Santa Fe Metropolitan Planning Organization

FFY 2021 & FFY 2022
UNIFIED PLANNING WORK PROGRAM
October 1st, 2020 – September 30th, 2022

Approval by the SFMPO Transportation Policy Board - May 28, 2020

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Santa Fe MPO UPWP FFY2021 & FFY2022
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***[FTA Code] - Federal Transit Administration uses specific codes to identify MPO planning activities (49 U.S.C. 5303). Each listed task has the corresponding FTA code.**

ADOPTION RECORD AND AMENDMENTS TO THE FFYs 2021 & 2022 UPWP

FFY/ Quarter	Amendment Type		Action/Amendment (brief description including any changes to the budget. Include a separate copy of budgetary changes if necessary)	FHWA/ NMDOT approval date	Policy Board approval date
	Admin	Formal			
2020 Q3			SFMPO Transportation Policy Board (TPB)approves FFYs 2021-2022 UPWP. Sent to NMDOT for review and approval		05/28/20
			.		

FFY 2021 & FFY 2022 Unified Planning Work Program

INTRODUCTION

The Santa Fe Metropolitan Planning Organization (MPO) has the responsibility to conduct a transportation planning process for the Santa Fe Metropolitan Planning Area. The MPO's member agencies include the City of Santa Fe, Santa Fe County, the Pueblo of Tesuque and the New Mexico Department of Transportation (NMDOT).

The Unified Planning Work Program ("UPWP") is structured to focus financial planning resources and staff where they will be most effective in responding to significant local and regional issues, and resolving area-wide problems.

The UPWP continues to balance available resources, long and short-range planning and programming; special studies, public outreach and education, data gathering, analysis and dissemination, computer modeling, and program administration.

In December 2015, Congress passed the federal transportation funding act, Fixing America's Surface Transportation (FAST). In absence of a new federal funding act by Congress in 2020, the federal fiscal years (FFYs) 2021 & 2022 UPWP has been developed in response to the FAST Act. It has a strong emphasis on measuring performance in the transportation planning process through demonstrated progress towards achieving goals and objectives of metropolitan transportation plans.

The planning factors we consider part of the transportation planning process identified in previous federal legislation include:

- Increase the safety of the transportation system for motorized and non-motorized users
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
- Enhance travel and tourism
- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility of people and freight and goods movement
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system

The Santa Fe MPO was created in 1982 as the federally designated transportation planning entity for the Santa Fe Urban Area. The Census Bureau delineates geographic areas as urban or rural based on population density and land uses. Urban and rural area populations and designations are updated after each decennial census. At the 2010 Census, the Santa Fe Urban Area population was 89,284. Federal funding for an MPO is based on its Urban Area population. The MPO Planning Area extends beyond the Urban Area to include nearby urban clusters and those areas expected to become urbanized over the next 20 years. Its current boundary was set in 2009 and has a population of 116,386 [2010 Census]. (For boundary map please see APPENDIX 1.3)

Communities and agencies within the MPO Planning Area are eligible to receive federal transportation funds when the MPO meets all requirements under Title 23 U.S.C. (for highway funding) and Title 49 U.S.C. (for public transportation funding).

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 2020-2045. It is also designed to provide baseline data to enable development of performance measures for future updates of the MTP. The UPWP FFY 2021 & FFY 2022 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.

PURPOSE

The federal definition of a Unified Planning Work Program (UPWP) *is "a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds*"(23CFR450.104)

This UPWP covers a two-year period from October 1, 2020 through September 30, 2022. It includes definitions of activities and associated work products; who performs the work, budget sources; distribution of funding to tasks; and a timeline of major activities and milestones. The following section addresses planning priorities and challenges of developing a balanced and effective work program within a limited timeframe and with limited staff.

PLANNING PRIORITIES AND CHALLENGES

The planning priorities of the UPWP follow the goals and objectives stated in the Metropolitan Transportation Plan 2020-2045. The planning activities and work products are derived from the MTP Emphasis Areas found in Chapter 2 (Our Vision) of the MTP

2020-2045. http://santafempo.org/mtp/

The MTP goals include:

- Safety – A safe and secure transportation system for motorized and non-motorized users.
- Public Health – A transportation system that supports healthy lifestyles.
- Social Equity – Equitable investments in transportation that enable quality of life for all residents.
- System Preservation – A well maintained transportation system.
- Multimodal Mobility and Accessibility – An accessible, connected, and integrated transportation system
- Congestion Relief and System Operations – An efficient and reliable transportation system poised to leverage emerging technologies.
- Economic and Community Vitality – A transportation system that supports economic and community vitality.
- Environmental Stewardship – A transportation system that protects and enhances the natural, cultural, and built environment and mitigates climate change.
- Partnership and Regional Funding – Regional collaboration in transportation planning, funding, and implementation.

The UPWP emphasizes **planning priorities** for:

- Supporting investments and planning strategies and programs that emphasize the reduction of carbon emissions with a goal of mitigating climate change and its impacts;.
- Supporting planning strategies and programs that emphasize the importance of how transportation investments benefit all members of the community equitably as well as ensuring vulnerable and disadvantaged members of the community are not impacted unequally;.
- Implementation of the 2019 **Bicycle Master Plan** using an innovative interactive mapping tool to track progress on the Multi-Use urban trail system; and
- Implementation of the Santa Fe Metropolitan **Pedestrian Master Plan** guiding transportation network improvements for safety and accessibility and to encourage walking as 'active' transportation; and
- Implementation of the Santa Fe Metropolitan **Public Transit Master Plan** increasing awareness and usage of our regional transit services.
- Incorporating safety and public health objectives into planning efforts to promote more "complete streets" within the Metropolitan Planning Area.

The activities of the UPWP are divided into four tasks:

1. **The *Program Management, Professional Development, Public Participation and Unified Planning Work Program*** task includes administration of the MPO in compliance with federal regulations. The focus will be on implementing the strategies found in the 2020 Metropolitan Transportation Plan, executing new two

year grant cooperative agreements for the MPO's section 112 and section 5303 funds, expanding technical capacity through professional development for staff and continue to restructure administrative elements of the MPO to enhance proficiency, public access and implementation.

2. The ***Transportation Improvement Program*** task details the respective MPO agency's intent to construct or implement a specific project and the anticipated flow (obligation) of federal funds and matching state or local contributions.

3. The ***Data Collection/Analysis: Traffic, Crash, Travel Demand and Related Activities*** task focuses on maintaining the travel demand model, administering traffic data collection quality and its presentation and public accessibility. Crash data collection and analysis is focused on providing information to member agencies to improve all areas of safety involving the transportation network.

4. The ***Transportation Planning*** task focuses on implementing the 2020-2045 Metropolitan Transportation Plan and Master Plans. This includes multimodal and active transportation planning. Activities promote safety and "complete streets" principles by implementation, participation and review of MPO member agency plans, studies and projects. Improving public health by encouraging active transportation through planning initiatives and collaboration with public and community health agencies. Other major activities include supporting community education and awareness about bicycle safety by taking a leadership role in the planning of the annual Santa Fe Bike Week events and working with the City regarding a comprehensive multimodal transition plan that includes a 5-10 year service plan for the Santa Fe Trails transit system and with City and County staff to develop strategies toward reducing vehicle related Green House Gas emissions.

The current estimated budget is based on anticipated funding through the FFY2021 and FFY2022 allocations for New Mexico under the FAST Act through FHWA and FTA planning grant programs. The budget will be adjusted as Work Authorizations/Notices to Proceed are received.

SANTA FE MPO MANAGEMENT COMPOSITION

Transportation Policy Board (TPB)

The TPB has four member agencies: The City of Santa Fe, Santa Fe County, Pueblo of Tesuque, and the New Mexico Department of Transportation. As a multi-jurisdictional entity, the MPO addresses transportation systems and improvements as it relates to growth management and land use planning issues within the MPO Planning Area. Traffic and transportation system challenges often cross jurisdictional boundaries; therefore, the need exists for intergovernmental cooperation. The planning process is intended to be integrated with existing individual government processes and supports established policies and plans that ensure proper coordination among agencies and stakeholders. Representatives from the Federal Highway Administration (FHWA) and the Federal Transit

Administration (FTA) are non-voting members and participate in an advisory capacity.

Technical Coordinating Committee

The Technical Coordinating Committee (TCC) serves in an advisory capacity to the Transportation Policy Board, with representation from the City and Santa Fe County Public Works and Planning/Land Use Departments; MPO Planning Area transit operators: Santa Fe Trails and the North Central Regional Transit District; Intergovernmental Environmental, Energy, and Sustainability Planning; the Pueblo of Tesuque; and, the New Mexico Department of Transportation. The main functions of TCC are to ensure coordination among agencies and to develop policy and project recommendations for the MPO Transportation Policy Board.

MPO Staff

MPO Staff currently includes the MPO Officer, the MPO Transportation Planner, and the MPO Senior Planner Technician. Administrative support is provided by the City of Santa Fe Land Use and Planning Department and the Finance Department. The City of Santa Fe acts as the fiscal and administrative agent and MPO staff are city employees. The City is responsible for the operational functions, pursuant to requirements outlined within 23 CFR Part 450 Subpart C and 49 CFR Part 613 Subpart A as referenced in the FAST Act. MPO Staff work activities are defined by the UPWP. Tasks related to federal requirements include:

1. Develop a Unified Planning Work Program (UPWP), which itemizes all transportation planning activities and includes a budget with identified revenue sources that allocates planning funds to the listed activities.
2. Develop and amend a financially constrained four year Transportation Improvement Program (TIP) for the MPO Planning Area;
3. Organize meetings and develop agendas for the MPO Technical Coordinating Committee and Transportation Policy Board;
4. Maintain the MPO Intelligent Transportation Systems (ITS) architecture plan.
5. Coordinate with NMDOT and FHWA planning staff.
6. Document compliance with FAST Act requirements and the federal self-certification process.

NMDOT Planning Liaison

NMDOT assigns a staff planning liaison to work with the MPO and local governments. Primary duties of the Planning Liaison are:

1. To serve as a liaison to the Transportation Policy Board, TCC, and MPO staff;
2. To provide technical assistance for the development and implementation of the Transportation Improvement Program and other MPO work products;
3. To monitor work progress, contracting and billing procedures and coordinate refinements with MPO staff; and
4. To assist in program management through the maintenance of current records of expenditures, the reimbursement of funds, the relaying of information, and the channeling of direction from FHWA, FTA, and NMDOT.

Northern Pueblo Regional Transportation Planning Organization

The Northern Pueblos Regional Transportation Planning Organization is a transportation planning organization for Rio Arriba County, Taos County, Los Alamos County and Santa Fe County. The NPRTPO membership includes staff from cities and the four counties, the pueblos of Tesuque, Picuris, Santa Clara, San Ildefonso, Nambe, Pojoaque, Taos, Ohkay Owingeh, the Jicarilla Apache Nation, and the NMDOT. The NPRTPO elicits projects for multimodal transportation and enhancement improvements from its members and recommends them for inclusion into the 4-year Statewide Transportation Improvement Program (STIP). The North Central New Mexico Economic Development District (NCNMEDD) is the fiscal agent for the NPRTPO. The MPO and RTPO will have direct communication to coordinate transportation planning activities on projects that impact both organizations.

FUNDING SOURCES

The program areas in the FFYs 2021 and 2022 UPWP are funded from federal, state and local sources. Federal planning funds are provided through the FHWA (Section 112- Planning (PL) funds) and the FTA (Section 5303 funds and when available via requests, 5304 funds). NMDOT administered Special Planning Research (SPR) funds may also be available for specific activities or initiatives.

Specific funding sources are presented for each UPWP program area. The funding amounts shown may be amended as necessary to reflect modifications to a program's scope of work and changes in funding availability. (See APPENDIX: 1.1 Budget Sources)

1 – PROGRAM MANAGEMENT, PROFESSIONAL DEVELOPMENT, PUBLIC PARTICIPATION AND UNIFIED PLANNING WORK PROGRAM (UPWP)

[FTA code 44.21.00]

Staff Hours	*Estimated Staff Costs*	*Consultant Services*	*Other Expenses*	*Estimated Total Costs*
6825	$327,600		$32,000	$359,600

Task 1 - Objectives:

1. Efficiently manage and operate the MPO in a manner consistent with all applicable federal laws and regulations, including the Joint Powers Agreement forming the MPO; Memorandum of Agreement (MOA) between NMDOT and MPO; and the Planning Procedures Manual. This includes coordination with the City of Santa Fe (fiscal agent for the MPO) for administrative and program support such as budget and financial management.

2. To ensure a professional level of planning staff and quality work products by improving technical capability and capacity through training and education. Improved networking with other professional transportation planners through attendance at conferences, workshops, and webinars, as well as through membership in professional organizations and social media networks.

3. Proactively reach out to and engage the public in all MPO projects, activities, and public meetings pursuant to the New Mexico Open Meetings Act; the MPO Public Participation Plan (PPP) and Title VI Plan; the MPO Bylaws; and, applicable federal laws and regulations. Develop an annual meeting schedule of MPO Technical Coordinating Committee and Transportation Policy Board meetings. The MPO will continue to maintain a website and utilize other social media outlets in order to maximize public outreach.

4. Develop, execute, and amend as needed, a biennial Unified Planning Work Program (UPWP) that reflects the recommendations and priorities of the Metropolitan Transportation Plan (MTP), as well as federal and state planning requirements. The document outlines all planning and administrative activities that will be undertaken by the MPO and includes all funding sources and cost allocation to the activities.

Task – 1 Staff Activities Objective 1:

- ✓ Manage the day-to-day operation of the MPO.
- ✓ Coordinate with the City of Santa Fe to receive annual authorized federal grant funding and to ensure local match requirement is met.
- ✓ Develop and maintain an annual MPO budget with City of Santa Fe Finance Department. Ensure all required documents, reports, contracts and records are maintained in electronic and paper format and are accessible online and in computer files.
- ✓ Use the approved NMDOT Planning Procedures Manual (PPM) to comply with deadlines and requirements of the MPO Planning Process.
- ✓ Ensure that all MPO documents, activities, and contracts comply with federal and state laws and regulations governing the transportation planning process.
- ✓ Review Joint Powers Agreement and Bylaws annually and amend as necessary.
- ✓ Assess staffing needs including hiring of additional planning staff or consultants as needed. Attend statewide quarterly meetings of MPOs to discuss common issues, transportation policy updates, and other information with federal and NMDOT planning staff.
- ✓ Inform and educate Policy Board members about the MPO Planning Process and the importance of being engaged and active participants in the process.
- ✓ Review Federal and State transportation laws, regulations, and guidance as needed. Staff Hours in this task also include non-work staff time (vacation, sick, etc.)

Task 1 - Staff Activities Objective 2:

- ✓ Attend local, state, regional, and national conferences, trainings, events and web-based workshops relevant to the UPWP to enhance staff professional skills and knowledge. These may include: *Association of Metropolitan Planning Organizations (AMPO), Transportation Research Board, American Planning Association (APA), APA-NM, Institute of Transportation Engineers (ITE), Association of Pedestrian and Bicycle Professionals (APBP), ESRI User Conferences (GIS Support). American Public Health Association (APHA), National Travel Monitoring Exposition and Conference (NaTMEC), Walk/Bike/Places, MS2 Traffic Count Training and E-STIP Training*
- ✓ Support staff (and MPO) membership in transportation planning organizations (e.g. ITE, APA, AMPO, APBP, APHA etc.) and social network media (e.g. LinkedIn, Facebook, etc.) to improve professional networking
- ✓ Support staff to obtain and maintain professional planning accreditation (e.g. PTP, AICP, CTP, etc.)
- ✓ Host training webinars on transportation-related and UPWP specified issues, initiatives and tasks.
- ✓ Review pertinent contemporary studies, reports and literature in order to remain up-to-date with transportation and planning ideas.

Task 1- Staff Activities Objective 3:

- ✓ Timely distribution of public meeting notices and other publications as outlined in the Public Participation Plan.
- ✓ Update and maintain the MPO website: (www.santafempo.org) to continue making MPO materials more accessible to and functional for other professionals as well as the public.
- ✓ Develop and distribute an annual approved meetings schedule of MPO Technical Coordinating Committee and Transportation Policy Board meetings.
- ✓ Utilize social media outlets (Facebook, Twitter, etc.) for dissemination of MPO notices and products and gathering public input.
- ✓ Develop and distribute an electronic newsletter
- ✓ Review the MPO Public Participation Plan and update as needed.
- ✓ Provide staff support to the TCC and TPB, including developing and distributing meeting agendas and minutes at least one week prior to all public meetings.
- ✓ Provide information, guidance and regular updates on state and federal laws affecting the planning process to the TCC, TPB, and members of the general public.
- ✓ Post all draft and approved MPO documents to the MPO website.
  Respond to public inquiries by phone, email, or letter in a timely manner.
- ✓ Conduct public presentations and be present at local and regional events to inform local and regional advocacy groups, transportation professionals, and public officials about statewide and interregional transportation planning efforts, funding issues, or innovative programs.
- ✓ Sponsor education and other relevant transportation trainings.
- ✓ Maintain an email list of interested parties.
- ✓ Conduct specific outreach to traditionally underserved, hard to reach, or environmental justice communities.

Task 1 - Staff Activities Objective 4:

- ✓ Prepare UPWP quarterly reports, invoices, and required documentation
- ✓ Coordinate with the City of Santa Fe, fiscal agent for MPO, to verify expenditures of federal transportation planning program funds.
- ✓ Submit reimbursement packet to NMDOT Planning Division according to the PPM guidelines.
- ✓ Prepare UPWP Annual Performance and Expenditure Reports
- ✓ Monthly meetings with NMDOT liaison to update status of UPWP timeline and milestones Weekly MPO staff meetings to monitor progress of activities identified in the UPWP Supervise and manage the work assignments of MPO staff to meet deadlines and milestones established in this UPWP according to the approved PPM.
- ✓ Amend the current UPWP as needed and process amendments according to the Planning Procedures Manual.
- ✓ Develop the FFY 2023 & FFY 2024 UPWP for TPB approval and submission to NMDOT Planning Division for final review and approval.

Task 1 - Related Expenses

- Office equipment and supplies (including notepads and computers for staff, maintenance for plotter and printer, cartridges, paper, etc.)
- Travel and related expenses for attending and hosting MPO Quarterly meetings
- Newspaper ads for Policy Board meetings; TIP amendments, etc.
- Website maintenance fees
- Post agendas for TCC and TPB meetings at least one week prior to meeting dates
- Annual schedule of MPO committee meetings.
- Staff travel to out of State and in-State conferences
- Conference registration fees
- Membership fees for professional transportation planning organizations
- Webinar and Go-to-Meeting fees
- Meeting supplies such as print materials, snacks, and beverages

Task 1 - Work Products and Schedule [submitted according to approved PPM deadlines]

1. Attend statewide MPO Quarterly meetings.
2. Provide annual MPO Planning Process training for Policy Board members
3. Quarterly Reports and Invoices with documentation (Reimbursement Packets)
4. Annual Performance and Expenditure Reports (APER)
5. MPO approved draft FFY 2023 & FFY 2024 UPWP by April 2022
6. Amended FFYs 2021 & 2022 UPWP as needed.
7. Develop and Approve Annual Meeting Calendar each November

PRODUCT	FFY 2021 (October 1, 2021 – September 30, 2022)												FFY 2022 (October 1, 2021 – September 30, 2022)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
2021 & 2022 UPWP Amendments			X			X			X			X			X			X			X			X
MPO Quarterly Meetings			X			X			X			X			X			X			X			X
Policy Member Training				X												X								
Develop MPO Budget for City						X												X						
APA National Conference							X												X					
Walk/Bike/Places											X												X	
NMAPA Conference	X												X											
TPB Meeting Notices	X	X			X	X	X	X	X	X	X	X	X	X			X	X	X	X	X	X	X	X
Quarterly Reports	X			X			X			X			X			X			X			X		
APER		X												X										
Quality Assurance Report							X												X					
2023 &2024 UPWP Draft																			X					
2023&2024 UPWP Approved																					X			
Annual Meetings Schedule		X																						

Key: X=Scheduled; C=Completed

Key: X=Scheduled; C=Completed

2 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

[FTA code 44.25.00]

Staff Hours	Estimated Staff Costs	Consultant Services	Other Expenses	Estimated Total Costs
250	$12,000	$	$	$12,000

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Task 2 - Objectives:

Develop and monitor a fiscally constrained, four-year program of transportation improvement projects that is consistent with the MTP 2020-2045, the NMDOT STIP/TIP Policies and Procedures, and all applicable federal laws and regulations, and facilitate multi-modalism. Facilitate deployment of existing and potential Intelligent Transportation Systems (ITS) architecture through continuing efforts of partners as well as in coordination with adjacent local and tribal governments.

Task 2 - Staff Activities:

- ✓ Manage the TIP for consistency with the NMDOT STIP/TIP Policies and Procedures. Work with MPO Technical Coordinating Committee, Transportation Policy Board members to prioritize projects, consistent with the MTP.
- ✓ As of April of 2020 per an amendment to the PPM the creation of new TIPs will occur every 4 years. The now approved FFY2020-2025 TIP will prevail until 2024. Until then the MPO will follow formal and informal amendments in accordance with the NMDOT with the NMDOT STIP/TIP Policies and Procedures and Planning Procedure Manual.
- ✓ Track progress of TIP projects and report status to TCC and TPB
- ✓ Post all adopted TIP amendments on the MPO website.
- ✓ Maintain a retrievable electronic archive of all current and expired TIP documents. Keep track of the status of obligated projects from previous TIPs.
- ✓ Work with member agencies to ensure that ITS elements are considered and deployed where necessary.

Task 2 - Work Products and Schedule [submitted according to approved PPM deadlines]

1. Amend current TIP as needed
2. Develop FFY 2020-2025 TIP; Call for projects (10/2019); Submit TIP to NMDOT (4/2020)
3. Prepare and submit Annual List of Obligated TIP Projects

PRODUCT	FFY 2019 (October 1, 2018 – September 30, 2019)												FFY 2020 (October 1, 2019 – September 30, 2020)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
2020-2025 TIP Amendments		x			x			x			x			x			x			x			x	
Annual List of Obligated Projects			x												x									

Key: X=Scheduled; C=Completed

3-DATA COLLECTION/ANALYSIS: TRAFFIC, CRASH, TRAVEL DEMAND AND RELATED ACTIVITIES

[FTA code 44.24.00]

Staff Hours	*Estimated Staff Costs*	*Consultant Services*	*Other Expenses*	*Estimated Total Costs*
795	$38,160	$20,000	$6,000	$64,160

Task 3 - Objectives:

1. To conduct, or have conducted, bicycle and /or pedestrian volume counts within the MPO Planning Area to assist with the assessment of infrastructure investment for land use planning and impacts from local and regional transit and commuter rail service development. To collect pertinent data to assist with the improvement of the base year inputs for the travel demand forecast model as well as for validation of forecasts.

2. Utilize the validated and calibrated base year model with a level of confidence for scenario testing and forecasting. The MPO Travel Demand forecast model compares a "no build" transportation network to a transportation network that includes investment options (infrastructure projects and service programs). Update the network coding and demographics for a revised Base Year model. Utilize the model to guide investment decisions in the Metropolitan Transportation Plan and the Transportation Improvement Program. Update the Transit and Rail components of the model.

Task 3 - Staff Activities:

- ✓ Collect bike/ped volume count data as needed.
- ✓ Maintain and update web-based platform to manage traffic data to assist withthe calculation of annual growth rates and evaluation of traffic changes.
- ✓ Investigate equipment and methods to collect bike/ped usage data.
- ✓ Utilize consulting services to provide technical support in maintaining the MPO Travel Demand Model.
- ✓ Utilize consulting services to provide technical support to member agencies regarding construction projects, studies and plans including impact fee calculations.
- ✓ Manage the model, including updating the Base Year Network to provide an accurate reflection of the road network for the selected base year.
- ✓ Coordinate with NMDOT staff to ensure statewide model interface with MPO model. Identify data needs to create a more robust transit and rail analysis within the model, implement if feasible.
- ✓ Utilize an on call Professional Service Agreement with consultant (Eco Resource Management Systems, Inc.) or other consultant(s) to assist with technical support of the model where necessary.

- ✓ Investigate environmental data sources and consider the incorporation of such data into planning goals.

Task 3 - Related Expenses:

- Maintain annual license agreement with MS2 to host website for public access to MPO traffic data
- Professional services to support additional data collection as needed, including elements of required performance measures for the 2020-2045 MTP and TIP process
- Eco Resource Management Systems (Robert Shull) TDM updates

Task 3 - Work Products and Schedule [submitted according to approved PPM deadlines]

PRODUCT	FFY 2019 (October 1, 2018 – September 30, 2019)												FFY 2020 (October 1, 2019 – September 30, 2020)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
MS2 annual license	x												x											

Key: X=Scheduled; C=Completed

4 – TRANSPORTATION PLANNING

4.1 Multi-Modal and Active Transportation Planning [FTA code 44.23.00]

Staff Hours	*Estimated Staff Costs*	*Consultant Services*	*Other Expenses*	*Estimated Total Costs*
3600	$172,800	$33,000	$10,514	$216,314

Task 4.1 - Objectives:

Continue to implement all elements of the 2019 updated Metropolitan Bicycle Master Plan. Expand on the work previously completed to identify and prioritize new Bikeway connections and extensions and amend Bicycle Master Plan as necessary. Work with the City and County to ensure that appropriate bikeway connections and extensions and on road facilities are incorporated into development plans. Sponsor and/or participate in events to promote bicycling as a viable and safe mode of transportation. Utilize consultant services or additional MPO member staff to assist with this task.

Continue to implement the Santa Fe Metropolitan Pedestrian Master Plan by following the steps outlined in the plan. Participate, promote or sponsor events to encourage walking as a viable transportation option.

Continue to implement the Public Transit Master Plan and continue to facilitate and coordinate short term planning efforts between transit service agencies within the MPO Planning Area. As the area continues to urbanize, there are limited opportunities to expand the road network to create the needed vehicle capacity to accommodate the Single Occupancy Vehicle. Given that a majority of Santa Fe employees commute from all over the region a comprehensive plan needs to be developed to identify future transit and rail needs to accommodate travelers on public transportation as well as to identify strategies to attract new users

Integrate a public health component into transportation planning and project prioritization. Emphasize the benefits of using alternative modes of travel and personal active transportation

to reduce the growing incidence of pre-diabetes, heart disease, and other illnesses tied to an inactive life style.

Continue to encourage project scoping that incorporates safety objectives for all roadway users including bicyclists and pedestrians.

Task 4.1 - Staff Activities:

- ✓ Coordinate with MPO member agencies in implementing the MPO Bicycle Master Plan. Update and re-print the Santa Fe Bikeways and Trails Map as needed and if funding is available
- ✓ Develop and implement a web-based bikeways mapping tool.
- ✓ Work with City and County staff on incorporating bikeways into development plans. Investigate a multimodal or complete streets level of service standard with bicycle and pedestrian considerations.
- ✓ Sponsor and/or participate in the Santa Fe Bike to Work Week and other events or programs that promote bicycling.
- ✓ Investigate and distribute educational/promotional materials related to bicycling as a viable transportation option.
- ✓ Develop educational and training materials that may be incorporated into existing local traffic and defensive driving related training.
- ✓ Assist with the expansion of Albuquerque's Bike-Share program to Santa Fe.
- ✓ Assist the City of Santa Fe with acquisition and placement of bike racks and continuation of the bike corral pilot project.
- ✓ Assist the City of Santa Fe with the expansion of the Green Lane pilot project.
- ✓ Develop working relationships with local law enforcement agencies and seek out partnerships regarding community outreach, education, safety and general information dissemination.
- ✓ Build productive relationships with local and state public health agencies. Detail the relevance of transportation infrastructure design and the impacts to public health through collaborative initiatives such as Bike-To-Work Week events and planning.
- ✓ Facilitate implementation of the Metropolitan Pedestrian Master Plan objectives. Continue working with the NMDOT, City and County to identify deficiencies and prioritizing improvements in the existing pedestrian infrastructure.
- ✓ Utilize findings and recommendations from other pedestrian infrastructure studies such as: the Santa Fe Trails Bus Stop Assessment and Connectivity Study and the City of Santa Fe PROW Transition Plan in identifying projects for the PMP
- ✓ Work with MPO member agency staff and consultants as needed in developing a prioritized project list and maintenance program for the PMP
- ✓ Identify and promote best practices in safer road crossing treatments for pedestrians. Implement strategies that promote walking and are designed to improve the walking environment within the MPO Metropolitan Planning Area
- ✓ Investigate and develop educational/promotional materials or events related to

walking as a viable transportation option.

- ✓ Work with the Santa Fe Public Schools, City, and County to improve access and identify safe routes to schools within the MPO Planning Area.
- ✓ Conduct multigenerational walk audits
- ✓ Facilitate formation of a pedestrian advocacy advisory group to help implement the Pedestrian Master Plan
- ✓ Facilitate application for higher levels of designation for the City of Santa Fe as a "Walk Friendly Community"
- ✓ Assist with the implementation of the recommended strategies and goals set forth in the Santa Fe Metropolitan Public Transit Master Plan by working with local service providers. Support short, mid and long-range planning efforts initiated by local service providers and seek alignment of goals and objectives when practical.
- ✓ Coordinate with transit and rail operators and relevant agencies for input and guidance. Investigate possible funding sources for transit improvements.
- ✓ Facilitate discussions between Santa Fe Trails, North Central Regional Transportation District (NCRTD), NMDOT Park and Ride, and NM Rail Runner Express to ensure continuity of existing services throughout the MPO Planning Area.
- ✓ Provide planning and travel demand model assistance as necessary to facilitate coordination of local and regional transit with commuter rail service.
- ✓ Attend meetings where relevant, which address services of the Santa Fe Trails, NCRTD, NMDOT Park and Ride and NM Rail Runner Express.
- ✓ Participate in planning of multimodal transportation activities including, but not limited to, the commuter rail corridor, the City Rail Yard pertaining to transportation, the development of plans for a future downtown transit facility, the NM Park and Ride Transit services, and promotion of "Alternatives to SOV Travel" and "Dump the Pump" types of events.
- ✓ Support the coordinated efforts of existing cell phone and tablet apps that promote transit usage (e.g. real time bus arrival to specific stop point).
- ✓ Investigate or develop educational/promotional materials and participate in events related to transit and rail as a viable transportation option.
- ✓ Implement relevant strategies, goals and objectives detailed in the Metropolitan Public Transit Master Plan.
- ✓ Identify and review existing studies, data and information relevant to the public health and to the MPO Planning Area that may support access to and use of public transit.
- ✓ Support the Regional Transit Coordinating Committee for purposes of collaborative implementation of all planning initiatives.
- ✓ Identify and engage a consultant to create an educational video of a roadway safety transformation.
- ✓ Collaborate with Public and Community Health agency staff and advocates in furthering active transportation initiatives
- ✓ Communicate with the Public Works Streets and Drainage Maintenance Division to

increase the lifespan of the existing transportation network, and plan for the minimization or mitigation of stormwater drainage impacts where feasible

- ✓ Coordinate events and promotional activities that encourage walking and bicycling.
- ✓ Identify and review existing studies, data and information relevant to the public health and to the MPO Planning Area that may support active transportation. Work with public health agencies to develop strategies that promote active transportation.
- ✓ Work with the New Mexico Department of Health to expand their Prescription Trails Program and other initiatives that directly related to active transportation.
- ✓ Collaborate with City and County efforts to reduce vehicle related Green House Gas emissions
- ✓ Staff input in support of Main Street initiatives

Task 4.1 - Related Expenses

- Engage consultant services to help develop a prioritized project list with cost estimates from the Pedestrian Master Plan and the City's ADA Transition Plan.
- Professional services for the update to the 2012 Bicycle Master Plan
- Professional services to develop interactive website for Bicycle Master Plan Update
- Professional services related to multi-modal elements supporting and informing the 2020-2045 MTP

Task 4.1 - Work Products and Schedule [submitted according to approved PPM deadlines]

PRODUCT	FFY 2021 (October 1, 2020 – September 30, 2021)												FFY 2022 (October 1, 2021 – September 30, 2022)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
PMP Project List												x												

Key: X=Scheduled; C=Completed

4.2 Participation in MPO Member Plans, Projects and Studies [FTA code 44.24.00]

Staff Hours	*Estimated Staff Costs*	*Consultant Services*	*Other Expenses*	*Estimated Total Costs*
610	$29,280			$29,280

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Task 4.2 - Objectives:

Continue to participate and assist with the planning and data gathering in coordination with the TCC and the relevant NMDOT, City or County agency coordinating studies whose outcome will have impacts on the Transportation Network within the MPO Planning Area. Continue to participate with local governing, non-profit, business and citizens groups that strive to make the metro area a more walkable, bike friendly, and livable community. Coordination of these studies is critical in determining future project justification and funding priorities.

Task 4.2 - Staff Activities:

- ✓ Provide technical assistance and input for development review process for both City and County
- ✓ Participate in Project Management Teams for multimodal transition plans, transit service plans, corridor studies and, location, alignment,

or transportation improvement projects and studies.

- ✓ Assist in development and/or implementation of statewide plans and studies including: State Rail Plan, Strategic Highway Safety Plan, the New Mexico Transportation Plan, New Mexico Bicycle Plan, etc.
- ✓ Assist member agencies in studies, plans and initiatives including technical support for Impact Fee report updates.
- ✓ Engage local groups that may assist with the goals and strategies detailed in the 2020-2045 MTP
- ✓ Coordinate with MPO Member Agencies to develop Highway Safety Improvement Plan (HSIP) eligible safety projects based on the findings of any safety studies, and roadway safety audits. Coordinate and participate as needed with MPO Member Agencies on other safety related planning or initiatives.
- ✓ Participate in HSIP application review as appropriate.

Task 4.2 - Work Products and Schedule [submitted according to approved PPM deadlines]

PRODUCT	FFY 2019 (October 1, 2018 – September 30, 2019)												FFY 2020 (October 1, 2019 – September 30, 2020)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
On Going	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=Scheduled; C=Completed

4.3 Metropolitan Transportation Plan [FTA code 44.23.00]

Staff Hours	*Estimated Staff Costs*	*Consultant Services*	*Other Expenses*	*Estimated Total Costs*
400	$19,200	$	$ -	$19,200

Task 4.3 Objectives:

Implement recommended strategies found in the 2020-2045 MTP. Continue to coordinate with the implementation of the New Mexico Transportation Plan, especially in the arena of performance measures and adopted statewide targets detailed in the MTP and any additional federal requirements to implement a performance management program.

Task 4.3 Staff Activities:

- ✓ Facilitate amendments as necessary to the 2020-2045 MTP
- ✓ Work with NMDOT in the implementation of the New Mexico Transportation Plan Continue to consult with key stakeholders, such as Federal, State and local Agencies, Chamber of Commerce, Disability Groups, etc. to assist with the implementation of recommended strategies, programs and projects for the MPO Planning Area transportation network found in the 2020-2045 MTP
- ✓ Utilize where necessary the services of private consultants to assist with the implementation of the MTP.
- ✓ Capitalize on the MPO's constructive relationships with existing local economic development and affordable housing agencies/organizations by supporting 2020-2045

MTP goals and strategies within the framework and context of the impacts to local economic development and affordable housing factors.

- ✓ Implement relevant strategies, goals and objectives detailed in the 2020-2045 MTP
- ✓ update and master plans that may advance the basic tenants of advantages of Travel Demand Management.
- ✓ MTP update to include provisions to meet Performance-Based Planning and Programming (PBPP) established in the 23 CFR 450.326(d) for MPOs. This includes TIP documentation on how the investment strategies, objectives, performance measures and targets reflected in the program of projects contribute to the achievement of performance targets. Update all applicable performance targets as required.
- ✓ Continue to work with all possible stakeholders within the MPO Planning Area that may provide a substantive role in the management of transportation demand.

Task 4.3 Related Expenses:

- Engage consultant services to help update the Metropolitan Transportation Plan 2020-2045

Work Products and Schedule [submitted according to approved PPM deadlines]

- Complete update of the FFYs 2020-2045 MTP

PRODUCT	FFY 2021 (October 1, 2020 – September 30, 2021)												FFY 2021 (October 1, 2021 – September 30, 2022)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Update Performance Targets per PPM												x												x

Key: X=Scheduled; C=Completed

APPENDIX 1.1: BUDGET SOURCES (04/21/20)

FFY2021	Federal Funds	Local Match 14.56%	Total	
FFY 2021 (Section 112) FHWA	$ 228,297.38	$ 38,904.61	$ 267,201.99	Estimated Funding Target from NMDOT based on FFY 2020
FFY 2021 (Section 112) Total Funding	$ 228,297.38	$ 38,904.61	$ 267,201.99	
	Federal Funds	Local Match 20%	Total	
FFY 2021 (Section 5303) FTA	$ 66,460.00	$ 16,615.00	$ 83,075.00	Estimated Funding Target from NMDOT based on FFY 2020
FFY 2021 (Section 5303) Total Funding	$ 66,460.00	$ 16,615.00	$ 83,075.00	
FFY 2021: TOTAL PROGRAM FUNDS	$ 294,757.38	$ 55,519.61	$ 350,276.99	
FFY2022	Federal Funds	Local Match 14.56%	Total	
FFY 2022 (Section 112) FHWA	$ 228,297.38	$ 38,904.61	$ 267,201.99	Estimated Funding Target from NMDOT based on FFY 2020
FFY 2022 (Section 112) Total Funding	$ 228,297.38	$ 38,904.61	$ 267,201.99	
	Federal Funds	Local Match 20%	Total	
FFY 2022 (Section 5303) FTA	$ 66,460.00	$ 16,615.00	$ 83,075.00	Estimated Funding Target from NMDOT based on FFY 2020
FFY 2022 (Section 5303) Total Funding	$ 66,460.00	$ 16,615.00	$ 83,075.00	
FFY 2022: TOTAL PROGRAM FUNDS	$ 294,757.38	$ 55,519.61	$ 350,276.99	
FFY 2021 & FFY 2022 UPWP: TOTAL FUNDING (Rounded Up)			$ 700,554.00	

APPENDIX 1.2: BUDGET SUMMARY BY TASK (04/21/20)

1 – PROGRAM MANAGEMENT, PROFESSIONAL DEVELOPMENT, PUBLIC PARTICIPATION AND UNIFIED PLANNING WORK PROGRAM (UPWP)

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
1 Program Support and Admin, Prof. Dev., PPP & UPWP	21	6825	$ 327,600		$ 32,000	$ 359,600
	TOTALS	6825	$ 327,600		$ 32,000	$ 359,600

2 - TRANSPORTATION IMPROVEMENT PROGRAM

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
2 TIP Prep and Project Assistance	25	250	$ 12,000	$ -	$ -	$ 12,000
	TOTALS	250	$ 12,000	$ -	$ -	$ 12,000

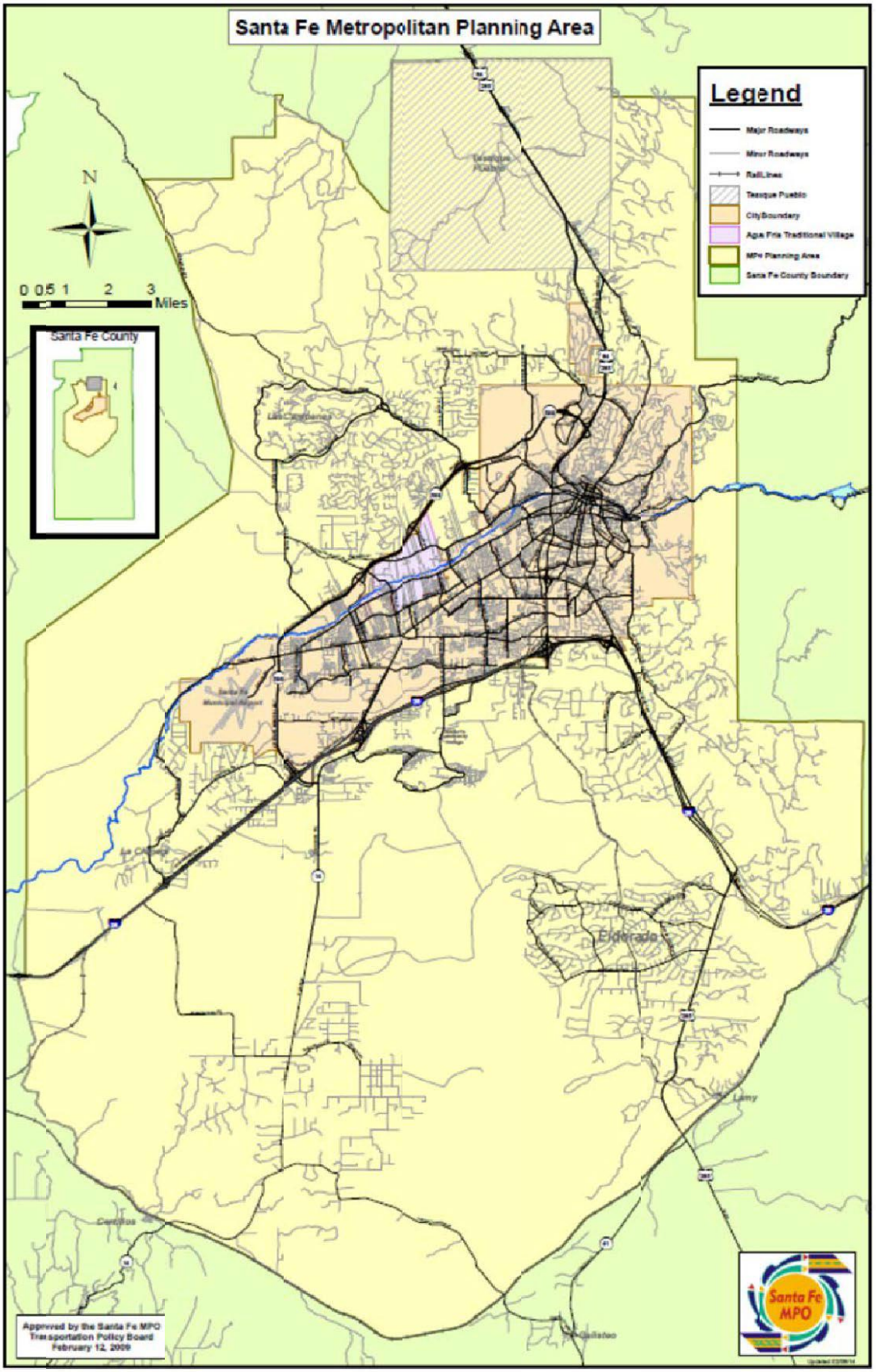
3- DATA COLLECTION/ANALYSIS: TRAFFIC, CRASH, TRAVEL DEMAND AND RELATED ACTIVITIES

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
3 Data Collection/Analysis	24	795	$ 38,160	$ 20,000	$ 6,000	$ 64,160
	TOTALS	795	$ 38,160	$ 20,000	$ 6,000	$ 64,160

4 TRANSPORTATION PLANNING

Task	FTA Codes	Staff	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
4.1 Multi-Modal/ Active Transportation	23	3600	$ 172,800	$ 33,000	$ 10,514	$ 216,314
4.2 Participation in Member Plans and Studies	24	610	$ 29,280	$ -	$ -	$ 29,280
4.3 Metropolitan Transportation Plan	23	400	$ 19,200	$ -	$ -	$ 19,200
	TOTALS	4610	$ 172,800	$ 53,000	$ 10,514	$ 264,794

TOTALS FOR ALL TASKS	12,480	$ 550,560	$ 53,000	$ 48,514	$ 700,554

FTA Codes:
44.21.00 Program Support Administration
44.22.00 General Development and Comprehensive Planning
44.23.00 Long Range Transportation Planning
44.24.00 Short Range Transportation Planning
44.25.00 Transportation Improvement Program
44.26.00 Planning Emphasis Areas
44.27.00 Other Activities

APPENDIX 1.3: Planning Area Map