



## SNMEDD/SERTPO APER Narrative Summary – FFY2023

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

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

The Regional Transportation Plan (RTP), Public Participation Plan (PPP) and Title VI Plan were approved at the beginning of the federal fiscal year (October 2022). Planning grant administration continued on three CDBG Comprehensive Plans: (a) Two received funding awards during the year, with professional services active on one grant, and one grant moving forward on its grant agreement; and (b) One grant was closed. Three CDBG Asset Management Planning grants were worked: (a) All grants were awarded funding during the year; and (b) Professional services are contracted with planning underway on one grant, with the remaining two either having the RFP advertised or contracts in the negotiation process. Opportunities for public comment were given to SERTPO membership on various state/regional transportation-related plans, and NHTSA safety campaign messages were posted continuously online throughout the year.

### Function 2: Technical Support and Data Management

Technical information was shared with members, to include Buy America requirements. Public comments from members were encouraged on various items, to include the proposed Census boundaries, US 285 Port of Entry Weigh-in Motion Station, and Traffic Monitoring Standards.

### Function 3: Project Development and Monitoring

For the Transportation Project Fund (TPF)/Transportation Alternatives Program (TAP)/Recreational Trails Programs (RTP) and Carbon Reduction Programs (CRP), tasks included distribution of the Call-for-Projects; participation with subcommittee for scoring criteria review (TPF only); establishment and approval of SERTPO timelines; receipt/processing of project feasibility forms; participation with District 2 feasibility reviews; assistance to membership on full applications; SERTPO rating meeting (TPF only); final application submission to NMDOT; and RTIPR updates. For public transit programs, assisted with the distribution of public transit applications/scoring criteria/rating forms to membership; the SERTPO prioritization meeting; and submission of recommended ratings to NMDOT. Throughout the year, continuously shared funding opportunities and ADA/Title VI compliance statuses with the membership.

### Function 4: Other Activities and Projects

Shared news articles and information, to include state legislation, US 380, and Notice of Rulemaking for the New Motor Vehicle Standards with membership as well as attended various webinars and conferences for professional development. Attended each RTPO Quarterly meeting.

### Function 5: General RTPO Support

Coordinated and participated with five SERTPO meetings, which transitioned from one central location to different physical locations within the region, and completed all pre-/post meeting tasks, to include public notification of meetings, online postings, and meeting packet preparations. Continuously maintained SERTPO membership; shared multiple training opportunities; participated with regional transportation member training (SERTPO Bootcamp); kept local elected officials informed (SNMEDD Board) on SERTPO activity; and conducted traffic/bike safety outreach with the distribution of educational materials to municipal/community facilities within the region.

### Function 6: RTPO Administration

Completed and submitted the required quarterly reimbursement packets, APER, and a formal RWP amendment to NMDOT. Participated with the annual Quality Assurance Review with the NMDOT Liaison.



## SNMEDD/SERTPO APER Budget Summary by Line Item

Budget Summary by Line Item FFY23							
Line Item	Budgeted	Q1	Q2	Q3	Q4	Actual	Percentage actuals differ from budgeted*
Personnel (Salary and Wages)	68,234	16,763.65	16,950.56	16,170.16	17,041.59	66,925.96	-1.92%
Fringe (Payroll Taxes & Expense/Fringe Benefits)	20,700	5,087.54	5,157.05	5,153.46	5,258.65	20,656.70	-0.21%
Travel	2,500	593.52	178.95	224.50	339.92	1,336.89	-46.52%
Insurance	2,600	501.24	699.27	635.76	398.18	2,234.45	-14.06%
Equipment Lease and Maintenance	900	193.09	70.24	248.35	89.37	601.05	-33.22%
Equipment Purchase	500	-	-	-	394.08	394.08	-21.18%
Audit	3,500	-	3,455.55	-	-	3,455.55	-1.27%
Supplies	1,500	142.89	-	84.49	436.94	664.32	-55.71%
Publications, registrations, advertising, memberships	2,166	1,033.12	-	303.00	53.45	1,389.57	0.03%
Postage	200	32.07	32.07	32.07	-	96.21	-51.90%
Rent	3,350	769.68	769.68	513.12	769.68	2,822.16	-15.76%
Telephone/internet	1,700	486.08	279.12	249.01	415.44	1,429.65	-15.90%
Printing	500	-	-	-	267.87	267.87	-46.43%
Meetings and Conferences	2,650	897.10	301.79	866.58	84.19	2,149.66	-18.88%
Promotion and Development	1,500	947.96	488.22	-	-	1,436.18	-4.25%
<b>TOTAL</b>	<b>112,500</b>	<b>27,447.94</b>	<b>28,382.50</b>	<b>24,480.50</b>	<b>25,549.36</b>	<b>105,860.30</b>	

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

**Explanation:**

Travel - Travel expenses remained low with more trainings/meetings being offered virtually.

Equipment Lease and Maintenance - Anticipated costs for maintenance remained low, and FFY24 budget has already been adjusted downward.

Equipment Purchase - Awaiting current equipment supplies to be fully utilized before equipment replacement.

Supplies - Supplies line item remained under budget, and FFY24 budget has already been adjusted downward.

Postage - Postage line item remained under budget, and FFY24 budget has already been adjusted downward.

Printing - Expenditures remained under budget, and FFY24 budget has already been adjusted downward.



## SNMEDD/SERTPO APER Budgeted Staff Hours Summary

Staff Hours Summary FFY23							
Function	Budgeted Hours	Q1	Q2	Q3	Q4	Total Actual hours	Percentage actual differs from budgeted*
1	440	86.14	101.75	108.07	184.07	480	9.10%
2	40	0.51	0	0.51	0.38	1	-97.50%
3	300	37.03	122.75	62.03	11.28	233	-22.33%
4	120	43.50	17.02	17.01	18.51	96	-20.00%
5	480	152.81	145.75	87.15	107.31	493	2.71%
6	300	79.01	61.68	78.38	98.39	317	5.67%
X	400	105.50	59.5	155.00	84.75	405	1.25%
<b>TOTAL</b>	<b>2,080</b>	<b>504.50</b>	<b>508.45</b>	<b>508.15</b>	<b>504.69</b>	<b>2,026</b>	

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

<b>Explanation:</b>	
<u>Function 2:</u>	This function keeps hours budgeted in the event of unexpected traffic count activity.
<u>Function 3:</u>	Increased TPF activity is included in this function. SERTPO had several applications for the program (44), which amounted to additional staff time with training and member assistance.

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

**SOUTHEAST REGIONAL PLANNING ORGANIZATION (SERTPO)**

FFY2023-24 REGIONAL WORK PROGRAM

**FOURTH QUARTERLY REPORT**

**July 1, 2023 through September 30, 2023**

**Introduction and Purpose**

The Regional Work Program sets forth those activities for which the SERTPO Staff will carry out on behalf of its RTPO, as per its contractual obligations with NMDOT. The work program includes tasks and activities expected by NMDOT to meet its requirements and may include activities unique to SERTPO as set by SERTPO. 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 (FFY2023 – FFY2024) October 1, 2022 through September 30, 2024.

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

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

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

✓ **Oct 19, 20, 2022 (RTP)** – Added photos; and RTP approved during SERTPO meeting (10/20/22).

✓ Not applicable second quarter.

✓ Not applicable third quarter.

✓ Not applicable fourth quarter.

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 3, 4, 5, 2022 (Ruidoso Downs CDBG Asset Mgmt Plan)** – Received LMI approval from DFA; filing/e-filing; worked application and its sections; checklist; binder; and submitted AMP application to DFA.

✓ **Oct 5, 11, 13, 17, 24, 31; Nov 1, 2, 28, 2022 (Dexter CDBG Comp Plan)** – Prepared and submitted quarterly progress report; pay request and follow-up; deposit-disbursement documentation follow-up and submissions; checklist update; SAM registration/follow-up; and contractor

- clearance renewal/approval.
- ✓ **Oct 10, 24, 31; Nov 2, 7, 8, 9, 14, 15, 22; Dec 27, 2022 (Hope CDBG Comp Plan)** – Received award letter; submitted Agreement exhibits to DFA/updated; contractor clearances; binder; received Agreement/submitted to Village Clerk for signature; shared executed Agreement with Village; prepared draft RFP and submitted/received DFA approval; federal requirements; Administration contract; RFP process with Village; financial section; and fair housing activity.
  - ✓ **Oct 11, 12, 17, 19, 24; Nov 8, 9, 14, 15, 17; Dec 14, 2022 (Lake Arthur Asset Mgmt Plan)** – English/Spanish notices for public hearing; pulled ACS 5 yr census data; prepared and submitted LMI request to DFA; binder/labels; application packet sections; resolution; ICIP; received LMI approval; forms submitted for signatures; application sections worked; and submitted AMP application to DFA.
  - ✓ **Oct 19; Nov 1, 2, 3, 22; Dec 27, 2022 (Hagerman Asset Mgmt Plan)** – Received award letter; municipality clearance submission and approval; Agreement/follow-up; received Grant Agreement and submitted for signature.
  - ✓ **Oct 20, 31, 2022 (Title VI Plan)** – Title VI Plan continued in posting for public comment; Title VI Plan approved during SERTPO meeting; and resolution and SERTPO-approved Title VI Plan was submitted to CCRB/NMDOT.
  - ✓ **Nov 8, 2022 (Tularosa Comp Plan)** – Follow-up on LMI eligibility.
  - ✓ **Jan 3, 5, 11, 17, 18, 23; Feb 15, 23, 27, 28; Mar 2, 6, 14, 16, 20, 21, 27, 28, 29, 30, 2023 (Hope Comp Plan)** – RFP process/follow-up; prepared documents and visited with Hope staff and Mayor regarding evaluation process; uploaded documents for financial/federal requirements, monitoring and professional services sections, uploads; progress report; follow-up; financial section; checklist; Planner Agreement; Hope visit; contractor clearance update; executed Planner Agreement received; and shared Agreement with Village and Planner.
  - ✓ **Jan 3, 9, 16, 17, 25, 26, 31; Feb 7, 8, 28; Mar 6, 16, 20, 21, 22, 27, 29, 30, 2023 (Dexter Comp Plan)** – Prepared and submitted progress report; reviewed draft Transportation section and submitted comments; administrative billing; prepared and submitted pay request/follow-up and final pay request; contractor/municipality clearances; shared draft of Transportation section of Plan with D2; close-out hearing; administration billing; final billing; final Comp Plan to DFA; and prepared/submitted close-out packet.
  - ✓ **Jan 4, 5, 11, 17, 18, 24, 25, 31; Feb 6, 14, 15, 28; Mar 6, 16, 21, 22, 27, 2023 (Hagerman AMP)** – Submitted signed Grant Agreement to DFA; received executed GA and shared with Town; procurement section; fair housing; submitted federal requirements; financial section; professional services section; RFP; fair housing activity; administrative contract; insurance; submission of section(s) to DFA; and contractor clearance renewal.
  - ✓ **Feb 23, 2023 (Ruidoso Downs)** – Application follow-up.
  - ✓ **Feb 23; Mar 14, 2023 (Lake Arthur)** – Application follow-up.
  - ✓ **Jan 18, 26, 30, 31; Feb 6, 7, 2023 (Comp Plans – General)** Coordination for

- printing of approved Comp Plan (for distribution to local elected officials).
- ✓ **Apr 4, 5, 12, 18; May 9, 11; Jun 13, 14, 2023 (Hope Comp Plan)** – Progress report; environmental section; follow-up; and contractor clearance.
  - ✓ **Apr 5, 10, 12, 13, 20, 26; May 3, 4, 9, 11, 15, 16, 17; Jun 13, 2023 (Hagerman Asst Mgmt Plan)** – Progress report; environmental section; professional services section; Owner-Planner Agreement; SAM registration; binder; 1-X contractor clearance; Fair Housing activity; and year-end reminder.
  - ✓ **Apr 10; Jun 21, 2023 (Comp Plans – General)** – Shared requested documents on previous Comp Plan; SharePoint; and spreadsheet maintenance.
  - ✓ **Apr 13, 20; May 1, 11, 2023 (Dexter Comp Plan)** – Pay request follow-up (disbursement documentation).
  - ✓ **Apr 20, 26; May 11, 18; Jun 13, 14, 20, 21, 22, 26, 29, 2023 (Ruidoso Downs Asset Mgmt Plan)** – Grant agreement exhibits; completed new 1-D form and submitted new progress report exhibit; municipality/contractor SAM registrations; administrative contract; federal requirements section; binder; procurement section; financial management section; SharePoint; monitoring section; financial document template to local government; fair housing activity; professional services; RFP request, update and approvals; and environmental.
  - ✓ **Jun 19, 20, 21, 22, 27, 2023 (Tularosa Comp Plan)** – Worked draft application for Comp Plan; binder; census data search; LMI eligibility request; public hearing; and resolution.
  - ✓ **Jun 21, 26, 27, 2023 (Lake Arthur AMP)** – Follow-up; received award letter and shared with Town; grant agreement exhibits; and SAM municipality clearance.
  - ✓ **Jul 3, 5, 6, 10, 13, 17, 18, 20, 24, 25, 27; Aug 8, 16, 24; Sep 5, 27, 28, 2023 (Hagerman AMP)** – Progress reports/updates; pay request(s)/follow-up; updated insurance; updated contractor activity report; application section; monitoring section; federal requirements; workforce form; binder/checklists; and fair housing activity.
  - ✓ **Jul 3, 5, 10, 13, 17, 18, 19, 25, 27, 31; Aug 2, 7, 8, 9, 10, 14, 15, 17, 21, 22, 23, 29; Sep 6, 12, 27, 2023 (Ruidoso Downs AMP)** – Progress report and attachments; professional services section/follow-up; SAM update(s)/municipality; environmental; RFP process; insurance renewal update; financial section/follow-up/waiver instructions; binder; federal requirements; monitoring; checklists; EEO/Fair Housing; coordination on public hearing notifications; workforce; shared templates; and Owner/Planner contract.
  - ✓ **Jul 5, 6, 10, 11, 12, 13, 17, 25; Aug 2, 3, 7, 10, 22; Sep 11, 14, 25, 26, 27, 28, 2023 (Hope Comp Plan)** – Pay request/follow-up; progress report and attachments; liability insurance renewal; updated contractor activity report; workforce; participated with kick-off meeting at Hope Village Hall (Planners, staff and COG); attended virtual meeting with Planner on demographics; and SAM registration renewal.
  - ✓ **Jul 6, 10, 11, 12, 26, 31; Aug 8, 9, 16, 21, 22, 23, 29, 31; Sep 12, 21, 25, 26, 27, 2023 (Tularosa Comp Plan)** – Application preparation; forms submitted for

signatures/follow-up; LMI approval; reminders; resolution; federal requirements; ICIP; binder; application submission and follow-up; CDBG hearing; application section; template; binder/checklist(s); Grant Agreement Exhibits submitted; municipality clearance; and submission of docs (professional services) to LGD.

- ✓ **Jul 24, 26, 27, 31; Aug 1, 2, 3, 7, 8, 10, 15, 16, 21, 22, 23, 28; Sep 5, 12, 20, 21, 28, 2023 (Lake Arthur AMP)** – Grant agreement; federal requirements; binder/checklists; contractor clearance; environmental; financial section/insurance/waiver instructions; administration contract; EEO/Fair Housing; fair housing activity; planner contract; submission(s) to DFA; professional services section; application section; public hearing; procurement section update; and RFP readvertising.
- ✓ **Aug 28, 29; Sep 5, 6, 11, 12, 14, 20, 28, 2023 (Dexter Comp Plan)** – Coordinated with Town and submitted requested documents as part of close-out; and close-out transmittal/response.

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 3; Nov 2; Dec 1, 8, 2022 (Capital Outlay)** – Shared Capital Outlay reminder regarding Request form portal and SNMEDD legislative hearing instructions with members; answered inquiries/assisted entity; virtual meeting preparations; and shared 2023 Capital Outlay reauthorization information with members.
- ✓ **Dec 1, 2022 (Chaves County Capital Outlay Hearing)** – Assisted with SNMEDD Capital Outlay hearing.
- ✓ **Dec 6, 2022 (Eddy County Capital Outlay Hearing)** – Assisted with SNMEDD Capital Outlay hearing.
- ✓ **Dec 8, 2022 (Lea County Capital Outlay Hearing)** – Assisted with SNMEDD Capital Outlay hearing.
- ✓ **Dec 14, 15, 2022 (Otero County Capital Outlay Hearing)** – Assisted with SNMEDD Capital Outlay hearing (15<sup>th</sup>).
- ✓ **Dec 14, 2022 (State Legislative)** – Shared NMDOT press release with members regarding NMDOT FY24 budget request (\$889 million).
- ✓ Not applicable second quarter.
- ✓ Not applicable third quarter.
- ✓ **Aug 1, 2023 (NM Uplift)** – Shared the NM Outdoor Recreation Division's *Outdoor Recreation Recommended Plan: Southeast* with members.
- ✓ **Aug 10, 16, 28, 29; Sep 12, 2023 (Public Transit – Human Services Coordination Plan)** – Shared NMDOT Transit & Rail's presentation on the planning process for the Coordination Plan with members; responded to inquiry on ability to provide public comment; submitted copy of draft SE Plan to EPCOG and members with deadline for public comment; and reviewed public transit references on recent Comp Plans and submitted to Transit & Rail during comment period.
- ✓ **Aug 16, 2023 (NM Freight Investment Plan)** – Shared draft plan (Amendment 1) to members during its public comment period.

- ✓ **Sep 26, 2023 (NMDOT Carbon Reduction Strategy)** – Shared CRS Draft and presentation for member review and comment by 10/16/23.

Task 1.2 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.

Posted NHTSA campaign information online to fulfill RTP action items:

- ✓ **Oct 6; Nov 1, 28, 2022 (RTP)** – Posted NHTSA information online to fulfill RTP action items for Safety/Education.

**Home Page Attention Line** "October is National Pedestrian Safety Month"  
**Home Page Attention Line** "Make It to the Table This Thanksgiving. Buckle Up. Every Trip." (Link to: Thanksgiving Fact Sheet)  
**Roads Page** "Have you heard the story of the Gingerdead man? He drank and drove. The End."

- ✓ **Jan 5, 16, 2023 (RTP)** - Posted NHTSA information on website (Roads Page & Home Page) to fulfill RTP action items for Safety/Education.

**Roads Page** "When You Stop for a school bus, you stop for Jordan" – Always stop when the Stop-arm is out".  
**Home Page Attention Line** School safety starts at the bus stop (Click here for safety tips) [Attachment: Safety Tips]  
**Roads Page** "Super Bowl Fans Don't Let Fans Drive Drunk – Designate a Sober Driver"

- ✓ **Apr 20; May 15; Jun 19, 22, 2023 (RTP)** - Posted NHTSA information on website (Home Page) to fulfill RTP action items for Safety/Education.

**Attention Line** National Heatstroke Prevention Day is May 1, 2023.  
**Roads Page** "Outside 75°; Inside Car 105°"  
**Attention Line** Plan for safety in upcoming Summer travels!  
**Roads Page** "Move Over, It's the Law"  
**Roads Page** "You Have The Freedom To Choose Your Sober Driver"  
**Roads Page** "2023 Summer Driving Tips"

- ✓ **Jul 19, 26; Aug 31; Sep 6, 2023 (RTP)** – NHTSA **safety** information and **culture/history** information posted to website (RTP action items for safety/education and culture/history).

**Roads Page Announcements** Be a Hero! A Child in a Hot Car Needs Rescuing (Sept 8-10, 2023) Piñata Festival at the Chaves County Courthouse (Roswell, New Mexico)  
**Announcements** (Sept 9, 2023) Dragonfly Festival at the Bitter Lake National Wildlife Refuge (Roswell, New Mexico)  
**Roads Page Announcements** What you should know to prevent vehicle theft (Sep 16, 2023) Cloudcroft Lumberjack Day (Cloudcroft, NM)

Function 1	Budgeted Hours (FFY23)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	440			440		
1 <sup>st</sup> Quarter	110	86.14	955.61	110		
2 <sup>nd</sup> Quarter	110	101.75	1,255.72	110		
3 <sup>rd</sup> Quarter	110	108.07	671.38	110		
4 <sup>th</sup> Quarter	110	184.07	1,185.02	110		
<b>Balance of Hrs   Total Costs</b>		-40	4,067.73		440	-



### Function 1 Activity Tracking – FFY 2023

<p>1<sup>st</sup> Quarter Report</p>	<ul style="list-style-type: none"> <li>• Posting of Regional Transportation Plan (RTP) continued for public comment and was approved by SERTPO in October.</li> <li>• Submitted CDBG Asset Management Planning grant application for Ruidoso Downs to DFA.</li> <li>• Received CDBG grant award for Hagerman Asset Management Planning grant.</li> <li>• Posting of Title VI Plan continued for public comment and was approved by SERTPO in October.</li> <li>• Shared information on Capital Outlay and assisted with four virtual hearings.</li> <li>• Posted NHTSA safety campaign messages and ads online.</li> </ul>
<p>2<sup>nd</sup> Quarter Report</p>	<ul style="list-style-type: none"> <li>• Assisted Village of Hope through planner selection phase of CDBG Comp Planning grant. Owner-Planner Agreement executed in this quarter.</li> <li>• Assisted Town of Dexter at the end of its CDBG Comp Planning grant and prepared/submitted close-out documents.</li> <li>• Assisted Town of Hagerman with its Asset Management Planning grant, from grant agreement execution to the beginning of Planner selection phase.</li> <li>• Posted NHTSA safety information through website via banners and campaign messages.</li> </ul>
<p>3<sup>rd</sup> Quarter Report</p>	<ul style="list-style-type: none"> <li>• Assisted the Village of Hope on its Comprehensive Plan with completion of environmental, clearances and federal reporting.</li> <li>• Helped the Town of Hagerman on their Asset Management Plan with federal reporting, environmental exemption completion, Owner-Planner Agreement execution, Fair Housing compliance and clearances.</li> <li>• Assisted the Town of Dexter on its Comprehensive Plan with close-out financial information.</li> <li>• Assisted the City of Ruidoso Downs with its Asset Management Plan with Grant Agreement and administrative contract execution, and compliance with procurement, financial, monitoring and professional services sections. Draft RTP for professional services was submitted to LGD/DFA.</li> <li>• Helped the Village of Tularosa with application preparation for a Comprehensive Plan.</li> <li>• Assisted the Town of Lake Arthur with its Asset Management Plan with Grant Agreement preparations and clearances.</li> <li>• Posted NHTSA safety text/visual messages on website.</li> </ul>
<p>4<sup>th</sup> Quarter Report</p>	<ul style="list-style-type: none"> <li>• Assisted the Town of Hagerman with its Asset Management Plan with federal reporting, pay request(s), and compliance with grant requirements.</li> <li>• Helped the City of Ruidoso Downs with its Asset Management Plan with federal reporting, clearances, public hearing, grant compliance, and steps regarding obtaining professional services.</li> <li>• Assisted the Village of Hope with their Comprehensive Plan with pay</li> </ul>

	<p>request(s)/follow-up, federal reporting, grant compliance, and participation with in-person and virtual Planner meetings.</p> <ul style="list-style-type: none"> <li>• Prepared and applied for CDBG funding for a Comprehensive Plan for the Village of Tularosa. Assisted with exhibit preparation for the Grant Agreement.</li> <li>• Helped the Town of Lake Arthur with meeting grant compliance for its Asset Management Plan and fulfilling requirements for obtaining professional services.</li> <li>• Assisted the Town of Dexter in its close-out of its Comprehensive Plan.</li> <li>• Shared information with members, giving them the opportunity to comment during public comments periods for the <i>Public Transit Human Services Coordination Plan</i>, <i>NM Freight Investment Plan</i>, and the <i>NMDOT Carbon Reduction Strategy</i>.</li> <li>• Posted NHTSA safety/cultural/historical information online.</li> </ul>
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**Function 2. Technical Support and Data Management**

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

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

<b>Date Submitted</b>	<b>Data or Technical Information Shared with SERTPO</b>
<b>Nov 10, 2022</b>	Buy America Requirements Information
<b>Dec 5, 2022</b>	FHWA Launches Mobile App for Guidance on Geosynthetics Installation For Road and Maintenance Projects
<b>Dec 27, 2022</b>	EDC News: Two EDC-7 Innovations Provide Safety for All Users
<b>Dec 27, 2022</b>	Rebounding Net International Migration Drives Population Increase (and State information)
<b>May 17, 2023</b>	Innovation Exchange: Nighttime Visibility for Safety Webinar
<b>Aug 16, 2023</b>	NMDOT Traffic Count Data Management System
<b>Aug 16, 2023</b>	NMDOT 2023 Proposed Traffic Monitoring Standards - MPO/RTPO Review
<b>Sep 11, 2023</b>	On-Line Public Involvement Announcement: US 285 Port of Entry and Weigh-in-Motion Station Location - Comments Due 9/30/23

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

- ✓ Not applicable first quarter.
- ✓ Reflected in assistance to members in Tasks 3.1.3 (TPF) and 3.2.2 (TAP).
- ✓ Reflected in assistance to members in Task 3.1.3 (TPF).
- ✓ Not applicable in the fourth quarter.

Task 2.2 Assist RTPO members and work with NMDOT staff on roadway and corridor-level classification and analysis, in accordance with the currently adopted

rules, guidelines, and procedures. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify classifications.

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

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

- ✓ Not applicable first quarter.
- ✓ Not applicable second quarter.
- ✓ **May 17, 2023** – Submitted reminder to members of deadline (6/15/23) for comment on proposed boundaries along with list of communities with mapping on proposed boundaries.
- ✓ Not applicable fourth quarter.

Function 2	Budgeted Hours (FFY23)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	40			40		
1 <sup>st</sup> Quarter	10	0.51	5.66	10		
2 <sup>nd</sup> Quarter	10	0.00	-	10		
3 <sup>rd</sup> Quarter	10	0.51	3.17	10		
4 <sup>th</sup> Quarter	10	0.38	2.45	10		
<b>Balance of Hrs   Total Costs</b>		39	11.27		40	-

### Function 2 Activity Tracking – FFY 2023

1 <sup>st</sup> Quarter Report	<ul style="list-style-type: none"> <li>• Shared technical and census information with members.</li> </ul>
2 <sup>nd</sup> Quarter Report	<ul style="list-style-type: none"> <li>• Assistance provided to members/consultants for TAP and TPF programs (more definitive in Tasks 3.1.3 and 3.2.2).</li> </ul>
3 <sup>rd</sup> Quarter Report	<ul style="list-style-type: none"> <li>• Assisted members with TPF application technical assistance.</li> <li>• Shared safety technical training information with members.</li> <li>• Provided members with proposed post-Census boundaries information, to include deadlines and mapping.</li> </ul>
4 <sup>th</sup> Quarter Report	<ul style="list-style-type: none"> <li>• Shared information with members regarding the NMDOT Traffic Count Data Management System, proposed Traffic Monitoring Standards, and the US 285 Port of Entry/Weigh-in-Motion Station Location (with opportunity for public comment).</li> </ul>

### 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.

<b><u>Date Submitted</u></b>	<b><u>Funding Opportunities Shared with SERTPO</u></b>
<b>Oct 4, 2022</b>	DFA/LGD Matching Grant - Applications Open Next Monday, October 10, 2022
<b>Oct 4, 2022</b>	SNMEDD-Funding Opportunities & Information to Know - Oct 4, 2022
<b>Oct 10, 2022</b>	NM Outdoor Recreation Division: Outdoor Recreation Trail Grant
<b>Oct 10, 2022</b>	American Trails: Legacy Trails Program
<b>Oct 11, 2022</b>	SNMEDD-Funding Opportunities & Information to Know-Oct 11, 2022
<b>Nov 1, 2022</b>	Funding Opportunities & Information to Know - November 1, 2022
<b>Nov 8, 2022</b>	Funding Opportunities and Information to Know - November 7, 2022
<b>Nov 10, 2022</b>	Funding Opportunity: Road to Zero Community Traffic Safety Grants – Deadline Jan 6, 2023
<b>Nov 15, 2022</b>	Funding Opportunities and Information to Know - November 15, 2022
<b>Nov 21, 2022</b>	Funding Opportunity: BIL FAA Contract Tower - Due 12/6/2022
<b>Nov 22, 2022</b>	SNMEDD Funding Opportunities & Information to Know - Nov 22, 2022
<b>Nov 29, 2022</b>	SNMEDD Funding Opportunities & Information to Know - Nov 29, 2022
<b>Dec 14, 2022</b>	SNMEDD Funding Opportunities and Information to Know - Dec 13, 2022
<b>Dec 27, 2022</b>	Funding Opportunity: \$1.5 Billion Available through 2023 RAISE Grant Program - Now Accepting Applications
<b>Jan 4, 2023</b>	Funding Opportunities and Information to Know - January 3, 2023
<b>Jan 17, 2023</b>	USDOT Key Notices of Funding Opportunities
<b>Jan 30, 2023</b>	Local Government Road Fund (LGRF) Program solicitation for FY 2023/2024 [Tribal] Tribal Transportation Program Safety Funds–Applications Now Open!
<b>Jan 30, 2023</b>	SNMEDD Funding Opportunities & Information to Know – Feb 1, 2023
<b>Jan 31, 2023</b>	SNMEDD Funding Opportunities & Information to Know – Feb 1, 2023
<b>Feb 8, 2023</b>	USDOT Key Notices of Funding Opportunities
<b>Mar 8, 2023</b>	SNMEDD Funding Opportunities & Information to Know - March 7, 2023
<b>Mar 20, 2023</b>	“NEVI Discretionary Program”- NOFO and webinar announcement
<b>Mar 21, 2023</b>	SNMEDD Funding Opportunities & Information to Know - March 21, 2023
<b>Mar 29, 2023</b>	SNMEDD Funding Opportunities & Information to Know – March 28, 2023
<b>Apr 6, 2023</b>	CORRECTION: Dates for Department of Energy Webinars
<b>Apr 6, 2023</b>	Funding Opportunity: Safe Streets and Roads for All (SS4A)
<b>May 4, 2023</b>	American Trails: Save the Date - Free May 2023 Webinars (May 11 <sup>th</sup> – Building a Comprehensive Count Program in Your Park or on Your Trails; May 18 <sup>th</sup> – Informing the Trail Experience: The Process of Signing a Trail; and May 25 <sup>th</sup> – Pack Goats: The Agile Trail Helpers)
<b>May 4, 2023</b>	DFA: Capacity Building Grants
<b>May 15, 2023</b>	DOT Discretionary Grants Dashboard
<b>May 24, 2023</b>	2023 CDBG Application & Schedule
<b>Jun 13, 2023</b>	DOT Funding Opportunities
<b>Jun 15, 2023</b>	US Department of Transportation Announces Technical Assistance Grants for Transportation Projects in Rural and Tribal Communities
<b>Jun 22, 2023</b>	Outdoor Rec Division's Trails+ Grant Opportunity!
<b>Jun 26, 2023</b>	Com Wildfire Defense Grant
<b>Jul 6, 2023</b>	DOT Funding Opportunities
<b>Jul 17, 2023</b>	[NMDOT] NOFO: Rural and Tribal Assistance Pilot Program
<b>Aug 10, 2023</b>	USDOT Navigator - July Biweekly Update - USDOT Funding Resources and Opportunities
<b>Aug 14, 2023</b>	FY24 NM Regional Recreation Centers and Quality of Life Grant
<b>Aug 16, 2023</b>	DOT Funding Opportunities for Rural Projects
<b>Aug 24, 2023</b>	2023 Regional Recreation Centers-Quality of Life Grant (presentation and instructions)
<b>Aug 28, 2023</b>	Opportunity to Apply for CAPITAL OUTLAY Cost Overrun Funds
<b>Aug 31, 2023</b>	Round 2: Federal Matching Grant - Appls open 9/1/23 - Deadline 9/22/23
<b>Sep 11, 2023</b>	USDOT Navigator - September Biweekly Bulletin
<b>Sep 11, 2023</b>	ROUTES Initiative August Newsletter and Active/Upcoming NOFOs

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

- ✓ **Oct 17, 2022 (Signage)** – Follow-up on request for signage funding.
  - ✓ *Reflected in member inquiries in Task 3.1.3.*
  - ✓ Not applicable third quarter.
  - ✓ Not applicable fourth quarter.
- 3.1.3 Assist project applicants with applications for NMDOT federal and state transportation funding programs. Follow current adopted New Mexico Administrative Code (NMAC) and/or program guides provided by NMDOT for project eligibility, program guidelines, and application timelines. Submit all complete applications to the designated NMDOT coordinator in accordance with the schedule outlined in the applicable NMAC and/or guide(s).
- ✓ **Oct 12, 2022 (TAP)** – Referred inquiry to SCRTPO for the TAP Program.
  - ✓ **Oct 17, 2022 (LGRF)** – Follow-up with D2 and engineer on an LGRF grant possible extension.
  - ✓ **Jan 18, 19, 30, 31; Feb 8, 15, 17, 21, 22, 23, 27, 28; Mar 6, 8, 9, 13, 14, 15, 16, 20, 21, 22, 27, 2023 (TPF)** – Shared FY24 TPF Call-for-Projects with members; inquiry to POD on TPF PFF; updated TPF Award Summary; updated FAQ for FY24 in coordination with POD; shared approved TPF Timeline and TPF scoring process/criteria with members; various communications with member applicants on TPF; shared timelines and PFFs to interested parties; shared information on hardship waiver program, TPF checklist, resolution templates, and examples; communications on parking lots; virtual meeting with local government; final reminder of PFFs due; multiple communications with members on PFF completion (and related docs); received and processed PFFs (to include submission to District 2); coordinated with D2 on PFF review schedule and spreadsheet; submitted calendar/virtual invites to applicants; shared various docs with D2 for PFF reviews; shared schedule; communications/sharing of docs with consultants; and filing.
  - ✓ **Feb 21, 2023 (LGRF)** – Reviewed member application, offered comment and referred to upcoming training (SERTPO Bootcamp) that includes LGRF.
  - ✓ **Apr 5, 6, 10, 11, 12, 13, 18, 19; May 9, 18, 2023 (TPF)** – Assisted entity with cover letter; shared updated ROW letter with local government; received/processed application packets; assisted local government with scoring sheet; received draft application packets and offered recommendations; reminders to members of final application due date; received/processed final applications turned in; ROW letters shared with local governments; preparations for final application upload; RTIPR; and final application and RTIPR upload to NMDOT with notification to members of final submission.
  - ✓ **Aug 24, 2023 (TPF)** – Shared list of TPF Recommendations, as approved by STC, to members/D2/EPCOG.
- 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.
- ✓ **Aug 14, 15, 2023 (HSIP)** – Updated online information on HSIP and process for Road Safety Audit, encouraging use of network screening web map; and shared online update with members.

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).

- ✓ *Activity reflected in Task 3.2.3.*
- ✓ **Jan 10, 12, 16, 17, 2023 (Feasibility Reviews)** – Submitted TAP PFFs to District 2 and Las Cruces offices; and coordination and scheduling of feasibility reviews.
- ✓ **Jan 17, 2023 (Mescalero Apache Tribe)** – Participated with virtual TAP feasibility review, attended by Mescalero Apache Tribe's representative, District 2 and Las Cruces staff. Shared D2-approved PFFs with tribal entity.
- ✓ **Mar 27, 2023 (Alamogordo TPF PFF Review)** – Participated in virtual PFF review with City and District 2 and shared signed PFF with local government.
- ✓ **Mar 27, 28, 2023 (Capitan TPF PFF Review)** – Participated in virtual PFF review with local government and District 2 (27<sup>th</sup>). Sent approved PFF to local government.
- ✓ **Mar 27, 2023 (Eddy County TPF PFF Review)** – Participated in virtual PFF review with local government and District 2 and shared signed PFF with local government.
- ✓ **Mar 27, 28, 2023 (Roswell TPF PFF Review)** – Participated in virtual PFF review with local government and District 2 (27<sup>th</sup>). Submitted approved PFFs to local government.
- ✓ **Mar 27, 28, 2023 (Ruidoso Downs TPF PFF Review)** – Participated in virtual PFF review with local government and District 2 (27<sup>th</sup>). Submitted approved PFF to local government.
- ✓ **Mar 27, 2023 (Carrizozo TPF PFF Review)** – Participated in virtual PFF review with Executive Director, engineering consultant, consultant, and District 2. Sent approved PFF to local government and consultants.
- ✓ **Mar 27, 28, 2023 (Cloudcroft TPF PFF Review)** – Participated in virtual PFF review with local government, engineering consultant, and District 2 (27<sup>th</sup>). Submitted approved PFF to local government.
- ✓ **Mar 27, 28, 2023 (Dexter TPF PFF Review)** – Participated in PFF review with local government elected official, engineering consultant, consultant, Executive Director, and District 2. Submitted approved PFF to local government and consultants.
- ✓ **Mar 28, 2023 (Hagerman TPF PFF Review)** – Participated in TPF PFF Review with local government, engineering consultant, consultant, Executive Director, and District 2. Sent approved PFF to local government and consultants.
- ✓ **Mar 28, 2023 (Hobbs TPF PFF Review)** – Participated in TPF PFF Review with local government and District 2. Submitted approved PFFs to local government.

- ✓ **Mar 28, 2023 (Loving TPF PFF Review)** – Participated in TPF PFF Review with local government local elected official and staff, engineering consultant, consultant, Executive Director and District 2. Submitted approved PFFs to local government.
- ✓ **Mar 28, 2023 (Mescalero TPF PFF Review)** – Participated in PFF Review with Tribal staff, and District 2. Sent approved PFF to tribal government.
- ✓ **Mar 28, 2023 (Ruidoso TPF PFF Review)** – Participated in TPF Review with local government and District 2. Submitted approved PFFs to local government.
- ✓ **Mar 28, 2023 (Tatum TPF PFF Review)** – Participated in TPF PFF Review with local government, consultant, and District 2. Sent approved PFF to local government/consultants.
- ✓ **Mar 28, 2023 (Chaves County TPF PFF Review)** – Participated in PFF Review with local government, and District 2. Submitted approved PFF to local government.
- ✓ **Mar 28, 2023 (Jal TPF PFF Review)** – Participated in TPF PFF Review with local government, engineering consultant, consultant, and District 2. Submitted approved PFF to local government and consultants.
- ✓ **Mar 28, 2023 (Lincoln County TPF PFF Review)** – Participated in PFF Review with local government, engineering consultants, and District 2. Submitted approved PFFs to local government and consultants.
- ✓ **Mar 28, 2023 (Lake Arthur TPF PFF Review)** – Participated in TPF PFF Review with engineering consultant, consultant, Executive Director, and District 2. Submitted approved PFF to local government and consultants.
- ✓ Not applicable third quarter.
- ✓ 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. Ensure members are informed of Americans with Disabilities Act (ADA) and Title VI plan requirements for all recipients of federal funds.

- ✓ **Oct 12; Nov 10; Dec 1, 5, 12, 2022 (TAP/RTP/CRP)** – Updated TAP Award Summary spreadsheet; and shared Call-for-Projects/Guides/PPF-PPF forms/Applications/PowerPoint presentation/sample resolution with members/stakeholders.
- ✓ **Jan 3, 5, 17, 18, 19, 26, 31; Feb 7, 13, 14, 15, 27; Mar 1, 6, 2023 (TAP/RTP/CRP)** – Reminders to members regarding PFFs that are due (1/5/23); received/processed PFFs; visited with applicant; shared resolution template with applicant; communications and virtual meeting with applicant on application preparation; reminder sent to applicant for application packet requirements; shared RTP Pages; and notified applicant of NMDOT upload.
- ✓ **Jan 30; Feb 6, 2023 (Title VI-ADA)** – Shared the current NMDOT D2 ADA - Title VI List (Jan 2023) with members; shared Tribal ADA-Title VI List (Jan 2023) with tribal entity; and new request to update ADA List elements (by 9/18/23) shared with members.
- ✓ **May 15, 16, 17, 2023 (Title VI – ADA)** – Sent members reminder of new

ADA/Title VI List needing completion/submission to Coordinator; and assisted local entities with CCRB request for updated docs.

- ✓ **Aug 9, 29, 2023 (TPF)** – Follow-up on TPF awards; and shared copies of TPF evaluation criteria with EPCOG.
- ✓ **Aug 16, 23; Sep 11, 2023 (TAP/RTP)** – Provided Coordinator contact info to local government; inquiries on next anticipated call; and provided local government with TAP Award history and SRD contact information.
- ✓ **Aug 23, 24; Sep 7, 21, 25, 27, 2023 (Title VI – ADA)** – Current list of Title VI/ADA compliance submitted to members (Aug); shared information on ADA Conference to members, D2 and stakeholders; assisted local government regarding compliance list; shared ADA/Title VI presentation with members (from SERTPO meeting); the September Title VI/ADA list was shared with members/NMDOT; and responded to member inquiries.

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

- ✓ **Oct 24, 25; Nov 3, 7, 8, 2022 (TPF Survey)** – Submitted TPF evaluation/scoring process survey to members and sent reminders; submitted inquiry to RTPOs regarding their TPF processes/scoring criteria; compiled results; and shared survey results with members, EPCOG and NMDOT.
- ✓ **Jan 12; Feb 9, 13, 2023 (TPF Subcommittee)** – Attended Subcommittee meeting held in Roswell for the purpose of evaluating TPF scoring criteria/policies and forming recommendations to go before SERTPO. Reformatted scoring criteria and shared with Chairs.
- ✓ Not applicable third quarter.
- ✓ Not applicable fourth quarter.

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

Program Name	Fiscal Year	Call for Projects	RTIPR Submission to NMDOT
Public Transit	FFY 24	Jul 2022	Dec 2022
	FFY 25	Jul 2023	Dec 2023
Transportation Project Fund (TPF)	SFY 24	Jan 2023	May 2023
	SFY 25	Jan 2024	May 2024
Transportation Alternatives Program (TAP)	FFY 24	Nov 2022	Mar 2023
	FFY 25	May 2023	Oct 2023
Recreational Trails Program (RTP)	FFY 24	Nov 2022	Mar 2023



	FFY 25	May 2023	Oct 2023
Carbon Reduction Program (GRP)	FFY 24+	Nov 2022	Mar 2023
Congestion Mitigation & Air Quality Program (CMAQ)	FFY 24	- N/A -	- N/A -
	FFY 25	May 2023	Oct 2023
*Dates are estimates and will be updated as necessary with quarterly report submissions.			

- ✓ **May 1, 2, 16, 17, 18, 24, 2023 (RTIPR)** – Worked/completed TPF RTIPR Page.
- ✓ **Jul 19, 2023 (RTIPR)** – Updated Public Transit, TPF and TAP-RTP Pages; and uploaded online.

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

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

- ✓ **Dec 5, 2022 (Public Transit)** - Compiled public transit scoring sheets and performed tabulations; coordinated with EPCOG for dual review/shared scoring; and submitted scoring results to public transit providers, Transit & Rail Division, SERTPO, EPCOG, Liaison, and District 2.

- ✓ **Jan 18, 25, 2023 (Public Transit)** – Updated PT Page of RTIPR and posted online; and shared PT Page with EPCOG.

- ✓ Not applicable third quarter.

- ✓ Not applicable fourth quarter.

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

- ✓ Not applicable first quarter.

- ✓ Not applicable second quarter.

- ✓ **Apr 20, 2023 (Public Transportation Study)** – Shared English/Spanish Posters and NMDOT Statewide Public Transportation Study survey questions with city/county clerks in the region (for posting).

- ✓ 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. Keep project applicants informed on project status, including thorough review of complete regional STIP project lists at meetings, and assist RTPO members with issues that may arise.

- ✓ Not applicable first quarter.

- ✓ *Project Status Reports from NMDOT Las Cruces are reviewed.*

- ✓ **May 1, 2023 (STIP)** – Shared NMDOT News Release with members on “STIP Amendment – Open for Public Comment through May 15, 2023.”

- ✓ **Jun 15, 2023 (STIP)** – Shared NMDOT News Release with members regarding “Comments Sought on FFY2024-FFY2029 Statewide Transportation Improvement Program (STIP)”.

- ✓ Not applicable fourth quarter.

<b>Function 3</b>	Budgeted Hours (FFY23)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	300			300		
1 <sup>st</sup> Quarter	75	37.03	410.80	75		
2 <sup>nd</sup> Quarter	75	122.75	1,514.88	75		
3 <sup>rd</sup> Quarter	75	62.03	385.36	75		
4 <sup>th</sup> Quarter	75	11.28	72.62	75		
<b>Balance of Hrs   Total Costs</b>		67	2,383.66		300	-

### Function 3 Activity Tracking – FFY 2023

1 <sup>st</sup> Quarter Report	<ul style="list-style-type: none"> <li>Shared multiple funding opportunities with members.</li> <li>Submitted TAP-RTP-CRP Call for Projects with members, including Guides, applications forms and resolution template.</li> <li>Shared TPF survey on evaluation/scoring process with members; compiled results; and submitted to membership.</li> <li>Compiled public transit member scoring sheets and tabulated; dual review with co-planner; and shared results with public transit providers, Transit &amp; Rail, District 2 and membership.</li> </ul>
2 <sup>nd</sup> Quarter Report	<ul style="list-style-type: none"> <li>Transportation and other funding opportunities shared with members.</li> <li>Shared TPF Call for Projects, PFF forms, approved Timeline and Evaluation Criteria/scoring sheets with members.</li> <li>Scheduled and participated with virtual District 2 TPF PFF Reviews for eighteen entities and their project(s). Submitted the District 2 approved PFFs to member applicants.</li> <li>Scheduled and participated in virtual District 2 TAP PFF Reviews for tribal applicant.</li> <li>Assisted tribal applicant with TAP application packets and uploaded to NMDOT Santa Fe.</li> <li>Shared NMDOT's ADA-Title VI List with members, to include information request by ADA/Title VI Coordinator.</li> <li>Participated with TPF subcommittee meeting held on the review and recommended updates to TPF evaluation and scoring processes/sheets.</li> <li>Made updates to RTIPR (Public Transit) and re-posted online.</li> </ul>
3 <sup>rd</sup> Quarter Report	<ul style="list-style-type: none"> <li>Shared multiple funding opportunities with members.</li> <li>Assisted members through TPF application process and prepared/submitted meeting packets to members for rating. Prepared final TPF application packets and RTIPR and submitted both to NMDOT by the established deadline.</li> <li>Shared and assisted members with the ADA/Title VI update requirements.</li> <li>Assisted NMDOT Transit &amp; Rail with distribution of Public Transit Study outreach materials (posters and survey questions) to City and</li> </ul>

	<p>County Clerks within the region.</p> <ul style="list-style-type: none"> <li>• Shared news releases for STIP public comment with members.</li> </ul>
4 <sup>th</sup> Quarter Report	<ul style="list-style-type: none"> <li>• Shared the STC-approved list of TPF recommended projects with members and D2 and conducted follow-up activity on TPF awards and evaluation criteria.</li> <li>• Updated HSIP information online and shared the information with members.</li> <li>• Shared multiple funding opportunities with members.</li> <li>• Responded to member requests regarding TAP Program, to include NMDOT Santa Fe and Las Cruces contact information and TAP award history.</li> <li>• Assisted local governments regarding ADA/Title VI Compliance by sharing NMDOT lists for District 2, sharing presentation from NMDOT/Title VI meeting presentation and responding to member inquiries.</li> <li>• Made online updates to Public Transit, TPF and TAP/RTP pages of the RTIPR.</li> </ul>

**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.

- ✓ *Reflected in Task 3.1.1. (funding opportunities) and Task 5.5 (training opportunities)*
- ✓ **Jan 30, 2023 (HB 223)** – Shared news article regarding HB 223 and US 380 with members [“Area lawmakers seek funds for US 380, oil patch road projects”].
- ✓ **Feb 21, 2023 (US 380)** – Shared Roswell Daily Record news article “Bill to fund US 380 upgrade stalls” with members.
- ✓ **Mar 16, 2023 (NM 31, NM 128, US 380)** – Shared Carlsbad Current Argus news article “Possible state money for southeast NM road projects remains

in neutral in Legislature" with members.

- ✓ Not applicable third quarter.
- ✓ **Sep 11, 2023 (New Motor Vehicle Standards)** - Notice of Rulemaking Hearing Amending 20.2.91 New Motor Vehicle Standards
- ✓ **Sep 11, 2023 (New Motor Vehicle Standards)** - Aviso de Audiencia Publica de Reglamentacion Para Considerar Las Enmiendas a 20.2.91 Nuevos Estandares de Emisiones de Vehiculos Motorizados.

Task 4.4 Attend RTPO Roundtable and special meetings.

- ✓ **Oct 25, 2022 (Quarterly)** – Attended Roundtable (virtually), hosted by MR-COG (ABQ).
- ✓ **Jan 10, 2023 (Quarterly)** – Attended meeting (virtually), hosted by NERTPO /NPRTPO (Santa Fe).
- ✓ **Apr 17, 20, 2023 (Quarterly)** – Attended RTPO meeting in-person at EPCOG offices (Clovis); and administrative tasks.
- ✓ **Sep 26, 2023 (Quarterly)** – Attended virtual RTPO meeting, hosted by SWRTPO (Silver City).

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. RTPO staff may attend these out-of-state trainings during this RWP:

APA National Planning Conference ■ NADO National Regional Transportation Conference

NADO Annual Training Conference ■ SWREDA Annual Conference

- ✓ **Oct 3, 2022 (Matching Grant Webinar)** – Attended virtual training hosted by DFA.
- ✓ **Oct 4; Nov 16, 2022 (NM Data Users Conference)** – Registered and attended virtual sections of Data Users Conference (Nov 16<sup>th</sup>).
- ✓ **October 25-27, 2022 (Infrastructure Conference)** – Attended New Mexico Infrastructure Conference, held in Albuquerque.
- ✓ **Nov 10, 2022 (USDOT Training)** – Attended virtual training, presented by Alex Cregg, USDOT.
- ✓ **Feb 23, 28; Mar 1, 6, 7, 2023 (Transportation Day)** – Shared brochure with RTPO; changing out banner displays; booth preparation; and transported booth items to EPCOG.
- ✓ **Apr 10, 11, 2023 (Chaves County Initiative)** – Donated SERTPO promotional items for CCI event.
- ✓ **Apr 27, 2023 (CES)** – Attended CES training held at the Roswell Convention Center.
- ✓ **May 1, 2023 (ICIP)** – Attended ICIP virtual training hosted by DFA.
- ✓ **Jul 20, 2023 (STC Meeting)** – Attended meeting of the State Transportation Commission meeting (Mescalero) via livestream.
- ✓ **Aug 23, 2023 (Regional Recreation Centers & Quality of Life Grant)** – Attended virtual webinar, hosted by NM Dept of Finance and Administration.
- ✓ **Aug 24, 2023 (STC Meeting)** – Attended meeting of the State Transportation Commission virtual special meeting (partial).

- Task 4.6 Participate in miscellaneous transportation-related programs and special projects in the RTPO region.
- ✓ **Aug 30, 2023 (EPCOG)** – Met with new transportation planner to discuss continued coordination for SERTPO and membership.
  - ✓ **Sep 26, 2023 (NM Infrastructure Conference)** – Registration.
  - ✓ **Oct 31, 2022 (E911)** – Inquiry made to State Coordinator on programs within the region.
  - ✓ **Dec 13, 2022 (Grants)** – Meeting with staff on grants training.
  - ✓ **Dec 14, 2022 (Disaster Relief & Recovery Coordinator)** – Assisted with scheduling of DRRC interviews.
  - ✓ **Dec 15, 2022 (ERR)** – Attended meeting on Economic Recovery Plan implementation of action items.
  - ✓ **Jan 24, 2023 (RRR/CEDS)** – Meeting on Recovery Resilience Plan and CEDS Plan.
  - ✓ **Feb 27, 2023 (Hagerman Forward)** – Responded to survey.
  - ✓ **Mar 16, 2023 (Rails to Trails)** – Requested info. from D2, received contact information and referred inquiry to Traffic Engineer.
  - ✓ Not applicable third quarter.
  - ✓ **Jul 18, 25, 2023 (C&ED Pilot Program)** – Assisted with invitation list; submitted virtual calendar invitations for Community and Economic Development Pilot Program Virtual Workshop; and assisted with Virtual Workshop (7/25/23).

Function 4	Budgeted Hours (FFY23)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	120			120		
1 <sup>st</sup> Quarter	30	43.50	482.57	30		
2 <sup>nd</sup> Quarter	30	17.02	210.05	30		
3 <sup>rd</sup> Quarter	30	17.01	105.67	30		
4 <sup>th</sup> Quarter	30	18.51	119.16	30		
<b>Balance of Hrs   Total Costs</b>		24	917.46		120	-

#### Function 4 Activity Tracking – FFY 2023

1 <sup>st</sup> Quarter Report	<ul style="list-style-type: none"> <li>• Attended virtual RTPO Quarterly meeting, hosted by MRRTPO.</li> <li>• Attended virtual Matching Grant webinar, hosted by DFA.</li> <li>• Attended virtual segments of NM Data Users Conference (UNM Bureau of Business and Economic Research (BBER)).</li> <li>• Attended New Mexico Infrastructure Conference in Albuquerque (in person).</li> <li>• Attended virtual BIL training presented by USDOT.</li> </ul>
2 <sup>nd</sup> Quarter Report	<ul style="list-style-type: none"> <li>• Shared news articles relating to transportation bills in the Legislature with members.</li> <li>• Participated with RTPO Quarterly (virtually) held in Santa Fe.</li> <li>• Provided booth and promotional items for Transportation Day</li> </ul>

	booth.
3 <sup>rd</sup> Quarter Report	<ul style="list-style-type: none"> <li>• Attended RTPO Quarterly (in person) held in Clovis, hosted by EPCOG RTPO.</li> <li>• Supported local event (Chaves County Initiative) with SERTPO promotional items.</li> <li>• Attended CES procurement training (in person) held at the Roswell Convention Center.</li> <li>• Attended ICIP virtual training hosted by Department of Finance &amp; Administrative Local Government Division.</li> </ul>
4 <sup>th</sup> Quarter Report	<ul style="list-style-type: none"> <li>• Shared Notice of Rulemaking for the New Motor Vehicle Standards with members.</li> <li>• Participated in the RTPO virtual quarterly meeting, hosted by the SWRTPO.</li> <li>• Attended State Transportation Commission meetings, virtually, held in District and for TPF information.</li> <li>• Attended the DFA Regional Recreation Centers &amp; Quality of Life Grant webinar.</li> <li>• Assisted COG consultant with the virtual workshop on the regional Community and Economic Development Pilot Program.</li> </ul>

### **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.

- ✓ **Oct 4, 17, 24; Nov 2, 3, 21, 28; Dec 5, 8, 12, 13, 2022 (Stakeholders)** - Submitted meeting reminders for October 20<sup>th</sup> meeting (and agendas) to stakeholders, NMDOT, congressionals, and Roswell Convention Center staff; SAVE-THE-DATES and meeting reminders (with agendas) for November meeting submitted to public transit providers, SERTPO, NMDOT, congressionals, and stakeholders; updated NMDOT email addresses; added engineering consultants to meeting notification list; and updated contact lists.
- ✓ **Oct 3, 2022 (Meeting Notifications)** – Submitted public notice of meetings to City and County Clerks.
- ✓ **Jan 3, 9, 17; Feb 6, 7, 9, 15, 16; Mar 20, 21, 27, 2023 (Stakeholders)** – Added new individual to stakeholder list; submitted SAVE-THE-DATES to members, stakeholders, NMDOT, and congressionals; updated congressional and stakeholder list; added road department staff to list; reminders and meeting agendas sent to stakeholders, NMDOT and congressionals for February meeting; updated roster and lists with new members; notification to Chairs of new members; meeting notifications (SAVE-THE-DATES) to SERTPO, D2, EPCOG, NMDOT, and congressionals (May mtg); calendar/virtual invites to

members, D2, EPCOG, NMDOT (May mtg); and engineer stakeholder added to list.

- ✓ **Apr 26; Jun 21, 22, 2023 (Stakeholders)** – Submitted meeting reminders with May 8<sup>th</sup> agendas to stakeholders, NMDOT and congressionals; submitted SAVE-THE-DATES with September meeting date/location to members, NMDOT Roswell-Santa Fe-Las Cruces, stakeholders, congressionals, presenters and meeting facility.
- ✓ **Aug 16, 28, 31, 2023 (Stakeholders)** – Added local government staff to list; rebuilt stakeholder list; and sent meeting agendas with reminders for September meeting to stakeholders, congressionals, NMDOT, and meeting facility.

5.1.2 Per the *New Mexico Open Meetings Act* (NMSA, 1978, Section 10-15-1(D)) and 23 CFR 450.210, provide compliant public notice for all official RTPO Committee meetings.

- ✓ **Oct 24, 2022 (Website)** – Posted 11/29/2022 meeting date.
- ✓ **Oct 24; Nov 14, 17, 2022 (Public Notice)** – Posted front office public notice (11/29/22 meeting); submitted public notice of meeting notifications to city and county clerks in the region; and posted November agenda in front office.
- ✓ **Jan 11; Mar 16, 2023 (Website)** – Posted 2/16/23 meeting date (two locations); and posted 5/8/23 meeting date (two locations).
- ✓ **Jan 9; Feb 2; Mar 20, 2023 (Public Notice)** – Posted front office public notice (2/16/23 meeting); distribution list updates; shared public notice of meeting with city and county clerks, regionally; and posted front office public notice (5/8/23 meeting).
- ✓ **Apr 19; May 1; Jun 21, 2023 (Public Notice)** – Submitted public notification of meetings to city and county clerks in the region (May meeting); added May meeting agenda to posted meeting notice (front office); and posted front office public notice for September meeting.
- ✓ **Jun 21, 2023 (Website)** – Updated September meeting date and location.
- ✓ **Aug 21, 31, 2023 (Public Notice)** – Public notification of meetings sent to City/County Clerks region-wide; and posted agenda (front office).
- ✓ **Aug 31; Sep 11, 2023 (Website)** – Posted September agenda online (two locations); and posted November meeting date.

5.1.3 Provide RTPO Committee members, the appropriate NMDOT District staff, and GTG with meeting agendas and information packets no later than seventy-two (72) hours in advance of RTPO Committee meetings.

- ✓ **Oct 3, 4, 17, 19, 20, 24, 31; Nov 1, 7, 8, 9, 10, 14, 17, 28, 29, 30; Dec 6, 7, 8, 12, 13, 2022 (Meeting preparations)** – Communications with Chairs/EPCOG on draft agendas; meeting packet preparation (October) and submission; reminders to members; pre-meeting/post-meeting tasks; shared docs with EPCOG; coordination with Roswell Convention Center for November meeting; coordination with Transit & Rail on public transit appls (received/processed appls); virtual invites; meeting packet preparation (November); and November meeting packet submitted to members/NMDOT/EPCOG.
- ✓ **Oct 20, 2022 (SERTPO Meeting)** – Coordinated and participated in regular

meeting held in hybrid format at the Roswell Civic and Convention Center.

- ✓ **Nov 29, 2022 (SERTPO Meeting)** – Coordinated and participated in a regular meeting (hybrid) held at the Roswell Convention Center.
- ✓ **Jan 5, 11, 19, 23, 24; Feb 6, 7, 13, 15, 16, 21; Mar 2, 6, 13, 20, 23, 2023 (Meeting preparations)** – Coordination with Roswell Convention Center meeting facility for February and May meetings; draft agenda and coordination (and meeting) with Chair(s) for Feb and May meetings; TPF timeline; resolution; quorum; meeting packet; pre-meeting and post-meeting tasks; and virtual meeting test with member.
- ✓ **Feb 9, 13, 2023 (Meeting packet)** – Submitted meeting packet and subsequent supplement material to members, EPCOG and NMDOT.
- ✓ **February 16, 2023 (SERTPO Meeting)** – Coordinated and participated with regular SERTPO Meeting held at Roswell Convention Center (hybrid).
- ✓ **Apr 18, 20, 25, 26; May 4, 5, 7, 9, 10, 15, 17; Jun 13, 20, 21, 2023 (Meeting preparations)** – Draft agenda; quorum; digital meeting packet; received/processed EPCOG applications; submitted meeting packets (Dropbox); pre-meeting/post-meeting tasks; minutes; photos; and meeting facility coordination.
- ✓ **May 8, 2023 (SERTPO Meeting)** – Coordinated and participated in a SERTPO meeting (TPF rating) at the Roswell Convention Center.
- ✓ **Jul 11, 12, 24; Aug 3, 8, 21, 23, 24, 29, 3; Sep 6, 11, 13, 14, 21, 2023 (Meeting preparations)** – Draft agenda; visited meeting facility (Carlsbad); quorum; meeting packet preparations; coordination on public transit presentation; November meeting date; pre-meeting tasks for September and November mtgs; post-meeting date; notification to Transit & Rail regarding November meeting date; and coordination for meeting facility.
- ✓ **Aug 30, 2023 (Meeting packet)** – Submitted meeting packet for September meeting to members/EPCOG/NMDOT.
- ✓ **Sep 7, 2023 (SERTPO Meeting)** – Coordinated and participated in SERTPO regular (in-person) meeting held at the Pecos River Village Center (Carlsbad, NM).

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.

- ✓ **Nov 8, 14, 2022** – Submitted follow-up to local government regarding appointment/reaffirmation; and notified Chairs of new members.
- ✓ **Jan 24; Feb 6, 7; Mar 6, 2023** – Follow-up on member confirmations; correspondence regarding vacancies; updates to distribution lists (email and online); filing; and shared new form to EPCOG.
- ✓ Not applicable third quarter.
- ✓ **Jul 11, 12; Sep 6, 12, 13, 18, 2023** – Follow-up on membership confirmation; updated membership (vacancy); submitted confirmation correspondence to two local governments; and member changes updates.

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

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



- ✓ Not applicable fourth quarter.
- 5.2.1 Maintain a list of RTPPO 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/serppo-committees/> continuously.
  - ✓ **Jan 30, 2023** – Worked/maintained distribution lists.
  - ✓ **Aug 7, 9, 2023** – Coordinated/worked membership list.

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 RTPPO processes per 23 CFR 450.

- ✓ **Oct 4, 2022 (Loving)** – Coordinated with SERTPO representative and delivered *Traffic Safety* educational fun packs for distribution during **Town Hall Halloween event**.
- ✓ **Oct 11, 18, 19, 2022 (Tularosa)** – Preparations for distribution of promos; coordination with SERTPO representative/Village staff; and delivered *Traffic Safety* educational materials to **Tularosa Public Library** for children's program (18<sup>th</sup>).
- ✓ **Oct 17, 18, 19, 2022 (Cloudcroft)** – Coordinated with SERTPO member and distributed *Traffic Safety* educational materials to **Michael Nivison Public Library** (18<sup>th</sup>).
- ✓ **Oct 17, 18, 19, 2022 (Alamogordo)** – Coordinated with SERTPO representative and delivered *Traffic Safety* and *Drive Safely* promotional items for use in the **City's Annual Zoo Boo** (18<sup>th</sup>).
- ✓ **Jan 11, 2023 (Promos)** – Coordinated with vendor for promotional items.
- ✓ **Apr 13, 2023** – Brochure update.
- ✓ **Jul 11, 18, 20, 24, 2023 (Carlsbad)** – Coordinated with SERTPO representative and Library staff for distribution of safety promotional items; and delivered bike safety coloring book fun packs to Carlsbad library for children's lunch and reading programs and distribution to Riverwalk patrons (24<sup>th</sup>).

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

- ✓ **Oct 11, 13, 14; Nov 3, 2022 (Local Elected Officials)** – Pre-meeting tasks; **SERTPO Verbal Report (10/14/22):**
  - **Transportation Project Fund (TPF)** – Board was informed of TPF awards occurring in August; 14 projects awarded were capital, design and maintenance (most were maintenance); and a comparison compared to previous application cycle was provided (in number of awards).
  - **CDBG Planning grants** – Status updates were provided on active CDP grant (Dexter); recent award for a Comp Planning grant (Hope); pending request for LMI eligibility for Tularosa; recent AMP applications submitted for Hagerman and Ruidoso Downs; and status of application process (CDBG hearings scheduled) for AMP application (Lake Arthur).

- **SERTPO Plans** – Board was informed of Regional Transportation Plan (RTP), Public Participation Plan (PPP) and Title VI Plan being posted online for public comment (45-day requirement)—all of which are being considered for approval at the next SERTPO meeting.
- **SERTPO Meeting** – Members were informed of the next meeting (October 20<sup>th</sup>) and items to be covered such as approval of plans and TPF discussion.

A meeting will also be held in November for public transit prioritization.

- ✓ **Jan 3, 11, 13, 16; Feb 27, 2023 (Local Elected Officials)** – Pre-meeting/post-meeting tasks and written report for packet provided.

**SERTPO Verbal Report (1/13/23):**

- **Meetings** – Meeting frequency discussed, with various Plans approved in October, and public transit prioritization taking place in November. Public transit prioritization results were submitted to NMDOT Transit & Rail.
- **TAP/RTP/CRP** – In regard to TAP-RTP-CRP, Board members were informed of TAP-RTP-CRP Timeline approval; PFF deadline; PFF application activity (application from two entities); feasibility review scheduling; and final application and upload deadlines.
- **TPF** – Ms. Burr discussed SERTPO's activity for updating criteria and policies for the TPF Program. A subcommittee met (1/12/23) and will be sending its recommendations to SERTPO for the February 2023 meeting. Information provided on the anticipated Call-for-Projects, with final applications typically due during the month of May.
- **Plans** – Status updates were given for the Comprehensive Planning grants for Dexter and Hope; Asset Management Planning grant for Hagerman; and pending applications for Lake Arthur and Ruidoso Downs.

- ✓ **Apr 3, 13, 18; May 17; Jun 28, 2023 (Local Elected Officials)** – Pre-meeting/post-meeting tasks; and attended/participated with meeting (4/13/23).

**SERTPO Verbal Report (4/13/23):**

- Reported on Transportation Project Fund (TPF) activity. Reminded Board of PFF deadline (3/13/23). Commented on number of applications received for each category; virtual PFF reviews that were held in March; when final application packets are due (4/19/23); rating meeting scheduled for 5/8/23; and anticipated awards (Sept).
- Commented on upcoming RTPO quarterly meeting in the following week.
- Provided status update on Dexter Comp Plan; Hagerman Asset Mgmt Plan; Hope Comp Plan; and Ruidoso Downs Asset Mgmt Plan.

- ✓ **Jul 14, 17; Aug 2; Sep 26, 28, 2023 (Local Elected Officials)** – Pre-meeting tasks (to include written report for meeting packets); participated with Board meeting (14<sup>th</sup>); and post-meeting tasks (to include mtg recording, photos).

**SERTPO Verbal Report (7/14/23):**

- Reported on May 8<sup>th</sup> SERTPO meeting (TPF prioritized list was submitted to District 2 who submits their recommendations to NMDOT Santa Fe). The STC meeting is expected in August special meeting (TBD).
- SERTPO's next meeting is scheduled for September 7, 2023 at Pecos River Convention Center.
- T/LPA Training recently announced – September 26-27<sup>th</sup> in Roswell at the

NMDOT Training Academy and September 20-21 in Hobbs at the Lea County Event Center. Certification is required for entities by January 1, 2024 (for federally funded projects).

- Planning grant updates:
  - **Hope** – Planner (ARC) activity is underway for Comp Plan;
  - **Hagerman** – Planner (Kaleidoscope) activity is underway for AMP;
  - **Ruidoso Downs** – Currently advertising RFP for proposals for AMP;
  - **Lake Arthur** – Awaiting Grant Agreement (for AMP); and
  - **Tularosa** – Packaging an application for a Comp Plan.

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 3, 5, 11, 13, 17, 20, 24, 31; Nov 7, 10, 17, 28; Dec 1, 14, 15, 27, 2022 (Website)** – Capital Outlay Page updates; SERTPO Committee Page (updated RWP; meeting agenda; meeting info; RTP; PPP; Title VI Plan; minutes; resolutions); SNMEDD Board Page; Announcements; Home Page updates (to include Regionals Plans (RTP)); communications with webmaster; TAP/RTP/CRP Page updates (added Program Guides, applications, PFF, PPF, Timeline); and Roads Page.

*Announcements postings/updates:*

- Nov 16-18, 2022** New Mexico Wildland Urban Fire Summit (Santa Fe)
- Nov 29, 2022** SERTPO Meeting
- Jan 4-5, 2023** 58<sup>th</sup> Paving and Transportation Conference (Albuquerque)
- Jan 16-19, 2023** New Mexico Counties Legislative Conference (Santa Fe County)
- Jan 23-24, 2023** 2023 TRENDS Annual Conference (Santa Fe)

✓ **Jan 5, 10, 11, 16, 18, 19, 25, 26; Feb 6, 13, 14, 16, 17; 27; Mar 2, 16, 29, 2023** – SNMEDD Board Page (agenda, minutes, membership); Home Page updates; Roads Page updates (TPF Call-for-Projects; TPF checklist; banner; TPF Timeline; TPF Evaluation process and scoring; etc.); EDA Page; SERTPO Committee (meeting date, RTIPR, membership, minutes, resolutions); Announcements; and Attention Line.

*Announcements postings/updates:*

- Feb 16, 2023** SERTPO Meeting
- Mar 31, 2023** NMDOT Annual Hardship Deadline
- Apr 11-14, 2023** 2023 AASHTO GIS for Transportation Symposium (Oklahoma City, OK)
- Apr 12-14, 2023** 2023 Transportation & Construction Conference (Las Cruces, New Mexico)
- Apr 14, 2023** SNMEDD Board Meeting (Roswell, New Mexico)
- Apr 17-20-2023** International Trails Summit (Reno, Nevada)
- May 8-10, 2023** NHMA's Governor's Conference on Tourism & Hospitality
- Jun 16, 2023** NMDOT Annual Public Entity Sale Deadline
- Jul 10, 2023** NMDOT Annual Hardship Sale (Santa Fe, New Mexico)
- August 21, 2023** NMDOT Annual Public Entity Sale (Santa Fe, New Mexico)

✓ **Apr 10, 11, 18, 20, 25; May 1, 2, 3, 8, 9, 15, 16; Jun 15, 19, 20, 28, 2023** – SNMEDD Board Page (posted mtg agenda, minutes); Announcements; Attention Line; Home Page; ICIP Page; SERTPO Committee (meeting agenda (two places), meeting date, minutes); Roads Page; website maintenance;

*Announcements postings/updates:*

- Apr 29-30, 2023** Tularosa Wine & Art Festival (Tularosa, New Mexico)
- Jun 5, 2023** NMFA Interactive Workshop (Roswell, New Mexico)
- Jun 6, 2023** NMFA Interactive Workshop (Ruidoso, New Mexico)

<b>Jun 9-10, 2023</b>	CavernFest (Carlsbad, New Mexico)
<b>Jun 12-16, 2023</b>	NM Counties 86 <sup>th</sup> Annual Conference (San Juan County/ Farmington, New Mexico)
<b>Jun 16-17, 2023</b>	Smokin' On The Plaza (Lovington, New Mexico)
<b>Jun 17-18, 2023</b>	Brewdoso Festival (Ruidoso, New Mexico)
<b>Jun 30 – Jul 2, 2023</b>	Roswell UFO Festival 2023
<b>Jul 14, 2023</b>	SNMEDD Board Meeting (Roswell, New Mexico)
<b>Sep 12-14, 2023</b>	National Summit on Rural Road Safety (Oklahoma City, OK)
<b>Sep 13-15, 2023</b>	NMMS Summer Institute (Carlsbad, New Mexico)
<b>Sep 30, 2023</b>	Red Dirt Black Gold Festival (Artesia, New Mexico)
<b>Oct 10-12, 2023</b>	National Recreation and Park Association (NRPA) (Dallas, Texas)
<b>Oct 18-20, 2023</b>	NM Infrastructure Conference (Las Cruces, New Mexico)
<b>Oct 23-25, 2023</b>	Outdoor Economics Conference (Santa Fe, New Mexico)
<b>Jan 31-Feb 2, 2024</b>	New Mexico MainStreet Winter Conference (Santa Fe, New Mexico)
<b>May 6-9, 2024</b>	2024 National Outdoor Recreation Conference (South Lake Tahoe, Stateline, Nevada)

- ✓ **Jul 3, 10, 18, 19, 20, 24, 26; Aug 1, 2, 8, 9, 10, 14, 15, 17, 21, 29; Sep 6, 11, 20, 25, 2023** – Attention Line updates (to include regional tourism); SNMEDD Page (meeting dates/agendas; members); Home Page; Announcements; SERTPO Committee Page; Roads Page; Colonias Page; Capital Outlay Page; EDA Page; Our Partners Page; and TAP/RTP/CMAQ/CRP Page.

*Announcements postings/updates:*

<b>Aug 5, 2023</b>	Chaves County Health Expo/Roswell Convention Center (Roswell, New Mexico)
<b>Aug 30-Sep 1, 2023</b>	NMML 66 <sup>th</sup> Annual Conference (Farmington, New Mexico)
<b>Sep 8-10, 2023</b>	Piñata Festival at the Chaves County Courthouse (Roswell, New Mexico)
<b>Sep 21-24, 2023</b>	84 <sup>th</sup> Otero County Fair and Rodeo (Alamogordo, New Mexico)
<b>Sep 29-30, 2023</b>	2 <sup>nd</sup> Annual Cavern City Renaissance Festival
<b>Oct 2-7, 2023</b>	Eastern NM State Fair (Roswell, New Mexico)
<b>Oct 17-20, 2023</b>	APA-NM 2023 Conference (Roswell, New Mexico)
<b>Oct 18-19, 2023</b>	NM Infrastructure Conference (Las Cruces, New Mexico)

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

- ✓ **Nov 15, 16, 21, 29, 2022 (Meet & Greet: DFA/USDA-NM/DoIT/NMDOT District 2)** – Coordinated with D2 Engineer regarding participation with planned *Meet & Greet* function; shared invitations with members; and attended function (29<sup>th</sup>).

- ✓ **Jan 19, 23, 24, 26, 30, 31; Feb 2, 7, 8, 9, 13, 21, 22; Mar 1, 2023 (SERTPO Bootcamp)** – Coordination with Consultant regarding presentation for training on federal and state transportation programs (with emphasis on TPF); sharing of materials; follow-up on hardship waivers; coordination with District 2 and SERTPO Chair on training; training date/TPF timeline; presentation/slides and sharing of presentation; inquiries on TAP/RTP/CRP for presentation; handouts and packets; training invite prep; pre-training review and tasks; participated with **SERTPO Bootcamp training** held at **ENMU-Roswell (22<sup>nd</sup>)**; mailing of training packets per requests; and post-training tasks.

- ✓ **Feb 6, 16, 2023 (District 2 Permitting)** – Coordinated with D2 Engineer for meeting presentation on D2 permitting; and shared copy of presentation with members following meeting.

- ✓ **Jun 27; Sep 7, 2023 (ADA/Title VI)** – Contacted CCRB for presentation regarding ADA/Title VI compliance (and upcoming Sept 2023 deadline). Isabel Benavidez, NMDOT ADA/Title VI Program Coordinator, made presentation/training to members on ADA/Title VI compliance during the September meeting.

<b><u>Date Submitted</u></b>	<b><u>Training Opportunities Shared with SERTPO</u></b>
<b>Oct 31, 2022</b>	58th Paving & Transportation Conference-Registration Now Open
<b>Oct 31, 2022</b>	Virtual OMA/IPRA Training - November 22, 2022 1:00pm to 4:00pm
<b>Oct 31, 2022</b>	Wildland Urban Fire Summit (Santa Fe) - Register by November 14 <sup>th</sup>
<b>Nov 1, 2022</b>	USDOT Training Webinar - November 10, 2022 at 10:00 am
<b>Nov 3, 2022</b>	REMINDER! USDOT Training Webinar for SERTPO – Nov 10, 2022 at 10:00 am
<b>Nov 10, 2022</b>	REMINDER! USDOT Webinar for SERTPO - TODAY at 10:00 am
<b>Nov 14, 2022</b>	Register Now for the 58th Paving and Transportation Conference
<b>Nov 16, 2022</b>	Meet and Green Luncheon – November 29, 2022 – noon
<b>Nov 28, 2022</b>	Free! Registration opens for the Upcoming 2023 Value Capture Strategies National Webinar Series
<b>Jan 11, 2023</b>	2023 International Trails Summit - List of Concurrent Sessions Available, Field Seminars Added
<b>Jan 18, 2023</b>	NMDOT ADA Training - Pedestrian Training (ENMU-Roswell)-March 7-8, 2023
<b>Jan 30, 2023</b>	GIS-T Symposium - April 11-14, 2023 (Oklahoma City)
<b>Jan 30, 2023</b>	LTAP Transportation Training Opportunities
<b>Feb 14, 2023</b>	2023 Rocky Mountain Land Use Institute - March 8-10
<b>Feb 27, 2023</b>	NM Transportation & Construction Conference 4/12-14/23 (Las Cruces)
<b>Mar 20, 2023</b>	2023 International Trails Summit - Early Bird Registration Ends TODAY
<b>Mar 30, 2023</b>	Register for the Webinar: State of the Practice in EV Charging Station Site Design
<b>Jun 14, 2023</b>	Discover Dallas at the 2023 NRPA Annual Conference - Oct 10-12, Registration open
<b>Jun 20, 2023</b>	Free! Last Chance to register June 28 at 1pm ET - Webinar for the "Value Capture Strategies: Special Assessment Districts & Case Studies–The Primer NMML 66th Annual Conference - Aug 30 - Sept 1, 2023
<b>Jul 6, 2023</b>	T/LPA Certification Training (NOTIFICATION)
<b>Jul 13, 2023</b>	Tribal and Local Public Agency (T/LPA) Certification Training
<b>Jul 25, 2023</b>	SAVE THE DATE! APA-NM Conference, October 17 - 20, 2023, Roswell, New Mexico
<b>Aug 2, 2023</b>	SAVE THE DATE! 26th Annual NM Infrastructure Conference-Oct 18-19, 2023
<b>Aug 9, 2023</b>	Register for Outdoor Economics Conference - Oct 23-25, 2023 (Santa Fe)
<b>Aug 16, 2023</b>	FHWA Local Aid Support Announces New Training for Local/Tribal Agencies
<b>Aug 23, 2023</b>	ITS New Mexico Annual Meeting - 10/5/23
<b>Aug 31, 2023</b>	LTAP FREE Traffic Incident Management course TUESDAY!
<b>Sep 11, 2023</b>	Join USDOT on September 19 for a Webinar on Utilizing DOT Data and Mapping Tools for Stronger Grant Applications!
<b>Sep 11, 2023</b>	IFC Conference Registration is Open
<b>Sep 18, 2023</b>	2023 ICIP Webinar Series - Capital Outlay Request Form
<b>Sep 20, 2023</b>	NMDOT T/LPA Training and Certification FAQ
<b>Sep 26, 2023</b>	Amazing Speakers at Outdoor Economics Conference!

Task 5.6 Expand services/information to members.

<b><u>Date Submitted</u></b>	<b><u>Information Shared with SERTPO</u></b>
<b>Oct 20, 2022</b>	\$10 Million Awarded to 14 Capital Outlay Projects in New Mexico MainStreet and Arts & Cultural Districts
<b>Nov 9, 2022</b>	NMDOT announces recipients of EVCS grant program
<b>Nov 10, 2022</b>	USDA Releases Nationwide Farmer, Rancher and Forest Manager Prospective Customer Survey
<b>Nov 14, 2022</b>	TopHAT - 2022 Winners (2 in the Region)
<b>Nov 14, 2022</b>	Application for NM MainStreet's Frontier & Native American Communities

<b>Nov 16, 2022</b>	& Urban Neighborhood Commercial Corridor Initiatives Now Open
<b>Dec 14, 2022</b>	Small Business Saturday is Nov. 26, 2022
<b>Dec 28, 2022</b>	New Mexico Uplift Initiative
<b>Jan 5, 2023</b>	NM Energy Conservation & Management Division newsletter-Winter 2022
<b>Jan 9, 2023</b>	NM Uplift ~ Upcoming Meetings
<b>Jan 9, 2023</b>	Message from NM Office of the Broadband. Your assistance is needed – Deadline of Jan 13, 2023
<b>Feb 7, 2023</b>	NMDOT 2023 Annual Public Entity Sale
<b>Feb 7, 2023</b>	NMDOT 2023 Annual Hardship Sale - Due Date of March 31, 2023
<b>Feb 23, 2023</b>	Please Join Us ~ Outdoor Recreation Input Needed!
<b>Mar 20, 2023</b>	NMDOT Tribal/Local Public Agency Handbook - State Funding
<b>May 16, 2023</b>	New Mexico Broadband Summit - May 24, 2023
<b>May 17, 2023</b>	Main Street America Designates 30 New Mexico MainStreet Organizations, New Mexico MainStreet Coordinating Program
<b>Jun 13, 2023</b>	New Mexico Uplift Initiative ~ We Need Your Feedback!
<b>Jun 13, 2023</b>	CPMS Reporting Update
<b>Jun 13, 2023</b>	NM MainStreet Newsletter
<b>Jun 13, 2023</b>	Eleven NM MainStreet Communities Receive Resilient Communities Fund Grants - 3 from SE Region
<b>Jul 6, 2023</b>	New Mexico highway ranked the 'most feared' road trip
<b>Jul 10, 2023</b>	STC News Release - NMDOT District 2
<b>Jul 18, 2023</b>	State Transportation Commission Mtg in Mescalero-this Thursday (Jul 20th)
<b>Aug 8, 2023</b>	Reminder! NMDOT 2023 Annual Public Entity Sale
<b>Aug 9, 2023</b>	NMDOT to begin roadway project on US 70
<b>Aug 9, 2023</b>	CPMS Site Reporting Replaced by BFM Site - Reporting Due August 31 <sup>st</sup>
<b>Sep 13, 2023</b>	NM MainStreet Awards Certification to 7 MainStreet Leaders-4 in SE Region
<b>Sep 18, 2023</b>	Virtual LGBMS updates
<b>Sep 25, 2023</b>	Carlsbad gets \$1.1M federal grant to begin design of Dark Canyon Bridge
<b>Sep 28, 2023</b>	NMDOT removal of signs on state rights-of-way

<b>Function 5</b>	Budgeted Hours (FFY23)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	480			480		
1 <sup>st</sup> Quarter	120	152.81	1,695.22	120		
2 <sup>nd</sup> Quarter	120	145.75	1,798.73	120		
3 <sup>rd</sup> Quarter	120	87.15	541.42	120		
4 <sup>th</sup> Quarter	120	107.31	690.85	120		
<b>Balance of Hrs   Total Costs</b>		-13	4,726.22		480	-

### Function 5 Activity Tracking – FFY 2023

1 <sup>st</sup> Quarter Report	<ul style="list-style-type: none"> <li>• Provided meeting notifications (and agendas) to membership, stakeholders, NMDOT, congressionals, and EPCOG, for two regular meetings.</li> <li>• Submitted public notice of meeting to City and County clerks in the region for two meetings.</li> <li>• Maintained stakeholder meeting notification list.</li> <li>• Posted meeting date on website.</li> <li>• Posted public notice of meeting (and agenda) in SNMEDD front office lobby.</li> <li>• Coordinated, made preparations (to include meeting packets) and participated in two SERTPO meetings (October 20, 2022 and</li> </ul>
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	<p>November 29, 2022).</p> <ul style="list-style-type: none"> <li>• Provided <i>Traffic Safety</i> educational fun packs for distribution during Village of Loving Halloween event.</li> <li>• Provided <i>Traffic Safety</i> educational fund packs to Tularosa Public Library for children's programs.</li> <li>• Coordinated and distributed <i>Traffic Safety</i> educational materials to Cloudcroft's Michael Nivison Public Library.</li> <li>• Distributed <i>Traffic Safety</i> and <i>Drive Safely</i> promotional items for use in City of Alamogordo's Annual Zoo Boo.</li> <li>• Provided written and verbal report on SERTPO activity during October SNMEDD Board meeting.</li> <li>• Maintained website, to include Transportation Pages.</li> <li>• Assisted with SNMEDD <i>Meet &amp; Greet</i> luncheon, which featured District 2 Engineer. Displayed SERTPO banners and provided promotional items.</li> </ul>
<p>2<sup>nd</sup> Quarter Report</p>	<ul style="list-style-type: none"> <li>• Maintained stakeholder list and shared meeting notifications (and February agendas) to members, stakeholders, EPCOG, NMDOT, and congressionals for the February and May meetings.</li> <li>• Meeting notification for the February and May meetings was provided online (twice). Public meeting notification (February meeting) was provided to the city/county clerks within SNMEDD's region, for posting. Public notice of meeting has been provided through posting in SNMEDD's front office for both meetings.</li> <li>• Prepared and submitted meeting packets to members.</li> <li>• Coordinated and participated in the February 16<sup>th</sup> hybrid meeting, held at the Roswell Convention Center.</li> <li>• Maintained membership listings.</li> <li>• Provided written and verbal reports on SERTPO activity during January SNMEDD Board Meeting.</li> <li>• Updated <a href="http://www.snmedd.com">www.snmedd.com</a></li> <li>• Shared multiple training opportunities with members.</li> <li>• Assisted and participated with SERTPO Bootcamp training in February. Training provided overview of federal transportation programs with which SERTPO has a role. Training also focused on TPF and LGRF (District 2). Training packets were distributed to attendees.</li> </ul>
<p>3<sup>rd</sup> Quarter Report</p>	<ul style="list-style-type: none"> <li>• Shared meeting notification/reminders/agendas for May and September SERTPO meetings with members, NMDOT, and multiple stakeholders.</li> <li>• Submitted public meeting notifications to City and County Clerks in the region for SERTPO May meeting.</li> <li>• Added May meeting agenda to front office posting and posted September meeting notification in front office.</li> <li>• Completed meeting packets and pre-meeting tasks for May SERTPO TPF meeting.</li> <li>• Coordinated and participated in SERTPO May meeting held at the</li> </ul>

	<p>Roswell Convention Center.</p> <ul style="list-style-type: none"> <li>• Provided written and verbal report on transportation activity to local elected officials at SNMEDD Board Meeting (April).</li> <li>• Maintained website, to include Transportation Pages.</li> <li>• Coordinated with NMDOT CCRB for ADA/Title VI training during a SERTPO meeting.</li> <li>• Shared training opportunities and additional information with members.</li> </ul>
4 <sup>th</sup> Quarter Report	<ul style="list-style-type: none"> <li>• Posted SERTPO meeting information and agendas online, front office lobby, and shared public notification of SERTPO meetings with city and county clerks for posting within region.</li> <li>• Maintained transportation stakeholder and shared meeting agendas with stakeholders.</li> <li>• Made meeting preparations for SERTPO meeting(s), to include coordination for the meeting facilities and presenter(s) and submission of meeting packets to members/District 2.</li> <li>• Participated in the SERTPO meeting held during the quarter (September 7, 2023).</li> <li>• Maintained SERTPO membership, to include email and online lists and distribution of membership confirmation forms.</li> <li>• Coordinated with SERTPO member for outreach and delivered safety promotional items on Bike Safety to the Carlsbad community via the Library and Riverwalk.</li> <li>• Provided written and verbal reports to SNMEDD Board on SERTPO activity, to include meeting activity and rotation; TPF activity; T/LPA Training; and CDBG planning grant activity.</li> <li>• ADA/Title VI training/presentation was made during the SERTPO September meeting.</li> <li>• Maintained Transportation pages on SNMEDD website.</li> <li>• Shared multiple training opportunities and related information with members.</li> </ul>

## **Function 6. RTPO Administration**

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

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

- ✓ **Year-Long.** Monitoring of program expenditures occurs on a continuing basis and upon quarterly reimbursement packet preparation.
- ✓ **Apr 13; Jun 20, 2023** – Participated with Liaison on annual QAR (virtually); shared inventory list/other info; online postings; and updated inventory.
- ✓ **Jul 17, 18, 26, 31; Aug 2, 8, 21, 24, 31; Sep 21, 2023** – Provided recently



- approved RTPO inventory to Liaison to attach to QAR; purchased vehicle equipment (budgeted); monitoring /purchases; and QAR received/shared.
- 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 3, 4, 5, 6, 10, 11, 12, 17, 31; Nov 1, 3, 8, 9, 14, 21, 22; Dec 5, 7, 8, 14, 15, 27, 28, 2022** – Maintained timesheet and quarterly report; prepared and submitted reimbursement packet; and inquiry to Liaison on reimbursement pkt.
  - ✓ **Jan 3, 5, 9, 10, 11, 16, 18, 19, 26, 30, 31; Feb 7, 8, 9, 14; Mar 1, 16, 20, 23, 29, 30, 2023** – Timesheet, quarterly report, and reimbursement packet.
  - ✓ **Apr 4, 5, 6, 10, 11, 12, 13, 26; May 3, 15, 17; Jun 13, 14, 15, 27, 28, 29, 2023** – Timesheet and quarterly report; and reimbursement packet preparation/submission.
  - ✓ **Jul 5, 10, 11, 12, 27, 31; Aug 1, 7, 8, 9, 10, 15, 16, 17, 21, 23, 24, 29; Sep 13, 18, 20, 2023** – Timesheet; quarterly report; and reimbursement packet preparation/submission.
- 6.1.3 Submit an Annual Performance and Expenditure Report (APER) each year, per the timeline and procedures documented in the PPM. The APER will be derived from the 4<sup>th</sup> quarter Quarterly Report but will include additional descriptions to summarize the activities performed in the past year.
- ✓ **Nov 7, 18, 2022** – Prepared and submitted draft APER to Liaison; and draft was approved.
  - ✓ 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 2021- FFY 2022) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.
- ✓ Not applicable first quarter.
  - ✓ Not applicable second quarter.
  - ✓ Not applicable third quarter.
  - ✓ **Jul 11, 12, 18, 19, 26, 27, 31; Sep 7, 2023** – Prepared and submitted proposed RWP Amendment/budget to Liaison (27<sup>th</sup>); Liaison approval; and copy of approved resolution to Liaison.
- 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.
- ✓ Not applicable first quarter.
  - ✓ Not applicable second quarter.
  - ✓ **Apr 24, 2023 (MRCOG)** – Shared TPF evaluation process and scoring criteria, per request.
  - ✓ Not applicable fourth quarter.
- Task 6.3 Develop an annual budget based on the tasks outlined in the RWP and include cost-sharing methodologies and calculations for costs that are

shared between various SNMEDD/COG's programs, in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.

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

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

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

Task 6.5 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 (FFY23)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	300			300		
1 <sup>st</sup> Quarter	75	79.01	876.51	75		
2 <sup>nd</sup> Quarter	75	61.68	761.21	75		
3 <sup>rd</sup> Quarter	75	78.38	486.94	75		
4 <sup>th</sup> Quarter	75	98.39	633.42	75		
<b>Balance of Hrs   Total Costs</b>		-17	2,758.07		300	-

**Function 6 Activity Tracking – FFY 2023**

1 <sup>st</sup> Quarter Report	<ul style="list-style-type: none"> <li>• Prepared and submitted APER, which was approved.</li> <li>• Maintained timesheet and quarterly report, ongoing.</li> <li>• Prepared and submitted Reimbursement packet.</li> </ul>
2 <sup>nd</sup> Quarter Report	<ul style="list-style-type: none"> <li>• Maintained timesheet and quarterly report. Prepared and submitted reimbursement packet.</li> </ul>
3 <sup>rd</sup> Quarter Report	<ul style="list-style-type: none"> <li>• Participated with annual Quality Assurance Review (QAR), virtually.</li> <li>• Maintained timesheet and quarterly report. Submitted the reimbursement packet for quarter ending March 31, 2023.</li> <li>• Shared TPF evaluation and scoring information with MRCOG.</li> </ul>
4 <sup>th</sup> Quarter Report	<ul style="list-style-type: none"> <li>• Provided follow-up information to be attached to the QAR.</li> <li>• Monitored expenditures/made purchases.</li> <li>• Maintained timesheet and quarterly report.</li> <li>• Prepared and submitted the quarterly reimbursement packet.</li> <li>• Prepared a RWP Amendment, shared with members and received both NMDOT, SERTPO and FHWA approvals.</li> </ul>

Function 1	Budgeted Hours (FFY23)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	440			440		
1 <sup>st</sup> Quarter	110	86.14	955.61	110		
2 <sup>nd</sup> Quarter	110	101.75	1,255.72	110		
3 <sup>rd</sup> Quarter	110	108.07	671.38	110		
4 <sup>th</sup> Quarter	110	184.07	1,185.02	110		
<b>Balance of Hrs   Total Costs</b>		-40	4,067.73		440	-

  

Function 2	Budgeted Hours (FFY23)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	40			40		
1 <sup>st</sup> Quarter	10	0.51	5.66	10		
2 <sup>nd</sup> Quarter	10	0.00	-	10		
3 <sup>rd</sup> Quarter	10	0.51	3.17	10		
4 <sup>th</sup> Quarter	10	0.38	2.45	10		
<b>Balance of Hrs   Total Costs</b>		39	11.27		40	-

  

Function 3	Budgeted Hours (FFY23)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	300			300		
1 <sup>st</sup> Quarter	75	37.03	410.80	75		
2 <sup>nd</sup> Quarter	75	122.75	1,514.88	75		
3 <sup>rd</sup> Quarter	75	62.03	385.36	75		
4 <sup>th</sup> Quarter	75	11.28	72.62	75		
<b>Balance of Hrs   Total Costs</b>		67	2,383.66		300	-

  

Function 4	Budgeted Hours (FFY23)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	120			120		
1 <sup>st</sup> Quarter	30	43.50	482.57	30		
2 <sup>nd</sup> Quarter	30	17.02	210.05	30		
3 <sup>rd</sup> Quarter	30	17.01	105.67	30		
4 <sup>th</sup> Quarter	30	18.51	119.16	30		
<b>Balance of Hrs   Total Costs</b>		24	917.46		120	-

  

Function 5	Budgeted Hours (FFY23)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	480			480		
1 <sup>st</sup> Quarter	120	152.81	1,695.22	120		
2 <sup>nd</sup> Quarter	120	145.75	1,798.73	120		
3 <sup>rd</sup> Quarter	120	87.15	541.42	120		
4 <sup>th</sup> Quarter	120	107.31	690.85	120		
<b>Balance of Hrs   Total Costs</b>		-13	4,726.22		480	-

  

Function 6	Budgeted Hours (FFY23)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	300			300		
1 <sup>st</sup> Quarter	75	79.01	876.51	75		
2 <sup>nd</sup> Quarter	75	61.68	761.21	75		
3 <sup>rd</sup> Quarter	75	78.38	486.94	75		
4 <sup>th</sup> Quarter	75	98.39	633.42	75		
<b>Balance of Hrs   Total Costs</b>		-17	2,758.07		300	-

  

Function X	Budgeted Hours (FFY23)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	400			400		
1 <sup>st</sup> Quarter	100	105.50	1,170.38	100		
2 <sup>nd</sup> Quarter	100	59.50	734.30	100		
3 <sup>rd</sup> Quarter	100	155.00	962.94	100		
4 <sup>th</sup> Quarter	100	84.75	545.61	100		
<b>Balance of Hrs   Total Costs</b>		-5	3,413.23		400	-

  

Totals	Budgeted Hours (FFY23)	Actual Hours	Other Specific Costs	Budgeted Hours (FFY24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	2080			2080		
1 <sup>st</sup> Quarter	520	504.50	5,596.75	520	0.00	-
2 <sup>nd</sup> Quarter	520	508.45	6,274.89	520	0.00	-
3 <sup>rd</sup> Quarter	520	508.15	3,156.88	520	0.00	-
4 <sup>th</sup> Quarter	520	504.69	3,249.12	520	0.00	-
<b>Balance of Hrs   Total Costs</b>		54	18,277.64		2,080	-

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

**SOUTHEAST REGIONAL PLANNING ORGANIZATION (SERTPO)**

FFY 2023-2024 REGIONAL WORK PROGRAM AMENDMENTS

**October 1, 2022 – September 30, 2024**



**MPO/RTPO Work Program Amendment Request Form**

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

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

<b>Date:</b>	July 27, 2023			
<b>Entity:</b>	SNMEDD/SERTPO			
<b>Contact Name:</b>	Mary Ann Burr			
<b>UPWP/RWP Amendment #:</b>	1	<b>FHWA funded, Control #:</b>		P223010
		<b>FTA funded, Federal Award ID #:</b>		
<b>Staff Hours or Budget Line Items being changed</b> <i>(indicate Task # or Budget Category. Add rows as needed)</i>	<b>Current Budgeted Amount</b>	<b>Revised Amount</b>	<b>Percent Change</b>	<b>Brief Description of Change</b>
<b>Staff Hours</b>				
Note: These items are adjusted to align function categories for the end of year. The changes will be applied to both FFY 23 & 24.				
Function 1 (-160)	600	440	-27%	Decrease in hours to transfer to other line items for alignment.
Function 2 (-24)	64	40	-38%	Decrease in hours to transfer to other line items for alignment.
Function 3 (+84)	216	300	+39%	Increase in hours, up to maximum allowed, to better align with actual hours. Increased hours in TPF activity.
Function 5 (+120)	360	480	+33%	Increase in hours, up to maximum allowed, to better align with actual hours. Increased hours due to training provided.
Function 6 (-20)	320	300	-6%	Decrease in hours to transfer to other line items for alignment.
<b>Budget line items for FFY23</b>				
Personnel (Salary and Wages) (+\$689)	45,045	45,734	+2%	Increase due to COLA.
Fringe Benefits/Payroll Taxes & Expense (+\$2,325)	18,375	20,700	+13%	Increased budget line item to reflect increase in costs.
Travel (-\$1,000)	3,500	2,500	-29%	Transferring unused budget to other line item(s).
Insurance (+\$200)	2,400	2,600	+8%	Increased budget line item for anticipated end of year.
Equipment Lease and Maintenance (-\$200)	1,100	900	-18%	Transferring unused budget to other line item(s).
Equipment Purchase (-\$394)	894	500	-44%	Transferring unused budget to other line item(s).

NMDOT RTPO/MPO RWP/UPWP Amendment Form

Supplies (-\$500)	2,000	1,500	-25%	Transferring unused budget to other line item(s).
Publications, Registrations, Advertising, Memberships (-\$584)	2,750	2,166	-21%	Transferring unused budget to other line item(s).
Postage (-\$50)	250	200	-20%	Transferring unused budget to other line item(s).
Rent, utilities (-\$200)	3,550	3,350	-6%	Transferring unused budget to other line item(s).
Telephone, internet (-\$200)	1,900	1,700	-11%	Transferring unused budget to other line item(s).
Printing (-\$36)	536	500	-7%	Transferring unused budget to other line item(s).
Meetings and Conferences (+\$950)	1,700	2,650	+56%	Increase in budget line item for increased costs.
Promotion and Development (-\$1,000)	2,500	1,500	-40%	Transferring unused budget to other line item(s).

### Annual Budget

SERTPO FFY23/24 Budget Detail	Current Budgeted Amt (FFY 2023)	Increase or Decrease	Revised Budgeted Amt (FFY 2023)	New Budget (FFY 2024)
Personnel (Salary and Wages)	\$ 45,045	\$ 689	\$ 45,734	\$ 47,802
Fringe Benefits/Payroll Taxes and Expense	\$ 18,375	\$ 2,325	\$ 20,700	\$ 21,000
Travel	\$ 3,500	\$ (1,000)	\$ 2,500	\$ 2,048
Insurance	\$ 2,400	\$ 200	\$ 2,600	\$ 2,850
Equipment Lease and Maintenance	\$ 1,100	\$ (200)	\$ 900	\$ 800
Equipment Purchase	\$ 894	\$ (394)	\$ 500	\$ 500
Audit	\$ 3,500		\$ 3,500	\$ 3,500
Supplies	\$ 2,000	\$ (500)	\$ 1,500	\$ 1,000
Publications, Registrations, Advertising, Memberships	\$ 2,750	\$ (584)	\$ 2,166	\$ 2,050
Postage	\$ 250	\$ (50)	\$ 200	\$ 200
Rent, utilities	\$ 3,550	\$ (200)	\$ 3,350	\$ 3,350
Legal	\$ -		\$ -	\$ -
Telephone/internet	\$ 1,900	\$ (200)	\$ 1,700	\$ 1,500
Printing	\$ 536	\$ (36)	\$ 500	\$ 400
Meetings and Conferences	\$ 1,700	\$ 950	\$ 2,650	\$ 2,400
Promotion and Development	\$ 2,500	\$ (1,000)	\$ 1,500	\$ 600
<b>Federal Share</b>	<b>\$ 90,000</b>	<b>\$ -</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>
Executive Director	\$ 2,900		\$ 2,900	\$ 2,866
Bookkeeper	\$ 2,316		\$ 2,316	\$ 1,900
Secretary	\$ 1,200	\$ (100)	\$ 1,100	\$ 900
Program Coordinator	\$ 1,000	\$ (55)	\$ 945	\$ 900
RTPO Salary & Fringe (Match)	\$ 15,084	\$ 155	\$ 15,239	\$ 15,934
<b>Local Match</b>	<b>\$ 22,500</b>		<b>\$ 22,500</b>	<b>\$ 22,500</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 112,500</b>		<b>\$ 112,500</b>	<b>\$ 112,500</b>

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

Amendment Type (1. Administrative, 2. Formal – proposed, or 3. Formal – board approved)	Justification
2. Formal - proposed	This amendment reflects revisions to budgeted line items reflecting anticipated end-of-year for FFY23 and to carry forward to FFY24.

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

Review Committee/Board	Date of Anticipated Approval (for proposed) or Date Approved (for board approved)
SERTPO Committee:	September 7, 2023

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For NMDOT use only.

Received by Planning Liaison (name):	Neala Krueger
Date:	7/28/2023
Recommendation of Planning Liaison:	Approve as formal amendment per PPM guidelines
Transit Bureau Recommendation, if applicable:	
<i>For Formal Amendments Only:</i>	
Received by MPPB Chief on date:	
Action (Amend #):	

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

**SOUTHEAST REGIONAL PLANNING ORGANIZATION (SERTPO)**

FFY 2023-2024 REGIONAL WORK PROGRAM BUDGET

**October 1, 2022 – September 30, 2024**

<b>Annual Budget</b>		
<b>SERTPO FFY23/24 Budget Detail</b>	<b>Categories (FFY 2023)</b>	<b>Categories (FFY 2024)</b>
Personnel (Salary and Wages)	\$ 45,045	\$ 45,045
Fringe (Payroll Taxes & Expense)	\$ 18,375	\$ 18,375
Travel	\$ 3,500	\$ 3,500
Insurance	\$ 2,400	\$ 2,400
Equipment Lease and Maintenance	\$ 1,100	\$ 1,100
Equipment Purchase	\$ 894	\$ 894
Audit	\$ 3,500	\$ 3,500
Supplies	\$ 2,000	\$ 2,000
Publications, Registrations, Advertising, Memberships	\$ 2,750	\$ 2,750
Postage	\$ 250	\$ 250
Rent, utilities	\$ 3,550	\$ 3,550
Legal	\$ -	\$ -
Telephone/internet	\$ 1,900	\$ 1,900
Printing	\$ 536	\$ 536
Meetings and Conferences	\$ 1,700	\$ 1,700
Promotion and Development	\$ 2,500	\$ 2,500
<b>Federal Share</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>
Executive Director	\$ 2,900	\$ 2,900
Bookkeeper	\$ 2,316	\$ 2,316
Secretary	\$ 1,200	\$ 1,200
Program Coordinator	\$ 1,000	\$ 1,000
RTPO Salary & Fringe (Match)	\$ 15,084	\$ 15,084
<b>Local Match</b>	<b>\$ 22,500</b>	<b>\$ 22,500</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 112,500</b>	<b>\$ 112,500</b>

## Glossary of Budget Categories (2 CFR 200)

The SERTPO budget included in the financials is separate from the COG budget (a cost center) and is set at the federal share (\$90,000) only. The RTPO cost center budgets revenue and expenditure in the amount of \$90,000.

The RTPO budget is 21.38% of the overall COG budget. The COG Budget of \$413,626 plus the RTPO budget of \$112,500 (RTPO cost center of \$90,000 and local match of \$22,500) = \$526,126. The RTPO Budget of \$112,500 (federal and match) is divided by the combined, overall COG Budget of \$526,126 = a rate of 21.38%.

Shared costs will be budgeted not to exceed the rate of 21.38%.

**SALARY AND WAGES:** SNMEDD pays 100% of salary and wages for the SERTPO Program Manager, with the local match portion represented in the COG financials, and the remainder applied to the RTPO cost center.

**LOCAL MATCH:** For additional RTPO support, a percentage of salaries and wages of the following staff is applied towards local match--based on an estimation of time spent on transportation programs, but no more than 21.38% of salary and wages.

**Executive Director:** Support includes program oversight, budget guidance, referrals, grant supervision, outreach assistance, training, CDBG support, professional development and other related activities.

**Bookkeeper:** Support includes budget, payroll, payment of bills, procurement, ordering supplies, miscellaneous duties and other accounting functions.

**Secretary:** Support includes answering phone, handling mail, ordering supplies, CDBG program support (transportation-related) and other clerical duties.

**Project Coordinator:** Support includes assistance with duties associated with traffic count program, to include setting up and picking up equipment and any related tasks.

**PAYROLL TAXES AND EXPENSE:** Includes such items as Social Security and Medicare.

*Payroll taxes and expenses are direct costs associated with the SERTPO Program Manager position.*

**FRINGE BENEFITS:** Includes such items as health insurance and retirement benefits.

*Fringe benefits are direct costs associated with the SERTPO Program Manager position.*

**LEGAL:** Includes professional services for review of documents or matters relevant to SERTPO.

*Legal expenses, when budgeted, are direct costs associated with services to SERTPO.*

**TRAVEL:** Includes travel costs for activities such as board and committee meetings as well as professional development trainings and conferences. Travel includes lodging, fuel, and meal allowances. Vehicle repair and maintenance is charged to Travel.

*Travel costs are direct costs associated with travel activities that fall within the SERTPO Regional Work Program (RWP).*

**INSURANCE:** Includes liability, vehicle and Workmen's Compensation insurance.

*Vehicle insurance expense is treated as direct cost (trackable to vehicle used for SERTPO travel).  
Workmen's compensation is shared cost that will not exceed 21.38% of the total cost.*

**EQUIPMENT LEASE AND REPAIR:** This line item covers leasing and maintenance costs of items such as copier/scanner, postage meter and other equipment maintained for the office.

*Equipment lease and maintenance costs are shared costs that do not exceed 21.38% of the total cost.*



**EQUIPMENT PURCHASE:** Refers to purchase of equipment related to the execution of program work activities, to include traffic count program equipment. Primarily consists of general office equipment.

*Equipment purchases are direct costs.*

**AUDIT:** Refers to the annual third-party auditing of financial statements.

*Audit costs are shared costs that do not exceed 21.38% of the total cost.*

**SUPPLIES:** Includes general office and traffic count program supplies.

*These expenses are a combination of shared and direct costs. In those instances where the purchase is shared, the cost to the RTPO will not exceed 21.38% of the total cost.*

**PUBLICATIONS, REGISTRATIONS, ADVERTISING, MEMBERSHIPS, OTHER:** Refers to costs associated with the planning functions of the RTPO. This may include registration fees for professional development, advertising of RFPs or public meeting advertisements, professional transportation planning publications, professional data memberships/publications, membership in transportation planning organizations and membership in professional associations/organizations.

*These expenses are a combination of shared and direct costs. In those instances where the purchase is shared, the cost to the RTPO will not exceed 21.38% of the total cost.*

**POSTAGE:** Mailing costs associated with program activities.

*Postage via the postage meter is shared cost, with the cost to the RTPO not exceeding 21.38% of the total cost. Postage via FedEx, UPS and other mail carriers is usually a direct expense.*

**RENT:** Refers to costs associated with the physical space within which regular office work takes place.

*Rent is shared cost, and the cost to the RTPO will not exceed 21.38% of the total cost.*

**TELEPHONE/INTERNET:** Refers to costs associated with the telephone and internet usage by RTPO personnel.

*Telephone and internet expenses are shared, and the cost to the RTPO will not exceed 21.38% of the total cost.*

**PRINTING:** Refers to the production of printed materials in support of program work (stationery, envelopes, mailing labels, brochures, copies of plans, mapping, etc.).

*These expenses are a combination of shared and direct costs. In those instances where the purchase is shared, the cost to the RTPO will not exceed 21.38% of the total cost.*

**MEETINGS AND CONFERENCES:** Costs associated with hosting or coordinating meetings related to program work as well as trainings and professional conferences.

*Meeting, training, conference and related costs are usually billed as a direct expense.*

**PROMOTION AND DEVELOPMENT:** Costs associated with hosting or arranging for meetings/activities related to program work, to include outreach activities (e.g., informational booths) and promotional items.

*These expenses are a combination of shared and direct costs. In those instances where the purchase is shared, the cost to the RTPO will not exceed 21.38% of the total cost.*

**OTHER:** Expenditures that do not fit the above categories.

*These expenses may be shared cost or direct expense. In those instances where the cost is shared, the cost to the RTPO will not exceed 21.38% of the total cost.*