



# Mid-Region Council of Governments

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- Los Lunas Schools
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- Town of Mountainair
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- Sandoval County
- Santa Ana Pueblo
- SSCAFCA
- Village of Tijeras
- Torrance County
- UNM
- Valencia County
- Village of Willard

Rosa Kozub  
Government to Government Unit Supervisor  
New Mexico Department of Transportation  
PO Box 1149  
Santa Fe, NM 87504-1149

November 15, 2020

Ms. Kozub,

Please find the enclosed Final Mid-Region Regional Transportation Planning Organization (MRRTP) Report from October 1, 2019 – September 30, 2020

Vendor Number: **0000050403**  
Control Number: **P319010 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,

Sandra Gaiser, AICP  
Regional Planning Manager  
Mid-Region Council of Governments  
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## RTPO APER Narrative Summary – FFY2020

Please provide a BRIEF (one to two sentences each) summary of Work Program activities by Function below.

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

RTPO staff began the Regional Transportation Plan Update process by conducting stakeholder meetings, coordinating with NMDOT, and developing a work plan and timeline for the required work. Staff also took part in and disseminated information to the RTPO Committee about the NM LRSTP stakeholder meetings, the Pedestrian Safety Action Plan, and ICIP development trainings.

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

While RTPO staff received minimal requests to provide technical support and data management from member communities, data points and sources relevant to the RTP update have been identified and presented.

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

While there were few new PFF's received, and no new call for projects, MRRTPO staff provided regular updates to member entities regarding funding sources and other resources in regards to the ever-changing conditions of the COVID-19 pandemic. These included various transportation related webinars and newly available grants and initiatives. Further, new RTPO staff reviewed RTIPR and STIP development processes and coordinated with other RTPO's and NMDOT on those processes.

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

RTPO continued to attend and host required RTPO Quarterly meetings in addition to the annual joint meeting with the MPOs. RTPO staff has attend various professional development trainings/conferences such as the American Planning Association Conference (National & State), the TRAN-SET Conference and other local trainings, including LTAP seminars. Lastly, RTPO staff continued it involvement in the Partnership for Healthy Torrance Communities (PHTC) initiative to encourage active transportation to residents of Torrance County. Further, MRRTPO staff continued to update member entities about evolving state and federal legislative efforts to provide relief from the COVID-19 pandemic, specifically as they related to transportation.

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

RTPO continued to utilize the regulatory framework of the Public Participation Plan to plan and host the RTPO Committee meetings, as well as reviewing and updating the by-laws. Additionally, RTPO staff continued to provide an opportunity for members to update their appointee to the RTPO Committee. RTPO staff has and will continue to work with website managers to ensure intuitive use of the RTPO information and to ensure timely distribution of agenda, minutes and other important administrative and strategic planning information.

## RTPO APER Narrative Summary – FFY2020

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

RTPO staff continued its responsibility of reporting both quarterly and annually to NMDOT. Reports were submitted on-time and have included the most up-to-date information on the status of the RTPO program. RTPO staff also developed and submitted the 2-year regional work program for fiscal years 2021-2022. Lastly, RTPO staff continued to produce its bi-monthly newsletter, which is now a Regional Planning Newsletter, highlighting the RTPO program as well as planning opportunities and training for the entire MRCOG district.

	Budget	Q1	Q2	Q3	Q4	Actual	Percentage budgeted differs from actuals	Balance
Federal	95586.00	17889.00	25872.74	26306.00	21288.00	91355.74	4%	4230.26
Local	23896.00	4472.00	6468.00	6576.00	5322.00	22838.00	4%	1058.00
<b>Total Revenues</b>	<b>119482.00</b>	<b>22361.00</b>	<b>32340.74</b>	<b>32882.00</b>	<b>26610.00</b>	<b>114193.74</b>	<b>4%</b>	<b>5288.26</b>

Expenses	Budget	Actual Expenses Q1	Actual Expenses Q2	Actual Expenses Q3	Actual Expenses Q4	Total Expenses		Balance
Salaries & Benefits	81960.00	16776.00	20393.00	26449.00	21525.00	85143.00	-4%	-3183.00
Professional Development	1500.00	0.00	163.00	193.00	526.00	882.00	41%	618.00
Travel	3000.00	0.00	420.00	0.00	0.00	420.00	86%	2580.00
Operating Expenses	4500.00	1644.00	1447.00	444.00	98.00	3633.00	19%	867.00
Equipment Purchase	4600.00	0.00	4216.00	0.00	0.00	4216.00	8%	384.00
Contractual Services	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
Indirect Costs	23922.00	3941.00	5701.00	5796.00	4461.00	19899.00	17%	4023.00
<b>Total Expenses</b>	<b>119482.00</b>	<b>22361.00</b>	<b>32340.00</b>	<b>32882.00</b>	<b>26610.00</b>	<b>114193.00</b>	<b>4%</b>	<b>5289.00</b>

Professional Development: All conferences and trainings shifted to a virtual platform, resulting in significantly reduced costs for attendance.

Travel: Covid-19 restrictions prevented much of the anticipated travel for the fiscal year.

## RTPO APER Budgeted Staff Hours Summary

Staff Hours Summary FFY20								Difference
Function	Budgeted Hours	Q1	Q2	Q3	Q4	Total Actual hours	Percentage actual differs from budgeted*	
1	300	0	26.5	2	128	156.5	48%	143.5
2	75	0	0	0	30	30	60%	45
3	400	15	62	102	55	234	42%	166
4	380	83	101	193	151	528	-39%	-148
5	520	133.5	187	219.5	84	624	-20%	-104
6	380	57	116	215	83	471	-24%	-91
7						0		
8						0		
TOTAL	2055					2043.5	1%	11.5

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

Function 1: The COVID-19 pandemic pushed back work for the Regional Transportation update, much of it began in Q4.

Function 2: Data management for the year was primarily for the RTP update, which primarily took place in Q4.

Function 3: There were few PFFs submitted this fiscal year, no new call for projects and no new RTIPR developed, primarily due to COVID-19.

Function 4: Due to the radically shifting conditions of COVID-19, RTPO staff took extra time for trainings and webinars, as well as monitoring and communicating trainings, funding opportunities, and other pertinent information to MRRTPO committee members.

Function 6: In response to the COVID-19 shutdowns, MRRTPO staff spent extra time ensuring Committee procedures could continue virtually while still following OMA guidelines.

**Mid-Region Council of Governments**  
**Regional Transportation Planning Organization (RTPO)**  
FFY 2019/2020 Annual Work Program  
October 1, 2018 - September 30, 2020

**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 Rural 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) 2019-2020, which is 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, 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 2019:** This task was not relevant during this quarter and there is no information to report.

**January - March 2020:** This task was not relevant during this quarter and there is no information to report.

**April - June 2020:** RTPO staff reported on the different data sources that will be used in the RTPO plan update.

**July - September 2020:** RTPO staff solicited guidance and direction from RTPO Committee members on the breadth and scope of the RTP update and began identifying new themes, goals, and projects to be included. coordinated with NMDOT and other RTPO's on process, and outlined the work plan for the RTP 2020 update.

- 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 2019:** MRRTPO staff has not engaged in the update of the Regional Transportation Plan. MRRTPO staff is awaiting guidance on when to initiate update along with the level of update required.

**January - March 2020:** MRRTPO staff began reviewing the Regional Transportation Plan, distributed copies to MRRTPO members for review, and began gathering data sources for the update.

**April - June 2020:** MRRTPO staff is prepared to begin working on the RTP update in Q4

**July - September 2020:** RTPO coordinated with NMDOT and other RTPO's on process, and outlined the work plan for the RTP 2020 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 comprehensive plans, transportation plans, safety plans, freight plans, transit plans, trail plans, bike plans, etc.

**October - December 2019:** This task was not relevant during this quarter and there is no information to report.

**January - March 2020:** This task was not relevant during this quarter and there is no information to report.

**April - June 2020:** This task was not relevant during this quarter and there is no information to report.

**July - September 2020:** MRRTPO staff took part in the NM LRSTP stakeholder meetings, as well as disseminated information regarding the Pedestrian Safety Action plan to RTPO Committee members.

- 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 2019:** This task was not relevant during this quarter and there is no information to report.

**January - March 2020:** This task was not relevant during this quarter and there is no information to report.

**April - June 2020:** This task was not relevant during this quarter and there is no information to report.

**July - September 2020:** MRRTPO staff took part in ICIP development trainings.

**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 2019:** This task was not relevant during this quarter and there is no information to report.

**January - March 2020:** This task was not relevant during this quarter and there is no information to report.

**April - June 2020:** This task was not relevant during this quarter and there is no information to report.

**July - September 2020:** MRRTPO staff identified action items and their implementation strategies in the 2015 RTP for review for the 2020 RTP update.

Function 1	*Budgeted Hours ('19)	Actual Hours	Budgeted Hours ('20)	Actual Hours
QR1	110	28	0	0
QR2	90	124	26.5	26.5
QR3	80	42	136.75	2
QR4	80	0	136.75	128
<b>Balance</b>	<b>360</b>	<b>166</b>	<b>300</b>	<b>143.5</b>

**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 2019:** This task was not relevant during this quarter and there is no information to report.

**January - March 2020:** This task was not relevant during this quarter and there is no information to report.

**April - June 2020:** MRRTPO staff is prepared to begin working on data collection for the RTP update in Q4

**July - September 2020:** MRRTPO staff identified specific data points and sources for the RTP update.

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 2019:** MRRTPO staff has not engaged in the update of the Regional Transportation Plan. MRRTPO staff is awaiting guidance on when to initiate update along with the level of update required.

**January - March 2020:** This task was not relevant during this quarter and there is no information to report.

**April - June 2020:** This task was not relevant during this quarter and there is no information to report.

**July - September 2020:** This task was not relevant during 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 2019:** No specific statewide data was collected during this quarter.

**January - March 2020:** No specific statewide data was collected during this quarter.

**April - June 2020:** No specific statewide data was collected during this quarter.

**July - September 2020:** No specific statewide data was collected during this quarter.

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 2019:** This task was not relevant during this quarter and there is no information to report.

**January - March 2020:** This task was not relevant during this quarter and there is no information to report.

**April - June 2020:** This task was not relevant during this quarter and there is no information to report.

**July - September 2020:** This task was not relevant during this quarter and there is no information to report.

Function 2	Budgeted Hours ('19)	Actual Hours	Budgeted Hours ('20)	Actual Hours
QR1	20	10	20	0
QR2	20	8	20	0
QR3	20	0	20	0
QR4	15	0	15	30
<b>Balance</b>	<b>75</b>	<b>57</b>	<b>75</b>	<b>45</b>

**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 2019:** This task was not relevant during this quarter and there is no information to report.

**January - March 2020:** MRRTPo staff provided information and updates on the LGTPF and other funding sources to member entities, as well as specific funding opportunities such as an NMDOT safety plan.

**April - June 2020:** MRRTPo staff provided regular updates to member entities regarding funding sources and other resources in regards to the ever-changing conditions of the COVID-19 pandemic. These included various transportation related webinars and newly available grants and initiatives.

**July - September 2020:** MRRTPo staff provided regular updates to member entities regarding funding sources and other resources in regards to the ever-changing conditions of the COVID-19 pandemic. These included various transportation related webinars and newly available grants and initiatives.

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 2019:** This task was not relevant during this quarter and there is no information to report.

**January - March 2020:** This task was not relevant during this quarter and there is no information to report.

**April - June 2020:** This task was not relevant during this quarter and there is no information to report.

**July - September 2020:** This task was not relevant during this quarter and there is no information to report.

- 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 2019:** No specific statewide data was collected during this quarter.

**January - March 2020:** No specific statewide data was collected during this quarter

**April - June 2020:** No specific data was collected during this quarter.

**July - September 2020:** No specific data was collected during this quarter.

Task 3.2 Manage preliminary project feasibility review process.

**October - December 2019:** This task was not relevant during this quarter and there is no information to report.

**January - March 2020:** New MRRTPO staff learned and reviewed the preliminary project feasibility review process.

**April - June 2020:** MRRTPO staff reviewed newly received PFF's for the LGTPF and coordinated with NMDOT on the review process.

**July - September 2020:** This task was not relevant during 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 2019:** This task was not relevant during this quarter and there is no information to report.

**January - March 2020:** New MRRTPO staff reviewed the PFF and PPF submittal process.

**April - June 2020:** MRRTPO staff maintained communication with NMDOT regarding shifting processes in response to the COVID-19 pandemic as they pertain to the PFF/PPF submittal process.

**July - September 2020:** This task was not relevant during this quarter and there is no information to report.

- 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 2019:** MRRTPO received three PFFs for projects in the MRRTPO area during this reporting period. Meetings with NMDOT District staff and the community will be arranged during the Q2 reporting period.

**January - March 2020:** MRRTPO staff reviewed RTIPR process, provided information on timelines and processes to members, and continued communication with members regarding submitted PFFs.

**April - June 2020:** MRRTPO staff continued to inform members of any changes to processes and timelines caused by the COVID-19 pandemic.

**July - September 2020:** MRRTPO staff responded to inquiries regarding the PFF process; no new PFF's were received.

- 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 2019:** This task was not relevant during this quarter and there is no information to report.

**January - March 2020:** MRRTPO staff participated in prioritization discussions with NMDOT regarding the LGTPF.

**April - June 2020:** This task was not relevant during this quarter and there is no information to report.

**July - September 2020:** This task was not relevant during this quarter and there is no information to report.

- 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 2019:** The list of projects will be reviewed at the February 2020 RTPO Committee meeting.

**January - March 2020:** MRRTPo staff issued an informal call for projects and continued communication with members concerning RTIPR development.

**April - June 2020:** MRRTPo staff continued communications with member entities regarding any changes to the RTIPR process as caused by the COVID-19 pandemic.

**July - September 2020:** This task was not relevant during this quarter and there is no information to report.

- 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 2019:** MRRTPo staff conducted its annual Federal Transit Application evaluation/prioritization meeting in December. The results of the evaluations were sent to NMDOT Transit and Rail Division. The results will be included into the FY2020 RTIPR.

**January - March 2020:** This task was not relevant during this quarter and there is no information to report.

**April - June 2020:** This task was not relevant during this quarter and there is no information to report.

**July - September 2020:** MRRTPo staff began coordinating with NMDOT on the prioritization process and began drafting a format for the virtual meeting in which this will take place.

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

**October - December 2019:** This task was not relevant during this quarter and there is no information to report.

**January - March 2020:** This task was not relevant during this quarter and there is no information to report.

**April - June 2020:** This task was not relevant during this quarter and there is no information to report.

**July - September 2020:** This task was not relevant during this quarter and there is no information to report.

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 2019:** MRRTPO will work with applicable RTPOs to identify the date of the next “zipper” meetings to be held in 2020

**January - March 2020:** This task was not relevant during this quarter and there is no information to report.

**April - June 2020:** This task was not relevant during this quarter and there is no information to report.

**July - September 2020:** This task was not relevant during 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 2019:** This task was not relevant during this quarter and there is no information to report.

**January - March 2020:** New MRRTPO staff reviewed the STIP and relevant processes, and began communications with members concerning projects on the STIP.

**April - June 2020:** this task was not relevant during this quarter and there is no information to report.

**July - September 2020:** MRRTPO staff reviewed Mountainair’s US 60 alignment plan.

Function 3	Budgeted Hours ('19)	Actual Hours	Budgeted Hours ('20)	Actual Hours
QR1	100	146	100	15
QR2	100	46	100	62
QR3	125	155	100	102
QR4	125	59	100	55
<b>Balance</b>	<b>450</b>	<b>44</b>	<b>400</b>	<b>166</b>

## **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 2019:** There are no specific updates to report.

**January - March 2020:** MRRTPO staff provided information to members about a specific safety study opportunity from NMDOT

**April - June 2020:** There are no specific updates to report.

**July - September 2020:** There are no specific updates 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 2019:** MRRTPO staff submitted comments to NMDOT for the rulemaking public input meeting on November 25, 2019 for the new transportation funding.

**January - March 2020:** MRRTPO staff tracked and participated in discussions with NMDOT regarding the LGTPF legislation and processes.

**April - June 2020:** There are no specific updates to report.

**July - September 2020:** There are no specific updates 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 2019:** MRRTPO distributed information to the RTPO Committee on providing input to NMDOT on the new transportation funding program.

**January - March 2020:** MRRTPO staff distributed information to members regarding LGTPF legislation

**April - June 2020:** MRRTPO staff continued to update member entities about evolving state and federal legislative efforts to provide relief from the COVID-19 pandemic, specifically as they related to transportation.

**July - September 2020:** There are no specific updates to report.

Task 4.4 Attend RTPPO quarterly and special meetings.

**October - December 2019:** MRRTPPO staff attended the Tribal Transportation Safety Summit on November 21-22 in Santa Fe.

**January - March 2020:** MRRTPPO staff hosted and attended the RTPPO roundtable meeting on March 9<sup>th</sup>.

**April - June 2020:** This task was not relevant this quarter and there is no information to report.

**July - September 2020:** MRRTPPO staff organized and hosted (virtually) the RTPPO quarterly roundtable meeting on September 17<sup>th</sup>.

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 2019:** MRRTPPO staff attended HUD Community Development Block Grant Application Workshop – Albuquerque, NM.

**January - March 2020:** MRRTPPO staff attended two (2) webinars, one from the Transportation Review Board and one from the New Mexico Economic Development Department concerning COVID-19 response and community resources.

**April - June 2020:** MRRTPPO staff attended myriad online webinars, conferences and trainings, including the APA national conference, various webinars hosted by NM EDD, FHWA, and NMDOT, as well as by non-profit and private organizations like America Walks, Urban Land Institute, Rocky Mountain Land Use Institute, and Metroquest

**July - September 2020:** MRRTPPO staff attended myriad online webinars, conferences and trainings, including the TRAN-set virtual conference, ICIP training series, the ESRI user conference, various webinars hosted by NM EDD, FHWA, and NMDOT, as well as by non-profit and private organizations like America Walks, Urban Land Institute, and Rocky Mountain Land Use Institute.

Task 4.6 Participate in miscellaneous transportation-related programs and special projects in the MRRTPPO region or that would further planning in the MRRTPPO 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 2019:** MRRTPo staff continued to work with the Partnership for Healthy Torrance Communities (PHTC) initiative to identify active transportation projects within Torrance County. MRRTPo staff also continues to participate in the University of New Mexico’s Prevention Research Center to incorporate active transportation into health and wellness initiatives.

**January - March 2020:** MRRTPo staff participated in the Southern Torrance County Economic Development plan input sessions and established a dialogue with the New Mexico Tourism Dept. about a new initiative aimed at developing tourism economies in MRRTPo region through development grants and trainings, some of which focused on transportation.

**April - June 2020:** This task was not relevant in this quarter and there is no new information to report.

**July - September 2020:** MRRTPo staff attended the Partnership for Healthy Torrance Communities committee meeting in an effort to reach out to stakeholders for the RTP update.

Function 4	Budgeted Hours ('19)	Actual Hours	Budgeted Hours ('20)	Actual Hours
QR1	100	102	100	83
QR2	50	72	50	101
QR3	100	85	100	193
QR4	130	137.5	130	151
<b>Balance</b>	<b>380</b>	<b>-16.5</b>	<b>380</b>	<b>-148</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 2019:** MRRTPo staff followed its PPP for organizing and facilitating its meetings. In December, MRRTPo staff obtained approval from the RTPO Committee to schedule the upcoming 2020 meetings.

**January - March 2020:** MRRTPo staff followed its PPP for organizing and facilitating its meetings.

**April - June 2020:** MRRTPo staff continued to follow its PPP for organizing and facilitating meetings.

**July - September 2020:** MRRTPo staff continued to follow its PPP for organizing and facilitating meetings.

5.1.1 Document the MRRTPOs public participation process including but not limited to, procedures

the MRRTPPO uses to comply with the *New Mexico Open Meetings Act* [NMSA 1978, Sections 10-51-1, *et. seq.*] and 23 CFR 450.

**October - December 2019:** The following legal ads were submitted and posted to the Albuquerque Journal:

- The legal ad for the October 17, 2019 MRRTPPO Committee meeting was posted in the Albuquerque Journal on October 6, 2019.
- The legal ad for the December 19, 2019 MRRTPPO Committee meeting was posted in the Albuquerque Journal on December 1, 2019.

**January - March 2020:** The legal ad for the February, 2019 MRRTPPO Committee meeting was posted in the Albuquerque Journal on February 9<sup>th</sup>, 2020. All relevant documents to MRRTPPO procedures were posted to the MRCOG website.

**April - June 2020:** The following legal ads were submitted and posted to the Albuquerque Journal:

- The legal ad for the April 16, 2020 MRRTPPO Committee meeting was posted in the Albuquerque Journal on April 5<sup>th</sup>, 2020
- The legal ad for the June 18th, 2020 MRRTPPO Committee meeting was posted in the Albuquerque Journal on June 7<sup>th</sup>, 2020.

All relevant MRRTPPO Committee documents have been posted to the MRCOG website.

**July - September 2020:** The following legal ads were submitted and posted to the Albuquerque Journal:

- The legal ad for the August 20<sup>th</sup> MRRTPPO Committee meeting was posted in the Albuquerque Journal on August 9<sup>th</sup>, 2020
- The legal ad for the September 10<sup>th</sup> MRRTPPO Committee meeting was posted in the Albuquerque Journal on September 30<sup>th</sup>, 2020.

All relevant MRRTPPO Committee documents have been posted to the MRCOG website.

- 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 MRRTPPO Committee meetings).

**October - December 2019:** The following legal ads were submitted and posted to the Albuquerque Journal:

- The legal ad for the October 17, 2019 MRRTPPO Committee meeting was posted in the Albuquerque Journal on October 6, 2019.
- The legal ad for the December 19, 2019 MRRTPPO Committee meeting was posted in the Albuquerque Journal on December 1, 2019.

**January - March 2020:** The legal ad for the February, 2019 MRRTPPO Committee meeting was posted in the Albuquerque Journal on February 9<sup>th</sup>, 2020. Notice and agenda were posted to the MRCOG website

**April - June 2020:** The following legal ads were submitted and posted to the Albuquerque Journal:

- The legal ad for the April 16, 2020 MRRTPO Committee meeting was posted in the Albuquerque Journal on April 5<sup>th</sup>, 2020
- The legal ad for the June 18th, 2020 MRRTPO Committee meeting was posted in the Albuquerque Journal on June 7<sup>th</sup>, 2020.

All relevant MRRTPO Committee documents have been posted to the MRCOG website.

**July - September 2020:** The following legal ads were submitted and posted to the Albuquerque Journal:

- The legal ad for the August 20<sup>th</sup> MRRTPO Committee meeting was posted in the Albuquerque Journal on August 16<sup>th</sup>, 2020
- The legal ad for the September 10<sup>th</sup> MRRTPO Committee meeting was posted in the Albuquerque Journal on September 6<sup>th</sup>, 2020.

All relevant MRRTPO Committee documents have been posted to the MRCOG website.

- 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 2019:** MRRTPO staff provided NMDOT staff with agenda and information packets seven days calendar days in advance of the Committee meeting.

**January - March 2020:** MRRTPO staff provided NMDOT staff and committee members with agenda and information packets as well as posting to the MRCOG website seven (7) days before the MRRTPO Committee meeting.

**April - June 2020:** MRRTPO staff provided NMDOT staff and committee members with agendas and information packets as well as posting to the MRCOG website seven (7) days before the MRRTPO Committee meetings.

**July - September 2020:** MRRTPO staff provided NMDOT staff and committee members with agendas and information packets as well as posting to the MRCOG website seven (7) days before the MRRTPO 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 MRRTPO Committee.

**October - December 2019:** MRRTPO staff continues to update the MRRTPO Committee Roster. Staff has received a few updated appointment forms. Staff will continue to monitor changes in staff and will request updated appointment forms as needed.

**January - March 2020:** MRRTPO staff continues to update the MRRTPO Committee roster.

**April - June 2020:** MRRTPO staff continues to update the MRRTPO Committee roster. The process for reaffirmation has also been further codified in the Committee bylaws.

**July - September 2020:** MRRTPO staff continues to update the MRRTPO Committee roster. Staff will continue to monitor changes in staff and will request updated appointment forms as needed.

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

**October - December 2019:** No updates to the Bylaws have been made.

**January - March 2020:** MRRTPO staff reviewed the by-laws and developed recommendations for updates

**April - June 2020:** MRRTPO staff reviewed the bylaws, developed recommendations, and obtained approval from the Committee on the updated bylaws. Changes were adopted at the June 18<sup>th</sup>, 2020 Committee meeting.

**July - September 2020:** No updates to the Bylaws have been made.

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 2019:** MRRTPO and MRCOG staff continue to maintain this list and distribute upon request.

**January - March 2020:** New MRRTPO staff verified roster and contact list with NMDOT and member entities and updated information where necessary.

**April - June 2020:** MRRTPO staff continued to update and distribute MRRTPO roster and contact list as necessary.

**July - September 2020:** MRRTPO staff continued to update and distribute MRRTPO roster and contact list as necessary.

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

**October - December 2019:** MRRTPO staff did not conduct any outreach activities this quarter. Additionally, support and outreach material were not needed.

**January - March 2020:** MRRTPO staff did not conduct any outreach activities this quarter. Additionally, support and outreach material were not needed.

**April - June 2020:** MRRTPO staff maintained communication with MRRTPO members to provide information and resources pertinent to transportation issues in the context of the COVID-19 pandemic.

**July - September 2020:** MRRTPO staff maintained communication with MRRTPO members to provide information and resources pertinent to transportation issues in the context of the COVID-19 pandemic.

- 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 2019:** MRRTPO did not conduct any outreach activities this quarter. Additionally, support and outreach material were not needed.

**January - March 2020:** MRRTPO staff did not conduct any outreach activities this quarter. Additionally, support and outreach material were not needed.

**April - June 2020:** MRRTPO staff maintained communication with MRRTPO members to provide information and resources pertinent to transportation issues in the context of the COVID-19 pandemic.

**July - September 2020:** MRRTPO staff maintained communication with MRRTPO members to provide information and resources pertinent to transportation issues in the context of the COVID-19 pandemic.

- 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 2019:** MRRTPO and MRCOG staff will continue to update the list of elected officials which was developed during the previous fiscal year. The list will be distributed upon request.

**January - March 2020:** MRRTPO and MRCOG staff will continue to update the list of elected officials which was developed during the previous fiscal year. The list will be distributed upon request.

**April - June 2020:** MRRTPO and MRCOG staff will continue to update the list of elected officials which will be distributed upon request.

**July - September 2020:** MRRTPO and MRCOG staff will continue to update the list of elected officials which will be distributed upon request.

- 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 2019:** MRRTPO staff will continue to work with MRCOG website managers to update

and maintain the RTPO section of the MRCOG website. Pertinent documents will be uploaded to the website in a timely manner.

**January - March 2020:** New MRRTPO staff reviewed the RTPO website and worked with MRCOG IT staff for website reorganization. MRRTPO staff will continue to work with MRCOG website managers to update and maintain the RTPO section of the MRCOG website. Pertinent documents will be uploaded to the website in a timely manner.

**April - June 2020:** MRRTPO staff continued to review and update the RTPO section of the MRCOG website. Pertinent documents will be uploaded to the website in a timely manner.

**July - September 2020:** MRRTPO staff continued to review and update the RTPO section of the MRCOG website. Pertinent documents have been uploaded to the website in a timely manner.

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 2019:** MRRTPO staff shared training opportunities via its listserv. MRRTPO staff included professional development / training opportunity resources within their November issue of the MRCOG newsletter. MRRTPO staff has also been sharing the NMLTAP training with committee members.

**January - March 2020:** MRRTPO staff shared training opportunities through the regional planning newsletter.

**April - June 2020:** MRRTPO staff shared training opportunities, resources, and other information to MRRTPO members through semi-weekly email communications regarding the COVID-19 pandemic and through the regional planning newsletter.

**July - September 2020:** MRRTPO staff shared training opportunities, resources, and other information to MRRTPO members through monthly email communications regarding the COVID-19 pandemic and through the regional planning newsletter.

Function 5	*Budgeted Hours ('19)	Actual Hours	Budgeted Hours ('20)	Actual Hours
QR1	75	158.5	75	133.5
QR2	90	18	75	187
QR3	85	92.5	185	219.5
QR4	85	56	185	84
<b>Balance</b>	<b>335</b>	<b>10</b>	<b>520</b>	<b>-104</b>
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## **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 2019:** MRRTPO staff followed deadlines outlined in the PPM for all RWP products and submitted them accordingly.

**January - March 2020:** MRRTPO staff followed deadlines outlined in the PPM for all RWP products and submitted them accordingly.

**April - June 2020:** MRRTPO staff followed deadlines outlined in the PPM for all RWP products and submitted them accordingly.

**July - September 2020:** 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 2019:** The updated Regional Work Program FY19 and updated meeting notes were posted to the MRRTPO website.

**January - March 2020:** Quarterly report and Regional Work Program has been uploaded to the MRCOG website

**April - June 2020:** The quarterly report, regional work program and its amendments have been uploaded to the MRCOG website. MRRTPO staff participated in the annual QAR on April 23, 2020.

**July - September 2020:** The quarterly report and FFY21/22 Regional Work Program has been uploaded to the MRCOG website.

- 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 2019:** MRRTPO staff completed and submitted the QR4 for FY19 and began working on the QR1 for FY20.

**January - March 2020:** MRRTPO staff completed and submitted the QR1 for FY20

**April - June 2020:** MRRTPO staff completed and submitted the QR2 report for FY20.

**July - September 2020:** MRRTPO staff completed and submitted the QR3 report for FY20.

- 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 2019:** MRRTPO staff submitted the FY19 Annual Performance and Expenditure Report (APER) to NMDOT before the November deadline. The APER was approved.

**January - March 2020:** This task was not relevant in this quarter and there is nothing to report.

**April - June 2020:** This task was not relevant in this quarter and there is nothing to report.

**July - September 2020:** This task was not relevant in this quarter and there is nothing to report.

- 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 2019:** This task was not relevant during this quarter and there is no information to report.

**January - March 2020:** This task was not relevant during this quarter and there is no information to report.

**April - June 2020:** MRRTPO staff developed and submitted the draft two-year RWP to NMDOT staff.

**July - September 2020:** This task was not relevant during 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 2019:** MRRTPO staff worked with other RTPOs to finalize the RTIPR category listing. Additionally, MRRTPO staff periodically attended MPO staff meetings to ensure potential collaboration was identified.

**January - March 2020:** MRRTPO staff worked with other RTPO's to learn and review RTIPR process.



Additionally, MRRTPO staff periodically attended MPO staff meetings to ensure potential collaboration was identified.

**April - June 2020:** MRRTPO staff attended informational meetings with other regional and statewide transportation agencies to stay informed of shifting conditions due to the COVID-19 pandemic.

**July - September 2020:** MRRTPO coordinated with other RTPO's and NMDOT on the RTP update process, as well as sharing best practices for conducting RTPO business in the context of the COVID-19 pandemic.

**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 2019:** This task was not relevant during this quarter and there is no information to report.

**January - March 2020:** This task was not relevant during this quarter and there is no information to report.

**April - June 2020:** MRRTPO staff coordinated with MRCOG financial management staff on the development of the annual budget as well as the ICAP for the two-year RWP.

**July - September 2020:** This task was not relevant during 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 2019:** No updates to the PPP were made during this quarter. The Title VI Plan was updated and adopted by the MRRTPO Committee on December 19, 2019.

**January - March 2020:** No updates to the PPP were made this quarter.

**April - June 2020:** No updates to the PPP were made this quarter.

**July - September 2020:** MRRTPO staff reviewed the PPP in anticipation of the required updated.

**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 2019:** The MRCOG Financial Audit is currently being prepared and is scheduled to be finalized and approved in the next quarter.

**January - March 2020:** The MRCOG Financial Audit has been completed and has been posted to the MRCOG website.

**April - June 2020:** This task was not relevant for this quarter and there is no new information to report.

**July - September 2020:** This task was not relevant for this quarter and there is no new information to report.

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

**October – December 2019:** The MRRTPPO e-newsletter has been incorporated with the Regional Planning Program e-newsletter. The e-newsletter was distributed in November 2019 to RTPO Committee members.

**January - March 2020:** MRRTPPO staff contributed to the Regional Planning Program e-newsletter for the January 2020 and March 2020 issues.

**April - June 2020:** MRRTPPO staff contributed to the Regional Planning Program e-newsletter for the May 2020 issue.

**July - September 2020:** MRRTPPO staff contributed to the Regional Planning Program e-newsletter for the July 2020 and September 2020 issues.

Function 6	*Budgeted Hours ('19)	Actual Hours	Budgeted Hours ('20)	Actual Hours
QR1	100	185	100	57
QR2	125	90	100	116
QR3	115	58.5	90	215
QR4	115	104	90	83
<b>Balance</b>	<b>455</b>	<b>17.5</b>	<b>380</b>	<b>-91</b>