



# Mid-Region Council of Governments

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## MEMBER GOVERNMENTS

City of Albuquerque  
Albuquerque Public Schools  
AMAFA  
City of Belen  
CNM  
Bernalillo County  
Town of Bernalillo  
Village of Bosque Farms  
Village of Corrales  
Village of Cuba  
Town of Edgewood  
Village of Encino  
Town of Estancia  
Village of Jemez Springs  
Laguna Pueblo  
Village of Los Lunas  
Los Lunas Schools  
Village of Los Ranchos  
MRGCD  
City of Moriarty  
Town of Mountainair  
Town of Peralta  
City of Rio Communities  
City of Rio Rancho  
Rio Rancho Public Schools  
Sandoval County  
Santa Ana Pueblo  
SSCAFCA  
Village of Tijeras  
Torrance County  
Valencia County  
Village of Willard

November 15, 2024

Please find the enclosed Final Mid-Region Regional Transportation Planning Organization (MRRTPO) Report from October 1, 2023 – September 30, 2024

Vendor Number: **0000050403**  
Control Number: **P323030 FHWA TPO (Mid-Region RTPO)**

If you have any questions, please do not hesitate to contact the Mid-Region Council of Governments and/or Mid-Region Regional Transportation Planning Organization.

Sincerely,

Bianca Borg  
Regional Planning Manager  
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## Mid Region RTPO RTPO APER Narrative Summary – FFY2024

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

MRRTPO staff monitored opportunities to coordinate long range planning activities with NMDOT and other partners. MRRTPO staff also participated in the creation and review of the Regional Transportation Safety Action Plan (RTSAP).

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

MRRTPO staff continued to be available for data requests from member entities. MRRTPO staff distributed information about the Functional Classification Review to RTPO Committee Members and contacts.

### **Function 3: Project Development and Monitoring**

MRRTPO staff monitored opportunities for transportation related funding including the Bipartisan Infrastructure Legislation and Inflation Reduction Act, and distributed information to member entities when appropriate. MRRTPO staff helped to inform and educate member communities about funding opportunities and assisted with the application process for the Transportation Project Fund. MRRTPO staff also worked on streamlining the PFF and PPF submission process and updated the scoring process for the RTIPR. MRRTPO staff worked with the RTPO Committee to finalize an updated scoring and prioritization process for RTIPR projects, which was adopted by the RTPO Committee during the August 2024 Committee Meeting. MRRTPO staff, in coordination with NMDOT and applying entities, managed the 5310 and 5311 application and prioritization process. Applying entities presented the applications at the November committee meeting and MRRTPO submitted the scoresheets to NMDOT.

### **Function 4: Other Activities and Projects**

MRRTPO staff helped to inform member communities of upcoming transportation opportunities and of NMDOT studies and projects. Staff also participated in RTPO roundtable meetings and attended other relevant webinars, trainings, and professional development opportunities.

### **Function 5: General RTPO Support**

MRRTPO staff organized and facilitated all meetings of the MRRTPO Committee including the posting of legal ads for meetings, developing agendas and minutes, posting materials on the MRCOG website, organizing relevant presentations, and facilitating meeting discussions.

### **Function 6: RTPO Administration**

Activities performed under RTPO Administration included quarterly reporting, the submission of the annual audit, the update of the Title XI Plan, and the creation of the bimonthly newsletter. During this reporting period staff also collaborated with other RTPOs to discuss best practices and methods.

## Budget Summary by Line Item

	Budget	Q1	Q2	Q3	Q4	Actual	Percentage budgeted differs from actuals	Balance
Federal	\$ 90,000.00	6637.25	18324.49	28575.78	27337.66	80875.18	-10%	9124.82
Local	22500.00	1659.31	4581.12	7143.94	4658.66	18043.03	-20%	4456.97
<b>Total Revenues</b>	<b>112500.00</b>	<b>8296.56</b>	<b>22905.61</b>	<b>35719.72</b>	<b>31996.32</b>	<b>98918.21</b>	<b>-12%</b>	<b>13581.79</b>

  

Expenses	Budget	Actual Expenses Q1	Actual Expenses Q2	Actual Expenses Q3	Actual Expenses Q4	Total Expenses		Balance
Salaries & Benefits	82574.10	6870.77	18296.68	28603.24	25717.65	79488.34	-4%	3085.76
Professional Development	500.00	0.00	0.00	0.00	0.00	0.00	-100%	500.00
Travel	3000.00	-422.14	0.00	0.00	0.00	-422.14	-114%	3422.14
Operating Expenses	1972.00	195.00	45.42	0.00	751.84	992.26	-50%	979.74
Equipment Purchase	1000.00	0.00	0.00	0.00	0.00	0.00	-100%	1000.00
Contractual Services	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
Indirect Costs	26668.44	1652.93	4563.51	7116.48	5526.83	18859.75	-29%	7808.69
<b>Total Expenses</b>	<b>115714.54</b>	<b>8296.56</b>	<b>22905.61</b>	<b>35719.72</b>	<b>31996.32</b>	<b>98918.21</b>	<b>-15%</b>	<b>16796.33</b>

\*If any line item differs from actual amount by more than 20%, provide a narrative below.

**Professional Development:** The RTPO position was vacant for the entirety of Q1 and for most of Q2, which contributed to most line items differing from the actual amount by more than 20%. No professional development opportunities were attended this year.

**Travel:** The RTPO position was vacant for the entirety of Q1 and for most of Q2, which contributed to most line items differing from the actual amount by more than 20%. Many conferences and trainings have continued to be offered via virtual platforms, resulting in significantly reduced costs for travel. Several conferences attended by RTPO Staff were held in Albuquerque, so little or no travel was needed to attend.

**Operating expenses:** The RTPO position was vacant for the entirety of Q1 and for most of Q2, which contributed to most line items differing from the actual amount by more than 20%. Much of the RTPO work has been conducted either virtually or via hybrid meetings, reducing operating expenses.

**Equipment purchase:** The RTPO position was vacant for the entirety of Q1 and for most of Q2, which contributed to most line items differing from the actual amount by more than 20%. No equipment was purchased during FY24 because none was needed.

**Indirect Costs:** The RTPO position was vacant for the entirety of Q1 and for most of Q2, which contributed to most line items differing from the actual amount by more than 20%. Indirect costs were lower due to this.

**Mid Region RTPO  
RTPO APER Budgeted Staff Hours Summary**

Staff Hours Summary FFY23							
Function	Budgeted Hours	Q1	Q2	Q3	Q4	Total Actual hours	Percentage actual differs from budgeted*
1	200	0	0	0	31	31	-85%
2	100	0	0	0	0	0	-100%
3	400	14	83	350.5	75	522.5	31%
4	300	0	9	97	82	188	-37%
5	600	118.51	236.93	113.07	280.42	748.93	25%
6	400	34.36	43	67	123	267.36	-33%
TOTAL	2000					1757.79	-12%

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

Function 1: Because the Regional Transportation Plan was completed in a previous year, this category was not as relevant for the work required of the RTPO Planner during FY2024. The RTPO planner position was vacant during Q1 and Q2. The RTPO Planner did not start work on other long-range planning efforts until Q4.

Function 2: During Q1 and most of Q2, the RTPO Planner position was vacant, reducing the amount of staff time that was able to be dedicated to this task. RTPO communities also had fewer data requests, and they required less technical assistance in this area than expected.

Function 3: Actual hours exceeded budgeted hours in FY24 due to a high number of actual hours in QR3, which overlaps with deadlines established in the Transportation Project Fund (TPF) process. Newly hired RTPO staff spent significant time learning about, training on, and assisting entities with the TPF process. RTPO also spent a significant amount of time scoring projects and updating/amending TPF projects into the RTIPR.

Function 4: The RTPO Planner position was vacant during Q1 and most of Q2, which greatly reduced the amount of staff time dedicated to this task, particularly during Q1 and Q2.

Function 5: Actual hours exceeded budgeted hours due to a high number of actual hours in QR2 and QR4 of this year. RTPO staff dedicated a significant amount of time to Function 5 during QR2 due to MRRTPO member outreach and training, along with outreach and information sharing on the TPF process. The high number of hours in QR4 is due to MRRTPO member outreach conducted as part of updating the RTIPR.

Function 6: The RTPO Planner position was vacant during Q1 and most of Q2, which greatly reduced the amount of staff time dedicated to this task, particularly during Q1 and Q2.

**Mid-Region Council of Governments**  
**Regional Transportation Planning Organization (RTPO)**  
FFY 2023/2024 Annual Work Program  
October 1, 2023 - September 30, 2024

**Quarter 1:** October 1 - December 31

**Quarter 2:** January 1 - March 31

**Quarter 3:** April 1 - June 30

**Quarter 4:** July 1 - September 30

**Summary of year**

**Introduction and Purpose**

The Mid-Region Regional Transportation Planning Organization (MRRTPO) is the Regional Transportation Planning Organization for areas outside of the Albuquerque Metropolitan Boundary. MRRTPO 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 middle Rio Grande region. MRRTPO serves as a regional forum for cooperative decision making about transportation issues and to serve as a liaison between local governments and NMDOT.

The following are functions and task orders that the Mid-Region Council of Governments (MRCOG) will complete in fulfillment of the contract for management of the Mid-Region Rural Transportation Planning Organization (MRRTPO) for Federal Fiscal Years (FFYs) 2023-2024, which is October 1, 2022, through September 30, 2024.

**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 MRRTPO Long-Range Regional Transportation Plan (RTP).

**October - December 2023:** MRRTPO staff continued to monitor for opportunities to coordinate long range planning activities with NMDOT and other partners.

**January – March 2024:** MRRTPo staff continued to monitor for opportunities to coordinate long range planning activities with NMDOT and other partners.

**April – June 2024:** MRRTPo staff continued to monitor for opportunities to coordinate long range planning activities with NMDOT and other partners.

**July – September 2024:** MRRTPo staff continued to monitor for opportunities to coordinate long range planning activities with NMDOT and other partners. MRRTPo staff familiarized itself with the RTP and reviewed other RTPs produced in nearby regions.

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

**October - December 2023:** This task was not relevant this quarter and there is no information to report.

**January - March 2024:** This task was not relevant this quarter and there is no information to report.

**April – June 2024:** This task was not relevant this quarter and there is no information to report.

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

- 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 comprehensive plans, transportation plans, safety plans, freight plans, transit plans, trail plans, bike plans, etc.

**October - December 2023:** This task was not relevant this quarter and there is no information to report.

**January - March 2024:** This task was not relevant this quarter and there is no information to report.

**April – June 2024:** This task was not relevant this quarter and there is no information to report.

**July – September 2024:** Staff attended and participated in several presentations on the newly adopted RTSAP, which MRRTPo staff assisted with in previous quarters (see Task 6.2.1).

- 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), and legislative capital outlay priorities.

**October - December 2023:** This task was not relevant this quarter and there is no information to report.

**January - March 2024:** This task was not relevant this quarter and there is no information to report.

**April – June 2024:** This task was not relevant this quarter and there is no information to report.

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

Task 1.2 Implement performance measures developed in MRRTPo RTP. Create and implement a strategic plan for implementation of the action items identified by MRRTPo members and stakeholders as part of the RTP development process.

**October - December 2023:** This task was not relevant this quarter and there is no information to report.

**January - March 2024:** This task was not relevant this quarter and there is no information to report.

**April – June 2024:** This task was not relevant this quarter and there is no information to report.

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

Function 1	*Budgeted Hours ('23)	Actual Hours	Budgeted Hours ('24)	Actual Hours
QR1	100	51	50	0
QR2	100	0	50	0
QR3	100	86	50	0
QR4	21	62	50	31
Balance	321*	122	200**	169

\*Administrative Amendment Approved 8/2/23 reduced total hours in Function 1 from 400 to 321

\*\* Formal Amendment Approved 4/11/24 reduced total hours in Function 1 from 400 to 200

## **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.

**October - December 2023:** This task was not relevant this quarter and there is no information to report.

**January - March 2024:** This task was not relevant this quarter and there is no information to report.

**April – June 2024:** This task was not relevant this quarter and there is no information to report.

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

- 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 MRRTPo members. Data to be collected and maintained by the MRRTPo with assistance from NMDOT. Data 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.

**October - December 2023:** This task was not relevant this quarter and there is no information to report.

**January - March 2024:** This task was not relevant this quarter and there is no information to report.

**April – June 2024:** This task was not relevant this quarter and there is no information to report.

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

- 2.1.2 Provide data, geographic information systems (GIS), and technical support to MRRTPo members for transportation planning, project identification, meetings, and project development.

**October - December 2023:** MRRTPo continued to be available for data requests from member entities.

**January - March 2024:** This task was not relevant this quarter and there is no information to report.

**April – June 2024:** This task was not relevant this quarter and there is no information to report.

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

Task 2.2 Assist MRRTPO 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.

**October - December 2023:** This task was not relevant in this quarter and there is no information to report.

**January - March 2024:** This task was not relevant this quarter and there is no information to report.

**April – June 2024:** MRRTPO staff distributed information about the upcoming Functional Classification Review to RTPo Committee Members and contacts. This information was also presented at two meetings hosted by the MRRTPO (June RTPo Roundtable and the June RTPo Committee Meeting).

**July – September 2024:** MRRTPO staff continued to distribute information about the Functional Classification Review to RTPo Committee Members and contacts.

Function 2	Budgeted Hours ('23)	Actual Hours	Budgeted Hours ('24)	Actual Hours
QR1	25	38	25	0
QR2	25	0	25	0
QR3	25	8	25	0
QR4	25	20	25	0
Balance	100	34	100	100

### **Function 3. Project Development and Monitoring**

Task 3.1 Assist project applicants in developing projects.

3.1.1 Provide information to MRRTPO members about funding opportunities and assist MRRTPO members 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.

**October - December 2023:** MRRTPO staff continued to monitor opportunities for transportation related funding including the Bipartisan Infrastructure Legislation and Inflation Reduction Act, and distributed information to member entities when appropriate. MRRTPO staff participated in a meeting on November 8, 2023 between the Pueblo of Jemez and the National Center for Safe Routes to School about the Pilot Program of Quick-Build Projects to Benefit Children/Youth Walking or Biking.

**January - March 2024:** MRRTPO staff continued to monitor opportunities for transportation related funding including and distributed information to member entities.

**April – June 2024:** MRRTPO staff continued to monitor opportunities for transportation related funding and distributed information to member entities. MRRTPO staff visited the Pueblo of Jemez for the unveiling of the quick build pilot project, which MRRTPO staff participated in during Q1. MRRTPO staff also attended the ribbon cutting for a new multi-purpose trail in the Pueblo of Jemez that was funded by the NMDOT Congestion Mitigation Air Quality Improvement Program, Recreational Trails Program, and Transportation Alternatives Program Grants, NM State Transportation Funds, NM Economic Development Department - Outdoor Recreation Division Trails+ Grant, and the FHWA Tribal Transportation Program Funds.

**July – September 2024:** MRRTPO staff continued to monitor opportunities for transportation related funding including and distributed information to member entities via listserv and the Regional Planning Program Newsletter.

- 3.1.2 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).

**October - December 2023:** This task was not relevant this quarter and there is no information to report.

**January - March 2024:** MRRTPO staff assisted member communities with the development of Transportation Project Fund Applications. Staff provide communities with information on the TPF process and answered communities' questions. MRRTPO staff posted helpful materials for TPF applications on the MRCOG website.

**April – June 2024:** MRRTPO staff continued to assist member entities with the development of Transportation Project Fund (TPF) Applications. Staff provided communities with information on the TPF process and answered communities' questions. Staff served as a liaison between NMDOT staff and member entities. Staff submitted 14 TPF applications on NMDOT's FTP site prior to the May 31 deadline for TPF application submittal.

**July – September 2024:** MRRTPO staff continued to assist member entities with the Transportation Project Fund (TPF) process. Staff served as a liaison between NMDOT staff and member entities during the award process for TPF projects submitted in the prior quarter. Nearly all MRRTPO member entities that submitted TPF applications were awarded funding for at least one of their projects.

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

**October - December 2023:** This task was not relevant this quarter and there is no information to report.

**January - March 2024:** This task was not relevant this quarter and there is no information to report.

**April – June 2024:** This task was not relevant this quarter and there is no information to report.

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

Task 3.2 Manage preliminary project feasibility review process.

**October - December 2023:** This task was not relevant this quarter and there is no information to report.

**January - March 2024:** MRRTPO staff assisted member communities with the development of PFFs for the Transportation Project Fund Applications

**April – June 2024:** MRRTPO staff continued to assist member entities with the development of PFFs for Transportation Project Fund Applications. New TPF projects were amended into the RTIPR.

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

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

**October - December 2023:** MRRTPO staff continue to develop a project development process – or “projecteering” – in coordination with the Regional Planning Program.

**January - March 2024:** MRRTPO staff continue to utilize the newly streamlined PFF submission process with an expanded RTIPR process. PFFs are accepted on a rolling basis.

**April – June 2024:** MRRTPO staff continued to utilize the newly streamlined PFF submission process and the expanded RTIPR process. Staff participated in online and in-person consultation meetings with member entities and representatives from NMDOT Districts 5 and 6.

**July – September 2024:** MRRTPO staff continued to utilize the newly streamlined PFF submission process with an expanded RTIPR process. PFFs are accepted on a rolling basis.

- 3.2.2 Assist MRRTPO members 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.

**October - December 2023:** MRRTPO staff responded to requests from member entities with information regarding the PFF and project development process.

**January - March 2024:** MRRTPO staff responded to requests from member entities with information regarding the PFF and project development process. Deadlines are communicated to member entities and all forms are posted on the MRCOG website.

**April – June 2024:** MRRTPO staff responded to requests from member entities with information regarding the PFF and project development process. Deadlines were communicated to member entities and all forms were posted on the MRCOG website. Staff worked with member entities to complete PFFs and the associated TPF projects were amended into the RTIPR.

**July – September 2024:** MRRTPO staff responded to requests from member entities with information

regarding the PFF and project development process.

- 3.2.3 Work with MRRTPO 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.

**October - December 2023:** This task was not relevant this quarter and there is no information to report.

**January - March 2024:** Staff reviewed scoring criteria in preparation for the TPF application process.

**April – June 2024:** MRRTPO scored and prioritized RTIPR projects based on goals and action in the RTP, NMDOT guidance, and other pertinent plans. Staff reviewed the current scoring and prioritization process internally and proposed an updated evaluation process to the RTPO Committee during the June MRRTPO Committee Meeting, which will be voted on as an action item in the next MRRTPO Committee Meeting.

**July – September 2024:** MRRTPO staff worked with the RTPO Committee to finalize and adopt an updated scoring and prioritization process for RTIPR projects. This process was adopted by the RTPO Committee during the August Committee Meeting.

- 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 MRRTPO 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 MRRTPO member governments interested in pursuing transportation system development and coordination activities.

**October - December 2023:** The RTIPR was approved at the November MRRTPO meeting.

**January - March 2024:** Staff reviewed the RTIPR to help communities select projects to reapply for TPF.

**April – June 2024:** Staff developed a prioritized list of projects and amended this cycle’s TPF projects into the RTIPR upon approval of an RTIPR Draft during the April MRRTPO Committee Meeting.

**July – September 2024:** MRRTPO staff worked with member entities to update information on their RTIPR projects in preparation for approval of an updated RTIPR that incorporates the new scoring and prioritization process for RTIPR projects (see Task 3.2.3). Approval of the updated RTIPR will take place during the October MRRTPO Committee Meeting.

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

**October - December 2023:** MRRTPO staff in coordination with NMDOT and applying entities managed the 5310 and 5311 application and prioritization process. Applying entities presented the applications at the November committee meeting and MRRTPO submitted the scoresheets to NMDOT.

**January - March 2024:** This task was not relevant this quarter and there is no information to report.

**April – June 2024:** This task was not relevant this quarter and there is no information to report.

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

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

**October - December 2023:** MRRTPO staff continued to monitor for opportunities to further develop the regional transit system.

**January - March 2024:** MRRTPO staff continued to monitor for opportunities to further develop the regional transit system.

**April – June 2024:** MRRTPO staff continued to monitor for opportunities to further develop the regional transit system.

**July – September 2024:** MRRTPO staff continued to monitor for opportunities to further develop the regional transit system.

Task 3.4 MRRTPO will 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.

**October - December 2023:** This task was not relevant this quarter and there is no information to report.

**January - March 2024:** MRRTPO staff attended a zipper meeting hosted by the North West RTPO on March 13, 2024.

**April – June 2024:** This task was not relevant this quarter and there is no information to report.

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

Task 3.5 Track the progress of Statewide Transportation Improvement Program (STIP) projects within the MRRTPO 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 MRRTPO members with issues that may arise.

**October - December 2022:** This task was not relevant this quarter and there is no information to report.

**January - March 2024:** This task was not relevant this quarter and there is no information to report.

**April – June 2024:** This task was not relevant this quarter and there is no information to report.

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

Function 3	Budgeted Hours ('23)	Actual Hours	Budgeted Hours ('24)	Actual Hours
QR1	100	70	100	14
QR2	100	17	100	83
QR3	100	122	100	350.50
QR4	100	126	100	75
Balance	400	65	400	-122.5***

\*\*\* Actual hours exceeded budgeted hours in FY24 by 122.5 hours, primarily due to a high number of actual hours in QR3, which overlaps with deadlines established in the Transportation Project Fund (TPF) process. Newly hired RTPO staff spent a significant time learning about, training on, and assisting entities with the TPF process. RTPO also spent a significant amount of time during scoring projects and updating/amending TPF projects into the RTIPR.

#### **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 MRRTPO members on the status of the studies/projects and involve the members in this effort as appropriate.

**October - December 2023:** This task was not relevant this quarter and there is no information to report.

**January - March 2024:** This task was not relevant this quarter and there is no information to report.

**April – June 2024:** This task was not relevant this quarter and there is no information to report.

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

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.

**October - December 2023:** This task was not relevant this quarter and there is no information to report.

**January - March 2024:** This task was not relevant this quarter and there is no information to report.

**April – June 2024:** This task was not relevant this quarter and there is no information to report.

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

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

**October - December 2023:** MRRTPO staff continued to monitor developments in the federal infrastructure spending bill and distributed information to member entities as appropriate.

**January - March 2024:** MRRTPO staff provided a legislative session recap in the Regional Planning Newsletter, informing communities of important outcomes of the 2024 Legislative Session.

**April – June 2024:** MRRTPO staff continued to monitor developments in the federal infrastructure spending bill and distributed information to member entities as appropriate.

**July – September 2024:** MRRTPO staff continued to monitor developments in the federal infrastructure spending bill and distributed information to member entities as appropriate.

Task 4.4 Attend RTPO quarterly and special meetings.

**October - December 2023:** No special meetings were held this quarter.

**January - March 2024:** No special meetings were held this quarter.

**April – June 2024:** MRRTPO staff hosted and participated in an RTPO Quarterly Meeting on June 13, 2024.

**July – September 2024:** No special meetings were held this quarter. The quarterly RTPO meeting was held in early October and will thus be reflected in the FY25 Q1 report.

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 conference, training session or meeting.

**October - December 2023:** No trainings were attended this quarter.

**January - March 2024:** Staff assembled onboarding and training materials for the newly hired RTPO Planner.

**April – June 2024:** The newly hired RTPO Planner reviewed onboarding and training materials and met with RPP and MPO staff for training related to the RTPO position and its requirements.

**July – September 2024:** RTPO Staff attended the 2024 New Mexico Transportation Safety Summit in late August and the T/LPA Certification Training in Mid-July. RTPO Staff also attended the NewMARC meeting on July 10<sup>th</sup> and the Santa Fe County Transportation Safety Subcommittee on July 24<sup>th</sup>.

Task 4.6 Participate in miscellaneous transportation-related programs and special projects in the MRRTPO region or that would further planning in the MRRTPO region. Examples include voting member of the University of New Mexico Prevention Research Center’s Community Advisory Committee (UNM PRC CAC), support for the Partnership for Healthy Torrance Communities (PHTC), support the Step into Cuba initiative, support the East Mountain Regional Trails Council (EMRTC) and support for the New Mexico Complete Streets Leadership Team (NMCSLT).

**October - December 2023:** MRRTPO staff continued to monitor for opportunities to participate in transportation related programs and special projects.

**January - March 2024:** MRRTPO staff continued to monitor for opportunities to participate in transportation related programs and special projects.

**April – June 2024:** MRRTPO staff continued to monitor for opportunities to participate in transportation related programs and special projects. MRRTPO staff participated in the update to the Regional Transportation Safety Action Plan and distributed information about the plan to RTPO Committee Members.

**July – September 2024:** MRRTPO staff continued to monitor for opportunities to participate in transportation related programs and special projects.

Function 4	Budgeted Hours ('23)	Actual Hours	Budgeted Hours ('24)	Actual Hours
QR1	75	54	75	<b>0</b>
QR2	75	1	75	<b>9</b>
QR3	75	127.5	75	<b>97</b>
QR4	75	136	75	<b>82</b>
Balance	300	-18.5	300	<b>112</b>

**Function 5. General RTPO Support**

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

**October - December 2023:** MRRTPO staff continued to follow the PPP for all committee meetings. In November, MRRTPO staff obtained approval from the RTPO Committee to schedule the upcoming 2024 meetings.

**January - March 2024:** MRRTPO staff continued to follow the PPP for all committee meetings.

**April – June 2024:** MRRTPO staff continued to follow the PPP for all committee meetings.

**July – September 2024:** MRRTPO staff continued to follow the PPP for all committee meetings.

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

**October - December 2023:** MRRTPO staff documented and made publicly available all committee meeting procedures and minutes.

**January - March 2024:** MRRTPO staff documented and made publicly available all committee meeting procedures and minutes.

**April – June 2024:** MRRTPO staff documented and made publicly available all committee meeting procedures and minutes.

**July – September 2024:** MRRTPO staff documented and made publicly available all committee meeting procedures and minutes.

- 5.1.2 Per the *New Mexico Open Meetings Act* and 23 CFR 450.210, provide public notice (including publication of ads in Albuquerque Journal for MRRTPO Committee meetings).

**October - December 2023:** MRRTPO staff placed legal ads for all committee meetings in the Albuquerque Journal.

**January - March 2024:** MRRTPO staff placed legal ads for all committee meetings in the Albuquerque Journal.

**April – June 2024:** MRRTPO staff placed legal ads for all committee meetings in the Albuquerque Journal.

**July – September 2024:** MRRTPO staff placed legal ads for all committee meetings in the Albuquerque Journal.

- 5.1.3 Provide MRRTPO 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 MRRTPO Committee meetings.

**October - December 2023:** MRRTPO staff made all agenda packets and other relevant materials available no later than 7 days prior to meetings.

**January - March 2024:** MRRTPO staff made all agenda packets and other relevant materials available no later than 7 days prior to meetings.

**April – June 2024:** MRRTPO staff made all agenda packets and other relevant materials available no later than 7 days prior to meetings.

**July – September 2024:** MRRTPO staff made all agenda packets and other relevant materials available no later than 7 days prior to 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 MRRTPO Committee.

**October - December 2023:** In December, MRRTPO staff created a letter to be mailed to all eligible communities in the region to seek new committee members.

**January - March 2024:** In January, staff emailed a form for the annual reaffirmation of representatives, and upon receipt, updated the roster.

**April – June 2024:** In June, staff updated the MRRTPO Committee Roster with a newly appointed representative.

**July – September 2024:** In August, Staff updated the MRRTPO Committee Roster to add a newly appointed representative and remove former representatives that were no longer with their assigned member

entity.

Task 5.2 Maintain bylaws that clarify and document member entities, responsibilities and roles, including voting protocols.

**October - December 2023:** No updates to the bylaws were made this quarter.

**January - March 2024:** No updates to the bylaws were made this quarter.

**April – June 2024:** No updates to the bylaws were made this quarter.

**July – September 2024:** No updates to the bylaws were made this quarter.

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

**October - December 2023:** MRRTPO staff continued to update and distribute the MRRTPO Committee roster as requested.

**January - March 2024:** MRRTPO staff continued to update and distribute the MRRTPO Committee roster as requested.

**April – June 2024:** MRRTPO staff continued to update and distribute the MRRTPO Committee roster as requested.

**July – September 2024:** MRRTPO staff continued to update and distribute the MRRTPO Committee roster as requested.

Task 5.3 Conduct Outreach Activities. Purchase any needed supporting materials in order to coordinate or conduct outreach activities.

**October - December 2023:** MRRTPO staff conducted outreach activities regarding the 5310/5311 application process and prioritization.

**January - March 2024:** MRRTPO staff conducted outreach activities regarding TPF application process and prioritization.

**April – June 2024:** MRRTPO staff continued to conduct outreach activities regarding TPF application process and prioritization. MRRTPO distributed information about upcoming plans and planning activities to member entities.

**July – September 2024:** MRRPTO staff conducted outreach activities while updating the RTIPR, working closely with communities to verify project information. MRRTPO distributed information about upcoming plans and planning activities to member entities.

5.3.1 Engage in and document outreach activities and provide citizens and other transportation

stakeholders with reasonable opportunities to participate in MRRTPO processes per 23 CFR 450. Document outreach activities in each quarterly report.

**October - December 2023:** MRRTPO staff maintained communication with member entities to provide information and resources pertinent to transportation planning and issues.

**January - March 2024:** MRRTPO staff maintained communication with member entities to provide information and resources pertinent to transportation planning and issues.

**April – June 2024:** MRRTPO staff maintained communication with member entities to provide information and resources pertinent to transportation planning and issues.

**July – September 2024:** MRRTPO staff maintained communication with member entities to provide information and resources pertinent to transportation planning and issues.

- 5.3.2 Coordinate with MRRTPO members to develop a list of entities including newly elected officials and potential members to educate on the MRRTPO process. Document outreach and presentations in quarterly reporting and share questions or concerns with appropriate NMDOT staff.

**October - December 2023:** In December, MRRTPO staff created a letter to be mailed to all eligible communities in the region to inform them of the MRRTPO and the benefits of participating in the committee.

**January - March 2024:** Staff reached out to communities via email to inform new staff and new elected officials of their eligibility to participate in the RTPO and to explain the benefits. At the February RTPO meeting, MRRTPO staff gave an RTPO overview presentation to new and existing members.

**April – June 2024:** Staff began discussing future coordination and outreach activities, including traveling to member entities to provide overview presentations or distribute information about the RTPO and RPP.

**July – September 2024:** Staff reached out to several communities via email to inform new staff and new elected officials of their eligibility to participate in the RTPO and to explain the benefits.

- 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 MRRTPO Committee members and keep this information updated.

**October - December 2023:** MRRTPO staff continued to update the RTPO website as needed.

**January - March 2024:** MRRTPO staff updated the MRCOG website with the new meeting calendar, updated roster, and the amended Regional Work Program. Staff continue to post meeting agendas, recordings, and minutes on the MRCOG website.

**April – June 2024:** MRRTPO staff continued to update the MRCOG website with the new meeting calendar, updated roster, and the FY25-26 Regional Work Program. Staff continue to post meeting agendas, recordings, and minutes on the MRCOG website.

**July – September 2024:** MRRTPO staff continued to update the RTPO website as needed.

Task 5.5 Coordinate training and professional development opportunities for MRRTPO Committee members. Assist MRRTPO Committee members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Inform MRRTPO member entities of training opportunities and encourage participation. Purchase any needed supporting materials in order to coordinate or conduct outreach activities.

**October - December 2023:** MRRTPO staff shared training opportunities, resources, and other information to RTPO members through regular email communications and the Regional Planning Program Newsletter.

**January - March 2024:** MRRTPO staff shared training opportunities, resources, and other information to RTPO members through regular email communications and the Regional Planning Program Newsletter. Staff provided members with a recording of an NMDOT presentation of the TPF process to help members begin to prepare their applications.

**April – June 2024:** MRRTPO staff continued to share training opportunities, resources, and other information to RTPO members through regular email communications and the Regional Planning Program Newsletter. Staff provided members with a recording of an NMDOT presentation of the TPF process to help members begin to prepare their applications.

**July – September 2024:** MRRTPO staff continued to share training opportunities, resources, and other information to RTPO members through regular email communications and the Regional Planning Program Newsletter.

Function 5	Budgeted Hours ('23)	Actual Hours	Budgeted Hours ('24)	Actual Hours
QR1	100	103	150	<b>118.51</b>
QR2	100	169.5	150	<b>236.93</b>
QR3	100	162.5	150	<b>113.07</b>
QR4	179	86.5	150	<b>280.42</b>
Balance	<b>479*</b>	<b>-42.50</b>	600**	<b>-148.93***</b>

\*Administrative Amendment Approved 8/2/23 increased total hours in Function 5 from 400 to 479

\*\*Formal Amendment Approved 4/11/24 increased total hours in Function 5 from 400 to 600

\*\*\*Actual hours exceeded budgeted hours in FY24 by 148.93 hours, largely due to a high number of actual hours in QR2 and QR4 of this year. RTPO staff dedicated a high number of hours to Function 5 during QR2 due to MRRTPO member outreach and training, along with outreach and information sharing on the TPF process. The high number of hours in QR4 is due to MRRTPO member outreach, which was conducted as part of updating the RTIPR. Staff engaged every entity that has projects on the RTIPR within the region, verifying project information, and updating the status of various projects based on this communication. This information was used to amend the RTIPR, which was approved by the RTPO Committee in October 2024.

### **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.

**October - December 2023:** MRRTPO staff followed deadlines outlined in the PPM for all RWP products and submitted them accordingly.

**January - March 2024:** MRRTPO staff followed deadlines outlined in the PPM for all RWP products and submitted them accordingly.

**April – June 2024:** MRRTPO staff followed deadlines outlined in the PPM for all RWP products and submitted them accordingly.

**July – September 2024:** MRRTPO staff followed deadlines outlined in the PPM for all RWP products and submitted them accordingly.

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

**October - December 2023:** All pertinent documents have been uploaded to the website and are publicly available.

**January - March 2024:** All pertinent documents have been uploaded to the website and are publicly available.

**April – June 2024:** All pertinent documents have been uploaded to the website and are publicly available.

**July – September 2024:** All pertinent documents have been uploaded to the website and are publicly available.

- 6.1.2 Submit quarterly Reimbursement Packets per the PPM. Include this report as an informational item on the following MRRTPO Committee agenda and should reflect all costs outlined in the Invoice. As per PPM, QR report due dates are January 25, April 25, July 12, and October 25.

**October - December 2023:** MRRTPO staff completed and submitted the QR4 for FY23 and began working on the QR1 for FY24.

**January - March 2024:** MRRTPO staff completed and submitted the QR1 for FY24 on January 18, 2024, and began working on the QR2 for FY24.

**April – June 2024:** MRRTPO staff completed and submitted the QR2 for FY24 on April 18, 2024, and began working on the QR3 for FY24.

**July – September 2024:** MRRTPO staff completed and submitted the QR3 for FY24 on July 12, 2024, and began working on the QR4 for FY24.

- 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. As per the PPM, draft APER due November 15 and final due November 30.

**October - December 2023:** MRRTPO staff submitted the FY23 Annual Performance and Expenditure Report (APER) to NMDOT before the deadline. The APER was approved.

**January - March 2024:** This task was not relevant this quarter and there is no information to report.

**April – June 2024:** This task was not relevant this quarter and there is no information to report.

**July – September 2024:** MRRTPO staff began working on the FY24 Annual Performance and Expenditure Report (APER).

- Task 6.2 Solicit and utilize input from MRRTPO board members to develop the two-year Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM. Draft two-year RWP due June 1 in even years with the final due July 1 in odd years.

**October – December 2023:** This task was not relevant this quarter and there is no information to report.

**January - March 2024:** Staff began discussions of potential revisions to the Regional Work Program.

**April – June 2024:** MRRTPO staff created a Draft 2025-2026 RWP. Staff sent a Draft RWP to NMDOT prior to the June 1 deadline, received feedback on the Draft, revised the Draft based on this feedback, and presented a Final RWP at the June MRRTPO Committee Meeting as an action item for approval. Once approved, staff sent the Final RWP to NMDOT prior to the July 1 deadline.

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

- 6.2.1 MRRTPO staff will coordinate as needed with other RTPOs, Metropolitan Planning Organizations (MPOs), Regional Transit Districts, or other agencies impacted by and/or associated with activities contained in the RWP.

**October – December 2023:** MRRTPO staff continued to monitor MPO activities to identify potential areas of coordination as well as continued to communicate with RTPO's, NMDOT, and other agencies.

**January - March 2024:** MRRTPO staff continued to monitor MRMPO activities to identify potential areas of coordination as well as continued to communicate with RTPO's, NMDOT, and other agencies. Staff helped share information and solicited input for the MRMPO's development of a Regional Transportation Safety Action Plan (RTSAP) for the entire MRCOG region. The MRRTPO hosted a special meeting for the MRMPO to provide a presentation on the RTSAP.

**April – June 2024:** MRRTPO staff continued to monitor MRMPO activities to identify potential areas of coordination as well as continued to communicate with RTPO's, NMDOT, and other agencies. Staff helped share information and solicited input for the MRMPO's development of a Regional Transportation Safety Action Plan (RTSAP) for the entire MRCOG region.

**July – September 2024:** MRRTPO staff continued to monitor MPO activities to identify potential areas of coordination as well as continued to communicate with RTPOs, NMDOT, and other agencies.

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

**October – December 2023:** This task was not relevant this quarter and there is nothing to report.

**January - March 2024:** This task was not relevant this quarter and there is no information to report.

**April – June 2024:** MRRTPO staff developed an annual budget based on the tasks outlined in the RWP and updated the annual Indirect Cost Plan in accordance with 2 CFR 200 and the PPM. Staff sent the annual Indirect Cost Plan to NMDOT prior to the July 1 deadline (along with the Final RWP).

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

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 MRRTPO members or staff.

**October – December 2023:** No changes were made to the PPP this quarter.

**January - March 2024:** No changes were made to the PPP this quarter. MRRTPO staff ensured the Title VI plan and contact person were up to date on the MRCOG website.

**April – June 2024:** No changes were made to the PPP this quarter.

**July – September 2024:** No changes were made to the PPP this quarter.

Task 6.5 Submit the MRCOG 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.

**October – December 2023:** The MRCOG Financial Audit was completed but has not yet been released by the State Auditor's Office.

**January - March 2024:** The MRCOG Financial Audit was completed and shared with NMDOT.

**April – June 2024:** This task was not relevant this quarter and there is no information to report.

**July – September 2024:** This task was not relevant this quarter and there is no information to report.

Task 6.6 MRRTPO staff will maintain the MRRTPO e-newsletter.

**October – December 2023:** MRRTPO staff contributed to the Regional Planning Program e-newsletter for the November 2023 issue.

**January - March 2024:** MRRTPO staff contributed to the Regional Planning Program e-newsletter for the March 2024 issue.

**April – June 2024:** MRRTPO staff contributed to the Regional Planning Program e-newsletter for the May 2024 issue.

**July – September 2024:** MRRTPO staff contributed to the Regional Planning Program e-newsletter for the July 2024 issue and produced the September 2024 issue.

Function 6	Budgeted Hours ('23)	Actual Hours	Budgeted Hours ('24)	Actual Hours
QR1	100	14	100	<b>34.36</b>
QR2	100	29	100	<b>43</b>
QR3	100	210	100	<b>67</b>
QR4	100	270.44	100	<b>123</b>
Balance	400	<b>-123.44</b>	400	<b>132.64</b>

# Appendices

(MRRTP0 RWP Amendments 1-4)



## MPO/RTPO Work Program Amendment Request Form

This form is for MPO/RTPO Planners to submit a request for an amendment to either an approved Unified Planning Work Program (UPWP) or Regional Work Program (RWP). Please refer to the appropriate section in the Planning Procedures Manual (PPM) for information regarding Work Program amendments and the Month-by-Month Work Program and PPM Timeline (calendar) for due dates.

Please complete the following information and submit the completed form to your NMDOT Government to Government Planning Liaison via email. Include a copy of a complete, revised work program narrative and budget.

<b>Date:</b>	June 13, 2023		
<b>Entity:</b>	Mid Region RTPO		
<b>Contact Name:</b>	Aaron Moore		
<b>UPWP/RWP Amendment #:</b>	FFY23 #1	<b>FHWA funded, Control #:</b>	P323030
		<b>FTA funded, Federal Award ID #:</b>	

Staff Hours or Budget Line Items being changed ( <i>indicate Task # or Budget Category. Add rows as needed</i> )	Current Budgeted Amount	Revised Amount	Percent Change	Brief Description of Change
Travel	\$3,000	\$2,000	-33%	Travel Funds are being reallocated to the Equipment Budget.
Equipment	\$1,000	\$2,000	+100%	Cubicle upgrade and reconfiguration for RTPO program manager cost ~\$1800, exceeding the amount originally budgeted for Equipment.

Please indicate if amendment is administrative or formal (if formal, proposed or board-approved) and provide detailed justification based upon requirements in the PPM.

Amendment Type (1. Administrative, 2. Formal – proposed, or 3. Formal – board approved)	Justification
Formal – board approved	Percent change for Travel and Equipment line items are greater than 20%.

Approval by MPO/RTPO Boards (only required for formal amendments):

Review Committee/Board	Date of Anticipated Approval (for proposed) or Date Approved (for board approved)
Technical Committee/Board:	6/15/2023
Policy Committee/Board:	6/15/2023

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For NMDOT use only.

<b>Received by Planning Liaison (name):</b>	Neala Krueger
<b>Date:</b>	6/13/2023
<b>Recommendation of Planning Liaison:</b>	Approve as formal amendment per PPM guidelines
<b>Transit Bureau Recommendation, if applicable:</b>	N/A
<i>For Formal Amendments Only:</i>	
<b>Received by MPPB Chief on date:</b>	8/2/2023
<b>Action (Amend #):</b>	Include in FFY23 Q4 Formal PWP Amendment



## MPO/RTPO Work Program Amendment Request Form

This form is for MPO/RTPO Planners to submit a request for an amendment to either an approved Unified Planning Work Program (UPWP) or Regional Work Program (RWP). Please refer to the appropriate section in the Planning Procedures Manual (PPM) for information regarding Work Program amendments and the Month-by-Month Work Program and PPM Timeline (calendar) for due dates.

Please complete the following information and submit the completed form to your NMDOT Government to Government Planning Liaison via email. Include a copy of a complete, revised work program narrative and budget.

<b>Date:</b>	07/24/2023		
<b>Entity:</b>	MRRTPO		
<b>Contact Name:</b>	Aaron Moore		
<b>UPWP/RWP Amendment #:</b>	2	<b>FHWA funded, Control #:</b>	P323030 FHWA TPO (Mid-Region RTPO)
		<b>FTA funded, Federal Award ID #:</b>	

Staff Hours or Budget Line Items being changed ( <i>indicate Task # or Budget Category. Add rows as needed</i> )	Current Budgeted Amount	Revised Amount	Percent Change	Brief Description of Change
Function 1 – Long Range Planning	400	321	-19.75	Shifting hours out of a function that had more budgeted than needed
Function 5 – General RTPO Support	400	479	19.75	Adding hours to a function that we overcharged this in Q3

Please indicate if amendment is administrative or formal (if formal, proposed or board-approved) and provide detailed justification based upon requirements in the PPM.

Amendment Type (1. Administrative, 2. Formal – proposed, or 3. Formal – board approved)	Justification
Administrative	Due to the need for training of recently hired staff, more hours were required for Function 5 in Q3. Because the Mid-Region RTP was recently adopted and approved, no long-range planning hours are currently being utilized and have been shifted to Function 5.

Approval by MPO/RTPO Boards (only required for formal amendments):

Review Committee/Board	Date of Anticipated Approval (for proposed) or Date Approved (for board approved)
Technical Committee/Board:	
Policy Committee/Board:	

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For NMDOT use only.

Received by Planning Liaison (name):	Neala Krueger
Date:	8/2/2023
Recommendation of Planning Liaison:	Approve as administrative amendment per PPM guidelines
Transit Bureau Recommendation, if applicable:	
<i>For Formal Amendments Only:</i>	
Received by MPPB Chief on date:	
Action (Amend #):	



## MPO/RTPO Work Program Amendment Request Form

This form is for MPO/RTPO Planners to submit a request for an amendment to either an approved Unified Planning Work Program (UPWP) or Regional Work Program (RWP). Please refer to the appropriate section in the Planning Procedures Manual (PPM) for information regarding Work Program amendments and the Month-by-Month Work Program and PPM Timeline (calendar) for due dates.

Please complete the following information and submit the completed form to your NMDOT Government to Government Planning Liaison via email. Include a copy of a complete, revised work program narrative and budget.

<b>Date:</b>	02/15/2024		
<b>Entity:</b>	MRRTPO		
<b>Contact Name:</b>	Bianca Borg		
<b>UPWP/RWP Amendment #:</b>	3	<b>FHWA funded, Control #:</b>	P323030 FHWA TPO (Mid-Region RTPO)
		<b>FTA funded, Federal Award ID #:</b>	

Staff Hours or Budget Line Items being changed ( <i>indicate Task # or Budget Category. Add rows as needed</i> )	Current Budgeted Amount	Revised Amount	Percent Change	Brief Description of Change
Salaries & Benefits	\$80,000.00	\$82,574.10	3.22%	Carryover of funds from FFY23
Indirect Costs	\$26,028.00	\$26,668.44	2.46%	Carryover of funds from FFY23
Total Expenditures	\$112,500.00	\$115,714.54	2.86%	Carryover of funds from FFY23

Please indicate if amendment is administrative or formal (if formal, proposed or board-approved) and provide detailed justification based upon requirements in the PPM.

<b>Amendment Type</b> (1. Administrative, 2. Formal – proposed, or 3. Formal – board approved)	<b>Justification</b>
Administrative	Less than 10% of the total RWP budget.

Approval by MPO/RTPO Boards (only required for formal amendments):

<b>Review Committee/Board</b>	<b>Date of Anticipated Approval (for proposed) or Date Approved (for board approved)</b>
<b>Technical Committee/Board:</b>	
<b>Policy Committee/Board:</b>	

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For NMDOT use only.

<b>Received by Planning Liaison (name):</b>	Sullivan Moore
<b>Date:</b>	2/19/2024
<b>Recommendation of Planning Liaison:</b>	Approved as Administrative Amendment per PPM guidelines
<b>Transit Bureau Recommendation, if applicable:</b>	
<i>For Formal Amendments Only:</i>	
<b>Received by MPPB Chief on date:</b>	
<b>Action (Amend #):</b>	



## MPO/RTPO Work Program Amendment Request Form

This form is for MPO/RTPO Planners to submit a request for an amendment to either an approved Unified Planning Work Program (UPWP) or Regional Work Program (RWP). Please refer to the appropriate section in the Planning Procedures Manual (PPM) for information regarding Work Program amendments and the Month-by-Month Work Program and PPM Timeline (calendar) for due dates.

Please complete the following information and submit the completed form to your NMDOT Government to Government Planning Liaison via email. Include a copy of a complete, revised work program narrative and budget.

<b>Date:</b>	04/10/2024		
<b>Entity:</b>	MRRTPO		
<b>Contact Name:</b>	Bianca Borg		
<b>UPWP/RWP Amendment #:</b>	4	<b>FHWA funded, Control #:</b>	P323030 FHWA TPO (Mid-Region RTPO)
		<b>FTA funded, Federal Award ID #:</b>	

Staff Hours or Budget Line Items being changed ( <i>indicate Task # or Budget Category. Add rows as needed</i> )	Current Budgeted Amount	Revised Amount	Percent Change	Brief Description of Change
Task 1	400 hours	200 hours	-50%	No updates to the long-range plan have needed to occur this year.
Task 5	400 hours	600 hours	50%	The RTPO hosted an additional meeting, and hybrid meetings require additional setup and administration than originally budgeted.

Please indicate if amendment is administrative or formal (if formal, proposed or board-approved) and provide detailed justification based upon requirements in the PPM.

Amendment Type (1. Administrative, 2. Formal – proposed, or 3. Formal – board approved)	Justification
2. Formal-Proposed	More than 20% of the approved budgeted amount for Task 1 and 5.

Approval by MPO/RTPO Boards (only required for formal amendments):

Review Committee/Board	Date of Anticipated Approval (for proposed) or Date Approved (for board approved)
Technical Committee/Board:	
Policy Committee/Board:	April 18, 2024

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For NMDOT use only.

<b>Received by Planning Liaison (name):</b>	Sullivan Moore
<b>Date:</b>	4/11/2024
<b>Recommendation of Planning Liaison:</b>	Approve as a Formal Amendment
<b>Transit Bureau Recommendation, if applicable:</b>	N/A
<i>For Formal Amendments Only:</i>	
<b>Received by MPPB Chief on date:</b>	
<b>Action (Amend #):</b>	