toolkit](#), to help communities improve safe access for people walking and bicycling to parks. A walk audit is a formal or informal process that allows community members to assess the walking environment and discuss potential improvements. The toolkit provides resources for holding walk audits and improving safe access to parks.

National Complete Streets Coalition Webinar Addresses Pedestrian Fatalities

The *National Complete Streets Coalition* hosted an August webinar titled, "[People are dying on our streets: Why is this happening and how can we talk about it responsibly?](#)" The webinar focused on how media reporters and city leaders can adjust their language to avoid frames that encourage "victim blaming" of pedestrians, and to further

Academy. Portland, OR.
(There is a fee)

September 15-16, 2018: Open Streets Summit. New Orleans, LA. (There is a fee)

September 15-17, 2018: TRB's and MIT's Disrupting Mobility Summit. Cambridge, MA.
(There is a fee)

September 16-19, 2018: Project for Public Spaces' Walk/Bike/Places Conference. New Orleans, LA. (There is a fee)

September 17-18, 2018: Advancing Mobility Management. Dallas, TX.
(There is a fee)

September 25-27, 2018: Managing Roadways and Transit Together to Move People into a New Age of Technology. Bellevue, WA.
(There is a fee)

September 30-October 3, 2018: 23rd National Conference on Rural Public and Intercity Bus Transportation. Breckenridge, CO. (There is a fee)

October 1-4, 2018: Designing Cities 2018: Los Angeles. Los Angeles, CA. (There is a fee)

November 7-8, 2018: Vision Zero Cities Conference. New York, NY. (There is a fee)

November 12-14, 2018: 6th Annual AARP Livable Communities National Conference. Charlotte, NC.
(There is a fee)

acknowledge the role of street design in contributing to pedestrian fatality rates. The webinar offered suggestions for how reporters can use better data to tell a more comprehensive story about traffic fatalities.



Infrastructure

FHWA Releases Transportation Alternatives Annual Report

The *Federal Highway Administration (FHWA)* has published the fiscal year 2017 [Transportation Alternatives Annual Report](#). Each State and the District of Columbia submitted a report detailing their transportation alternatives project applications and selections that will use FY 2016 and 2017 funds.

FHWA Releases New Reports on Context Sensitive Solutions and Design

The *Federal Highway Administration (FHWA) Office of Human Environment* released two reports on Context Sensitive Solutions and Design (CSS/D). The "[Using Context Sensitive Solutions to Achieve Context Sensitive Design - State of the Practice Assessment](#)" provides information on how CSS/D has evolved over time and highlights key takeaways from interviews and group discussions with 12 States, case studies, and a review of all State DOT websites for CSS/D content. The "[Summary Report: Using Context Sensitive Solutions to Achieve Context Sensitive Design - Technical Assistance and Virtual Peer Exchanges](#)" covers key takeaways from targeted technical assistance provided in six States and four virtual peer exchanges to better incorporate CSS/D in transportation decision making.

TRB Releases Report on Assessing Value of Transportation Projects

The *Transportation Research Board's (TRB's) National Cooperative Highway Research Program (NCHRP)* released a report titled "[How Transportation Agencies Assess the Value of Added Capacity Highway Projects Versus Other Modal Projects and Strategies](#)," which summarizes the methods and policies that State and local transportation agencies employ to evaluate and compare transportation improvement strategies. The report focuses on evaluation of how public funds are best used to "increase mode choices, reduce congestion, improve travel times, improve safety, and efficiently move freight." This report provides information to help practitioners quantify the benefits, costs, and economic impacts of various transportation improvement strategies.

December 11-13, 2018:

The Conservation Fund's
Inaugural National Summit for
Gateway Communities.
Shepherdstown, WV. (There is
a fee)

WEBINARS

August 30, 1:00-2:30 PM ET:

FHWA's Overview of
Community Connections

September 6, 1:00-2:30 PM

ET: TRB's Disruptive
Technologies - Impacts on
Transportation Revenues

September 12, 2:00-3:00 PM:

America Walks' Pedestrians
Are People Too: The
Criminalization of Walking

September 14, 11:30 AM-1:00

PM: American Society of Civil
Engineers' Complete Streets
and Pavement Preservation-
Linking Planning and Public
Works for Better Communities
and Better Infrastructure
(There is a fee)

September 18, 11:00-12:30

PM ET: FHWA's Virtual Public
Involvement

September 19, 11:30 AM-1:00

PM: American Society of Civil
Engineers' Contributors to
Speed and Considerations for
Speed Management (There is
a fee)

September 19, 2:00-3:30 PM

ET: FHWA's Virtual Public
Involvement

September 19, 3:00-4:00 PM:

Association of Pedestrian and
Bicycle Professionals'
Placemaking in the Burbs

Report Identifies Benefits of Bicycling

The *Barcelona Institute for Global Health* released a study, "[The Effects of Transport Mode Use on Self-Perceived Health, Mental Health, and Social Contact Measures](#)." The study identified bicycling as the transportation mode associated with the greatest health benefits including self-perceived physical and mental health, as well as fewer feelings of loneliness. The study included seven European cities and more than 8,800 participants, who completed baseline and final surveys about their modal choices and perceived physical and mental health. Key findings suggest that bicycling and walking should be encouraged to improve physical and mental health, as well as social outcomes.



Innovation

FHWA Kicks-Off Virtual Public Involvement Initiative

As part of the [fifth round of Every Day Counts \(EDC-5\)](#), the *Federal Highway Administration (FHWA) Office of Planning, Environment, and Realty* is leading an initiative to support agencies' efforts to engage the public more effectively by supplementing face-to-face information sharing with [virtual public involvement techniques](#). Virtual public involvement strategies can streamline information sharing and consideration by decision makers during planning and project development phases.

USDOT Releases Comprehensive Management Plan for Automated Vehicle Initiatives

The *United States Department of Transportation (USDOT)* released a "[Comprehensive Management Plan for Automated Vehicle Initiatives](#)" as the first step in an iterative framework to specify the Department's goals, activities, and method of measuring progress for departmental initiatives related to automated vehicles (AVs). Broadly, the report defines *USDOT's* goal as preparing for emerging technology to ensure a positive relationship between innovation and safety. The report also reiterates *USDOT's* commitment to transparency and active engagement of stakeholders in the development of policy related to emerging technology.

FHWA RELATED LINKS

[Environment Homepage](#)
[Bicycle/Pedestrian](#)
[Environmental Justice](#)
[Transportation Alternatives](#)
[Recreational Trails Program](#)

To submit comments or information for inclusion in the next HE Digest, click [here](#). Submissions must be made before 12 PM ET Wednesday.

Florida DOT Releases Report on Using Communication Technologies to Enhance Public Involvement

The *Florida Department of Transportation (FDOT)* released a report entitled "[Use of Communication Technologies to Enhance Public Involvement in Transportation Projects](#)." The report considers the application of communication technologies to disseminate information, facilitate two-way remote communication, and assist participation at public meetings. Key findings determine that a multi-pronged approach using both traditional public meetings and new communications technologies is most effective for public engagement in transportation projects.

NGA Releases Governors' Transportation Innovation Roadmap

The *National Governors Association (NGA)* released a new [policy roadmap](#), which provides governors with ideas to prepare States for the increased influence of connected and automated transportation technologies. The roadmap examines the potential uses and impacts –including those affecting low-income and rural populations – of connected and automated vehicles; electrified transportation; ride-hailing and car-sharing; and drones on transportation systems. The report concludes that governors should support technological innovation by proposing updated legislation, enhancing data systems, and educating the public on the benefits and risks of these innovations.

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Robert Kuipers

Tue 9/4/2018 10:05 AM

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RTPO members and DOT colleagues:

The latest report from FHWA Planning, Environment and Realty.

GIS and data are moving into front and center going forward, for transportation prioritization and funding. Perhaps a good thing to focus on during FFY2019!

-Bob Kuipers

rkuipers@nwnmcog.org

505-722-4327

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Sent: Sunday, September 2, 2018 3:51 PM

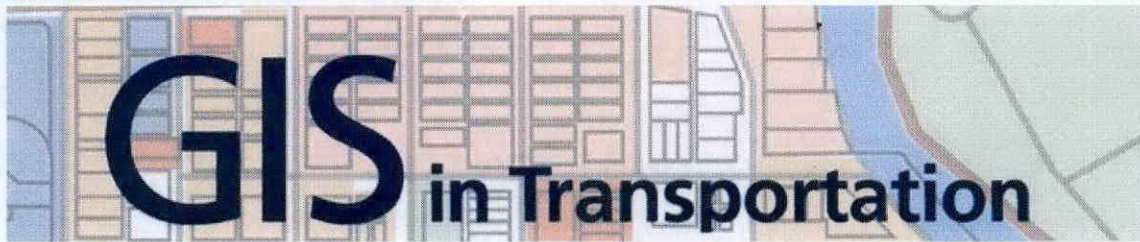
To: Robert Kuipers

Subject: FHWA Office of Planning, Environment, and Realty (HEP) Weekly Digest Bulletin



GIS in Transportation August 2018 Newsletter

08/29/2018



**A Newsletter from the
Federal Highway Administration (FHWA)**

[www.gis.fhwa.dot.gov]www.gis.fhwa.dot.gov



**A Grassroots Effort: MIT
Mapathon aid to Puerto Rico
post Hurricane Maria**

**Article by Lily Bui, PhD candidate at
Massachusetts Institute of
Technology**

In the wake of Hurricane Maria in September, 2016, rather than donating money, students at MIT donated what they had: mapping skills. Lily Bui led the crowd-sourced mapping effort leveraging the Open Street Map platform. This article is based on an interview with Ms. Bui and is lightly edited for length and clarity.

Background

As the full extent of Hurricane Maria's devastating hit to Puerto Rico was still being uncovered, multiple teams across the country kicked into high gear to aid in the recovery efforts. To assist in this work... [Read more »](#)

Get Healthy with CMM

**Editorial by Paul Giroux, Master of Science in
GIS, GIS**

Professional

Paul Giroux has spent a career studying and using Capability Maturity Models (CMMs). In this editorial, Mr. Giroux makes the



connection between "Enterprise GIS health" and personal health and the way in which we can track each.

How many of you at some point decided to take steps to improve your overall health only to revert to old habits?

I know I have!

Like many of you, I recognize health is important.... [Read more »](#)

Upcoming Events

AMPO Annual Conference

The 2018 Association of Metropolitan Planning Organizations (AMPO) Annual Conference will be held in San Antonio on September 24-28. AMPO set up a room block for attendees. To reserve your room and register for the event follow this link:

<http://www.ampo.org/news-events/2018-ampo-annual-conference/>

Peer Exchange

The Federal Highway Administration (FHWA) and the Volpe Center are organizing a peer exchange on the topic of Data Governance. The peer exchange will be held in Little Rock, Arkansas on September 18 and 19, and representatives from 7 State DOTs will be participating.

New Reports Available

Case Study Report

A case study report on a new Capability Maturity Model assessment designed specifically for State DOTs is now available. FHWA and the Volpe Center asked 4 State DOTs and 1 Canadian Province to complete the new assessment. The results of that study can be found in a report on this page:

https://www.gis.fhwa.dot.gov/documents/Capability_Maturity_Model_Peer_Exchange_Ohio_Sept2017.htm

Webcast Summary

In May 2018, Eric Abrams of Iowa DOT presented on the Slimgim Maturity Model and the development of the Slimgim-T model designed specifically for departments of transportation. A recording of that webcast and a written report are available here:

https://www.gis.fhwa.dot.gov/webcast37_Slimgim_Maturity_Model_and_Slimgim-T_Development.asp

Peer Exchange Summary

A summary of a peer exchange organized by FHWA in Spring 2018 is now available. On April 10th and 11th, representatives from Alabama DOT, Georgia DOT, Maryland SHA, North Carolina DOT, and

Pennsylvania DOT met in Harrisburg, PA for a peer exchange on using GIS for maintenance activities. The summary is available here:

<https://www.gis.fhwa.dot.gov/reports.asp>



[mark.sarmiento@dot.gov]

For More Information

For more information about this newsletter, please contact Mark Sarmiento, FHWA Office of Planning, at [Mark.Sarmiento@dot.gov]Mark.Sarmiento@dot.gov

The contents of this publication reflect the views of the authors, who are responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official policy of the Department of Transportation. This publication does not constitute a standard, specification, or regulation.

An Update to TMIP Transportation Modeling and Analysis Toolbox

08/31/2018

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An Update to TMIP Transportation Modeling and Analysis Toolbox

We have added three new reports to TMIP Transportation Modeling and Analysis Toolbox (the TMIP Toolbox):

- How-to: Model Destination Choice
- Volume 1: Integrated ABM-DTA Methods to Model Impacts of Disruptive Technology on the Regional Surface Transportation System - A Feasibility Study
- Volume 2: Model Impacts of Connected and Autonomous/Automated Vehicles (CAVs) and Ride-Hailing with an Activity-Based Model (ABM) and Dynamic Traffic Assignment (DTA)-An Experiment

The TMIP Toolbox is available at <https://tmip.org/library/toolbox>.

More Information

TRB Special Report 288 finds that "... there is no single approach to travel forecasting or set of procedures that is "correct" for all applications or all MPOs. Travel forecasting tools developed and used by an MPO should be appropriate for the nature of the questions being posed by its constituent jurisdictions and the types of analysis being conducted." (METROPOLITAN TRAVEL FORECASTING: Current Practice and Future Direction, Transportation Research Board, 2007, Page 3)

The objective of the TMIP Transportation Modeling and Analysis Toolbox (the Toolbox) is to provide access to a range of tools developed by TMIP to support data driven, performance-based transportation planning incorporating principles of risk management. The goal of the Toolbox is not to create a single - or even a set of - ideal tools, but rather to provide processes, information, and examples to encourage agencies to select the appropriate tools and methods based on their analytical needs.

Contact Us

If you would like to work with TMIP to share your agency's experience or if you have questions or comments about TMIP or the Toolbox, please contact [Sarah Sun](#).

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Federal Highway Administration

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Fw: NMDOT Govt to Govt Update - Week of 08/06/18

Robert Kuipers

    Reply all | 

Tue 8/14/2018 10:25 AM

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RTPO members and DOT colleagues:

The latest Govt. to Govt. report from NMDOT Planning.

Note the training available to our region at the Gallup Event Center - downtown 2nd Street on August 24.

-Bob K.

rkuipers@nwnmcog.org

505-722-4327

From: Kozub, Rosa, NMDOT <Rosa.Kozub@state.nm.us>

Sent: Wednesday, August 8, 2018 1:20 PM

To: Andrew Wray; Dave Pennella; Roger Williams; Mark S. Tibbetts; Michael Medina; Steven Montiel; Murphy, Tom; Holton, Mary; Eric Ghahate; jarmijo@sccog-nm.com; Mary Ann Burr; Priscilla Lucero, SWCOG; Gaiser, Sandra; Erick Aune; Cerisse Grijalva; Sandy Chancey; arael@sccog-nm.com; Holton, Mary; Christina Stokes; vsoule@epcog.org; Evan Williams; Jeffrey Kiely; Dennis Salazar; Michael McAdams; Dominic Loya; Robert Kuipers; Christina Stokes; Brandon Howe; Keith Wilson; Derrick Garcia

Cc: Haas, Tamara P, NMDOT; Griffin, Jessica, NMDOT; Sandoval, Michael, NMDOT; Duran, Yolanda,

NMDOT; Shutiva, Ron, NMDOT; Sittig, Paul, NMDOT; Herrera, Jolene M, NMDOT; Sandoval, Sean, NMDOT; Watts, Danial, NMDOT; Vargas, John, NMDOT; Maes, Rebecca, NMDOT; Baker, John J, NMDOT; Trujillo, Marcos B., NMDOT; Craven, William, NMDOT; Rael, Melissa A, NMDOT; Herrera, Melissa, NMDOT; Kazmi, Arif, NMDOT; Harris, David C, NMDOT; Segura, Damian, NMDOT; Rodolfo Monge-Oviedo; Reeves, Sally, NMDOT; Glendenning, Shannon, NMDOT; Olinger, Kevin, NMDOT; Ramos, Linda, NMDOT; Herrera, Isabel, NMDOT; Nelson, David, NMDOT; Krueger, Neala, NMDOT; Chavez, Gabrielle, NMDOT; Gallegos, Dolores (FHWA); Moriarty, Joseph, NMDOT

Subject: NMDOT Govt to Govt Update - Week of 08/06/18

Hi All—Please see the information below for the latest updates on NMDOT information relevant to the MPOs and RTPOs.

Announcements

- The Planning Bureau was able to return to our office this Monday; things are quickly returning back to normal. Thanks for your patience while we were displaced!
- The NMDOT General Office is retiring land line phones and we're all now using our work cell phones. Attached is a list of Planning Bureau cell phones. Please update your contact lists accordingly.

Planning Procedures Manual (PPM)

Attached are the adopted MPO and RTPO Chapters of the PPM 3rd Amendment. Please use these versions now and replace the previous MPO and RTPO chapters in your PPM. These chapters will be uploaded to the website shortly. These amendments reflect the changes that have been distributed to and discussed with the MPOs and RTPOs between March 29 and July 20, 2018, allowing two-week comment periods on the various drafts. Attached is a summary of comments received from the MPOs and RTPOs on the MPO and RTPO Chapters and NMDOT's responses.

We will be continuing to work on the remainder of the PPM and will distribute the remaining chapters (Introduction & Purpose, Statewide Planning Bureau, and Performance Based Planning & Programming) as they are adopted, or as part of the whole document if the timing coincides. Once the full 3rd amendment is complete (including appendices), we will distribute it as a whole document.

Cooperative Agreements

As of 8/8, Rosa received all signed agreements. Thank you for returning these before the 8/15 deadline! She is routing them through final signature/execution and contract processing. Once she receives the fully executed agreements, she will distribute one original copy to each MPO/RTPO.

Upcoming Meetings, Trainings or Webinars

- 8/24, 9am-noon, Gallup: Open Meetings Act/Inspection of Public Records Act compliance training; Gallup Event Center, 210 S. 2nd St; training is free; RSVP to roadshows@nmag.gov or (505) 490-4863.
- 9/27, 10am, Clovis: RTPO Quarterly Roundtable; EPCOG is hosting, please send agenda items to Vincent at vsoule@epcog.org.
- 10/2-10/3, Santa Fe: MPO Quarterly; SFMPO is hosting, please send agenda items to Mark at mstibbets@santafenm.gov.

- 10/4, 9am-noon, Las Cruces: Open Meetings Act/Inspection of Public Records Act compliance training; New Mexico Farm & Ranch Heritage Museum, Ventanas Room, 4100 Dripping Springs Rd, Las Cruces; training is free; RSVP to roadshows@nmag.gov or (505) 490-4863.
- New NHI Web-based Training "Effective Target Setting for Transportation Performance Management." It's a 6.5 hour training and costs \$50. May interest some MPOs. More information and registration available [here](#). It can be taken at any time (it's not a scheduled webinar).

Thanks,

Rosa Kozub | AICP

Gov't to Gov't Unit Supervisor

Statewide Planning Bureau

New Mexico Department of Transportation

P.O. Box 1149

Santa Fe, NM 87504

Cell: (505) 231-9869

Email: Rosa.Kozub@state.nm.us

Regional Transportation Planning Organizations

This section of the NMDOT Program Procedures Manual (PPM) discusses the Regional Transportation Planning Organizations (RTPOs) in New Mexico and their participation in the comprehensive and collaborative statewide planning process.

RTPO Structure in New Mexico

Nonmetropolitan transportation planning is governed by 23 USC § 135(m) and the RTPOs are established by state statute and New Mexico State Transportation Commission Policy 68. The passage of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) established the requirement for a consultative planning process involving local elected and appointed officials in rural areas, which New Mexico meets through its relationships with the Councils of Government (COGs) and RTPOs. ISTEA also made federal transportation funding available to support RTPO planning programs.

The NMDOT establishes 4-year Cooperative Agreements (CAs) with regional COGs/Economic Development Districts (EDDs) to act as fiscal agents and administer the RTPOs. The CA identifies the respective roles and responsibilities of the COG/EDD, RTPO, and NMDOT. The NMDOT and RTPOs collaborate to continually refine and update a standard Regional Work Program (RWP) format. The NMDOT establishes an annual planning budget for the RTPOs to use for RWP activities.

The Moving Ahead for Progress in the 21st Century (MAP-21) federal authorization act of 2012 was the first federal action to formally discuss the designation “RTPOs” (although the previous transportation bill SAFETEA-LU, referred to Regional Planning Organizations). MAP-21 makes it optional for states to designate RTPOs “...to enhance the planning, coordination, and implementation of statewide strategic long-range transportation plans and transportation improvement programs, with an emphasis on addressing the needs of nonmetropolitan areas of the State.”¹¹⁸ MAP-21 and the subsequent Fixing America’s Surface Transportation (FAST) Act stipulate that states must consult with RTPOs representing an area with a population greater than 5,000 people and less than 200,000 people (the Transportation Management Area threshold) before obligating funding.¹¹⁹ RTPOs are required to be multijurisdictional organization of nonmetropolitan local officials and representatives of local transportation systems who volunteer to participate in the organization.¹²⁰ The following seven RTPOs representing the rural, nonmetropolitan areas of New Mexico (see map in Appendix A):

- Mid-Region (MRRTPO)
- Northeast (NERTPO)
- Northern Pueblos (NPRTPO)
- Northwest (NWRTPPO)
- South Central (SCRTPO)
- Southeast (SERTPO)
- Southwest (SWRTPO)

¹¹⁸ 23 USC § 135(m)(1) – Designation of Regional Transportation Planning Organizations – In General

¹¹⁹ 23 USC § 133(d)(3) – Consultation with Regional Transportation Planning Organizations

¹²⁰ 23 USC § 135(m)(2) – Designation of Regional Transportation Planning Organizations – Structure

Communication Protocol

The NMDOT Government to Government (GTG) Unit in the Statewide Planning Bureau (Bureau) of the Asset Management and Planning Division (Division) maintains liaison staff assignments with all of the RTPOs in the state.¹²¹ RTPO Planning Program Managers should contact the assigned GTG Liaison with questions or concerns and for additional information. This informal contact can be in person or via telephone, email, letter, or fax as appropriate. RTPO fiscal agents are responsible for notifying the GTG Liaison in writing of any staff changes that affect the RTPO and ensuring that the GTG Liaison has the most current contact information for the Planning Program Manager.

The NMDOT assumes certain responsibilities of the New Mexico Division of the Federal Highway Administration (FHWA-NM) for administering the Federal-Aid Highway Program (FAHP) under a Stewardship and Oversight Agreement.¹²² Therefore, RTPO staff should direct requests for general information and/or federal code interpretations to their respective GTG Liaison. The liaison will coordinate a response on behalf of the NMDOT. As needed, the NMDOT will seek guidance from the FHWA-NM.

NMDOT uses email to communicate with the RTPOs on procedural changes until these changes are formalized via amendment to this manual. Additionally, emails such as (but not limited to) the "GTG Update" email from the GTG Supervisor are used to relay direction, deadlines and other information to the RTPOs and are considered formal notification.

Internal Structure

Federal code establishes the following minimum governance/structural requirements for RTPOs:¹²³

- A Policy Committee, the majority consisting of nonmetropolitan local officials (and their designees) and as appropriate, additional representatives from State agencies, private business, transportation service providers, economic development practitioners and the public in the region.
- A fiscal and administrative agent such as an existing regional planning and development organization (in New Mexico, these are the COGs/EDDs) to provide professional planning, management and administrative support.

Although the details may vary, the structural elements common to all of the RTPOs in New Mexico include the following items. RTPOs are responsible for reviewing and updating the following documents and submitting current versions to their GTG Liaison, as well as posting them on the applicable RTPO website. Therefore, all of the following documents can be found on the RTPO websites. Examples of some of the Work Products are included in Appendix D.

Bylaws

RTPOs are required to maintain Bylaws that define the ongoing operational structure of the organization and establish the relationships between the RTPO and member organizations. RTPO Planning Program Managers must schedule an RTPO Policy Board review of the Bylaws as needed and submit documentation of any updates to their assigned NMDOT GTG Liaison. Triggers for review of the by-laws

¹²¹ Refer to NMDOT website for current MPO/RTPO Contact List

¹²² Refer to NMDOT website for current Stewardship and Oversight Agreement with FHWA-NM

¹²³ 23 USC § 135(m)(3)

include implementation of new federal legislation and/or formation of a new member agency, which is eligible for membership within the RTPO jurisdiction. Appendix D contains an example of RTPO bylaws.

The Bylaws should be specific to each RTPO based on the geographical area and member organizations, but generally include the following sections:

1. **Membership:** The Membership section defines the member entities' and their representation on the Policy Board/Committee (each RTPO has either a Policy Board or a Policy Committee thus these terms are used interchangeable throughout this section), as well as any other committees. Official membership can also include representation from allied organizations such as Regional Transit Districts, school districts, law enforcement, NMDOT, land grants and others. In some RTPOs, these representatives are considered affiliated advisory (non-voting) members. Membership should also include representatives of agencies that receive public transportation funds if any.¹²⁴
2. **Member Policy Training:** The Bylaws should specify types of trainings for new members to the Policy and Technical Committees, as well as training required by the adoption of new state and federal regulations, policies, and procedures (see the text box below for more information). A training plan may be more detailed in the Regional Work Program (RWP) as far as schedule and specific trainings provided, but should, at a minimum, include the following:
 - a. the transportation planning process and the role of the RTPO, RTPO members, NMDOT, FHWA and FTA Region 6 in this process;
 - b. overview of state and federal regulations, policies and procedures governing the RTPOs;
 - c. overview of the Regional Transportation Improvement Program Recommendations (RTIPR) and Transportation Improvement Program (TIP) process; and
 - d. overview of this PPM including the RTPO's responsibilities.
3. **Policy and Decision-Making:** The Policy and Decision-Making section establishes the process for how policy and decisions are to be arrived at in the conduct of RTPO business. There is a range of structure throughout New Mexico's RTPOs from a very formal (for example, Robert's Rules of Order) to a less formal operational style. All RTPOs use motions, seconds, and a call for votes for their action items.
4. **Voting Basis:** The Voting Basis issue may be included in the *Policy and Decision Making* section and covers what constitutes a quorum for voting on decisions. It may also include a varying majority for different types of decisions.
5. **Officers:** The Officers section includes lists the officer positions for the RTPO committees and how they are to be selected. The section also includes when officers are to be elected.
6. **Committee Structure and Function:** The Committee Structure and Function section lists the various committees and explains their function. As noted above, each RTPO has its own name for its various committees. The general committee structure is:
 - a. *Policy Board/Committee* – this committee is required by statute¹²⁵ and is the decision making authority of the RTPO. The Policy Committee membership should consist of nonmetropolitan local officials and additional representatives, as appropriate, from NMDOT, private business, transportation service providers, economic development practitioners, and the local public.

¹²⁴ 23 USC § 135(m)(2) - Structure

¹²⁵ 23 USC § 135(m)(3)(A) - Requirements

- b. *Technical Advisory Committees* – the membership of these committees usually includes city/county/tribal engineers, road managers, and planning staff. They function as an advisory group, which reviews and makes recommendations on actions and information that is to be presented to the Policy Committee. These committees are not required.
 - c. *Standing Committees* – these committees are determined by the individual RTPO and meet at specified intervals. These committees are not required. RTPOs may choose to operate these committees as separate or joint groups.
7. **Meeting Schedules:** This section identifies when the regular meeting schedule is set each year.
 8. **Compliance with New Mexico Open Meetings Act:** This section specifies that the Policy Committee will adopt a resolution addressing compliance with the New Mexico Open Meetings Act requirements on an annual basis.
 9. **Staff Structure and Function:** All RTPOs have the equivalent of an RTPO fiscal/administrative agent, though the titles may vary. The fiscal/administrative agent could be from an existing regional planning and development organization. Its role is to provide professional planning, management, and administrative support. This agent is empowered to enter into contractual agreements and has operational financial authority with regard to the RTPO. The RTPO agent acts at the direction of and on behalf of the Policy Committee. At minimum, the RTPO agent provides oversight and direction to RTPO staff, and may take an active role in the on-going functions of the RTPO.

Policy Committee Member Development and Training

The RTPO Planning Program Manager is responsible for ensuring that new Policy Committee members become well versed in their role and responsibilities and cognizant of the breadth and scope of state and federal regulations pertaining to statewide transportation planning as practiced in the state of New Mexico. The GTG Liaison will assist by providing background information and presentation materials and can bring in other Departmental staff to assist with presentations on special programs, District Office responsibilities, priorities and budgets, transit planning, Regional Design Center responsibilities and activities, design parameters, funding opportunities, environmental certifications, and many other transportation-related topics.

Policy Committee member training is an on-going activity, triggered not only by the introduction of new Committee members, but also by the adoption of new state and federal regulations, policies, and procedures. The RTPO Program Manager is responsible for providing and tracking the training that he/she provides, addressing, at a minimum, the following topics:

1. **Who** – How does the RTPO fit into the big picture of statewide transportation planning, and what is the role of an RTPO Policy Committee member, staff member, COG Board member, the role of NMDOT, FHWA-NM, and FTA Region 6?
2. **Why** – Overview of state and federal regulations, policies and procedures governing RTPOs. How can local entities benefit from participation in the RTPO?
3. **What** – What products are required of RTPOs? What programming, recommending authority does the RTPO have? What belongs on an RTPO agenda and what does not? How do projects move from the RTIPR to the STIP? What criteria govern project selection on the STIP?
4. **When** – When are these products expected, what are critical milestones and target dates in the RWP?

RTPO Responsibilities

The core responsibilities of an RTPO are to:¹²⁶

- Develop and maintain, in cooperation with the State, regional long-range multimodal transportation plans (RTPs);
- Develop regional transportation improvement program recommendations (RTIPR) for consideration by the State;
- Foster the coordination of local planning, land use, and economic development plans with State, regional, and local transportation plans and programs;
- Provide technical assistance to local officials;
- Provide training to Board/Committee members (see text box above);
- Participate in national, multistate, and State policy and planning development processes to ensure the regional and local input of nonmetropolitan areas;
- Provide a forum for public participation in the statewide and regional transportation planning processes;
- Consider and share plans and programs with neighboring regional transportation planning organizations, metropolitan planning organizations, and tribal organizations;
- Maintain an RTPO website that includes current information such as meeting agendas and minutes, as well as current planning documents, such as the Long-Range Regional Transportation Plan, Regional Work Program, Title VI Plan, etc.
- Conduct other duties, as necessary, to support and enhance the regional and statewide planning process; and
- Maintain, in an organized fashion, all applicable records per the federal and state archiving requirements (identified in a following section) and to make those records constantly accessible and available to NMDOT, FHWA-NM and FTA Region 6 to review (see section on Quality Assurance Reviews for more information).

RTPOs are also expected to maintain a working knowledge of State and local transportation projects in their RTPO area and provide assistance with local-lead projects from planning stages and funding through construction. RTPOs are also expected to participate in the following:

- **Roundtable Meetings (as needed).** The RTPOs alternate hosting periodic “roundtable” meetings in the various RTPO regions of the state, generally hosted once a quarter, but only occur when there are items for discussion and review. Agenda items typically include discussion items identified by the RTPOs, updates from the Bureau (such as current projects, guidance on reporting, and how to access technical assistance), as well as reports from the RTPOs. The host RTPO is responsible for arranging the meeting location, working with the Bureau to develop the agenda, distributing meeting information by email to all contacts, running the meeting and writing and distributing meeting notes. Meeting notes from the previous meeting should be reviewed and approved at the subsequent meeting.

¹²⁶ 23 USC § 135(m)(4) – Duties

- **Joint Meeting (as needed).** The NMDOT Bureau will organize and host an annual (or as needed) joint meeting between the staff of the Bureau, RTPOs, and MPOs as well as other NMDOT and FHWA-NM personnel. RTPO staff are expected to attend these meetings and contribute to the development of the agenda. For the Joint Meetings, the Bureau arranges the meeting location, develops the agenda with the MPOs/RTPOs, distributes meeting materials, runs the meeting and writes and distributes meeting notes. Meeting notes from the previous meeting should be reviewed and approved at the subsequent Roundtable (and MPO Quarterly) meeting.

RTPO Work Products and Submittal Process

In general, work products required of the RTPO are detailed in this PPM, established by the CA between NMDOT and the COG/EDD, and outlined in the RWP, approved by both the NMDOT and FHWA-NM. The work products are listed below and explained in more detail in the following sections:

- Long-Range Regional Transportation Plan (RTP)
- Public Participation Plan (PPP)
- Title VI Plan
- Regional Work Program (RWP) and Budget
- Rural Transportation Improvement Program Recommendations (RTIPR)
 - Project Feasibility and Prospectus Forms
- Reimbursement Packets (Cover Letters, Quarterly Reports, Invoices and backup documentation)
- Annual Performance and Expenditure Report (APER)
- Roadway Functional Classification
- Participate in annual Quality Assurance Reviews
- Traffic Counts (optional for RTPOs)
- Special Studies Generated by Task Forces and Committees

Most work products require review by the Bureau (via the GTG Liaison) for approval and concurrence that planning activities and fund expenditures comply with Federal regulations and the RWP. Table 5 summarizes the submittal and review process for the various RTPO work products. All work products should be submitted to the GTG Liaison unless otherwise specified. The following subsections discuss the work products and their specific submittal and review requirements in addition to those outlined in Table 5. Appendix D contains boilerplates for developing some of these work products and examples of some of these items.

TABLE 5

RTPO Work Product Submittals

RTPO Work Product	Submittal Frequency to NMDOT	Submittal Date to NMDOT	Designee Responsible to Submit to NMDOT	NMDOT Recipient	
Long Range Regional Transportation Plan (RTP)					
	Update as necessary based on Federal legislation or New Mexico Long-Range Statewide Transportation Plan updates.	GTG Liaison and RTPO Planning Program Manager agree upon a schedule for drafting and reviewing versions of the RTP.	RTPO Planning Program Manager	GTG Liaison	Electronic submittal convention; GTG Liaison File Naming Convention: Year_MonthDay_Examples: 2014_0530_SWF 2014_0930_SWR
Public Participation Plan (PPP)					
	Review and update as needed based on following conditions: <ul style="list-style-type: none"> • In conjunction with a revised RTP. • 5 years since previous PPP. • As necessary based on federal legislation or public input. 	GTG Liaison and RTPO Planning Program Manager agree upon a schedule for drafting and reviewing versions of the Plan.	RTPO Planning Program Manager	GTG Liaison	Electronic submittal convention; GTG Liaison File Naming Convention: Year_MonthDay_Examples: 2014_0530_NWR 2014_0930_NWR
Title VI Plan					
	3 years since previous Title VI Plan	GTG Liaison and RTPO Planning Program Manager agree upon a schedule for drafting and reviewing versions of the Title VI Plan.	RTPO Planning Program Manager	GTG Liaison	Electronic submittal convention; GTG Liaison File Naming Convention: Year_MonthDay_Examples: 2014_0530_NPR1 2014_0930_NPR1

TABLE 5
RTPO Work Product Submittals

RTPO Work Product	Submittal Frequency to NMDOT	Submittal Date to NMDOT	Designee Responsible to Submit to NMDOT	NMDOT Recipient	Submittal Format	Submittal Review and Approval Process (RTPO/NMDOT)	Submittal Review and Approval Process (NMDOT/Governor, FHWA-NM, FTA Region 6)
Regional Work Program (RWP) and Budget							
Draft Program	2 years	Coordination schedule to develop program is detailed in Month-by-Month Work Program and PPM Timeline. Draft due on or before June 1 in even-numbered FFYs.	RTPO Planning Program Manager	GTG Liaison	Electronic submittal of files following designated file naming convention; GTG Liaison to send email confirming receipt of files File Naming Convention Year_MonthDay_XXRTPO_FFYWorkProduct_version.ext Examples: 2014_0430_NERTPO_FFY15RWP_Draft2.docx	Submittal and review process is detailed in Month-by-Month Work Program and PPM Timeline.	None
Final Program	2 years	Coordination schedule to develop program is detailed in Month-by-Month Work Program and PPM Timeline. Final due on or before July 1 in even-numbered FFYs	RTPO Planning Program Manager	GTG Liaison	Electronic submittal of files following designated file naming convention; GTG Liaison to send email confirming receipt of files File Naming Convention Year_MonthDay_XXRTPO_FFYWorkProduct_version.ext Examples: 2014_0930_NERTPO_FFY15RWP_Final.docx	Submittal and review process is detailed in Month-by-Month Work Program and PPM Timeline. RTPO staff post the approved RWP on the RTPO website.	1. FHWA-NM and FTA Region 6 provide review comments and/or determination of acceptance in writing to Division Director. 2. FHWA-NM and FTA Region 6 provide determination of acceptance for revised UPWP in writing to Division Director, if necessary.
Amendments-Formal	Quarterly or as needed	March 15 June 15 September 15 (odd-numbered FFYs) December 15	RTPO Planning Program Manager	GTG Liaison	Electronic submittal of files following designated file naming convention; GTG Liaison to send email confirming receipt of files File Naming Convention Year_MonthDay_XXRTPO_FFYWorkProduct_version.ext Example: 2014_0430_NERTPO_FFY15RWP_Q1Amendment1.docx	Submittal and review process is detailed in Month-by-Month Work Program and PPM Timeline. Formal RWP Amendments require Policy Committee approval prior to submitting to GTG Liaison. RTPO Planning Program Manager must use the MPO/RTPO Work Program Amendment Request Form when submitting an amendment to the GTG Liaison.	1. FHWA-NM and FTA Region 6 provide review comments and/or approval in writing for RWP quarterly amendment to Division Director.

TABLE 5
RTPO Work Product Submittals

RTPO Work Product	Submittal Frequency to NMDOT	Submittal Date to NMDOT	Designee Responsible to Submit to NMDOT	NMDOT Recipient	Submittal Format	Submittal Review and Approval Process (RTPO/NMDOT)	Submittal Review and Approval Process (NMDOT/Governor, FHWA-NM, FTA Region 6)
Amendments - Administrative	As needed	As needed	RTPO Planning Program Manager	GTG Liaison	Electronic submittal of files following designated file naming convention; GTG Liaison to send email confirming receipt of files File Naming Convention Year_MonthDay_XXMPO_FFYWorkProduct_version.ext Example: 2014_0430_FMPO_FFY15UPWP_Q1Amendment1.docx	1. Using the MPO/RTPO Work Program Amendment Request Form, the RTPO Planning Program Manager submits proposed administrative amendment and summary to GTG Liaison for consideration. The RTPO Planning Program Manager must include the amended RWP and Budget with the Form. The Form should be submitted as a Word document. 2. GTG Liaison submits amendment information to GTG Supervisor and Bureau Chief for review and concurrence, as well as updates NMDOT files with amended RWP and Budget. 3. GTG Liaison notifies the RTPO Planning Program Manager of concurrence within 10 calendar days. 4. RTPO Planning Program Manager should share the Administrative Amendment with the Policy Committee as an informational item only.	None
Indirect Cost Plan							
	Annual (Optional)	Plan is submitted annually. For years that have an RWP submission, the Plan is submitted with the RWP. Final due on or before July 1.	RTPO Planning Program Manager	GTG Liaison	Electronic submittal of files following designated file naming convention; GTG Liaison to send email confirming receipt of files File Naming Convention Year_MonthDay_XXRTPO_FFYWorkProduct_version.ext Example: 2014_0501_MRRTPO_FFY15CAPICA_Draft3.docx 2014_0701_MRRTPO_FFY15CAPICA_Final.docx	Submittal and review process is detailed in Month-by-Month Work Program Timeline via process outlined for submission of RWP, though it happens annually.	1. FHWA-NM and FTA Region 6 provide review comments and/or determination of acceptance in writing to Division Director. 2. FHWA-NM and FTA Region 6 provide determination of acceptance for Plan in writing to Division Director, if necessary.
Regional Transportation Improvement Program Recommendations (RTIPR)							
RTIPR	As determined by RTPO, but should be every other year to correspond with STIP development. Schedule must be included in the RTIPR section of the RWP.	As needed	RTPO Planning Program Manager	GTG Liaison and District Technical Support Engineer	Electronic submittal of files following designated file naming convention; GTG Liaison to send email confirming receipt of files File Naming Convention Year_MonthDay_XXRTPO_FFYWorkProduct_version.ext Example: 2014_0415_MRRTPO_FFY15RTIPR_Final.docx	As outlined in RTPO RWP and as coordinated with the respective NMDOT District office. 1.	None

TABLE 5
RTPO Work Product Submittals

RTPO Work Product	Submittal Frequency to NMDOT	Submittal Date to NMDOT	Designee Responsible to Submit to NMDOT	NMDOT Recipient	Submittal Format	Submittal Review and Approval Process (RTPO/NMDOT)	Submittal Review and Approval Process (NMDOT/Governor, FHWA-NM, FTA Region 6)
Reimbursement Packets (Cover Letter, Quarterly Report, and Invoice)							
	Quarterly	January 25 April 25 July 12 October 25	RTPO Planning Program Manager	GTG Liaison	Electronic submittal of files following designated file naming convention; GTG Liaison to send email confirming receipt of files File Naming Convention Year_MonthDay_XXRTPO_FFYWorkProduct_version.ext	1. RTPO Planning Program Manager submits packet to GTG Liaison for review. 2. If approved, GTG Liaison submits approved packet to Bureau Financial Manager. If not approved, GTG Liaison emails RTPO Planning Program Manager within 5 working days to request additional information or provide grounds for rejecting the packet. 3. Bureau Financial Manager reviews package. If approved, the packet is then submitted to the GTG Supervisor for final approval. 4. GTG Supervisor reviews. If approved, the Bureau Financial Manager then processes for payment. If not approved, the GTG Liaison emails RTPO Planning Program Manager to request additional information. If the packet is rejected, the GTG Liaison emails a rejection letter to both the RTPO Planning Program Manager and the COG/EDD Executive Director. 5. RTPO Planning Program Manager resubmits packet with required materials and/or required revisions.	None
Annual Performance and Expenditure Report (APER)							
Draft/Final Report	Annual	Draft due November 15 Final due November 30	RTPO Planning Program Manager	GTG Liaison	Electronic submittal of files following designated file naming convention; GTG Liaison to send email confirming receipt of files File Naming Convention Year_MonthDay_XXRTPO_FFYWorkProduct_version.ext Example: 2014_1201_SERTPO_FFY14APER_Final.docx	1. RTPO Planning Program Manager submits draft to GTG Liaison for review. 2. GTG Liaison requests any changes, if needed, to the report by November 20. 3. RTPO Planning Program Manager revises report and resubmits to GTG Liaison by November 30. 4. RTPO posts report on RTPO website. 5. The NMDOT Bureau compiles the Division APER, the MPO and RTPO APERs in one submittal to FHWA-NM/FTA Region 6 for informational purposes within 90 days following the close of the Federal fiscal year, December 30.	None – report provided for informational purposes only.
Roadway Functional Classification							
	Update based on following conditions: • In conjunction with an RTP update. • When requested as part of a statewide update.		RTPO Planning Program Manager	Various	Electronic submittal of files following designated file naming convention; GTG Liaison to send email confirming receipt of files File Naming Convention: Refer to <i>PPM for Statewide Planning Bureau</i> for information.	Refer to PPM for information.	None

TABLE 5
RTPO Work Product Submittals

RTPO Work Product	Submittal Frequency to NMDOT	Submittal Date to NMDOT	Designee Responsible to Submit to NMDOT	NMDOT Recipient	Submittal Format	Submittal Review and Approval Process (RTPO/NMDOT)	Submittal Review and Approval Process (NMDOT/Governor, FHWA-NM, FTA Region 6)
	<ul style="list-style-type: none"> As necessary based on development / changes in traffic patterns and volumes. 						
Quality Assurance Reviews (QAR)							
Financial Audit of Fiscal Agents	Annual	30 days after the audit is posted to the State Auditor's Office website, saonm.org	RTPO Planning Program Manager	GTG Liaison	Electronic submittal of files following designated file naming convention; GTG Liaison to send email confirming receipt of files File Naming Convention Year_MonthDay_XXRTPO_FFYWorkProduct_version.ext	1. RTPO Planning Program Manager submits copy of annual financial audit of their respective fiscal agent to GTG Liaison. 2. GTG Liaison reviews audit and reports any deficiencies identified and / or the need for corrective action to the GTG Unit Supervisor. 3. GTG Unit Supervisor will notify the Bureau Chief and Division Director about the audit review results.	None
Site Review	Annual	Date scheduled by GTG Liaison.	RTPO Planning Program Manager	GTG Liaison	RTPO staff are required to participate in the site review and provide access to electronic files pertaining to the expenditure of state and federal funds.	Refer to QAR section of <i>PPM</i> for information.	None

Long-Range Regional Transportation Plan

Long-Range Regional Transportation Plans¹²⁷ (RTPs) assess transportation needs and identify projects that could potentially be implemented using federal, State and local funds that are reasonably expected to be available over a 20-year (or longer) period. Each RTPO is expected to develop and maintain its RTP in cooperation with NMDOT, consistent with the socioeconomic projections, travel demand forecasts, scenario testing, revenue projections, prioritization process, evaluation criteria and performance measures established in the NMDOT Long-Range Statewide Transportation Plan (LRSTP). Triggers for updating RTPs are new Federal legislation and LRSTP updates.

The RTPO's assigned NMDOT GTG Liaison will provide technical guidance regarding the cooperative process and the development of the RTP. This can include suggestions for obtaining GIS support, socioeconomic projections, travel demand data, traffic counts, crash records and other statistical data and analysis to help maintain consistency between the RTPO RTP and the LRSTP.

See Table 5 for submittal/review process.

Public Participation Plan

The NMDOT requires every RTPO to develop a Public Participation Plan (PPP) in consultation with citizens and other interested parties. To the maximum practicable extent, all RTPOs must develop a public participation framework that:

- Includes representatives for all transportation modes, including non-motorized;
- Holds public meetings at convenient and accessible locations and times;
- Employs visualization techniques to describe plans;
- Provides information in electronic formats and by means (such as the Internet) that afford reasonable opportunity for public consideration; and
- Complies with all applicable federal and state laws, including the New Mexico Open Meetings Act.¹²⁸

The PPP specifies how the RTPO will address these federal requirements and how the RTPO will provide reasonable opportunities for public and agencies to comment on work products, including RTPs and RTIPRs. The PPP must address federal requirements regarding the length of time allotted for public reviews of various RTPO work products and any exceptions allowed. Appendix D contains a boilerplate and best practices to serve as a guide.

At a minimum, a PPP must include the following elements:

- Procedures for informing the public about meetings and agendas;
- Location where current and archived documents can be accessed;
- Framework for public participation in the development of plans (unique to each plan or work product);
- Timeframes for public comment review periods;
- Brief description of the RTPO and its organizational structure; and

¹²⁷ 23 USC § 135(m)(4)(A)

¹²⁸ NMSA 1978, Chapter 10, Article 15

- Tools and activities for informing and educating the public (media, social media, visualization, response to comments, workshops, emails, newsletters, etc.).

PPPs should be reviewed prior to development of the RTP, when new federal legislation is adopted, and/or every five years at a minimum, and updated as necessary.

See Table 5 for submittal/review process.

Title VI Requirements

Title VI Plan

The Title VI Plan details how an RTPO will comply with federal environmental justice and limited English proficiency (LEP) requirements mandated in Title VI of the Civil Rights Act of 1964 and all related regulations and directives. The Title VI Plan generally includes the efforts to be taken by the RTPO to prevent discrimination and the methods for how it will achieve compliance for work products, planning activities, and public participation. The Title VI Plan serves as the assurance to the U.S. Department of Transportation that persons are not excluded from the planning process.¹²⁹ The Title VI Plan also details the complaint process for 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.

When developing their Title VI Plan, RTPOs may wish to conduct a self-assessment to determine their progress in providing language assistance to Limited English Proficiency (LEP) persons.¹³⁰ The assessment results may help revise the plan to better serve the LEP population. The assessment considers the following four factors:

- **Demography:** the number or proportion of LEP persons eligible to be involved in programs and services or likely to be encountered;
- **Frequency of Contact with the Program:** the frequency with which LEP persons access or come into contact with programs and services;
- **Nature and Importance of the Program:** the nature and importance of the program, activity, or service in LEP individuals' lives; and
- **Resources Available:** the resources and cost for providing assistance to LEP populations.

Appendix E contains a boilerplate that provides guidance for addressing Title VI requirements. The Title VI Plan addresses the following considerations:

- Compliance with federal environmental justice and LEP requirements mandated in Title VI of the Civil Rights Act of 1964;
- Best practices to be considered by the RTPO to prevent discrimination and the methods for how the compliance will be achieved for:
 - Work products;
 - Planning activities;
 - Public participation; and
- Primary contact person to handle complaints and method to process and address complaints.

¹²⁹ 23 CFR § 200.9(a)(1) – Assurance required by federal law

¹³⁰ Department of Justice website (<http://www.lep.gov/selfassesstool.htm>)

The RTPO Title VI Plan should be reviewed every 3 years,¹³¹ and/or when new federal legislation is implemented and/or when the LRSTP is updated, and updated as necessary. RTPOs may use their COG's/EDD's Title VI Plan, provided it includes specific information about the transportation program in the Plan. RTPOs may also have stand-alone plans.

See Table 5 for submittal/review process.

Title VI Reporting

RTPO Title VI Coordinator (as identified in the RTPO Title VI Plan) must submit an annual update to the NMDOT Title VI Coordinator. The annual update should include, but is not limited to, any changes in procedure and organizational structure, as well as a record of any Title VI complaints. All Title VI complaints should also be reported to the NMDOT Title VI Coordinator as they occur. Annual updates are due by October 1. Even if there are no changes or complaints, formal correspondence should be submitted to the NMDOT Title VI Coordinator indicating that there are no changes or complaints.

Regional Work Program and Budget

Every RTPO must adopt a detailed Regional Work Program (RWP) and associated budget describing the transportation planning activities of the RTPO over a 2-year period. The NMDOT consulted with the RTPOs to develop a standard boilerplate for the RWP (provided in Appendix D). The Work Program Review Checklist in Appendix D also provides useful information for developing an RWP. Once approved as part of the NMDOT PWP, the RWP serves as the template for the Quarterly Reports. As Quarterly Reports are cumulative, they form the basis for the Annual Performance and Expenditure Report (see below) which is due after the close of each FFY.

The RTPO budget is developed using the RWP Budget and Invoicing Templates, which can be found in Appendix D. The Budget Template is inserted into the RWP boilerplate, along with the RTPO Glossary of Budget Categories, also found in Appendix D. The directions for the Glossary specify for the RTPO to include both direct/actual and allocated costs in their explanation. The RTPO budget is comprised of direct and allocated costs. Budgets must be developed in accordance with 2 CFR 200. If the fiscal agent for an RTPO chooses to do an Indirect Cost Plan (optional), the plan must comply with the requirements outlined in 2 CFR 200. The Indirect Cost Plan is submitted annually and follows the review/approval process outlined in Table 5.

Note that unexpended funds can carry-forward between the two years of one RWP (e.g. from FFY17 to FFY18 of the FFY17/18 RWP), but not between two different RWPs (e.g. from the FFY17/18 RWP to the FFY19/20 RWP).

All parties are bound by the approved RWP currently in effect unless administratively or formally amended as described in the following bullets:

- **Administrative Amendment.** An administrative amendment to the RWP may be accomplished unilaterally by the RTPO if it meets the following criteria.
 1. The RWP revision will not significantly impact approved work program priorities and work product delivery schedules (by causing other project delivery schedules to be set back by more than a month);
 2. The RWP revision will result in a change (increase or decrease) of 20% or less of the approved budgeted amount (staff hours or cost) for a specific function or budget line item; and

¹³¹ NMDOT's Construction and Civil Rights Bureau requires all subrecipients of federal funds to update or review their Title VI Plan at least every three years

3. The RWP revision will result in a cost change (increase or decrease) of 10% or less to the total RWP budget.

The RTPO Planning Program Manager must notify the GTG Liaison of any Administrative Amendments in writing via email and by completing the MPO/RTPO Work Program Amendment Request Form (see Appendix E). The RTPO Planning Program Manager must submit the amended RWP and Budget with the MPO/RTPO Work Program Amendment Request Form. The GTG Liaison has 10 working days to review the Administrative Amendment to ascertain that it meets the criteria, or comment, also via email, if he/she believes it does not. The GTG Liaison alerts the GTG Supervisor and Bureau Chief of any Administrative Amendments that he/she receives, as well as updates NMDOT's files with the amendment information and updated RWP and Budget. RTPOs should share Administrative Amendments with their Policy Committees as informational items; Administrative Amendments do not require Policy Committee action. Administrative Amendments are included in the next Amendment submittal to FHWA-NM and FTA Region VI for review and concurrence.

- **Formal Amendment.** A formal amendment is required if there are substantive changes to work elements funded by the RWP, as defined by the following criteria:
 1. The RWP revision will impact approved work program priorities by causing other project delivery schedules to slip by more than one month;
 2. The RWP revision will result in a change (increase or decrease) of more than 20% of the approved budgeted amount (staff hours or cost) for a specific function or budget line item; or
 3. The RWP revision will result in a change (increase or decrease) of more than 10% to the total RWP budget.

Formal Amendments require action by the RTPO Policy Committee prior to the amendment being submitted to the GTG Liaison. Formal Amendments must be submitted to the GTG Liaison via email and by completing the MPO/RTPO Work Program Amendment Request Form (see Appendix E). The RTPO Planning Program Manager must submit the amended RWP and Budget with the MPO/RTPO Work Program Amendment Request Form. The Formal RWP Amendment may be implemented upon receiving formal approval of the corresponding PWP amendment by the FHWA-NM, FTA Region VI and NMDOT.

The Month-by-Month Work Program and PPM Timeline (Figure 1 in Appendix B) provides a schedule for coordinating the development of, and amendment to, the Regional Work Program with the NMDOT.

See Table 5 for submittal/review process.

Regional Transportation Improvement Program Recommendations (RTIPR) and Statewide Transportation Improvement Program

The Statewide Transportation Improvement Program (STIP) is a federally mandated, fiscally constrained, four year planning document that lists all regionally significant and federally funded projects. This document is approved by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) every two years and all projects awarded to T/LPAs are required to be in the STIP. The Regional Transportation Improvement Program Recommendations (RTIPR) is a prioritized list of projects that each of the RTPOs develops on a regularly-scheduled basis for possible inclusion in the STIP, and is developed in accordance with New Mexico State Transportation Commission Policy 68. RTIPRs should be completed at least every other year and the RTIPR development schedule must be outlined in the RTIPR section of the RWP. The specific process for development of the RTIPR varies slightly among each RTPO, as does the project ranking criteria. However, the role of the RTIPR generally follows the Standardized RTIPR Process, as included in Appendix D.

Projects on the RTIPR are submitted by the participating Tribal/Local Public Agencies (T/LPAs), or other eligible entities, and are prioritized based on criteria set by each RTPO. Prioritization criteria should be derived from the goals and performance measures listed in the RTPO's RTP and demonstrate how each project meets those goals and measures. Many of the RTPOs also use the RTIPR as a place to list projects that are considered regional priorities including safety, planning, active transportation and roadway projects.

The Project Feasibility Form (PFF) opens the dialogue between the NMDOT Districts and the T/LPAs or other eligible entities regarding projects for possible inclusion in the RTIPR/STIP. RTPO member agencies complete and submit PFFs to the RTPO Planning Program Manager. Following the RTPO-established submittal deadline, the RTPO Planning Program Manager distributes the completed PFF and organizes a meeting at the member agency's location to discuss the overall feasibility of the project and likelihood of the project for receiving funding from the NMDOT. A feasibility meeting is required for any project that is to be included in the RTIPR. The RTPO Planning Program Manager invites the following to the feasibility meeting: T/LPA, NMDOT District Technical Support

Statewide Transportation Improvement Program

The Statewide Transportation Improvement Program (STIP) is the state's transportation capital improvement program. Federally funded and/or regionally significant projects in the MPO/RTPO areas are reflected in the MPO Transportation Improvement Program (TIP) or the RTPO list of recommended projects. The New Mexico STIP is a 6-year plan and includes specific funding levels by year for project implementation. The first four years of the STIP are fiscally constrained so that program costs do not exceed estimated revenues. The STIP must be consistent with the Long-Range Statewide Transportation Plan (LRSTP) and the MPO Metropolitan Transportation Plans (MTPs). The FHWA-NM approves the STIP every 2 years. Refer to the *State Transportation Improvement Program (STIP) Manual* on the NMDOT website for more information about the STIP and TIP procedures, including transfer of funds between programs, and FHWA to FTA.

Under the FAST Act, the NMDOT is required to develop statewide performance based measures and targets which will establish investment priorities. This PPM, the *STIP Manual*, and the STIP database will be updated as the NMDOT develops, and FHWA-NM/FTA Region 6 approve, the plans, targets, and evaluation criteria required under the FAST Act.

Engineer (or alternate as identified by the District), GTG Liaison, and as needed the NMDOT Environmental Bureau T/LPA Liaison, and the Regional Design Center T/LPA Coordinator. Other NMDOT staff may be invited as appropriate for the project type.

The NMDOT requires T/LPAs and other eligible entities to submit a Project Prospectus Form (PPF) as part of the application process for transportation infrastructure projects including roadways, bridges, sidewalks, multi-use paths, and corridor/feasibility studies. If the T/LPA is applying for federal funding through the NMDOT, the sponsoring agency must submit a PPF form and receive District concurrence before the PPF is submitted. The purpose of a standardized PPF is to provide NMDOT with a project description that is as complete as possible so that, if the project is selected for funding, NMDOT staff can begin drafting the contract/agreement promptly after the start of a new fiscal year. In addition, the STIP Unit and District Offices enter the project information from the PPF into the STIP.

The current PPF and PPF can be found in the Statewide Planning Bureau section of the NMDOT website.

There are a number of opportunities for RTPOs to move projects from their RTIPR to the STIP, or from the RTIPR to implementation via a funding source that does not require listing on the STIP:

- The District Office(s) may select RTPO projects for inclusion in the STIP using Federal highway funds appropriated to the NMDOT, based on State priorities and evaluation criteria; or
- The T/LPA applies for and is awarded discretionary funds from programs such as Local Government Road Fund (LGRF), Highway Safety Improvement Program (HSIP), Transportation Alternatives Program (TAP), Recreational Trails Program (RTP), Congestion Mitigation and Air Quality Improvement Program (CMAQ) Non-Mandatory, Public Lands Access, Community Development Block Grant (CDBG), Economic Development Administration (EDA), U.S. Department of Housing and Urban Development (HUD), and/or U.S. Environmental Protection Agency (EPA) grant, Colonias Infrastructure Fund, etc.

For each area under the jurisdiction of an Indian Tribal government, RTPOs must develop the RTP and RTIPR in consultation with any affected Tribal governments and the Secretary of the Interior consistent with 23 USC § 135(f)(2)(C). The current NMDOT Tribal Consultation protocol is to include representatives of all tribal entities within the RTPO planning jurisdiction as voting members of the RTPO Policy Committee. Additional and more direct tribal consultation with a tribal entity may be necessary on a project-specific basis. The NMDOT provides the services of its Tribal Liaison to assist RTPOs whenever an issue or concern involving tribal lands and entities arises. RTPOs are directed to the NMDOT website for the Tribal Liaison's contact information.

RTPO Program Managers must become well-versed in the NMDOT's *STIP Manual* and the *T/LPA Handbook*, posted on the NMDOT website, in order to provide solid technical assistance to member entities and the RTPO Policy Committee vis-à-vis refining local project selection criteria and prioritizing projects for inclusion on the RTIPR. Because the RTIPR is considered advisory, and because RTPOs are not granted the same programming responsibility under federal law as the MPOs are, RTPOs must work very closely with their GTG Liaison, Transit and Rail Division staff, and, in particular, their District Office(s) to develop a strong candidate list of potential transportation improvement projects in the RTIPR in order for local priority projects to make their way onto the STIP.

NMDOT periodically offers training on the T/LPA Handbook, which provides information on all stages of project development and oversight. The GTG Unit Supervisor will distribute information on these trainings as they are scheduled by NMDOT. RTPO Planning Program Managers are expected to have a general understanding of the T/LPA project development process in order to help guide their entities, particularly through the application process.

Reimbursement Packets

The Federal-Aid Highway Program is a reimbursement program and requires a local match. Therefore, the RTPOs must expend local transportation planning funds initially then seek reimbursement from the NMDOT for the federal portion. The NMDOT reimburses the RTPOs for the federal portion using State Road funds then seeks reimbursement from FHWA-NM for the federal portion. All costs related to federal awards must comply with 2 CFR § 200.

RTPOs must submit via email a Reimbursement Packet that includes the items listed below. Reimbursement Packets are due to the NMDOT by the 25th of the month following the close of the quarter. (Exception: The third quarter Reimbursement Packet is due July 12 to meet deadlines for state fiscal year closeout procedures.) The NMDOT prefers receiving quarterly invoices. However, an RTPO may request approval to submit monthly invoices for a set period to address cash flow problems that may arise.

RTPOs are required to submit the following as part of each Reimbursement Packet (NMDOT provides all RTPOs with the sample Excel workbook and will provide the workbook to others upon request):

1. **Signed Cover Letter** – The signed cover letter requests reimbursement from the NMDOT. It must include the following:
 - ✓ Date
 - ✓ RTPO contact and contact information
 - ✓ Vendor Number
 - ✓ Control Number(s)
 - ✓ Unique Invoice or Reimbursement Number
 - ✓ Invoice Period of Performance (Quarter or Month)
 - ✓ Amount of reimbursement requested
 - ✓ Notification/Request to Close in the case of Final Invoice
2. **Quarterly Report** - The Quarterly Report documents the work performed to date, and billed to federal transportation funds, to meet the tasks outlined in the RTPO's RWP. The Report for the first quarter should be derived from the most recently approved RWP. Under each Function and staff hours budget in the RWP, RTPO staff need to provide an itemization of hours spent and work accomplished that quarter on each Function, the remaining budgeted hours for that Function, as well as any other specific costs that apply directly to that Function (e.g. costs incurred for consultant services for long-range planning). RTPO staff should also explain when they are not progressing on certain Functions, and explain any schedule changes encountered and how the RTPO intends to address the changes.

The Quarterly Report does not need to incorporate the total amount invoiced; rather it is considered the documentation of the staff hours line item, as well as showing how other specific costs are assisting in fulfilling various Functions.

For subsequent quarters, the Quarterly Report must be cumulative; therefore, the previous quarter's Quarterly Report will serve as the starting point for the next quarter's (i.e. use the Quarterly Report from the first quarter as the starting point for the second quarter's). Please note that if the RWP has been amended since the last Quarterly Report, those amendments need to be manually integrated into new Quarterly Report. The fourth quarter's Quarterly Report will ultimately serve as the basis for the Annual Performance and Expenditure Report.

3. **Quarterly Invoice** – Using the template provided by NMDOT Bureau, RTPOs must submit quarterly invoices showing the total costs incurred by the RTPO that quarter, and the amount it is billing for (80% federal SPR funds, 20% match). Each invoice must include:
 - ✓ Date (this must be updated every time an invoice is resubmitted)
 - ✓ Fiscal Agent and contact information
 - ✓ Unique Invoice or Reimbursement Number
 - ✓ Vendor Number
 - ✓ Control Number(s)
 - ✓ Billing Period (Quarter or Month)
 - ✓ Amount of reimbursement requested with Local Match clearly identified
 - ✓ Entity Certification and Signature with Date (fiscal agent representative)
4. **Quarterly Expenditure Summary** - The purpose of this report is to provide a comparison between budgeted line items and quarterly expenditures. It also shows the balance for each line item, as well as the balance of the total FFY authorized funds and the local match paid. RTPOs should use the template Excel workbook provided by the GTG Liaison.
5. **Timesheet Summary** – This is the quarterly summary of all RTPO staff timesheets. This should match the itemized hour by Function in the Quarterly Report. A sample is provided as part of the RTPO Time Tracking workbook.
6. **Consultant/Vendor Services Summary worksheet** – If applicable, RTPOs must document by Function any consultant or vendor services utilized and paid throughout the FFY. The Excel workbook provided by each RTPO's GTG Liaison contains a template.
7. **Backup documentation as required** – backup documentation must be organized and clearly explain the expenditures. If necessary, documentation should include page numbers and a summary of expenditures. Backup documentation is needed for the following:
 - ✓ Written, detailed explanation of any non-personnel line item on the QES that total more than \$500
 - ✓ Invoices and proof of payment for any purchases over \$500

RTPO staff are not required to submit Timesheets (or Personnel Activity Reports) with each reimbursement packet; however all RTPO and COG/EDD staff who charge time to a federally funded task are required to maintain internal accurate and current time records using database and spreadsheets comparable to the RTPO Time Tracking workbook. (RTPOs are welcome to modify the sample spreadsheet or develop their own, provided it includes the same information as outlined in the sample.) The timesheets do not need to be included in the Reimbursement Packet, unless the GTG Liaison specifically requests this information. GTG Liaisons will review timesheets as part of the annual Quality Assurance Reviews. In the event that work hours involve multitasking among several federally funded tasks, the RTPO is required to obtain preapproval by the NMDOT (through its Liaison) of a cost allocation plan to address the specifics of each situation. RTPO Planning Program Managers are also encouraged to track their activities using the Daily Log template provided in Appendix D or something similar.

Both the Quarterly Report and Quarterly Expenditure Summary provide the RTPO the opportunity to assess whether an amendment to its RWP is needed. Should the RTPO decide an amendment is warranted, they should pursue it according to the Quarterly Amendment Process, outlined elsewhere in the PPM.

Submittal and Review Process – The NMDOT requires RTPO Planning Program Managers to submit a complete and accurate Reimbursement Packet to the assigned NMDOT GTG Liaison, according to the list above. The GTG Liaison has 5 working days to review and approve, or reject for cause, the Reimbursement Packet. The GTG Liaison then forwards an approved Reimbursement Packet to the Division Financial Manager, who independently reviews and approves, or rejects for cause, the Reimbursement Packet. The Financial Manager then provides the invoice to the GTG Unit Supervisor for final review. Once all approvals are received, the Financial Manager processes the approved Reimbursement Packet for payment. The NMDOT has a total of 30 calendar days¹³² to process and pay approved reimbursement requests. The clock stops at each step in the review process when the reviewer sends an email to the RTPO Planning Program Manager requesting additional information or providing grounds for rejecting the packet.

If a submitted Reimbursement Packet is incomplete or incorrect, NMDOT will send a formal rejection letter to the Executive Director of the Fiscal Agent. It is then up to the RTPO Planning Program Manager to resubmit the required materials and/or revisions with an updated date on the invoice. If the GTG Liaison has minor questions or clarifications, they may send a request via an email to the RTPO Planning Program Manager to get additional information.

GTG Liaisons will use this section and the Reimbursement Packet Checklist (included in Appendix E) to review the Reimbursement Packet for accuracy and completeness. As the pass-through agency, NMDOT is allowed to ask for additional information, as needed, prior to approving reimbursement requests.¹³³

See Table 5 for submittal/review process.

Annual Performance and Expenditure Report

The NMDOT monitors the activities of New Mexico's RTPOs and MPOs to assure that work supported by FHWA-NM planning funds "is being managed and performed satisfactorily and that time schedules are being met."¹³⁴ To meet this requirement, every RTPO must prepare an Annual Performance and Expenditure Report (APER) that documents how the RTPO accomplished the work outlined in the RWP and provides a final accounting of expenditures made during the past federal fiscal year. The activities and tasks should be presented in a clear and detailed manner that is consistent with the RWP and allows the NMDOT to track progress with implementing the RWP.

The APER should be derived from the fourth quarter Quarterly Report for that FFY. As the Quarterly Reports are cumulative, they provide an itemization of work done for each task in the RWP, as well as provide a quarter-by-quarter expenditure breakdown. This serves as a helpful basis for the APER,

¹³² 2 CFR § 200.305(b)(3)

¹³³ 2 CFR § 200.331(a)(3)

¹³⁴ 23 CFR § 420.117(a)

although additional information is required, as outlined below. The APER should also utilize the following templates, included in Appendix D:

- Budgeted Staff Hours Summary;
- Budget Summary by Line Item;
- Summary of Consultant/Vendor Services; and
- Narrative Summary by Function.

The Annual Performance and Expenditure Report must contain at a minimum.¹³⁵

- Comparison of actual performance and accomplishments with established goals as outlined in the RTP and RWP;
- Progress in meeting schedules;
- Status of expenditures in a format compatible with the work program, including a budgeted (approved) amounts and actual cost incurred;
- Cost overruns or underruns;
- Approved RWP revisions;
- Any amount of federal funds not spent during the fiscal year for implementation of the RWP; and
- Other pertinent supporting data.

See Table 5 for submittal/review process.

Functional Classification

All roadways have a designated functional classification based on factors such as volume, connectivity, adjoining land uses, functionality as part of an interconnected system, number of lanes, and intersection spacing. Updates to the functional classifications may be necessary as new development occurs or as roadways are improved and/or carry increasing traffic volume. RTPOs should review their functional classification systems when updating their RTPs and when requested as part of a statewide functional classification update effort, which the NMDOT will conduct following each decennial census.

Submittal/Review Process. There are two standard procedures pertaining to updating the functional classification of roadways in New Mexico:

1. **Statewide Functional Classification Review** – every 10 years following U.S. Census publication of decennial census, identification of new urban area boundaries:
 - The Bureau Chief or designee oversees state's review, coordinates with the District Engineers, FHWA-NM, FTA Region 6, state and federal land management agencies, and tribal entities; ensures federal regulations addressed at the statewide level regarding evaluation criteria, public involvement.
 - MPOs and RTPOs lead the discussion within their jurisdictions, ensuring the public has access to hearings as called for in their Public Participation Plan.
 - The Bureau Chief/designee compiles statewide analysis, GIS shapefiles, supporting data and submits NMDOT's recommendations to FHWA-NM/FTA Region 6 for formal review and approval.
 - FHWA-NM has up to 90 days to review, comment, and/or approve the requested changes.
 - The Bureau Chief notifies all parties of approved changes, including the MPOs, RTPOs, District Engineers, any impacted state and federal land management agencies, tribal entities, the NMDOT GIS Unit, and Data Management Bureau Chief.

¹³⁵ 23 CFR § 420.117(b)(1)

2. MPO/RTPO-initiated proposals submitted to NMDOT in the interim between statewide reviews:
 - The Bureau provides guidance on meeting federal criteria, submittal requirements – posted on NMDOT website and available in Appendix E.
 - MPO and RTPO Policy Boards/Committees review entity submittals in a public hearing and submit adopted/recommended functional classification revision package to their respective NMDOT GTG Liaison.
 - The Bureau technical planner reviews the proposal on behalf of the NMDOT, with input from the GTG Liaison and Unit Supervisor, Bureau Chief, District Engineer and other NMDOT managers, then adds NMDOT's recommendation(s) to the submittal package, keeping MPO/RTPO Planner/Program Manager informed throughout the process.
 - The Bureau technical planner prepares a submittal letter to FHWA-NM for signature by the Division Director.
 - FHWA-NM has a minimum 30 days to review, comment and/or approve the requested changes.
 - The Bureau technical planner notifies all parties of approved changes, including the MPO/RTPO, District Engineer, GIS Unit, and Data Management Bureau Chief.

Special Studies Generated by Task Forces and Committees

RTPOs are commonly involved in some manner with special studies or committees, some generated by the RTPO itself, others commissioned by NMDOT, or both. Examples of studies generated by the RTPO Policy Committees are bicycle and pedestrian plans, as well as access management plans for the RTPO region. Some RTPOs have standing committees that meet regularly to provide input to the RTPO on specific areas of interest to their particular region and context. At times, the RTPOs have been called upon to participate in statewide studies of transit services commissioned and conducted by the NMDOT Transit and Rail Division.

Traffic Counts

RTPOs are not required to conduct traffic counts. However, should an RTPO conduct traffic counts, the NMDOT requires that counts are performed in accordance with the most current NMDOT *State Traffic Monitoring Guide*, so that the counts can be coordinated with and accepted by the NMDOT Data Management Bureau. The RTPOs are referred to the SERTPO for current best practices regarding RTPO-initiated traffic counts.

NMDOT Agreements, Authorizations and Responsibilities to the RTPOs

The NMDOT acts on behalf of FHWA-NM in carrying out the statewide planning process, as prescribed in the Stewardship and Oversight Agreement between NMDOT and FHWA-NM (see the Statewide Planning Bureau chapter in this PPM for more information). Each RTPO is assigned a GTG Liaison to serve as the initial point of the NMDOT contact for the RTPO. The GTG Liaison also serves as a resource to the RTPO, and facilitates coordination and communication between the RTPO and the different areas of the NMDOT, including the District Offices. RTPO Program Managers should follow established protocol by first contacting their assigned GTG Liaison with questions or concerns and for additional information. This informal contact can be in person or via telephone, email, letter, or fax as appropriate. The NMDOT administers its responsibilities in relation to the FHWA-NM and the RTPOs in part by preparing, distributing and enforcing the following documents or actions (which are described in the following subsections):

- Cooperative Agreement
- Notice to Proceed
- Quality Assurance Review Process

Cooperative Agreement

The Cooperative Agreement (CA) is the contractual agreement between the NMDOT and the RTPO that delineates the responsibilities of each organization. NMDOT will prepare new CAs in response to recurring “triggers”:

- A new federal transportation authorization bill introduces new requirements;
- Significant future revisions to this PPM, which may trigger the need to update CAs absent a change in Federal transportation legislation; or
- Expiration of Cooperative Agreements.

Notice to Proceed

Upon FHWA-NM approval of the NMDOT Division PWP and obligation of federal funds, the NMDOT issues a Notice to Proceed (NTP) to each RTPO as a notice to start work on its RWP. The NTP authorizes the RTPO to seek reimbursement for the federal portion of the approved RWP budget for the term of the RWP. The NMDOT Bureau sends out the Notice to Proceed by September 30 so that RTPOs can begin work on October 1. The NTP authorizes the funding from October 1 through Year 2 of the current RWP (i.e. the NTP for Year 1 of the FFY19/20 RWP will authorize funds from October 1, 2018 to September 30, 2020 and the NTP for Year 2 of the FFY19/20 RWP will authorize funds from October 1, 2019 to September 30, 2020). The NMDOT Bureau uses the “Advanced Construction” process, in order to authorize funds for the federal fiscal year, prior to that year beginning. The Advanced Construction process is described in further detail in the NMDOT *STIP Manual*, available on the NMDOT website.

Quality Assurance Review Process

GTG Liaisons will meet with their assigned RTPOs on a regular basis (quarterly at a minimum) to review RWP progress and discuss any issues. In addition to regular meetings between the GTG Liaison and the RTPO, the NMDOT will engage in a four-tiered, quality assurance review process of RTPO administrative functions. The first two steps are mandatory and are performed annually. The NMDOT will enact Steps 3

and 4 as conditions warrant:

1. Review financial audits of RTPO fiscal agents;
2. Quality Assurance Site Review;
3. Quality Assurance Site Review Follow-Up; and
4. Office of Inspector General Audit.

Step 1 – Review Financial Audits of Fiscal Agents

RTPO Program Managers are required to submit copies of annual financial audits of their respective fiscal agent to their GTG Liaison within 30 days of approval by the RTPO's fiscal agent and the state auditor.

If the audit contains any findings, the GTG Liaison will review with the GTG Supervisor. They will determine if the findings require a response by the fiscal agent, to be presented at the QAR site review (Step 2). Unaddressed audit findings may impact eligibility to receive federal funds.

Step 2 – Quality Assurance Site Review

The GTG Liaison will schedule an annual Quality Assurance Site Review with each RTPO for which the GTG Liaison is responsible. The objectives for the NMDOT annual quality assurance review are to:

- Verify that the RTPO planning process complied with current transportation planning law;
- Determine if the RTPO planning process is a continuing, cooperative, and comprehensive process;
- Review RWP progress, including accomplishments, issues, schedule changes, etc.;
- Identify noteworthy practices to share with other RTPOs;
- Enhance the RTPO planning process and improve the quality of the transportation decision-making; and
- Determine the administration systems in place for the sound oversight management of federal funds in the operation of the RTPO.

The GTG Liaison will first attempt to schedule the onsite visit with sufficient advance notice to ensure that all required documentation and RTPO staff are available to facilitate the review. It is incumbent upon the RTPO Program Manager to cooperate and assist with the scheduling on behalf of their entity. However, the GTG Liaison is responsible for conducting the site visit, and will proceed whether or not the RTPO Program Manager chooses to facilitate the process. The NMDOT, FHWA-NM, and FTA Region 6 possess the authority to inspect all documentation pertaining to the expenditure of State and Federal funds at any time. Therefore, RTPO Planning Program Managers are required to keep electronic and hard copy files constantly up to date, well-organized, and accessible for viewing. Appendix D contains a checklist that provides additional information and that will assist RTPO staff with preparing for the quality assurance site reviews.

The GTG Liaison will submit a report on the Quality Assurance Site Review to the GTG Unit Supervisor who will review and discuss the report with the GTG Liaison. The GTG Liaison will provide the final report to the RTPO Planner. If the report indicates that the proper administrative systems are in place and fully operational, no further action is required.

Step 3 – Quality Assurance Site Review Follow-Up

If the GTG Liaisons' Quality Assurance Review (QAR) report indicates that the proper administrative systems are in place and fully operational, no further action is required. If the report raises any

concerns, the GTG Unit Supervisor will discuss the report with the Bureau Chief and, ultimately, the Division Director, to determine the appropriate course of action to take depending upon the severity of the concerns. Possible follow-up actions include:

- Requiring the RTPO Planning Program Manager to identify corrective actions (along with a timeline that includes major milestones);
- Requiring a RWP amendment or modification to address the corrective actions, if necessary;
- Conducting another Quality Assurance Site Review in 6 months or less to confirm improvements; and
- Proceeding to Step 4.

Step 4 – Office of Inspector General Audit

The Division Director will determine if a formal audit by the NMDOT Office of Inspector General is necessary. If so, the Division Director makes the request in writing, typically by email, to the Office of Inspector General. The Division Director then follows the Office of Inspector General directives from that point forward, and the Division becomes responsible for enforcing the findings and recommendations of the resulting audit.

Consequences of Non-Conformance by an RTPO

The following section outlines the procedure for addressing non-conformance by an RTPO. Examples of non-conformance include, but are not limited to, the following:

- Not meeting deadlines as outlined in this PPM (and specified on the Month-by-Month Work Program Timeline). *Note that some deadlines have automatic consequences if missed, such as if an RTPO does not submit an RWP amendment by the stated deadline. The consequence of this is that the amendment is not included in the PWP amendment, thus is not approved. This does not count as non-conformance on the part of the RTPO;*
- Continuously submitting incorrect or incomplete information; and
- Refusing to follow and/or comply with the procedures outlined in this PPM.

Table 6, seen below, outlines the procedures the NMDOT will follow when addressing non-conformance on the part of an RTPO. Non-conformances are tracked cumulatively over the course of the federal fiscal year (FFY). Every instance of non-conformance results in the entity increasing the non-conformance level. For example, if an RTPO a Reimbursement Packet after the deadline and then misses a deadline for another work product, the RTPO is considered to be at Level 2. If an RTPO is at Level 1 or 2 at the close of the FFY, the RTPO will start off at Level 1 at the beginning of the following FFY. Level 3 and above, including Corrective Action Plan, carry forward into the following FFY.

Table 6
Non-Conformance Procedures

Non-Conformance Level	NMDOT Action	Notifications
Level 1	GTG Liaison notifies RTPO Planning Program Manager in writing of non-conformance	GTG Unit Supervisor copied on email

Level 2	GTG Liaison notifies RTPO Planning Program Manager in writing of non-conformance	GTG Unit Supervisor, Bureau Chief, Division Director, RTPO COG Executive Director copied on email
Level 3	The RTPO develops a Corrective Action Plan in response to the findings outlined by NMDOT and submits to the GTG Liaison for review/concurrence by the Bureau Chief and Division Director	GTG Unit Supervisor, Bureau Chief, Division Director, RTPO COG Executive Director copied on submittal email for Corrective Action Plan RTPO Planning Program Manager sends final Corrective Action Plan to RTPO Policy Board/Committee Chair
Level 4 (a "new" incident of non-conformance or failure to follow CAP) and any additional non-conformances	GTG Unit Supervisor notifies RTPO Planning Program Manager in writing of failure to follow Corrective Action Plan Division informs RTPO Policy Committee of pending loss of funds	Bureau Chief, Division Director, COG Executive Director copied on email Division Director notifies DOT Secretary of situation
Level 5 (a "new" incident of non-conformance or failure to follow Corrective Action Plan) and any additional non-conformances	1) GTG Unit Supervisor, Bureau Chief and Division Director set up hearing with RTPO Planning Program Manager, COG Executive Director and RTPO Policy Committee Chair to discuss suspension of payment	NMDOT Secretary, FHWA-NM and FTA Region 6 are provided notification of the hearing
	2) If a determination is made to suspend payment to the RTPO, DOT Cabinet Secretary sends letter to RTPO COG Executive Director	RTPO Policy Committee Chair and FHWA and FTA copied on letter
	3) If the RTPO elects to appeal the decision, a meeting will be arranged with all parties, as well as the appropriate FHWA and FTA representatives	

Please note that other types of non-conformance, such as on-going lack of communication or failure to meet deadlines outside of those specifically listed in the PPM may be grounds for NMDOT to follow the steps outlined above and/or issue a Corrective Action Plan.

Regional Transportation Planning Organizations Checklists

This list is intended to summarize the work products of the RTPOs. Note that every item may not be required/undertaken.

Monthly

- ☐ Record hours worked per task identified in Regional Work Program (RWP) – keep log and timesheet (known as the Personnel Activity Report (PAR))
- ☐ Coordinate with GTG Liaison

Quarterly

- ☐ Meet with GTG Liaison to discuss progress on the RWP
- ☐ Prepare and submit Reimbursement Packet with cover letter, Invoice and Quarterly Report to GTG Liaison
- ☐ Prepare and submit RWP quarterly amendments to GTG Liaison, as needed, for approval by NMDOT, FHWA-NM and FTA Region 6
- ☐ Participate in quarterly RTPO meetings
- ☐ Prepare and distribute quarterly meeting minutes (RTPO meeting host only)
- ☐ Monitor and participate in, if necessary, the quarterly STIP amendment process

Annually

- ☐ Prepare and submit Annual Performance and Expenditure Report (APER) to GTG Liaison, provided to FHWA-NM and FTA Region 6 for informational purposes only
- ☐ Prepare and submit Rural Transportation Improvement Program Recommendations (RTIPR) to GTG Liaison, consistent with the New Mexico Transportation Plan (NMTP)
- ☐ Review Notice to Proceed received from NMDOT
- ☐ Participate in Quality Assurance Review (QAR)
- ☐ Participate in annual meeting with NMDOT and MPOs
- ☐ Issue calls for projects (e.g. TAP, RTP and other discretionary programs)
- ☐ Assist member governments with preparing and submitting Project Feasibility Forms (PFF), and applications as needed
- ☐ Prepare and submit functional classification changes to NMDOT, as needed outside of the post Decennial Census statewide functional classification update
- ☐ Prepare and submit annual Title VI Report to NMDOT Title VI Coordinator, due October 1

Every 2 Years

- ☐ Prepare and submit draft two-year RWP and budget to GTG Liaison
- ☐ Prepare and submit final two-year RWP and budget to GTG Liaison, for approval by NMDOT, FHWA-NM and FTA Region 6
- ☐ Prepare and submit Cost Allocation Plan, for approval by FHWA-NM and FTA Region 6

Every 3 Years

- ☐ Review Title VI Plan and update as necessary

Every 5 Years

- ☐ Update Regional Long Range Transportation Plan (RTP) in coordination with the development of the New Mexico Long-Range Statewide Transportation Plan (LRSTP)
- ☐ Prepare and submit draft RTP to GTG Liaison
- ☐ Prepare and submit final RTP to GTG Liaison, provided to FHWA-NM and FTA Region 6 for informational purposes only

- ☐ Prepare and submit Public Participation Plan (PPP) to GTG Liaison, provided to FHWA-NM and FTA Region 6 for informational purposes only

Every 10 Years

- ☐ Prepare and submit functional classification changes to NMDOT, in coordination with processing data after the Decennial Census with the statewide functional classification update

RTPO As-Needed Checklist

- ☐ Review and update bylaws, as necessary (for example, after new federal transportation legislation is passed)
- ☐ Review and coordinate as necessary with NMDOT to update Cooperative Agreement with NMDOT

Archiving Requirements

Archiving is the process of accumulating and storing documents that record the function and work products of the NMDOT, MPOs and RTPOs. Documents and work products must be archived according to either the federal or state requirements and must comply with whichever has the more stringent archiving requirements. Below are some of the major laws pertaining to records archiving; however, this list is not exhaustive and NMDOT, MPOs and RTPOs should independently confirm archiving requirements for their records.

New Mexico Administrative Code (NMAC)

Title 1	General Government Administration
Chapter 21	Functional Records Retention and Disposition Schedules
Part 2	Retention and Disposition of Public Records

This NMAC section (1.21.2) is the complete code governing public records retention for the State of New Mexico. Below are some pertinent excerpts.

1.21.2.112 Program and Project Files *(Replaces 1.15.2.151 Feasibility Studies)*

- A. **Category:** Administration - general management.
- B. **Description:** Records related to administrative programs and projects not identified in other classifications.
- C. **Retention:** destroy five years from date file closed.

1.21.2.114 Publications *(Replaces 1.15.2.114 Manuals of Procedures, 1.15.2.307 Publications)*

- A. **Category:** Administration - general management.
- B. **Description:** Agency publications intended for distribution to the public.
- C. **Retention:** permanent, transfer to state library when published.

1.21.2.116 Reports – General *(Replaces 1.18.805.31 Federal and State Apportionment Reports and Files)*

- A. **Category:** Administration - general management.
- B. **Description:** General reports not identified in other classifications.
- C. **Retention:** destroy two years from date file created

1.21.2.117 Reports – Historical *(Replaces 1.15.2.117 Reports)*

- A. **Category:** Administration - general management.
- B. **Description:** Historical reports including, but not limited to the following subject matter: vital records, natural resources, emissions, professional licensure registries, disease management, rural health care, student nutrition, emergency response, homeland security, infrastructure, tribal education and statutorily required reports; and not identified in other classifications.
- C. **Retention:** permanent, transfer to archives one year from date file created.

1.21.2.122 Grant Administration *(Replaces 1.15.4.208 Revenue Contracts and Grants)*

- A. **Category:** Administration - general management.
- B. **Description:** Records related to grant administration.
- C. **Retention:** destroy three years from the date file closed.

1.21.2.413 Federal Compliance and Reporting *(Replaces 1.18.805.24 Federal Planning Reports)*

- A. **Category:** Governance and compliance - audit, oversight and compliance.
- B. **Description:** Records related to oversight and federal compliance reporting.
- C. **Retention:** destroy three years from date file closed.

1.21.2.608 Goods and Services (*Replaces 1.15.4.307 Contract/Agreement Files*)

- A. **Category:** Legal and judiciary - contract management.
- B. **Description:** Records related to contracting of goods and services.
- C. **Retention:** destroy six years from date file closed.

U.S. Code of Federal Regulations (CFR)

2 CFR § 200.333 Retention Requirements for Records

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:

(a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

(b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.

(c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.

(d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.

(e) Records for program income transactions after the period of performance. In some cases recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.

(f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

(1) *If submitted for negotiation.* If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of

the rate, then the 3-year retention period for its supporting records starts from the date of such submission.

(2) *If not submitted for negotiation.* If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

Fw: NMDOT Govt to Govt Update - Week of 08/20/18

Robert Kuipers

Thu 8/23/2018 9:52 AM

To: Judy Horacek <jhoracek@co.cibola.nm.us>; jirving@co.mckinley.nm.us <jirving@co.mckinley.nm.us>; Porell, Nick <nporell@sjcounty.net>; Stanley Henderson <shenderson@gallupnm.gov>; Grantsprojects@cityofgrants.net <Grantsprojects@cityofgrants.net>; publicworks@villageofmilan.com <publicworks@villageofmilan.com>; Larry Joe <ljoe@navajodot.org>; rsmith@navajodot.org <rsmith@navajodot.org>; David Deutsawe <ddeutsawe@puebloofacoma.org>; rlucero@lagunapueblo-nsn.gov <rlucero@lagunapueblo-nsn.gov>; Royce.Gchachu@ashiwi.org <Royce.Gchachu@ashiwi.org>; Shane Lewis <ShaneLewis@ramahnavajo.org>;

Cc: gporter@co.cibola.nm.us <gporter@co.cibola.nm.us>; Alicia Santiago <asantiago@gallupnm.gov>; milanclerk@villageofmilan.com <milanclerk@villageofmilan.com>; kbenally@navajodot.org <kbenally@navajodot.org>; mfelipe@puebloofacoma.org <mfelipe@puebloofacoma.org>; Roxann Hughte <Roxann.Hughte@ashiwi.org>; Krueger, Neala, NMDOT <Neala.Krueger@state.nm.us>; Shutiva, Ron, NMDOT <ron.shutiva@state.nm.us>; joann.garcia2@state.nm.us <joann.garcia2@state.nm.us>; Lopez, Stephen, NMDOT <Stephen.Lopez@state.nm.us>; marticia.holiday@state.nm.us <marticia.holiday@state.nm.us>; Santiago, Bill, NMDOT <Bill.Santiago@state.nm.us>; Kazmi, Arif, NMDOT <Arif.Kazmi@state.nm.us>; Evan Williams <ewilliams@nwnmcog.org>;

📎 2 attachments (526 KB)

2018_0622_Quarterly Minutes_Revised Final Draft.pdf; 2018_0815 NMDOT CMAQ Program Guide FFY2020 FINAL.pdf;

RTPO members and DOT Colleagues:

The latest news from NMDOT Govt. to Govt. Update.

Bear in mind that the CMAQ opportunity could be another funding source for your multi-modal projects (reducing pollution by alternatives to motorized vehicles).

-Bob Kuipers

rkuipers@nwnmcog.org

505-722-4327

From: Kozub, Rosa, NMDOT <Rosa.Kozub@state.nm.us>

Sent: Tuesday, August 21, 2018 3:46 PM

To: Andrew Wray; Dave Pennella; Roger Williams; Mark S. Tibbetts; Steven Montiel; Murphy, Tom; Holton, Mary; Eric Ghahate; jarmijo@sccog-nm.com; Mary Ann Burr; Priscilla Lucero, SWCOG; Gaiser, Sandra; Erick Aune; Cerisse Grijalva; Sandy Chancey; arael@sccog-nm.com; Holton, Mary; Christina Stokes; vsoule@epcog.org; Evan Williams; Jeffrey Kiely; Dennis Salazar; Michael McAdams; Robert Kuipers; Christina Stokes; Brandon Howe; Keith Wilson; Derrick Garcia; dfuller@las-cruces.org

Cc: Haas, Tamara P, NMDOT; Griffin, Jessica, NMDOT; Sandoval, Michael, NMDOT; Duran, Yolanda, NMDOT; Shutiva, Ron, NMDOT; Sittig, Paul, NMDOT; Herrera, Jolene M, NMDOT; Sandoval, Sean, NMDOT; Watts, Danial, NMDOT; Vargas, John, NMDOT; Maes, Rebecca, NMDOT; Baker, John J, NMDOT; Trujillo, Marcos B., NMDOT; Craven, William, NMDOT; Rael, Melissa A, NMDOT; Herrera, Melissa, NMDOT; Kazmi, Arif, NMDOT; Harris, David C, NMDOT; Segura, Damian, NMDOT; Rodolfo Monge-Oviedo; Reeves, Sally, NMDOT; Glendenning, Shannon,

NMDOT; Olinger, Kevin, NMDOT; Ramos, Linda, NMDOT; Herrera, Isabel, NMDOT; Nelson, David, NMDOT; Krueger, Neala, NMDOT; Chavez, Gabrielle, NMDOT; Gallegos, Dolores (FHWA); Moriarty, Joseph, NMDOT
Subject: NMDOT Govt to Govt Update - Week of 08/20/18

Hi All—Please see the information below for the latest updates on NMDOT information relevant to the MPOs and RTPOs.

Announcement

We're happy to welcome Joe Moriarty as the newest staff member of the Statewide Planning Bureau! Joe started on Monday, 8/13, and will be the GTG Planning Liaison for FMPO, SFMPO and NERTPO (NCNMEDD and EPCOG). Joe is new to New Mexico and brings with him years of transportation planning experience gained while working at the RTA in Chicago. Joe's email is joseph.moriarty@state.nm.us. Welcome Joe!

CMAQ Call for Projects

Attached, please find NMDOT's Congestion Mitigation and Air Quality Improvement (CMAQ) Non-Mandatory Program Guide for projects starting in FFY2020-plus. The application process, eligible projects, and eligible entities are detailed in the Guide. The Call for Projects was sent to the MPOs, RTPOs and NMDOT Districts on 8/15. For any questions, please send questions to Shannon.Glendenning@state.nm.us.

RTPO Quarterly Roundtable

The notes for the June 22 RTPO Quarterly Roundtable are attached. Thanks NWRTPO for hosting, and thanks Bob for the notes!

Upcoming Meetings, Trainings or Webinars

- 8/24, 9am-noon, Gallup: Open Meetings Act/Inspection of Public Records Act compliance training; Gallup Event Center, 210 S. 2nd St; training is free; RSVP to roadshows@nmag.gov or (505) 490-4863.
- 9/27, 10am, Clovis: RTPO Quarterly Roundtable; EPCOG is hosting, please send agenda items to Vincent at vsoule@epcog.org.
- 10/2-10/3, Santa Fe: MPO Quarterly; SFMPO is hosting, please send agenda items to Erick at ejaune@santafenm.gov.
- 10/4, 9am-noon, Las Cruces: Open Meetings Act/Inspection of Public Records Act compliance training; New Mexico Farm & Ranch Heritage Museum, Ventanas Room, 4100 Dripping Springs Rd, Las Cruces; training is free; RSVP to roadshows@nmag.gov or (505) 490-4863.
- 12/12, 9:30am-12:30pm, Rio Rancho: Open Meetings Act/Inspection of Public Records Act compliance training; Rio Rancho Public School District Offices, 500 Laser Rd.; training is free; RSVP to roadshows@nmag.gov or (505) 490-4863.

Thanks,

Rosa Kozub | AICP

Gov't to Gov't Unit Supervisor

Statewide Planning Bureau

New Mexico Department of Transportation

P.O. Box 1149

Santa Fe, NM 87504

Fw: NMDOT Govt to Govt Update - Week of 09/03/18

Robert Kuipers

Fri 9/7/2018 11:07 AM

To: Judy Horacek <jhoracek@co.cibola.nm.us>; jirving@co.mckinley.nm.us <jirving@co.mckinley.nm.us>; Porell, Nick <nporell@sjcounty.net>; Stanley Henderson <shenderson@GallupNM.gov>; Grants Projects <grantsprojects@cityofgrants.net>; publicworks@villageofmilan.com <publicworks@villageofmilan.com>; Larry Joe <ljoe@navajodot.org>; rsmith@navajodot.org <rsmith@navajodot.org>; David Deutsawe <ddeutsawe@puebloofacoma.org>; rlucero@lagunapueblo-nsn.gov <rlucero@lagunapueblo-nsn.gov>; Royce.Gchachu@ashiwi.org <Royce.Gchachu@ashiwi.org>; Shane Lewis <ShaneLewis@ramahnavajo.org>;

Ccgporter@co.cibola.nm.us <gporter@co.cibola.nm.us>; Alicia Santiago <asantiago@gallupnm.gov>; milanclerk@villageofmilan.com <milanclerk@villageofmilan.com>; kbenally@navajodot.org <kbenally@navajodot.org>; mfelipe@puebloofacoma.org <mfelipe@puebloofacoma.org>; Roxann Hughte <Roxann.Hughte@ashiwi.org>; Krueger, Neala, NMDOT <Neala.Krueger@state.nm.us>; Shutiva, Ron, NMDOT <ron.shutiva@state.nm.us>; joann.garcia2@state.nm.us <joann.garcia2@state.nm.us>; Lopez, Stephen, NMDOT <Stephen.Lopez@state.nm.us>; marticia.holiday@state.nm.us <marticia.holiday@state.nm.us>; Santiago, Bill, NMDOT <Bill.Santiago@state.nm.us>; Kazmi, Arif, NMDOT <Arif.Kazmi@state.nm.us>; Evan Williams <ewilliams@nwnmcog.org>;

📎 8 attachments (175 KB)

LPA ADA-Title VI Compliance Memo.docx; NMDOT D1 ADA-Title VI Compliance 9.1.18.docx; NMDOT D2 ADA-Title VI Compliance 9.1.18.docx; NMDOT D3 ADA-Title VI Compliance 9.1.18.docx; NMDOT D4 ADA-Title VI Compliance 9.1.18.docx; NMDOT D5 ADA-Title VI Compliance 9.1.18.docx; NMDOT D6 ADA-Title VI Compliance 9.1.18.docx; NMDOT Tribal ADA-Title VI Compliance 7.1.18.docx;

RTPO members and DOT colleagues:

The latest Govt. to Govt. Update.

-Bob Kuipers

rkuipers@nwnmcog.org

505-722-4327

From: Kozub, Rosa, NMDOT <Rosa.Kozub@state.nm.us>

Sent: Tuesday, September 4, 2018 3:02 PM

To: Andrew Wray; Dave Pennella; Roger Williams; Mark S. Tibbetts; Steven Montiel; Murphy, Tom; Holton, Mary; Eric Ghahate; jarmijo@sccog-nm.com; Mary Ann Burr; Priscilla Lucero, SWCOG; Gaiser, Sandra; Erick Aune; Cerisse Grijalva; Sandy Chancey; arael@sccog-nm.com; Holton, Mary; Christina Stokes; vsoule@epcog.org; Evan Williams; Jeffrey Kiely; Dennis Salazar; Michael McAdams; Robert Kuipers; Christina Stokes; Brandon Howe; Keith Wilson; Derrick Garcia; dfuller@las-cruces.org

Cc: Haas, Tamara P, NMDOT; Griffin, Jessica, NMDOT; Sandoval, Michael, NMDOT; Duran, Yolanda, NMDOT; Shutiva, Ron, NMDOT; Sittig, Paul, NMDOT; Herrera, Jolene M, NMDOT; Sandoval, Sean, NMDOT; Watts, Daniel, NMDOT; Vargas, John, NMDOT; Maes, Rebecca, NMDOT; Baker, John J, NMDOT; Trujillo, Marcos B., NMDOT; Craven, William, NMDOT; Rael, Melissa A, NMDOT; Herrera, Melissa, NMDOT; Kazmi, Arif, NMDOT; Harris, David C, NMDOT; Segura, Damian, NMDOT; Rodolfo Monge-Oviedo; Reeves, Sally, NMDOT; Glendenning, Shannon,

NMDOT; Olinger, Kevin, NMDOT; Ramos, Linda, NMDOT; Herrera, Isabel, NMDOT; Nelson, David, NMDOT; Krueger, Neala, NMDOT; Chavez, Gabrielle, NMDOT; Gallegos, Dolores (FHWA); Moriarty, Joseph, NMDOT; Moore, Maggie, NMDOT; Boyle, Gabriel, NMDOT; Bach, Deborah, NMDOT

Subject: NMDOT Govt to Govt Update - Week of 09/03/18

Hi All—Please see the information below for the latest updates on NMDOT information relevant to the MPOs and RTPOs.

Announcement

Please welcome Maggie Moore to the Active Transportation Programs Team in the Statewide Planning Bureau! Maggie is serving as the Transportation Alternatives Program (TAP) Coordinator, among other duties. She served in the same role approximately 6 years ago and brings experience and insight to the role. Maggie is available at: Maggie.moore@state.nm.us.

LPA Title VI/ADA Compliance

Attached is a memo and updated listings (as of 9/1) of ADA and Title VI compliance for Local Public Agencies (LPAs). The memo contains information on the current requirements for any LPA that is applying for/receiving federal funds. The lists are organized by District. As part of the TAP/RTP call for projects, we will be checking for compliance with these requirements from Nov. 2018-April 2019, as well as thereafter if an LPA receives funds. LPAs not in compliance with these requirements will not be considered for federal funding. Tribal governments are exempt from these requirements, but there is a separate listing for tribal entities, as some do comply. If you have any questions about the memo or an LPA's status, please contact NMDOT's ADA and Title VI Coordinator, Linda Ramos, at linda.ramos@state.nm.us.

Upcoming Meetings, Trainings or Webinars

- 9/27, 10am, Clovis: RTPO Quarterly Roundtable; EPCOG is hosting, please send agenda items to Vincent at vsoule@epcog.org.
- 10/2-10/3, Santa Fe: MPO Quarterly; SFMPO is hosting, please send agenda items to Erick at ejaune@santafenm.gov.
- 10/4, 9am-noon, Las Cruces: Open Meetings Act/Inspection of Public Records Act compliance training; New Mexico Farm & Ranch Heritage Museum, Ventanas Room, 4100 Dripping Springs Rd, Las Cruces; training is free; RSVP to roadshows@nmag.gov or (505) 490-4863.
- 12/12, 9:30am-12:30pm, Rio Rancho: Open Meetings Act/Inspection of Public Records Act compliance training; Rio Rancho Public School District Offices, 500 Laser Rd.; training is free; RSVP to roadshows@nmag.gov or (505) 490-4863.

Thanks,

Rosa Kozub | AICP

Gov't to Gov't Unit Supervisor

Statewide Planning Bureau

New Mexico Department of Transportation

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Fw: Call for CMAQ Non-Mandatory projects- release of Program Guide

Robert Kuipers

Wed 8/15/2018 10:06 AM

To: Judy Horacek <jhoracek@co.cibola.nm.us>; jirving@co.mckinley.nm.us <jirving@co.mckinley.nm.us>; Porell, Nick <nporell@sjcounty.net>; Stanley Henderson <shenderson@gallupnm.gov>; Grantsprojects@cityofgrants.net <Grantsprojects@cityofgrants.net>; publicworks@villageofmilan.com <publicworks@villageofmilan.com>; Larry Joe <ljoe@navajodot.org>; rsmith@navajodot.org <rsmith@navajodot.org>; David Deutsawe <ddeutsawe@puebloofacoma.org>; rlucero@lagunapueblo-nsn.gov <rlucero@lagunapueblo-nsn.gov>; Royce.Gchachu@ashiwi.org <Royce.Gchachu@ashiwi.org>; Shane Lewis <ShaneLewis@ramahnavajo.org>;

Cc: gporter@co.cibola.nm.us <gporter@co.cibola.nm.us>; Alicia Santiago <asantiago@gallupnm.gov>; milanclerk@villageofmilan.com <milanclerk@villageofmilan.com>; kbenally@navajodot.org <kbenally@navajodot.org>; mfelipe@puebloofacoma.org <mfelipe@puebloofacoma.org>; Roxann Hughte <Roxann.Hughte@ashiwi.org>; Krueger, Neala, NMDOT <Neala.Krueger@state.nm.us>; Shutiva, Ron, NMDOT <ron.shutiva@state.nm.us>; joann.garcia2@state.nm.us <joann.garcia2@state.nm.us>; Lopez, Stephen, NMDOT <Stephen.Lopez@state.nm.us>; marticia.holiday@state.nm.us <marticia.holiday@state.nm.us>; Santiago, Bill, NMDOT <Bill.Santiago@state.nm.us>; Kazmi, Arif, NMDOT <Arif.Kazmi@state.nm.us>;

📎 2 attachments (469 KB)

2018_0815 NMDOT CMAQ Program Guide FFY2020 FINAL.pdf; 2018_0815 CMAQ Application_FFY2020 FORM.docx;

RTPO members:

A few minor corrections - consider these the final versions.

-Bob Kuipers

rkuipers@nwnmcog.org

505-722-4327

From: Griffin, Jessica, NMDOT <Jessica.Griffin@state.nm.us>

Sent: Wednesday, August 15, 2018 9:50 AM

To: Glendenning, Shannon, NMDOT; Kozub, Rosa, NMDOT; Andrew Wray; Dave Pennella; Roger Williams; Mark S. Tibbetts; Michael Medina; Steven Montiel; Murphy, Tom; Holton, Mary; Eric Ghahate; jarmijo@sccog-nm.com; Mary Ann Burr; Priscilla Lucero, SWCOG; Gaiser, Sandra; Erick Aune; Cerisse Grijalva; Sandy Chancey; arael@sccog-nm.com; Holton, Mary; Christina Stokes; vsoule@epcog.org; Evan Williams; Jeffrey Kiely; Dennis Salazar; Michael McAdams; Dominic Loya; Robert Kuipers; Christina Stokes; Brandon Howe; Keith Wilson; Derrick Garcia

Cc: Haas, Tamara P, NMDOT; Shutiva, Ron, NMDOT; Sittig, Paul, NMDOT; Herrera, Jolene M, NMDOT; Watts, Danial, NMDOT; Maes, Rebecca, NMDOT; Baker, John J, NMDOT; Craven, William, NMDOT; Rael, Melissa A, NMDOT; Kazmi, Arif, NMDOT; Harris, David C, NMDOT; Olinger, Kevin, NMDOT; Ramos, Linda, NMDOT; Herrera, Isabel, NMDOT; Nelson, David, NMDOT; Krueger, Neala, NMDOT; Chavez, Gabrielle, NMDOT; Moriarty, Joseph, NMDOT; Doolittle, Trent E., NMDOT; Parker, Timothy, NMDOT; Murphy, Kenneth W., NMDOT; Trujillo, David E.,

NMDOT; Brasher, Paul, NMDOT; Maynard, Larry G., NMDOT

Subject: RE: Call for CMAQ Non-Mandatory projects- release of Program Guide

All – please see the corrected CMAQ Guide (thank you Tom for noticing the errors!). I also corrected the release date on the application form so that's attached, as well.

Thank you all for your patience!

Jessica Griffin, AICP
Statewide Planning Bureau Chief
NMDOT
Cell: (505) 231-7769

From: Glendenning, Shannon, NMDOT

Sent: Wednesday, August 15, 2018 8:09 AM

To: Kozub, Rosa, NMDOT <Rosa.Kozub@state.nm.us>; Andrew Wray <awray@las-cruces.org>; Dave Pennella <DPennella@mrcog-nm.gov>; Roger Williams <rwilliams@ELPASOMPO.ORG>; Mark S. Tibbetts <mstibbetts@santafenm.gov>; Michael Medina <mmedina@elpasompo.org>; Steven Montiel <SMontiel@mrcog-nm.gov>; Murphy, Tom <tmurphy@las-cruces.org>; Holton, Mary <mholton@fmtn.org>; Eric Ghahate <ericg@ncnmedd.com>; jarmijo@sccog-nm.com; Mary Ann Burr <mbsnmedd@plateautel.net>; Priscilla Lucero, SWCOG <PriscillaLucero@swnmco.org>; Gaiser, Sandra <sgaiser@mrcog-nm.gov>; Erick Aune <ejaune@santafenm.gov>; Cerisse Grijalva <grijalvac1@swnmco.org>; Sandy Chancey <schancey@epcog.org>; arael@sccog-nm.com; Holton, Mary <mholton@fmtn.org>; Christina Stokes <cstokes@elpasompo.org>; vsoule@epcog.org; Evan Williams <ewilliams@nwnmco.org>; Jeff Kiely - Northwest New Mexico COG <jkiely@nwnmco.org>; Dennis Salazar <denniss@ncnmedd.com>; Michael McAdams <mmcadams@las-cruces.org>; Dominic Loya <dloya@las-cruces.org>; Bob Kuipers <rkuipers@nwnmco.org>; Christina Stokes <cstokes@elpasompo.org>; Brandon Howe <BHowe@mrcog-nm.gov>; Keith Wilson <kpwilson@ci.santa-fe.nm.us>; Derrick Garcia <dsgarcia@ci.santa-fe.nm.us>

Cc: Haas, Tamara P, NMDOT <TamaraP.Haas@state.nm.us>; Griffin, Jessica, NMDOT <Jessica.Griffin@state.nm.us>; Shutiva, Ron, NMDOT <ron.shutiva@state.nm.us>; Sittig, Paul, NMDOT <Paul.Sittig@state.nm.us>; Herrera, Jolene M, NMDOT <JoleneM.Herrera@state.nm.us>; Watts, Danial, NMDOT <Danial.Watts@state.nm.us>; Maes, Rebecca, NMDOT <Rebecca.Maes@state.nm.us>; Baker, John J, NMDOT <JohnJ.Baker@state.nm.us>; Craven, William, NMDOT <William.Craven@state.nm.us>; Rael, Melissa A, NMDOT <MelissaA.Rael@state.nm.us>; Kazmi, Arif, NMDOT <Arif.Kazmi@state.nm.us>; Harris, David C, NMDOT <DavidC.Harris@state.nm.us>; Olinger, Kevin, NMDOT <Kevin.Olinger@state.nm.us>; Ramos, Linda, NMDOT <Linda.Ramos@state.nm.us>; Herrera, Isabel, NMDOT <Isabel.Herrera@state.nm.us>; Nelson, David, NMDOT <David.Nelson@state.nm.us>; Krueger, Neala, NMDOT <Neala.Krueger@state.nm.us>; Chavez, Gabrielle, NMDOT <Gabrielle.Chavez@state.nm.us>; Moriarty, Joseph, NMDOT <Joseph.Moriarty@state.nm.us>; Doolittle, Trent E., NMDOT <Trent.Doolittle@state.nm.us>; Parker, Timothy, NMDOT <Timothy.Parker@state.nm.us>; Murphy, Kenneth W., NMDOT <Kenneth.Murphy@state.nm.us>; Trujillo, David E., NMDOT <David.Trujillo2@state.nm.us>; Brasher, Paul, NMDOT <Paul.Brasher@state.nm.us>; Maynard, Larry G., NMDOT <Larry.Maynard@state.nm.us>

Subject: Call for CMAQ Non-Mandatory projects- release of Program Guide

Good morning, all,

NMDOT is pleased to announce the release of the Congestion Mitigation and Air Quality Improvement (CMAQ) Non-Mandatory Program Guide for projects beginning in Federal fiscal year 2020-plus. The release of the guide coincides with the competitive, statewide call for eligible projects under the CMAQ non-mandatory program. The application process for T/LPAs is the same as the Transportation Alternatives and Recreational Trails Program process. Please review the Guide for eligible projects and entities, including NMDOT Districts.

NMDOT's Congestion Mitigation and Air Quality Improvement (CMAQ) Non-Mandatory Program Guide was distributed to MPO and RTPO staff for review and comment on July 18, 2018 with a deadline for comments of August 2, 2018. Two sets of comments were received. One from Derrick Garcia, SFMPO, requesting his contact information be updated. The other set of comments was from Mary Ann Burr, SERTPO. Mary Ann's comments provided typographical corrections. Additionally, she identified an unclear passage on the transfer of funds to other non-FHWA agencies. She also suggested including a list of Eligible Planning Documents. We incorporated both sets of comments into the final document. Thanks for the review! We have also made an adjustment to the final due date for applications to December 30, 2018

Please find the Program Guide and application form attached. The Project Feasibility Form (PFF) and Project Prospectus Form (PPF) are available on the [NMDOT Planning page](#).

Please let me know if you have any questions.

Thanks!

Shannon

Shannon Glendenning
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Congestion Mitigation and Air Quality Improvement (CMAQ) Non-Mandatory Program Guide

For projects beginning in Federal Fiscal Year 2020 plus

DRAFT

Program Coordinator

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DRAFT

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1. Introduction and Goals

The Congestion Mitigation and Air Quality Improvement program (CMAQ) is a Federal Aid Highway Program (FAHP) funding source administered by the Statewide Planning Bureau (SPB) at the New Mexico Department of Transportation (NMDOT). This program guide details the process Tribal and Local Public Agencies (T/LPAs) must follow to apply for CMAQ funds for projects considered eligible (see Section 2 for a detailed list of eligible and ineligible projects). All T/LPAs receiving federal aid highway program funding must fulfill specific requirements to successfully complete their project. T/LPAs wishing to pursue CMAQ funding must consult the T/LPA Handbook prior to applying for funds in order to fully understand the requirements. A current copy of the T/LPA Handbook can be found here:

[http://dot.state.nm.us/content/dam/nmdot/Local Government Agreement Unit/TLGA HANDBOOK.pdf](http://dot.state.nm.us/content/dam/nmdot/Local%20Government%20Agreement%20Unit/TLGA%20HANDBOOK.pdf)

Beginning with the federal Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 through the most recent law, Fixing America's Surface Transportation Act or "FAST Act," signed on December 4, 2015, the NMDOT receives federal funds to administer a variety of programs, including the CMAQ program. The CMAQ program provides a flexible funding source to the State and T/LPAs for transportation projects and programs that help meet the requirements of the Clean Air Act. **Mandatory CMAQ** funding is made available to areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (for nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas). Currently, El Paso Metropolitan Planning Organization (EPMPO) is the only recipient of mandatory CMAQ funds for a portion of southern Dona Ana County that is in non-attainment. **Non-mandatory CMAQ** funding is administered by NMDOT and is available statewide for projects and programs that improve air quality and reduce congestion.

This program guide outlines the process for applying for funds from the NMDOT **non-mandatory CMAQ** apportionment.

NMDOT administers CMAQ on behalf of the Federal Highway Administration (FHWA). Pursuant to the FAST Act, transportation projects that fall into one of the following three broad categories are eligible for CMAQ funding.

1. Projects that reduce the number of vehicle trips and/or vehicle miles traveled (VMT);
2. Projects that reduce emissions related to traffic congestion; and/or
3. Projects that reduce the per mile rate of vehicle emissions through improved vehicle and fuel technologies.

For a more detailed description of eligible activities, please refer to Section 2.

This call is for eligible projects beginning in Federal Fiscal Year (FFY) 2020 or 2021. Applicants should identify the desired years for their proposed projects. As NMDOT reviews, scores and

programs projects, it may seek to adjust funding years in order to accommodate anticipated project timeline delays and/or support the highest ranking applications. Proposed changes to funding years will be discussed with applicants prior to awarding funds.

2. Eligible Projects

Below is the list of eligible projects under NMDOT's administration of the non-mandatory CMAQ program¹. Please note that the list of eligible projects below reflects the program and administrative decisions of NMDOT. It does not include all of the eligible projects listed in the FHWA CMAQ guidance. Applications for NMDOT CMAQ funds must fall within the identified subset of NMDOT eligible projects.

Per federal requirements, NMDOT can transfer up to 50% of the total state CMAQ apportionment (mandatory and non-mandatory) to other non-FHWA agencies within the US Department of Transportation (e.g. the Federal Transit Authority) for administration of projects. This limitation can affect the number and amounts of transit projects that can be funded thus this factor will be taken into consideration during application review and selection.

Note: all proposed projects that include steel or iron must comply with Buy America requirements; waivers are not allowed. The applicant must demonstrate ability to comply with the requirements within the application.

Eligible Projects include:

- Diesel engine retrofits and/or full vehicle replacement.
- Intelligent Transportation Systems, such as traffic signal synchronization projects, traffic management projects, and traveler information systems.
- Vanpools (includes marketing and vehicle purchase); limited to 5 years.
- Locomotive retrofit and the acquisition of clean locomotives.
- Construction of roundabouts, High Occupancy Vehicle (HOV) lanes, left-turn or other managed lanes.
- Secure bicycle storage facilities and other facilities, including bicycle lanes for the convenience and protection of bicyclists in public areas.
- New or rehabilitation of existing transit facilities (e.g., lines, stations, terminals, transfer facilities) if associated with new or enhanced public transit, passenger rail, or other similar services that will increase transit service capacity.
- New transit vehicles (bus, rail, or van) to expand public fleet or replace existing vehicles.

¹ The U.S. Federal Highway Administration (FHWA) guidance for CMAQ under MAP-21 is available here:

https://www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance/2013_guidance/.

- Diesel engine retrofits, such as replacement engines and exhaust after-treatment devices for public vehicles, are eligible if certified or verified by the Environmental Protection Agency (EPA).
- Advanced signal and communications systems for transit.
- Fuel, whether conventional or alternative fuel, is an eligible expense only as part of a project providing operating assistance for new or expanded transit service under the CMAQ program.
- Operating assistance to introduce new transit service or expand existing transit service is eligible.
- Non-construction outreach related to safe bicycle use.
- Fringe parking associated with activities such as transit, vanpools and rideshare that reduce SOV travel.
- Traffic calming measures to reduce Single Occupancy Vehicle (SOV) travel or emissions.
- Activities that promote new or existing services including marketing, outreach, and public education efforts that help forward less-polluting transportation options.
- Demonstration transportation projects expected to reduce emissions by decreasing VMT, fuel consumption, congestion, or by other factors, but does not have supporting data in emission reductions. Additional agreement and reporting requirements apply to demonstration projects.
- Publicly owned fueling facilities and other infrastructure. Fueling facilities may dispense one or more of the alternative fuels identified in section 301 of the 1992 Energy Policy Act or biodiesel, or provide recharging for electric vehicles.
- Purchase of publicly-owned alternative fuel vehicles, including passenger vehicles, service trucks, street cleaners, and others.
- Costs associated with converting public fleets to run on alternative fuels.
- Alternative fuel vehicle projects that are implemented as diesel retrofits and involve the replacement of an operable engine-not standard fleet turnover.

3. Program Information

A. What is CMAQ?

Background

CMAQ was created under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and reauthorized under every successive transportation bill up to and including the FAST Act in 2015. FHWA implemented the CMAQ program to support surface transportation projects and other related efforts that contribute to air quality improvements and provide congestion relief. The CMAQ program supports two important goals of the U.S. Department of Transportation: improving air quality and relieving congestion. In New Mexico, NMDOT administers the non-mandatory CMAQ program.

Funding

Each year, NMDOT receives approximately \$XX million in CMAQ non-mandatory funds to support projects that improve air quality and reduce congestion. For each year of this call (project starting in FFY20 or FFY21), NMDOT expects the annual apportionment to be static. NMDOT maintains latitude in programming CMAQ non-mandatory funds for projects it deems best fulfill the goals of the program.

Funding Requirements

T/LPAs wanting to pursue CMAQ funding should first consult the T/LPA Handbook to understand the specific requirements needed to successfully complete a project prior to submitting an application. A current copy of the T/LPA Handbook can be found on the NMDOT Statewide Planning Bureau website. Phasing and Agreement Requirements here: <http://dot.state.nm.us/content/nmdot/en/Planning.html>

Applications for projects that do not involve design or construction, such as educational programs, or other “non-infrastructure” activities, may be submitted for FFY2020 funding. These types of projects typically do not require design phases or all the certifications required for a typical infrastructure project. Agreements for these projects will typically be handled directly by the CMAQ Program Coordinator at NMDOT.

Agreements for projects that involve infrastructure design and/or construction are overseen by NMDOT’s Project Oversight Division (POD) and follow the NMDOT T/LPA agreement process in coordination with the appropriate NMDOT Regional Design Center. Infrastructure projects require separate agreements for a design phase and a construction phase in separate Federal fiscal years (FFYs).

Alternatively, some projects may be further along in the project development process and may be eligible for construction funding only. **Any project application for construction funds only must receive prior approval from the appropriate Regional Design Center.** Often, these projects previously received Federal funds for the design phase of the project and therefore were designed to the required standards. Prior approval from the appropriate Regional Design Center ensures projects are compliant with NMDOT standards and are ready to move to construction.

Detailed project schedules are required for all awarded projects before a project agreement is developed, as described in the forthcoming update to the NMDOT T/LPA Handbook. The NMDOT T/LPA Handbook has more information on planning, design, certification, and construction requirements (see Appendix II).

A. Who can Apply for Funding?

The following entities are considered eligible responsible charges for CMAQ funds:

- local governments;
- regional transportation authorities;
- transit agencies;
- public school districts;

- state agencies;
- tribal governments; and
- any other local or regional governmental entity.

The following entities are ***not*** considered eligible responsible charges for CMAQ funds:

- Non-profits as direct grant recipients of the funds (non-profits are eligible to partner with any eligible entity on an eligible CMAQ project);
- MPOs and RTPOs (these entities may partner with an eligible entity to carry out a project, if the eligible entity is the responsible charge); and
- High-risk entities, determined at NMDOT's discretion, even if they are otherwise eligible. High-risk entities are defined by financial risk or historical lack of capacity to manage Federally-funded projects.

All entities that receive federal funds must be in compliance with Federal and NMDOT Construction and Civil Rights Bureau (CCRB) requirements for Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA). Compliance consists of having a current and approved Title VI Plan on file with NMDOT CCRB and having an approved ADA Transition Plan (or exemption) on file with NMDOT CCRB. Tribal governments are exempt from these requirements. Evaluation of a LPA's compliance status for both requirements will occur during the project application review process, approximately November 30, 2018—April 2019.

A. What is the Match Requirement?

CMAQ requires a match from the T/LPA responsible charge of 14.56% of the *total project cost*. Tribal entities may use Tribal Transportation Program (TTP) funds for their local match.

B. How will my Agency Receive Funds?

CMAQ is a cost-reimbursement program. If a T/LPA's application is selected for funding, the T/LPA will enter into an agreement with NMDOT and serve as the responsible charge. As the responsible charge, the entity is responsible for paying all costs up front and requesting reimbursement from NMDOT by submitting (at least) quarterly invoices and proof of payment. The responsible charge submits reimbursement requests to NMDOT for 100% of the costs incurred and are reimbursed at the rate of 85.44%; the remaining 14.56% represents the match requirement.

All costs submitted for reimbursement are subject to Federal and State eligibility requirements.

Any work completed before NMDOT issues a Notice to Proceed is not eligible for reimbursement. For example, the responsible charge cannot be reimbursed for costs associated with completing an application or for engineering/design work completed before the responsible charge receives a Notice to Proceed. ***Additionally, the responsible charge is responsible for any costs exceeding the Federal award amount.***

C. How Long are Funds Available?

The official project term (that is, the period of time during which eligible project costs and activities are reimbursable) is spelled out in the Cooperative Project Agreement. Cooperative Project Agreements generally anticipate two years for each phase of a project; if a project exceeds this timeframe, NMDOT will require an amendment to the existing agreement so long as the responsible charge can demonstrate substantial progress has been made on the project. Further, the obligation of construction funds is contingent upon completion of the design phase of a project; therefore, entities must complete the design phase within the designated timeframe in order for NMDOT to obligate construction funds in the federal fiscal year in which the funds are programmed.

D. What are the Funding Limitations?

Infrastructure projects seeking funds through the statewide process must be a minimum of \$500,000 in total costs. Non-infrastructure projects do not have a minimum required amount.

E. Other Considerations

CMAQ funds are Federal-Aid Highway Program (FAHP) funds and must be expended in accordance with all applicable Federal, State, and local regulations. ***Applicants are advised that compliance with Federal and State regulations requires a significant commitment of time and resources on the part of the applicant/responsible charge.***

Applicants are encouraged to consider the following questions prior to submitting an application for CMAQ funding:

- Does your agency have the necessary staff to administer the project and funding?
- Does your agency have the funding to pay all costs upfront before seeking reimbursement?
- Does your agency have the funding to pay the match requirement and support any costs that cannot be reimbursed?
- Has your project management staff attended any trainings relating to FAHP project oversight and administration? Applicants are ***strongly encouraged*** to attend NMDOT's T/LPA Handbook training. National Highway Institute (NHI) courses such as Federal-Aid Highways 101, Highway Program Funding, etc. are also highly recommended for potential applicants.

Projects must comply with all applicable Federal and State requirements from project design through implementation/construction, administration, and close-out. NMDOT will inform MPO/RTPO staff when and where the aforementioned trainings will take place. Finally, NMDOT will require all recipients of CMAQ non-mandatory funds to submit a reporting analysis at the conclusion of their project to detail impacts on emissions reduction and congestion mitigation. NMDOT will provide guidance on the format and base assumptions to be used in this analysis.

4. Application Process and Project Selection

A. What are the timelines and deadlines for applications and selected projects?

All applicants must coordinate with and submit their applications to the appropriate MPO or RTPO based on a project's physical location and applying agency. Appendix VIII provides a map and contact information for all the MPOs and RTPOs in New Mexico.

Below is a summary of the project application process for RTPOs. Please note that MPOs may conduct a different feasibility process than described. **Smaller MPOs are highly encouraged to utilize the following feasibility process.**

1. After NMDOT opens the call for applications, MPOs and RTPOs will distribute this Guide and provide an application schedule for their region.
2. An entity interested in applying for funds must first request a Project Feasibility Form (PFF) from their MPO/RTPO. The PFF must be filled out by the applicant and returned to the MPO/RTPO planner before the PFF deadline set by the MPO/RTPO.
3. The MPO/RTPO planner schedules a PFF meeting to be attended by the project's responsible charge, the MPO/RTPO planner, appropriate NMDOT staff (District staff, Planning Liaison, Environmental staff, etc.), and potentially others involved in the project. If a project is deemed feasible at the PFF meeting, the District representative will sign off on the PFF. Once an entity has an approved PFF, they can begin preparing their application packet, as itemized below.
4. Projects located in RTPO areas should be included on the RTPO's Regional Transportation Improvement Program Recommendations (RTIPR) according to the RTPO's adopted procedures.
5. Complete application packets must be submitted to the appropriate MPO/RTPO before the specific application deadline set by the MPO/RTPO.

Below is a summary of funding cycle deadlines (for projects beginning in FFY2020 or later) and activities from the opening of the call for projects through finalization of the 2020-2025 STIP. Agreements for "non-infrastructure" projects will be administered by the NMDOT CMAQ Program Coordinator; if awarded funds, these entities will not need to submit Agreement Request Forms (ARFs) as described below.

CMAQ Funding Cycle Timeline for projects beginning in FFY2020 and Beyond (Critical deadlines are in bold.)

Month	Year	Activity
July-Nov	2018	Call for projects issued
July-Aug	2018	<p>PFFs due to RTPO planner (or to MPO planner if MPO is using PFF process); RTPO planner (and MPO planner if MPO is using PFF process) sets own deadline for receiving PFFs</p> <p>RTPO (or MPO) planner schedules PFF meetings with RTPO (or MPO)/NMDOT liaison/District/Enviro/NMDOT TLPA Coordinator/responsible charge</p> <p>MPO planner screens all potential applicants for feasibility, phasing, etc. (if not using PFF process)</p> <p>RTPO/MPO planners set own deadline for completing PFF meetings (or MPO-specific feasibility screening process)</p> <p>Projects in RTPO areas whose PFF is signed off on by the appropriate District representative at the PFF meeting must be included in the RTPO's RTIPR</p>
Aug-Oct	2018	<p>Responsible charge completes application</p> <p>Complete applications due to MPO/RTPO planner according to deadline set by MPO/RTPO</p>
Nov	2018	MPO/RTPO planner vets applications for completeness
Nov 30	2018	<p>Deadline for MPO/RTPO planners to submit complete applications to NMDOT CMAQ Program Coordinator</p> <p>Late or incomplete applications will not be accepted.</p>
Dec-Jan	2018-2019	CMAQ Program Coordinator reviews applications for completeness and prepares packages for CMAQ Selection Committee
Feb	2019	CMAQ Selection Committee rates, ranks, and selects projects
March	2019	NMDOT sends award letters and award forms Entities must sign and return the form to confirm acceptance of federal funding and commitment to the required local match.

Month	Year	Activity
Mar-April	2019	Projects added to MPO TIPs and STIP Preview (out for public review concurrently)
April	2019	All non-NMDOT entities receiving CMAQ funds will be required to attend an orientation webinar outlining critical deadlines and processes
May	2019	TIPs adopted by MPO policy boards
June	2019	3 rd Thurs of month, State Transportation Commission (STC) meets, reviews 2020-2025 STIP Preview
July	2019	3 rd Thurs of month, STC meets, potentially adopts baseline 2020-2025 STIP
Aug	2019	FHWA has 30 days from second STC meeting to approve STIP
Oct 1	2019	2020-2025 STIP becomes active

B. What Needs to be Included with the Application?

Applicants must submit the following documents (as a single PDF) as part of the CMAQ application process:

- Project Feasibility Form (PFF) signed by District representative – see Appendix I (MPOs that conduct a different process for determining feasibility do not need to include a signed PFF)
- Project Prospectus Form (PPF) – see Appendix I
- CMAQ Application Form – see Appendix I
- Resolution of Sponsorship indicating 1) proof of match, 2) budget to pay all project costs up front (funding is by reimbursement), and 3) acknowledgement of maintenance responsibility – see Appendix VII; alternatively, an official letter signed by the entity's chief executive or official with budget authority, indicating all of the same, may be submitted in lieu of a resolution.
- Letter(s) of support regarding right(s)-of-way from all entities whose right-of-way/jurisdiction comes into contact with the project; this requirement only applies when a project is not located entirely within the jurisdiction of the responsible charge. The letter(s) must also address which entity will take on the maintenance responsibility of the proposed project.
- Any additional documentation in support of scoring factors.

MPO/RTPO planners are responsible for submitting complete application packages to NMDOT no later than close of business (COB) on November 30, 2018. Applications packets must be submitted as single PDF documents and must be uploaded to NMDOT's FTP site. Emailed, faxed, or mailed submissions will not be accepted. Late or incomplete applications will also not be accepted.

C. How are Applications Selected?

Application packages submitted to the NMDOT will be rated and ranked by a selection committee in a statewide competitive process. Scoring factors and point criteria are detailed below. Higher ranked projects are more likely to receive funding. However, funding is limited by the total CMAQ allocations. At its discretion, the CMAQ selection committee may adjust the projects selected in an effort to program funds in a geographically equitable manner.

After projects are selected, the NMDOT CMAQ coordinator will send out award letters to the responsible charge for the selected projects. Applicants whose projects were not selected will be notified as well. The NMDOT CMAQ coordinator will ensure that selected projects are programmed into the metropolitan TIPs (for MPO projects) and the STIP.

Non-NMDOT recipients of CMAQ funds are required to attend an orientation workshop, which will outline the critical deadlines and processes for their projects.

D. Application Scoring Factors

Applications will be evaluated according to screening and evaluation criteria. **Screening Criteria** will be used to determine if a proposed project is an eligible candidate. Projects which do not satisfy all of the screening criteria will not be evaluated any further. **Evaluation Criteria** will be used to assess the relative merits of each project to determine what its score/priority ranking should be.

Please answer each of the following questions (for both the *Screening* and *Evaluation Criteria* sections) unless otherwise noted below. Responses should provide reviewers with a thorough overview of the project's scope and impact. The CMAQ non-mandatory review committee considers the following criteria in the broader context of emissions reduction and cost-effectiveness to help fulfill the goals of the Clean Air Act.

Screening Criteria

The **screening criteria** are divided into three categories. Proposed projects must meet all of these screening criteria in order to move to the next phase of review.

1. Project Eligibility

A. Proposed project is eligible for CMAQ funds per guidelines in the Federal Register Vol. 73, No. 203. CMAQ Program Coordinator will review for eligibility but applicant should familiarize themselves with the guidelines prior to submission.

B. Project applicant is a city, county, tribal government, transit operator or other public transportation agency, or NMDOT District office

2. Planning Consistency

A. Project is included in or is consistent with the goals and policies of an adopted Statewide, Metropolitan or Regional Transportation Plan. Please reference and provide copies of *appropriate* plan pages where the project appears or is consistent with. **Do not include entire plan.**

B. Project is included in or consistent with other state, local or regional plans. Please reference and provide copies of *appropriate* plan pages where the project appears or is consistent with. **Do not include entire plan.**

3. Financial Feasibility

A. Recipient of funds must have the financial capacity to complete, operate and maintain the project. NMDOT will review audited financial statements and other pertinent public documents to make a determination about financial capacity.

B. Funds required from other sources (for local match) must be reasonably expected to be available. Please include documentation of commitment to the local match requirement. Please reference the CMAQ Program Guide, Appendix VII for a sample "resolution of sponsorship."

C. Project can be implemented within Federal delivery requirements. Describe the proposed programming timeline for completion of the project.

Selection Criteria

There are eight **selection criteria** to be used in evaluating projects that meet the above **screening criteria**. Projects will be evaluated by committee for each criterion to determine the degree to which they accomplish the stated goal or purpose. Please provide, clear, concise narrative responses to how the proposed project addresses the following, providing supporting documents or studies as necessary:

1. Improves Mobility (any mode)

Please describe how your eligible project will increase accessibility and mobility for any mode of transportation.

2. Improves Air Quality

Please explain clearly how this project will improve air quality through a reduction in congestion and/or vehicle emissions. Applicants may include an estimated air quality impact analysis of their own design but should clearly articulate assumptions so that reviewers can understand how estimated impacts were arrived at.

3. Has Inter-Modal Elements

Please describe how your eligible project will increase accessibility and mobility through the integration and connectivity of transportation networks.

4. Priority Project

For applicants submitting multiple projects for funding, please provide the priority ranking for each project within either the MPO's prioritized projects list or the RTPO's RTIPR.

5. Project Readiness

Please provide information regarding any advance work that the applicant has undertaken in support of this project. This could include anything from design work to public meetings, discussions with adjacent property owners or other similar activities that lay the groundwork for a successful project.

6. Safety and Security

Please explain any safety issues you are trying to address and provide any available data. Describe how your eligible project will increase the safety and security of different user groups by making it safer for them to walk, bicycle, and/or access public transit.

7. Economic Vitality

Please provide detailed information on how your eligible project will benefit local, regional, and/or state economic development efforts. If this project is within a New Mexico Main Street community, provide information verifying coordination with program managers and consistency with any approved plans.

8. System Preservation

Please explain how your eligible project will enhance, preserve, or offer an adaptive reuse of existing infrastructure.

Additional Documentation

Each project should include a detailed breakdown of the project budget. Submit a separate application and budget for each project or stand-alone segment for which you are willing to accept funding.

All proposed projects that include steel or iron must comply with Buy America requirements; waivers are not allowed. The applicant must **demonstrate ability** to comply with the requirements within the application.

Point Deductions- Inactive Projects

For each inactive Federal Aid project for which an entity is the responsible charge, **five (5) points shall be deducted** from the proposed project. An inactive project is a Federal Aid project for which no expenditures have been charged against federal funds during the past nine months. Evaluation of project inactivity will occur during the project application review process, approximately November 30, 2018—April 2019.

E. Application Scoring Matrix

Selection Criteria	Possible Points
1. Improves Mobility (any mode)	20
2. Improves Air Quality	15
3. Has Inter-modal Elements	15
4. Priority Projects	10
5. Project Readiness	10
6. Safety and Security	10
7. Economic Vitality	10
8. System Preservation	10
TOTAL	100

F. Best Practices and Feedback for Applicants

The following is a list of general attributes of higher-scoring and lower-scoring applications from previous TAP and RTP funding cycles, which also apply to CMAQ applications. It is intended to aid entities in ensuring that their application is as strong as it can be.

Attributes of Higher-Scoring Applications:

- Project appeared in numerous planning documents, and the supporting documentation was provided.
- Application included supporting documentation for all or most of the narrative questions contained on the application, allowing it to score maximum points for each question.
- Application demonstrated a thorough understanding of the application questions and was able to effectively explain how the project would contribute to the goals of each scoring factor.

Attributes of Lower-Scoring Applications:

- Project did not appear in planning documents; or, supporting documentation was insufficient or not provided.
- Application did not include supporting documentation for many of the narrative questions on the application, receiving minimal or no points for each question.
- Application demonstrated a minimal understanding of questions or did not effectively explain how the project contributed to the goals of each scoring factor.
- Application did not include responses to all questions on TAP/RTP application.
- Application was not edited, and included spelling and grammatical errors.

The competitive process is not intended to evaluate the *inherent* merit of a particular project, but rather to be a forum for entities to *demonstrate* the merit of their project. **All prospective projects have merits**, particularly to their local residents. The competitive process provides a mechanism for selecting projects given limited funding.

Finally, when projects are included in planning documents or studies, it demonstrates community support for that project, and shows how a project helps meet the goals of a community or region. Adopted plans go through robust public involvement processes, and are formally adopted by

councils, commissions, or agencies. To provide the greatest benefit to communities, as well as to help ensure successful projects, NMDOT's goal is to fund projects that meet local needs and desires and that have broad community support.

6. Appendices

I. Forms

To apply for CMAQ funds, eligible entities must complete the NMDOT Project Prospectus Form (PPF) and then the CMAQ Application Form. Projects located in an RTP area must also include a Project Feasibility Form (PFF) signed by the appropriate NMDOT District representative.

Editable, electronic versions of these forms are available from the NMDOT website, as indicated below. Once applications are complete, please submit materials to your MPO/RTP planner as a single PDF document.

Project Feasibility Form (PFF)

http://dot.state.nm.us/content/dam/nmdot/planning/RTP_PFF.docx

Project Prospectus Form (PPF)

http://dot.state.nm.us/content/dam/nmdot/planning/ActiveProg/NMDOT_PPF.docx

CMAQ Application Form

http://dot.state.nm.us/content/dam/nmdot/planning/CMAQ_Application.pdf

II. NMDOT Resources

Tribal/Local Public Agency (T/LPA) Handbook

<http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/TLPA-HANDBOOK.PDF>

Right-of-Way (ROW) Handbook

http://dot.state.nm.us/content/dam/nmdot/Infrastructure/ROW_Handbook.pdf

III. Sample Programmatic Boilerplate Agreement

Agreements for non-infrastructure, programmatic projects such as public education and outreach activities or training for transportation workforce, will be handled directly by the program-specific coordinator at NMDOT. A sample boilerplate programmatic Grant Agreement is linked below. Please be aware the Grant Agreements change from time to time, and the agreement your entity receives may vary from this boilerplate.

Sample Grant Agreement

http://dot.state.nm.us/content/dam/nmdot/planning/TAP-RTP_Sample_Programmatic_Agreement.pdf

IV. Sample Design/Construction Boilerplate Agreement

Agreements for infrastructure projects that have separate phases for design and construction, will be handled by NMDOT's Project Oversight Division (POD). These projects may use the boilerplate agreements linked below. These boilerplate agreements are meant for sample purposes only and are subject to change.

Sample Cooperative Project Agreement – Design

http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/2016_Design_Agreement.pdf

Sample Cooperative Project Agreement – Construction

http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/2016_Construction_Agreement.pdf

VI. State and Federal Requirements and Guidelines

FHWA Congestion Mitigation and Air Quality Improvement Program:

https://www.fhwa.dot.gov/environment/air_quality/cmaq/

FAST Act CMAQ Fact Sheet: <https://www.fhwa.dot.gov/fastact/factsheets/cmaqfs.cfm>

VII. New Mexico MainStreet Program

If your proposed CMAQ non-mandatory project is located in a community with any of the three following designations, you are required to coordinate with the NM MainStreet Program on project development.

- NM MainStreet Communities
- State-Authorized Arts and Cultural Districts
- Frontier Communities

Please review the map linked below to see whether your project is within one of these communities. If so, please contact Rich Williams, Director of NM MainStreet at: rich.williams@state.nm.us or 505-827-0168.

The following link has up-to-date information: <http://gonm.biz/community-development/mainstreet-program/>

NM MainStreet Program Map

<http://nmmainstreet.org/communityDirectoryMap.php>

VIII. Sample Resolution of Sponsorship

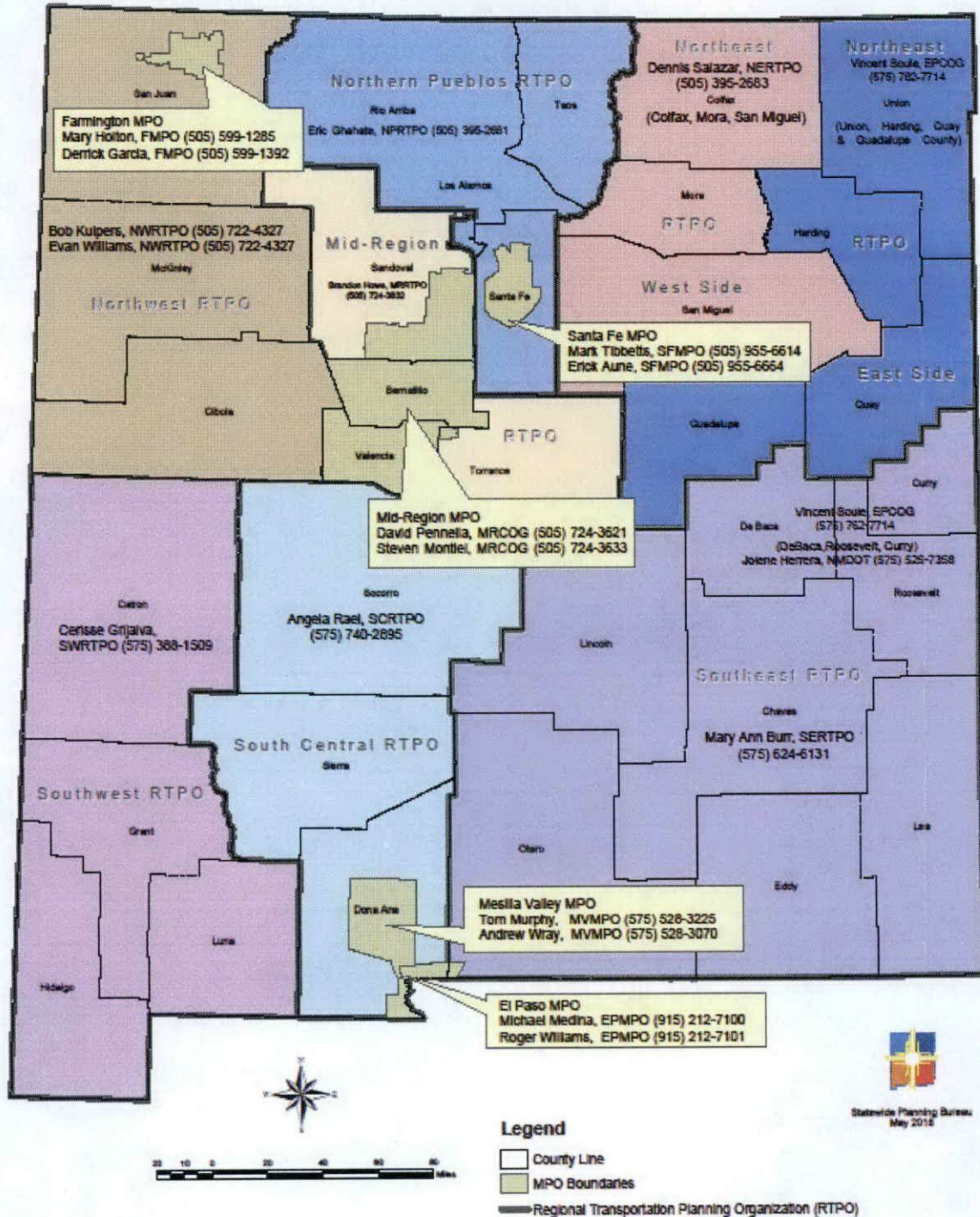
Applicants may reference the sample Resolution of Sponsorship linked below. If an entity opts to submit an official letter (from and signed by the appropriate official) in lieu of the Resolution of Sponsorship, the letter must include the same information as this sample Resolution of Sponsorship.

Sample Resolution of Sponsorship

http://dot.state.nm.us/content/dam/nmdot/planning/TAP-RTP_Sample_Resolution.pdf

IX. MPO and RTPO Contact Information

2018 Statewide Planner Areas Metropolitan and Regional Transportation Planning Organizations



X. NMDOT District Offices and Regional Design Centers

District 1:

2912 E. Pine St.
Deming, NM 88030
Main: (575) 544-6530

District 2:

4505 W. Second St.
Roswell, NM 88201
Mailing Address:
P.O. Box 1457
Roswell, NM 88202
Main: (575) 637-7200

District 3:

7500 Pan American Blvd.
Albuquerque, NM 87199
Mailing Address:
P.O. Box 91750
Albuquerque, NM 87199
Main: (505) 798-6600

District 4:

South Highway 85
Las Vegas, NM 87701
Mailing Address:
P.O. Box 10
Las Vegas, NM 87701
Main: (505) 454-3600

District 5:

7315 Cerrillos Rd.
Santa Fe, NM 87502
Mailing Address:
P.O. Box 4127
Santa Fe, NM 87502
Main: (505) 476-4100

District 6:

1919 Piñon Dr.
Milan, NM 87021
Mailing Address:
P.O. Box 2160
Milan, NM 87021
Main: (505) 285-3200

North Regional Design Center (D4 & D5):

1120 Cerrillos Rd.
Room 225
Santa Fe, NM 87504
T/LPA Coordinator:
Brad Fisher,
(505) 827-5396
bradleyf.fisher@state.nm.us

Central Regional Design Center (D3 & D6):

7500 Pan American Freeway NE
Albuquerque, NM 87109
T/LPA Coordinator
Luke Smith,
(505) 373-7411
Luke.Smith@state.nm.us

South Regional Design Center (D1 & D2):

750 N. Solano Dr.
Las Cruces, NM 88001
T/LPA Coordinator:
Judith Gallardo
(575) 323-4242
Judith.Gallardo@state.nm.us

Please refer to NMDOT's website for information on District boundaries:

<http://dot.state.nm.us/en/Districts.html>



CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT (CMAQ) NON-MANDATORY PROGRAM APPLICATION

INSTRUCTIONS: Applicants are required to read through the New Mexico Congestion Mitigation and Air Quality Improvement (CMAQ) Non-Mandatory Program Guide (the Guide) prior to completing this application. Please complete the Project Prospectus Form (PPF) first, and then complete this application form.

Introduction

As outlined in the guide, this application will be completed by entities applying for Congestion Mitigation and Air Quality (CMAQ) Non-Mandatory funds, and used by the statewide selection committees to score and rank projects submitted for CMAQ funding. The process is competitive and the highest scoring projects will be the first priority for funding.

Please refer to the Guide when filling out this application. It provides information on the application questions, the overall CMAQ processes, eligible entities, and eligible projects. *Before submitting an application, if in an RTPO, applicants are required to complete the Project Feasibility Form (PFF) process and must have District recommendation. If within an MPO, please first consult with your MPO planner to ensure project feasibility and eligibility.*

Basic Project Information

A. Date of submittal:

B. Responsible Charge (Non-profits must partner with a governmental entity):

C. Project name:

D. If located within an RTPO, was the project recommended by the District Representative via the PFF process?

E. Total amount of CMAQ funding requested. *Please separately indicate amounts for each year of the proposed project:*

	CMAQ Funds	Matching Funds	Other Funds	Total
Project Year 1				
Project Year 2				
Project Year 3				
Project Year 4				
Please explain project phasing as necessary:				

G. *Provide a one to three sentence description of the project scope, including major components, any project deliverables, and pertinent project details.*

Scoring Factors

Applications will be rated and ranked according to the following factors. See *section 5D of the Guide* for detailed explanations of each scoring factor.

1. Planning

Applications are awarded two (2) points for each plan in which the project is listed or with which it is consistent, up to a maximum of six (6) points for this scoring factor. Please include the cover sheet and the page(s) where the project is referenced. Do not send entire plans. For a list of eligible planning documents, refer to section 5D of the Guide.

The remaining factors will be scored according to the following scale:

- 3 points: The application demonstrates a thorough understanding of how this factor applies, and provides clear and compelling documentation on how the project meets and exceeds the factor.
- 2 points: The application demonstrates a basic understanding of this factor, and provides minimal documentation on how the project meets the factor.
- 1 point: The application demonstrates very little understanding of this factor, and does not provide any documentation on how the project meets the factor.
- 0 points: Does not meet factor.

In your application packet, provide any supporting documentation that is referenced in your responses to 1-6 below.

*Your responses are **limited to 1,000 characters** for each question below.*

2. Economic Vitality

Provide detailed information on how your eligible CMAQ project will benefit local, regional and/or state economic development efforts. Please cite and provide any supporting documents or studies.

3. Safety and Security

Please explain any safety issues you are trying to address and provide any available data. Describe how your eligible project will increase the safety and security of different user groups by making it safe for them to walk, bicycle, access public transit in their community or access recreational trails. Please cite and provide any supporting documents or studies.

4. Accessibility and Mobility through Integration and Connectivity

Please describe how your eligible project will increase accessibility and mobility through integration and connectivity of transportation and recreation networks. Please cite and provide supporting documents or studies as necessary.

5. Protection and Enhancement of the Environment

A. Please provide information as to how your eligible project will promote environmental conservation. Please cite and provide any supporting documents or studies.

B. Please describe how your eligible project will improve the quality of life for community residents. Please cite and provide any supporting documents or studies.

- C. *Please explain how your eligible project will help achieve the community's desired land use goals, as described in local planning documents. Please cite and provide any supporting documents or studies.*

6. Efficient System Management and Operation

Please describe how your eligible project will promote efficient system management and operation, particularly with regard to the maintenance of the CMAQ-funded improvement. Please cite and provide any supporting documents or studies.

7. System Preservation

Please explain how your eligible project will enhance, preserve or offer an adaptive reuse of existing infrastructure. Please cite and provide any supporting documents or studies.

Application Submission

Applicants must submit the following documents (as a single PDF) as part of the CMAQ application process:

- Project Feasibility Form (PFF) signed by District representative – see Appendix I of the Guide
- Project Prospectus Form (PPF) – see Appendix I of the Guide
- CMAQ Application Form (this form)
- Resolution of Sponsorship indicating proof of match, budget to pay all project costs up front (funding is by reimbursement), and maintenance – see Appendix VII; alternatively, an official letter signed by the entity’s chief executive or official with budget authority, indicating all of the same, may be submitted in lieu of a resolution.
- Letter(s) of support regarding right(s)-of-way from all entities whose right-of-way/jurisdiction comes into contact with the project; this requirement only applies when a project is not entirely located within the jurisdiction of the sponsoring agency.
- Basic map of project location
- All proposed projects that include steel or iron must comply with Buy America requirements; waivers are not allowed. The applicant must demonstrate ability to comply with the requirements within the application.
- Any additional documentation in support of scoring factors, per the CMAQ per section 5D of the Guide.

TC3 Leverages State and Industry Feedback to Launch New Courses

AASHTO Store <mailer@list.transportation.org>

Thu 8/30/2018 3:34 PM

To: Robert Kuipers <rkuipers@nwnmcog.org>;

TC3 Leverages State and Industry Feedback to Launch New Courses

After leveraging responses received through the [Suggest a Course for Development form](#) on the TC3 website, we launched two brand new courses: Micropile and Corrosion of Structures. The Micropile course concentrates on installing and inspecting micropile, identifying critical checkpoints in the process. Corrosion of Structures explains what corrosion is, as well as how it applies to and appears in highway structures. **Both of these courses are available for free if you register before September 2018!**

Additionally, we wanted to spotlight our AASHTO Designation: T 312 course, which explains how to make all necessary calculations and complete the documentation required to prepare and determine the density of an asphalt mixture using the Superpave gyratory compactor. **This course is also available for free if you register before September 2018!**

Micropile

This course instructs those in the construction industry on the installation and inspection of micropile, focusing on the inspection checkpoints during the installation process.

Upon completion of this course, participants will be able to:

- Define micropile;
- List the advantages of micropile construction;
- Describe when and why micropiles are used;
- Describe micropile pre-construction meeting activities;
- Summarize micropile pre-construction owner and contractor responsibilities;
- List the key steps in the micropile drilling process;
- List types of micropiles;
- Describe the various types of micropile drilling techniques;
- Summarize key inspection activities for micropile drilling;
- Describe the role of reinforcing steel in micropile construction;
- List the types of reinforcing steel used during micropile construction;
- Describe the process of installing reinforcing steel during micropile construction;
- Describe the importance of selecting the appropriate grouting mix during micropile construction;
- List the grouting equipment used during micropile construction;
- Summarize micropile grout batching and mixing;
- Summarize the inspection of grout placement during micropile construction;
- Describe the essential testing activities related to micropile construction; and
- Describe the critical post-installation quality control activities applied during micropile construction.

Corrosion of Structures

This course covers the corrosion effects on transportation structures, in particular, reinforcing steel, reinforced concrete, and structural steel and girders.

Upon completion of this course, participants will be able to:

- Define corrosion as it applies to highway structures;
- List the key impacts of corrosion on structures;
- Provide examples of corrosion in structures;
- Summarize the causes of corrosion in structures;
- Describe the affected steel members and causes of corrosion;
- Explain corrosion control options for structural steel;
- Summarize considerations related to steel materials and construction that reduce corrosion;
- Describe the affected reinforced concrete members and causes of corrosion;
- Explain corrosion control options for reinforced concrete; and
- Summarize considerations related to concrete materials and construction that reduce corrosion.

AASHTO Designation: 312

This course explains how to perform all of the necessary set-up procedures and how to complete the steps in the test method, Preparing and Determining the Density of Asphalt Mixture Specimens by Means of the Superpave Gyratory Compactor.

This training covers the following topics: significance and use, preparation of apparatus, asphalt mixture preparation, compaction procedure, density procedure, and density calculations.

Upon completion of the course, participants will be able to:

- Explain the purpose of the T 312 test method;
- Describe the equipment used in the T 312 test method;
- List the steps to prepare the apparatus for the test procedure;
- Explain which items may require periodic verification of calibration;
- Describe the process to prepare the HMA mixture for the gyration test when the sample is laboratory prepared;
- Describe the procedure for compacting the prepared HMA mixture;
- List the density procedures determined after compacting the mixture;
- Calculate the uncorrected relative density and the relative density; and
- Explain how to close out the T 312 test.

Did You Know?

More than 90% of the curriculum eligible for professional development hours (PDHs). When a trainee takes a PDH-eligible course, the training hours can contribute toward continuing education for licensure renewal.

TC3 offers [prepaid training subscriptions](#) available for purchase through the TC3 Training Store. These subscription options allow organizations to purchase TC3 training courses at discounted prepaid rates for their employees or members, which results in cost savings on training. Available options include annual unlimited courses per-user and bulk-hour pricing.

AASHTO member states that [financially contribute](#) to TC3 as a technical service program already have unlimited TC3 training available for all employees and do not require a subscription.

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Public–Private Partnerships (P3) Training

The Build America Bureau, in cooperation with FHWA's Center for Innovative Finance Support (Office of Innovative Program Delivery), has developed a series of training courses for interested state, regional, and local government officials. The purpose of this training is to provide information and tools to government officials who want to better understand how to evaluate potential P3 proposals. Listed below are the several training modules currently available.

INTRODUCTORY

Introduction to P3s

- Overview
- Project Development
- Procurement
- Risk Assessment
- Value for Money
- Project Financing

Successful P3 Practices and Model Contracts

- Successful Practices Over Project Life Cycle
- Model Toll Concession Contracts
- Model Availability Payment Contracts

ADVANCED ANALYSIS

P3 Project Financing

- P3 Structuring
- Financial Viability
- Financial Models

Risk Assessments

- Risk Identification
- Risk Analysis and Valuation
- Risk Allocation

Value for Money

- Public Sector Comparator (PSC)
- P3 Option
- Evaluation

P3 Benefit–Cost Evaluation

- Estimating P3 Efficiency Impacts
- Estimating Public Benefits

Who can request this training?

Any state, regional, or local transportation entity can request the training.

What does the training consist of?

An FHWA-sponsored instructor will present in-person training at your site. The training will be tailored to address the needs of each requesting agency. The agenda and training modules presented will be determined through a discussion with FHWA staff and an evaluation of needs.

What type of training is it?

The training is a mix of presentations, class discussions, and (for the advanced analysis courses) hands-on computer training using the **P3-VALUE** tool, an Excel-based set of spreadsheets that provide a way to better understand the analysis and evaluation of P3s from the public and private sector perspectives.

How long is the training?

Depending upon the training course options selected, the training can be as short as a 1/2 day or as long as 4 days. The intent is to fit the training schedule to best meet the needs of your agency.

How many staff can participate?

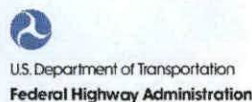
Training can be provided for a maximum class size of 40 students. There is no minimum.

CONTACT

Patrick DeCorla-Souza
P3 Program Manager

Build America Bureau and
FHWA's Center for Innovative Finance Support
(202) 366-4076
Patrick.DeCorla-Souza@dot.gov

OFFICE OF INNOVATIVE PROGRAM DELIVERY



Report on 4-Corners public transportation connectivity for the 4 Corners (4 state) region

Robert Kuipers

Thu 8/23/2018 11:49 AM

To:director@gallupexpress.com <director@gallupexpress.com>; rsmith2@lagunapueblo-nsn.gov <rsmith2@lagunapueblo-nsn.gov>; carrotexpress@villageofmilan.com <carrotexpress@villageofmilan.com>; marleneslim@navajo-nsn.gov <marleneslim@navajo-nsn.gov>; joelynashley@navajo-nsn.gov <joelynashley@navajo-nsn.gov>; todd.naktewa@ashiwi.org <todd.naktewa@ashiwi.org>; Nancy Shanks <nancy.summitpr@gmail.com>;

Cc:rdillard@lagunapueblo-nsn.gov <rdillard@lagunapueblo-nsn.gov>; villageofmilan@villageofmilan.com <villageofmilan@villageofmilan.com>; Krueger, Neala, NMDOT <Neala.Krueger@state.nm.us>; Shutiva, Ron, NMDOT <ron.shutiva@state.nm.us>; Evan Williams <ewilliams@nwnmcog.org>;

Importance: High

Greetings NWNM Transit providers:

I would like to invite you to our next N.W.N.M. Regional Transportation Planning Organization meeting at the Pueblo of Acoma administration auditorium on September 12, 2018. The Southwest Colorado Council of Governments has been funded to conduct a study on the feasibility and opportunity for public transit connectivity within the 4 Corners region, across all four states (S.E. Utah, S.W. Colorado, N.E. Arizona and N.W. New Mexico). This would entail supporting tight collaboration and scheduling connectivity for public transit providers across participating counties within all four states - perhaps once or twice each week. Going forward, input from public transit providers in each state will be critical; bearing this in mind, I am requesting your consideration for attending this RTPO meeting to become informed on this initiative, as we will have a guest presenter from the Colorado COG and/or their participating agency associates to present and discuss the initiative with us.

More than likely, a lunch will be served at the meeting, and you will not need to remain at the meeting beyond the presentation, unless you have an interest in further discussion with the presenter (which may also be possible during the meeting in another room, or in a corner of the same auditorium (low volume discussion) as the meeting proceeds.

Please get back to me, and let me know if you'll be able to have a representative attend.

Thanks,

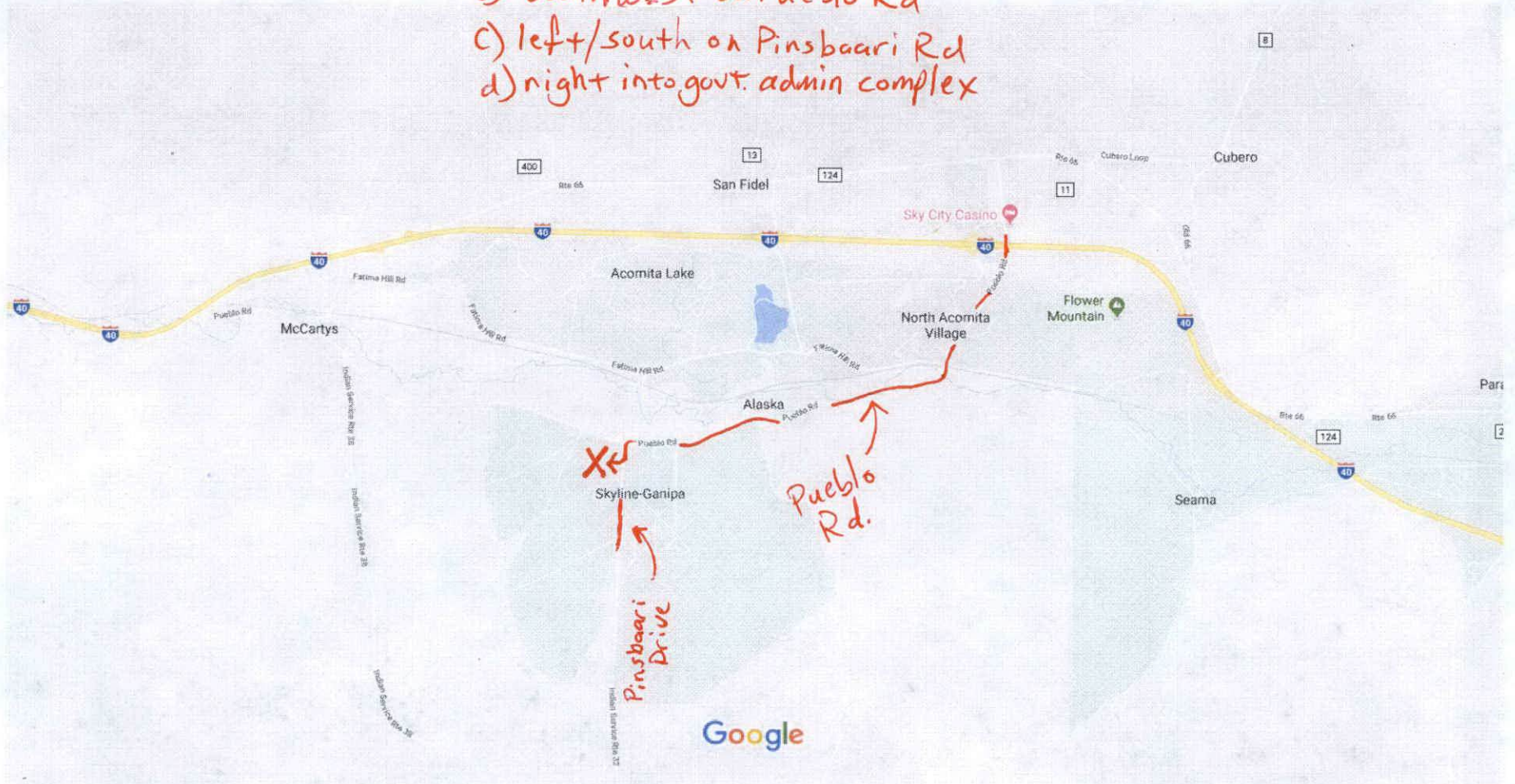
Bob Kuipers - NWNM RTPO Planner

rkuiipers@nwnmcog.org

505-722-4327

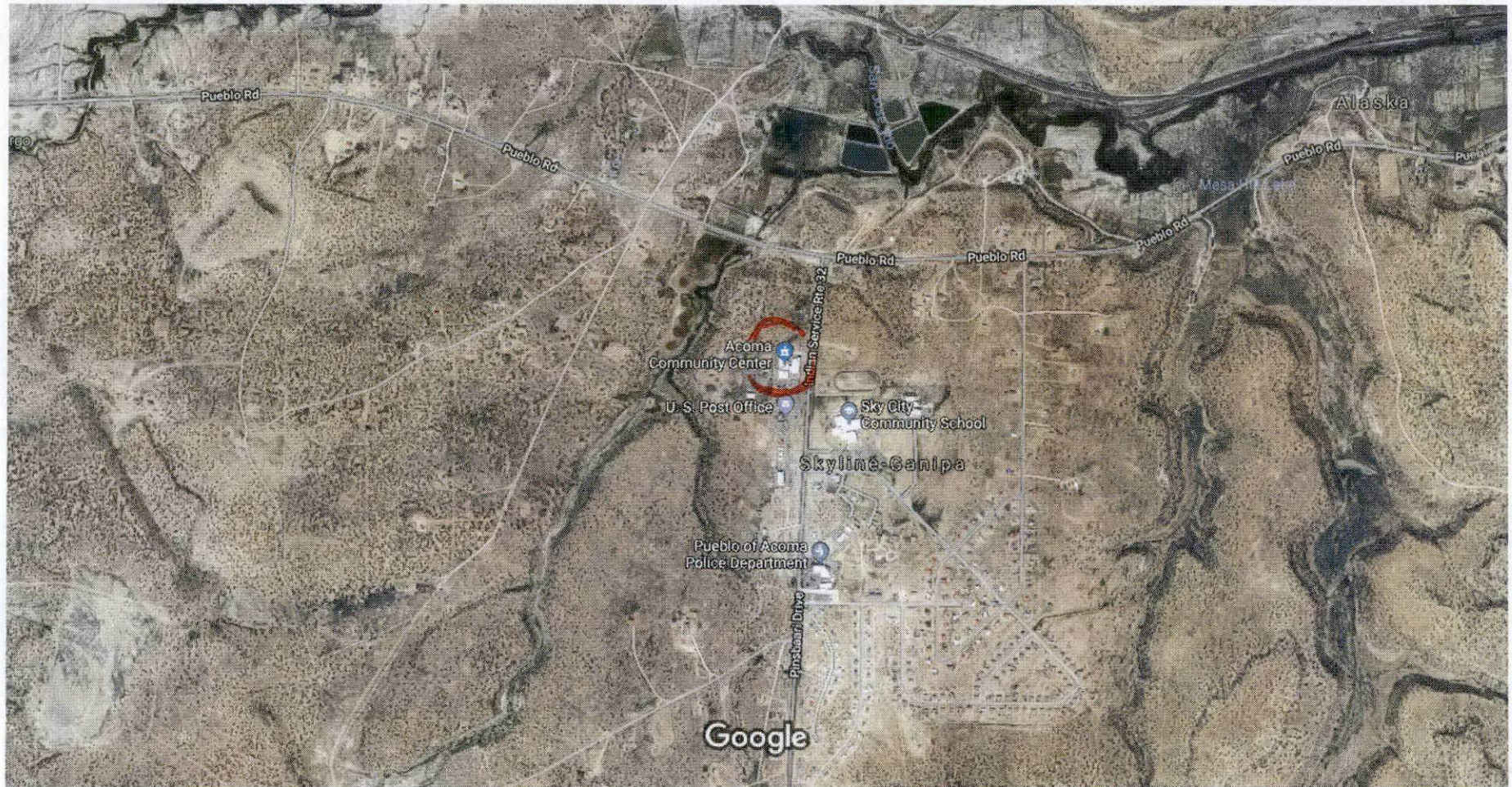
Google Maps

- a) I-40 Exit 102
Sky City Casino
- b) southwest on Pueblo Rd
- c) left/south on Pinsbaari Rd
- d) right into govt. admin complex



Map data ©2018 Google 1 mi

Google Maps



Imagery ©2018 Google, Map data ©2018 Google 1000 ft

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[Set a work address](#)