

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
(FMPO)**

Aztec • Bloomfield • Farmington • Kirtland • San Juan County

**FEDERAL FISCAL YEARS 2021-2022
UNIFIED PLANNING WORK PROGRAM**

October 1, 2020 through September 30, 2022

Amendment 1



Approved by Policy Committee: 6/25/20

Farmington MPO Membership and Staff

Farmington MPO Policy Committee

City of Aztec	Rosalyn Fry	Commissioner
City of Bloomfield	Vacant	
City of Farmington	Sean Sharer	Councilor
	Jeanine Bingham-Kelly	Councilor
	Julie Baird	Assistant City Manager
Town of Kirtland	Vacant	
San Juan County	John T. Beckstead	Commissioner
	Glojean Todacheene	Commissioner
NMDOT	Paul Brasher, PE	District Engineer

Farmington MPO Technical Committee

City of Aztec	Steven Saavedra
City of Bloomfield	Jason Thomas

City of Farmington	Beth Escobar
	Virginia King
Town of Kirtland	Dan Flack
San Juan County	Fran Fillerup
	Nick Porell
Red Apple Transit	Andrew Montoya
NMDOT	Javier Martinez, PE

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	Paul Brasher, PE	District Engineer

Northwest Regional Transportation Planning Organization

Robert Kuipers	RTPO Program Manager Northwest NM Council of Governments
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MPO Staff

Peter Koeppel	MPO Officer
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June Markle	MPO Administrative Assistant

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Special Thanks for Providing Data or Comments:

Federal Highway Administration – New Mexico Division
 Federal Transit Administration Region VI
 NMDOT Multimodal Planning and Programs Bureau
 NMDOT District 5

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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@fmtn.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.

FMPO's fiscal agent is the City of Farmington. The Northwest New Mexico Council of Governments provided management and administrative services to the FMPO up through August 2019. As of that date the City of Farmington assumed the management and administrative services duties.

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

¹ 23 USC 134(d).

² 23 CFR 450.308(c)

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.

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 2045 Metropolitan Transportation Plan (MTP) was adopted in September 2020. The 2021-2022 UPWP will focus on strategies and activities to implement the 2045 update. 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 Highway 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 Multimodal Planning and Programs Bureau (MPPB).
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 MPPB 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 MPPB
Aug 1 st Even Years	NMDOT MPPB 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 MPPB

³ 23 CFR 450.308(c)

Sept 8 th Even Years	NMDOT MPPB 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

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 MPPB 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 current transportation bill, the 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.
- The FAST Act is set to expire at the end of FFY 2020; it will likely be extended until Congress passes a replacement.
- The CARES Act was signed into law on March 27, 2020 and its most substantial impact on transportation was to support public transportation, which has been devastated by the COVID-19 epidemic. Per the funding formula, the Farmington area received \$2,161,017. Red Apple Transit which serves the MPO area will be applying for these funds.

H. Planning Priorities for the Metropolitan Planning Area

The FMPO places high priority on bringing to fruition the vision of its 2045 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. The 2045 Metropolitan Transportation Plan, adopted in September 2020, will continue to emphasize the MPOs commitment to the development of a safe, comprehensive, and multimodal transportation system.

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 Planning Support
4.3 Bike and 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 2021 = \$115,700

FFY 2022 = \$115,700

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 2021	2,400	\$35.50	\$85,200	\$0	\$44,700	\$129,9000
FFY 2022	2,000	\$35.50	\$71,000	\$0	\$44,700	\$115,700

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 generally due the 25th day of the month following each FFY quarter.

Main Products and Schedule by Month

PRODUCT	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)													
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
Quarterly Reports	X			X			X			X			X			X			X			X	
Annual Perf. & Expense Rpt.		X											X										
1 st Draft UPWP (FY 2021-22)																D	P	X					
Approve New UPWP																				X			
Amend. UPWP (if needed)			X			X			X		P	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 approved a Title VI Plan on August 27, 2020, with an effective date of October 1, 2020.

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 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)													
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
Public Outreach						P	P	P	P	P	P												
Data Collection and Mapping				P	P	P	P																
Rev Title VI Plan/Quad Rev							P	P	P	P	P	X											
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, on-line and through public video displays in local libraries and government offices.
- 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 including revamping of the MPO's Facebook page to garner a bigger following and regular interaction with local radio and television.
- Prepare the 2045 MTP and subsequent planning documents for the next five (5) years utilizing the principles and guidance identified in the 2019 PPP.

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 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
	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		
Maintain a Master MPO Mailing and Contact List			X						X					X		D				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 (including required documents, maps, and performance targets), 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 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)													
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
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. RTPO, 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 2021 (Oct 1, 2020- Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
	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			D			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 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Committee member training		X			X			X			X			X			D			X			X	

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

1.8 Joint Powers Agreement

The current JPA became effective October 1, 2020 after approval by member governments on June 25, 2020..

Revisions to committee bylaws 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 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)													
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
JPA Amendment Adoption	This activity occurs on an as needed basis.																						
Committee Bylaws Amendment Adoption	This activity occurs on an as needed basis.																						

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 and Performance – Based Planning and Programming requirements.

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 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
	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	X

MPO Quarterly Meetings		X		X		X		X		X		X		X
Development, Adoption of Performance Measures			X		X				X		X			

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

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)	FFY 2022 (Oct 1, 2021 - Sept 30, 2022)
1st Q. Report	<ul style="list-style-type: none"> Staff produced agendas for, properly noticed and held, regular Technical and Policy Committee meetings Staff regularly updated the FMPO website Staff took part in statewide quarterly MPO meeting Staff participated in online professional development opportunities 	
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 2021 = \$11,183

FFY 2022 = \$11,183

Task 2 TIP Activities	Estimated Staff Hours	Estimated Avg. Staff Rate	Estimated Staff Cost	Estimated Consultant Cost	Estimated Other Costs	Estimated Task Cost
FFY 2021	315	\$35.50	\$11,183	\$0	\$0	\$11,183
FFY 2022	315	\$35.50	\$11,183	\$0	\$0	\$11,183

See budget notes in Appendix A

2.1 TIP Development

Develop and adopt a fiscally constrained list of projects meeting the requirements of 23 CFR 450.324 and contributing to the achievement of adopted performance targets, 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 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)													
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
Develop TIP Priorities				X			X			X												P	
FFY 2022-2027 TIP Development						P	P	P	P	X													
1 st Draft FFY 2022-2027 TIP										X													
Post/Advertise FFY 2022-2027 TIP for Public Review										X													
Adopt FFY 2022-2027 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 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)													
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
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
TIP Modifications	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 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
	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

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)	FFY 2022 (Oct 1, 2021 - Sept 30, 2022)
1 st Q. Report	<ul style="list-style-type: none"> Staff produced and posted Annual Listing of Obligated Projects to FMPO website Staff processed TIP amendments and administrative modifications Staff sent out a call for projects memo to begin development process for next FMPO TIP 	
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 2021 = \$52,950

FFY 2022 = \$52,950

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 2021	1300	\$35.50	\$46,150	\$0	\$6,800	\$52,950
FFY 2022	1300	\$35.50	\$46,150	\$0	\$6,800	\$52,950

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 State Traffic Monitoring Standards.

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 and may be used by the MPO in analyzing system performance. 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 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)													
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
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). The software can also aid in the decision-making process with regard to federally required performance measures, particularly those related to reliability. 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. In March 2020 staff developed a traffic software checkout policy allowing FMPO entities and other public agencies to check out the updated software.

Responsibilities: MPO staff and other agencies as necessary

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

Main Products and Schedule by Month

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
PRODUCT	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	As needed.																							
Model Calibration/Update/Validation																X	X	X						
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

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
PRODUCT	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
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, performance target setting, 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

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
PRODUCT	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 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)													
	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, performance target setting, 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 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)													
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
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

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
PRODUCT	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

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)	FFY 2022 (Oct 1, 2021 - Sept 30, 2022)
1st Q. Report	<ul style="list-style-type: none"> Staff attended a user group meeting, which included technical trainings, from PTV Group and renewed license for PTV Travel Demand software. Staff continued to work with entities and the public to provided requested GIS data. Staff worked toward cleaning and organizing GIS data, focusing of sidewalk data and geographical reference data. Crash data was requested and received from NMDOT. 	
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 2021 = \$111,000

FFY 2022 = \$111,000

Task 4 Trans. Planning	Estimated Staff Hours	Estimated Ave. Staff Rate	Estimated Staff Cost	Estimated Consultant Cost	Estimated Other Costs	Estimated Task Cost
FFY 2021	1600	\$35.50	\$56,800	\$40,000	\$	\$96,800
FFY 2022	2000	\$35.50	\$71,000	\$40,000	\$	\$111,000

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 the FAST Act, the MTP needs to be updated every five years and may be amended, as necessary. The FMPO adopted the 2045 Metropolitan Transportation Plan in September 2020.

Subsequently staff will work to implement the goals, projects, and performance targets identified in the plan, as well as present the document to any interested stakeholders and the general public.

Responsibilities: MPO staff serves as the lead, with assistance by a consultant for the 2045 MTP update. 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

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
PRODUCT	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.																							

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 safety performance targets annually no later than the end of February. MPOs have the option of adopting the state of New Mexico's safety targets, or setting 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 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
	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 work towards implementing the regional Bicycle and Pedestrian Plan, completed in 2019.

Additionally, work for this task can draw from the bicycle and pedestrian chapter of the 2045 MTP, which includes recommendations and action items.

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 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)													
	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08
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 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. The MPO will coordinate with Red Apple Transit regarding any required Transit Asset Management (TAM) and transit safety performance target setting. 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, possible consultants, and NMDOT.

Source of Funds: FTA, Local Funds for Match

Main Products and Schedule by Month

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
PRODUCT	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
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 Planning Support

The FMPO is available to provide technical support and undertake planning studies (including scenario planning) to assist member entities in coordinating land use and transportation. Support could include, but is not limited to, how transportation relates to the built environment by, for example, analyzing density, zoning, environmental constraints, utilities, infrastructure, and travel demand. There are funds budgeted for consulting services to assist in providing this support to member governments.

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

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

Main Products and Schedule by Month

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
PRODUCT	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
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

The MPO will review the AMP in FFY2021 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

	FFY 2020 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
PRODUCT	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09
Review/Update the AMP	As needed.									As needed.														

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

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)								
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1st Q. Report	<ul style="list-style-type: none"> Staff worked to implement 2045 long-range plan through the TIP development process 	
2nd Q. Report		
3rd Q. Report		
4th 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 2021 = \$22,188

FFY 2022 = \$22,188

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 2021	625	\$35.50	\$22,188	\$0	\$0	\$22,188
FFY 2022	625	\$35.50	\$22,188	\$0	\$0	\$22,188

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

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
PRODUCT	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	As needed.
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, resources, and expertise where possible, in particular when stormwater may impact federal-aid roadways.

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

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
PRODUCT	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	Ongoing																							

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 to develop and publish an online regional bicycle and pedestrian map that can be downloaded to apps on smartphones. Data and analysis for this can be drawn from the 2019 bicycle/pedestrian plan as well as the relevant section of the 2045 MTP.

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

Main Products and Schedule by Month

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
PRODUCT	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	P	X							
Coordinate w/ regional governments and tourism boards	Ongoing															

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

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)									FFY 2022 (Oct 1, 2021 - Sept 30, 2022)														
PRODUCT	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

	FFY 2021 (Oct 1, 2020 - Sept 30, 2021)	FFY 2022 (Oct 1, 2021 - Sept 30, 2022)
1 st Q. Report	<ul style="list-style-type: none"> • Staff worked with local governments to identify and develop projects that could be eligible for future federal funding through the MPO process 	
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

Fund Source	Estimated FFY2021 Budget	Actual FFY2021 Budget Spent	FFY2020 Carry Over Amount	FFY2020 Carry Over Amount	Fund Source	Estimated FFY2022 Budget	Actual FFY2022 Budget Spent	FFY2021 Carry Over Amount	FFY2020 Carry Over Amount
FHWA PL - Federal Share	\$208,490.66				FHWA PL - Federal Share	\$ 208,490.66			
FHWA PL - Required Match	\$35,529.31				FHWA PL - Required Match	\$ 35,529.31			
FHWA PL - Total	\$ 244,019.97				FHWA PL - Total	\$ 244,019.97			
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	\$ 318,406.22				Total MPO Budget	\$ 318,406.22			
Local Match PL (Planning)*					Local Match PL (Planning)*				
Aztec (7%)	\$ 2,487.05				Aztec (7%)	\$ 2,487.05			
Bloomfield (8%)	\$ 2,842.34				Bloomfield (8%)	\$ 2,842.34			
Farmington (48%)	\$ 17,054.07				Farmington (48%)	\$ 17,054.07			
Kirtland (1%)	\$ 355.29				Kirtland (1%)	\$ 355.29			
SJ County (36%)	\$ 12,790.55				SJ County (36%)	\$ 12,790.55			
Local Match Total PL Planning *	\$ 35,529.31				Local Match Total PL Planning *	\$ 35,529.31			
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			
SJ County (36%)	\$ 5,355.81				SJ County (36%)	\$ 5,355.81			
Local Match Total 5303 (Transit)*	\$ 14,877.25				Local Match Total 5303 (Transit)*	\$ 14,877.25			
Total Local Match Planning + Transit*					Total Local Match Planning + Transit*				
Aztec (7%)	\$ 3,528.46				Aztec (7%)	\$ 3,528.46			
Bloomfield (8%)	\$ 4,032.52				Bloomfield (8%)	\$ 4,032.52			
Farmington (48%)	\$ 24,195.15				Farmington (48%)	\$ 24,195.15			
Kirtland (1%)	\$ 504.07				Kirtland (1%)	\$ 504.07			
SJ County (36%)	\$ 18,146.36				SJ County (36%)	\$ 18,146.36			
Local Match Total	\$ 50,406.56				Local Match Total	\$ 50,406.56			

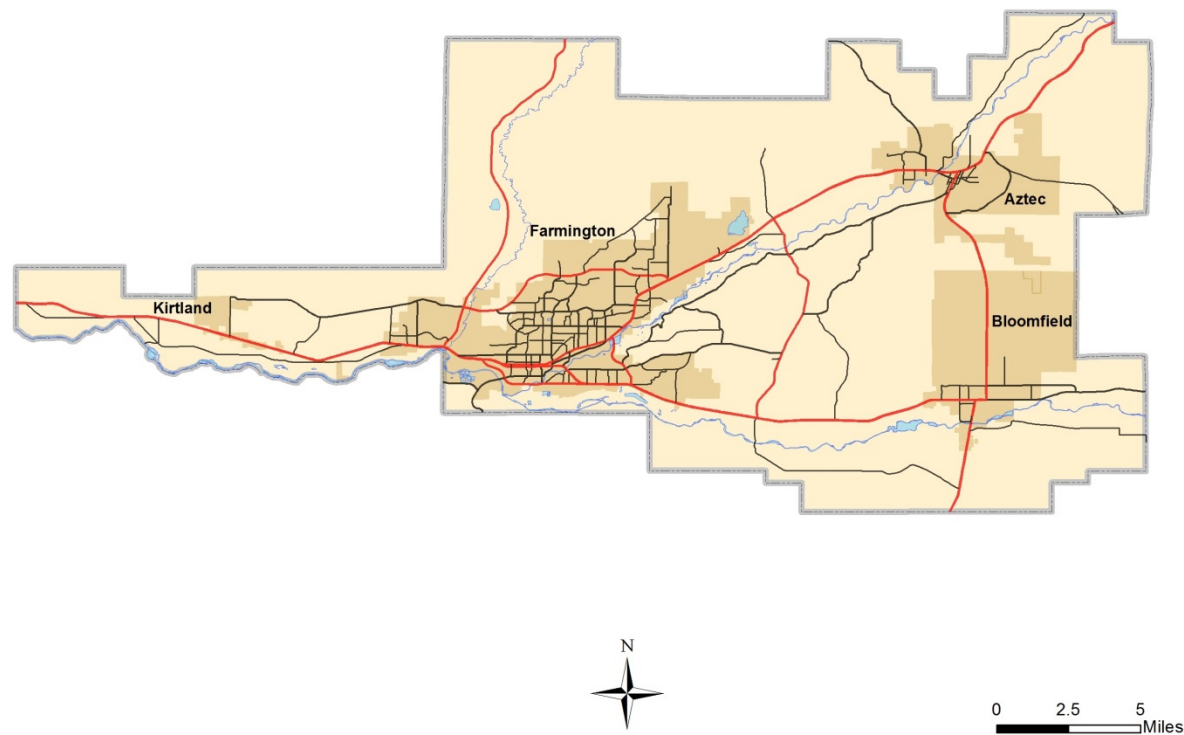
Appendix A – Budget Summary – Proposed Expenditures and Total Funds

FFY2021	Estimated Task Costs	Estimated Total MPO Funds
Task 1 Program Admin & Management	\$129,900	
Task 2 Transportation Improvement Program	\$11,183	
Task 3 Gen Dev. Data Collection/Analysis	\$52,950	
Task 4 Transportation Planning	\$96,800	
Task 5 Special Studies & Activities	\$22,188	
Total	\$313,020	\$318,406
FFY2022	Estimated Task Costs	Estimated Total MPO Funds
Task 1 Program Admin & Management	\$115,700	
Task 2 Transportation Improvement Program	\$11,183	
Task 3 Gen Dev. Data Collection/Analysis	\$52,950	
Task 4 Transportation Planning	\$111,000	
Task 5 Special Studies & Activities	\$22,188	
Total	\$313,020	\$318,406

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 FFY2021 and FFY 2022.

Farmington Metropolitan Planning Organization



Appendix C - Consultant and Vendor Services Summary

Subtask	Consultant/ Vendor	Est. Total Cost	Description	Notes
1.1 Program Support and Administration	varies	\$48,400 (\$24,200 /year)	Office overhead, vehicle, fuel, software, telephone, postage, etc.	FFY2021 & FFY2022
1.4 Public Participation	varies	\$8,000 (\$4,000 /year)	Advertising, legal notices	FFY2021 & FFY2022
1.6 Staff Training and Professional Development	varies	\$33,000 (\$16,500/ year)	Registration, membership dues, travel, etc.	FFY2021 & FFY2022
3.2 Traffic Model Maintenance	Training & Model Development	\$13,600 (\$6,800/ye ar)	The MPO seeks to improve its ability to model traffic	FFY2021 & FFY2022

Appendix D – UPWP Adoption Resolution

POLICY COMMITTEE RESOLUTION NO. 2020-2

TO ADOPT THE FARMINGTON METROPOLITAN PLANNING ORGANIZATION'S FEDERAL FISCAL YEARS 2021-2022 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, the town of Kirtland, and the urbanized area of San Juan County; 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 2021-FFY 2022 UPWP between April-June 2020; and

WHEREAS, the New Mexico Department of Transportation also requires the submittal of the adopted FFY 2021-FFY 2022 UPWP before July 1, 2020.

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

Section 1. The Federal Fiscal Years 2021-2022 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 25th day of June, 2020.


Sean Sharer,
FMPO Policy Committee Chairman


June Markle,
FMPO Administrative Assistant

Legal Department
Approved as to form
By: 
Date: 4/22/20

Appendix E – Expenditure Reports (Quarters 1-4 and End of Year)

Appendix F – UPWP Amendment Summaries, Adopted Resolutions

Amendment 1 – Administrative 1/26/2021



New Mexico DEPARTMENT OF TRANSPORTATION
QUALITY FOR EVERYONE

MPO/RTPO Work Program Amendment Request Form

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

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

Date:	1/26/2021		
Entity:	Farmington MPO		
Contact Name:	Peter Koeppel		
UPWP/RWP Amendment #:	1	FHWA funded, Control #:	P521020
		FTA funded, Federal Award ID #:	NM-2020-32

Staff Hours or Budget Line Items being changed (<i>indicate Task # or Budget Category. Add rows as needed</i>)	Current Budgeted Amount	Revised Amount	Percent Change	Brief Description of Change
Task 1 FFY2021 add 400 hours	\$115,700	\$129,900	12.27%	Adding staff time to reflect work effort
Task 4 FFY 2021 remove 400 hours	\$111,000	\$96,800	-12.79%	Reducing staff time to reflect work effort

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

Amendment Type (1. Administrative, 2. Formal – proposed, or 3. Formal – board approved)	Justification
1. Administrative	The UPWP revision will result in a change (increase or decrease) of 20% or less of the approved budgeted hours for a specific work program Task. The UPWP revision will result in a cost change (increase or decrease) of 20% or less of any approved budget line items.

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

Review Committee/Board	Date of Anticipated Approval (for proposed) or Date Approved (for board approved)
Technical Committee/Board:	N/A
Policy Committee/Board:	N/A

For NMDOT use only.

Received by Planning Liaison (name):	Joseph Moriarty
Date:	1/26/2021
Recommendation of Planning Liaison:	Based on PPM guidance proceed with Administrative Amendment

NMDOT RTPO/MPO RWP/UPWP Amendment Form – November 12, 2020

Transit Bureau Recommendation, if applicable:	Gabrielle Chavez, 2/1/2021-Transit Bureau Concur
<i>For Formal Amendments Only:</i>	
Received by MPPB Chief on date:	
Action (Amend #):	