



Northwest New Mexico Council of Governments

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

### **FFY 2019-2020 REGIONAL WORK PROGRAM**

#### **October 1, 2018 – September 30, 2020**

#### **Introduction and Purpose**

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

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

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

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

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

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

1.1.1 Review and update the RTP, including tasks and goals, strategies, actions, and performance metrics, at least once every four years in coordination with the NMDOT Long Range Plan update.

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

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

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

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

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

Function 1 Activity Tracking – 2019

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 statewide population, economic development, travel demand data, projects and trends to inform regional planning efforts,

and distribute this information with local counties and communities. Data to be collected and maintained by the RTPO may include land use data, demographic and population data, freight data, traffic count and crash data, and any other data that supports the goals and actions outlined in the RTP.

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

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

Function 2	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	200	N/A		200	N/A	
1 <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	0			0		

Function 2 Activity Tracking – 2019

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 RTPO member applicants in developing projects.

3.1.1 Provide information to potential applicants about funding opportunities.

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

3.1.3 Assist project applicants with applications for NMDOT statewide competitive programs. Follow current adopted Guides provided by NMDOT for project eligibility, program guidelines, and application timelines. Submit all complete

applications to the designated NMDOT coordinator in accordance with the schedule outlined in the applicable Guide(s).

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

Task 3.2 Manage preliminary project review process.

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

- 3.2.2 Assist project applicants with development of PFFs and PPFs; ensure that all members are fully informed of the process and timelines, and support entities in accessing all forms and data required by project applicants to complete the forms.

- 3.2.3 Work with RTPO members to establish scoring criteria for project selection and prioritization, based on goals and action items included in the RTP, the New Mexico 2040 Plan, the Active Transportation and Recreational Programs Guide, and other guidance from NMDOT.

- 3.2.4 Develop a prioritized list of projects based on the regional goals articulated in the RTP, and the statewide goals in the 2040 Plan, as well as Technical and Policy Committee review and input. This list will serve as the Regional Transportation Improvement Program Recommendations (RTIPR) list and be submitted to the NMDOT District for potential federal funding opportunities on an annual basis, in coordination with NMDOT's call for RTP, TAP and other projects.

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

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

- 3.3.2 Support regional transit system connectivity with efforts toward regional transportation system development, through coordination with local entities and NMDOT Transit & Rail Division. Incorporate other providers and innovative services as possible to increase regional mobility.

Task 3.4 During the month of March, coordinate and co-facilitate RTIPR "zipper" meetings with NMDOT Government to Government Unit (GTG) liaison, the appropriate District staff, and applicable RTPOs, if necessary. Notify NMDOT

GTG liaison and District staff of the dates, times, and locations for these “zipper” meetings. Submit the combined, prioritized RTIPR to GTG liaison, the District Engineers and all relevant RTPOs within ten days of the prioritization meeting.

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

Function 3	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	400	N/A		350	N/A	
1 <sup>st</sup> Quarter	200			75		
2 <sup>nd</sup> Quarter	100			75		
3 <sup>rd</sup> Quarter	50			100		
4 <sup>th</sup> Quarter	50			100		
Balance	0			0		

Function 3 Activity Tracking – 2019

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 Participate in miscellaneous transportation-related programs and special projects in the RTPO region, including trail and walkability groups and initiatives, examples may include:

- Support to the Zuni Mountains Trail Partnership on master trail planning,

design, development, and maintenance.

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

Function 4	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	200	N/A		300	N/A	
1 <sup>st</sup> Quarter	50			75		
2 <sup>nd</sup> Quarter	50			75		
3 <sup>rd</sup> Quarter	50			75		
4 <sup>th</sup> Quarter	50			75		
Balance	0			0		

Function 4 Activity Tracking – 2019

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

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

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

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

and roles, including voting protocols.

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

Task 5.3 Conduct Outreach Activities.

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

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

Task 5.4 Attend RTPO quarterly and special meetings.

Task 5.5 Maintain a website that includes current meeting information and planning documents, as referenced in the Quality Assurance Review (QAR) guidelines. Post a list of current Technical and Policy Committee members and keep this information updated.

Task 5.6 Provide training opportunities for RTPO staff and members.

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

- 5.6.2 Attend in-state and out-of-state conferences, training sessions or special meetings for staff and professional development opportunities. This task includes the purchase of any supporting materials that may be needed to coordinate, conduct or attend the conference, training session or meeting.

Annual targeted trainings include but are not limited to:

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

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

#### Function 5 Activity Tracking – 2019

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. This will suffice as 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 2019 - FFY 2020) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.

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

Task 6.3 Develop an annual budget based on the tasks outlined in the RWP, and annually update Northwest NM Council of Governments' Indirect Cost Allocation Plan (ICAP), in accordance with 2 CFR 200 and the PPM.



Task 6.4 Maintain a Public Participation Plan (PPP) that addresses Title VI and Environmental Justice procedures. Ensure a specific contact person and contact information is listed. Update the PPP in accordance with the PPM schedule or as determined appropriate by RTPO members or staff.

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

Function 6	Budgeted Hours ('19)	Actual Hours	Other Specific Costs	Budgeted Hours ('20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	450	N/A		450	N/A	
1 <sup>st</sup> Quarter	100			100		
2 <sup>nd</sup> Quarter	100			100		
3 <sup>rd</sup> Quarter	100			100		
4 <sup>th</sup> Quarter	150			150		
Balance	0			0		

Function 6 Activity Tracking – 2019

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



Northwest New Mexico Council of Governments

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**NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)**  
FFY 2019-2020 REGIONAL WORK PROGRAM  
**October 1, 2018 – September 30, 2020**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<b>Northwest RTPO FFY19/20 Budget Detail</b>	<b>Categories (Year 1)</b>	<b>Categories (Year 2)</b>
<b>a. Personnel</b>	<b>\$60,000.00</b>	<b>\$60,000.00</b>
<b>b. Fringe Benefits</b>	<b>\$15,670.00</b>	<b>\$15,670.00</b>
<b>c. Travel &amp; Training</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>
<b>d. Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>e. Supplies</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>
<b>f. Contractual</b>	<b>\$7,870.00</b>	<b>\$7,870.00</b>
<b>g. Construction</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>h. Other</b>	<b>\$17,210.00</b>	<b>\$17,210.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$106,250.00</b>	<b>\$106,250.00</b>
<b>Local Match (20%)</b>	<b>\$ 21,250.00</b>	<b>\$ 21,250.00</b>
<b>Federal Share (80%)</b>	<b>\$ 85,000.00</b>	<b>\$ 85,000.00</b>