



SNMEDD/SERTPO APER Narrative Summary – FFY2019

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

Function 1: Long-Range Planning and Implementation

The most far-reaching accomplishment included the assistance to eight local governments that were Low-to-Moderate Income (LMI) eligible by preparing CDBG Comprehensive Development Planning Grant applications for a Comprehensive Plan update, to include bringing the transportation component current. Additionally, SERTPO submitted a Title VI Plan and annual Title VI Update to NMDOT for review.

Function 2: Technical Support and Data Management

SNMEDD/SERTPO partnered with a local government, where local government staff assisted in the set-up of traffic counters, and SERTPO delivered traffic data to the member government. Assistance was provided to local governments in their consideration of functional class requests.

Function 3: Project Development and Monitoring

SERTPO was successful with transportation funding opportunities with the submission of 4 Roadway, 4 Recreational Trail Program, 3 Transportation Alternative Program and 1 Congestion Mitigation Air Quality application(s). SERTPO conducted scoring/prioritization of 7 Public Transit applications and 4 Roadway and formed a subcommittee which produced recommendations for an update to Roadway rating criteria.

Function 4: Other Activities and Projects

New activity this year included the huge response from SERTPO to the LGTPF Call-for-Projects, producing 24 new prioritized transportation projects in addition to updates to existing projects on the RTIPRs. SNMEDD/SERTPO staff participated with regional and statewide conferences, in addition to hosting the RTPO Quarterly.

Function 5: General RTPO Support

SERTPO conducted business, planning and scoring during five meetings held during the federal fiscal year and received presentation/training at each meeting. RTPO staff reported on SERTPO activity and provided handouts to local officials during four quarterly SNMEDD/COG Board meetings; had a presence in the region through attendance at events, to include setting up an informational booth; and provided a global presence with continuous updates to four transportation pages at www.snmedd.com.

Function 6: RTPO Administration

SNMEDD/SERTPO fulfilled requirements of timely submission of reimbursement packets; submission of an RWP Amendment; posting of required Plans and financial information; and participation with the Quality Assurance Review. SERTPO coordinated activity with other RTPOs through a statewide booth at the Legislature, promotion of an RTPO colleague's bike summit planning and creation of a logo.

Function 7: Other

SERTPO members received multiple notifications to expand their knowledge on events, trainings, press releases and economic/transportation/legislative news.



SNMEDD/SERTPO APER Budgeted Staff Hours Summary

Staff Hours Summary FFY19							
Function	Budgeted Hours	Q1	Q2	Q3	Q4	Total Actual hours	Percentage actual differs from budgeted*
1	410	30.75	126.63	66.69	170.13	394	-3.90%
2	102	88.25	4.94	0.63	1.00	95	-6.86%
3	180	69.5	56.44	28.63	32.88	187	3.89%
4	220	43.25	14.63	121.58	43.25	223	1.36%
5	480	106.13	157.81	140.76	88.75	493	2.71%
6	340	70.63	93.13	87.76	74.63	326	-4.12%
7	8	1.5	3	2.51	1.75	9	12.50%
X	340	115.38	53.88	95.25	111.75	376	10.59%
TOTAL	2,080	525.39	510.46	543.81	524.14	2,104	

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

Explanation: N/A



SNMEDD/SERTPO APER Budget Summary by Line Item

FFY19 Budget Summary by Line Item							
Line Item (use categories from your FFY19 budget)	Budgeted	Q1	Q2	Q3	Q4	Actual	Percentage actuals differ from budgeted*
Personnel (Salary and Wages)	60,841	15,167.76	13,264.38	14,980.86	15,619.55	59,032.55	-2.97%
Fringe (Payroll Taxes & Expense)	15,900	3,904.93	3,967.88	3,954.77	4,005.01	15,832.59	-0.42%
Travel	4,057	756.22	545.56	573.63	687.93	2,563.34	-36.82%
Insurance	1,650	369.65	425.77	412.43	365.25	1,573.10	-4.66%
Equipment Lease and Maintenance	1,900	447.41	480.55	481.06	395.40	1,804.42	-5.03%
Equipment Purchase	1,000	482.19	-	-	-	482.19	-51.78%
Audit	3,308	-	1,770.19	-	-	1,770.19	-46.49%
Supplies	2,000	318.47	116.35	375.67	222.33	1,032.82	-48.36%
Publications, registrations, advertising, memberships	1,630	471.06	284.63	226.60	420.60	1,402.89	-13.93%
Postage	350	30.77	61.54	55.18	30.77	178.26	-49.07%
Rent	2,964	738.45	738.45	738.45	738.45	2,953.80	-0.34%
Printing	250	110.14	-	82.08	118.19	310.41	24.16%
Meetings and Conferences	1,400	114.88	176.73	110.57	129.97	532.15	-61.99%
Telephone/internet	1,700	257.10	262.05	243.23	316.73	1,079.11	-36.52%
Promotion and Development	900	-	409.00	-	-	409.00	-54.56%
Vehicle	6,400	1,599.57	1,599.57	1,599.57	1,599.57	6,398.28	-0.03%
TOTAL	106,250	24,768.60	24,102.65	23,834.10	24,649.75	97,355.10	

*if any line item in the 'actual' column differs from budgeted amount by more than 20%, provide a narrative explanation below

Explanation:

Travel - Anticipated travel was less than expected. Travel budget was decreased by 9.84% in FFY19 and 5.96% in FFY20. FFY20 budget should be more fully expended.

Equipment Purchase - Did not secure all planned purchases (e.g., laptop). Budget was decreased by 33.33% in FFY19 and 10% in FFY20. FFY20 budget should be more fully expended.

Audit - Audit expense is an in-kind contribution, under-applied during the year with focus on applying in-kind to salaries (recurring expense) first.

Supplies - Supply expense is minimal and may be decreasing due to use of indirect cost rate and electronic delivery of meeting packets.

Postage - Postage expense is minimal with use of indirect cost rate and electronic delivery of meeting packets. Postage budget was decreased by 53.33% in FFY19.

Printing - Printing expense went overbudget due to unanticipated overage billing for copier (leased) printing in last quarter.

Meetings and Conferences - Related to travel, travel was less than anticipated. Meetings and Conferences budget was decreased by 6.67% in FFY19, and FFY20 budget should be more fully utilized.

Telephone/Internet - Reduced expense is attributable to use of indirect cost rate. Budget line item was decreased by 37.04% in FFY19.

Promotion and Development - Did not secure all planned purchases in FFY19 (e.g., banner). Banner purchase was completed in December 2019. Budget was decreased by 10% in FFY19, and FFY20 budget should be more fully expended.



SNMEDD/SERTPO Summary of Consultant/Vendor Services

FFY19 Summary of Consultant/Vendor Services					
RWP Function(s)	Consultant/Vendor	Description of Work	Contracted Amount	Actual Cost	Percentage actuals differ from contract*

*if actuals differ from contracted amount by more than 20%, provide a narrative explanation below

Explanation: N/A

**SOUTHEASTERN NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT (SNMEDD)/ COUNCIL OF GOVERNMENTS (COG)**

SOUTHEAST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (SERTPO)

FFY 2019-20 REGIONAL WORK PROGRAM (10/1/18 –9/30/20)

FOURTH QUARTERLY REPORT

July 1, 2019 through September 30, 2019

Introduction and Purpose

The Regional Work Program sets forth those activities for which the RTPO Staff will carry out on behalf of its RTPO. The work program includes tasks and activities expected by NMDOT to meet its requirements and also includes activities that may be unique to the RTPO and for which the RTPO would like the RTPO Staff to address, as time and schedules permit. These combined tasks help move the Southeast RTPO forward as it develops, improves and strengthens the southeastern multimodal regional transportation network.

The following are functions and task orders that the SNMEDD/COG will complete in fulfillment of the contract for management of the Southeast Regional Transportation Planning Organization (SERTPO) for Federal Fiscal Years (FFY2019 – FFY2020) October 1, 2019 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 RTPO Long-Range Regional Transportation Plan (RTP).

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.

✓ Not applicable first quarter.

✓ **Mar 28, 2019** – Made announcement during SERTPO meeting regarding upcoming RTP update, requesting members to review RTP and consider proposed changes.

✓ Not applicable third quarter.

✓ **Sep 12, 17, 2019** – Provided members with update on NMTP and RTP update during meeting, including data needs; and requested additional information on datasets from Freight and Technical Planning.

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

- ✓ **Oct 1, 2018 (NM Bike Plan)** – Submitted copy of NMDOT Press Release regarding 45-day Public Comment period for Draft NM Bike Plan to SERTPO.
- ✓ **Oct 4, 8; Nov 27; Dec 6, 10, 2018 (Title VI Plan)** – Worked on Draft Title VI Plan, included Spanish translation and submitted draft to NMDOT CCRB.
- ✓ **Oct 10; Nov 1, 13, 2018 (ADA/Title VI Checklist)** – Submitted NMDOT Checklists to SERTPO and local government staff. Follow-up to NMDOT CCRB for Town of Dexter.
- ✓ **Oct 10, 2018 (State Management Plan)** – Sent notification to SERTPO regarding SMP Update (Transit) and provided opportunity to comment on Draft SMP.
- ✓ **Oct 10, 2018 (NADO)** – Sent copy of SET Plan to Sky Regional Council (North Carolina) following request for information from NADO.
- ✓ **Nov 8, 2018 (PIP)** – Submitted notification to SERTPO on PIP and provided opportunity to comment.
- ✓ **Jan 16, 17, 2019 (Ruidoso Comprehensive Plan)** – Program manager attended community evening meeting (kick-off meeting) for Comprehensive Plan; and attended Transportation Stakeholder workshop.
- ✓ **Jan 21, 2019 (NM Bike Plan)** – Submitted copy of final NM Bike Plan to SERTPO.
- ✓ **Jan 21, 28; Mar 11, 2019 (Title VI Plan)** – Follow-up on submission of Title VI Plan.
- ✓ **Jan 21, 22, 30, 2019 (Carlsbad Comp Plan)** – Communications with SERTPO members regarding input for Carlsbad Comp Plan (Consensus Planning); submitted ABQ Journal news article and FY2020-2024 ICIP to CP Planner; and inquired on MPO structuring to Liaison and shared response to CP Planner.
- ✓ **Feb 11, 2019 (Carrizozo Comprehensive Plan)** – Worked on CDBG Comprehensive Development Planning grant application.
- ✓ **Feb 11, 12, 19, 20, 21, 25, 26, 27, 28; Mar 4, 5, 11, 12, 21, 26, 27, 2019 (Lake Arthur Comprehensive Plan)** – Worked on CDBG Comprehensive Development Planning grant application; scheduled community public hearings; prepared survey re-use correspondence and supplemental documentation; prepared/submitted public notices (English/Spanish) for Town's posting; e-filed current Comprehensive Plan; resolution; ICIP/Resolution; asset management; application; binder; public hearing; public participation section; application documents submitted for signature; and submitted application to NM DFA.
- ✓ **Feb 12, 20, 21, 25, 26, 27, 28; Mar 4, 5, 12, 14, 20, 2019 (Tatum Comprehensive Plan)** – Coordinated and scheduled community public hearings; prepared/submitted public notices (English/Spanish) for Town's posting; resolution; survey methodology re-use request; ICIP/Resolution; asset management plan; binders; public hearing; and public participation section.
- ✓ **Feb 12, 19, 20, 21, 25, 26, 28; Mar 4, 5, 20, 21, 2019 (Loving Comprehensive Plan)** – Coordinated and scheduled community public hearings;

prepared/submitted public notices (English/Spanish) for Village's posting; resolution; ICIP/Resolution; binder; public hearing; LMI; and public participation section.

- ✓ **Feb 19, 20, 25, 26, 2019 (Tularosa Comprehensive Plan)** – Coordinated public hearing date and submitted English/Spanish notices for posting; resolution; ICIP/Resolution; and project ineligible.
- ✓ **Mar 14, 20, 2019 (Hope Comprehensive Plan)** – Request for ICIP; binder; public notices and resolution; LMI; and public participation section.
- ✓ **Feb 13, 2019 (US 380 Rebuild)** – Submitted link to Ruidoso News' article on legislative activity regarding US 380.
- ✓ **Feb 25, 2019 (NM Statewide ITS Architecture)** – Submitted notification of Stakeholder workshop scheduled for 3/20/19 (ABQ) to SERTPO and City/County Managers.
- ✓ **Mar 12, 13, 2019 (Comp Plan List)** – Update(s) to Comprehensive Plan list, and list submitted to Executive Director.
- ✓ **Apr 4, 9, 10, 11, 12, 23, 24, 25, 29; May 8, 13, 2019 (Loving Comprehensive Plan)** – LMI approval process; asset management, drought contingency, water conservation (supporting source) sections; public participation section; planning narrative/scope of work; application; certifications; transmittal; mailed final application binder to NM DFA; follow-up; funding awarded in May; and additional processing tasks.
- ✓ **Apr 4, 22, 2019 (Hope Comprehensive Plan)** – LMI approval process; reminders; and public participation section.
- ✓ **Apr 9, 22, 24; May 1, 8, 9, 13, 20, 21, 2019 (Lake Arthur Comprehensive Plan)** – Administrative tasks; follow-up; funding awarded In May; and completion/submission of additional Exhibits to DFA.
- ✓ **Apr 9, 11, 22, 23, 24, 25, 2019 (Tatum Comprehensive Plan)** – Public participation section; binder; program requirements; application; planning narrative; scope of work; mailed final application binder to NM DFA; and funding awarded in June.
- ✓ **Apr 23, 2019 (SET)** – Discussion regarding SET Plan.
- ✓ **Apr 30; May 1, 8, 13, 2019 (Comp Plan List)** – Updates to Comprehensive Plan list/spreadsheet and archiving/digitizing plans.
- ✓ **May 2, 2019 (Bike/Pedestrian Bike Plan)** – Participated in evening kick-off meeting for Roswell's Bike/Pedestrian Bike Plan, led by BHI, held at the Roswell Public Library.
- ✓ **Jul 1, 8, 10, 16, 18; Sep 30, 2019 (Comp Plan List/Project)** – Submitted requests to local governments for copies of Comp Plans; updates to List (and Executive Director); and digitized documents.
- ✓ **Jul 1, 2, 10, 11, 15, 16, 17, 22, 23, 29, 2019 (Hope Comprehensive Plan)** – Follow-up; public participation section; application; planning narrative; scope of work; LMI section; digital copy; resolution; ICIP; binders; certifications; and submitted final application to DFA.
- ✓ **Jul 10, 16, 17, 18, 22, 30, 31; Aug 6, 7, 8, 12, 13, 20; Sep 5, 10, 11, 17, 2019**

- (Dexter Comprehensive Plan)** – Request for LMI percentage; public participation section; ACS data section; binders; asset management; ICIP; certifications; digital copy; public hearing; application; narrative; Census; transmittal; RFP; resolutions; documents to Town for signatures; finalized application binder; and submitted application binder to DFA.
- ✓ **Jul 10, 16, 17, 18, 23, 29, 30, 31; Aug 5, 13, 20, 22; Sep 3, 16, 2019 (Hagerman Comprehensive Plan)** – Request for LMI % from DFA; public participation section; ICIP; LMI section; binders; asset management; program requirements; application; supporting documentation; digital copy; forms prepared for signature; public hearing; narrative/scope; transmittal; submitted final application binder to DFA; and current ICIP turned into DFA.
- ✓ **Jul 11, 15, 16, 18, 29, 31; Aug 5, 6, 7, 8, 13; Sep 16, 19, 20, 25, 26, 2019 (Ruidoso Downs Comprehensive Plan)** – Public participation section; resolution; supporting documentation; ICIP; LMI section; binders; asset management; certifications; public hearing; water conservation documents; drought contingency documents; application; narrative; scope of work; program requirements; digital copy; new ICIP resolution/project summary; documents submitted for signatures; and submitted final application binder to DFA.
- ✓ **Jul 11, 15, 16, 17, 18, 22, 31; Aug 5, 6, 12, 13, 19, 20, 22; Sep 10, 11, 26, 2019 (Carrizozo Comprehensive Plan)** – Public participation section; resolution; ICIP; LMI section; binders; asset management; certifications; digital copy; public hearing; resent ACS methodology letter template; supporting source documentation; RFP, checklist; planning narrative; scope of work; application; resolution; and final application documents sent for signature.
- ✓ **Jul 10, 11; Sep 3, 2019 (Roswell Bike/Pedestrian Bike Plan (TAP))** – Completed online survey and forwarded online survey link to stakeholders; and submitted notice of public meeting and questionnaire to stakeholders.
- ✓ **Aug 13; Sep 3, 2019 (Title VI Plan/Annual Update)** – Follow-up with CCRB on Plan review; and submitted Title VI Annual Update to CCRB/Liaisons (hard copy/email).

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.

- ✓ **Oct 1, 18, 31; Nov 13, 19, 27, 28, 2018 (15-0927 Eddy County Bypass Rd)** – Sent out bond sale reminder to local entity; pay request(s)/follow-up; and CPMS updates.
- ✓ **Oct 1, 2, 11, 15, 18, 31; Nov 8, 12, 13, 29; Dec 3, 5, 6, 12, 31, 2018 (15-0946 Tularosa Street Improvements)** – Submitted bond sale requirements reminder to local entity; communications with NMDOT on construction services management, testing and eligibility for reimbursement for different programs; pay request(s)/follow-up/CPMS updates and third-party contract to D2.
- ✓ **Oct 5, 15, 16, 17, 2018 (Capital Outlay)** – Submitted NMDOT POD *Lead Agency ACTIVE Capital Report as of October 2, 2018* to members; assisted

- applicant(s) with Capital Outlay application form; and schedule(s) of capital outlay hearings to be conducted in region submitted to members.
- ✓ **Oct 31; Dec 5, 2018 (Project Status)** – Updates on project statuses to Executive Director.
 - ✓ **Jan 2; Feb 5; Mar 27, 2019 (Project Status)** – Updates on project statuses to Executive Director.
 - ✓ **Jan 2, 7, 8, 9, 24, 28, 31; Feb 21, 27; Mar 4, 11, 12, 13, 18, 21, 27, 2019 (15-0946 Tularosa Street Improvements)** – Follow-up on third-party contracts; pay request(s)/follow-up; CPMS updates; and submitted request and documents for project closure to D2.
 - ✓ **Jan 24; Feb 19, 20, 27; Mar 4, 14, 18, 21, 25, 26, 2019 (15-0927 Eddy County Bypass Rd)** – CPMS updates; working pay request(s); confirming balances; and review of peer review proposal.
 - ✓ **Jan 9; Mar 27, 2019 (Capital Outlay)** – POD spreadsheet review; and communications on SB280 spreadsheet.
 - ✓ **Feb 25; Mar 18, 25, 2019 (Legislative)** – Submitted Southeast RSIP Roadway legislative update to SERTPO; NMED Legislative economic-related news; and EMNRD Energy Legislative update.
 - ✓ **Apr 4, 8, 22, 29; May 8; Jun 5, 26, 27, 28, 29, 2019 (15-0927 Eddy County)** – Peer review proposal communications; CPMS; and pay request follow-up.
 - ✓ **Apr 8, 2019 (Capital Outlay)** – Accessed Capital Outlay projects approved and vetoed lists.
 - ✓ **Jul 1, 15, 30; Sep 5, 2019 (15-0927 Eddy County Bypass Rd)** – Worked final pay request; Exhibit resent to D2 per request; and CPMS.
 - ✓ **Jul 30, 2019 (Project Status)** – Update(s) to Executive Director on project status.

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

- ✓ **Oct 1; Nov 5, 2018 (RTP)** – Submitted the following information to SERTPO members (and/or posted online) that meet action items listed in the RTP:

Safety Education & Training	NHTSA Click It or Ticket Campaign logo
Safety Education & Training	NHTSA Buckling Up Could Save Your Giblets
- ✓ **Jan 16, 2019; Feb 20; Mar 18, 2019 (RTP)** – Submitted the following information to SERTPO members (and/or posted online) that meet action items listed in the RTP:

Safety Education & Training	NHTSA Super Bowl Fans Don't Let Fans Drive Drunk
Safety Education & Training	NHTSA It's not Luck, It's Smart finding a Designated driver on St. Patrick's Day
Safety Education & Training	NHTSA Getting Home Late Beats Never Getting Home Again – STOP, Trains Can't
- ✓ **Jun 24, 2019 (RTP)** – Posted the following information online that meets action items in the RTP:

Safety Education & Training	NHTSA "Look Before You Lock"
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- ✓ **Aug 6; Sep 5, 2019 (RTP)** – Posted campaign information pertaining to the RTP online.

Safety Education & Training	NHTSA "Bam! Your life Just changed. Drive
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Drunk and you will be prosecuted to the full extent of the law.
NHTSA "Secure Her Future"

Safety Education & Training

Function 1	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	410	N/A		400	N/A	
1 st Quarter	100	30.75	354.11	100		
2 nd Quarter	100	126.63	1,473.49	100		
3 rd Quarter	100	66.69	592.83	100		
4 th Quarter	100	170.13	1,722.11	100		
Balance of Hrs / Total Costs		15.81	4,142.54			

Function 1 Activity Tracking – 2019

1 st Quarter Report	<ul style="list-style-type: none"> • Promoted awareness and provided opportunity for SERTPO to comment on NM Bike Plan, Statement Management Plan and Public Involvement Plan • Submitted Title VI Plan for NMDOT/CCRB Review • Kept SERTPO informed of ADA/Title VI Compliance • Tracked pay requests for two transportation-related Capital Outlay grants • Promoted two NHTSA safety campaigns on SNMEDD website
2 nd Quarter Report	<ul style="list-style-type: none"> • Informed members of upcoming RTP update and requested review for any proposed changes • Participated with Ruidoso Comprehensive Planning meetings • Shared NM Bike Plan with SERTPO members • Assisted in Carlsbad Comprehensive Plan efforts • Coordinated with Executive Director and submitted Lake Arthur 2019 Comprehensive Planning grant application to NM DFA • Worked on 2019 Comprehensive Development Planning grant applications for Loving, Tatum and Hope, New Mexico • Informed SERTPO and stakeholders of NM Statewide ITS Architecture Stakeholder workshop
3 rd Quarter Report	<ul style="list-style-type: none"> • Submitted final application for Loving CDBG Comprehensive Development Plan. Funding awarded to the Village of Loving in May 2019. • Completed additional tasks towards for Lake Arthur CDBG Development Plan application. Funding awarded in May 2019. • Submitted final application for Tatum CDBG Comprehensive Development Plan. Funding awarded to the Town of Tatum in June 2019. • Participated in Roswell's Bike/Pedestrian Bike Plan community evening kick-off meeting. • Continued to work with County on Eddy County Bypass Capital Outlay grant final pay request. • Posted NHTSA "Look Before You Lock" campaign banner on

	website.
4 th Quarter Report	<ul style="list-style-type: none"> • Provided updates to SERTPO on RTP planning processes. • Completed and submitted Village of Hope's application for CDBG Comprehensive Development Planning Grant funding to the NM Department of Finance & Administration (DFA). • Completed and submitted Town of Dexter's application for CDBG Comprehensive Development Planning Grant funding to DFA. • Submitted the Town of Hagerman's CDBG Comprehensive Development Planning Grant application to DFA. • Submitted the City of Ruidoso Down's CDBG Comprehensive Development Planning Grant application to DFA. • Worked Town of Carrizozo's CDBG Comprehensive Planning Grant application for funding. • Submitted Annual Title VI Plan Update to NMDOT/CCRB. • Submitted final pay request for Capital grant project (Eddy County Bypass Rd). Agreement expired 9/30/19. • Updated NHTSA safety campaign posts on Roads Page online.

Function 2. Technical Support and Data Management

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

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

- ✓ **Oct 1, 4, 8, 11; Nov 5; Dec 6, 10, 11, 2018 (Traffic Count Program)** – Visited with local government on traffic count requests for justification for all-stop condition at busy intersection; communications to local government on desired site locations; picked up counter from EPCOG; communications with vendor on radar counters; inquiries to NMDOT; traffic log update(s) to Liaison; CCS and WIM NM site information submitted to SERTPO; and inquiry to DMB for MS2 access.
- ✓ **Oct 17, 29, 30; Nov 6, 19, 20; Dec 3, 4, 2018 (Traffic Data)** – Generated PEEK traffic data reports (volume, speed, class) and submitted to Village of Ruidoso (for Sites 1-5 and Heath Drive); responded to local government inquiry for crash data (total vs injury/fatalities), including ability to make requests for data.
- ✓ **Oct 18, 22, 29, 2018 (PEEK)** – Submitted recommendations to vendor for software engineers and provided information requested;
- ✓ **Jan 17, 21, 2019 (Traffic Count Program)** – Communications with Data Mgt Bureau regarding IRD training.
- ✓ **Jan 24, 2019 (Census)** – Submitted results of Study that examines 2020

Census Barriers, Attitudes and Motivators to members.

✓ **Apr 8, 2019 (American Trails)** – Submitted information to members on *Tips and Techniques for Using Crusher Fines Surfacing for Trails*.

✓ Not applicable fourth quarter.

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

✓ **Oct 8, 9, 10, 15, 17, 22, 29, 31; Nov 6, 13, 14, 19, 20; Dec 4, 6, 2018 (Paradise Canyon/Country Club Rd/Heath Drive, Ruidoso)** – Preparations for field; set-up/re-set counter at: (Paradise Canyon) Site 1, Site 2, Site 3; (Country Club Drive) Site 4, Site 5; and Heath Drive; administrative tasks; coordination with local government on counter set-up; provided field training; and traffic log updates.

✓ **Oct 10, 2018 (MUTCD)** – Submitted notification from FHWA Press Release regarding MUTCD Update process and invitation for public comment.

✓ **Oct 10, 11, 16; Dec 11, 2018 (Work Zone/Equipment)** – Purchases for security lock and tubing; and communications with D2 staff on signage for work zone purchase for traffic control (signage).

✓ **Oct 10, 31; Nov 1, 6, 7, 8, 13; Dec 3, 5, 2018 (MAP L200361 Tularosa)** – Follow-up on completion of Estimated Cost Summary and related documents to Village and NMDOT; prepared Estimated Cost Summary, NOA and NTP; disbursement request submitted to Village and D2; provided requested documents to D2; and disbursement confirmation.

✓ **Oct 30; Dec 3, 2018 (LGRF)** – Made program inquiry on behalf of Lake Arthur Mayor to District 2 staff and responded back.

✓ **Dec 3, 6, 2018 (Loving)** – Assisted local government with traffic light request.

✓ **Jan 15, 2019 (Crash Data)** – Sent SERTPO copy of UNM weblink for accessing Preliminary 2018 Fatality Data.

✓ **Jan 16; Mar 21, 2019 (Equipment)** – Communicated with vendor and upgraded firmware version of counter; and received replacement counter from EPCOG.

✓ **Jan 21, 2019 (TSP and Zero Deaths Guide)** – Submitted informational flyer and link to new Guide to SERTPO.

✓ **Jan 28; Feb 6, 11, 2019 (Traffic Signal Study)** – Communicated concerns from local government to D2 office on traffic signal and passing lanes; communications with Tatum Mayor on submitting request to NMDOT; and submitted request for traffic signal study to D2.

✓ **Feb 19, 2019 (MAP)** – Inquired on NMDOT MAP solicitation letter from D2 and shared information with local government.

✓ **Mar 11, 2019 (LGRF)** – Submitted LGRF information regarding upcoming deadline and requirements to local government.

✓ Not applicable fourth quarter.

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

- ✓ Not applicable this quarter.
- ✓ **Jan 9, 16, 30, 31; Feb 20, 2019 (Functional Class (FC) Assistance)** – Visited with local government staff regarding FC purpose and eligibility and shared NMDOT interactive map link and short FC guide; follow-up to orientation and submitted FC flyer, appl and Guide to local government; visited with local government on Roadway, demonstrated interactive map link and provided FC flyer, application form, sample FC request and Guide; and submitted new NMDOT link on FC map, attached updated FC Selection Criteria Overview and FC change request form.
- ✓ **Apr 25, 2019 (FC Assistance)** – Sent information to local governments with possible functional classification requests and meeting coordination.
- ✓ **Jul 8, 9, 10, 18, 2019 (Functional Class)** – Submitted FC request form, current manual and flyer to local government with guidance on agenda inclusion; reviewed FC request, requested traffic data; submitted FC Request to NMDOT for review; and communications with NMDOT/EPCOG.

Function 2	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	102	N/A		112	N/A	
1 st Quarter	28	88.25	1,016.27	28		
2 nd Quarter	28	4.94	57.46	28		
3 rd Quarter	28	0.63	5.60	28		
4 th Quarter	28	1.00	10.12	28		
Balance of Hrs / Total Costs		7.18	1,089.45			-

Function 2 Activity Tracking – 2019

1 st Quarter Report	<ul style="list-style-type: none"> • Established partnership with local government and trained local staff to assist in field for the set-up of traffic counter equipment • Generated vendor reports for volumes, class and speed and shared with local government • Maintained relationship with equipment vendor, provided recommendations and received upgrades
2 nd Quarter Report	<ul style="list-style-type: none"> • Shared Census, Crash Data and TSP/Zero Deaths Guide information with members • Upgrade firmware on traffic counter • Assisted local governments with traffic signal study request and LGRF programs • Assisted local governments with FC process and trained on use NMDOT FC interactive mapping
3 rd Quarter Report	<ul style="list-style-type: none"> • Shared American Trails <i>Tips and Techniques For Using Crusher Fines Surfacing for Trails</i> to members. • Submitted Functional Class information to local governments for functional class requests.
4 th Quarter Report	<ul style="list-style-type: none"> • Provided assistance to local government/EPCOG on potential functional classification request and inclusion on meeting agenda.

Function 3. Project Development and Monitoring

Task 3.1 Assist project applicants in developing projects.

3.1.1 Provide information to potential applicants about funding opportunities.

<u>Date Submitted</u>	<u>Funding Opportunity</u>
Oct 1-2, 2018	Community Change Grants
Oct 10, 2018	Nationally Significant Federal Lands and Tribal Projects
Oct 16, 2018	Capital Outlay
Oct 18, 2018	Colonias
Dec 11, 2018	New Mexico True CoOp Grant
Jan 16, 2019	2019 LGRF Solicitation for Funding–Letter of Request due 3/14/2019
Feb 5, 2019	INFRA – Grants Funding Opportunity – Due 3/4/2019
Feb 6, 2019	(Tribal only) TIF NOFA – Deadline 3/4/2019
Feb 11, 2019	(Tribal only) Indian Highway Safety Grant Opportunities
Feb 12, 2019	Webinar: Explore NM Tourism’s Funding Programs - 2/28/19
Feb 19, 2019	Funding Opportunity: PeopleForBikes Community Grant Program
Feb 25, 2019	Date to Remember for NM True CoOp Grant Cycle coming up next year (3/5/2019)
Feb 25, 2019	Funding Opportunity: RBDG 2019: GRANT AVAILABLE- Rural Business Development Grant - deadline March 29, 2019
Feb 26, 2019	RESCHEDULED Webinar for NM True CoOp Grant Cycle from March to 4/9/19
Feb 28, 2019	NMED Clean Water State Revolving Fund – Infrastructure Funding Applications Now Available (3/1/19 - 4/12/19)
Mar 11, 2019	Tourism Department Seeking 3 Request for Proposals: Brand Impact Effectiveness Study, Tourism & Destination Development Roadmap and Return on Investment (ROI) Study
Apr 3, 2019	Census 2020 Funding Opportunity: Grant Cycle for Community-Based Outreach to Hard-to-Count Immigrant Communities is open
Apr 22, 2019	2019 Build Grants Notice of Funding Opportunity - DEADLINE Jul 15, 2019
May 1, 2019	Funding Opportunity – Rural Business Development Grants RBDG
May 1, 2019	Transportation/Rural Infrastructure Funding Opportunities – Due
May – July 2019	Low or No Emission (Low-No) Program; Distance Learning and Telemedicine Grants; Household Water Well Program; Revolving Fund Program; Crime Prevention and Public Safety Awareness; ReConnect Rural Broadband Program; Rural Community Development Initiative Grants; Community Facilities Technical Assistance and Training Grant; Assistance to High Energy Cost Communities; and FY 2019 National Infrastructure Investments).
May 1, 2019	[Tribal] Native American Affairs: Technical Assistance to Tribes for FY 2019; Good Health and Wellness in Indian Country; NAGPRA Repatriation Grants FY2019; American Indian, Alaska Native and Native Hawaiian Project; and Tribal Wildlife Grants Program.
May 13, 2019	USDA Recreation Economy for Rural Communities 2019 Application
Jun 13, 2019	[Tribal] Funding Opportunities for Public Transportation on Indian Reservations Program and Indian Housing Block Grant (IHBG) Program
Jun 13, 2019	Funding Opportunities: Assistance to High Energy Cost Communities; FY 2019 National Infrastructure Investments; and Small Community Air Service Development Program.

Jun 13, 2019	PeopleForBikes Community Grant Program
Jun 24, 2019	Funding Opportunity – DOT FHWA Advanced Transportation & Congestion Management Technologies Deployment Initiative
Jul 18, 2019	Funding Opportunity - Frontier & Native American Communities Initiative - Pre-Application Webinar 7/31/19
Jul 22, 2019	Funding Opportunities – NM Delegation Office Federal Grants Advisory 7-19-19 (Agriculture, Criminal Justice, Economic Development, Education, Environment/Public Lands, Health, Housing/Homelessness, Indian Country, Museums/the Arts, Science/Technology and Veterans)
Jul 29, 2019	Funding Opportunities – NM Delegation Office Federal Grants Advisory 7-25-19 (Agriculture, Criminal Justice, Economic Development, Education, Health, Housing/Homelessness, Indian Country, Museums/the Arts, Science/Technology and Veterans).
Jul 30, 2019	Funding Opportunity - Volkswagen Settlement Bulletin - Alternate-fueled or All-electric vehicles -Due 11/15/19
Aug 12, 2019	Funding Opportunity - State Transportation Innovation Council (STIC) funding
Aug 20, 2019	Funding Opportunities – NM Delegation Office Federal Grants Advisory 8-19-19 (Agriculture, Community Service, Criminal Justice, Economic Development, Environment/Public Lands, Health, Housing/Homelessness, Museums/the Arts, Science/Technology, and Veterans).
Sep 3, 2019	Funding Opportunities – NM Delegation Office Federal Grants Advisory 9-3-19 (Agriculture, Community Service, Criminal Justice, Economic Development, Emergency Management, Environment/Public Lands, Health, Housing/Homelessness, Infrastructure, Museums/the Arts, Science/Technology, and Veterans).
Sep 19, 2019	Funding Opportunities – NM Delegation Office Federal Grants Advisory 9-16-19 (Grant Topics Covered: Agriculture, Community Service, Criminal Justice, Emergency Management, Environment/Public Lands, Health, Housing/Homelessness, Infrastructure, Museums/the Arts, Science/Technology, and Veterans).
Sep 30, 2019	Funding Opportunities – NM Delegation Office Federal Grants Advisory 9-23-19 (Grant Topics Covered: Agriculture, Community Service, Criminal Justice, Emergency Management, Environment/Public Lands, Health, Housing/Homelessness, Infrastructure, Museums/the Arts, Science/Technology, and Veterans).

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

- ✓ **Dec 27, 2018 (Inquiries)** – Responded to engineer regarding status of TAP/RTP/CMAQ/Roadway funding opportunities for planning/design.
- ✓ Not applicable second quarter.
- ✓ **Apr 8, 2019 (Assistance)** – Looked up and referred additional information to member regarding NMTD Marketing Co-op funding.
- ✓ Not applicable fourth quarter.

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

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

- ✓ **Oct 1, 2, 10, 15, 18, 29; Nov 13, 28; Dec 3, 2018 (TAP/RTP/CMAQ Call for Projects)** – Submitted reminder of final application due date and copy of D2 approved PFFs to TAP/RTP/CMAQ Applicants; submitted CMAQ Supplemental Guidance to members and reminder of PFF due date; assisted STIP/RTIPR questions for local government; Guide and PFF sent to consultant; responded to inquiry to local government and provided information on CMAQ; reminders to SERTPO of CMAQ deadline for PFFs (10/15/18); follow-up email to local government on potential project; update to SERTPO Chairs on status of CMAQ and PFF deadline that passed; responded to inquiry for RTP application; information regarding ROW communicated to local government; inquiry to Liaison on CMS for trails; and worked with local government on CMAQ final application.
- ✓ **Oct 11, 22, 29, 2018 (TAP/RTP Receipt of Applications)** – Communications (large files) on receipt of RTP appl, and processed RTP/TAP applications.
- ✓ **Dec 6, 2018 (CMAQ Receipt of Applications)** – Received CMAQ application and sent acknowledgement to applicant.
- ✓ **Oct 15; Nov 13, 19, 20, 26, 28, 29, 30; Dec 3, 2018 (RTP Review)** – Reviewed Eunice RTP application and submitted comments; inquiry to Liaison regarding PFF and performance measures; reviewed Roswell and Ruidoso RTP applications and submitted recommendations; follow-up on RTP applications and comments; uploaded RTP applications to NMDOT portal; notified applicant(s) and NMDOT of upload; and administrative tasks.
- ✓ **Oct 22; 31; Nov 1, 13, 19, 20, 26, 27, 2018 (TAP Review)** – Reviewed Ruidoso, Roswell and Ruidoso Schools TAP applications and submitted comments; uploaded TAP application(s) and notified applicants and NMDOT of uploads.
- ✓ **Dec 11, 12, 13, 17, 2018 (CMAQ Review)** – Reviewed Ruidoso CMAQ application and submitted comments; follow-up to applicant; inquiry to NMDOT regarding FTP link for CMAQ; uploaded CMAQ and notified applicant/NMDOT of upload.
- ✓ **Jan 3, 7, 24, 2019 (TAP Assistance)** – Submitted TAP forms to engineering firm and information regarding closed application cycle; inquiry to NMDOT re public documents; TAP document to public; and miscellaneous.
- ✓ **Jan 29, 30, 31; Feb 4, 6, 2019 (CMAQ)** – Communications to NMDOT and local government regarding status of CMAQ application and Location Study.
- ✓ **May 6; Jun 3, 2019 (TAP/RTP/CMAQ)** – Award notifications.
- ✓ **Aug 12, 2019 (TAP/RTP/CMAQ)** – Submitted copy of the NMDOT TAP/RTP/CMAQ Report to SERTPO.

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

- ✓ Not applicable first quarter.
- ✓ Not applicable second quarter.

- ✓ Not applicable third quarter.
- ✓ Not applicable fourth quarter.

Task 3.2 Manage preliminary project review process.

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

- ✓ Not applicable this quarter.
- ✓ **Jan 3, 7, 14, 2019 (Call-for-Projects)** – SERTPO approved the *2019 Roadway Application Schedule* and *Roadway Project Guidelines/Rating Criteria* during its regular meeting on 1/3/19; and submitted Roadway Call-for-Projects to SERTPO/Mayors/Chairs/City and County Mgmt (including Application Schedule and Project Guidelines/Rating Criteria).
- ✓ **Jan 24, 28, 29; Feb 6, 12, 19, 2019 (Feasibility Reviews)** – Coordinated with NMDOT/ EPCOG on scheduling of feasibility reviews; meeting invites; forwarded environmental comments to Team; reminders to Applicants regarding upcoming reviews and get-ready; and administrative tasks.
- ✓ **Feb 13, 2019 (Roswell Feasibility Review)** – Participated in Roadway feasibility review held at Roswell Engineer's Conference Room, City Hall.
- ✓ **Feb 13, 2019 (Carlsbad Feasibility Review)** – Participated in Roadway feasibility review at Carlsbad City Planning Conference Room (City Hall).
- ✓ **Feb 13, 2019 (Eunice Feasibility Review)** – Participated with Eunice Roadway feasibility review held at City Conference Room (City Hall).
- ✓ **Feb 27; Mar 4, 5, 2019 (Final Applications)** – Sent reminders of final applications due to applicants; communication to local gov on application; environmental comments sent to applicants; and processed final applications received.
- ✓ **Mar 29, 2019 (Scoring)** – Coordinated with EPCOG on scoring results.
- ✓ **Apr 1; May 13, 16, 2019 (Scoring)** – Continued coordination with EPCOG on Roadway scoring results; shared Roadway results with SERTPO, Liaison, D2 Engineer and EPCOG; copy of PPF to STIP Manager; and notified successful applicant and members of funding selection.
- ✓ Not applicable fourth quarter.

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

- ✓ **Dec 13, 2018 (Roadway Assistance)** – Responded to inquiry and submitted copy of previous application to Roadway applicant.
- ✓ **Jan 9, 16, 21, 22, 23, 24, 28, 31; Feb 11, 2019 (Roadway Assistance)** – Visited with new staff of local government in office regarding recent Call-for-Projects and eligibility; sent one-week reminder and other reminder that PFFs are due; shared Call-for-Projects and previous Roadway application to interested local government and assisted; criteria and application schedule sent to engineering consultant; visited with local government staff on program requirements for future application; discussed criteria with

engineer;

- ✓ **Jan 16, 17, 22, 24; Feb 21, 27, 28, 2019 (PFFs)** – Received PFFs for Roadway Program and sent acknowledgement of receipt; submitted notice to Chairs regarding PFFs received; and distributed PFFs to NMDOT in preparation of reviews; sent reminder on approved PFFs; signed PFFs sent to Applicants.
- ✓ Not applicable third quarter.
- ✓ Not applicable fourth quarter.

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

- ✓ Not applicable first quarter.
- ✓ **Jan 23, 24; Mar 28, 2019 (Scoring Policy)** – Prepared resolutions dealing with scoring policy for Roadway and Public Transit programs; and scoring policies approved during March meeting.
- ✓ **Apr 22, 2019 (Prioritization)** – Submitted prioritization criteria/process to NMDOT, per request.
- ✓ **Jun 10, 13, 19, 27, 2019 (Subcommittee)** – Submitted request for volunteers to SERTPO to serve on subcommittee to review rating criteria; forwarded volunteer names and compiled list to Chair.
- ✓ **Jul 1; Aug 14, 20; Sep 30, 2019 (Subcommittee)** – Submitted Chair update to volunteer list; attended subcommittee meeting held in Artesia (Eddy County Public Works facility) on scoring criteria; follow-up from subcommittee meeting, to include revisions to scoring criteria, resolutions; prepared Roadway application form, to include NMTP/RTP goals; submitted revised scoring criteria to SERTPO for review; and updated Roadway Project Application form and submitted to Chairs for review in advance of future Call.

3.2.4 Develop a list of RTPO-approved project applications received in response to Calls for Projects/Proposals, indicate both the priority (as applicable) and funding status. This list will serve as the Regional Transportation Improvement Program Recommendations (RTIPR) list and will be submitted to the NMDOT District and Liaisons for potential federal funding opportunities on an annual basis, in coordination with NMDOT's call for RTP, TAP, CMAQ and other projects.

- ✓ **Oct 4, 2018 (RTIPR Standardization)** – Submitted comments to MRCOG on standardized RTIPR.
- ✓ **Feb 5, 6, 7; Mar 29, 2019 (RTIPR)** – Updated/reformatted TAP, RTP, CMAQ and Roadway Pages; and shared RTIPR Pages with Liaison.
- ✓ **Apr 1, 2, 3; May 6; Jun 6, 10, 11, 2019 (RTIPR)** – Coordinated Roadway RTIPR entries with applicants for review; submitted Roadway RTIPR to Liaison, D2 Engineer and SERTPO; finalized TAP/RTP/CMAQ Pages of RTIPR (following awards) and submitted TAP/RTP/CMAQ RTIPRs to SERTPO, Liaisons, D2, and EPCOG; and worked RTIPR for State Grant.
- ✓ Not applicable fourth quarter.

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

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

- ✓ **Oct 22; Nov 8, 2018 (Public Transit Applications)** – Received/processed public transit applications received from Transit and Rail for meeting packets; prepared scoring results and shared sheets/results with EPCOG; and submitted scoring results to SERTPO/Transit Providers/NMDOT/EPCOG.
- ✓ **Dec 11, 2018 (Artesia General Hospital)** – Visited with staff regarding public transit in area and referred to Pecos Trails Transit and Carlsbad Municipal Transit.
- ✓ Not applicable second quarter.
- ✓ **May 20, 2019 (Awards)** – Submitted copy of FY20 Final Award Packet to members.
- ✓ **Jun 18, 24, 2019 (Notice of Intent)** – Submitted copy of FY21 Notice of Intent to Apply for Section 5311 and Section 5311 Program to SERTPO and transportation stakeholders.
- ✓ Not applicable fourth quarter.

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

- ✓ Not applicable first quarter.
- ✓ Not applicable second quarter.
- ✓ **Apr 1, 2019 (Public)** – Spoke to citizen regarding public transit and referred to Pecos Trails Transit.
- ✓ Not applicable fourth quarter.

Task 3.4 Track the progress of Statewide Transportation Improvement Program (STIP) projects within the RTPo region and ensure regular communication between the project sponsors, NMDOT staff and others to ensure the projects are meeting deadlines outlined in the Tribal/Local Public Agency (T/LPA) Handbook. Include an informational item on meeting agenda for local entity discussion of projects and assist RTPo members with issues that may arise.

- ✓ **Oct 10, 18; Dec 5, 11, 2018 (TAP CN2102090 Tularosa Granado)** – Sent copy of contractor invoicing and communications on processing of co-funded grants to D2 staff; completed project update(s); and communicated with Village on pay request processing.
- ✓ **Nov 19, 2018 (STIP)** – NMDOT Press Release sent to SERTPO members inviting them to comment on fifth amendment to STIP.

Notifications to SERTPO Members regarding projects in the STIP:

- Nov 28, 2018** D2 Press Release: NM 128 Pavement Rehab Work - Lea County
- Dec 5, 2018** D2 Press Release: US 285 Safety Upgrade in Chaves County
- Dec 6, 2018** D2 Press Release: NMDOT District Two crews prepared for winter
- Dec 27, 2018** D2 Press Release: US 285 speed limit increase between Roswell and Vaughn

- ✓ **Jan 15, 28, 29, 30; Feb 4, 7, 21; Mar 4, 13, 18, 2019 (TAP CN2102090 Tularosa Granado)** – Worked reimbursement request(s) and follow-up.

Notifications to SERTPO Members regarding projects in the STIP:

- Jan 24, 2019** D2 Press Release: RR Crossing Repair Work – NM128 in Jal
- Jan 29, 2019** Pavement rehabilitation work on U.S. 285 in Chaves County
- Feb 6, 2019** D2 Press Release: Traffic safety devices installed on NM 48 in Lincoln County
- Mar 18, 2019** D2 Release: Cannon Air Force Base's Melrose Training Range Intersection Improvements at U.S. 60/84 and N Roosevelt Rd in Curry County
- Mar 21, 2019** D2 Release: US 82 Reconstruction Project Continues in Eddy County

✓ **Apr 2, 4, 9, 10; May 16; Jun 5, 26, 2019 (TAP CN2102090 Tularosa Granado)**
– Worked pay request(s) and follow-up.

Notifications to SERTPO Members regarding projects in the STIP:

- Jan 24, 2019** D2 Press Release: RR Crossing Repair Work – NM128 in Jal
- May 7, 2019** D2 Press Release: Chip seal work begins in Lea County
- May 17, 2019** NMDOT Press Release: Public Invited to Comment on Changes to Current and Future Projects
- May 23, 2019** D2 Release: Safety Improvements on U.S. 70 in Otero County
- Jun 10, 2019** D2 Release: Roadside Removal of Debris to Temporarily Close US 82 in Otero County
- Jun 10, 2019** D2 Release: US 70 lane closures for resurfacing work in Portales
- Jun 17, 2019** NMDOT Press Release: Public Encouraged to Comment on State Transportation Improvement Program (STIP)

✓ **Jul 30; Sep 10, 11, 16, 19, 27, 30, 2019 (TAP CN2102090 Tularosa Granado)** –
Follow-up on final pay request; submitted final request (for contractor) to D2; and submitted final pay request (engineer) to D2.

Notifications to SERTPO Members regarding projects in the STIP:

- Jul 29, 2019** D2 Press Release: US 54 & US 70 guardrail installation starts this Summer
- Sep 19, 2019** D2 Release: South Y Detour opens this month in Carlsbad
- Sep 25, 2019** D2 Release: US 82 Tunnel Safety Inspection Scheduled for October 1st - Otero County
- Sep 25, 2019** D2 Release: ADA Pedestrian Improvements Scheduled to Begin in Lovington
- Sep 25, 2019** D2 Release: Resurfacing Improvement Work Begins - De Baca, Curry, and Roosevelt Counties
- Sep 26, 2019** D2 Release: U.S. 82 Tunnel Safety Inspection Scheduled for October 22 - Otero County
- Sep 27, 2019** D2 Release: NM 532 (Ski Run Road) Safety Improvement Project Begins in Lincoln County
- Sep 30, 2019** US 70 Resurfacing Work Downtown Portales

Function 3	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	180	N/A		200	N/A	
1 st Quarter	50	69.50	800.35	50		
2 nd Quarter	50	56.44	656.74	50		
3 rd Quarter	50	28.63	254.50	50		
4 th Quarter	50	32.88	332.78	50		
Balance of Hrs / Total Costs		-7.44	2,044.38			

Function 3 Activity Tracking – 2019

1 st Quarter Report	<ul style="list-style-type: none"> • Shared funding opportunity information with SERTPO • Assisted local entities through TAP/RTP/CMAQ application processes • Uploaded 4 RTP applications, 3 TAP applications and 1 CMAQ application to NMDOT by due date • Processed Public Transit applications and shared scoring results with local entities and NMDOT Transit and Rail • Made referrals for public transit in the region • Conducted follow-up on active TAP project in region • Communicated D2 Press Releases on STIP project activity
2 nd Quarter Report	<ul style="list-style-type: none"> • Shared several funding opportunities with members • Assisted local entity on CMAQ Program • Assisted members with Roadway program and received PFFs • Issued Call-for-Projects to SERTPO and Stakeholders on Roadway • Coordinated and participated with Roadway feasibility reviews held in Roswell, Carlsbad and Eunice • Processed final applications received for Roadway • Established Scoring Policy for Public Transit and Roadway Programs • Prepared TAP disbursements • Updated RTIPR for all programs • Shared D2 Press Releases regarding STIP Projects
3 rd Quarter Report	<ul style="list-style-type: none"> • Shared funding opportunities with members from the Census Bureau, DOT/FHWA/FTA, USDA, Tribal and PeopleForBikes. • Shared award notifications with members for the TAP, RTP and CMAQ Programs. • Notification of Roadway Funding selection submitted to SERTPO. • Compiling list of volunteers for SERTPO Subcommittee for the purpose of reviewing rating criteria. • Shared RTIPR Pages for Roadway, TAP, RTP and CMAQ with members. • Worked RTIPR for State grant funding. • Submitted notification of awards for §5310 and §5311 Programs to members. • Shared FY21 notification of Letters of Intent Due for §5310 and §5311 funding with SERTPO. • Conducted follow-up on TAP project for pay request. • Submitted numerous press releases dealing with STIP projects to members.

4 th Quarter Report	<ul style="list-style-type: none"> • Submitted multiple funding notifications to SERTPO members, to include STIC and infrastructure opportunities. • Shared NMDOT TAP/RTP/CMAQ Report with SERTPO. • Attended SERTPO subcommittee meeting on scoring criteria and worked documents related to scoring policy and revised rating criteria. • Prepared new Roadway Project Application form for upcoming Call-for-Projects. • Submitted final pay request for Tularosa Granado TAP Project. • Shared multiple District 2 Press Releases regarding STIP projects.
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Function 4. Other Activities and Projects

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

- ✓ Not applicable first quarter.
- ✓ Not applicable second quarter.
- ✓ Not applicable third quarter.
- ✓ Not applicable fourth quarter.

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.

- ✓ Not applicable first quarter.
- ✓ Not applicable second quarter.
- ✓ Not applicable third quarter.
- ✓ Not applicable fourth quarter.

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

- ✓ Not applicable first quarter.
- ✓ Not applicable second quarter.
- ✓ Not applicable third quarter.
- ✓ **Aug 5, 2019 (ATIA)** – Submitted Senate Environment & Public Works Committee information on America's Transportation Infrastructure Act (ATIA) and ATIA Fact Sheet to SERTPO.

Task 4.4 Attend RTPO quarterly and special meetings.

- ✓ Not applicable this quarter.
- ✓ **Mar 6, 2019 (Santa Fe)** – Participated in the RTPO Quarterly in Santa Fe, hosted by North Central Economic Development District.
- ✓ **May 7, 2019 (Location)** – Coordination initiated for RTPO quarterly meeting.
- ✓ **Jul 1, 8, 11, 23, 29; Aug 6, 13, 15, 16, 19, 2019 (Ruidoso)** – Coordination with Liaisons and RTPOs for next meeting (8/16/19); coordination with Village of Ruidoso, Convention Center for meeting arrangements; reminder/agenda to RTPOs; hosted/participated in RTPO Quarterly held at the Convention

Center in Ruidoso (16th); and prepared meeting notes and circulated notes and copies of presentations to RTPOs.

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.

- ✓ **Oct 16, 24, 25, 26, 29, 2018 (NM Infrastructure Conference)** – Attended conference held at Isleta and completed related administrative tasks.
- ✓ **Oct 31; Nov 14, 15, 19, 2018 (NM Data Users Conference)** – Administrative tasks and attended NM Data Users Conference in Albuquerque.
- ✓ **Feb 6, 2019 (NMML Municipal Day)** – Registered for NMML Municipal Day (Santa Fe).
- ✓ **Apr 3, 2019 (NMML Municipal Day)** – Travel to Ruidoso.
- ✓ **May 1; Jun 24, 25, 26, 2019 (EnergyPlex Conference)** – Attended conference with Executive Director (25th) at the Lea County Event Center in Hobbs; and requested copy of presentation.
- ✓ **Jul 8, 23, 2019 (FHWA-CCRB)** – Referred upcoming training to TAP Award recipient; attended FHWA-NMDOT Change Order Training at D2 conference room (23rd).
- ✓ **Jul 15; Aug 27, 28; Sep 3, 2019 (NMML Annual Conference)** – Administrative tasks; attended conference at the Las Cruces Convention Center (Aug 27th and 28th).

Task 4.6 Participate in miscellaneous transportation-related programs and special projects in the RTPO region.

- ✓ **Oct 15, 2018 (US 380)** – Submitted excerpt of minutes regarding discussion on US 380.
- ✓ **Jan 30; Feb 4, 6, 7, 2019 (Roswell MainStreet)** – Researched grants for pedestrian/bicyclist facilities/amenities for Roswell MainStreet and shared and reviewed information with MSR Executive Director.
- ✓ **Feb 27, 28, 2019 (INFRA)** – Prepared letter of support for D2's INFRA application; and sent letter of support from Loving to Liaison.
- ✓ **Mar 25, 2019 (Ruidoso)** – Communicated with local government regarding FEMA funding for Main Rd/bridge.
- ✓ **Apr 30; May 6, 7, 8, 9, 13, 16, 20, 21, 22, 23, 24, 28, 29; Jun 3, 5, 10, 11, 12, 13, 14, 17, 24, 2019 (State Call-for-Projects)** – Communications and assistance with RTIPR entities on applications; coordination and submission of Call for Projects to SERTPO; submitted questions for FAQ sheet to Planning; communications with Chairs on additional prioritization meeting; communications/inquiries to NMDOT regarding Call-for-Projects; assistance to local governments (and consultant engineers) on Call; coordination of dates for District review meeting; notifications to SERTPO/EPCOG/City-County managers and Mayors/Chairs regarding SERTPO meeting, timeline and Q&A for State Grant funding; coordination for Library facility; PFFs/PPFs for existing RTIPR projects submitted to D2; inquiries on equipment and trail eligibility; reminder to SERTPO of PFF/PPF deadline; shared Call information; assisted local governments (and consultants) with completion of PFFs/PPFs; updated PFF/PPF list and submitted list and PFFs/PPFs to Liaisons and D2;

coordination and scheduling of District Review meetings (including conference call availability); list of projects to Chairs/EPCOG; submitted Roadway rating criteria to applicants for prioritization applications; contacted Environmental regarding PFFs, requested comments and submitted PFFs for review; submitted approved PFFs and environmental comments to applicants; D2 ROW/letters of support sent to applicants; inquiry to Liaisons regarding Q&A and consolidated PPF for multiple streets/sidewalks and notification of approval to affected applicants; assisted local governments (and consulting engineers) on SERTPO applications; reminder to Applicants that SERTPO application packets due; received final SERTPO application packets; assisted entities with existing RTIPR projects; assisted local governments (and consulting engineers) on NMDOT application packets; sent scoring results to Chairs, Liaisons, EPCOG and SERTPO; reminders sent on NMDOT application packet requirements; worked with D2 on project applications needing letter of support; uploaded CMAQ RTIPR and project application; uploaded March and June RTIPRs and corresponding applications; copies of all RTIPRs submitted to SERTPO/NMDOT; updates to members on expected timeframe on award announcements; and resolution submitted to NMDOT.

- ✓ **May 22-23, 2019 (District Review Meetings)** – (22nd) Participated with District review meetings at D2 conference room for Roswell, Eddy County, Lincoln County, Jal, Loving, Cloudcroft and Lovington. (23rd) Reminders submitted to applicants for review meetings; and participated with District review meetings for Dexter, Mescalero, Alamogordo, Otero County and Carlsbad.
- ✓ **Jul 1, 8; Aug 19; Sep 10, 16, 2019 (LGTPF/State Grant)** – Copy of RTIPR upload documentation to NMDOT; communication to D2 on specific project; copy of LGTPF funding awards sent to SERTPO; sent clarification of status of LGRF/LGTPF to SERTPO; and copy of LGTPF list submitted to D2 staff.
- ✓ **Jul 17, 30, 2019 (US 285/NM 31)** – Submitted information request to local government on possible study/design for US 285/NM 31; and follow-up.

Function 4	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	220	N/A		120	N/A	
1 st Quarter	30	43.25	498.06	30		
2 nd Quarter	30	14.63	170.19	30		
3 rd Quarter	30	121.58	1,080.77	30		
4 th Quarter	30	43.25	437.80	30		
Balance of Hrs / Total Costs		-2.70	2,186.82			

Function 4 Activity Tracking – 2019

1 st Quarter Report	<ul style="list-style-type: none"> • Attended two conferences during the quarter.
2 nd Quarter Report	<ul style="list-style-type: none"> • Assisted Roswell MainStreet on grant application • Prepared SNMEDD letter of support for District 2 INFRA application

	and assisted local government with letter of support.
3 rd Quarter Report	<ul style="list-style-type: none"> • Attended EnergyPlex Conference in Hobbs, New Mexico. • Submitted State Call-for-Projects to SERTPO, City/County Manager and Mayors/Chairs. • Assisted local governments in applications to SERTPO for prioritization and final application to NMDOT. • Coordinated and participated in District Review meetings held for the State Call-for-Projects. • Prepared RTIPR for State Call-for-Projects and uploaded project applications and applicable RTIPR Pages.
4 th Quarter Report	<ul style="list-style-type: none"> • Shared information on America's Transportation Infrastructure Act (ATIA) and ATIA Fact Sheet to SERTPO members. • SNMEDD hosted RTPO Quarterly meeting held in Ruidoso. • Attended FHWA-NMDOT Change Order Training at District 2 offices. • Attended New Mexico Municipal League Annual Conference held in Las Cruces. • Completed tasks on LGTPF and shared funding awards with SERTPO.

Function 5. General RTPO Support

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

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

- ✓ **Nov 1, 8; Dec 10, 27, 2018 (Meeting Notice)** – Updated lists and submitted meeting reminders (and meeting agenda) to Public Transit Providers/NMDOT/ Transportation Stakeholders/Congressional/Legislators (for 11/7/18 meeting); and submitted SAVE-THE-DATES for 1/3/2019 meeting to SERTPO/NMDOT/Transportation Stakeholders/Congressional/Legislators.
- ✓ **Jan 7, 14, 2019 (Distribution List)** – Updates to County Commission lists.
- ✓ **Jan 8, 21; Mar 25, 26, 2019 (Meeting Notice)** – Submitted SAVE-THE-DATE notifications and meeting reminders for 3/28/19 meeting to SERTPO/NMDOT/EPCOG;T-Stakeholders/Staff/Congressional/Legislators.
- ✓ **Apr 1; May 9; Jun 18, 2019 (Meeting Notice)** – Submitted SAVE-THE-DATE notifications and meeting reminders for 7/17/19 meeting and subsequent rescheduling notice of July meeting (to 6-7-19) to SERTPO, NMDOT, EPCOG, T-Stakeholders, Staff, Congressional and Legislators; and SAVE-THE-DATE notifications for 9/12/19 meeting submitted to SERTPO, Liaisons, Staff, EPCOG, T-Stakeholders, Congressional and Legislators.
- ✓ **May 29, 2019 (Roswell Daily Record)** – Visited with media on State Grant funding and project applications for Roswell and Dexter.
- ✓ **Jul 9, 2019 (Meeting Notice)** – Reminders sent to SERTPO, NMDOT, Congressional, Legislators, and T-Stakeholders that July meeting had been rescheduled;
- ✓ **Sep 3, 2019 (Online)** – Posted 9-12-19 SERTPO agenda (2 places).
- ✓ **Sep 10, 19, 30, 2019 (Meeting Notice)** – Reminders and meeting agenda for 9-12-19 sent to SERTPO, Stakeholders, NMDOT, EPCOG, Congressional

and Legislators; and Save-The-Dates for 11/21/19 meeting sent to SERTPO, Liaisons, EPCOG, Congressionals, Legislators, Staff, Stakeholders and Transit Providers.

5.1.2 Per the *New Mexico Open Meetings Act* and 23 CFR 450.210, provide public notice (including publication of ads in local newspaper(s)) for all official RTPO Committee meetings.

- ✓ **Oct 22; Dec 17, 2018 (Newspapers)** – Processed legal advertisement of SERTPO meeting to five area newspapers (Roswell Daily Record, Alamogordo News, Ruidoso News, Hobbs News and Carlsbad Current-Argus) for 11/7/18 and 1/3/19 meetings.
- ✓ **Oct 22; Dec 27, 2018 (Radio Stations)** – Submitted notice of public meeting to radio stations in the region, electronically.
- ✓ **Jan 9, 2019 (Notice)** – Posted notice of meeting in SNMEDD offices (for 3/28/19 meeting).
- ✓ **Mar 11, 13, 2019 (Newspapers)** – Legal advertisement of regular SERTPO meeting to five area newspapers (Roswell Daily Record, Alamogordo News, Ruidoso News, Hobbs News and Carlsbad Current-Argus) for 3/28/19 meeting.
- ✓ **Mar 18, 2019 (Radio Stations)** – Sent public notice of March SERTPO meeting to radio stations in the region.
- ✓ **Mar 20, 2019 (KEND)** – Radio clip on upcoming SERTPO meeting.
- ✓ **Apr 2, 2019 (Notice)** – Posted notice of SERTPO meeting in SNMEDD front office (for 7/17/19 meeting).
- ✓ **May 28, 2019 (Newspapers)** – Submitted notification for legal notice of SERTPO meeting to area newspapers (Roswell Daily Record, Alamogordo News, Ruidoso News, Hobbs News and Carlsbad Current Argus).
- ✓ **Jun 27, 2019 (Notice)** – Posted notice of September meeting in front offices.
- ✓ **Aug 26, 27, 2019 (Newspapers)** – Submitted notification for legal notice of public meeting to area newspapers (Roswell Daily Record, Alamogordo News, Ruidoso News, Hobbs News and Carlsbad Current Argus).
- ✓ **Sep 10, 2019 (Radios)** – Submitted notification of public meeting (9/12/19) with link to agenda.
- ✓ **Sep 19, 2019 (Online)** – Posted 11/21/19 meeting date online (2 places).

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

- ✓ **Oct 15; Dec 27, 2018 (Chairs/Vice-Chairs)** – Confirmation of officer chairing November meeting and communication with Chairs on agenda.
- ✓ **Oct 16, 18, 22; Nov 5, 7, 8, 28; Dec 3, 5, 10, 12, 27, 31, 2018 (Meeting Preparations)** – Follow-up on receipt of public transit applications for member distribution; prepared public transit summary for meeting packet; worked meeting agenda (11/8/18 and 1/3/19); and completed pre-meeting tasks to include preparing scoring sheets and handouts, minutes, resolutions and agenda items.
- ✓ **Oct 30, 31; Dec 27, 2018 (Meeting Packet)** – Worked two meeting packets

- and distributed to SERTPO-NMDOT-EPCOG via Dropbox and by email.
- ✓ **Nov 7, 8, 2018 (SERTPO Meeting)** – Set-up and held regular SERTPO meeting at the Bondurant Room of Roswell Public Library. Post-meeting tasks.
 - ✓ **Nov 8, 2018 (Roswell Public Library)** – Coordinated with RPL for January meeting.
 - ✓ **Jan 2, 7, 8, 16, 24; Feb 7, 12, 20; Mar 18, 20, 27, 28, 2019 (Meeting Preparations)** – Pre-meeting/post-meeting administrative tasks; shared copy of presentation/handouts with stakeholder; response to media; minutes; worked meeting agenda for 3/28/19; resolutions; quorums; and meeting packet preparation.
 - ✓ **Jan 3, 2019 (SERTPO Meeting)** – Set-up and participated in regular meeting held for SERTPO in the Bondurant Room of Roswell Public Library. Post-meeting tasks.
 - ✓ **Jan 7; Mar 28, 2019 (Roswell Public Library)** – Coordinated with RPL for March 28th and July 17th meetings.
 - ✓ **Mar 11, 2019 (Meeting Packet)** – Submitted meeting packet to SERTPO and NMDOT via Dropbox.
 - ✓ **Mar 28, 2019 (SERTPO Meeting)** – Set-up and participated in the regular SERTPO meeting held in the Bondurant Room at the Roswell Public Library.
 - ✓ **Apr 1; Jun 3, 4, 17, 2019 (Roswell Public Library)** – Coordinated with RPL for July 17th meeting (rescheduled to June 7, 2019) and September 12th meeting.
 - ✓ **Apr 2, 3, 9, 30; May 1, 21, 24, 28; Jun 3, 4, 10, 11, 17, 18, 2019 (Meeting preparations)** – Post-meeting tasks; minutes; agenda for June meeting; communication with Chairs on agenda; worked meeting packet; quorum; agenda copies; reminders; roll call and scoring sheets; responses to media; and setting of date for September meeting with Chairs.
 - ✓ **May 29, 2019 (Meeting Packet)** – Prepared and submitted meeting packet to SERTPO for 6/7/19 via Dropbox.
 - ✓ **Jun 7, 2019 (SERTPO Meeting)** – Set-up and participated in the regular SERTPO meeting held in the Bondurant Room at the Roswell Public Library.
 - ✓ **Aug 21, 22, 27; Sep 3, 4, 5, 11, 12, 16, 17, 19, 26, 2019 (Meeting preparations)** – Resolutions; meeting packet preparations; quorum spreadsheets; handouts; roll-call voting sheet; post meeting tasks; coordination for speakers and public transit application timeline; and minutes.
 - ✓ **Sep 3, 2019 (Meeting Packet)** – Submitted meeting packet to SERTPO, D2, and Liaison for 9/12/19 (by email).
 - ✓ **Sep 12, 2019 (SERTPO Meeting)** – Set-up and participated in a regular meeting of SERTPO held at the Bondurant Room of the Roswell Public Library.
 - ✓ **Sep 16, 2019 (Roswell Public Library)** – Coordinated with RPL for November 21, 2019 meeting.

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

- ✓ **Oct 1; Nov 27, 2018 (Mescalero)** – Submitted confirmation form for new member and updated membership list.
- ✓ **Oct 10, 2018 (Eunice)** – Made changes to membership, reflecting new members.
- ✓ **Nov 13, 2018 (Alamogordo)** – Changes made to membership lists to reflect new member.
- ✓ **Jan 16; Feb 20, 2019 (Carlsbad)** – Sent confirmation form for TC vacancy; received confirmation form; and updated member lists.
- ✓ **Jan 17, 2019 (Ruidoso Downs)** – Received member form and updated list.
- ✓ **May 2; Jun 10, 2019 (Annual Mailing)** – Submitted annual mailing to Mayors and Chairs for member affirmation/appointment; notification to Chairs on changes in membership;
- ✓ **May 21, 2019 (Eddy County)** – Confirmation form sent to local government for pending change.
- ✓ **Jun 24, 2019 (Ruidoso)** – Updated member list with new member;
- ✓ **Aug 14, 2019 (Mescalero)** – Submitted confirmation form, per request.
- ✓ **Aug 14, 2019 (Alamogordo)** – Submitted confirmation form, per request.
- ✓ **Aug 19, 2019 (Ruidoso)** – Submitted confirmation form to local government for pending change.
- ✓ **Sep 12, 2019 (Chairs)** – Notification sent to Chairs of change in membership.

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

- ✓ **Oct 11; Nov 12, 2018** – Worked on bylaws update, shared revision with EPCOG; and sent inquiry to NMDOT.
- ✓ **Jan 16, 21, 22, 28; Feb 11, 2019** – Worked on bylaws; shared tracked/non-tracked update copy; and draft bylaws sent to members and NMDOT. [Bylaws approved March 28, 2019 SERTPO meeting].
- ✓ Not applicable third quarter.
- ✓ Not applicable fourth quarter.

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

- ✓ **Year-long** - Membership List maintained at <https://snmedd.com/sertpo-committees/> continuously.

Task 5.3 Conduct Outreach Activities.

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

- ✓ **Oct 2, 2018 (Clerks/Grant-writers)** – Expanded list for rural local governments.
- ✓ **Oct 29; Dec 3, 27, 2018 (Transportation Stakeholders)** – Added tourism contact, school district personnel and engineering firm to transportation

stakeholder to list.

- ✓ **Dec 11, 2018 (MainStreet Roswell)** – Attended regular meeting of Roswell MainStreet (ex-officio).
- ✓ **Dec 13, 2018 (Transportation Day)** – Booth preparations.
- ✓ **Jan 9; Mar 4, 29, 2019 (Stakeholders)** – Added two new local government staff to list; updated legislators; added local gov staff; and updated city manager.
- ✓ **Feb 12, 19, 2019 (MainStreet Roswell)** – Attended monthly meeting of Roswell MainStreet (ex-officio); and referred funding opportunity to MSR.
- ✓ **Mar 14, 18, 19, 20, 2019 (Business & Community Fair)** – Preparations for SNMEDD/SERTPO informational booth held on Business and Community Fair (19th) hosted by Lovington Economic Development Corporation and Office of US Senator Tom Udall (NM).
- ✓ **Apr 24, 2019 (Devon Community Leader Forum)** – Attended event with Executive Director at Lea County Event Center, Hobbs, New Mexico.
- ✓ **Apr 25, 2019 (Transportation Stakeholders)** – Made inquiry for potential stakeholder for Devon/Permian Strategic Partnership (PSP).
- ✓ **May 1, 8, 9, 2019 (MainStreet Roswell)** – Shared funding opportunities applicable to MainStreet.
- ✓ **Jun 26, 2019 (Roswell-Chaves County EDC Annual Meeting)** – Attended annual meeting at Eastern NM State Fair Sales Arena (Roswell).
- ✓ **Jun 28, 2019 (Booth)** – Mailed additional booklets that were distributed from Transportation Day booth to stakeholder, per request.
- ✓ **Aug 13, 2019 (MainStreet Roswell)** – Attended regular monthly Board meeting.
- ✓ **Aug 15, 19, 2019 (State Transportation Commission)** – Attended State Transportation Commission meeting held in Ruidoso at Village of Ruidoso Chambers (15th) and administrative tasks.
- ✓ **Aug 26, 2019 (Veterans)** – Shared UNM Veterans/ Rural Transportation invitation (8/28/19) to local stakeholders.
- ✓ **Aug 26; Sep 5, 2019 (Stakeholders)** – Updated stakeholder list (NMDOT); submitted Save-the-Date to stakeholder; and made referral to EPCOG.
- ✓ **Sep 3, 2019 (Transportation Infrastructure Revenue Subcommittee)** – Attended Legislative TIRS Meeting held in Roswell at the Bassett Auditorium.

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

- ✓ **Oct 1, 11, 12, 15; Dec 12, 2018 (Local Elected Officials)** – Prepared and submitted written SERTPO report for SNMEDD Board member packets; meeting preparations/post meeting tasks (and transportation section of minutes). Verbal report on the 12th included:
 - **Deadlines** – Program deadlines approaching – October 15th, PFFs due for CMAQ; and December 6th for final CMAQ applications. November 1st is deadline for final TAP/RTP applications.
 - **Next SERTPO Meeting** – Scheduled for November 7th and includes

- public transit prioritization and LTAP presentation.
- **Traffic Count Program** – Equipment on loan to EPCOG; traffic counter stolen but being replaced; pricing safety signs for work zone; currently setting up for five sites in Ruidoso (Paradise Canyon area); Tatum and Jal may be set up with counters if State Fall Schedule does not include stations.
- **Conferences** – Program Manager plans to attend Infrastructure and Data Users Conference.
- ✓ **Nov 1, 2018 (Orientation)** – Offered orientation to new members.
- ✓ **Jan 2, 14, 24, 2019 (Local Elected Officials)** – Prepared written report on SERTPO activity for packets, administrative/post-meeting tasks and gave verbal report. Verbal report included:
 - **TAP/RTP/CMAQ** – Program deadlines met and awaiting awards announcements in March;
 - **Roadway** – Call for Projects out and discussed deadlines of 1/3/19, PFFs 1/23/19; and final applications 3/6/19;
 - **SERTPO Meeting** – Next SERTPO meeting is 3/28/19 and will focus on Roadway prioritization;
 - **Transportation Day** – RTPO statewide booth planned for 3/7/19;
 - **Comprehensive Planning** – Program Manager plans to attend Ruidoso's Comprehensive Master Plan Community kick-off meeting and transportation stakeholder meeting; and
 - **Traffic Count Program** – Minimal activity planned during winter months.
- ✓ **Jan 23, 24, 2019 (Orientation)** – Updated SERTPO orientation materials to be offered to new members; and submitted oriental materials (including current bylaws) to five new(er) members.
- ✓ **Jan 29, 30, 2019 (Eunice)** – Visited two new members at local government offices and provided orientation (29th).
- ✓ **Apr 1, 2, 11, 12, 22; Jun 12, 26, 2019 (Local Elected Officials)** – Prepared and submitted written SERTPO report for SNMEDD Board member packets (4/12/19 and 7/12/19); handouts; post-meeting tasks; and verbal report to Board during 4/12/19 meeting included topics below:
 - **SERTPO Meeting** – Updated Board on activity during March 28th SERTPO meeting, primarily Roadway prioritization. Provided handout of Roadway RTIPR and briefly described process of recommendations going forward to D2 Engineer for funding selection.
 - **TAP/RTP/CMAQ** – Announcements for programs expected in April.
 - **CDBG Planning Grant Applications** – Informed Board of this activity and coordinated with Executive Director on submission of 2019 CDBG Comprehensive Planning Grant Applications; and discussed status of applications for Lake Arthur, Loving, Tatum and Hope.
 - **RTPO Quarterly** – Announced that SNMEDD/SERTPO will host next quarterly and possible counties for the meeting.
 - **Traffic Counter** – Advised Board that EPCOG had delivered the replacement traffic counter (previously stolen).
 - **Santa Fe Training** – Announced that Mary Ann Burr will be attending mandatory financial training in Santa Fe, May 14-15th.
 - **NM Counties 83rd Annual Conference in Curry County** – Provided date

and location for upcoming conference (Clovis Civic Center, June 18-21, 2019).

- ✓ **Jun 24, 2019 (Orientation)** – Submitted orientation materials to two new members and offered new member orientation.
- ✓ **Jul 11, 12, 15, 31; Sep 25, 2019 (Local Elected Officials)** – Prepared handouts; administrative tasks; provided written report for 10-11-19 meeting packet; provided verbal report on SERTPO activity on July 12th Board meeting, covering the following:
 - **TAP/RTP/CMAQ** – Awards for TAP/RTP/CMAQ were announced in May. Board members were given a copy of statewide awards for each program, for their review.
 - **CDBG Comprehensive Planning Grant Applications** – An update was given on grant applications previously submitted to DFA with Lake Arthur and Loving being awarded funding in May and Tatum being awarded funding in June. A grant application for Hope is soon to be submitted. Public hearings are being scheduled for July 31st for Hagerman and Dexter; and August 5th for Carrizozo and Ruidoso Downs. Goal is to submit grant applications for Comprehensive Development Plan grant funding in September.
 - **State Call-For-Projects** – Explained a Call-for-Projects for State funding was issued since the last Board meeting on April 30, 2019. An explanation was provided that with the tight timeline, existing projects on RTIPRs were encouraged for application. The Call encouraged outreach for new projects. New projects would have to be prioritized, and a SERTPO meeting was held on June 7, 2019, for that purpose. Making new application with the tight timeline provided challenges to all involved. Final applications were submitted by the June 14th deadline. SERTPO had a total of 24 applications. Copies of the RTIPRs were provided to the Board, listing project applications that were submitted. The State Transportation Commission meets on August 15th. SERTPO has been advised that awards will be announced in September, possibly October.
 - **Subcommittee** – The Policy Chair has requested volunteers for serving on a subcommittee for reviewing Roadway rating criteria. Currently, there is over a dozen volunteers who indicated interest in serving on the subcommittee.
 - **Next Meeting** – SERTPO's next meeting is planned for September 12, 2019. An item to be considered is the approval of the Roadway Call-for-Projects, which includes application due dates.
- ✓ **Sep 3, 16, 2019 (Orientation)** -Submitted orientation materials for informational purposes to interested party and new member.

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

- ✓ **Oct 1, 4, 8, 10, 15, 16, 17, 18, 22, 30, 31; Nov 1, 5, 8, 12, 19, 20, 27; Dec 6, 10, 11, 27, 27, 2018 (Website)** – Posted NHTSA *Click It or Ticket* campaign logo

[Roads]; posted meeting agenda(s) and minutes; photos; made changes to membership; general maintenance, to include communications to webhost; Colonias/CMAQ/Capital Outlay updates; NHTSA Buckling Up could Save Your Giblets campaign logo; and added link to UNM Traffic Crash Data on Roads Page.

Announcements Page transportation-related postings:

- Oct 16, 2018** NM FLAP Prospective Applicants – Webinar 1
- Oct 24, 2018** Capital Outlay Hearing – Otero-Lincoln County, Ruidoso Village Hall, Beginning at 9:00 am
- Oct 25, 2018** NM FLAP Prospective Applicants – Webinar 2
- Oct 30, 2018** Capital Outlay Hearing – Chaves County, Chaves County Admin Center, 1:30-4:30
- Nov 2, 2018** Deadline for Application to 2018 Community Change Grants
- Nov 2, 2018** Capital Outlay Hearing – Lea County, Lovington City Hall, 9:30 – 1
- Nov 13-15, 2018** NMIDEA Annual Meeting & Conference, Bernalillo, New Mexico
- Nov 15-16, 2018** Produced Water Conference - Santa Fe, New Mexico
- Nov 27, 2018** NMEDD Webinar: Brownfields 101
- Nov 29, 2018** Capital Outlay Hearing – Eddy County, Artesia City Hall, 9-1
- Dec 4-6, 2018** NMAC: Better Informed Public Officials Conference in Albuquerque
- Dec 5, 2018** NMEDD Rural Business Workshop in Carlsbad
- Dec 20, 2018** Webinar: Explore CDBG Funding with NM DFA
- Jan 3, 2019** SERTPO Meeting in Roswell, New Mexico
- Jan 9-11, 2019** 56th Paving & Transportation Conference, Albuquerque, NM
- Jan 11, 2019** SNMEDD Board Meeting (ENMU-R) in Roswell, New Mexico
- Jan 15-17, 2019** NMAC: 2019 Legislative Conference in Santa Fe, New Mexico
- Jan 28, 2019** 2019 Hospitality & Tourism Trends and Annual Meeting in Santa Fe
- Apr 12, 2019** SNMEDD Board Meeting (ENMU-R) in Roswell, New Mexico

✓ **Jan 3, 7, 8, 9, 15, 16, 21, 28, 30, 31; Feb 4, 5, 7, 11, 12, 20, 25; Mar 14, 20, 21, 29, 2019** – Posted minutes and resolutions; updated Announcements; posted 2019 Roadway Application Schedule and Project Guidelines/Rating Criteria; administrative tasks; photos; Home Page slider; Public Transit slider; added RTPO New Mexico link; changes to SERTPO Committees Page; website maintenance; ICIP Page; updates to membership list; and posted meeting agenda.

Announcements Page transportation-related postings:

- Jan 21, 2019** NMEDD Webinar: Delve into NMEDD's Funding Programs (1/31/19)
- Feb 7, 2019** Webinar: USDA Rural Development ReConnect Program
- Feb 13, 2019** Webinar: USDA Rural Development ReConnect Program
- Feb 18, 2019** Application Deadline - NMEDD NM Innovation Voucher Program
- Feb 18, 2019** Application Deadline – NMEDD Small Business Innovation Research (SBIR) Matching Grant
- Feb 28, 2019** Webinar: Explore NM Tourism's Funding Programs
- Mar 29, 2019** RBDG 2019 Grant Application Deadline
- Apr 2, 2019** NMSU AgSprint Application Due – Accelerating & Funding Game-changing Innovation in Agriculture
- Apr 12, 2019** Deadline for Applications to NMED Clean Water State Revolving Fund (3/1/19 to 4/12/19)
- Apr 24-25, 2019** New Mexico Transcon in Las Cruces, New Mexico
- Jun 17-19, 2019** National Regional Transportation Conference
- Apr 28-30, 2019** 2019 Governor's Conference on Hospitality and Tourism

May 8-10, 2019	NM Aviation Conference in Ruidoso, New Mexico
Jun 19-21, 2019	NM Counties 83 rd Annual Conference in Curry County
Jul 12, 2019	SNMEDD Board Mtg (ENMUR at 10:00 am) in Roswell, New Mexico
Oct 11, 2019	SNMEDD Board Mtg (ENMUR at 10:00 am) in Roswell, New Mexico
✓ <u>Apr 1, 2, 3, 4, 9, 22, 29; May 1, 6, 7, 13, 20; Jun 3, 10, 13, 18, 24, 27, 2019</u> – Updated Announcements; Home Page; financial audit link; webpage maintenance; minutes; resolutions; agendas; T/LPA Handbook link; bylaws; RTIPR; ICIP Page; meeting dates; member change(s);	
<i>Announcements Page transportation-related postings:</i>	
Apr 1, 2019	SERTPO Meeting (Roswell Public Library at 10:00 am) in Roswell, NM
Apr 9, 2019	Mandatory Webinar for NMTD CoOperative
May 14, 2019	ICIP Training Workshop (Eastern NM State Fair Bldg) in Roswell, NM
July 15, 2019	Deadline for FY2019 BUILD Transportation Discretionary Grant Application
Jul 19, 2019	Deadline to Apply for Transportation and Congestion Management Technologies Deployment Initiative
Oct 23-25, 2019	24th Annual NM Infrastructure Finance Conference - Las Cruces, NM
✓ <u>Jul 1, 9, 15, 29, 30, 31; Aug 6, 7, 8, 12, 15, 20; Sep 3, 4, 12, 19, 2019</u> – Updated Announcements; Home Page; maintenance; photos; combined Roadway and CMAQ Pages; Capital Outlay; combined TAP and RTP pages; added Chambers and Our Organization pages (included economic development organizations); posted minutes; membership changes; meeting date (11/21/19); and resolutions.	
<i>Announcements Page transportation-related postings:</i>	
Aug 14, 2019	Capital Outlay Workshop for Lincoln and Otero Counties
Aug 20, 2019	Capital Outlay Workshop for Eddy and Lea Counties
Aug 22, 2019	Capital Outlay Workshop for Chaves County
Aug 26-29, 2019	Economic Brilliance & Resilience: 2019 Economic Development Conference for the EDA Denver Region in Denver, CO
Aug 28-30, 2019	NMML Annual Conference in Las Cruces, New Mexico
Sep 8-11, 2019	Western Planner and APA NM Conference in Santa Fe, New Mexico
Sep 12, 2019	2019 Carlsbad Mayor's Summit in Carlsbad, New Mexico
Oct 3-4, 2019	NM Outdoor Economics Conference in Silver City
Oct 29, 2019	LTAP Roadway Safety 365 Training in Roswell, New Mexico
Oct 30, 2019	LTAP Asphalt Pavement Maintenance Training in Roswell, NM
Nov 14, 2019	21 st Annual NM Data Users Conference in Albuquerque, NM

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

- ✓ **Nov 5, 2018 (LTAP)** – Submitted copy of meeting agenda to LTAP Center regarding LTAP presentation during SERTPO meeting (11/7/18).
- ✓ **Nov 27, 28; Dec 3, 4, 2018 (B2GNow/LCP Tracker)** – Communications with NMDOT on future training/presentation.

Notifications regarding training submitted to SERTPO representatives:

Oct 1, 2018 RSIP SafetyFest – Register Now

Oct 8, 2018	Training Technician Certification Program (TTCP) Schedule 10-4-18
Oct 15, 2018	NMEDD FUNDIT Webinar Series: Explore How the 2020 Census Will Affect Grant Application Data
Oct 18, 2018	NM LTAP New Course Offerings - Nov 14th, Dec 4th, Dec 12th
Nov 1, 2018	56 th Paving & Transportation Conference, Albuquerque, New Mexico (1/9-11-2019)
	<u>Webinar:</u> Managing Trails: Increasing Opportunities And Adapting to Climate Change (11/15/18)
Nov 8, 2018	LTAP: Open Source and Free GIS Software and Applications (11/14/18 in ABQ); Introduction to Online Mapping; (12/4/18 in ABQ); and Introduction to GIS (12/12/18 in Las Cruces).
Nov 8, 2018	SAVE THE DATE - NMAC 2019 Legislative Conference – Jan 15-17, 2019 in Santa Fe
Nov 19, 2018	Save the Date: Paving & Transportation Conference – Registration
Dec 3, 2018	Register for 2019 Hospitality and Tourism Trends & Annual Meeting
Dec 10, 2018	REGISTER NOW!! 56th Paving and Transportation Conference
Dec 10, 2018	Agenda for TRENDS is set!
Dec 10, 2018	Webinar: Explore CDBG Funding with NM DFA
Dec 27, 2018	LTAP: New January LTAP Courses!
✓	<u>Jan 7; Feb 20; Mar 11, 2019 (B2GNow/LCP Tracker)</u> – Coordination with NMDOT on future training/presentation.
✓	<u>Feb 12, 2019 (Functional Class)</u> – Communications with Liaison regarding possible training at SERTPO;
	<i>Notifications regarding training submitted to SERTPO representatives:</i>
Jan 9, 2019	Open Meetings Act and Inspection of Public Records Act Compliance Workshop - Carlsbad on 1/15/19
Jan 16, 2019	National Center for Rural Road Safety Webinar: Framework for Bikeway Designation on Rural Roads (1/31/19)
Jan 21, 2019	Webinar: Delve into NMEDD's Funding Programs
Jan 30, 2019	SAVE THE DATE - New Mexico TransCon - 4/24-26/2019
Feb 7, 2019	2019 Governor's Conference on Hospitality and Tourism
Feb 19, 2019	Save the Date National Regional Transportation Conference June 17-19, 2019 (Columbus, Ohio)
Mar 4, 2019	2019 Annual Conference - Southwest Region Economic Development Association (SWREDA) Annual Conference
Mar 5, 2019	(CH, ED, LE) Business and Community Development Fair- Tuesday, March 19- 2019, Lovington Economic Development Corporation and The Office of U.S. Senator Tom Udall
Mar 11, 2019	LTAP Register now for March Courses!
Mar 11, 2019	[Alamogordo area] Social Media Marketing and Website Strategies with Eric Spellmann
Mar 11, 2019	T/LPA Handbook Released - Trainings being scheduled
Mar 11, 2019	New Mexico TransCon - 4/24-26/2019 - Program Now Available
Mar 19, 2019	NMDOT T/LPA Handbook Training Opportunity! D2 Area is on 4/3/19 in Roswell
Mar 21, 2019	Mandatory Webinar for NMTD CoOperative
Mar 29, 2019	NM Counties 83rd Annual Conference - June 18-21, 2019
✓	<u>Apr 3; May 9, 13, 16, 2019 (ICIP)</u> – Assisted staff with ICIP training planning.
✓	<u>May 13, 14, 15 (Santa Fe)</u> – Attended FAHP Grants Management Training in Santa Fe at Bataan Building.

- ✓ **Jun 26; 2019 (NMDOT D2 Human Trafficking Awareness Initiative)** – Coordinated with D2 Engineer for presentation at SERTPO meeting.

Notifications regarding training submitted to SERTPO representatives/staff:

- Apr 4, 2019** Mandatory Webinar for NMTD CoOperative
- Apr 8, 2019** LTAP: Register now for May classes! May 1st - Las Cruces and May 29th – ABQ

- Apr 22, 2019** SAVE THE DATE – NM Infrastructure Finance Conference
- May 9, 2019** Pedestrian Safety Action Plan Training - Jun 25-26, 2019 in Santa Fe
- Jun 10, 2019** LTAP: ACNM, ADA, Asset Management and more. Register today!
- Jun 26, 2019** LTAP: Register for Transportation Asset Management! (Las Vegas)

- ✓ **Aug 26, 2019 (NMDOT D2 Human Trafficking Awareness Initiative)** – Coordination with D2 on presentation during SERTPO meeting.

- ✓ **Aug 26, 2019 (SERTPO Coordinated Public Transit – Human Services Transportation Plan)** – Coordination with NMDOT staff on future presentation on Plan.

Notifications regarding training submitted to SERTPO representatives/staff:

- Jul 1, 2019** NMML Annual Conference in Las Cruces - Aug 28-30, 2019
- Jul 9, 2019** LTAP: Roadway Safety 365 (10/29/19) and Asphalt Pavement Maintenance (10/30/19) in Roswell
- Jul 18, 2019** Heavy Equipment Training - Coming up, LTAP looking for a host
- Aug 5, 2019** LTAP Training in Roswell and Ruidoso (Register now for Roswell/ Register in Oct for Ruidoso)
- Aug 12, 2019** EDA 2019 Denver Regional Conference, Economic Brilliance and Resilience - 8/26-29/2019
- Aug 12, 2019** NADO Annual Training Conference: Reimagining Regional Development (10/19-22/19 – Reno, Nevada)
- Aug 12, 2019** SWREDA 2019 Annual Conference: Leveraging Local Assets, Building Regional Economies (12/4-6/19 – Santa Fe)
- Aug 19, 2019** Statewide Census 2020 Gathering - August 26, 2019 Isleta Resort
- Aug 20, 2019** American Trails Webinar: Equestrian Trail Design for Urban Multi-Use Trails
- Aug 22, 2019** Training Opportunity - "How to Develop a Pedestrian Safety Action Plan" (PSAP) Workshop - Nov 13-14th, sign up by 10/18/19
- Sep 3, 2019** Register today for Heavy Equipment, ADA, and more! Trainings in Roswell, Ruidoso and Carlsbad
- Sep 3, 2019** NM Outdoor Economics Conference (Silver City) - Oct 3-4, 2019
- Sep 17, 2019** [Tribal] Save the Date! Tribal Safety Summit (11/21-22/19)
- Sep 25, 2019** Innovation Exchange Webinar: 2019 Build a Better Mousetrap

Function 5	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	480	N/A		480	N/A	
1 st Quarter	120	106.13	1,222.12	120		
2 nd Quarter	120	157.81	1,836.40	120		
3 rd Quarter	120	140.76	1,251.27	120		
4 th Quarter	120	88.75	898.38	120		
Balance of Hrs / Total Costs		-13.45	5,208.17			

Function 5 Activity Tracking – 2019

1 st Quarter Report	<ul style="list-style-type: none"> • Maintained Meeting Notice List and notified Stakeholders of meetings (and shared meeting agenda) • Legal notice of meetings advertised for two meetings • Public Notice of two meetings submitted to regional radio stations • Coordinated two meetings and completed preparations for one meeting held during the quarter • Updated membership with three new members and offered orientation • Updated Transportation Stakeholder List with three new contacts • Attended Roswell MainStreet meeting • Kept local elected officials informed of SERTPO activity through written and verbal reports at SNMEDD/COG meetings • Provided global outreach on Transportation through maintenance of Transportation Pages at https://snmedd.com/ • Coordinated training held during SERTPO meetings • Notified SERTPO of numerous training opportunities
2 nd Quarter Report	<ul style="list-style-type: none"> • Updated Member and Stakeholder Lists • Submitted Meeting notifications and reminders (to include agendas) to members, NMDOT and various stakeholders • Meeting notifications to public served through newspaper publication, radio stations, office posting and online • Coordinated and prepared for two regular SERTPO meetings (January and March) • Shared Bylaws with members for review and Bylaws approved during March meeting • Attended Roswell MainStreet meeting and Business & Community Fair (Lovington) • Conducted outreach through information booth at Business & Community Fair in Lovington • Briefed local elected officials through SNMEDD Board meeting via written and verbal reports • Prepared orientation materials and provided orientation to Eunice representatives • Maintained public outreach with transportation pages online
3 rd Quarter Report	<ul style="list-style-type: none"> • Notifications for June and September meetings submitted to SERTPO, staff, liaisons, transportation stakeholders, congressionals and legislators. • Visited with media on State Call-for-Projects meeting and area projects. • Advertised SERTPO meetings through newspapers, radios, in-office posting and online. • Coordinated meeting facility (Roswell Public Library) for SERTPO meetings. • Made meeting preparations, to include meeting packets to members. • Conducted annual mailing for SERTPO representatives. • Updated membership lists (online and email). • Attended Devon Community Leader Forum held in Hobbs, New Mexico. • Attended Roswell-Chaves County Economic Development Corp. meeting held in Roswell, New Mexico.

	<ul style="list-style-type: none"> • Conducted booth follow-up with transportation stakeholder by sending materials. • Provided written and verbal reports to SNMEDD Board of Directors. • Maintained SNMEDD website, to include Transportation Pages. • Coordinated training to be held during SERTPO meetings. • Shared training opportunities with SERTPO members.
4 th Quarter Report	<ul style="list-style-type: none"> • Submitted notifications (and reminders) for September 12th and November 21st SERTPO meetings to SERTPO members, NMDOT, stakeholders, congressional offices, legislators and staff. • Posted meeting dates and agendas online. • Notified regional newspapers for advertisement of meeting. • Notified regional radio stations of SERTPO meeting and posted notice at SNMEDD offices. • Prepared for and participated with September 12th SERTPO meeting. • Submitted Member confirmation forms upon request and notified Chairs of membership change. • Attended MainStreet Roswell meeting. • Attended State Transportation Commission meeting held in Ruidoso. • Attended part of Transportation Infrastructure Revenue Subcommittee held in Roswell. • Provided written and verbal reports on SERTPO to SNMEDD Board during quarterly meeting. Provided handouts. • Maintained SNMEDD website and Transportation Pages. • Coordinated training with presenters for SERTPO meetings.

Function 6. RTPO Administration

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

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

✓ Monitor program expenditures through invoicing process. QAR not applicable this quarter.

✓ **Feb 19, 2019 (QAR)** – Coordinated QAR scheduling with Liaison.

✓ **Apr 2, 3, 25, 30; May 1, 2019 (QAR)** – Participated with QAR with Liaison, held in SNMEDD offices; and follow-up on inventory.

✓ Not applicable fourth quarter.

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

✓ **Oct 1, 2, 3, 10, 11, 16; Nov 12, 20, 28, 29; Dec 3, 5, 10, 11, 12, 27, 2018** – Worked on timesheet and quarterly report and submitted invoice to Liaison.

✓ **Jan 2, 7, 9, 14, 15, 21, 22, 30, 31; Feb 4, 5, 7, 20, 21, 25, 27; Mar 11, 13, 14,**

21, 26, 2019 – Worked on timesheet and quarterly report; and prepared/ submitted invoice to Liaison.

✓ **Apr 2, 4, 3, 9, 10, 25, 29, 30; May 1, 8; Jun 3, 5, 12, 13, 14, 17, 18, 19, 24, 27, 2019** – Timesheet and quarterly report. Prepared invoicing and submitted to Liaison/Planning; and follow-up.

✓ **Jul 1, 2, 8, 10, 16, 18, 22, 23, 29, 30; Aug 1, 6, 12, 19, 21; Sep 2, 4, 5, 16, 17, 25, 26, 30, 2019** – Timesheet and quarterly report. Prepared third quarter invoice and reimbursement packet.

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 4th quarter Quarterly Report, but will include additional descriptions to summarize the activities performed in the past year.

✓ **Oct 18, 30; Nov 12, 2018** – Prepared and submitted APER to Liaison.

✓ Not applicable second quarter.

✓ Not applicable third quarter.

✓ Not applicable fourth quarter.

Task 6.2 Solicit and utilize input from RTPO board members to develop the two-year (FFY 2019- FFY 2020) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.

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

✓ **Oct 29; Nov 7, 28, 2018 (Bike Summit)** – Responded to SWRTPO on their proposed Bike Summit; commented on proposed Bike Summit during SERTPO meeting; submitted copy of SWRTPO request for input to SERTPO members; and responded to SWRTPO regarding summit.

✓ **Jan 7, 9, 16, 21, 22, 23; Feb 21; Mar 5, 7, 2019 (Transportation Day)** – Booth preparations and updates with RTPO colleagues; and set-up/participated with statewide RTPO booth at Transportation Day at the Legislature.

✓ **Feb 12, 2019 (RTIPR Standardization)** – Copy of Public Transit Page/RTIPR to other RTPO.

✓ Not applicable third quarter.

✓ **Jul 18; Aug 26, 27; Sep 12, 2019 (RWP Amendment)** – Worked on RWP Amendment 1; coordinated with EPCOG on their RWP Amendments for meeting agenda; RWP Amendments approved by SERTPO during meeting; and RWP Amendment submitted to Liaison.

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

✓ **Oct 2, 2018 (Budget)** – Worked with Accounting on budget.

✓ Not applicable second quarter.

✓ Not applicable third quarter.

✓ **Aug 26, 27, 2019 (Budget revision)** – Worked on RWP/Budget revision Amendment 1.

Task 6.3 Maintain a Public Participation Plan (PPP) that addresses Title VI and Environmental Justice procedures. Ensure a specific contact person and contact information is listed. Update the PPP in accordance with the PPM schedule or as determined appropriate by RTPO members or staff.

✓ **Year-long** – Public Participation Plan posted online.

Task 6.4 Submit the SNMEDD/COG 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.

✓ **Year-long.** Link to most current and approved financial audit available through State Auditor's office is posted online.

Function 6	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	340	N/A		400	N/A	
1 st Quarter	100	70.63	813.31	100		
2 nd Quarter	100	93.13	1,083.66	100		
3 rd Quarter	100	87.76	780.13	100		
4 th Quarter	100	74.63	755.40	100		
Balance of Hrs / Total Costs		13.87	3,432.50			

Function 6 Activity Tracking – 2019

1 st Quarter Report	<ul style="list-style-type: none"> Maintained timesheet records and submitted invoicing to NMDOT Submitted APER to NMDOT Assisted SWRTPO in communicating proposed NM Bike Summit
2 nd Quarter Report	<ul style="list-style-type: none"> Scheduled QAR with Liaison Completed timesheet and submitted invoicing Participated with statewide RTPO booth with RTPO colleagues at Transportation Day at the Legislature Maintained online posting of Public Participation Plan and SNMEDD financial audit
3 rd Quarter Report	<ul style="list-style-type: none"> Participated with Annual Quality Assurance Review and received results. Maintained timesheet and prepared quarterly invoicing.
4 th Quarter Report	<ul style="list-style-type: none"> Maintained timesheet and submitted third quarter invoicing. Prepared and submitted RWP Amendment Request form for budget line changes and budgeted hours changes.

Function 7. RWP Amendments

Task 7.1 Expand services/information to members.

- ✓ **Oct 8, 2018** Presidential Proclamation: Flying the Flag at Half-Staff in honor of the National Fallen Firefighters Memorial Service
- ✓ **Oct 15, 2018** Flags Flown at Half-Staff in Honor and Mourning of Representative Larry Larranaga
- ✓ **Oct 22, 2018** Produced Water Conference - November 15-16, 2018 - Santa Fe, NM
- ✓ **Oct 29, 2018** Trump Orders Flags Flown at Half-Staff in Honor & Remembrance of Victims of the Tragedy in Pittsburgh, Pennsylvania
- ✓ **Nov 5, 2018** NM Innovation Voucher Program is Accepting Appls through 11/30/18

✓	Nov 8, 2018	NMEDD-Rural Efficient Business Program Workshop in Carlsbad 12/5/2018
✓	Nov 8, 2018	Press Release: Honoring the Victims of the Tragedy in Thousand Oaks, CA
✓	Nov 8, 2018	Webinar: Brownfields 101
✓	Nov 27, 2018	D2 Release: Dedication of Roswell POW Camp Historical Marker
✓	Dec 3, 2018	VA & State Veterans Benefits Outreach (Capitan Library)
✓	Dec 3, 2018	Proclamation Announcing Death of George Herbert Walker Bush
✓	Dec 4, 2018	Opportunity to Promote Tourism in your area
✓	Dec 4, 2018	NMDOT & Safer New Mexico Now Release: Artesia Child Safety Seat Fitting Station - Saturday, December 15 th
✓	Dec 17, 2018	2019 Legislative Conference Opportunities!
✓	Jan 9, 2019	Bonus Program Added to TRENDS
✓	Jan 29, 2019	ABQ Journal: Oil Boom Could Mean \$300M to \$400M for roads
✓	Feb 4, 2019	NMDOT 2019 Annual Hardship Sale - March 31st Deadline
✓	Feb 4, 2019	NMDOT 2019 Annual Public Entity Sale
✓	Feb 12, 2019	ABQ Journal: ABQ startup builds electric car charging stations
✓	Feb 19, 2019	NM MainStreet Announces Six Communities Awarded Funding for Façade Squad & Place Making Projects
✓	Feb 21, 2019	Google Training – Chaves and Roswell Stakeholders
✓	Mar 4, 2019	Dedication of Potash Discovery at McSweeney-McNutt #1 Historical Marker
✓	Mar 5, 2019	ABQ Journal: Officials say repairs urgently needed on key roadways
✓	Mar 5, 2019	ABQ Journal: Lawmakers consider bringing back 'junior' spending bill
✓	Mar 5, 2019	You're Invited 2019 New Mexico Broadband Summit.msg
✓	Mar 11, 2019	NMDOT District 2 Release: Dedication of Potash Discovery at McSweeney-McNutt #1 Historical Marker
✓	Mar 12, 2019	NMDOT 2019 Annual Hardship Sale - March 31st Deadline
✓	Mar 13, 2019	New Mexico moves to boost Outdoor Recreation
✓	Mar 14, 2019	AgSprint Applications Due April 4 - Pass along to Agricultural Stakeholders
✓	Mar 25, 2019	ABQ Journal: Cyclists call for veto of bike safety bill over 'sidepath' Mandate
✓	Mar 25, 2019	NMTD Tourism Survey - We need your feedback!
✓	Apr 1, 2019	NMC 83rd Annual Conference-Sponsor/Exhibitor Registration NOW OPEN!!
✓	Apr 2, 2019	ABQ Journal - Gov Lujan Grisham signs minimum wage increase into law
✓	Apr 3, 2019	ABQ Journal - Making White Sands a US park could help New Mexico
✓	Apr 4, 2019	NMDOT Press Release: Work Zone Awareness
✓	Apr 9, 2019	NMDOT Press Release: Rapid Hire Event–Carlsbad and Roswell–Pass Along
✓	Apr 9, 2019	Presenters Needed for ICIP workshop!
✓	Apr 22, 2019	D2 Press Release – N Main Street to Temporarily close 4/30/19 for Christopher Sanders memorial Bridge Dedication
✓	Apr 22, 2019	Economic Development Department's Job Training Incentive Program Approves Fifty-Four New Jobs
✓	Apr 22, 2019	Focus Magazine community calendar listing
✓	May 1, 2019	NMDOT 2019 Annual Public Entity Sale
✓	May 1, 2019	Motorcycle Awareness Month
✓	May 6, 2019	D2 Supports National Bicycle Safety Month, Free Helmet Fitting and Distribution Event, Wednesday, May 8 th
✓	May 9, 2019	NMDOT Bicycle Counter Loaner Program
✓	May 17, 2019	NMDOT Press Release: Click it or Ticket Law Enforcement Efforts
✓	May 21, 2019	Public Comment open for Clean Water State Revolving Fund Intended Use Plan/Project Priority List
✓	Jun 3, 2019	NMDOT Press Release: June Car Seat Events
✓	Jun 5, 2019	NMDOT Press Release: Safety Campaign Secure Your Load
✓	Jun 5, 2019	D2 Press Release: Roadside Removal of Debris to Temporarily Close U.S. 82 Otero County
✓	Jun 18, 2019	New Mexico Clean & Beautiful Grant Program Recipients
✓	Jun 26, 2019	NM Veterans Services
✓	Jul 8, 2019	NMDOT 2019 Annual Public Entity Sale
✓	Jul 8, 2019	NMDOT 2019 Annual Hardship Sale (7/31/19)

- ✓ **Jul 15, 2019** Clean Water State Revolving Fund (CWSRF) Infrastructure Funding IUP and PPL Available
- ✓ **Jul 29, 2019** NMSP Press Release: New Mexico State Police and Lea County Sheriff's Office work together to stop distracted driving
- ✓ **Aug 5, 2019** Water Trust Board Application Training on 8/7/19 - Contact NMFA
- ✓ **Aug 5, 2019** D2 Release: School Zone Traffic Safety Reminders
- ✓ **Aug 6, 2019** AARP Dog Parks, Splash Pads, Pickleball and More! (webinar recordings/step-by-step guide)
- ✓ **Aug 8, 2019** D2 Release: State Transportation Commission Meeting in Ruidoso- Opportunity for Public Comment
- ✓ **Aug 12, 2019** D2 Release: Hobbs Rapid Hire Event to Fill Vacant Positions in Hobbs, Jal, and Tatum this THURSDAY
- ✓ **Aug 20, 2019** Transportation Commission approves \$50 million in statewide roadway improvements
- ✓ **Aug 26, 2019** Southeast Tourism Region Board Meeting on 8/29/19 in Artesia, NM
- ✓ **Sep 5, 2019** NMDOT Brings Message to Eddy and Lea County Drivers to Discourage Distracted Driving - NMDOT says, "Phone Down, Slow Down, Arrive Alive"
- ✓ **Sep 10, 2019** Advertise in the 2020 NM True Adventure Guide - Reservations due 9/11/19
- ✓ **Sep 17, 2019** Why YOU Should Submit Your Trail for National Recreation Trail (NRT) Designation - Deadline is November 1, 2019
- ✓ **Sep 25, 2019** NMDOT District 2 Release: NMDOT Aviation Division Participates in STEM Activities Steered Toward Transportation - 9/26/19

Function 7	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	8	N/A		8	N/A	
1 st Quarter	2	1.50	17.27	2		
2 nd Quarter	2	3.00	34.91	2		
3 rd Quarter	2	2.51	22.31	2		
4 th Quarter	2	1.75	17.71	2		
Balance of Hrs / Total Costs		-0.76	92.21			

Function 7 Activity Tracking – 2019

1 st Quarter Report	<ul style="list-style-type: none"> • Submitted information to members to expand their knowledge
2 nd Quarter Report	<ul style="list-style-type: none"> • Shared multiple email notifications with members to include economic, transportation and legislative news
3 rd Quarter Report	<ul style="list-style-type: none"> • Shared multiple notifications with members, to include NMC conference, economic news, NMDOT press releases, NMDOT Annual Public Entity Sale, NMDOT Bicycle Counter Loan Program, public comment requests and miscellaneous items.
4 th Quarter Report	<ul style="list-style-type: none"> • Submitted multiple notifications to members, to include regional activities.

Function X	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	340	N/A		360	N/A	
1 st Quarter	90	115.38	1,328.64	90		
2 nd Quarter	90	53.88	626.92	90		
3 rd Quarter	90	95.25	846.71	90		
4 th Quarter	90	111.75	1,131.20	90		
Balance of Hrs / Total Costs		-36.25	3,933.48			
Totals	Budgeted Hours (FFY19)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY20)	Actual Hours	Other Specific Costs
FFY 2019/2020 Budget	2080	N/A		2080	N/A	
1 st Quarter	520	525.38	6,050.14	520		
2 nd Quarter	520	510.44	5,939.76	520		
3 rd Quarter	520	543.81	4,834.12	520		
4 th Quarter	520	524.13	5,305.52	520		
Balance of Hrs / Total Costs		-23.75	22,129.54			