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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

RTPO Joint Technical & Policy Committee Meeting

Wednesday, June 10, 2026 | 10:00 am – 12:00 pm

Virtual: Microsoft Teams

AGENDA

ROUTINE ITEMS:

Item #	Item	Presenter
I.	Call to Order and Introductions	Raymond Concho Jr., Chairman
II.	*Action*: Agenda	Raymond Concho, Jr. Chairman
III.	*Action*: February 11, 2026 Meeting Minutes	Raymond Concho, Jr. Chairman

ACTION ITEMS:

Item #	Item	Presenter
IV.	NWRTPO FFY2027 - 2028 Regional Work Program Approval	Brandon Howe, RTPO

DISCUSSION/PRESENTATION ITEMS:

Item #	Item	Presenter
V.	NM DFA Federal Match Fund Program	Jayden Weist, DFA
VI.	NMRTPO Transportation Project Fund Application Recap	Brandon Howe, RTPO

REPORTS: *(10-minute limit)* ***Please submit Written Reports for inclusion in minutes***

RTPO Program Report *(significant news only)*	Brandon Howe, RTPO
Local Member Reports *(significant news only)*	By Entity
New Mexico Department of Transportation Reports *(significant news only)*	RTPO Liaison (Samuel Jensen) Tribal Liaison (Angelica Trujillo) District 5 (Sean Brady, Amanda Nino) District 6 (James Martinez, Kyle Slim)

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

ANNOUCEMENTS & NEXT MEETING: Wednesday, August 12, 2026 @ McKinley County Conference Center, 207 W. Hill Avenue, Gallup, NM 87301 (unless otherwise determined or virtual via Microsoft Teams)

ADJOURNMENT

Northwest Regional Transportation Planning Organization (NWRTPO)

Joint Policy & Technical Committee

Meeting Minutes
Wednesday, February 11, 2026
10:00am – 12:00pm
Village Hall - 609 U.S. Highway 66, Milan, NM 87021
Hybrid Meeting | Microsoft Teams

ATTENDANCE:

Tribal & Local Public Agencies (T/LPAs)

Agency	Primary Member	Alternate Member
Pueblo of Acoma	**Raymond Concho – RTPO Chair**	Nadine Kowice
Pueblo of Laguna	Jolette Arietta	Romulo Lastreto
Pueblo of Zuni	Royce Gchachu	Roxanne Hughte
Navajo Nation	Amanda Tolino, Eastern	Priscilla Lee, NDOT
	ShaQuilla Yazzie, Ft. Defiance	
	Regina Martinez, Eastern	
Ramah Navajo	Dorothy Claw	Michael Eriacho
City of Grants	**Nadine Jiron**	Shannon Devine
City of Gallup	**Robert Hamblen**	Keegan MacKenzie-Chavez
Village of Milan	**Denise Baca**	**Gabrielle Gonzales**
Cibola County	Linda Cooke	Joseph Baca
McKinley County	**Rodney Skersick**	**Yvonne Tso**
San Juan County	Nick Porell	Vacant
Farmington MPO – Ex-officio	Peter Koeppel	Vacant

New Mexico Department of Transportation (NMDOT)

Entity	Representative(s)
RTPO Liaison	Samuel Jensen
District 5	Sean Brady, **Amanda Nino**
District 6	James Martinez, **Bill Santiago, Kyle Slim**
Tribal Liaison	**Angelica Trujillo**
DOT Central Regional Design Office	James Sanchez, Juan Archuletta
Other NMDOT Staff / Guests	**Felix Gonzales, Village of Milan** **Candace Williams, Village of Milan** **Judy Horacek, Cibola County** **Evan Williams, NWNMCOG** **Alicia Santiago, City of Gallup** **Crystal Macias, NMDOT - D5** **Lisa Vega, NMDOT - D6** **Munaf Alaloosi, NMDOT - D6** **Joseph Gonzales, NMDOT - D6** **Chris Perea, Wilson & Co.**

Northwest Regional Transportation Planning Organization	
Northwest NM Council of Governments	**Brandon Howe, Interim**

Tally Sheet – Attendance & Quorum

Total Full Attendance:	T/LPAs	NMDOT	RTPO	Full Attendance Norm:	Guests	
	11	4: DOT Liaison, Tribal Liaison, District 5 & 6 Representatives	1	16	varies	
Attendance – this meeting:	**T/LPAs**	**NMDOT Attendance:**	**RTPO**	**Attendance % this meeting**	**Guest**	**Total Attendees**
	6 T/LPAs *[6 - Primary 2 - Alternate]*	3	1	62.5%	10	23

ROUTINE ITEMS:

Item #	Item
I.	**Call to Order and Introductions.** Meeting was called to order at **10:03**am, **Chairman Raymond Concho Jr., Pueblo of Acoma,** welcomed those in attendance, and proceeded with introductions approval of agenda and minutes. The meeting was conducted in person with virtual options.
II.	**Agenda: Chairman Raymond Concho Jr., Pueblo of Acoma,** provided an overview of the day's agenda topics and called for a motion: **ACTION: Nadine Jiron, City of Grants, motioned; Rodney Skersick, McKinley County, seconded** adoption of the agenda with updates to Item IV including renaming the proposed formal amendment from Amendment #1 to #2; all in favor – motion carried unanimously.
III.	**Minutes (December 10, 2025): Chairman Raymond Concho Jr., Pueblo of Acoma,** provided time for review of minutes. **Chairman Raymond Concho Jr., Pueblo of Acoma,** called for a motion. **ACTION: Robert Hamblen, City of Gallup, motioned; Denise Baca, Village of Milan seconded** the adoption of the minutes. All in favor – motion carried unanimously.

ACTION ITEMS:

item #	Item	Presenter
IV.	**NWRTPO Formal Amendment #2**	**Brandon Howe, RTPO**

BACKGROUND

- **Why?** The NWNMCOG is under cooperative agreement with NMDOT to operate and manage the NWRTPO. This two-year work program allows for the carryover of unspent funds from year 1 to year 2.
- **Purpose:** The New Mexico Department of Transportation's Planning Procedures Manual (PPM) establishes the standardized processes, responsibilities, and coordination requirements for statewide, metropolitan, and regional transportation planning in New Mexico. It defines how NMDOT, MPOs, and RTPOs work together to meet federal and state planning regulations and produce consistent planning products. The manual also outlines communication protocols, organizational structures, planning workflows, and documentation requirements to ensure an efficient, transparent, and compliant transportation planning process.

CURRENT WORK

- None

ANTICIPATED WORK

- None

ATTACHMENTS

- FFY2026 Formal Amendment #2

BUDGET IMPACT

- Increase in FFY2026 budget by $5,263.38

ACTION ITEM
• Approval needed to process formal amendment with NMDOT

Discussion: Brandon Howe, Interim Program Manager presented the formal amendment process to the RTPO and presented the proposed formal amendment. No members had any questions regarding the proposed amendment.

ACTION: Chairman Raymond Concho Jr., Pueblo of Acoma motioned to approve Formal Amendment #2; all members present voted in favor; none voted against; motion carried unanimously.

DISSCUSSION/PRESENTATION ITEMS:

item #	Item	Presenter
V.	**NWRTPO Transportation Project Fund Process Discussion**	**Brandon Howe, RTPO**
BACKGROUND		
• **Why?** The NWRTPO conducts an annual process to initiate and help submit applications to the NMDOT Transportation Project Fund. • **Purpose:** To better outline the procedure in which T/LPAs will undergo during the upcoming TPF call for projects. Discussion to highlight roles and responsibilities of the NWRTPO, NMDOT Districts, and T/LPAs.		
CURRENT WORK		
• HB2 review to monitor TPF amounts		
ANTICIPATED WORK		
• TPF call for projects, PFF review, application review and upload to FTP		
ATTACHMENTS		
• TPF Discussion Talking Points		
BUDGET IMPACT		
• None - Discussion		
ACTION ITEM		
• None - Discussion		

Discussion: Brandon Howe, Interim Program Manager, opened discussion and recapped last year's TPF process. Mr. Howe then opened the floor for members to identify challenges with last year's process. Multiple members provided insight into the process last year and expressed the confusion that was brought on by both the RTPO and NMDOT Districts requesting PFFs. It was noted that part of the confusion was due to the fact that the RTPO tries to align the TPF timeline with the RTIPR update process and that wouldn't be the case this year.

After discussion, the following was decided:

- RTPO will create a flowchart of the process and will distribute to RTPO members. This will clear up any confusion related to the submission and review process.
- RTPO will establish a timeline for the TPF application process and will distributed to RTPO members.
- RTPO will get with NMDOT Districts to establish an FTP site to submit final PFFs for District Review.
- RTPO will get with NMDOT to review PFFs
- RTPO will coordinate consultation meeting

item #	Item	Presenter
VI.	**NWRTPO Legislative Update**	**Brandon Howe, RTPO**
BACKGROUND		

- **Why?** The New Mexico Legislature sets the budget for NMDOT annually and establishes new policy that impacts the statewide transportation network. Additionally, the New Mexico Legislature establishes new programs and funds that can be deployed in communities within the NWRTPO region.
- **Purpose:** To provide information of transportation related policy and funding decisions being brought forth by policy makers.

CURRENT WORK

- Monitor NM Legislature and identified bills

ANTICIPATED WORK

- Monitor implementation of funding, establishment of new programs and guidelines for existing programs.

ATTACHMENTS

- Legislative Update – Transportation Policy & Funding Handout

BUDGET IMPACT

- None - Discussion

ACTION ITEM

- None - Discussion

Discussion: Brandon Howe, Interim Program Manager, presented a legislative update and went through the handout provided. Mr. Howe provided a synopsis of transportation related bills that are being proposed at the legislature and covered funding bills that could have an impact on T/LPAs. Mr. Howe introduced District 6 Engineer, Lisa Vega, and she provided a synopsis of Senate Bill 2 – State Highway Projects Bond Bill. See attached list of legislative items discussed.

item #	Item	Presenter
VII.	**Village of Milan Transportation Highlights**	**Chris Perea, Wilson & Co.**

BACKGROUND

- **Why?** The NWRTPO provides the opportunity for hosting entities to present transportation successes to the larger group.
- **Purpose:** The purpose of the presentation is to showcase successful projects and to discuss processes which lead to successful implementation including financing, procurement, construction methods, etc.

CURRENT WORK

- None

ANTICIPATED WORK

- None

ATTACHMENTS

- Village of Milan Transportation Highlights presentation
  https://www.nwnmcog.org/uploads/1/2/8/7/12873976/w_co_progress_presentation_-_village_of_milan.pdf

BUDGET IMPACT

- None

ACTION ITEM

- Approval needed to reauthorize the Title VI Plan for the 2026 calendar year

Discussion: No discussion

REPORTS:

Item	Presenter
Reports, Updates, Announcements	**Brandon Howe, RTPO**

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

RTPO News & Updates

- NWNMCOG is still seeking to fill its RTPO Program Manager vacancy. Mr. Howe expressed that the NWNMCOG is being selective about the position and is review and interviewing candidates closely to ensure seamless transition into the NWNMCOG and into the team.
- Formal Amendment was submitted to NMDOT for review and approval prior to seeking approval from JPTC.
- Attended the RTPO Roundtable in Santa Fe
- Attended portions of the NM Legislature and will be paying close attention to various bills related to transportation.

Local Member Reports:

- See member reports below

NMDOT Reports:

- G to G Liaison: Samuel Jensen, None
- Tribal Liaison: Angelica Trujillo
- District 6: James Martinez / Bill Santiago / Kyle Slim: LGRF applications are due March 16th; will coordinate with RTPO to manage TPF application process; will help coordinate TPF consultation process; spend down funds.
- District 5: Sean Brady / Amanda Nino: Will support T/LPAs with LGRF and TPF applications, those within San Juan County and Navajo Nation of the NWRTPO

News, Training & Funding Opportunities:

- Transportation Commission will be held in Grants at the NMSU – Branch Campus on March 16, 2026

Pueblo of Acoma

- **ROAD SIGNAGE PROJECT:** NMDOT FY 2025 LGRF funds were awarded to install signage for "No Commercial Trucks" to enter Acoma lands – only for local deliveries. Project is complete.
- **ROAD REHABILITATION (OTHER) PROJECT:** NMDOT FY 2026 LGRF funds for $30,172 was approved. School bus stops and signage will be addressed.
- **SP 38 HAAK'U ROAD PLANNING & DESIGN PROJECT:** The NMDOT TPF-funded design project is 100% complete. Remaining funds will be returned to NMDOT.
- **SP 38 HAAK'U ROAD CONSTRUCTION PROJECT PHASE I:** Phase I construction funding was approved by the New Mexico Indian Affairs Department (NM IAD) Tribal Infrastructure Fund (TIF), Congressional Direct Spending, and FHWA Tribal Transportation Program. Bid documents will be released by February 2026.
- **SP 30 PUEBLO ROAD (ENTIRE ROUTE):** Pueblo received funding for the SP 30 Pueblo Road (10.4 miles) Design Project. Funding was approved by NM IAD TIF. December 22, 2025. NV5 is the selected Road Design Contractor.
- **MESA HILL BRIDGE PRECONSTRUCTION PROJECT:** WHPacific completed design plan updates and environment assessment. The Data Recovery Plan Implementation Project field work was completed January 2025; a final report is pending.
- **MESA HILL BRIDGE CONSTRUCTION PROJECT:** The Mesa Hill Bridge Construction application was submitted and approved by FHWA for $101 million. Bid documents are being finalized.
- **M123 BRIDGE DESIGN PROJECT (ACOMA CREEK BRIDGE ON SP 34 FATIMA HILL ROAD):** Funded for $137,049 from the FHWA TTP Bridge Program. KLJ Construction was awarded the design contract, and the project is 65% complete.
- **M124 BRIDGE DESIGN PROJECT (ACOMITA LAKE BRIDGE ON SP 34 FATIMA HILL ROAD):** Funded for $380,000 from the FHWA TTP Bridge Program. KLJ Construction was awarded the design contract, and the project is 65% complete.
- **SP 30 PUEBLO ROAD SECTIONS 110 AND 120 (EAST END FROM I-40 UNDERPASS to NM 124):** Design is ongoing with Wilson and Company. Road design plans are 100% complete.

Pueblo of Zuni

- Not present

McKinley County

- **Rodeo Road** – Completed
- **Tsayatoh Road** – Navajo Nation led project, McKinley County as contractor, completed
- **Superman Canyon Bridge #2** – TPF Project – Completed in 2025
- **Superman Canyon Bridge #1** – Project has started, Murphy Builders is contractor and is scheduled to complete by April 2026.
- **Bridge #8085** – Working on and coordination with BNSF, project has been funded is awaiting notice to proceed.

City of Gallup

COMMUNITY DEVELOPMENT

- East Nizhoni Phase I - IV
  - Phase I-III have been completed
  - Phase IV construction is ongoing. Project is currently 45% complete.
- West Aztec drainage -- Design is ongoing. Project is currently 80% complete.
- 2nd and 3rd Street pedestrian safety improvements -- Project is ongoing and a meeting was held to discuss the issues between BNSF and NMDOT Rail Division.
- Quiet Zone for 2nd and 3rd Street -- Project is ongoing.
- Gallup Road Improvement - Work started and will continue in the spring. Working with the PWD & Streets on this project. Additional funding was awarded to continue this project.
- Aztec Avenue Rehabilitation - Work has started and will continue in the spring. W Aztec from Marguerite Dr. to Clark St. was completed in the fall.
- Hasler Valley Road reconstruction - Work will start this spring.
- East & West I-40 Interchanges - Project is ongoing and received an extension to June 30, 2026.

PUBLIC WORKS

- Streets:
  - Mill & Overlay for the Annual grant by NMDOT District 6: has been funded and shall start in March/April 2026
  - Mill & Overlay for the upcoming year by NMDOT District 6: Letter of Intent will be submitted by March 15, 2026, deadline.
- **Airport:**
  - AWOS system: The equipment will be shipped soon. Bidding is in progress.
  - Terminal Building: The funding is in place. Meetings to finalize the construction documents are in progress.
  - Snow Removal Equipment: The Sweeper will be funded by the FAA and will be purchased by the end of June 2026.
  - Preservation of Apron: Participation in funding is being worked on with FAA and NMDOT Aviation. There will be 3 phases to this project. We are in phase 1 to fund, design, and plan.
  - Improve the Passenger Boarding area: Meetings to start 2/10/26, to design/plan/construct by May 1, 2026.

Milan

- See attached Transportation Highlights Presentation

Ramah Navajo

- Not present

Cibola County

- Not Present

Grants

- **2nd St. Shared Loop** - overall trail construction is complete. Following up on DOT punch list items
- **Washington Ave** - Roadway construction is complete, trail is complete. NM Gas found and repaired a leak. NM Gas is working with contractor to complete repair of road and sidewalk damage done during repair of gas leak. Once repair is complete final stripping will be done and project will be ready for close-out.
- **Sakelares Blvd.** - In design phase. Engineer is working with Tierra Right of Way on property acquisition needed for widening of the roadway and trail.
- **Nimitz Ave** - Project pre-con held on Feb 3th. Construction from E. Sage to Clovis is set to begin Feb. 16th. Traffic control plan is in final review and should be approved by mid-week.
- **Anderman Bridge** - is in 30% design for roadway. Working with Wilson & DOT to resolve unforeseen land conflicts.
- **E. Roosevelt** - working with Wilson and Co beginning design. Traffic assessment was conducted successfully. Will review with engineer once data has been reviewed and input.
- **Gunderson Davis** - in design working on environmental and drainage plan for final design.

Pueblo of Laguna

- Not present

Navajo Nation

Completed New Mexico Projects – 2025

Non-FHWA Engineering Section / Navajo Division of Transportation
February 11, 2026

Ft. Defiance Agency

Item No.	Projects	Agency	End Date	Award Amount	Fund Type	Project Manager
	Projects Completed					
1	Red Lake Cedar & Lone Pine Drive	Ft. Defiance	6/30/2026	$ 100,000.00	NM Capital Outlay	Priscilla Lee

Eastern Agency

Item No.	Projects	Agency	End Date	Award Amount	Fund Type	Project Manager
	Projects Completed					
1	Pinedale Chapter - Access Road	Eastern	2/26/2025	$ 50,000.00	NM Capital Outlay	Priscilla Lee
2	Iyanbito Burnt Corn Road	Eastern	7/1/2025	$ 200,000.00	NM Capital Outlay	Priscilla Lee
3	Iyanbito Road Improvement	Eastern	7/1/2025	$ 250,000.00	NM Capital Outlay	Priscilla Lee
4	West Tsayatoh Road	Eastern	8/15/2025	$ 2,450,000.00	NM Capital Outlay & NM TPF	Priscilla Lee
5	Mariano Lake - N7113	Eastern	6/30/2026	$ 200,000.00	NM Capital Outlay	Priscilla Lee
6	Alamo N55 '21	Eastern	9/30/2024	$ 1,080,000.00	FET	Wayne Williams/Priscilla Lee

Northern Agency

Item No.	Projects	Agency	End Date	Award Amount	Fund Type	Project Manager
	Projects Completed					
1	Tooh Haltsoi Rural Roads Upgrade	Northern	6/30/2026	$ 78,000.00	NM Capital Outlay	Marco Sells/Evangelene Shorty
2	Shiprock Farm Roads N546-N547	Northern	6/30/2025	$ 225,000.00	NM Capital Outlay	Wayne Williams

-

New Mexico Department of Transportation Reports ***(significant news only)***	RTPO Liaison (Sullivan Moore) Tribal Liaison (Ron Shutiva) District 5 (James Mexia, Amanda Nino) District 6 (Michael Neely, Bill Santiago, Kyle Slim)

Multimodal Planning & Programs Bureau – Samuel Jensen

- Not Present

NMDOT District 5 – Amanda Nino

- **LGRF:** Applications due in March, please coordinate with the district to submit your requests
- **TPF:** Will work with RTPO to conduct review and submission of applications for the current cycle

NMDOT District 6 – Bill Santiago, Kyle Slim

- **LGRF:** Applications due in March, please coordinate with the district to submit your requests
- **TPF:** Will work with RTPO to conduct review and submission of applications for the current cycle

NMDOT Tribal Liaison – Angelica Trujillo

- No report given

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

- Evan Williams, NWNMCOG Executive Director – Expressed the need to attend the upcoming Transportation Commission meeting in Grants. Encouraged public comment to thank the commission and expressed concerns about transportation related needs in the region.
- Evan Williams, NWNMCOG Executive Director – Acknowledged that the COG has promoted Brandon Howe to Deputy Director.

ANNOUCEMENTS & NEXT MEETING: Next JPTC meeting will be held April 8, 2026 @ Pueblo of Laguna Public Works 11 Rodeo Building B, Laguna NM 87026

ADJOURNMENT:

ACTION: Chairman Raymond Concho Jr., RTPO Chairman called for a motion to adjourn the meeting at **12:03 AM, Robert Hamblen, City of Gallup motioned; Rodney Skersick, McKinley County seconded**. All in favor – motion carried.

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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item IV: NWRTPO FFY2027 – 2028 Regional Work Program Approval

Subject: Regional Work Program

Prepared for: NWRTPO Joint Policy & Technical Committee

Date: 06/10/2026

BACKGROUND

- **Why?** The NWRTPO in partnership with NMDOT engages in a Cooperative Agreement to operate the Regional Transportation Planning Organization. Part of the agreement process is to develop a 2-year Regional Work Program (RWP).
- **Purpose:** The purpose of the presentation is to showcase the proposed NWRTPO RWP which will cover a two-year period which includes FFY2027 – 2028. The RWP includes tasks that may be completed by the RTPO Program Manager during this period.

CURRENT WORK

- Work Program Development and Coordination with NMDOT

ANTICIPATED WORK

- Execution of Cooperative Agreement and Implementation of RWP

ATTACHMENTS

- FFY2027 – 2028 Regional Work Program & NWNMCOG Cost Allocation Plan

BUDGET IMPACT

- $112,500 (annual budget for the RTPO)

ACTION ITEM

- Review and approve the FFY2027 – 2028 Regional Work Program

Northwest New Mexico Council of Governments

NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)

FFY 2027-2028 REGIONAL WORK PROGRAM

October 1, 2026 – September 30, 2028

Introduction and Purpose

The Northwest Regional Transportation Planning Organization (NWRTPO) serves the Northwest New Mexico region consisting of San Juan, McKinley, and Cibola counties including all municipal, rural, and tribal communities except for the area served by the Farmington MPO. NWRTPO is a voluntary association of local governments and the New Mexico Department of Transportation (NMDOT) that provides a forum for members to meet, plan and work together on issues related to transportation in the Northwest NM region. NWRTPO serves as a regional forum for cooperative decision making about transportation issues and to serve as a liaison between local governments and NMDOT.

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

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

The following are functions and task orders that the Northwest New Mexico Council of Governments (COG) will complete in fulfillment of the contract for management of the Northwest Regional Transportation Planning Organization (RTPO) for Federal Fiscal Years (FFY2027 – FFY2028) October 1, 2026 through September 30, 2028.

Function 1. Long-Range Planning and Implementation

Task 1.1 Initiate and coordinate long-range regional transportation planning with other local, regional and statewide planning initiatives. Collaborate with NMDOT and other partners to identify and document current and future transportation needs, plans, and projects for inclusion in the RTPO Long-Range Regional Transportation Plan (RTP).

1.1.1 Review and update the RTP, including tasks and goals, at least once every five years in coordination with the NMDOT Long Range Statewide Transportation Plan (LRSTP) update. The RTP will receive a minor update in FFY2027, with a full rewrite planned following completion of the Mid-Region Regional Transportation Planning Organization's RTP template, anticipated to begin in late FFY2027 or FFY2028.

1.1.2 Conduct and/or participate in corridor studies, transportation-related subarea plans, and regional and local multi-modal and intermodal planning activities, including bicycle master plans, comprehensive plans, transportation plans, safety plans, and road safety audits – etc. Recent project examples include: McKinley County Transportation Master Plan, Grants / Milan Comprehensive Transportation Safety Action Plan, Trail of the Ancients National Scenic Byway Corridor Management Plan, Four Corners Intermodal Transloading Equinox (4CITE) Master Plan., and Prewitt / Milan Transportation Master Plan (PMTMP).

1.1.3 Support and coordinate long-range regional transportation planning with other local, regional, and statewide planning initiatives, such as Infrastructure Capital Improvement Plans (ICIP), the Statewide Transportation Improvement Program (STIP), Comprehensive Economic Development Strategy (CEDS), and legislative capital outlay priorities.

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

Function 1	Budgeted Hours ('27)	Actual Hours	Other Specific Costs	Budgeted Hours ('28)	Actual Hours	Other Specific Costs
FFY 2027/2028 Budget	300	N/A		300	N/A	
1st Quarter						
2nd Quarter						
3rd Quarter						
4th Quarter						
Balance						

Function 1 Activity Tracking – 2027

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

4th Quarter Report	

Function 2. Technical Support and Data Management

Task 2.1 Collect and manage data, perform technical planning and plan development, coordinated with goals, trends and needs developed and identified in the RTP.

2.1.1 Collect and evaluate new population, economic development, travel demand and forecast data, projects and trends to inform regional planning efforts, and distribute this information with local counties and communities. Data to be collected and maintained by the RTPO may include land use data, demographic and population data, freight data, traffic count and crash data, and any other data that supports the goals and actions outlined in the RTP.

2.1.2 Support the development and annual maintenance of a data dashboard established on the COG website to support T/LPA data needs.

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

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

Function 2	Budgeted Hours ('27)	Actual Hours	Other Specific Costs	Budgeted Hours ('28)	Actual Hours	Other Specific Costs
FFY 2027/2028 Budget	100	N/A		100	N/A	
1st Quarter						
2nd Quarter						
3rd Quarter						
4th Quarter						
Balance						

Function 2 Activity Tracking – 2027

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

Function 3. Project Development and Monitoring

Task 3.1 Assist project applicants in developing projects.

3.1.1 Provide information to potential applicants about funding opportunities.

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

3.1.3 Assist project applicants with applications for NMDOT federal and state transportation funding programs. Follow current adopted New Mexico Administrative Code (NMAC) and/or program guides provided by NMDOT for project eligibility, program guidelines, and application timelines. Submit all complete applications to the designated NMDOT coordinator in accordance with the schedule outlined in the applicable NMAC and/or guide(s).

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

3.1.5 Assist Tribal / Local Public Agency(s) (T/LPA) with implementation of their approved and authorized (for funding) NMDOT awarded projects, to assure these are properly executed within specified timelines, engaging NMDOT guidance and assistance as needed. Furthermore, assist with Transportation Project Fund (TPF) and Local Government Road Fund (LGRF) application and review processes, including prioritization, NMDOT District coordination, and serve as a liaison between T/LPA's and NMDOT during project administration.

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

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

3.2.2 Assist project applicants with development of PFFs and PPFs; ensure that all members are fully informed of the process and timelines, and support entities in accessing all forms and data required by project applicants to complete the forms. Ensure members are informed of Americans with Disabilities Act (ADA) and Title VI plan requirements for all recipients of federal funds.

3.2.3 Work with RTPO members to establish scoring criteria for project prioritization, based on goals and action items included in the RTP, the current NMDOT LRSTP, and funding program guidance from NMDOT.

3.2.4 Develop and maintain a prioritized list of projects based on the regional goals articulated in the RTP, and the statewide goals in the NMDOT LRSTP, as well as Technical and Policy Committee review and input. This list will serve as the Regional Transportation Improvement Program Recommendations (RTIPR) list and be submitted to the NMDOT District for potential federal and state funding opportunities on an every-other-year basis (at a minimum). RTIPR development will occur based on the schedule published in NWRTPO's Call for Projects guidance on our program website.

Task 3.3 Provide assistance to T/LPAs interested in pursuing public transit transportation system development and coordination activities.

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

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

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

Task 3.4 Coordinate and co-facilitate RTIPR "zipper" meetings with NMDOT Government to Government Unit (GTG) liaison, the appropriate District staff, and applicable RTPOs, if necessary. Notify NMDOT GTG liaison and District staff of the dates, times, and locations for these "zipper" meetings. Submit the combined, prioritized RTIPR to GTG liaison, the District Engineers and all relevant RTPOs within ten days of the prioritization meeting.

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

Function 3	Budgeted Hours ('27)	Actual Hours	Other Specific Costs	Budgeted Hours ('28)	Actual Hours	Other Specific Costs
FFY 2027/2028 Budget	600	N/A		600	N/A	
1st Quarter						
2nd Quarter						
3rd Quarter						
4th Quarter						
Balance						

Function 3 Activity Tracking – 2027

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

Function 4. Other Activities and Projects

Task 4.1 Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program. Provide periodic updates to RTPO members on the status of the studies/projects and involve the members in this effort as appropriate.

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

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

Task 4.4 Attend RTPO Roundtable and special meetings.

Task 4.5 Attend in-state and out-of-state conferences, training sessions or special meetings for staff and professional development opportunities. This task includes the purchase of any supporting materials that may be needed to coordinate, conduct or attend conferences, training sessions or meetings. RTPO staff may attend these out-of-state trainings during this RWP. Out-of-State trainings and conferences may include but not be limited to NADO National Transportation Conferences known as RPO America, Tribal Transportation Conferences, State Safety Summits, etc. All out-of-state trainings and conferences not listed above must be approved by the NMDOT liaison prior to registration and attendance.

Task 4.6 Participate in miscellaneous transportation-related programs and special projects in the RTPO region, examples may include:

4.6.1 Support of trails planning, design, development, and maintenance including Zuni Mountains Trail System and the Cibola & McKinley County Outdoor Recreation Master Plan and other sub-area trail plans.

4.6.2 Support Scenic Byway planning and development including Route 66 National Scenic Byway and the Trail of the Ancients Scenic Byway. Support to include corridor management planning, byway council support, and other technical assistance to improve transportation, exposure, and visitor experience.

4.6.2 Support of the feasibility study and planning of a transit transfer station for Navajo Transit, Ashiwi Transit and Gallup Express.

4.6.3 Support the planning and development of the Gallup-McKinley TradePort District including the financing of roadway and other transportation related infrastructure to support regional Economic Development.

Function 4	Budgeted Hours ('27)	Actual Hours	Other Specific Costs	Budgeted Hours ('28)	Actual Hours	Other Specific Costs
FFY 2027/2028 Budget	400	N/A		400	N/A	
1st Quarter						
2nd Quarter						
3rd Quarter						
4th Quarter						
Balance						

Function 4 Activity Tracking – 2027

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

Function 5. General RTPO Support

Task 5.1 Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.

5.1.1 Document the RTPOs public participation process including but not limited to, procedures the RTPO uses to comply with the *New Mexico Open Meetings Act* [NMSA 1978, Sections 10-51-1, *et. seq.*] and 23 CFR 450.

5.1.2 Per the *New Mexico Open Meetings Act* (NMSA,1978, Section 10-15-1(D) and 23 CFR 450.210, provide compliant public notice for all RTPO Committee meetings.

5.1.3 Provide RTPO Committee members, the appropriate NMDOT District staff, and GTG with meeting agendas and information packets preferably 7 calendar days in advance, and no later than seventy-two (72) hours in advance of RTPO Committee meetings.

5.1.4 On an annual basis, provide all eligible T/LPAs with the opportunity to appoint or confirm a representative and alternates to the RTPO Committee.

Task 5.2 Maintain bylaws that clarify and document member entities, responsibilities

and roles, including voting protocols.

5.2.1 Maintain a list of RTPO Committee members with contact information and provide a copy of the list to appropriate NMDOT District staff, GTG, member entities, and other regular participants.

Task 5.3 Conduct Outreach Activities.

5.3.1 Engage in and document outreach activities and provide citizens and other transportation stakeholders with reasonable opportunities to participate in RTPO processes per 23 CFR 450.

5.3.2 Coordinate with RTPO members to maintain a list of entities including newly elected officials and potential members, who will be educated on the RTPO process. Document this outreach and presentations and share any questions or concerns in quarterly reports and with appropriate NMDOT staff.

Task 5.4 Maintain a website that includes current meeting information and planning documents, as referenced in the Quality Assurance Review (QAR) guidelines. Post a list of current Technical and Policy Committee members and keep this information updated.

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

Function 5	Budgeted Hours ('27)	Actual Hours	Other Specific Costs	Budgeted Hours ('28)	Actual Hours	Other Specific Costs
FFY 2027/2028 Budget	300	N/A		300	N/A	
1st Quarter						
2nd Quarter						
3rd Quarter						
4th Quarter						
Balance						

Function 5 Activity Tracking – 2027

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

Function 6. RTPO Administration

Task 6.1 Produce work products that meet all quarterly work requirements and deadlines per the Planning Procedures Manual (PPM) and submit a summary of activities completed per quarter.

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

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

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

Task 6.2 Solicit and utilize input from RTPO board members to develop the two-year (FFY2029- FFY2030) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.

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

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

Task 6.4 Complete an annual update of the Public Participation Plan (PPP) that addresses Title VI and Environmental Justice procedures and the Title VI plan including Accomplishments Report, due September 1. Ensure a specific contact person and contact information is listed. Update the PPP in accordance with the PPM schedule or as determined appropriate by RTPO members or staff.

Task 6.5 Submit the NWNM Council of Governments Financial Audit for each State Fiscal Year to the NMDOT GTG Liaison, within 30 days of when the audit is released by the State Auditor's Office.

Function 6	Budgeted Hours ('27)	Actual Hours	Other Specific Costs	Budgeted Hours ('28)	Actual Hours	Other Specific Costs
FFY 2027/2028 Budget	300	N/A		300	N/A	

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

Northwest RTPO Hours Budget	FFY2027	FFY2028
Function 1: Long-Range Planning and Implementation	**300**	**300**
Function 2: Technical Support and Data Management	**100**	**100**
Function 3: Project Development and Monitoring	**600**	**600**
Function 4: Other Activities and Projects	**400**	**400**
Function 5: General RTPO Support	**300**	**300**
Function 6: RTPO Administration	**300**	**300**
TOTAL HOURS	**2,000**	**2,000**

Function 6 Activity Tracking – 2027

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

Northwest RTPO Budget	FFY2027	FFY2028
a. Personnel	$54,300.00	$54,300.00
b. Fringe Benefits	$13,697.00	$13,697.00
c. Travel & Training	$4,239.00	$4,239.00
d. Equipment	$0.00	$0.00
e. Supplies	$3,000.00	$3,000.00
f. Contractual	$15,429.00	$15,429.00
g. Construction	$0.00	$0.00
h. Other	$21,835.00	$21,835.00
TOTAL EXPENDITURES	$112,500.00	$112,500.00
Local Match (20%)	$22,500.00	$22,500.00
Federal Share (80%)	$90,000.00	$90,000.00

*The NWRTPO is included in the Northwest New Mexico Council of Governments' Cost Allocation Plan. The COG updates the Cost Allocation Plan in June of the second year of the plan (see attached).

Northwest New Mexico Council of Governments

DIRECT COST PLAN
GLOSSARY AND BUDGET DETAIL
July 1, 2024 – June 30, 2026

This document aims to explain the rationale behind how our organizational budget is developed, expressed, and defined by our internal methodology. Below are a glossary of budget categories and line-items consistent with 2 CFR 200. A major distinction in the organizational budget of the Northwest NM Council of Governments (COG) is base programs, member contributions, and special projects. They are defined as the following:

1. **Base Programs:** State and Federal contracts that require a portion of matching funds, which are typically raised by member contributions. These programs are annual contracts and are the basis for the organization's ability to operate and pay for all eligible costs under these programs. In FY2025, Public Education Department was added and acts as a hybrid paying only for direct program costs, an administrative fee to COG, but some proportionate program costs mainly applied to general contractual costs.

2. **Member Contributions**: are dues made by members based on negotiated contracts and annual performance-based work programs. These funds contributed and combined create the COG's General Fund, which allow the COG to match base programs and pay for expenses not covered by these grant programs. Funds over the requisite amount needed to cover base program matches allow the COG to pay for ineligible or excluded costs and augment staffing support and create an operating fund to cover a period three pay periods of expenses and provide cash flow for the organization throughout the year. In FY2022, COG established that these would be billed and collected in full at the start of the fiscal year rather than quarterly.

3. **Special Projects**: are typically one-time, fee-for-service contracts for specific work completed by COG staff. These contracts are not applied to base budget expenses or allocation schedule only direct project costs, e.g. personnel, fringe benefits, professional services-restricted, travel, supplies, etc. In the case of fiscal agency fees, the COG only receives payment after project is closed (if it is closed out) making it very difficult to budget and realize these costs are they occur.

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

Northwest New Mexico Council of Governments
FY2025 Cost Allocation Schedule
July 2024

Base Program	Budget Annual FY 2025	Program & Member Revenue	Matching Funds	Percentage of Total Budget, Annual
General Fund	$285,000	$320,064	$0	
Less Excluded Costs	$285,000			
Net General Fund	$0			0%
EDA/Planning Grant	$87,500	$70,000	$17,500	22%
NM/LGD-SGIA	$198,000	$99,000	$99,000	50%
NM/DOT-RTPO	$112,500	$90,000	$22,500	28%
TOTAL	$398,000	$579,064	$139,000	100%

Excluded Costs: Grant-Specific Contractual; Operating Funds; Ineligible Federal Costs; Special Projects
Update: July 2024

Operating Fund (1 Month)	$50,000
Salary Support	$200,000
Supplies, Meeting Costs & Special Events (Ineligible)	$25,000
Travel (Member)	$10,000
Total	**$285,000**

Northwest New Mexico Council of Governments
FY2026 Cost Allocation Schedule
July 2025

Base Program	Budget Annual FY 2026	Program & Member Revenue	Matching Funds	Percentage of Total Budget, Annual
General Fund	$361,936	$397,000	$0	
Less Excluded Costs	$361,936			
Net General Fund	$0			0%
EDA/Planning Grant	$87,500	$70,000	$17,500	22%
NM/LGD-SGIA	$198,000	$99,000	$99,000	50%
NM/DOT-RTPO	$112,500	$90,000	$22,500	28%
TOTAL	$398,000	$656,000	$139,000	100%

Excluded Costs: Grant-Specific Contractual; Operating Funds; Ineligible Federal Costs; Special Projects
Update: July 2025

Operating Fund (2 Month)	$100,000
Salary Support	$226,936
Supplies, Meeting Costs & Special Events (Ineligible)	$25,000
Travel (Member)	$10,000
Total	**$361,936**

As required, COG provides backup and breakdown to base programs for any allocated expenses over $500.

BUDGET CATEGORIES: These categories were updated to reflect Federal reporting & accounting categories.

a. PERSONNEL: are wages and salary costs based on completed timesheets for each employee that reflect work program activities they have directly worked on. Other administrative staff positions that have part of their salaries allocated may include but not limited to Executive Director, Deputy Director, Office Manager and Administrative Assistant.

50000: Payroll Expenses – expenses related to processing payroll will be allocated – this includes expense paid to Quickbooks or a similar payroll provider.

50001: Wages & Salaries – will be billed for personnel time using actuals. That is, each employee working on the work program functions should have their time billed at their associated salary rate. If a program or project allows a billing rate, COG will apply its established billing rate schedule based on hours on the timesheets.

b. FRINGE BENEFITS: are billed as actual costs associated with the personnel completing work functions tied directly to wages & salaries at the established rate for that employee. Fringe benefit costs include such items as payroll taxes, life and disability insurance, worker's compensation, health insurance, retirement benefits, Social Security taxes and Medicare taxes, annual leave accrual, and other employee benefit costs considered liabilities – detailed below. Fringe benefit costs generally work out to be 23.69%.

50002: Employee FB (Fringe Benefits) – 9.67% applied directly proportionate to wages and salary costs above.

50004: Payroll Taxes – tax withheld from an employee's salary for taxes paid to Internal Revenue Service (IRS), 8.62%.

50100: Insurance – employer contribution to health insurance coverage applied directly proportionate to wages and salary costs above, 5.4%.

50101: Life & Disability Insurance – employer contribution to life & disability insurance coverage applied directly proportionate to wages and salary costs above.

50102: Worker's Compensation – employer contribution to workers' compensation insurance applied directly proportionate to wages and salary costs above.

c. TRAVEL: is made up of costs related to travel to/from meetings, conferences or for other in and out-of-state travel, as well as professional development trainings and conferences. Travel and training costs will be billed as actual, direct costs associated with the implementation of the work program(s) and follow COG's travel policies and procedures. If travel and training are related to several programs, it will be allocated appropriately.

60108: Registration – registration costs for trainings and conferences will be billed as actual costs either wholly or allocated as described in this section.

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

60201: Vehicle Mileage Cost – mileage is calculated based on rates established under the NM Mileage and Per Diem Act. Mileage charges will be pooled and used as COG's Vehicle Asset Maintenance Fund, which will in term pay all other vehicle costs, such as insurance, maintenance, fuels expenses, and replacement.

- Personal Vehicle Mileage: when a COG vehicle is not available, COG can approve use of personal vehicle for travel to COG activity or function. These mileage costs are shown and calculated directly to 60201 and thus billed to the associated fund code and program.

- COG Vehicle Mileage: COG vehicle mileage is logged in the vehicle using a monthly Travel Log and reported monthly in Quickbooks and added to bills/invoices quarterly applied to the fund code and program associated. This is done so that these mileage costs are accrued toward the Vehicle Asset Maintenance Fund and not the program itself as these costs and the fund pays out for all associated vehicle costs.

d. EQUIPMENT: is for capital outlays and equipment costs over $5,000 that is for a specific program or the entire organization. Typically, all purchases must be pre-approved by programs being charged.

69000: Equipment Purchase – refers to purchase of equipment costs over $5,000 that is specifically for one program and billed directly or the organization as a whole and is allocated based on our schedule (e.g. telephone system).

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

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

60109: Office Furniture & Equipment Lease– refers to purchase of equipment related to execution of organization-wide activities. Primarily consists of general office equipment, such as Pitney Bowes mailing system or Xerox system. Office Furniture & Equipment lease payments will be allocated.

60500: Computer Software & Equipment – refers to purchase of software and equipment costs under $5,000 that is specifically for the organization as a whole and is allocated across programs.

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

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

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

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

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

69001: Property Improvement – refers to major improvements and renovations to the COG building and will be allocated by approved schedule.

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

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

60102: Postage & Delivery – mailing costs associated with program activities. Postage & Delivery costs should be billed as a direct expense or allocated across programs, if it has an organization-wide benefit (e.g. Pitney Bowes).

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

60104: Subscription & Dues – any cost for subscriptions necessary to operate that software (e.g. ArcGIS, Clicktime, Microsoft 365, BLR, website, etc.) and professional development memberships (NADO, NewMARC, RPO America, etc.) to be billed as a direct expense or allocated across programs, if it has an organization-wide benefit.

60105: Meeting Costs – costs associated with hosting or arranging for meetings related to program work. Should be billed as a direct expense. If meetings have an organization-wide benefit, e.g. Board meetings or Annual meeting, these should only be billed to COG's general fund and not allocated to base programs.

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

60107: Advertising – refers to the cost of advertising needs in support of program (e.g. public notices, job vacancy announcements, etc.) to be billed as a direct expense. If advertising has an organization-wide benefit, e.g. Board meetings or Annual meeting, these will be allocated across programs.

60111: Special Events – costs related to special events (e.g. Annual Meeting, Retirements, etc.), which should only be billed to COG's general fund and not allocated to base programs.

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

60603: Other Insurance – costs for other insurance policies, e.g. worker's compensation policy and directors & officers liability insurance will be allocated across all programs.

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

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

60404: Rent – refers to rent associated with the use of physical space within which organizational support and program work takes place. Rent is to be billed proportionate to the percentage of programming funds received by the entity when compared to the COG's operating budget. In our case, the COG assumes the following formula for the fair market rental value. [$4.50 per square foot x 6,000 square feet = $27,000.00 annually or $2,250.00 per month]

60601: Facility Insurance – costs involving our commercial insurance policy and physical items covered by it. This cost will be paid from COG's Facility Maintenance Fund, which bases programs pay rent into this fund.

60700: Facility Maintenance – costs including annual, scheduled, and as-needed facility maintenance and cleaning, including pest control. This cost will be paid from COG's Facility Maintenance Fund, which bases programs pay rent into this fund.

60701: Utility – refers to cost of the organization-wide utilities. This cost will be paid from COG's Facility Maintenance Fund, which bases programs pay rent into this fund.

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

60602: Vehicle Insurance – costs involving our vehicle insurance policy and vehicle items covered by it. This cost will be paid from COG's Vehicle Maintenance Fund, which base programs pay vehicle miles traveled on related business.

60703: Vehicle Maintenance – costs including annual, scheduled, and as-needed vehicle maintenance and cleaning. This cost will be paid from COG's Vehicle Maintenance Fund, which base programs pay vehicle miles traveled on related business.

60704: Fuels Expense – costs for fuels, gas, oil, and other transportation expenses associated with vehicle travel. This cost will be paid from COG's Vehicle Maintenance Fund, which base programs pay vehicle miles traveled on related business.

60705: Vehicle Acquisition – refers to cost of the purchase a vehicle, which will be scheduled and paid over time by the COG's Vehicle Maintenance Fund as the fund allows.

a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item V: DFA Federal Match Fund Program

Subject: Match Fund Program

Prepared for: NWRTPO Joint Policy & Technical Committee

Date: 06/10/2026

BACKGROUND
• **Why?** The New Mexico Legislature created a program to support State Agencies and Local Governments meet match funding requirements to leverage federal grant programs. • **Purpose:** The purpose of the presentation is introduce the RTPO membership to the program to inform members about the program requirements and induce opportunities for federal transportation grants.

CURRENT WORK
• None

ANTICIPATED WORK
• DFA Match Fund Application Support

ATTACHMENTS
• Presentation from DFA

BUDGET IMPACT
• None

ACTION ITEM
• None

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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

Agenda Item VI: NWRTPO Transportation Project Fund Application Recap

Subject: TPF Program

Prepared for: NWRTPO Joint Policy & Technical Committee

Date: 06/10/2026

BACKGROUND
• **Why?** The NMDOT held its annual 'Call for Projects' for the Transportation Project Fund. The NWRTPO develops an internal procedure to support the application development and submission process. • **Purpose:** The purpose of this item to recap the process, inform members of submitted applications and discuss areas of potential improvements for next year's cycle.

CURRENT WORK
• Monitor NMDOT Transportation Commission Meeting

ANTICIPATED WORK
• None

ATTACHMENTS
• None

BUDGET IMPACT
• None

ACTION ITEM
• None