



Santa Fe Metropolitan Planning Organization



FFY 2021 & FFY 2022
UNIFIED PLANNING WORK PROGRAM
FFY 2021 APER

Annual Performance and Expenditure Report

(October 1, 2020 to September 30, 2021)

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FFY 2020 – 2021 Budget Sources (10/01/20 – 9/30/21)

APPENDIX 1.1: BUDGET SOURCES (Revised based on FFY2022 Federal Distribution Formula 03/30/21)

FFY2021	Federal Funds	Local Match 14.56%	Total	
FFY 2021 (Section 112) FHWA	\$ 228,298.00	\$ 38,905.00	\$267,203.00	Actual Funding Target from NMDOT based on 09/30/20 Notice to Proceed Letter
FFY 2021 (Section 112) Total Funding	\$ 228,298.00	\$ 38,905.00	\$267,203.00	
	Federal Funds	Local Match 20%	Total	
FFY 2021 (Section 5303) FTA	\$ 71,513.00	\$ 17,878.00	\$ 89,391.00	Actual Funding Target from NMDOT based on 10/19/20 Award Letter
FFY 2021 (Section 5303) Total Funding	\$ 71,513.00	\$ 17,878.00	\$ 89,391.00	
FFY 2021: TOTAL PROGRAM FUNDS	\$ 299,811.00	\$ 56,783.00	\$356,594.00	
FFY2022	Federal Funds	Local Match 14.56%	Total	
FFY 2022 (Section 112) FHWA	\$ 219,726.00	\$ 37,444.00	\$257,170.00	Estimated Funding Target from NMDOT based on FFY 2022 PL Targets Distribution Formula
FFY 2022 (Section 112) Total Funding	\$ 219,726.00	\$ 37,444.00	\$257,170.00	
	Federal Funds	Local Match 20%	Total	
FFY 2022 (Section 5303) FTA	\$ 71,513.00	\$ 17,878.00	\$ 89,391.00	Estimated Funding Target from NMDOT based on FFY2021 Award
FFY 2022 (Section 5303) Total Funding	\$ 71,513.00	\$ 17,878.00	\$ 89,391.00	
FFY 2022: TOTAL PROGRAM FUNDS	\$ 291,239.00	\$ 55,322.00	\$346,561.00	
FFY 2021 & FFY 2022 UPWP: TOTAL FUNDING (Rounded Up)			\$703,155.00	

UPWP APPENDIX 1.2: Budget Summary by Task

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	6250	\$ 300,000		\$ 49,567	\$ 349,567
TOTALS		6250	\$ 300,000		\$ 49,567	\$ 349,567

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	645	\$ 30,960	\$ 32,000	\$ 13,200	\$ 76,160
TOTALS		645	\$ 30,960	\$ 32,000	\$ 13,200	\$ 76,160

4 TRANSPORTATION PLANNING

Task	FTA Codes	Staff	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
4.1 Multi-Modal/ Active Transportation	23	3275	\$ 157,200	\$ 49,234	\$ 10,514	\$ 216,948
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		4285	\$ 205,680	\$ 49,234	\$ 10,514	\$ 265,428

TOTALS FOR ALL TASKS

11,430	\$ 548,640	\$ 81,234	\$ 73,281	\$ 703,155
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Adoption Record and Amendments to the FFYs 2021 and 2022 UPWP

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
2021 Q1	X		Administrative Amendment to change reference from 4 Year TIP to 2 Year TIP Reduce staff hours by 1050 for two years based on staff work on Policy Board approved City of Santa Fe Safe Routes to School program and actual budget sources from award and notice to proceed letters.	11/03/20	
2021 Q3	X		Administrative Amendment to adjust Federal Funding Sources FFY2022 based on adjusted FY2022 Federal Distribution Formula	04/07/21	

FFY 2021 Expenditure Summary by Quarter

Santa Fe MPO FFY 2021 Expenditure Summary by Quarter: Section 112 and 5303

FHWA Section 112	FFY2021 Budget 10/01/20	1st Quarter Expenses 10/1-12/31/20	2nd Quarter Expenses 1/1-3/31/21	3rd Quarter Expenses 4/1-6/30/21	4th Quarter Expenses 7/1-9/30/21	Total Expenses FFY 2021	Balances YTD
FFY2021 Funds - #P519030 - FHWA Federal (85.44%)	\$ 228,298.00						\$ 0.03
FHWA PL 112 UPWP Expenditures		\$ 58,159.01	\$ 52,203.30	\$ 85,085.70	\$ 32,849.96	\$ 228,297.97	
Local PL 112 Match Applied (14.56%)	\$ 38,905.00						\$ 0.29
Local Required PL 112 UPWP Expenditures		\$ 9,910.99	\$ 8,896.07	\$ 14,499.62	\$ 5,598.03	\$ 38,904.71	
TOTAL BUDGET (FHWA PL 112 + Local Match)	\$ 267,203.00						\$ 0.32
TOTAL EXPENDITURES (FHWA PL112 + Local Match)		\$ 68,070.00	\$ 61,099.37	\$ 99,585.32	\$ 38,447.99	\$ 267,202.68	
FTA Section 5303	FFY2021 Budget 10/01/20	1st Quarter Expenses 10/1-12/31/20	2nd Quarter Expenses 1/1-3/31/21	3rd Quarter Expenses 4/1-6/30/21	4th Quarter Expenses 7/1-9/30/21	Total Expenses FFY 2021	Balances YTD
FFY 2019/2020 Funds - #M0628 - FTA 5303 Federal (80%)	\$ 29,451.21						\$ -
FTA 5303 UPWP Expenditures		\$ 13,616.58	\$ 12,219.90	\$ 3,614.73	\$ -	\$ 29,451.21	
Local 5303 Match Applied (20%)	\$ 7,362.80						\$ -
Local Required 5303 UPWP Expenditures		\$ 3,404.14	\$ 3,054.97	\$ 903.69	\$ -	\$ 7,362.80	
FFY 2021 Funds - #M01628 - FTA 5303 Federal (80%)	\$ 71,513.00						\$ 7,102.72
FTA 5303 UPWP Expenditures		\$ -		\$ 16,301.61	\$ 48,108.67	\$ 64,410.28	
Local 5303 Match Applied (20%)	\$ 17,878.25						\$ 1,775.68
Local Required 5303 UPWP Expenditures		\$ -	\$ -	\$ 4,075.40	\$ 12,027.17	\$ 16,102.57	
TOTAL BUDGET (FTA 5303 + Local Match)	\$ 126,205.26						\$ 8,878.40
TOTAL EXPENDITURES (FTA 5303 + Local Match)		\$ 17,020.72	\$ 15,274.87	\$ 24,895.43	\$ 60,135.84	\$ 117,326.86	
Combined Sections 112 and 5303	FFY2021 Budget 10/01/20	1st Quarter Expenses 10/1-12/31/20	2nd Quarter Expenses 1/1-3/31/21	3rd Quarter Expenses 4/1-6/30/21	4th Quarter Expenses 7/1-9/30/21	Total Expenses FFY 2021	Combined Total Balances YTD
Total Federal Funding (Sections 112, 5303)	\$ 329,262.21						\$ 7,102.75
Total Expenditures FFY 2021		\$ 71,775.59	\$ 64,423.20	\$ 105,002.04	\$ 80,958.63	\$ 322,159.46	
Total Local Match Applied (Secs 112, 5303)	\$ 64,146.05						\$ 1,775.97
Total Expenditures FFY 2021		\$ 13,315.13	\$ 11,951.04	\$ 19,478.71	\$ 17,625.20	\$ 62,370.08	
FY 2021 TOTAL BUDGET (Sections 112, 5303)	\$ 393,408.26						\$ 8,878.72
TOTAL EXPENDITURES (Sections 112, 5303)		\$ 85,090.72	\$ 76,374.24	\$ 124,480.75	\$ 98,583.83	\$ 384,529.54	

FFY 2021 YTD Staff hours and Expense Summary by Task

FFY: 2021		YTD Staff Hours and Expense Summary		UPWP_cycle:		Amendment 2	
						Official <input checked="" type="checkbox"/>	
1	Program Management, Professional Development, Public Participation and Unified Planning Work Program	Staff Hours YTD	Staff Costs with Taxes and Benefits YTD	Consultant services YTD	Other Expenses YTD	Task Total YTD	
1	Program Management, Professional	2791.75	\$140,586.55	\$0.00	\$20,857.45	\$161,444.00	
	Totals	2791.75	\$140,586.55	\$0.00	\$20,857.45	\$161,444.00	
	2021/2022 Budget	6250	\$300,000.00	\$0.00	\$49,567.00	\$349,567.00	
	YTD Balance	3458.25	\$159,413.45	\$0.00	\$28,709.55	\$188,123.00	
	% expended	44.67%	46.86%	infinite	42.08%	46.18%	
2	Transportation Improvement Program (TIP)	Staff Hours YTD	Staff Costs with Taxes and Benefits YTD	Consultant services YTD	Other Expenses YTD	Task Total YTD	
2	Transportation Improvement Progr	97.25	\$4,661.86	\$0.00	\$834.60	\$5,496.46	
	Totals	97.25	\$4,661.86	\$0.00	\$834.60	\$5,496.46	
	2021/2022 Budget	250	\$12,000.00	\$0.00	\$0.00	\$12,000.00	
	YTD Balance	152.75	\$7,338.14	\$0.00	(\$834.60)	\$6,503.54	
	% expended	38.90%	38.85%	infinite	infinite	45.80%	
3	Data Collection/Analysis: Traffic, Crash, Travel Demand Model, and Related Activities	Staff Hours YTD	Staff Costs with Taxes and Benefits YTD	Consultant services YTD	Other Expenses YTD	Task Total YTD	
3	Data Collection/Analysis: Traffic,	762.5	\$32,341.56	\$22,906.64	\$10,325.64	\$65,573.84	
	Totals	762.5	\$32,341.56	\$22,906.64	\$10,325.64	\$65,573.84	
	2021/2022 Budget	645	\$30,960.00	\$32,000.00	\$13,200.00	\$76,160.00	
	YTD Balance	-117.5	(\$1,381.56)	\$9,093.36	\$2,874.36	\$10,586.16	
	% expended	118.22%	104.46%	71.58%	78.22%	86.10%	
4	Transportation planning	Staff Hours YTD	Staff Costs with Taxes and Benefits YTD	Consultant services YTD	Other Expenses YTD	Task Total YTD	
4.1	Multi-Modal and Active Transport	1871.5	\$88,632.13	\$10,101.75	\$17,786.33	\$116,520.21	
4.2	Participation in MPO Member Plan	667.25	\$32,695.52	\$0.00	\$0.00	\$32,695.52	
4.3	Metropolitan Transportation Plan	47	\$2,514.00	\$0.00	\$285.51	\$2,799.52	
	Totals	2585.75	\$123,841.66	\$10,101.75	\$18,071.84	\$152,015.25	
	2021/2022 Budget	4285	\$205,680.00	\$49,234.00	\$10,514.00	\$265,428.00	
	YTD Balance	1699.25	\$81,838.34	\$39,132.25	(\$7,557.84)	\$113,412.75	
	% expended	60.34%	60.21%	20.52%	171.88%	57.27%	

MPO Narrative Summary - FFY2021

Please provide a BRIEF summary of Unified Planning Work Program activities by Task below. Please note if the activities of each Task were completed or if they are continuing into year two of the UPWP and provide an update on the progress of those activities.

Task 1: Program Support and Administration

1. MPO hosted the 2021 MPO Quarterly and attended all quarterly meetings. Completed training for new board members and provided training to board utilizing our Santa Fe MPO Training Manual. Completed each consecutive quarterly expenditure report in a timely manner for reimbursements as well as the 2020 APER. Prepared, noticed and hosted Technical Coordinating Committee and Transportation Policy Board meetings as needed. Managed the day-to-day business of the Santa Fe MPO. Participated in multiple professional training seminars/workshops and conferences. Updated website with notices, agendas and minutes as required. All activities completed.

Task 2: Transportation Improvement Program (TIP)

2. MPO processed both formal and administrative amendments to the FFY2020-2025 TIP. Staff developed the FFY2022-2027 TIP following all required noticing, public comment periods and formal adoption via the TCC and TPB prior to the NMDOT's deadline. FFY2020 List of Obligated Projects was prepared and submitted to NMDOT. Staff supported administrative management of the TIP via the E-STIP platform as needed. All activities completed.

Task 3: General Development and Data Collection/Analysis

3. MPO continued annual license agreement with Midwest Software Solutions (MS2) hosting traffic data for public access. MPO provided multiple sets of traffic counts and crash data to member agencies and the public as needed. Travel Demand Model data is continually shared with member agencies as projects develop when requested within the metro area. MPO began a license agreement with "Streetlight Data" (mobile phone/big data) as a measure to expand travel data via all modes for planning purposes. Activities completed and on-going.

Task 4: Transportation Planning

4.1 MPO advanced multimodal/active transportation initiatives by participating in events, Safe Routes to Parks program, Safe Routes to School program, social equity and public engagement by working directly with community members in the Southside of Santa Fe to develop a deeper understanding of how to increase and maximize participation from underserved populations.
4.2 MPO supported member agencies with multiple planning initiatives including but not limited to: City Multimodal Transition Plan, County Transportation Plan, City Southside Sector Plan and Community Health Profile, Annual Bike Month Planning and events, technical support to the City Bicycle Pedestrian Advisory Committee, detailed review and participation in land use development review process including testimonials at Planning Commission and City Council meetings.
4.3 MPO continued to implement elements of the MTP and its companion master plans. This included a formal amendment to the 2020 MTP to include a new project on behalf of the City. All activities completed some on-going.

MPO APER Budgeted Staff Hours Summary

UPWP cycle	Amendment	Fiscal Year	task	Budgeted hours	Quarter				Hours spent	% difference	Hrs Remaining
					1	2	3	4			
2021/2022	2	2021	1	6250	739	653.5	692.3	707	2791.75	-55%	3458.25
2021/2022	2	2021	2	250	49.75	14	18.5	15	97.25	-61%	152.75
2021/2022	2	2021	3	645	224	175	199	164.5	762.5	18%	-117.5
2021/2022	2	2021	4	4285	571.25	693.5	640.5	680.5	2585.75	-40%	1403.5
* If actual hours differ from budgeted hours by more than 20% for any Task, provide a narrative explanation below											

Tasks 1, 2, and 4 were all budgeted to use ~50% of the hours in FFY 2021, and 50% in FFY 2022. We are within ~10% of that goal for each of these tasks, with 40-61% of the hours remaining to be spent in the second year of the UPWP. Task 3 however represented an upfront heavy expenditure on data collection due to a large amount of effort that has been expended on efforts to improve understanding and counts associated with Pedestrian and Bicyclist movements and needs.

MPO APER Budgeted Other Expenses Summary

FFY 21 UPWP cycle	Amendment	task	FFY 2021 budgeted amount: Other Expenditures	Quarter				Total	% difference	Funds Remaining
				1	2	3	4			
2021	2	1	\$24,783.50	\$2,279.41	4,540.15	\$1,479.85	\$12,558.04	\$20,857.45	-16%	\$3,926.05
2021	2	2	0	\$568.45	\$266.15	0	0	\$834.60	N/A	-\$834.60
2021	2	3	\$6,600	0	0	\$10,325.64	0	\$10,325.64	56.4%	\$ -3,725.64
2021	2	4	\$5,257	\$6,146.15	0	\$11,925.69	0	\$18,071.84	243.8%	\$-12,814.84

Tasks 2: MPO charged TIP public noticing to this task instead of task 1 as we thought it would be most appropriate. Task 3: MPO was in line with the purchase of two additional EcoCounters for Ped/Bike counts. Task 4: MPO printed 4000 Storybooks for youth education as an extension of implementation of the MTP. MPO paid for a public notice to amend the MTP that was not initially anticipated. MPO printed updated 2021 Bikeways Maps as budgeted, however inflation added additional costs.

MPO APER Budgeted Consultant Summary

FFY 21 UPWP cycle	Amendment	task	FFY 2021 Budgeted amount: Consultant funds	Quarter				Total	% difference	Funds Remaining
				1	2	3	4			
2021	2	1	0	0	0	0	0	0	0	0
2021	2	2	0	0	0	0	0	0	0	0
2021	2	3	\$16,000	0	0	\$22,906.64	0	\$22,906.64	43.2%	-6,906.64
2021	2	4	\$24,617	0	0	0	\$10,101.75	\$10,101.75	-59%	\$14,515.25

Tasks 3: MPO anticipated additional support for data collection and analysis services. MPO purchased subscription for “Streetlight Data” services providing mobile phone data. Task: 4. MPO anticipated additional consulting services to help further support the implementation of the MTP and Master Plans, of which hiring Earth Care for public engagement occurred this fiscal year however additional funding was not necessary. We anticipate additional needs in FFY22.

MPO Summary of Consultant Vendor Services for FFY 2021

Fiscal Year	Quarter	task Number	Consultant/ Vendor	Description of work	Contracted amount	2021 Actual Costs	% actual differ from contract
2021	3	3	eRMSI: Eco Resource Management Systems	Update and use of the TDM to include concept work around Mid-Town Campus planning	\$ 20,000.00	\$ 2,956.64	-85%
2021	3	3	StreetLight	Data subscription and platform access for a large dataset collected through the use of cell phone technologies	\$ 19,950.00	\$19,950.00	0%
2021	4	4.1	Alta Planning	Analysis and concept planning for complete street design in Santa Fe in retro-fitted corridors	\$ 17,000.00	\$ 923.00	-95%
2021	4	4.1	Earth Care	Public engagement services related to trail access, and transportation inequities	\$ 8,000.00	\$ 8,000.00	0%

Explanation: The difference for eRMSI, and Alta Planning are a result of having contracts that partially fall outside of FFY21.

FFY 2021 Quarternary Expense Report by Fund

2021								
Salaries & Benefits	112 Q1	112 Q2	112 Q3	112 Q4	5303 Q1	5303 Q2	5303 Q3	5303 Q4
Benefits	\$20,277.60	\$17,900.82	\$21,187.53	\$18,197.74	\$5,069.40	\$4,475.20	\$5,296.89	\$4,064.72
Salaries	\$40,599.74	\$39,353.51	\$41,086.74	\$2,146.62	\$10,149.97	\$9,838.41	\$10,271.77	\$51,514.96
Grouped expense total	\$60,877.34	\$57,254.33	\$62,274.27	\$20,344.36	\$15,219.37	\$14,313.61	\$15,568.66	\$55,579.68
Consultants	112 Q1	112 Q2	112 Q3	112 Q4	5303 Q1	5303 Q2	5303 Q3	5303 Q4
Professional Contracts			\$15,960.00	\$738.40			\$3,990.00	\$184.60
Other Consulting			\$2,365.31	\$7,318.79			\$591.33	\$1,859.96
Grouped expense total	\$0.00	\$0.00	\$18,325.31	\$8,057.19	\$0.00	\$0.00	\$4,581.33	\$2,044.56
Other Expenses	112 Q1	112 Q2	112 Q3	112 Q4	5303 Q1	5303 Q2	5303 Q3	5303 Q4
Communication	\$637.41		\$715.35		\$159.36		\$178.84	
Operating Supplies		\$389.72	\$15,681.93	\$402.51		\$97.43	\$3,919.50	\$100.63
Software-Purchased				\$208.10				\$52.02
Books/Subscrip/Periodicals	\$69.36	\$1,509.36	\$386.16	\$4,034.47	\$20.51	\$377.34	\$96.54	\$1,008.62
Registration	\$638.28	\$300.00		\$3,959.20	\$159.57	\$75.00		\$989.80
Print/Publish	\$5,847.61	\$1,425.25	\$2,123.10	\$475.94	\$1,461.91	\$356.31	\$530.76	\$118.98
Dues		\$220.71	\$79.20	\$966.22		\$55.18	\$19.80	\$241.55
Unknown; TBD			\$0.00				\$0.00	
Grouped expense total	\$7,192.66	\$3,845.04	\$18,985.74	\$10,046.44	\$1,801.35	\$961.26	\$4,745.44	\$2,511.60
Total Costs	\$68,070.00	\$61,099.37	\$99,585.32	\$38,447.99	\$17,020.72	\$15,274.87	\$24,895.43	\$60,135.84

MPO Quarterly Narratives and Expenditures Per Tasks

Task 1: Program Management, Professional Development, Public Participation and Unified Planning Work Program

Task 2: Transportation Improvement Program (TIP)

Task 3: Data Collection/Analysis: Traffic, Crash, Travel Demand and Related Activities

Task 4: Transportation Planning

4.1 Multi-Modal and Active Transportation Planning

4.2 Participation in MPO Member Plans, Projects, and Studies

4.3 Metropolitan Transportation Plan

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

Santa Fe MPO FFY 2021 APER (October 1, 2020 to September 30, 2021)
FFY 2021 & 2022 UPWP

- ✓ 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

Santa Fe MPO FFY 2021 APER (October 1, 2020 to September 30, 2021)
FFY 2021 & 2022 UPWP

- 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

Expenses:

Santa Fe MPO FFY 2021 APER (October 1, 2020 to September 30, 2021)
FFY 2021 & 2022 UPWP

Task 1 Program Management, Professional Development, Public Participation and UPWP					
2021/2022 UPWP Budget	Staff Hours	Staff Costs With Taxes and Benefits	Consultant Services	Other Expenses	Totals
Starting Balances 2021	6250	\$300,000.00	\$0.00	\$49,567.00	\$349,567.00
Quarter 1	739	\$36,825.31	\$0.00	\$2,279.41	\$39,104.72
Quarter 2	653.5	\$31,735.69	\$0.00	\$4,540.15	\$36,275.84
Quarter 3	692.25	\$36,297.90	\$0.00	\$1,479.85	\$37,777.75
Quarter 4	707	\$35,727.65	\$0.00	\$12,558.04	\$48,285.69
Total Expenses	2791.75	\$140,586.55	\$0.00	\$20,857.45	\$161,444.00
Balances YTD	3458.25	\$159,413.45	\$0.00	\$28,709.55	\$188,123.00
Federal Fiscal Year 2021					
UPWP Amendment # 2					
Transportation Improvement Program (TIP)					

Quarter 1: Staff Activities

- MPO Staff developed print version of the activity book completed by FHU Transportation Consultants to develop a youth educational resource around transportation and safety in Santa Fe. With 4000 copies printed, MPO is preparing to distribute to public libraries, community centers and to schools with 4th, 5th and 6th grades.
- MPO Officer attended and participated in bi-weekly departmental staff meetings.
- MPO staff edited the MPO website to include community announcements and meetings.
- MPO officer and Staff responded to community member concerns.
- MPO staff continue to manage data and files, for successful remote data access.
- MPO Staff developed and submitted the FFY2020 4th Quarter Report from the 2019-2020 UPWP
- MPO Officer provided financial review and submission for reimbursement of the Division's Wells Fargo Commercial Credit Card the beginning of each month.
- MPO Staff developed and submitted the FFY2020 Annual Expenditure Report
- MPO Staff continued to improve the database to further streamline accounting processes for future quarterly reports and continues to work with the City of Santa Fe to improve our quarterly reporting response times and requested better support.
- MPO Officer finalized an administrative amendment of the 2021 UPWP to modify the language regarding 2 year TIP development and to account for future hours being reimbursed by the City's TAP grant.
- MPO Officer utilized UPWP when necessary for professional development/training requests.
- MPO Officer worked with the City Manager to request a decommissioned 12-Passenger Bus for the MPO for purposes of public engagement efforts. The request was made with the transition process occurring in 2021.
- MPO Planning Technician reviewed all processes, data, and documents supporting Quarterly Reporting, including entering new data for the 2021/2022 UPWP amendment 1 and preparing for a new UPWP cycle
- MPO Staff provided public notices for Transportation Policy Board Meetings
- MPO Staff prepared reports and meeting packets for the TPB and TCC meetings. This included the development of a specific meeting website page that was inclusive of all pertinent meeting agenda items accessible to committee members, the public and stakeholders.
- MPO Planning Technician provided updates to the Santa Fe MPO Website, including posting meeting agenda's and minutes for TCC and TPB, major project traffic advisories and updates.
- MPO Staff participated in additional transit planning software training (REMIX) with City staff provided by REMIX staff.

Santa Fe MPO FFY 2021 APER (October 1, 2020 to September 30, 2021)
FFY 2021 & 2022 UPWP

- MPO Staff attend the 2020 AMPO Virtual Conference providing a variety of professional development workshops related to MPO transportation planning in October.
- MPO Officer attended the 2020 APA NM Chapter and Regional Chapter's Virtual Conferencing in October.
- MPO Staff attended Facilitating Walking and Cycling Transportation in New Mexico training session provided by LTAP.
- MPO Planning Technician attended the UNM Data Users conference
- MPO Staff attended Introduction to Public Transportation training session
- MPO Staff provided incoming Policy Board Member, Commissioner Hank Hughes with an MPO Virtual Training session as a measure to introduce ourselves and the basic elements of MPO operations.
- MPO Staff conducted public outreach to advertise the Santa Fe Youth Transportation/Urban Design Photography Competition
- MPO Staff sent the first quarterly newsletter to stakeholders and engaged citizens
- MPO Staff gave presentations about the MPO and the MTP to interested citizens and city staff following the newsletter.
- MPO Transportation Planner attended City Communications Team meetings
- MPO Staff revamped the MPO letterhead.

Quarter 2: Staff Activities

- MPO Staff translated into Spanish the activity book completed by FHU Transportation Consultants to develop a youth educational resource around transportation and safety in Santa Fe.
- MPO Officer attended and participated in bi-weekly departmental staff meetings.
- MPO staff edited the MPO website to include community announcements and meetings, and maintained updated documents including updated UPWPs.
- MPO officer and Staff responded to community member concerns.
- MPO staff continue to manage data and files, for successful remote data access.
- MPO Staff developed and submitted the FFY2021 Quarter #1 Report from the 2021-2022 UPWP
- MPO Officer provided financial review and submission for reimbursement of the Division's Wells Fargo Commercial Credit Card the beginning of each month.
- MPO Staff continued to improve the database to further streamline accounting processes for future quarterly reports and continues to work with the City of Santa Fe to improve our quarterly reporting response times and requested better support.
- MPO Officer utilized UPWP when necessary for professional development/training requests.
- MPO Planning Technician reviewed all processes, data, and documents supporting Quarterly Reporting.
- MPO Staff provided public notices for Transportation Policy Board Meetings
- MPO Staff prepared reports and meeting packets for the TPB and TCC meetings. This included the development of a specific meeting website page that was inclusive of all pertinent meeting agenda items accessible to committee members, the public and stakeholders.
- MPO Planning Technician provided updates to the Santa Fe MPO Website, including posting meeting agendas and minutes for TCC and TPB, major project traffic advisories and updates. MPO Staff participated in additional transit planning software training StreetMix (REMIX) provided by REMIX staff.
- MPO Staff prepared for REMIX training by gathering and dispensing pertinent spatial data.
- MPO Staff sent the second quarterly newsletter to stakeholders and engaged citizens

Santa Fe MPO FFY 2021 APER (October 1, 2020 to September 30, 2021)
FFY 2021 & 2022 UPWP

- MPO Transportation Planner attended City Communications Team meetings
- MPO Officer researched impacts associated with the Office of Management and Budgets (OMB) consideration of changing the standards that define Metropolitan and Micropolitan Statistical Areas
- MPO Officer arranged for a Special Meeting of the Policy Board in March to address concerns about the OMB's change in standards. The Policy Board submitted a letter opposing the changes.
- MPO Officer drafted a letter for the Mayor of Santa Fe who refined said letter and submitted it opposing the changes.
- MPO Officer drafted and submitted administrative changes to the UPWP based on the FFY2022 Federal Distribution Formula's new PL funds.
- MPO Staff attended the Q2 New Mexico Quarterly Meeting hosted by MRCOG MPO
- MPO Officer developed draft budget for the City of Santa Fe for their FY22
- MPO Officer developed a ppt presentation detailing the history of Cerrillos Road through the lens of Sustainability and presented during a Friend's of Santa Fe Architecture Revisioning History Workshop in March.
- MPO Planning Technician examined city database and public works data needs in an effort to streamline work flows, eliminate duplicative data collection, and to improve access to inter and intra departmental data.

Quarter 3: Staff Activities

- MPO Staff with assistance from Public School staff distributed printed copies of the English activity book to 4th, 5th, and 6th grade classes.
- MPO Officer attended and participated in bi-weekly departmental staff meetings.
- MPO staff edited the MPO website to include community announcements and meetings.
- MPO officer and Staff responded to community member concerns.
- MPO staff continue to manage data and files, for successful remote data access.
- MPO Staff developed and submitted the FFY2021 Quarter #2 Report from the 2021-2022 UPWP
- MPO Staff participated in the annual Quality Assurance Review in April and subsequently reviewed the findings.
- MPO Officer continued to train on City's public meeting agenda software platform for TCC/Policy Board.
- MPO Officer provided financial review and submission for reimbursement of the Division's Wells Fargo Commercial Credit Card the beginning of each month.
- MPO Staff continued to improve the database to further streamline accounting processes for future quarterly reports and continues to work with the city of Santa Fe to improve our quarterly reporting response times and requested better support.
- MPO Officer utilized UPWP when necessary for professional development/training requests.
- MPO Planning Technician reviewed all processes, data, and documents supporting Quarterly Reporting.
- MPO Staff provided public notices for Transportation Policy Board Meetings
- MPO Staff prepared reports and meeting packets for the TPB and TCC meetings. This included the development of a specific meeting website page that was inclusive of all pertinent meeting agenda items accessible to committee members, the public and stakeholders.
- MPO Planning Technician provided updates to the Santa Fe MPO Website, including posting meeting agenda's and minutes for TCC and TPB, major project traffic advisories and updates.
- MPO Staff sent the third quarterly newsletter to stakeholders and engaged citizens.
- MPO Transportation Planner attended City Communications Team meetings

Santa Fe MPO FFY 2021 APER (October 1, 2020 to September 30, 2021)
FFY 2021 & 2022 UPWP

- MPO Officer researched impacts associated with the Census Bureau's consideration of changing the calculations that define Urban and Rural and presented findings to the Policy Board in April.
- MPO Staff attended the Q3 New Mexico Quarterly MPO Meeting hosted by Farmington MPO.
- MPO Officer developed a ppt presentation regarding the Santa Fe MPO and some of the issues/goals and objectives we are working on for the city of Santa Fe Planning Commission.
- MPO Staff installed two 5' by 20' banner of Santa Fe Street Stories with photos from the Youth Transportation Photo Competition for outdoor display at two parks and monitor each on a regular basis.
- MPO staff began procurement of an e-cargo bicycle for MPO activities.
- MPO staff began a novel pilot program to conduct outreach and visioning for the southside sector by placing decals and placards along walking areas in the southside neighborhoods.
- MPO Officer attended the following trainings and webinars:
 - APA National Conference – April 5,6,&7
 - Webinar: New Mobilities: Smart Planning for Emerging Transportation Technologies

Quarter 4: Staff Activities

- MPO Officer attended and participated in bi-weekly departmental staff meetings.
- MPO staff edited the MPO website to include community announcements and meetings.
- MPO officer and Staff responded to community member concerns.
- MPO staff continue to manage data and files, for successful remote data access.
- MPO Staff developed and submitted the FFY2021 Quarter #3 Report from the 2021-2022 UPWP
- MPO Officer continued to train on City's public meeting agenda software platform for TCC/Policy Board.
- MPO Officer provided financial review and submission for reimbursement of the Division's Wells Fargo Commercial Credit Card the beginning of each month.
- MPO Staff continued to improve the database to further streamline accounting processes for future quarterly reports and continues to work with the City of Santa Fe to improve our quarterly reporting response times and requested better support.
- MPO Officer utilized UPWP when necessary for professional development/training requests.
- MPO Planning Technician reviewed all processes, data, and documents supporting Quarterly Reporting.
- MPO Officer developed and conducted staff evaluations on Aug. 2nd.
- MPO Staff provided public notices for Transportation Policy Board Meetings
- MPO Staff prepared reports and meeting packets for the TPB and TCC meetings. This included the development of a specific meeting website page that was inclusive of all pertinent meeting agenda items accessible to committee members, the public and stakeholders.
- MPO Planning Technician provided updates to the Santa Fe MPO Website, including posting meeting agendas and minutes for TCC and TPB, major project traffic advisories and updates.
- MPO Staff sent the fourth quarterly newsletter to stakeholders and engaged citizens
- MPO Transportation Planner attended City Communications Team meetings
- MPO Staff hosted the Q4 New Mexico Quarterly MPO Meeting.
- MPO Staff attended the following trainings and webinars:
 - APBP virtual conference
 - How to Make Your Bike Data Count
- MPO Officer received both Section 112 and 5303 Award Letters and will be updating the UPWP to reflect the actual federal amounts via an administrative amendment.

Santa Fe MPO FFY 2021 APER (October 1, 2020 to September 30, 2021)
FFY 2021 & 2022 UPWP

- MPO Staff met with City Fleet staff to discuss the transfer of a van for the purposes of public engagement. Work is in progress to transfer that van.

2 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

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 2 years. The now approved FFY2020-2025 TIP will prevail until 2021. 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 2022-2027 TIP; Call for projects (11/2020); Submit TIP to NMDOT (4/2021)
3. Prepare and submit Annual List of Obligated TIP Projects

PRODUCT	FFY 2021 (October 1, 2020 – September 30, 2020)												FFY 2022 (October 1, 2021 – September 30, 2021)											
	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									
2022-2027 TIP																			x					

Key: X=Scheduled; C=Completed

Expenses:

Santa Fe MPO FFY 2021 APER (October 1, 2020 to September 30, 2021)
FFY 2021 & 2022 UPWP

Task 2 Transportation Improvement Program (TIP)					
2021/2022 UPWP Budget	Staff Hours	Staff Costs With Taxes and Benefits	Consultant Services	Other Expenses	Totals
	250	\$12,000.00	\$0.00	\$0.00	\$12,000.00
Starting Balances 2021	250	\$12,000.00	\$0.00	\$0.00	\$12,000.00
Quarter 1	49.75	\$2,311.62	\$0.00	\$568.45	\$2,880.07
Quarter 2	14	\$668.27	\$0.00	\$266.15	\$934.42
Quarter 3	18.5	\$956.79	\$0.00	\$0.00	\$956.79
Quarter 4	15	\$725.18	\$0.00	\$0.00	\$725.18
Total Expenses	97.25	\$4,661.86	\$0.00	\$834.60	\$5,496.46
Balances YTD	152.75	\$7,338.14	\$0.00	(\$834.60)	\$6,503.54

Quarter 1: Staff Activities

- MPO Staff reached out regarding formal amendment 5 of the 2020-2025 TIP and moved project amendments through the amendment procedures.
- MPO Staff processed and approved requested monthly admin mods
- MPO Planning Tech edited the website to include announcements of TIP actions and updated materials.
- MPO Transportation Planner began the process to develop the 2022-2027 TIP and created associated materials
- MPO Staff facilitated a “Special Meeting” of the TCC and MPO Policy Board related to the development of project selection for the pending 2022 TIP in December.
- MPO Staff facilitated a discussion with NMDOT STIP and District 5 Staff including Farmington MPO staff to discuss the procedural logistics of submitting projects and understanding potential funding allocations.
- MPO Transportation Planner compiled TIP updates for agency staff to share on the website and with TCC and TPB members
- MPO Transportation Planner maintained the online interactive map of TIP projects
- MPO Staff completed and posted on the website the FFY20 Obligated Funds list

Quarter 2: Staff Activities

- MPO Staff reached out regarding formal amendment 6 of the 2020-2025 TIP and moved project amendments through the amendment procedures
- MPO Staff processed and approved requested monthly admin mods
- MPO Planning Tech edited the website to include announcements of TIP actions and updated materials
- MPO Transportation Planner began the process to develop the 2022-2027 TIP and created associated materials
- MPO Transportation Planner compiled TIP updates for agency staff to share on the website and with TCC and TPB members
- MPO Transportation Planner maintained the online interactive map of TIP projects
- MPO Staff completed and posted on the website the FFY20 Obligated Funds list

Quarter 3: Staff Activities

- MPO Staff reached out regarding formal amendment 7 of the 2020-2025 TIP and moved project amendments through the amendment procedures.
- MPO Staff processed and approved requested monthly admin modifications.
- MPO Staff edited the website to include announcements of TIP actions and updated materials.

Santa Fe MPO FFY 2021 APER (October 1, 2020 to September 30, 2021)
FFY 2021 & 2022 UPWP

- MPO Transportation Planner worked with the NMDOT and agencies to compile the draft 2022-2027 TIP
- MPO Transportation Planner compiled TIP updates for agency staff to share on the website and with TCC and TPB members
- MPO Transportation Planner maintained the online interactive map of TIP projects

Quarter 4: Staff Activities

- MPO Staff processed and approved requested monthly admin mods
- MPO Planning Tech edited the website to include announcements of TIP actions and updated materials.
- MPO Transportation Planner completed the 2022-2027 TIP
- MPO Transportation Planner evaluated submitted projects to the 2022-2027 TIP and presented the evaluation to the TCC and Policy Board
- MPO Transportation Planner maintained the online interactive map of TIP projects
- MPO Staff created the 2022-2027 TIP amendment schedule

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

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 with the 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.

Santa Fe MPO FFY 2021 APER (October 1, 2020 to September 30, 2021)
FFY 2021 & 2022 UPWP

- ✓ 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 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
MS2 annual license	x												x											

Key: X=Scheduled; C=Completed

Expenses:

Task 3 Data Collection/Analysis: Traffic, Crash, Travel Demand Model, and Related Activities					
2021/2022	Staff Hours	Staff Costs With Taxes and Benefits	Consultant Services	Other Expenses	Totals
UPWP Budget	645	\$30,960.00	\$32,000.00	\$13,200.00	\$76,160.00
Starting Balances 2021	645	\$30,960.00	\$32,000.00	\$13,200.00	\$76,160.00
Quarter 1	224	\$9,216.59	\$0.00	\$0.00	\$9,216.59
Quarter 2	175	\$6,924.35	\$0.00	\$0.00	\$6,924.35
Quarter 3	199	\$9,039.17	\$22,906.64	\$10,325.64	\$42,271.45
Quarter 4	164.5	\$7,161.45	\$0.00	\$0.00	\$7,161.45
Total Expenses	762.5	\$32,341.56	\$22,906.64	\$10,325.64	\$65,573.84
Balances YTD	-117.5	(\$1,381.56)	\$9,093.36	\$2,874.36	\$10,586.16

Quarter 1: Staff Activities

- MPO Staff continued to organize traffic count software maps and data location on the Santa Fe MPO website.
- MPO Staff responded to a request from Santa Fe Public Schools to assist with traffic data regarding the consideration of improving a local school site to enable additional student enrollment.
- MPO Staff collaborated with Mr. Bob Shull to derive a scope of work utilizing the travel demand model as a tool to provide multiple growth scenarios based on land use development patterns.
- MPO Planner Technician reviewed old Admin data including quarterly expenditures, and continued tracking expenditures continually.

Santa Fe MPO FFY 2021 APER (October 1, 2020 to September 30, 2021)
FFY 2021 & 2022 UPWP

- MPO Planner Technician did some development and QC, as well as ongoing maintenance and necessary updates to the MPO internal database designed to automate Quarterly, Yearly, and other budget processes. This included updating MPO tasks to follow the new UPWP, and to begin allowing for SRTS expenditure tracking.
- MPO Planner Technician responded to various data requests including traffic and crash data requests
- MPO Planner Technician continued work on QC process for Bike and Ped data.
- MPO Planner Technician updated crash data and began a QC process on the existing intersection map, updating county crash records for inclusion into MPO areas, and preliminary identification of each crash as a segment or intersection crash.
- MPO Planner Technician reviewed Mesilla Valley crash reports for consideration of reproduction for the MPO area
- MPO Planner Technician continued to review and organize GIS files.
- MPO Planner Technician completed a data back up to city servers in case of a web-service malfunction.
- MPO staff backed up essential files from remote access computers to web-servers.
- MPO planner Technician corresponded with Public Works staff and the Council Liaison on creating a more streamlined data entry and data center for street and project data.

Quarter 2: Staff Activities

- MPO Staff continued to organize traffic count software maps and data location on the Santa Fe MPO website.
- MPO Staff responded to a request from Santa Fe Public Schools to assist with traffic data regarding the consideration of improving a local school site to enable additional student enrollment.
- MPO Planner Technician reviewed existing trail bike/pedestrian counters and responded to 2 related data requests.
- MPO Planner Technician did yearly maintenance and QC to the MPO internal database designed to automate Quarterly, Yearly, and other budget processes.
- MPO Planner Technician responded to various data requests including several related to crash and traffic counts in specific locations
- MPO Planner Technician continued QC process for Bike and Ped data
- MPO Planner Technician created a pilot bike map for use a mobile phone, and prepared edited layers for future updates
- MPO Planner Technician shared multiple GIS layers with consultants and service providers
- MPO Planner Technician continued improvements to MPO Intersection identification layer
- MPO Planner Technician assembled bicycle and count locations including desired bike rack locations into a bike infrastructure layer, sharing this with at least 3 departments
- MPO Planner Technician continued work on State Planning and Research grant, reviewing and editing the SPR study proposal “Counting Pedestrians at Dangerous Intersections”, finalizing draft locations, completing initial site characteristics, and corresponding with MIOVision staff to review the budget and limit the scope of work so that counting remained feasible given technical limitations. A draft report was initiated.

Quarter 3: Staff Activities

- MPO Staff requested Travel Demand Modelling via Eco Resources Management for support for Santa Fe County regarding new projects they are working on.

Santa Fe MPO FFY 2021 APER (October 1, 2020 to September 30, 2021)
FFY 2021 & 2022 UPWP

- MPO Staff continued to organize traffic count software maps and data location on the Santa Fe MPO website.
- MPO Staff responded to a request from Santa Fe Public Schools to assist with traffic data regarding the consideration of improving a local school site to enable additional student enrollment.
- MPO staff collected data from and maintained existing trail bike/pedestrian counters.
- MPO staff did maintenance on the MPO internal database designed to automate Quarterly, Yearly, and other budget processes including updating the process to track SRTS expenditures separately.
- MPO staff responded to various data requests including disseminating crash and traffic data.
- MPO staff met with NMDOT staff to understand VMT within NMDOT processes.
- MPO staff attended the performance measurement 1 (safety measures) targets discussion.
- MPO staff procured two additional bicycle/pedestrian counters.
- MPO staff installed pneumatic tubes to differentiate bicycles from pedestrians at trail counter locations.
- MPO staff worked on the NMDOT MIOVISION summer counting program including refining the schedule, obtaining the counters from NMDOT, connecting with MioVision support staff to learn the video upload process and best practices for installation, and managing the deployment of the counters in multiple locations. This also included software and hardware management.
- MPO staff worked with Streetlight support staff and software to investigate mobility in Santa Fe using cell-phone location data. Background data layers were created, and refined and multiple studies were initiated. Preparation for data analysis was commenced. Multiple training webinars were attended.

Quarter 4: Staff Activities

- MPO Staff continued to organize traffic count software maps and data location on the Santa Fe MPO website.
- MPO Transportation Planners collected data from and maintained existing trail bike/pedestrian counters.
- MPO Planner reviewed old Admin data including quarterly expenditures, and began a process of tracking expenditures continually.
- MPO Planner did extensive development and QC to the MPO internal database designed to automate Quarterly, Yearly, and other budget processes.
- MPO Planner responded to various data requests including conversations with policy makers on how to use Crash Maps developed by staff.
- MPO Transportation Planner installed and maintained temporary pneumatic bike counters near the trail bike/ped counters

4 – TRANSPORTATION PLANNING

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

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 Santa Fe MPO FFY 2021 APER (October 1, 2020 to September 30, 2021)
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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.

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- ✓ 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

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- 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
- Purchase of Electric Cargo Bike as a means to efficiently deliver maps, attend public engagement activities, check bike/ped counters, install ped/bike cameras, deliver copies of the MTP Storybook to school and other activities related to transportation planning.

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

Expenses:

Task 4.1 Multi-Modal and Active Transportation Planning					
2021/2022 UPWP Budget	Staff Hours	Staff Costs With Taxes and Benefits	Consultant Services	Other Expenses	Totals
Starting Balances 2021	3275	\$157,200.00	\$49,234.00	\$10,514.00	\$216,948.00
Quarter 1	417.25	\$20,233.83	\$0.00	\$5,860.64	\$26,094.47
Quarter 2	490.5	\$22,704.54	\$0.00	\$0.00	\$22,704.54
Quarter 3	454.25	\$21,742.68	\$0.00	\$11,925.69	\$33,668.37
Quarter 4	509.5	\$23,951.08	\$10,101.75	\$0.00	\$34,052.83
Total Expenses	1871.5	\$88,632.13	\$10,101.75	\$17,786.33	\$116,520.21
Balances YTD	1403.5	\$68,567.87	\$39,132.25	(\$7,272.33)	\$100,427.79

Quarter 1: Staff Activities

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- MPO Staff continued to work on a Youth “Story Book” project to advance the basic tenants of the newly adopted MTP by creating a project targeting local students. This is an engagement tool to be deployed this coming school year and will be accompanied by a classroom curriculum to bring the basic tenants of transportation planning to elementary and middle school classrooms.
- MPO Staff participate in monthly statewide Safe Routes to School virtual meetings to help coordinate efforts regionally.
- MPO Staff met with leadership from the National Park Service to consider making application for a technical trails assistance grant to support the development of a network of trails in the southside of Santa Fe.
- MPO staff completed a Youth Transportation Photography Competition – The online competition is intended to engage youth with urban design and local transportation issues.
- MPO Staff reviewed and commented on various development plans with land-use department staff to ensure that bicycle and pedestrian network connectivity is maintained/improved.
- MPO Staff distributed Santa Fe Bikeways and Trails Maps to the public.
- MPO staff conducted a site visit and compiled key data on the Cerrillos road corridor that is up for redesign
- MPO Staff participated in multiple discussion with NMDOT staff regarding projects that may impact the State’s Freight planning efforts.
- MPO Staff submitted an application to the National Park Service’s River Trails Assistance Program and successfully was awarded technical service to specifically develop a Public Health Profile for an area in the Southern part of Santa Fe to help advance active transportation project. That profile is projected to be completed in Q2.
- MPO Transportation Planner began to update the front and back of the Bikeways and Trail Map.
- MPO Staff assessed the Bicycle Master Plan proposed projects and selected a few to suggest the city prioritize

Quarter 2: Staff Activities

- MPO Staff continued to work on a Youth “Story Book” project to advance the basic tenants of the newly adopted MTP by creating a project targeting local students. This is an engagement tool to be deployed this coming school year and will be accompanied by a classroom curriculum to bring the basic tenants of transportation planning to elementary and middle school classrooms.
- MPO Staff participate in monthly statewide Safe Routes to School virtual meetings to help coordinate efforts regionally.
- MPO Staff participated in Safe Routes to Parks virtual meetings to help coordinate efforts, and to help with park assessments and visioning surrounding this grant.
- MPO Staff met with leadership from the National Park Service to consider making application for a technical trails assistance grant to support the development of a network of trails in the southside of Santa Fe.
- MPO Staff reviewed and commented on various development plans with land-use department staff to ensure that bicycle and pedestrian network connectivity is maintained/improved.
- MPO Staff distributed Santa Fe Bikeways and Trails Maps to the public.
- MPO Staff in conjunction with National Park Service and Santa Fe Public School staff completed a detailed Public Health Profile for an area in the Southern Part of Santa Fe.
- MPO Staff submitted a second application to the National Park Service’s River Trails Assistance Program to specifically engage the public with a visioning process to gain input on the Southside Sector Plan as well as add detailed GIS mapping to inform the plan.
- MPO Transportation Planner began to update the front and back of the Bikeways and Trail Map
- MPO Staff assessed the Bicycle Master Plan proposed projects and selected a few to suggest as priorities to city staff.

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- MPO Staff continued to work with city staff to prepare for the installation of several bike racks in downtown locations

Quarter 3: Staff Activities

- MPO Staff worked with Public School's to distribute our Youth "Story Book" project to 4th, 5th and 6th grade classes.
- MPO Staff participated in monthly statewide Safe Routes to School virtual meetings to help coordinate efforts regionally.
- MPO Staff participated in a Rodeo Road walking audit followed by a descriptive and technical report to the city regarding potential pedestrian/bicycle facility improvements including an assessment of the 1973 Rodeo Road Bridge that spans St. Francis.
- MPO Staff continued to meet with leadership from the National Park Service as we were the recipient of a second phase technical services grant to support the development of a Southside Sector Plan advancing a network of trails in the southside of Santa Fe.
- As part of the project with the National Park Service, the MPO conducted a community walk audit in the southside sector and sent out a mailer to 6,000+ residents.
- MPO Staff reviewed and commented on various development plans with land-use department staff to ensure that bicycle and pedestrian network connectivity is maintained/improved.
- MPO Staff printed and distributed Santa Fe Bikeways and Trails Maps to the public.
- MPO Staff worked with NMDOT District 5 and lead agencies on the "Call for Projects" for this year's Transportation Project Fund applications. Santa Fe MPO was notified that approximately \$6 million in funding will be split between the city of Santa Fe and Santa Fe County this fall.
- MPO staff helped support and coordinate Santa Fe Bike Month activities including a baiku competition, public notification and promotion, event support, and website updates.

Quarter 4: Staff Activities

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- MPO Staff met with local leadership with the Friends of Architecture Santa Fe to coordinate MPO "Street Stories" work with their on-line place making project.
- MPO Staff continued to meet with leadership from the National Park Service as we were the recipient of a second phase technical services grant to support the development of a Southside Sector Plan advancing a network of trails in the southside of Santa Fe.
- MPO Staff conducted a speed study and evaluation of an intersection at Zia Street and Pintores in response to concerns about sight distances, excessive speed, signage and bike lane striping. Findings sent to Public Works.
- MPO Staff reviewed and commented on various development plans with land-use department staff to ensure that bicycle and pedestrian network connectivity is maintained/improved.
- MPO Staff distributed Santa Fe Bikeways and Trails Maps to the public.
- MPO Staff worked with NMDOT District 5 and lead agencies on the "Call for Projects" for this year's Transportation Project Fund applications. Santa Fe MPO was notified that approximately \$6 million in funding will be split between the City of Santa Fe and Santa Fe County this fall.
- MPO Staff started working with Alta Planning and Design to develop an update to the MPO's 2007 Complete Streets Resolution to include 8 roadway renderings depicting alternative designs for existing roadways that improve safety.
- MPO Staff worked with local partners on the Safe Routes to Parks grant to examine park access in southwestern Santa Fe, capacity building within residents of that area, and to identify a park access improvement.

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- MPO Transportation Planner tied up loose ends from May Bike Month and worked with the Bike Month coalition to collect and advertise events for Biketober.
- MPO Transportation Planner organized monthly social bike rides to support and build the bicycle community.
- MPO staff did a walk audit on Pacheco Road with a concerned constituent and MPO Officer presented the findings and recommendations to BPAC.
- MPO staff were awarded a grant from AARP to conduct pop-up protected bike lanes. MPO staff worked with the City to plan and execute a pop-up protected bike lane in early October.
- MPO Planners removed the decals placed on the south side for the Southside Greenway Public Visioning project and analyzed the results. The top respondent was awarded a bike.
- MPO Planner coordinated the SFMPO CMAQ, TAP, and RTP call for projects including reviewing PFFs with agencies and NMDOT.
- MPO Planner analyzed and presented results of Cerrillos Rd crashes before and after redesign between St. Michael's and Airport.
- MPO Staff took an in-depth look at the Cerrillos alternatives from St. Michaels to St. Francis and worked with City staff to come up with recommendations and priorities.

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

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]

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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
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

Expenses:

Task 4.2 Participation in MPO Member Plans, Studies and Projects					
2021/2022 UPWP Budget	Staff Hours	Staff Costs With Taxes and Benefits	Consultant Services	Other Expenses	Totals
Starting Balances 2021	610	\$29,280.00	\$0.00	\$0.00	\$29,280.00
Quarter 1	128	\$6,136.06	\$0.00	\$0.00	\$6,136.06
Quarter 2	190	\$8,856.01	\$0.00	\$0.00	\$8,856.00
Quarter 3	181.25	\$9,515.57	\$0.00	\$0.00	\$9,515.57
Quarter 4	168	\$8,187.89	\$0.00	\$0.00	\$8,187.89
Total Expenses	667.25	\$32,695.52	\$0.00	\$0.00	\$32,695.52
Balances YTD	-57.25	(\$3,415.52)	\$0.00	\$0.00	(\$3,415.52)

Quarter 1: Staff Activities

- MPO Staff participated in a NMDOT Pedestrian Safety Plan Stakeholder Workshop to provide input on pending plan details and recommendations.
- MPO Staff participated in Development Review Plans and other local project review meetings to provide feedback related to MPO issues on proposed projects and trail connection recommendations.
- MPO Staff provided road data and project data to the City to support their updates to their Impact Fee Ordinance.
- MPO Officer participated in a multi-day planning and charette process with City leaderships, developers and consultants to further the progress on the pending development of the Mid-Town Campus project.
- MPO Staff attended monthly City of Santa Fe Planning Commission meetings on a monthly basis to support staff relative to projects and transportation impacts due to the vacancy of multiple traffic engineering staff.
- MPO Officer attended weekly management meetings of the City's Land Use Department.
- MPO Staff are now working the City of Santa Fe Public Works Department supporting the project management of professional consultant services regarding the development of a Multi-Modal Transition Plan for the City.
- MPO Staff supported the City, the Santa Fe Public Schools and Santa Fe County with the advancement of a possible River Trail segment connecting a residential neighborhood via a walking path directly to El Camino Real Community School.
- MPO Staff is supporting City Staff with the contract development the City's TAP Grant Project, a Safe Routes to School Program.
- MPO Officer supports the city by sitting on the monthly NCRTD Board as an "alternate" for the City.
- MPO Staff supported the City's Bicycle Trails Advisory Committee by attending meetings in October, November and December.

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- MPO Staff met with Wilson & Co, consultants of the city, and NMDOT staff to review the Guadalupe 90% plan sets and provide comments.
- MPO Staff attended multiple meetings with city staff, the developer, and neighbors regarding the proposed Zia Station development

Quarter 2: Staff Activities

- MPO Officer helped draft and process a Memorandum of Understanding (MOU) between the City Transit, NCRTD, SFMPO and NMDOT. The MOU now needs City approval
- MPO Staff participated in Development Review Plans and other local project review meetings to provide feedback related to MPO issues on proposed projects and trail connection recommendations
- MPO Staff provided road data and project data to the City to support their updates to their Impact Fee Ordinance
- MPO Officer attended several meetings regarding the continued efforts to develop the Mid-Town Campus site
- MPO Staff attended monthly City of Santa Fe Planning Commission meetings on a monthly basis to support staff relative to projects and transportation impacts due to the vacancy of multiple traffic engineering staff
- MPO Staff continued to support the City of Santa Fe Public Works Department supporting the project management of professional consultant services regarding the development of a Multi-Modal Transition Plan for the City
- MPO Staff continued to work with the City, the Santa Fe Public Schools and Santa Fe County with the advancement of a possible River Trail segment connecting a residential neighborhood via a walking path directly to El Camino Real Community School
- MPO Staff is supporting City Staff with the contract development the City's TAP Grant Project, a Safe Routes to School Program.
- MPO Officer supports the city by sitting on the monthly NCRTD Board as an "alternate" for the City
- MPO Staff supported the City's Bicycle Trails Advisory Committee by attending meetings in January and February and provided written updates for March.
- MPO Staff met with consultant of the city to attend the City's 90% review on the impending "road-diet" on Guadalupe
- MPO Staff met with Wilson & Co, consultants of the city, and NMDOT staff to review the City Transit Center Round-About 90% plan sets and provide comments.
- MPO Staff attended multiple meetings with city staff, the developer, and neighbors regarding the proposed Zia Station development
- MPO Officer and Staff met with other small MPO's to discuss the implication of recent decennial census related implications of the Census Bureau's suggested definition changes

Quarter 3: Staff Activities

- MPO Officer continued to process a Memorandum of Understanding (MOU) between the city Transit, NCRTD, SFMPO and NMDOT. The MOU was approved on June 30th via the city Council.
- MPO Staff attended a NMDOT Project Management team meeting regarding the redesign of the St. Francis overpass over St. Mike's. This included attending a virtual public meeting and meeting on site with consultants to review concept designs specific to bike and pedestrian safety.

- MPO Staff participated in Development Review Plans and other local project review meetings to provide feedback related to MPO issues on proposed projects and trail connection recommendations.
- MPO Staff supported the city of Santa Fe's Art's Division with the selection of artists/art work for a public art installation along several multiuse trails. This include site selections, artists ranking and selection and mapping assistance.
- MPO Officer participated in monthly "Core 40" meetings of which the purpose is to assist the city with the implementation of the 2040 Sustainability Plan.
- MPO Staff provided road data and project data to the city to support their updates to their Impact Fee Ordinance.
- MPO Officer attended several meetings regarding the continued efforts to develop the Mid-Town Campus site.
- MPO Staff attended monthly City of Santa Fe Planning Commission meetings on a monthly basis to support staff relative to projects and transportation impacts due to the vacancy of multiple traffic engineering staff.
- MPO Staff continued to support the city of Santa Fe Public Works Department supporting the project management of professional consultant services regarding the development of a Multi-Modal Transition Plan for the city this includes participation in bi-weekly update meetings and functioning in a support role with data dissemination/collection.
- MPO Staff continued to work with the city, the Santa Fe Public Schools and Santa Fe County with the advancement of a possible River Trail segment connecting a residential neighborhood via a walking path directly to El Camino Real Community School.
- MPO Officer supports the city by sitting on the monthly NCRTD Board as an "alternate" for the city.
- MPO Staff supported the city's Bicycle Pedestrian Advisory Committee by attending meetings in April, May, and June.
- MPO Staff worked with the NPS Rivers, Trails, and Conservation Assistance (RTCA) Program to collected data for GIS mapping and public engagement efforts for the Southside Sector Plan.
- MPO Staff collaborated with the Railyard Park Conservancy and other partners on a Safe Routes to Parks grant award focusing on the southside by attending meetings, providing technical assistance and GIS work, and helping design a transportation/public engagement internship.
- MPO Transportation Planner met with the *Tiempos Lindos HOA* to discuss their canopy program plans and how it can work with the proposed Acequia Trail.

Quarter 4: Staff Activities

- MPO Staff assisted the City of Santa Fe regarding the history of a portion of the Acequia Trail easement situation.
- MPO Officer participated in 3 virtual meetings regarding a proposed subdivision development along the NMDOT frontage road near I-25 & Cerrillos. The developer decided not to move forward with the project give the lack of pedestrian and bicycle accommodations and site location.
- MPO Officer worked with City Public Works Staff to assess their "ICIP Project Evaluation" to align projects with MPO plans.
- MPO Officer participated in the NCRTD's "Rebranding Discover Session" to assist the NCRTD with a comprehensive rebranding strategy.
- MPO Staff participated in the July 21st Cerrillos Road Public Engagement workshop.
- MPO Officer participated in the EMNRD – Economic Development Transportation Working Group an ongoing effort to coordinate transportation related policies specific to climate change.

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- MPO Officer participated in the City of Santa Fe’s “Equitable Climate Resilience Assessment” in July. The assessment gauges the City’s efforts to mitigate climate change relative other cities across the nation.
 - MPO Staff met with sub-consultant working on ped/bike safety for the redesign of the St. Francis/St. Mikes Interchange on site to review alternatives.
 - MPO Staff participated in Development Review Plans and other local project review meetings to provide feedback related to MPO issues on proposed projects and trail connection recommendations.
 - MPO Officer participated in monthly “Core 40” meetings of which the purpose is to assist the City with the implementation of the 2040 Sustainability Plan.
 - MPO Officer attended workshops and meetings in July and September regarding the continued efforts to develop the Mid-Town Campus site.
 - MPO Officer supported the City via two rounds of interviews for two planning positions in the Land Use Department.
 - MPO Staff attended monthly City of Santa Fe Planning Commission meetings on a monthly basis to support staff relative to projects and transportation impacts due to the vacancy of multiple traffic engineering staff.
 - MPO Staff continued to support the City of Santa Fe Public Works Department supporting the project management of professional consultant services regarding the development of a Multi-Modal Transition Plan for the City this includes participation in bi-weekly update meetings. MPO Staff also assisted with their survey collection and data entry.
 - MPO Staff continued to work with the City, the Santa Fe Public Schools and Santa Fe County with the advancement of a possible River Trail segment connecting a residential neighborhood via a walking path directly to El Camino Real Community School.
 - MPO Officer supports the city by sitting on the monthly NCRTD Board as an “alternate” for the City.
 - MPO Staff attended the City of Santa Fe Bicycle Pedestrian Advisory Committee
 - MPO Officer was invited to meet with Santa Fe County Housing Authority, Santa Fe County and the City of Santa Fe Affordable Housing staff regarding a proposed affordable housing project on Camino Jacobo. A subsequent site visit to look at roadway conditions and possible trail developments resulted in a proposal to the County to consider a 2 mile long east/west River Trail Connector to the intersection of Rodeo Rd and Cerrillos. The proposal was met with interest and on-going negotiations will continue to plan for the project.
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4.3 Metropolitan Transportation Plan [FTA code 44.23.00]

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 Santa Fe MPO FFY 2021 APER (October 1, 2020 to September 30, 2021)
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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 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
Update Performance Targets per PPM												x												x

Key: X=Scheduled; C=Completed

Expenses:

Task 4.3 Metropolitan Transportation Plan					
2021/2022	Staff Hours	Staff Costs With Taxes and Benefits	Consultant Services	Other Expenses	Totals
UPWP Budget	400	\$19,200.00	\$0.00	\$0.00	\$19,200.00
Starting Balances 2021	400	\$19,200.00	\$0.00	\$0.00	\$19,200.00
Quarter 1	26	\$1,373.30	\$0.00	\$285.51	\$1,658.81
Quarter 2	13	\$679.09	\$0.00	\$0.00	\$679.09
Quarter 3	5	\$290.82	\$0.00	\$0.00	\$290.82
Quarter 4	3	\$170.80	\$0.00	\$0.00	\$170.80
Total Expenses	47	\$2,514.00	\$0.00	\$285.51	\$2,799.52
Balances YTD	353	\$16,686.00	\$0.00	(\$285.51)	\$16,400.48

Quarter 1: Staff Activities

- MPO Staff worked on an online ArcGIS Story Map to help illustrate the MTP.
- MPO Staff provided MTP updates to the TCC, TBP, and the NCRTD board meetings prior and during the adoption.
- MPO Planner created a draft of the proposed Bishops Lodge Road MTP amendment and updated the plan once the amendment passed.
- MPO Planner created the Future Roadways Map and began the MTP amendment process
- MPO Planner compiled agency updates to the regional Future Roadways map.

Santa Fe MPO FFY 2021 APER (October 1, 2020 to September 30, 2021)
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- MPT Planner Technician continued working on MTP story map to elucidate MTP issues and procedures.

Quarter 2: Staff Activities

- MPO Staff worked on an online ArcGIS Story Map to help illustrate the MTP.
- MPO Staff provided MTP updates to the TCC, TBP, and the NCRTD board meetings prior and during the adoption
- MPO Planner created a draft of the proposed Bishops Lodge Road MTP amendment and updated the plan once the amendment passed
- MPO Planner created the Future Roadways Map and began the MTP amendment process. Associated updates to the website were completed by the MPO Planning Technician
- MPO Planner compiled agency updates to the regional Future Roadways map

Quarter 3: Staff Activities

- MPO Staff utilized the MTP scoring criteria to advance a ranked list of projects to District 5 for consideration of State Transportation Project Funding.

Quarter 4: Staff Activities

- MPO Staff utilized the MTP to assist the City and County when considering transportation improvement project applications for multiple funding sources including the State Transportation Fund, TAP and CMAQ projects as well as locally funded projects.