

North Central New Mexico Economic Development District

**NORTH EAST REGIONAL PLANNING ORGANIZATION (NERPO)**

FY 2010/2011 ANNUAL WORK PROGRAM

**July 1, 2011 – June 30, 2012**

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, 2011 through June 30, 2012.

**Function 1. RPO Self-Certification** -- The New Mexico Department of Transportation must complete a self-certification process indicating that the statewide transportation planning process is being address as required by SAFETEA-LU (23 CFR 450). Since RPO planning is an integral part of the Department's process, the North Central New Mexico Economic Development District Executive Director shall submit an annual self-certification indicating that the Functions and Tasks in this Annual Work Program have been substantially completed as indicated (23 CFR 450.202). The self-certification document is appended to this Annual Work Program and is due **April 15, 2011** 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 FY2009/2010 to the NMDOT Government to Government Programs Section by **August 25, 2011**. 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 FY2010/2011 **by April 15, 2011**. 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 **25<sup>th</sup> 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 RPO.

Task 4.1.1. 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 4.1.2. 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 RPO'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, 2011**, 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 presentation should provide ample opportunity and time for the entities to express their needs and concerns pertinent to the RPO. 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 RPO, District, 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 RPO 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 RPO 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, 2012**, 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, 2012**, 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, 2012**, 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, 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 6.3.2. Phase 2 Infrastructure Applications. Applicants for SRTS Phase 2 Infrastructure funds will be instructed to send the original application to the SRTS Coordinator and a copy to the RPO. RPO staff will provide for RPO member review to determine the need for and appropriateness of the proposed infrastructure project. RPO staff will notify the SRTS Coordinator in writing of the results of the review and determination by the scheduled deadline. The SRTS Coordinator will review the applications for technical sufficiency and for meeting SRTS criteria. The combined information will be used by NMDOT to determine which projects will be funded and the RPO will be notified so that projects selected for SRTS funding can be included 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.**

Task 9.1: Provide periodic updates to RPO members on the status of the NM DOT Strategic Plan.

Task 9.2: Coordinate and participate with NM DOT staff on the development of the NMDOT Public Involvement Plan (PIP). Provide periodic updates to RPO members on the status of the NM DOT PIP.

Task 9.3: Coordinate and participate with NM DOT staff on the other special studies and or projects specified in the NMDOT AWP. Provide periodic updates to RPO member's periodic updates on the status of the projects/studies.

Task 9.4 Coordinate and participate with Council of Governments (COG) and applicable NM State agency staff on any 2011 legislative study of the effectiveness of Council of Governments operations and organization.

**RPO ANNUAL SELF-CERTIFICATION**

In accordance with 23 CFR 450.202, the New Mexico Department of Transportation and the ##### Council of Governments/Economic Development District hereby certify that the transportation planning process is addressing the major issues in the regional planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304, and 23 CFR 450;
- (2) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (3) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (4) Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (5) 23 CFR part 230, regarding implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (6) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.* ) and 49 CFR parts 27, 37, and 38;
- (7) In States containing nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C., regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

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Tim Armer  
North Central New Mexico Economic  
Development District  
Executive Director

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Alvin Dominguez  
New Mexico Department of  
Transportation  
Cabinet Secretary

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Date

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Date