



Northwest New Mexico Council of Governments

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## **NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)**

FFY 2021-2022 REGIONAL WORK PROGRAM

**October 1, 2020 – September 30, 2022**

### **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 (FFY2021 – FFY2022) October 1, 2020 through September 30, 2022.

### **Function 1. Long-Range Planning and Implementation**

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

1.1.1 Review and update the RTP, including tasks and goals, at least once every five years in coordination with the NMDOT Long Range Statewide Transportation

Plan (LRSTP) update.

1.1.2 Conduct and/or participate in corridor studies, transportation-related subarea plans, and regional and local multi-modal and intermodal planning activities, including bicycle master plans, comprehensive plans, transportation plans, safety plans, and road safety audits – etc.

Project examples include but are not limited to:

- Continued planning and implementation of the Four Corners Intermodal Transloading Equinox (4CITE) Master Plan.
- Management of the Prewitt Area Transportation (PAT) Master Plan.

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 ('21)	Actual Hours	Other Specific Costs	Budgeted Hours ('22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	200	N/A		200	N/A	
1 <sup>st</sup> Quarter	50			50		
2 <sup>nd</sup> Quarter	50			50		
3 <sup>rd</sup> Quarter	50			50		
4 <sup>th</sup> Quarter	50			50		
Balance						

Function 1 Activity Tracking – 2021

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

## **Function 2. Technical Support and Data Management**

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

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

2.1.2 Assist project applicants with analysis, data collection and other technical support for transportation planning, project identification, and project development.

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

2.2.1 Assist RTPO members and work with NMDOT staff on post-Census Urban Area Boundary Smoothing, as appropriate. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify Urban Area and Small Urban Area designations, based on FHWA Area Definitions.

Function 2	Budgeted Hours ('21)	Actual Hours	Other Specific Costs	Budgeted Hours ('22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	200	N/A		200	N/A	
1 <sup>st</sup> Quarter	50			50		
2 <sup>nd</sup> Quarter	50			50		
3 <sup>rd</sup> Quarter	50			50		
4 <sup>th</sup> Quarter	50			50		
Balance						

Function 2 Activity Tracking – 2021

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> 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.

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

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

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

3.2.3 Work with RTPO members to establish scoring criteria for project prioritization, based on goals and action items included in the RTP, the current NMDOT LRSTP, the Active Transportation and Recreational Programs Guide, Congestion Mitigation and Air Quality Improvement (CMAQ) Program Guide and other guidance from NMDOT.

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

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

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

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

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

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

Function 3	Budgeted Hours ('21)	Actual Hours	Other Specific Costs	Budgeted Hours ('22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	450	N/A		450	N/A	
1 <sup>st</sup> Quarter	75			150		
2 <sup>nd</sup> Quarter	75			150		
3 <sup>rd</sup> Quarter	150			75		
4 <sup>th</sup> Quarter	150			75		
Balance						

Function 3 Activity Tracking – 2021

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

**Function 4. Other Activities and Projects**

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

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

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

Task 4.4 Attend RTPO Roundtable and special meetings.

Task 4.5 Attend in-state and out-of-state conferences, training sessions or special meetings for staff and professional development opportunities. This task includes the purchase of any supporting materials that may be needed to coordinate, conduct or attend the conferences, training sessions or meetings. RTPO staff may attend these out-of-state trainings during this RWP, as outlined in our Training & Professional Development Plan available on our program website. Out-of-State trainings and conferences may include but not be limited to NADO National Transportation Conferences known as RPO America, Tribal Transportation Conferences, etc. The Training Plan is posted on the

NWRTPO website, and available at the end of this FFY21-22 R.W.P document.

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

- Support of trails planning, design, development, and maintenance including Zuni Mountains Trail System.
- Support of Route 66 National Scenic Byway and the Trail of the Ancients Scenic Byway including corridor management planning, byway council support, and other technical assistance to improve transportation, exposure, and visitor experience.

Function 4	Budgeted Hours ('21)	Actual Hours	Other Specific Costs	Budgeted Hours ('22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	350	N/A		350	N/A	
1 <sup>st</sup> Quarter	87.5			87.5		
2 <sup>nd</sup> Quarter	87.5			87.5		
3 <sup>rd</sup> Quarter	87.5			87.5		
4 <sup>th</sup> Quarter	87.5			87.5		
Balance						

Function 4 Activity Tracking – 2021

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> 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 ('21)	Actual Hours	Other Specific Costs	Budgeted Hours ('22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	450	N/A		450	N/A	
1 <sup>st</sup> Quarter	112.5			112.5		
2 <sup>nd</sup> Quarter	112.5			112.5		
3 <sup>rd</sup> Quarter	112.5			112.5		
4 <sup>th</sup> Quarter	112.5			112.5		
Balance						

Function 5 Activity Tracking – 2021

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> 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 4<sup>th</sup> quarter Quarterly Report, but will include additional descriptions to summarize the activities performed in the past year.
- Task 6.2 Solicit and utilize input from RTPO board members to develop the two-year (FFY 2023- FFY 2024) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.
- 6.2.1 Coordinate the RTPO's planning program with other RTPOs and any Metropolitan Planning Organizations (MPOs) or other agencies impacted by and/or associated with activities contained in the RWP.
- Task 6.3 Develop an annual budget based on the tasks outlined in the RWP, and include cost-sharing methodologies and calculations for costs that are shared between various Northwest NM Council of Government's programs, in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.
- Task 6.4 Maintain a Public Participation Plan (PPP) that addresses Title VI and Environmental Justice procedures. Ensure a specific contact person and contact information is listed. Update the PPP in accordance with the PPM schedule or as determined appropriate by RTPO members or staff.
- Task 6.5 Submit the NWNM Council of Governments Financial Audit for each State Fiscal Year to the NMDOT GTG Liaison, within 30 days of when the audit is released by the State Auditor's Office.

Function 6	Budgeted Hours ('21)	Actual Hours	Other Specific Costs	Budgeted Hours ('22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	450	N/A		450	N/A	
1 <sup>st</sup> Quarter	112.5			112.5		
2 <sup>nd</sup> Quarter	112.5			112.5		
3 <sup>rd</sup> Quarter	112.5			112.5		



4 <sup>th</sup> Quarter	112.5			112.5		
Balance						

Function 6 Activity Tracking – 2021

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

**N.W.N.M. Council of Governments**  
**NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION**  
FFY 2021- 2022 REGIONAL WORK PROGRAM AMENDMENTS  
**October 1, 2020 – September 30, 2022**

(Insert all RWP amendments here)

Northwest RTPO Budget	FFY2021	FFY2022
a. Personnel	\$54,070.00	\$54,070.00
b. Fringe Benefits	\$13,588.00	\$13,588.00
c. Travel & Training	\$5,023.00	\$5,023.00
d. Equipment	\$0.00	\$0.00
e. Supplies	\$4,591.00	\$4,591.00
f. Contractual	\$14,878.00	\$14,878.00
g. Construction	\$0.00	\$0.00
h. Other	\$14,100.00	\$14,100.00
<b>TOTAL EXPENDITURES</b>	<b>\$106,250.00</b>	<b>\$106,250.00</b>
Local Match (20%)	\$ 21,250.00	\$ 21,250.00
Federal Share (80%)	\$ 85,000.00	\$ 85,000.00

**NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)**

FFY 2021-2022 REGIONAL WORK PROGRAM

**October 1, 2020 – September 30, 2022**

**DIRECT COST PLAN, GLOSSARY AND BUDGET DETAIL**

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

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

**Northwest New Mexico Council of Governments  
FY2021 Cost Allocation Schedule  
July 2020**

Base Program	Budget Annual FY 2021	Program & Member Revenue	Matching Funds	Percentage of Total Budget, Annual
General Fund	\$96,750	\$234,500	\$0	
Less Excluded Costs	\$96,750			
Net General Fund	\$0			0%
EDA/Planning Grant	\$87,500	\$70,000	\$17,500	22%
NM/LGD-SGIA	\$198,000	\$99,000	\$99,000	51%
NM/DOT-RTPO	\$106,250	\$85,000	\$21,250	27%
<b>TOTAL</b>	<b>\$391,750</b>	<b>\$488,500</b>	<b>\$137,750</b>	<b>100%</b>

Excluded Costs: Grant-Specific Contractual; Operating Funds; Ineligible Federal Costs; Accrued Annual Leave Liability; Special Projects  
Update: May 2020

All allocated expenses over \$500 will provide back-up for those services or products as per the [NMDOT Planning Procedures Manual](#).

**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 limited to Executive Director, Finance Manager, and Administrative Assistant.

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

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

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

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

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

**d. EQUIPMENT:** is for capital outlays and equipment costs over \$5,000 that is specifically for the RTPO program. All purchases must be pre-approved by NMDOT Program Manager.

69000: Equipment Purchase – refers to purchase of equipment costs over \$5,000 that is specifically for the RTPO program or spread amongst the programs that this equipment supports (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 program work 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 RTPO program.

**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 Improvements – 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 will be allocated across programs.

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

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

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 RTPO program work takes place and should be billed as a direct monthly expense. Formula: \$4 per square foot used per month by the program, in the form of office space or shared space. The COG has 6,000 square footage of useable space and the RTPO program occupies 1,000 square feet of that = \$333.33 a 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 RTPO will pay rent into this fund.

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

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

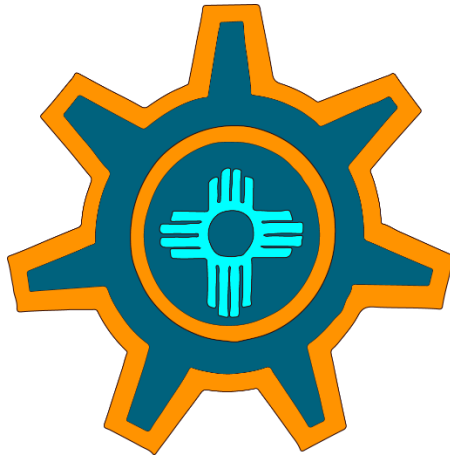
**VEHICLE EXPENSES** – Costs are made up of the following items:

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 RTPO will pay vehicle miles traveled on RTPO 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 RTPO will pay vehicle miles traveled on RTPO 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 RTPO will pay vehicle miles traveled on RTPO 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.



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**NORTHWEST NEW MEXICO  
REGIONAL TRANSPORTATION PLANNING ORGANIZATION**

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**TRAINING &  
PROFESSIONAL DEVELOPMENT  
PLAN**

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**FFY 2021 - 2022**

## Regional Work Program & Budget: FFY2021-2022

**Overview.** The goal of this training and professional development plan is to make sure RTPO Planning Staff have a full understanding of the transportation planning field and attend a series of meetings, webinars, conferences, and trainings to enhance technical and professional skills to best staff and manage the NWNM Regional Transportation Planning Organization (RTPO).

The COG staff assigned to deliver program work will be the main trainees, but it is also part of our management philosophy that all Planning and Executive Staff need to be cross-trained and understand transportation planning. Attendance is dependent upon review and supervisory approval of conference course offerings, conference costs, travel costs, conference location, employee work schedules and work load, etc. and may be subject to change. Other workshops and conferences may be attended by staff depending on funding availability and course offerings. Primary funding for trainings will be provided under the RTPO program.

Annual Breakdown of Training and Professional Development Events:

### Monthly/Periodic

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- RTPO Monthly Meetings (2<sup>nd</sup> Wednesdays of Month)
- Webinars and Workshops (FHWA, FTA, [NHI](#), LTAP, [EDC](#), etc.), including GIS Training
- New Mexico Transportation Plan, Safety, Freight, Rail & Other Working Group meetings
- Legislative Committee and Transportation Commission meetings ([D5 and D6](#)): annual meeting schedules available and based on our role as a presenter or supporter.
- Joint MPO/RTPO meetings: required participation; meetings rotate and are scheduled as needed.
- UNM-LTAP Training Opportunities: Staff choose and consult COG Administration regarding workshops offered around the state, or webinars, based on relevance to the RTPO program and staff duties related to NWRTPPO program management.

### Quarterly

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- RTPO Roundtable Quarterly Meetings: required participation; meetings rotate.

### Annually

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- National Association of Development Organizations (NADO) Annual Training Conference: one of the most comprehensive conferences involving sustainable and livable community development practices, including rural transportation, includes their National Rural Transportation Conference every two years.
- NM APA State Planning Conference: as we strive in NWNM to develop our own certified or experienced Planners, this conference serves as an annual training and networking opportunity.
- National APA Conference: as we strive in NWNM to develop our own certified or experienced Planners, this conference serves as an annual training and networking opportunity. We decide each year based on location and travel costs and provide to our longer term staff.
- NM Infrastructure Finance Conference: as we strive to provide the basic understanding of infrastructure planning, development, and financing, this conference serves as an annual training and networking opportunity.
- LTAP Trainings, including Tribal/Local Public Agency “Inception to Completion”: as we strive to provide the basic understanding of NMDOT’s process, rules, and regulations regarding all aspects in the life of a transportation project, this training seems a must for all staff, including once a year for the RTPO Program Manager. We will rotate with other staff on a more infrequent basis.



- Tribal Transportation Conferences: as requested by several members, that because over 50% of our region is made up of tribal lands and tribal people that we have a better grasp of overall tribal transportation parameters.
- Transportation Day at the NM Legislature: an annual education opportunity to explain what RTPOs do and how we are involved in transportation planning.
- CDBG / ICIP Application Training: RTPO staff attend these trainings as these sources can fund transportation infrastructure.

**Staff Training Priorities:** During this time period, staff will seek training for professional development in any of the following areas:

- a) Technical skills: GIS mapping; Data Sources, Collection & Management; Generating Excel Spreadsheets; and other Computer skills to increase my efficiency in producing COG quality data and guidance products for transportation maintenance and development.
- b) LTAP, FHWA/NHI and RPO America training opportunities to help me keep pace with trends in transportation development, including areas such as:
  - Recreational and Other Trails or Multi-modal Development for bikes / pedestrians – beyond new trends, what are the regulatory guidelines for developing bike / ped. infrastructure in areas where there is a strong interface with motorized traffic – what information from such training can benefit our members and respective governments for their project interests.
  - Construction Management – General Contractor (CMGC) Accelerated Project Development Process – to gain an understanding of the process, participating private / public organization roles, and the financing required to execute multiple projects in a short period of time. I could gain some of this by consulting Dave Deutsawe and Raymond Concho – for free.
  - NHI Basics of Transportation Planning – re-certification to keep pace with any new developments in the transportation planning field.

The skills staff are seeking, relate to helping our member governments stay on the front end of transportation development, based on new technologies that support the safe interface of multi-modal transportation options, a safer yet more efficient interface of commercial and private traffic – including bike and pedestrian options, where the funding sources are, and the regulation governing infrastructure / services development.

**Board Member Training and Tracking.** The RTPO Program Manager is responsible for informing NWRTPO Members on upcoming training opportunities. The RTPO Program Manager will keep and maintain a [tracking tool](#) to more accurately track success rates in terms of the number of RTPO members that attend trainings. For some historic perspective, below is a list of past trainings that RTPO staff attended:

### Training History (by Calendar Year)

#### 2020:

- National Byway Designation Webinar – 2/26/20
- Tribal & Local Public Agency (TLPA) Handbook Training at MPO Quarterly Mtng. – 3/10/20

#### 2019:

- Navajo Nation Trails Conference – Beclabito Chapter 2/20/19
- LTAP “Intro. To GIS training” – Farmington 2/27/19
- 2019 CDBG Training (which includes transportation infrastructure) – Albuquerque 3/5/19
- NMDOT T/LPA Manual Training – Farmington / S.J. College 3/27/19
- ICIP Training (which includes transportation infrastructure) – Farmington / S.J. College 5/22/19
- 2019 National Transportation Conf. – Columbus, Ohio – 6/17 – 19/19

#### 2018:

- CDBG Training (which includes transportation infrastructure) – Albuquerque 3/7/18

- ICIP Training (which includes transportation infrastructure) – Farmington / S.J. College 5/17/18
- LTAP ADA Compliance Training – 5/30/18
- Project Feasibility Form training – Santa Fe - 7/17/18
- Open Meetings Act / Inspection of Public Records Act Training – Gallup 8/24/18
- NM Data Users Conference – 11/15/18
- Webinars: Freight Webinar-Truck Parking Solutions – 5/16/18, BUILD funding webinar for rural / tribal areas – 5/29/18, BUILD funding webinar – Cost Benefit Analysis – 5/31/18, more BUILD fund webinars – 6/6/18

**2017:**

- FHWA-NHI 151052 Basics of Transportation Planning Modules 1 – 7 webinar – received certificate 8/24/17
- FHWA SW Tribal Transportation Workshop – 8/22-24/17
- McKinley Road Forum – 6/13/17 – Gallup
- FHWA National Regional Transportation Conf. – 6/29 – 30/17 – Denver, Colo.
- Webinars: NM Fund It Grant Writing Webinar, Freight Flow Forecasting Analysis 6/28/17, Talking Freight Webinar 2/15/17, Intermodal Corridor Mgmt. 3/6/17, NADO/FHWA RPO America Rail Freight Webinar 4/21/17,

**2016:**

- National APA Conference – 4/1-4/4 – Phoenix, AZ
- FHWA SW Tribal Transportation Workshop – 8/23 – 25/16
- BBER Data Conference – 11/10/16 – Albuquerque
- Panoramic Real Time Project Tracking – 12/7/16 – Gallup+
- Webinars: Talking Freight Webinars – 10/19/16 / 12/21/16

**2015:**

- NM Infrastructure Conference – 10/28-10/30 – Albuquerque
- Cradle to Grave Training – 11/3-11/5 – Albuquerque

**2014:**

- National Rural Transportation Conference – 12/3-12/5 – Cincinnati, OH
- NM APA Conference – 9/22-9/24 – Albuquerque
- NADO Annual Conference – 8/24-27 – Denver, CO
- “Cradle to Grave” PINF Training – June 24-25 – Gallup
- NM APA Conference – 10/22-10/24 – Farmington

**2013:**

- LTAP Project Management Training – 4/15-17/13 - Albuquerque
- National Rural Transportation Conference – 4/24-26/13 - Greenville, South Carolina
- ADA Compliance – 8/20/13 – Gallup
- Traffic Monitoring – 8/27-28/13 – Albuquerque
- NM Planners Conference – 10/2-4/13 – Farmington

**2012:**

- Local Govt. Road Fund – 2/22/12
- Long Range Plan Development – 3/6-7/12 - Albuquerque

- Complete Streets – 6/13/12
- Project Development & STIP Process – 8/15/12 - Albuquerque

**2011:**

- McKinley Road Forums – 5/17/11 and 9/16/11 – Gallup
- ADA / Title VI Training – 7/28/11 – DOT District 6, Milan
- National Rural Transportation Conference – 8/24-26/11 – Washington DC

**2010:**

- Four Corners Rural Transportation Forum – 5/13-14/10 – Park City, Utah
- National Forum on Performance Based Planning & Programming – 9/13-15/10 – Dallas

**2009:**

- Environmental Planning & Design – August, 2008
- Sustainable Transportation Town Hall – 8/7-9/08 – Santa Anna Pueblo / Tamaya Resort