

DRAFT

New Mexico Department of Transportation North Central New Mexico Economic Development District

NORTH EAST REGIONAL PLANNING ORGANIZATION (RPO)

FY 2008/2009 ANNUAL WORK PROGRAM

July 1, 2008 – June 30, 2009

The following are functions and task orders that the **North Central New Mexico Economic Development District** will complete in fulfillment of the contract for management of the **NERPO** for the fiscal year from **July 1, 2008** through **June 30, 2009**.

Function 1. RPO Self-Certification -- The RPO is required by SAFETEA-LU (23 CFR 450.218) to complete the self-certification process annually. Self-certification indicates that the RPO is addressing the transportation planning process and major issues within the regional area. The self-certification document is found in the Appendix to this Annual Work Program and is due **April 15, 2009** with the RPO's Annual Work Program and Budget.

Function 2. Work Program and Reporting – Submit reports consistent with **NMDOT timelines and standard format to the NMDOT Government-to-Government Unit.**

Task 2.1 Submit an Annual Report for **FY2008/2009** to the NMDOT Government to Government Programs Unit by **August 25, 2009**. This report should be reviewed and accepted by the Policy Committee or combined Policy/Technical Committee prior to submittal.

Task 2.2 Review with NMDOT and submit an approved Annual Work Program (AWP) for **FY2009/2010** by **April 15, 2009**. The development of the AWP should include a review by members and their recommendations for activities and projects they consider to be significant to the region.

Task 2.3 Submit Quarterly Reports describing in detail the work accomplished by the RPO during the previous quarter by the **25th** day of the month following the end of each quarter. These reports should be included as an informational item on the next Policy Committee or combined Policy/Technical Committee agenda.

Function 3. Budget – Develop and manage the RPO program budget

Task 3.1 Submit an annual budget as part of the Annual Work Program. **Per the requirements of OMB A-87 for Federal funding, budgets containing Indirect Costs must be accompanied by a copy of the sub-grantee's most recently approved Indirect Cost Allocation Plan.**

- Task 3.2 Submit invoices to the NMDOT Government-to-Government Programs Unit as part of quarterly report process. The corresponding Quarterly report must have been submitted in order for the NMDOT to process and pay the invoice.
- Task 3.3 Implement and monitor program expenditures in relation to the annual budget. Inform NMDOT of adjustments to the line item budget when such adjustments increase or decrease the line item by 10% or more, and when any single item purchase is made for \$500.00 or more.

Function 4. RPO Management – Manage the RPO as an Interactive Forum

Task 4.1 Organize and facilitate all meetings of the **NERPO**.

Task 4.1-a. At least annually, provide all eligible member entities (municipalities, counties, tribal governments, and land grants in the RPO region) with the opportunity to appoint or confirm their designated representative and alternates to the Policy and Technical (or Combined) Committees.

Task 4.1-b. Keep, and update as needed, a contact list with member representatives' contact information and provide a copy of this list to NMDOT, the member entities, and other regular participants.

Task 4.2 Document the RPO's public participation process which shall include, but not be limited to, procedures the RPO uses to comply with the *New Mexico Open Meetings Act* [NMSA 1978, Sections 10-51-1, et. seq.]. Specifically required are published public notices for all official Technical and Policy Committee meeting.

Task 4.3 Provide Policy and Technical Committee members, the appropriate District Engineers, and the Government-to-Government Unit with meeting agendas and information packets no later than seven (7) days in advance of Policy and Technical Committee meetings.

Task 4.4 Coordinate the NERPO's planning program with other RPOs and any MPOs impacted by activities contained in the Annual Work Program.

Task 4.5 Engage in outreach activities and provide citizens and other transportation stakeholders with a reasonable opportunity to participate in RPO processes.

Task 4.6 By **August 1, 2008**, submit a list of entities that are targeted to be provided a presentation on RPO planning processes and the importance of being actively involved. This list should be developed in conjunction with the NMDOT liaison to the RPO, with input from the RPO members. In determining who to target, newly elected officials, potential member governments, requests from entities, and entities who have not been provided a presentation in the prior two years should be given the highest consideration. Complete the presentations as indicated in the schedule.

Task 4.7 Actively participate with NMDOT and other RPOs in quarterly RPO Roundtables and special meetings as needed.

Task 4.8 Collaborate with NMDOT to develop a list of training workshops for your members based on perception of need and member input. The workshops might include topics such as general RPO processes, the Regional Transportation Improvement Program Recommendation (RTIPR) process, Scenic Byways, transit funding and process, environmental and archaeological requirements, project certification and contracting, ADA requirements, and more. Develop a schedule of possible workshops, and when and how they might be presented (e.g., in conjunction with or as part of a meeting, a stand alone workshop, some other venue, etc.). Work with NMDOT liaison to find and secure resources for these sessions, and to implement the workshops.

Function 5. Regional Transportation Improvement Program – Develop the Regional Transportation Improvement Program Recommendations (RTIPR) consistent with State Transportation Improvement Program protocols.

Task 5.1 Ensure that members are fully informed of the process for submitting and presenting PIFs to the NERPO, District 4, and members. The process may vary from submitting and presenting on an on-going basis to establishing a specific time period, as long as the schedule is consistent with meeting the dates noted here.

Task 5.2 Assist members in identifying projects that may be eligible for safety funding. These projects may be listed on the NERPO RTIPR, although they will be prioritized and rated according to FHWA approved standards by the State on a statewide basis for funding.

Task 5.3 Solicit and assist NERPO members with identification of projects, development of Project Identification Forms (PIFs), and inclusion of transportation projects in the annual RTIPR.

Task 5.4 By the end of **January, 2009**, ensure that the RPO has received all PIFs from members. The deadline should be coordinated with District Engineers to ensure adequate time for reviewing project feasibility.

Task 5.5 By the last day in **February, 2009**, conduct a meeting to prioritize RTIPR projects. Submit the prioritized list to the District, and to the other RPOs participating in the meeting noted in Task 4.5, within ten days of the District prioritization meeting.

Task 5.6 During the month of **March, 2009**, coordinate and co-facilitate District RTIPR (“zipper”) meetings with the District and appropriate RPOs. This applies only to Districts where there are multiple RPOs.

Task 5.7 Participate in STIP amendments when appropriate.

Function 6. Scenic Byways, Transit, Safe Routes to School and LTAP.

Task 6.1 Prioritize Scenic Byways applications for the annual application cycle.

6.1.1. Within ten (10) days of receipt from NMDOT, disseminate Scenic Byways applications to RPO members for review.

- 6.1.2. Facilitate prioritization of funding applications at a scheduled meeting of the RPO. Coordinate the scheduling of the meeting with the Scenic Byway Manager at the NM Tourism Department (and submit the results in accordance with that schedule). Include the results in the RPO's RTIPR.

Task 6.2 Prioritize Public Transportation Program applications.

- 6.2.1. Within ten (10) days of receipt from NMDOT, disseminate Public Transportation Program applications to RPO members for review.
- 6.2.2. Facilitate prioritization of Public Transportation Program applications at a scheduled meeting of the RPO. Coordinate the scheduling of the meeting with appropriate NMDOT Transit and Rail Section staff and submit the results in accordance with that schedule. Include the results in the RPO's RTIPR.

Task 6.3 Assist NMDOT with the Safe Routes to School (SRTS) Program as follows:

Task 6.3.1. Phase 1 Planning Applications. Provide the SRTS Coordinator with information and feedback on applications from the RPO region.

Task 6.3.1. Phase 2 Infrastructure Applications. Receive applications and provide for member review and approval per NMDOT guidance before submitting the applications to the STRS Coordinator for consideration. Include projects receiving approval in the RPO's RTIPR.

Task 6.4 Assist NMDOT with the Local Technical Assistance Program (LTAP) as follows:

Task 6.4.1. Ensure that all member entities are informed of the availability of LTAP training and encourage their participation in the program.

Task 6.4.2. Assist members in identifying their entities' technical training needs and transmit those needs to the LTAP Director.

Task 6.4.3. Stay current on the trainings offered by LTAP and provide members with specific training schedule and location information for their use as appropriate.

Function 7. Long-Range Planning – Participate in long-range planning.

Task 7.1 Collaborate with NMDOT and other partners in identifying and documenting current and future transportation needs, plans, and projects in the RPO.

Task 7.2 Coordinate long-range regional transportation planning with other local, regional and statewide planning initiatives, such as Infrastructure Capital Improvement Plans, the STIP, legislative capital outlay priorities, local comprehensive planning, the regional *Comprehensive Economic Development Strategy*, and other relevant planning processes.

- Task 7.3 Develop, update, and maintain the regional long-range plan for the RPO utilizing a format consistent with the Department of Transportation's most current Long Range Plan format.
- Task 7.4 Develop, update, and maintain transportation databases as a reference resource to assess needs, and track and monitor project development.

Function 8. Project Monitoring – Track and communicate project progress.

- Task 8.1 Develop and maintain proficiency in using NMDOT's *Planning Project Database* program.
- Task 8.2 Track progress of RPO region STIP, legislative capital outlay, NMDOT District lead, and safety projects on a regular basis and regularly inform members of their projects' current status.
- Task 8.3 Act as liaison between the NMDOT and local and tribal governments when projects are moving within the STIP, at the request of either NMDOT or of a specific local or tribal government.
- Task 8.4 Ensure that communication and amendment protocols for changes in the STIP related to the RPO are followed.

Function 9. Other Activities and Projects – RPO member and staff recommended activities and projects. Note: the core Functions and Tasks above must take precedence over tasks in this function.

- Task 9.1 Government Technical Assistance: