

FARMINGTON METROPOLITAN PLANNING ORGANIZATION (FMPO)

Aztec • Bloomfield • Farmington • Kirtland • San Juan County

1ST QUARTER REPORT FOR FFY 2019

October 1, 2018 through December 31, 2018

BASED ON THE
UNIFIED PLANNING WORK PROGRAM
FOR
FEDERAL FISCAL YEARS 2019-2020



Headquartered at the City of Farmington
800 Municipal Drive
Farmington, NM 87401
Administered under contract with the City of Farmington
by Northwest New Mexico Council of Governments
106 West Aztec Avenue
Gallup, NM 87301
<http://www.farmingtonmpo.org>

Approved by Policy Committee: 6/28/18
Amendment #1: 12/15/18

Farmington MPO Membership and Staff

Farmington MPO Policy Committee

City of Aztec	Sherri Sipe	Commissioner
City of Bloomfield	Curtis Lynch	Councilor
City of Farmington	Sean Sharer	Councilor
	Nate Duckett	Mayor
	Julie Baird	Assistant City Manager
Town of Kirtland	Mark Duncan	Mayor
San Juan County	John T. Beckstead	Commissioner
	Mike Stark	County Operations Officer
NMDOT	Anthony Lujan	Deputy Director

Farmington MPO Technical Committee

City of Aztec	Steven Saavedra
City of Bloomfield	Jason Thomas
City of Farmington	Mary Holton
	Virginia King
Town of Kirtland	Dan Flack
San Juan County	Fran Fillerup
	Nick Porell
Red Apple Transit Montoya	Andrew Montoya
NMDOT	David Quintana

Federal and State Representatives

Federal Highway Administration	Rodolfo Monge-Oviedo	Planning Management Leader
New Mexico Department of Transportation (NMDOT)	Joseph Moriarty	FMPO Planning Liaison
NMDOT	Stephen Lopez	Technical Support Engineer

Northwest Regional Transportation Planning Organization

Robert Kuipers	RTPO Program Manager Northwest New Mexico Council of Governments
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MPO Staff

Jeff Kiely	Interim MPO Officer
TBD	MPO Senior Planner
June Markle	MPO Administrative Assistant

Special Thanks for Providing Data or Comments:

Federal Highway Administration – New Mexico Division
 Federal Transit Administration Region VI
 NMDOT Transportation Planning and Safety Division
 NMDOT District 5

This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the authors or agency expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.

Farmington Metropolitan Planning Organization fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information or to obtain a Title VI Complaint Form, please contact the City of Farmington Title VI Coordinator (Tom Swenk) at (505) 599-1133-tel. (505) 599-8419-fax, by email to tswenk@fmrtn.org.

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I. INTRODUCTION

This Unified Planning Work Program (UPWP) is a mechanism for listing and organizing the Farmington Metropolitan Planning Organization's transportation planning activities that will be undertaken during the time period covered. This document was developed in accordance with the Fixing America's Surface Transportation (FAST) Act that was signed into law by President Obama on December 4, 2015, federal regulation, Statutory citation: FAST Act § 1201; 23 U.S.C. 134 and builds upon previous Federal Transportation bills such as MAP-21.

A. FMPO General Overview

The Farmington Metropolitan Planning Organization (FMPO or MPO) is a regional planning organization that develops policies and makes decisions about transportation planning in the northeast corner of San Juan County, New Mexico. It is a forum for the communities in the area, including the cities of Aztec, Bloomfield, Farmington, and Kirtland and areas of San Juan County, to address common regional transportation issues.

While FMPO's fiscal agent is the City of Farmington, the City is currently exploring the possibility of contracting with the Northwest New Mexico Council of Governments to provide management and administrative services to the FMPO, including the eventual employment of three (3) professional planners. This UPWP includes planning for this transition.

B. Transportation Planning

Federal law requires that every metropolitan area with a population over 50,000 have a designated Metropolitan Planning Organization to qualify for receipt of federal highway and transit funds.¹ FMPO employees provide planning, coordination, and administrative support to the FMPO Policy Committee which is the MPO's policy-making body, as well as the FMPO Technical Committee, and other groups formed to provide technical assistance and community input on transportation planning efforts. Work tasks and responsibilities with respect to transportation planning for the MPO are detailed in this document, the Unified Planning Work Program. Refer to Appendix B for a map of the FMPO Planning Area.

C. Governance and Committees

The FMPO is governed by its Policy Committee which is composed of elected/appointed officials from the City of Aztec, the City of Bloomfield, the City of Farmington, the Town of Kirtland, and San Juan County. Membership, officers and voting procedures are in accordance with the Bylaws adopted by the Policy Committee. The Technical Committee and other groups formed as needed provide the Policy Committee with guidance on matters related to project planning, funding, bicycle and pedestrian issues, complete streets, freight, roadway access management, and other specific matters related to transportation planning.

D. Unified Planning Work Program Requirements

A Unified Planning Work Program (UPWP) must be developed by each MPO in cooperation with the state and public transportation operators² which identifies the work of the MPO over a one or two year period. The development of the UPWP is the joint responsibility of the MPO, State DOT, other state departments, public transportation operators and other planning and implementation agencies. The UPWP must identify work by major activity and task including those that address the planning factors in 23 CFR 450.306(a) which are listed in section G, below. Other requirements include a discussion of planning priorities facing the metropolitan planning area. This UPWP meets all federal requirements and covers a two-year period.

¹ 23 USC 134(d).

² 23 CFR 450.308(c)

The UPWP developed by an MPO must include:

- A description of the work to be accomplished;
- Who shall perform the work for an activity/task;
- A schedule for completing the activity/task;
- Resulting products of the activity /task;
- Proposed funding by activity/task;
- A summary of the total amounts and sources of federal and matching funds³;
- Identification of any incomplete work elements/activities carried over from previous fiscal years;
- A summary of the work program that shows federal share by type of fund, matching rate by type of fund, state and/or local matching share and other state or local funds; and,
- Estimated costs and staff hours for each task.
- The FMPO will assume 2,080 work hours per staff per Federal Fiscal year (6,240 hours total for 3.0 FTEs). Hourly and biweekly rates of pay for most Federal civilian employees are computed as required by 5 U.S.C. 5504(b).

The MPO is required to develop a long range Metropolitan Transportation Plan (MTP) that reflects the public vision for a safe, accessible, and efficient multi-modal transportation system. It includes goals and objectives as well as performance measures to show progress towards their achievement. The UPWP identifies the strategies and activities to guide MPO staff toward implementation of the MTP 2015-2040. It is also designed to provide baseline data to enable development of performance measures for future updates of the MTP. The UPWP FFY 2019 & FFY 2020 is a two year program with an authorized budget allocated to these tasks and development of listed products. The MPO, working in partnership with the New Mexico Department of Transportation (NMDOT), will accomplish its tasks in accordance with federal government regulations and review by the Federal Highways Administration and the Federal Transit Administration.

E. UPWP Development Process and Opportunities for Public Input

The MPO staff develops the work program and budget for the next upcoming period in accordance with the following schedule. (Exact dates may vary by a few days.)

May 1 st Even Years	1 st Draft of UPWP to NMDOT Transportation Planning & Safety Division (TPSD).
May 1 st Even Years	Proposed UPWP is posted online for Public Review and Comment. Begin 30-day public comment period.
May Even Years	Presentations on proposed UPWP to be made to both committees, opportunities for public comment at meetings.
May 31 st Even Years	MPO & NMDOT TPSD meeting on Draft UPWP
June 1 st - June 15 th	MPO staff revise proposed UPWP if necessary
June Even Years	Technical Committee reviews and makes recommendation regarding Draft UPWP; opportunity for public comment at meeting. Policy Committee votes on Approving UPWP; opportunity for public comment at meeting
July 1 st Even Years	MPO submits approved UPWP to NMDOT TPSD
Aug 1 st Even Years	NMDOT TPSD submits UPWP to FHWA-NM Division and FTA-Region VI for Review
Sept 1 st Even Years	FHWA-NM Division & FTA-Region VI comments on UPWPs to NMDOT TPSD
Sept 8 th Even Years	NMDOT TPSD submits final UPWPs (with changes, if any) to FHWA-NM Division and FTA-Region VI
Oct 1 st Even Years	Effective Date of UPWP at Beginning of Federal Fiscal Year

³ 23 CFR 450.308(c)

The public may participate in the development of the UPWP in a few ways. The first is to attend Policy and Technical Committee meetings which are regularly scheduled and are open to the public. To learn more about these meetings, please contact June Markle at (505) 599-1466 or email at jmarkle@fmtn.org. The public can also review the draft document during the 30-day public comment period. During this time, an electronic copy of the UPWP will be posted on the FMPO website at www.farmingtonmpo.org. Additionally, information in the *FMPO Public Participation Plan* can also be found on the website. (It is noted that formal amendments to the UPWP only require a 15-day public comment period.)

Amendments to the UPWP are required periodically to accommodate new tasks, award of funding grants and changes in work priorities. Amendments are scheduled, if needed, on a quarterly basis with the approved UPWP amendment submitted to NMDOT TPSD on the last day of each Federal Fiscal Year Quarter (December 31, March 31, June 30 & September 30). Opportunities for public comment on UPWP amendments are available at any Policy or Technical Committee meeting at which the item will be discussed. Agendas for these meetings are posted online at farmingtonmpo.org.

F. Funding Sources for Transportation Planning Activities

Regional transportation planning efforts in the area are financed primarily through federal funds. (FHWA Section 112 funds, FHWA State Planning and Research (SPR) grant funds, FTA Section 5303 funds.) Funds from local jurisdictions provide the required matching funds to receive the federal funds. Local funds also provide additional funds for transportation planning purposes. Occasionally, state funds or grants are used for general transportation planning. Special federal planning grants for specific programs are also utilized when the MPO is awarded these types of funds.

G. Metropolitan Planning- Fixing America's Surface Transportation (FAST) Act

The newest transportation bill, FAST Act continues the Metropolitan Planning program. The Program establishes a cooperative, continuous, and comprehensive framework for making transportation investment decisions in metropolitan areas. Program oversight is a joint Federal Highway Administration/Federal Transit Administration responsibility. Program features include the following:

- Support for intercity bus and commuter vanpools
- Selection of MPO officials
- Consultation with other planning officials
- Scope of planning process - The FAST Act expands the scope of consideration of the Metropolitan Planning process to include-
 - improving transportation system resiliency and reliability;
 - reducing (or mitigating) the storm-water impacts of surface transportation; and
 - enhancing travel and tourism
- Capital investment and other strategies
- Resilience and environmental mitigation activities
 - The FAST Act expands the focus on the resiliency of the transportation system as well as activities to reduce storm-water runoff from transportation infrastructure. In addition, it requires strategies to reduce the vulnerability of existing transportation infrastructure to natural disasters.
- Transportation and Transit enhancement activities- The FAST Act continues to require a metropolitan transportation plan to include transportation and transit enhancement activities. When proposing these activities, the plan must include:

Consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner; and,

Strategies and investments that preserve and enhance intercity bus systems (including those that are privately owned and operated.

- Participation by interested parties in the planning process. The FAST Act explicitly adds public ports and certain private providers of transportation, including intercity bus operators and employer-based commuting programs to the list of interested parties that an MPO must provide with reasonable opportunity to comment on the transportation plan.

H. Planning Priorities for the Metropolitan Planning Area

The FMPO places high priority on bringing to fruition the vision of its 2040 Metropolitan Transportation Plan “for a safe, efficient and reliable multi-modal transportation system that meets the needs of residents and visitors in the region.” The MPO entities, Committees and staff work together with the public, NMDOT and other agencies to maintain the existing transportation system and to guide future system development to meet needs identified within the region.

II. WORK PROGRAM TASKS

The MPO's work program tasks are described in this section and are organized as shown below. Funding sources for all tasks are included in Appendix A.

Task 1- Program Administration and Management	
1.1 Program Support and Administration	1.6 Staff Training and Professional Development
1.2 UPWP and Quarterly & Annual Reporting	1.7 Committee Member Training
1.3 Title VI Plan and Monitoring (includes Environmental Justice)	1.8 Joint Powers Agreement
1.4 Public Participation	1.9 State and Federal Coordination
1.5 Website and Other Communications	
Task 2- Transportation Improvement Program (TIP)	
2.1 TIP Development	2.3 Annual Project Listing and Obligation Report
2.2 TIP Management	
Task 3 - General Development and Data Collection/Analysis	
3.1 Traffic Counting and Reporting	3.5 Development Review
3.2 Travel Demand Model Maintenance	3.6 Data Collection and Reporting Activities
3.3 Software Upgrades	3.7 Planning Consultation & Local Transportation Planning Assistance
3.4 GIS Data Development & Maintenance	
Task 4 - Transportation Planning	
4.1 Metropolitan Transportation Plan (MTP)	4.4 Transit System Studies
4.2 Safety Analysis and Planning	4.5 Scenario Planning
4.3 Bike & Pedestrian Planning/Complete Streets	4.6 Access Management Plan
Task 5 - Special Studies and Activities	
5.1 Public Health Activities	5.3 Travel and Tourism
5.2 Stormwater Management	5.4 Regional Models of Cooperation

Task 1 - Program Administration and Management

This consists of activities necessary for the administration, management, and operation of the MPO. This includes basic overhead, administrative costs, UPWP development, budget and financial management, annual and quarterly reports, general public participation, and public information.

Estimated Cost for Task 1 (includes all subtasks):

FFY 2019 = \$138,151

FFY 2020 = \$126,642

Task 1 Program Admin & Mgmt	Estimated Staff Hours	Estimated Avg. Staff Rate	Estimated Staff Cost	Estimated Consultant Cost	Estimated Other Costs	Estimated Task Cost
FFY 2019	3,289	\$42	\$138,151	\$0	\$0	\$138,151
FFY 2020	2,814	\$45	\$126,642	\$0	\$0	\$126,642

See budget notes in Appendix A

1.1 Program Support and Administration

This task encompasses general administration and oversight of the MPO. Included in this task are: staff meetings, day-to-day MPO activities, preparing for, posting, and holding Policy and Technical Committee meetings, and other similar administrative activities. This includes monitoring MPO progress in meeting scheduled deadlines in various state and federal policies, procedures and regulations.

Responsibilities: MPO staff and other agencies as necessary

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products:

- Administrative oversight and procedures
- Preparation of meeting agendas, staff memos
- Preparation of meeting minutes and records archiving
- Staff meetings
- Administrative duties
- Day-to-day MPO activities

1.2 UPWP - Unified Planning Work Program and Quarterly & Annual Reporting

Monitor and revise, if necessary, the current UPWP. Develop the following UPWP for the next fiscal period(s). Prepare quarterly reports on the progress of main tasks and an annual report at the end of each Federal Fiscal Year.

Responsibilities: MPO staff and other agencies as necessary, including member entities, Red Apple Transit, and NMDOT.

Source of Funds: FHWA, FTA, Local Funds for Match

Reimbursement Invoices are due the 25th day of the month following each FFY quarter.

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)											FFY 2020 (Oct 1, 2019 - Sept 30, 2020)												
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Quarterly Reports	X			X			X			X			X			X			X			X		
Annual Perf. & Expen. Rpt.		X											X											
1 st Draft UPWP (FY 2021-22)																P	P	X						
Approve New UPWP																					X			
Amend. UPWP (if needed)			X			X			X			X			X			X			X			X

Key: X=due; P=in progress; D=done

1.3 Title VI Plan and Monitoring (includes Environmental Justice)

Title VI states that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The MPO will ensure that the input and feedback from all people will be considered in the development of MPO planning documents and activities. Information will be available by request in languages other than English which are commonly used within the area. To comply with Title VI, the MPO developed and approved a Title VI Plan on September 28, 2017. The next update is scheduled for adoption in September 2021, unless the need arises due to new federal legislation.

Responsibilities: MPO staff and other agencies as necessary.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)											FFY 2020 (Oct 1, 2019 - Sept 30, 2020)												
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Public Outreach																								
Data Collection and Mapping																								
Rev Title VI Plan/Quad Rev																								
Environ Justice Project Review Assistance	This assistance occurs on an as needed basis.																							
Resolution of Complaints	This task occurs if and when a complaint is filed.																							

Key: X=due; P=in progress; D=done

1.4 Public Participation

The Farmington MPO will actively involve the public in all relevant projects, activities, and public meetings pursuant to the New Mexico Open Meetings Act and in accordance with the adopted MPO Public Participation Plan. (For the cost associated with public participation work done on the MTP or other plans, see that subtask.)

- Maintain a Master MPO Mailing and Contact List that is updated at a minimum semi-annually
- Prepare, post, and distribute a biannual (Spring, Fall) MPO Newsletter digitally.
- Prepare and advertise public notices for meetings, action items, and public comment periods in the newspaper and on-line
- Engage the public throughout the development of all plans, including the upcoming Metropolitan Transportation Plan (MTP) update
- Consult with interested stakeholders and advisors shown in the Public Participation Plan (PPP) when developing MPO policies, plans, and documents
- Implement the use of social media as a means of engaging the public
- Distribute Public Service Announcements (PSAs)
- Develop and implement pro-active strategies when soliciting public comments and involvement
- Update the PPP for adoption in July/August 2019 prior to beginning preparation of the 2045 MTP in September 2019.

Responsibilities: MPO staff and other agencies as necessary.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)												FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
MPO Quarterly Newsletter	X			X			X			X			X			X			X			X		
Update the PPP								P	P	P	X													
Maintain a Master MPO Mailing and Contact List			X						X						X							X		
Prepare and advertise public notices for meetings, action items, and public comment periods	This is an ongoing activity.																							

Key: X=due; P=in progress; D=done

1.5 Website and Other Communications

The MPO maintains and updates a website to provide general information about itself and its planning work, posts public notices, advertises on-going development of plans and projects, and solicits for public input. Maintenance and upgrades are necessary as technology and visual preferences change. Staff will work with vendors on an as-needed basis.

Responsibilities: MPO Staff

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)												FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Website Maint & Update	This is an ongoing activity.																							

Key: X=due; P=in progress; D=done

1.6 Staff Training and Professional Development

Staff will attend meetings designed to enhance technical/professional skills and to promote coordination among the Farmington MPO, member entities, surrounding regional transportation planning organizations (RTPOs), Navajo Nation and other tribal governments, and State and Federal Highway Administrations.

Attendance is dependent upon review of conference course/session offerings, conference costs, travel costs, conference location, employee work schedules and work load, etc. and may be subject to change. Other workshops and conferences may be attended by staff depending on funding availability and course offerings.

Responsibilities: MPO staff.

Source of Funds: FHWA, FTA, Local Funds for Match, Local Non-Matching Funds

Representative Conferences, Training and Workshops:

- Legal training offered by New Mexico Municipal League, including the NM Open Meetings Act, IPRA, NM Governmental Conduct Act
- Statewide Trainings and Meetings (e.g. RPO, NMAPA, NMDOT)
- MPO Quarterly Meetings
- Association of Metropolitan Planning Organizations (AMPO) Conference
- APA State and National Conferences
- VISUM Training Course
- Webinars hosted by APA, ITE, NHI and other transportation organizations

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)											FFY 2020 (Oct 1, 2019 - Sept 30, 2020)												
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
MPO Quarterly Mtgs			X			X			X			X			X			X			X			X
Other Conferences/Training	The schedule is dependent upon course offerings and staff work load.																							

Key: X=due; P=in progress; D=done

1.7 Committee Member Training

Committee member training and workshops are to educate policy board members and possibly other committee members as to their roles and responsibilities regarding the transportation planning process, major policies and policy issues and the Planning Procedures Manual (PPM). The following represents the MPO's training plan for its committees: (1) One-on-one orientation sessions are scheduled with new members before they start serving on the committees. Information & Documentation Books are prepared, updated, and provided at these sessions. Members retain these books as reference guides. (2) An MPO 101 PowerPoint presentation has been prepared and will be provided at the orientation sessions for new members. (3) Members of both committees have been provided with national and state memberships to American Planning Association (Annual cost: \$1,155). This membership provides members with *Planning* magazine, published monthly, and full access to APA's website, including access to Planning Advisory Service publications. (4) Free or inexpensive webinars from ITE, NHI, AMPO, and APA are routinely offered to members of the committees. At times, the MPO has hosted these webinars. (5) Relevant technical trainings will be developed and provided during regular meetings to the Technical Committee quarterly. The Policy Committee will be provided an overview of these trainings in the same months, in addition to trainings on broader transportation planning topics.

Responsibilities: MPO staff and other agencies as needed.

Source of Funds: FHWA, FTA, Local Funds for Match, Local Non-Matching Funds

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)											FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
Committee member training		X			X			X			X			X			X			X			X

Key: X=due; P=in progress; D=done

1.8 Joint Powers Agreement

While the current JPA was updated in July 2015 and is set to expire on September 30, 2018, a new JPA is planned to be in place in mid-FFY18 in order to include the Town of Kirtland as part of the MPO. While revisions to the Committee Bylaws will also be required with the new JPA, they are typically processed on an "as needed" basis.

Responsibilities: MPO staff, member entities.

Source of Funds: FHWA, FTA, Local Funds for Match, Local Non-Matching Funds

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)											FFY 2020 (Oct 1, 2019 - Sept 30, 2020)												
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
JPA Amendment Adoption																								
Committee Bylaws Amendment Adoption																								

Key: X=due; P=in progress; D=done

1.9 State and Federal Coordination

Staff will promote coordination among the Farmington MPO, other NM MPOs and RTPOs, and State and Federal Transportation agencies, including the development/adoption of FHWA-required Performance Measures.

Responsibilities: MPO staff, member entities, NMDOT, other agencies.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)												FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Meetings, coop w/ NMDOT & other agencies	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
MPO Quarterly Meetings			X			X			X			X			X			X			X		X	
Development, Adoption of Performance Measures					X				X								X				X			

Key: X=due; P=in progress; D=done

Total for Task 1

	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)	FFY 2020 (Oct 1, 2019 - Sept 30, 2020)
1st Q. Report	<p>In the absence of professional planning staff, most work in the 1st quarter pertained to Task 1 activities, including:</p> <ul style="list-style-type: none"> On-the-job orientation and training for the interim MPO Officer, including setting up in the FMPO office, review of UPWP, MTP and other core documents, study of the PPM and other guidance materials, coaching in the use of the eSTIP site, workshop on performance measures, and developing familiarity with the members and the work of the Technical and Policy Committees. Managing a hiring process for the MPO Officer position; this 60-day national search did not produce qualified applicants. The decision was made to re-advertise, this time to also include the MPO Planner position, and to keep the positions open until filled. Staffing of the Technical and Planning Committees in October and November, and Technical Committee in December, including agenda development, research and assembly of materials, meeting notices, site preparation, staffing of the meetings and post-meeting documentation. Participation in the statewide MPO Quarterly meetings: <ul style="list-style-type: none"> October 3, hosted by Santa Fe MPO; December 5, hosted in Las Cruces by Mesilla Valley MPO Research, compilation and submission of reports and amendments, including: <ul style="list-style-type: none"> Annual Performance & Expenditure Report for FFY 2018; Work Program Amendment 1 UPWP Amendment 1 	

2nd Q. Report		
3rd Q. Report		
4th Q. Report		
End of Year Report – Supplemental, if needed		

Task 2 – Transportation Improvement Program (TIP)

This task covers the development, monitoring, and management of the Transportation Improvement Program (TIP) which implements transportation projects through federal, state, and local funding programs. The TIP spans a period of six years with the first four years constituting the federal TIP and the 5th and 6th year serving as informational or planning years. The TIP must comply with the requirements of 23 CFR 450.324, including being fiscally constrained.

Estimated Cost for Task 2 (includes all subtasks):
 FFY 2019 = \$10,496
 FFY 2020 = \$9,813

Task 2 TIP Activities	Estimated Staff Hours	Estimated Avg. Staff Rate	Estimated Staff Cost	Estimated Consultant Cost	Estimated Other Costs	Estimated Task Cost
FFY 2019	250	\$42	\$10,496	\$0	\$0	\$10,496
FFY 2020	218	\$45	\$9,813	\$0	\$0	\$9,813

See budget notes in Appendix A

2.1 TIP Development

Develop and adopt a list of projects meeting the requirements of 23 CFR 450.324, including being fiscally constrained, which are to be funded with federal transportation funds, state and/or local funds.

Responsibilities: MPO Staff, member entities, NMDOT and Red Apple Transit.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)									FFY 2020 (Oct 1, 2019 - Sept 30, 2020)														
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Develop TIP Priorities				X																				
Call for projects					X																			
FFY 2020-2025 TIP Development						X																		
1 st Draft FFY 2020-2025 TIP							X																	
Post/Advertise FFY 2020-2025 TIP for Public Review								X																
Adopt FFY 2020-2025 TIP									X															

Key: X=due; P=in progress; D=done

2.2 TIP Management

Monitor the progress of projects in the TIP, ensuring they continue to meet all requirements, including fiscal constraints. Revise the TIP to accommodate increased or decreased funding, to delay or advance projects as progress monitoring dictates.

Revisions fall into two categories: TIP Administrative Modifications which are minor revisions and TIP Amendments, which require approval by the Policy Committee after the required public input period and a recommendation by the Technical Committee. The MPO is responsible for the MPO's TIP database and the quality assurance/quality control of all TIP amendments and TIP files, which are submitted to the NMDOT STIP Unit. TIP Projects are also reviewed with the Technical Committee and updated on a monthly basis. The MPO also is responsible for ensuring that Intelligent Transportation System projects are added to the TIP as funding becomes available through State and local sources.

Responsibilities: MPO staff manages the TIP and processes TIP Administrative Modifications signed by the MPO Officer. TIP Amendments are processed upon recommendation/approval by the local entities, NMDOT, and Red Apple Transit. MPO Staff submits amendments, certifications to NMDOT via the eSTIP Program.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)												FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Updates on Existing TIP Projects	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
TIP Modifications	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Call for amendments	X			X			X			X			X			X			X			X		
TC consider TIP Amendment(s)		X			X			X			X			X			X			X			X	
PC adopt TIP Amendment(s)		X			X			X			X			X			X			X			X	
Add ITS Projects to TIP	As needed												As needed											

Key: X=due; P=in progress; D=done

2.3 Annual Project Listing and Obligation Report

In accordance with 23 CFR 450.332 the MPO shall prepare an annual report (no later than 90 days following the end of the program year on September 30th) on the status of projects in that program year's TIP and the status of the obligation of the funds programmed in that year.

Responsibilities: MPO Staff, local entities, NMDOT and Red Apple Transit.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)												FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
1 st Draft Annual Project Listing		X												X										
Final Annual Project Listing			X												X									

Key: X=due; P=in progress; D=done

Total for Task 2

	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)	FFY 2020 (Oct 1, 2019 - Sept 30, 2020)
1 st Q. Report	<i>2.2/TIP Management.</i> Staff received training and access to the eSTIP site and prepared and submitted the annual Federal Funding Obligations report.	
2 nd Q. Report		
3 rd Q. Report		
4 th Q. Report		
End of Year Report – Supplemental, if needed		

Task 3 - General Development and Data Collection/Analysis

This consists of general planning activities, data collection, socioeconomic projections, mapping services, travel demand/traffic forecasting, development review, and local assistance.

Estimated Cost for Task 3 (includes all subtasks):

FFY 2019 = \$59,172

FFY 2020 = \$49,316

Task 3 Gen Dev Data Collection/Analysis	Estimated Staff Hours	Estimated Avg. Staff Rate	Estimated Staff Cost	Estimated Consultant Cost	Estimated Other Costs	Estimated Task Cost
FFY 2019	945	\$42	\$39,672	\$15,000	\$4,500	\$59,172
FFY 2020	689	\$45	\$31,000	\$13,500	\$4,500	\$49,316

See budget notes in Appendix A

3.1 Traffic Counting and Reporting

On a statewide contract, NMDOT annually collects and processes traffic data for routine monitoring of the transportation network. Counts are collected on major roads in the FMPO region (Aztec, Bloomfield, Farmington, Kirtland, and San Juan County) for a total of approximately 225 count locations. Each location is counted once every three years and all counts are reviewed to confirm they meet the Highway Performance Monitoring System standards of FHWA and the NMDOT.

Counts may include speed, directional volume data, and vehicle classification. Data is archived and logged into the traffic counts database and shared with local agencies for use in transportation planning activities. NMDOT has transitioned to the use of Transportation Data Management Software whereby the data will be uploaded onto a web-based system. All reports and analyses are made available to member agencies and the general public. Counts can be viewed via an online interactive map on the MPO website. The MPO also prepares a Traffic Flow Map based on the counts annually.

Responsibilities: MPO staff, NMDOT, MPO entities, and other agencies as necessary.

Source of Funds: FHWA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)												FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Assist with Traffic Counts							X					X						X					X	
Prepare the Annual Traffic Flow Map				X											X									

Key: X=due; P=in progress; D=done

3.2 Travel Demand Model Maintenance

The MPO currently uses VISUM as its travel demand modeling program. Model runs are conducted upon request by various agencies and for development of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP). Updates are done periodically, to the model's socioeconomic and demographic data, the roadway network and transit network. In FFY 2013, staff hired a consultant for the calibration and validation process for the model. Coordinate with NMDOT to ensure statewide model interface with the MPO model. In FFY2017, the MPO purchased updates and extensions to the software, and sent both planners to PTV America for hands-on training with VISSIM, VISTRO, and VISUM.

Responsibilities: MPO staff and other agencies as necessary

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)											FFY 2020 (Oct 1, 2019 - Sept 30, 2020)												
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Data Collection Activities																								
Model Calibration/Update/Validation						P	P	P																
Model Runs	As needed.																							

Key: X=due; P=in progress; D=done

3.3 Software Upgrades

MPO staff periodically purchases software which serves its planning functions. Software purchased include traffic demand modeling, GIS, design software for complete streets and other visioning projects and desktop publishing.

Responsibilities: MPO staff and other agencies as necessary

Source of Funds: FHWA, FTA, Local Funds for Match, Local Non-Matching Funds

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)											FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
Software Purchases/Upgrades	As needed.																						

Key: X=due; P=in progress; D=done

3.4 GIS Data Development and Maintenance

Provide Geographic Information Systems (GIS) maps and data in support of transportation planning within the metropolitan planning area. This includes GIS analytical and cartographic support for the planning products, scenario planning and other technical studies, and maintaining system maps.

Responsibilities: MPO staff and other agencies as necessary

Source of Funds: FHWA, FTA, Local Funds for Match, Local Non-Matching Funds

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)											FFY 2020 (Oct 1, 2019 - Sept 30, 2020)												
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
GIS Data Collection & Maint	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Key: X=due; P=in progress; D=done

3.5 Development Review

The MPO will assist member local agencies, and NMDOT with reviews of development plans of regional significance and with traffic forecasts as requested. Plans will be reviewed for consistency with the MTP, TIP, and other pertinent planning documents and plans.

Forecasts requested by developers often come to the attention of the MPO through one of the entities. The MPO cannot perform a Traffic Impact Analysis (TIA) or Traffic Impact Study (TIS) for developers. Developers and the local entities may obtain information which the MPO has already compiled or collected.

Responsibilities: MPO staff and other agencies as necessary.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)									FFY 2020 (Oct 1, 2019 - Sept 30, 2020)													
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
Development Reviews	Ongoing as needed.																						
Traffic Count Inquiries	As requested.																						

Key: X=due; P=in progress; D=done

3.6 Data Collection and Reporting Activities

Staff collects, maintains, and analyzes data from various sources that results in informed recommendations, reporting/monitoring and planning implementation. Staff provides data and forecasts for transportation planning purposes on the TAZ level and for use by member entities, state and federal agencies. Sources include demographic and socioeconomic data for the metropolitan planning area, semi-annual kid counts (in support of the Safe Routes to School program), transit ridership, crash data, and other bicycle and/or pedestrian activities not currently tracked.

Responsibilities: MPO Staff, local entities, and other agencies as necessary

Source of Funds: FHWA, FTA, Local Funds for Match, Local Non-Matching Funds

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)									FFY 2020 (Oct 1, 2019 - Sept 30, 2020)														
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Demographic & socioeconomic data	Ongoing as needed.									Ongoing as needed.														
Semi-Annual Kid Counts							X					X							X					X
Tabulation & Analysis of Transit Ridership Counts				P	P	P										P	P	P						
Bike/Pedestrian Counts	As needed.									As needed.														
Crash Data Reporting	X												X											

Key: X=due; P=in progress; D=done

3.7 Planning Consultation and Local Transportation Planning Assistance

The MPO will review the work of local agencies in the development of the transportation element of their comprehensive plans and other planning documents, as requested.

MPO staff will assist local agencies with grant applications where possible, as well as progressing capital improvement projects funded in the TIP through the project development process, certification process, and the process for the obligation of funds.

This subtask also includes routine, cooperative planning efforts with NMDOT, FHWA, FTA, other federal agencies, tribal governments, municipalities, Red Apple Transit, natural resource agencies, and other similar agencies.

Responsibilities: MPO staff and other agencies as necessary.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)												FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Transp. Element In Plans	As requested and as MPO resources allow.																							
Capital Project Assistance	As requested and as initiated by the TIP coordinator.																							

Key: X=due; P=in progress; D=done

Total for Task 3

	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)	FFY 2020 (Oct 1, 2019 - Sept 30, 2020)
1st Q. Report	<i>3.7/Planning Consultation & Local Transportation Planning Assistance:</i> Staff managed the process for receiving, reviewing and submitting projects from the MPO communities for funding under CMAQ.SRTS and TAP.	
2nd Q. Report		
3rd Q. Report		
4th Q. Report		
End of Year Report – Supplemental, if needed		

Task 4 - Transportation Planning

This includes the development, writing and monitoring of the long-range Metropolitan Transportation Plan (MTP), travel forecasting, coordinating with the state's long-range transportation plan and other studies. It also includes Intelligent Transportation Systems (ITS) planning, safety analyses, and other short to medium range planning activities.

Estimated Cost for Task 4 (includes all subtasks):

FFY 2019 = \$80,847

FFY 2020 = \$123,060

Task 4 Trans. Planning	Estimated Staff Hours	Estimated Ave. Staff Rate	Estimated Staff Cost	Estimated Consultant Cost	Estimated Other Costs	Estimated Task Cost
FFY 2019	1,151	\$42	\$48,347	\$30,000	\$2,500	\$80,847
FFY 2020	1,112	\$45	\$50,060	\$70,500	\$2,500	\$123,060

See budget notes in Appendix A

4.1 Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan (MTP) forms the basis for all transportation planning and projects within the metropolitan planning area. The MTP covers all modes of transportation that may serve the current and future needs of the region. The plan conforms to federal regulations as set forth in 23 CFR 450.

As required by MAP-21, the MTP needs to be updated every five years and may be amended, as necessary. The FMPO adopted the 2040 Metropolitan Transportation Plan on September 24, 2015. The MPO will continue to amend the 2040 MTP on an “as needed basis.” A public participation element will occur as part of any amendment process.

The 2045 Metropolitan Plan is due for adoption in September 2020. A full year should be utilized to prepare this Plan, meaning that work should begin no later than September 2019. Performance Measures and related reports are required to be adopted as required by FHWA and included in the 2045 MTP.

Responsibilities: MPO staff serves as the lead, with assistance by a consultant for the 2045 MTP. The development of the MTP is a cooperative effort by the MPO, its member entities and NMDOT, with coordination and input from several other agencies and stakeholders.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)												FFY 2020 (Oct 1, 2019 - Sept 30, 2020)																						
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09											
Cont. Public Participation Process	This is an ongoing activity.																																		
MTP Amendments	As needed.																																		
2045 MTP																								P	P	P	P	P	P	P	P	P	P	P	X

Key: X=due; P=in progress; D=done

4.2 Safety Analysis and Planning

In accordance with 23 CFR 490, the MPOs are required to adopt Performance Safety Targets annually no later than the end of February. The MPOs have the option of adopting the State's Performance Safety Targets, or adopting their own.

Responsibilities: MPO staff, member entities, consultant(s).

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)												FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Safety Performance Targets Review, Adoption			P	P	X										P	P	X							

Key: X=due; P=in progress; D=done

4.3 Bike and Pedestrian Planning/Complete Streets

This task includes tasks related to Bike and Pedestrian Planning, including updating the MPO's 2008 Bicycle/Pedestrian Plan with a consultant, currently planned for completion in early FFY2019.

The Technical Committee may recommend updating the Complete Streets Design Guidelines periodically. However, a review for an update should be scheduled for September 22, 2021 (5 years after the document's adoption).

Responsibilities: MPO staff

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)												FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Update the 2008 Bicycle & Pedestrian Plan	P	P	P	X																				
Implementation assistance	As needed																							
Complete Streets Design Guideline amendments	As needed																							

Key: X=due; P=in progress; D=done

4.4 Transit System Studies

The MPO assists the Red Apple Transit in its efforts to provide efficient bus service throughout the MPO area. The City of Farmington, together with its sub-contractor, operates Red Apple Transit. The MPO assists the Red Apple Transit in funding, where possible, with specific long-range planning studies, developing surveys, hub studies and other transit related activities. As part of the Ladders of Opportunity, transit studies will identify transportation connectivity gaps in accessing essential

services such as health care, employment, schools/education, and recreation. Resulting plans will encourage infrastructure development and operational solutions that provide the public and underserved populations adequate access to mentioned essential services.

Responsibilities: MPO serves as lead in coordination with member agencies, regional transit providers and NMDOT.

Source of Funds: FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)											FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
Funding for Red Apple Studies	As funding allows and as needed.											As funding allows and as needed.											
Development of Surveys	As needed.											As needed.											

Key: X=due; P=in progress; D=done

4.5 Scenario Planning

The FMPO is available to undertake studies using scenario planning software. This will help the member entities to illustrate future planning scenarios as it relates to the built environment such as analyzing density, zoning, environmental constraints, utilities, infrastructure & travel demands in relation to coordinating land-use & transportation.

Responsibilities: MPO, member entities, regional transit providers, and NMDOT.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)											FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
Technical training	As needed.											As needed.											
Data Collection	As needed.											As needed.											
Scenario development	As requested.											As requested.											

Key: X=due; P=in progress; D=done

4.6 Access Management Plan

In 2009, the MPO Policy Committee adopted an Access Management Plan (AMP). The plan set forth standards for access points along collectors and arterials being constructed or retrofitted within the MPO boundary. Use of the AMP was presented to the entities for their acceptance into their own standards with mixed success. The MPO will review the AMP in FFY2018 with the Technical Committee to determine if an update is needed.

Responsibilities: MPO staff, member entities, with consultation by NMDOT.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)											FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
Review/Update the AMP	As needed.											As needed.											

Key: X=due; P=in progress; D=done

Total for Task 4

	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)	FFY 2020 (Oct 1, 2019 - Sept 30, 2020)
1 st Q. Report		
2 nd Q. Report		
3 rd Q. Report		
4 th Q. Report		
End of Year Report – Supplemental, if needed		

Task 5 - Special Studies and Activities

This task covers transportation planning activities that do not fall under the categories above. These are plans and projects which are important to the entities and the MPO and address the transportation planning needs of the communities within the MPO.

Estimated Cost for Task 5 (includes all subtasks):

FFY 2019 = \$26,279

FFY 2020 = \$6,114

Task 5 Special Studies & Activities	Estimated Staff Hours	Estimated Ave. Staff Rate	Estimated Staff Cost	Estimated Consultant Cost	Estimated Other Costs	Estimated Task Cost
FFY 2019	269	\$42	\$11,279	\$0	\$15,000	\$26,279
FFY 2020	136	\$45	\$6,114	\$0	\$0	\$6,114

See budget notes in Appendix A

5.1 Public Health Planning and Collaboration

Integrate a public health component into transportation planning. Emphasize the benefits of using alternative modes of travel and personal active transportation to reduce the growing incidents of chronic disease.

Staff Activities:

- Develop partnerships and alliances with Public and Community Health agency staff and advocates in furthering active transportation initiatives
- Coordinate events and promotional activities that encourage walking, cycling and transit
- Identify and review existing studies, data and information relevant to the public health and to the FMPO planning area that may support active transportation. Work with public health agencies to develop strategies that promote active transportation

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)									FFY 2020 (Oct 1, 2019 - Sept 30, 2020)														
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Public Health Partnership Development	Ongoing.																							
Event Coordination																								
Studies, Forums and Strategies	As needed.																							

Key: X=due; P=in progress; D=done

5.2 Stormwater Management

Support and encourage the integration of storm-water management principles and best practices into street design standards to reduce (or mitigate) the pollutant impacts of both pervious and impervious transportation surfaces. It is acknowledged that the member entities are dealing with this issue daily and it is ultimately their responsibility to meet federal requirements. However, the MPO will provide support and resources where possible.

Staff Activities:

- Host webinars and meetings for member entities to learn and discuss best practices
- Support educational opportunities and the sharing of knowledge
- Work with member entities, regional governments, and NMDOT on implementation of policies and best-practices

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)												FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Staff education	Ongoing																							
Education/outreach																								

Key: X=due; P=in progress; D=done

5.3 Travel and Tourism

Integrate transportation planning and tourism activities to foster economic development and resiliency.

Staff Activities:

- Provide support and promote tourism in the region
- Work with member entities and local agencies, business chambers, economic development boards to extend resources and skills
- Coordinate with regional entities outside of the MPO on transportation projects that provide connectivity and infill gaps
- Work with member entities, the Convention and Visitors Bureau, the Outdoor Recreation Industry Initiative (O.R.I.I), and other area GIS resources upon the completion of the Bike and Pedestrian Plan Update in early 2019 to develop and publish an online regional bicycle and pedestrian map system that can be downloaded to apps on smartphones.

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)												FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Staff education	Ongoing																							
Development of online bike & ped map					P	P	P	P	P	P	P	X												
Coordinate w/ regional governments and tourism boards																								

Key: X=due; P=in progress; D=done

5.4 Regional Models of Cooperation

Ensure a regional approach to transportation planning by promoting cooperation and coordination across Transit Agencies, MPO and State boundaries to improve the effectiveness of transportation decision-making as it relates to project delivery, congestion management, safety, freight, livability and commerce across boundaries. Where applicable, partner with NMDOT and RTPOs to conduct transportation planning in nonmetropolitan areas.

Staff Activities:

- Attend planning meetings, coordinate presentations and planning activities and best practices
- Coordinate long-range transportation projects, such as identifying regional trail opportunities, transit gaps, and other multi-modal projects

Source of Funds: FHWA, FTA, Local Funds for Match

Main Products and Schedule by Month

PRODUCT	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)												FFY 2020 (Oct 1, 2019 - Sept 30, 2020)											
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Staff meetings, presentations	Ongoing																							
Coordinate long-range projects and plans	Ongoing																							

Key: X=due; P=in progress; D=done

Total for Task 5

	FFY 2019 (Oct 1, 2018 - Sept 30, 2019)	FFY 2020 (Oct 1, 2019 - Sept 30, 2020)
1 st Q. Report		
2 nd Q. Report		
3 rd Q. Report		
4 th Q. Report		
End of Year Report – Supplemental, if needed		

Appendices

Appendix A - Budget Summary - Financial Resources Available

FFY 2019					FFY 2020				
Fund Source	Estimated FFY 2019 Budget	Actual FFY 2019 Budget Spent	FFY 2019 Carry Over Amount	Estimated FFY 2019 Budget + Carry Over	Fund Source	Estimated FFY 2020 Budget	Actual FFY 2020 Budget Spent	FFY 2020 Carry Over Amount	Estimated FFY 2020 Budget + Carry Over
FHWA PL - Federal Share	\$205,533.00				FHWA PL - Federal Share	\$205,533.00			
FHWA PL - Required Match	\$35,026.00				FHWA PL - Required Match	\$35,026.00			
FHWA PL - Total	\$240,559.00				FHWA PL - Total	\$240,559.00			
FTA 5303 - Federal Share	\$59,509.00				FTA 5303 - Federal Share	\$59,509.00			
FTA 5303 - Required Match	\$14,877.25				FTA 5303 - Required Match	\$14,877.25			
FTA 5303 - Total	\$74,386.25				FTA 5303 - Total	\$74,386.25			
Total MPO Budget	\$314,945.25				Total MPO Budget	\$314,945.25			
Local Match PL (Planning)					Local Match PL (Planning)				
Aztec (7%)	\$2,451.82				Aztec (7%)	\$2,451.82			
Bloomfield (8%)	\$2,802.08				Bloomfield (8%)	\$2,802.08			
Farmington (48%)	\$16,812.48				Farmington (48%)	\$16,812.48			
Kirtland (1%)	\$350.26				Kirtland (1%)	\$350.26			
San Juan County (36%)	\$12,609.36				San Juan County (36%)	\$12,609.36			
Local Match PL - Total (14.56%)	\$35,026.00				Local Match PL - Total (14.56%)	\$35,026.00			
Local Match 5303 (Transit)					Local Match 5303 (Transit)				
Aztec (7%)	\$1,041.41				Aztec (7%)	\$1,041.41			
Bloomfield (8%)	\$1,190.18				Bloomfield (8%)	\$1,190.18			
Farmington (48%)	\$7,141.08				Farmington (48%)	\$7,141.08			
Kirtland (1%)	\$148.77				Kirtland (1%)	\$148.77			
San Juan County (36%)	\$5,355.81				San Juan County (36%)	\$5,355.81			
Local Match 5303 - Total	\$14,877.25				Local Match 5303 - Total	\$14,877.25			
Total Local Match Planning + Transit					Total Local Match Planning + Transit				
Aztec (7%)	\$3,493.23				Aztec (7%)	\$3,493.23			
Bloomfield (8%)	\$3,992.26				Bloomfield (8%)	\$3,992.26			
Farmington (48%)	\$23,953.56				Farmington (48%)	\$23,953.56			
Kirtland (1%)	\$499.03				Kirtland (1%)	\$499.03			
San Juan County (36%)	\$17,965.17				San Juan County (36%)	\$17,965.17			
Local Match - Total	\$49,903.25				Local Match - Total	\$49,903.25			

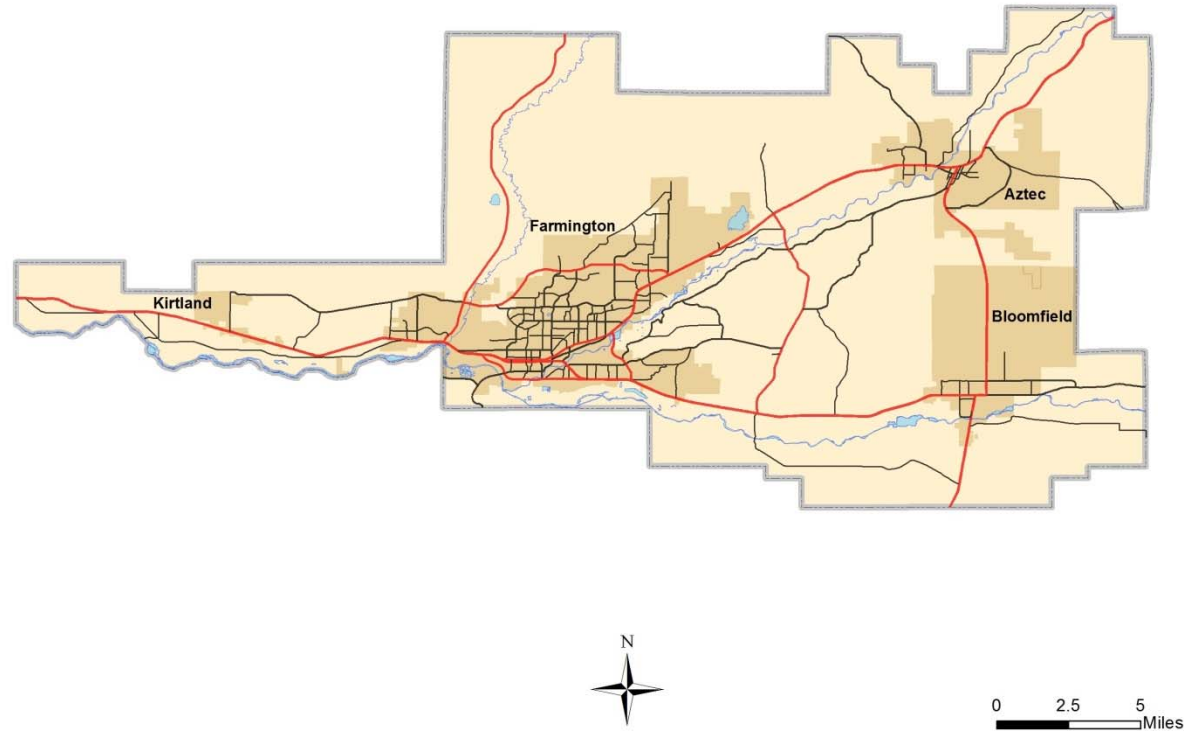
Appendix A – Budget Summary – Proposed Expenditures and Total Funds

FFY2019	Estimated Task Costs	Estimated Total MPO Funds
Task 1 Program Admin & Management	\$138,151.00	
Task 2 Transportation Improvement Program	\$10,496.45	
Task 3 Gen Dev. Data Collection/Analysis	\$59,172.36	
Task 4 Transportation Planning	\$80,846.58	
Task 5 Special Studies & Activities	\$26,278.86	
Total	\$314,945.25	\$314,945.25
FFY2020	Estimated Task Costs	Estimated Total MPO Funds
Task 1 Program Admin & Management	\$126,642.00	
Task 2 Transportation Improvement Program	\$9,813.00	
Task 3 Gen Dev. Data Collection/Analysis	\$49,316.00	
Task 4 Transportation Planning	\$123,060.00	
Task 5 Special Studies & Activities	\$6,114.25	
Total	\$314,945.25	\$314,945.25

Budget Notes

Estimated Avg. Staff Rate represents an estimate of hourly wages and benefits for the MPO Officer, Associate Planner, and Administrative Assistant positions for Q1 FFY2019, and for the MPO Officer, the Senior Planner, and the Associate Planner for the remaining quarters in FFY2019 and entire FFY2020. With the exception of the Bike and Ped Plan Update, consultants are not contracted at the time of the writing of this UPWP, but a listing of the anticipated tasks for which consultants may be used is found in Appendix C. Other costs depend on the task in which they are budgeted. Examples include materials for public meetings hosted by the MPO, travel expenses for meetings and trainings, and software purchased to carry-out the planning work of the MPO.

Farmington Metropolitan Planning Organization



Appendix C - Consultant and Vendor Services Summary

Subtask	Consultant/ Vendor	Est. Total Cost	Description	Notes
3.1 Traffic Counting and Reporting	Traffic Count Collection Firm	\$14,000 (\$7,500 in FFY2019, \$6,500 in FFY2020)	NMDOT has started contracting for the MPO's traffic count program. Minimal funding is being retained in case the MPO needs to supplement this activity.	FFY2019 & FFY2020
3.1 Traffic Counting and Reporting	Web-based transportation data management support for the MPO's traffic count	\$9,000 (\$4,500/ year)	NMDOT currently requires the MPO to maintain a subscription to Midwestern Software Solutions (MS2).	FFY2019 & FFY2020
3.3 Travel Demand Model Maintenance/Training Modules	Travel demand model consultant	\$15,000 (\$7,500/ year)	Update to the MPO's travel demand model, including the input of data and calibration for model runs that will be conducted by the MPO.	FFY2019 & FFY2020
4.1 Develop and implement the Public Input portion for the 2045 Metropolitan Transportation Plan, remainder of update to be done in- house.	Transportation Planning or Communications Firm	\$45,000	MTP Update to the MPO's MTP to begin late FFY2019 and be completed in FFY2020.	FFY2020
4.3 Completion of the Bike and Pedestrian Plan Update	Planning Firm Awarded to Russell Planning & Engineering	Balance of \$30,000	Update began in FFY2018 and is expected to be complete in January 2019	FFY 2019
4.4 Transit System Studies	Provide partial funding for Red Apple planning studies.	As funding allows.	This may not be possible during this time because of expenses related to the MTP Update.	FFY2019 & FFY2020
4.5 Scenario Planning	Training & Model Development	\$5,000 (\$2,500/year)	The MPO seeks to improve its ability to model land use and transportation scenarios.	FFY2019 & FFY2020
5.3 Travel and Tourism	Work on MPO Website and/or the provision of outside GIS assistance	\$15,000 (in FFY 2019 only)	Work with member entities, the Convention and Visitors Bureau, the Outdoor Recreation Industry Initiative (O.R.I.I), and other area GIS resources upon the completion of the Bike and Pedestrian Plan Update in early 2019 to develop and publish an online regional bicycle and pedestrian map system that can be downloaded to apps.	FFY2019

Appendix D – UPWP Adoption Resolution

POLICY COMMITTEE RESOLUTION NO. 2018-3

TO ADOPT THE FARMINGTON METROPOLITAN PLANNING ORGANIZATION'S FEDERAL FISCAL YEARS 2019-2020 UNIFIED PLANNING WORK PROGRAM (UPWP), IN ACCORDANCE WITH 23 CFR §420 AND 23 CFR §450.314.

WHEREAS, the Farmington MPO is the designated metropolitan planning organization for the cities of Aztec, Bloomfield, Farmington, and the urbanized area of San Juan County; and

WHEREAS, the Town of Kirtland is anticipated to become a member entity in the Farmington MPO prior to the beginning of FFY 2019, and its membership in the MPO has been considered in this UPWP; and

WHEREAS, the Farmington MPO Policy Committee is the decision-making body for the MPO; and

WHEREAS, the Farmington MPO Technical Committee provides the MPO Policy Committee with technical advice and recommendations, and concurs with this resolution; and

WHEREAS, the Farmington MPO is responsible, with the New Mexico Department of Transportation, for addressing the planning process in accordance with 23 CFR 450.334; and

WHEREAS, the Farmington MPO annually addresses the major transportation issues in the metropolitan planning area; and

WHEREAS, the Policy and Procedures Manual issued by the New Mexico Department of Transportation requires the preparation and adoption of the FFY 2019-FFY 2020 UPWP between April-June 2018; and

WHEREAS, the New Mexico Department of Transportation also requires the submittal of the adopted FFY 2019-FFY 2020 UPWP before July 1, 2018.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE FARMINGTON METROPOLITAN PLANNING ORGANIZATION (FMPO):

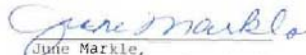
Section 1. The Federal Fiscal Years 2019-2020 Unified Planning Work Program for the Farmington Metropolitan Planning Organization is hereby adopted by the MPO.

Section 2. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 28th day of June, 2018.



Nate Duckett,
FMPO Policy Committee Chairman



Julie Markle,
FMPO Administrative Assistant

Legal Department

Approved as to form

By [Signature]

Date 5/30/18

Appendix E – Expenditure Reports (First Quarter FFY19)

TABLE 1 for UPWP Qtr Reports

	FFY19 Budget Amount	1st Quarter FFY19 10/1-12/31/18	2nd Quarter FFY19 1/1-3/31/19	3rd Quarter FFY19 4/1-6/30/19	4th Quarter FFY19 7/1-9/30/19	Total	Balance Remaining
FHWA Federal (85.44%)							
FHWA PL 112 UPWP Expenditures (P519202)	\$ 207,269.00	\$ 22,516.34				\$ 22,516.34	\$ 184,752.66
Local PL 112 Match Applied (14.56%)							
Local Required PL 112 UPWP Expenditures (P519202)	\$ 35,321.65	\$ 3,837.05				\$ 3,837.05	\$ 31,484.60
TOTAL FHWA PL	\$ 242,590.65	\$ 26,353.39	\$ -	\$ 0.01	\$ -	\$ 26,353.39	\$ 216,237.26
FTA Federal (80%)							
FTA 5303 Expenditures (M01621)	\$ 152,475.98	\$ 4,396.64				\$ 4,396.64	\$ 148,079.34
Local 5303 Match Applied (20%)							
Local Required 5303 Match	\$ 38,119.00	\$ 1,099.16				\$ 1,099.16	\$ 37,019.84
TOTAL FTA 5303	\$ 190,594.98	\$ 5,495.80				\$ 5,495.80	\$ 185,099.18
Additional Local Funds Applied							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures All Sources		\$ 31,849.19				\$ 31,849.19	
TOTAL BUDGET All Sources	\$ 433,185.63						\$ 401,336.44
Expenditures by Entity Share							
Total Entity Share		\$ 4,936.21				\$ 4,936.21	
<i>Aztec</i> 7%		\$ 345.53				\$ 345.53	
<i>Bloomfield</i> 8%		\$ 394.90				\$ 394.90	
<i>Farmington</i> 48%		\$ 2,369.38				\$ 2,369.38	
<i>Kirtland</i> 1%		\$ 49.36				\$ 49.36	
<i>San Juan County</i> 36%		\$ 1,777.04				\$ 1,777.04	

TABLE 2 for UPWP Qtr Reports

PL FUNDING						
	FFY19 Budget	1st Qtr FFY19 10/1-12/31/18	2nd Qtr FFY19 1/1-3/31/19	3rd Qtr FFY19 4/1-6/30/19	4th Qtr FFY19 7/1-9/30/19	YTD
Total Share of Expenditures	242,590.65	26,353.39				26,353.39
Federal Share	207,269.00	22,516.34				22,516.34
Entity Match (required)	35,321.65	3,837.05				3,837.05
5303 FUNDING						
	FFY19 Budget	1st Qtr FFY19 10/1-12/31/18	2nd Qtr FFY19 1/1-3/31/19	3rd Qtr FFY19 4/1-6/30/19	4th Qtr FFY19 7/1-9/30/19	YTD
Total Share of Expenditures	74,386.25	5,495.80				5,495.80
Federal Share	59,509.00	4,396.64				4,396.64
Entity Match (required)	14,877.25	1,099.16				1,099.16
TOTAL Expenditures by Quarter		31,849.19				31,849.19

TABLE 3 for UPWP Qtr Reports

MPO EXPENDITURES by PROGRAM AREA	1st Qtr FFY19 - 10/1-12/31/18		2nd Qtr FFY19 - 1/1-3/31/19		3rd Qtr FFY19 - 4/1-6/30/19		4th Qtr FFY19 - 7/1-9/30/19		YTD
	Hrs by PA	\$	Hrs by PA	\$	Hrs by PA	\$	Hrs by PA	\$	
FHWA-PROGRAM ADMINISTRATION	477	\$ 9,494.18							\$ 9,494.18
FHWA-TRANSPORTATION IMPROVEMENT PROGRAM	0	\$ -							\$ -
FHWA-GEN.DEV. & DATA COLLECTION/ANALYSIS	0	\$ -							\$ -
FHWA-TRANSPORTATION PLANNING	0	\$ -							\$ -
FHWA-SPECIAL STUDIES/ACTIVITIES	0	\$ -							\$ -
<i>FHWA Program Area Subtotal</i>	477	\$ 9,494.18	0	\$ -	0	\$ -	\$ -	\$ -	\$ 9,494.18
	1st Qtr FFY19 - 10/1-12/31/18		2nd Qtr FFY19 - 1/1-3/31/19		3rd Qtr FFY19 - 4/1-6/30/19		4th Qtr FFY19 - 7/1-9/30/19		YTD
	Hrs by PA	\$	Hrs by PA	\$	Hrs by PA	\$	Hrs by PA	\$	
FTA - PROGRAM ADMINISTRATION	83	\$ 1,652.03							\$ 1,652.03
FTA - TRANSPORTATION IMPROVEMENT PROGRAM	0	\$ -							\$ -
FTA - GEN. DEV. & DATA COLLECTION/ANALYSIS	0	\$ -							\$ -
FTA - TRANSPORTATION PLANNING	0	\$ -							\$ -
FTA - SPECIAL STUDIES/ACTIVITIES	0	\$ -							\$ -
<i>FTA Program Area Subtotal</i>	83	\$ 1,652.03	0	\$ -	0	\$ -	0	\$ -	\$ 1,652.03
PROGRAM AREA EXPENDITURE TOTAL	560	\$ 11,146.21	0	\$ -	0	\$ -	\$ -	\$ -	\$ 11,146.21

TABLE 4 for UPWP Qtr Reports

MPO EXPENDITURES by TYPE	Total Budget	1st Qtr FFY19	2nd Qtr FFY19	3rd Qtr FFY19	4th Qtr FFY19	YTD
		10/1-12/31/18	1/1-3/31/19	4/1-6/30/19	7/1-9/30/19	
SALARIES & WAGES	\$ 146,536.00	\$ 11,146.21	\$ -	\$ -	\$ -	\$ 11,146.21
BENEFITS	\$ 39,254.00	\$ 3,573.19	\$ -	\$ -	\$ -	\$ 3,573.19
PROFESSIONAL / TECHNICAL SERVICES	\$ 58,619.00	\$ 14,894.24	\$ -	\$ -	\$ -	\$ 14,894.24
OTHER PURCHASED SERVICES	\$ 32,750.00	\$ 952.84	\$ -	\$ -	\$ -	\$ 952.84
SUPPLIES	\$ 9,800.00	\$ 1,282.71	\$ -	\$ -	\$ -	\$ 1,282.71
CAPITAL EXPENDITURES	\$ -	\$ -				\$ -
		\$ 31,849.19	\$ -	\$ -	\$ -	\$ 31,849.19

Appendix F – UPWP Amendment Summaries, Adopted Resolutions