



Santa Fe MPO Transportation Policy Board

Thursday, June 23, 2022 **5:00 P.M.**

IN PERSON LOCATION:

500 Market Street, Suite 200

Roundhouse Room

(Above REI at the Railyard)

Map: <http://tinyurl.com/l6kejeq>

Directions & Parking: <http://www.railyardsantafe.com/north-railyard/>

AGENDA

- ◆ Call to Order
- ◆ Approval of Agenda
- ◆ Approval of Meeting Minutes from May 26, 2022
- 1. Communications from the Public**
- 2. Items for Discussion and Possible Action:**
 - a. Approval of revised DRAFT SFMPO FFY2023 and 2024 Unified Planning Work Program (UPWP) via Self Certificate
 - b. Approval of Cooperative Agreement between the SFMPO and NMDOT Awarding Funding for FFY2023 through FFY2026 via FHWA Planning Funds to Manage and Operate the SFMPO in accordance to the SFMPO UPWP.
- 3. Matters from MPO Staff**
- 4. Matters from TPB Members**
- 5. Adjourn - Next TPB Meeting: August 25, 2022**

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**SUMMARY OF ACTION
SANTA FE MPO TRANSPORTATION POLICY BOARD
THURSDAY, MAY 26, 2022, 5:00 PM
500 MARKET STREET, SUITE 200, ROUNDHOUSE ROOM
SANTA FE, NEW MEXICO**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER		
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED	1
APPROVAL OF MEETING MINUTES	APPROVED	1-2
COMMUNICATIONS FROM THE PUBLIC	NONE	2
<u>ITEMS FOR DISCUSSION AND POSSIBLE ACTION</u>		
APPROVAL OF 2022-2027 TIP AMENDMENT 3 VIA SELF CERTIFICATION	APPROVED	2-3
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**SANTA FE MPO TRANSPORTATION POLICY BOARD
THURSDAY, MAY 26, 2022, 5:00 PM
500 MARKET STREET, SUITE 200, ROUNDHOUSE ROOM
SANTA FE, NEW MEXICO**

A. CALL TO ORDER

The meeting of the Santa Fe MPO Transportation Policy Board was called to order by Commissioner Hank Hughes, Chair, at 5:03 pm, on Thursday, May 26, 2022, and was held at 500 Market Street, Santa Fe, New Mexico.

MEMBERS PRESENT

Paul Brasher, NMDOT
Councilor Jamie Cassutt, Vice Chair
Councilor Renee Villarreal
Commissioner Anna Hansen
Commissioner Hank Hughes, Chair

MEMBERS ABSENT

Commissioner Rudy Garcia, Excused
Councilor Amanda Garcia, Excused

OTHERS PRESENT

Leah Yngve, MPO
Elizabeth Martin, Stenographer

B. APPROVAL OF AGENDA

MOTION A motion was made by Commissioner Hansen, seconded by Councilor Cassutt, to approve the agenda as presented.

VOTE The motion passed on a voice vote.

**C. APPROVAL OF MEETING MINUTES
APRIL 28, 2022**

MOTION A motion was made by Councilor Cassutt, seconded by Commissioner Hansen, to approve the minutes as presented.

VOTE The motion passed on a voice vote.

1. COMMUNICATIONS FROM THE PUBLIC

None.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

A. APPROVAL OF 2022-2027 TIP AMENDMENT 3 VIA SELF CERTIFICATION

Ms. Yngve said we have a large number of TIP amendments due to the announcement of the CMAC program and TAP program. She reviewed the amendments in the packet.

Commissioner Hansen asked the location of the Acequia Trail project.

Ms. Yngve said it begins where Rufina ends and goes to San Felipe Road and Agua Fria. It connects to the River Trail. There is no trail on the other end as of now. The connection is along South Meadows.

Commissioner Hansen asked if there is money for the River Trail.

Ms. Yngve said not at this time.

Councilor Villarreal asked about the Tierra Contenta Trail.

Ms. Yngve said it goes from South Meadows to where the existing trail picks up.

Mr. Brasher asked how much is the TAP funding.

Ms. Yngve said it is \$1,125 Million.

Councilor Villarreal asked if Ms. Yngve could say a bit more about the Lamy project

Mr. Brasher said there are concrete aprons on each side of the track, which have shifted and that makes it rough for a vehicle going over the tracks and it is even worse for bicycles. This fixes that problem, along with adding advance warning signals. The signals will provide more advance notice of the train coming.

Councilor Villarreal commented that on the Guadalupe project the costs went up quite a bit. Will that delay the project.

Ms. Yngve said no, the funds are programmed for FY22. It is finally ready to advance to construction.

Mr. Brasher said we are going to start later this month rebuilding 1-25 through La Bajada. The estimate was \$31 Million, but now it is \$39 Million. Prices are going through the roof.

Commissioner Hansen asked Mr. Brasher if he thinks there is any light at the end of the tunnel and prices will come down.

Mr. Brasher said it is his hope that they will stabilize. The prices of steel and fuel are driving the increases. These are tough times.

MOTION A motion was made by Commissioner Hansen, seconded by Councilor Villarreal, to approve the 2022-2027 TIP Amendment 3 via Self Certification.

VOTE The motion passed on a voice vote.

3. MATTERS FROM MPO STAFF

Ms. Yngve said she was asked by Chair Hughes to give a couple of updates.

Councilor Cassutt left the meeting.

Ms. Yngve said she wanted to give an update on the Local Road Safety Plan. We were awarded technical assistance from FHA at no cost to us. We had a site visit a couple of weeks ago with the technical assistance folks from FHA. We have not seen the actual plan yet, but will share it with the Board when we have it. There is a new "Safe Streets for All" Federal grant program that has become available. Part of the grant is planning for regions to develop a plan. We will have a Plan so we can apply for implementation funds. The application for the grant is due in September 2022.

Ms. Yngve continued saying we are in the final stages of the Southside Sector Green Loop Project. We are working with a local artist whose speciality is comic books. She is working with us to create 20 panels of comics that go through the process on trail implementation, from the prospective of the community. We are wrapping up Bike Month. It ends on Tuesday. The Art By Bike event and the pop-up bike lanes were really well received. We partnered with the Economic Development Department and the Arts and Culture Department to have art stations along biking loop. It was super fun. Thank you Councilors Cassutt and Villarreal for joining us for this event.

Councilor Villarreal asked how many people passed through the Art By Bike event.

Ms. Yngve said we have not had a chance to upload the data yet. The survey data did show that people feel safer with a protected bike lane.

Commissioner Hansen said she drove the bike loop and saw the art along the way.

Ms. Yngve thanked the Commissioner for her participation.

Ms. Yngve said we are working on updating our travel model and have contracted for the work to bring our model up to date. We will be letting the contractor know where development is occurring and other aspects of walking and biking.

Ms. Yngve distributed the updated Bike Map 2021.

Councilor Villarreal thanked Ms. Yngve for all the work she did for the Art By Bike event. It was special.

4. MATTERS FROM TPB MEMBERS

Mr. Brasher informed the Board that there is a grass fire that has burned 200 acres of Santa Fe County by Edgewood. We are sending equipment to help the County.

Mr. Brasher continued saying, last Thursday the State Transportation Commission met and took action on the Local Road Fund program. They approved \$95,000 for Santa Fe County under the County Co-Ops category, and \$55,199 for Santa Fe County under the Municipal Co-Op agreement. Under the School District Co-Op Program, Santa Fe Public Schools was awarded \$59,860. Under the County Arterial Program, Santa Fe County was awarded \$136,513 under the State. Santa Fe County can submit a request for a project that fits the funding. The local match is \$45,000. We probably have a project proposal from the County already. Under the School Bus Route Agreements, Santa Fe County was awarded \$112,800.

Commissioner Hansen asked who is the acting DOT Secretary.

Mr. Brasher said Justin Reiss. He used to work for Santa Fe County.

Both Chair Hughes and Commissioner Hansen asked how these funds can be used.

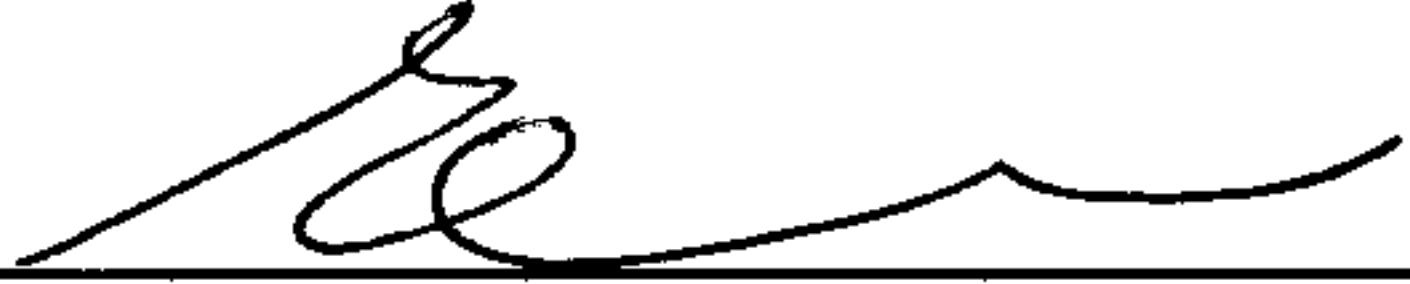
Mr. Brasher stated that these are Department of Transportation funds, so they have to be used for road projects.

5. NEXT MEETING JUNE 23, 2022

6. ADJOURN

There being no further business before the Board, the meeting adjourned at 5:35 p.m.

Commissioner Hughes, Chair



Elizabeth Martin, Stenographer



Santa Fe Metropolitan Planning Organization



Santa Fe MPO Staff Report

Transportation Policy Board: June 23, 2022

Matter of Approval: Approve and Adopt Self-Certification adopting the Santa Fe MPO's Federal Fiscal Years 2023-2024 Revised Unified Planning Work Program (UPWP)

Background:

The NMDOT provided a few minor additions found in red for this revised version.

Work Programs – MPOs are required to submit to NMDOT a 2-year Unified Planning Work Program to the NMDOT to be approved by FHWA. All costs related to federal awards must comply with 2 CFR § 200. The NMDOT, MPO and RTPPO work programs or UPWPs include budgets outlining cost estimates for each planning activity or task that show federal, state, local, and other matching share. In general, MPO required work products are established by the Code of Federal Regulations and/or required by NMDOT, and identified in the UPWP.

The attached draft 2023 – 2024 UPWP if adopted will go into effect on October 1st 2022 the beginning of Federal Fiscal Year 2023 and end on September 30th 2024.



Santa Fe Metropolitan Planning Organization

"Promoting Interconnected Transportation Options"



MPO SELF-CERTIFICATION

Adoption of the Federal Fiscal Years 2023-2024 Unified Planning Work Program (UPWP)

Approved on April 28th, 2022 by the Santa Fe MPO Transportation Policy Board

In accordance with 23 U.S.C. 450.334, the New Mexico Department of Transportation (NMDOT), and the Santa Fe Metropolitan Planning Organization (SFMPPO) for the Santa Fe urbanized area hereby certify that the transportation planning process, specifically the development of Federal Fiscal Years 2023-2024 Unified Planning Work Program meets the requirements set forth in 23 CFR 450.308.

The 2021-2022 UPWP was developed by the Santa Fe MPO in accordance with the Santa Fe MPO Public Participation Plan and the Santa Fe MPO Title VI Plan. The Santa Fe MPO also certifies that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) The fiscal constraint required in 23 C.F.R. 450;
- (2) 49 U.S.C. 5323(1), 23 U.S.C. 135, and 23 U.S.C. 450.220;
- (3) Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794;
- (4) Section 1101(b) of the Transportation Equity Act for the 21st Century (Pub. L. 105-178) regarding the involvement of Disadvantaged Business Enterprises in FHWA and FTA funded planning projects (Sec. 105(f), Pub. L. 97-424, 96 Stat. 2100; 49 CFR, Subtitle A, Part 26);
- (5) The provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and U. S. DOT implementing regulation;
- (6) The provision of 49 U.S.C. Part 20 regarding restrictions on influencing certain activities; and
- (7) Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d)).

Hank Hughes, Chair- Santa Fe MPO TPB

Date

6/23/22



Santa Fe Metropolitan Planning Organization



FFY 2023 & FFY 2024

**REVISED DRAFT UNIFIED PLANNING WORK
PROGRAMM**

October 1st, 2022 – September 30th, 2024

Revised Draft to the SFMPO Transportation Policy Board – June 23, 2022

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Santa Fe MPO Transportation Policy Board

City of Santa Fe

Mayor Alan Webber or Mayor
Councilor Amanda Chaves
Councilor Renee Villarreal
Councilor Jamie Cassutt

Santa Fe County

Commissioner Anna Hansen
Commissioner Rudy Garcia
Commissioner Hank Hughes, Chair
Alternate: Commissioner Henry Roybal

Pueblo of Tesuque

Governor Earl Samuel
Lt. Gov Herman Tenorio

NM Department of Transportation

Paul Brasher
Alternate (Javier Martinez)

Santa Fe MPO Technical Coordinating Committee

Thomas Martinez, Santa Fe Trails, Division Director
Javier Martinez, Assistant District Engineer, NMDOT District 5
Romella Glorioso-Moss, City of Santa Fe, Public Works
Neal Denton-Governmental Sustainability Planner
Paul Kavanau, Santa Fe County Land Use Department
Ivan Trujillo, Santa Fe County Public Works Department,
Brett Clavio, Santa Fe County Transportation Planner, Growth Man. Dept.
Penny Ellis-Green – Santa Fe County Land Use Department Administrator
Alternate: Robert Griego – Santa Fe County Planning Division Supervisor
Anthony J. Mortillaro, Executive Director, North Central RTD
Alternate: Bryce Gibson, North Central RTD
Vacant, Transportation Director, Pueblo of Tesuque
Daniel Alvarado, City of Santa Fe, Land Use Department, Division Director

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Shannon Glendening, NMDOT
Gabrielle Chavez, Santa Fe MPO Liaison, Transit/Rail, NMDOT

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Leah Yngve, MPO Senior Transportation Planner
Hannah Burnham, MPO Senior Transportation Planner

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation. Santa Fe Metropolitan Planning Organization fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, please contact the SANTA FE MPO Office at 505-955-6614. The Santa Fe MPO does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. This document can be made available in alternative formats by calling the Santa Fe MPO Office at 955-6614 or 955-6664.

Santa Fe MPO UPWP FFY2023 & FFY2024

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[This table will be used throughout the timeframe of the FFYs 2023 & 2024 UPWP to track and describe amendments to the document]

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

ADOPTION RECORD AND AMENDMENTS TO THE FFYs 2023 & 2024 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			
2022 Q3			SFMPO Transportation Policy Board (TPB) approves FFYs 2023-2024 UPWP. Sent to NMDOT for review and approval		06/23/22

FFY 2023 & FFY 2024 Unified Planning Work Program

INTRODUCTION

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

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

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

In November 15, 2021, President Biden signed the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58, also known as the "Bipartisan Infrastructure Law") into Law. The Bipartisan infrastructure Law is the largest long-term investment in our infrastructure and economy in our Nation's history. It provides \$550 billion over fiscal years 2022 through 2026 in new Federal investment in infrastructure including roads, bridges, and mass transit, water infrastructure, resilience, and broadband. It has a strong emphasis on measuring performance in the transportation planning process through demonstrated progress towards achieving goals and objectives of metropolitan transportation plans.

Bipartisan Infrastructure Law (BIL) continues the planning factors identified by the previous transportation bill, Fixing America's Surface Transportation Act (FAST Act). **The planning factors as stated in the BIL are:**

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

- Improve resiliency and reliability of the transportation and system and reduce or mitigate storm water impacts of surface transportation; and
- Enhance travel and tourism.

New policy elements in the law include the following:

Metro planning (Sec. 11201, page 222)

- When designating officials or representatives, for the first time, the MPO shall consider the equitable and proportional representation of the population in the metro planning area.
- “Existing metropolitan planning area” is replaced with “existing” or “the area.”
- The BIL allows MPOs to use social media and other web-based tools to encourage public participation in the transportation planning process. [§ 11201(a)(3); 23 U.S.C. 134(i)(6)(D)]
- Housing – the bill includes several policy changes to better coordinate transportation planning with housing, including as a planning factor in the scope of planning, as part of optional scenario planning, and for TMAs the transportation planning process may address the integration of housing, transportation, and economic development strategies and may develop a housing coordination plan that includes projects and strategies that may be considered in the metropolitan transportation plan of the metropolitan planning organization.

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

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

The MPO is required to develop a long range Metropolitan Transportation Plan (MTP) that reflects the public vision for a safe, accessible, and efficient multi-modal transportation system. It includes goals and objectives as well as performance measures to show progress towards their achievement. The UPWP identifies the strategies and activities to guide MPO staff toward implementation of the MTP 2020-2045. It is also designed to provide baseline data to enable development of performance measures for future updates of the MTP. The UPWP FFY 2023 & FFY 2024 is a two-year program with an authorized budget allocated to these tasks and development of listed products. The MPO, working in partnership with the New Mexico Department of Transportation (NMDOT), will accomplish its tasks in accordance with federal government regulations and review by the Federal Highways Administration and the Federal Transit Administration.

PURPOSE

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

This UPWP covers a two-year period from October 1, 2022 through September 30, 2024. It includes definitions of activities and associated work products; who performs the work, budget sources; distribution of funding to tasks; and a timeline of major activities and milestones. The following section addresses planning priorities and challenges of developing a balanced and effective work program within a limited timeframe and with limited staff.

PLANNING PRIORITIES AND CHALLENGES

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

The MTP goals include:

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

The UPWP emphasizes **planning priorities** for:

- Supporting investments and planning strategies and programs that emphasize the reduction of carbon emissions with a goal of mitigating climate change and its impacts.
- Supporting planning strategies and programs that emphasize the importance of how transportation investments benefit all members of the community

equitably as well as ensuring vulnerable and disadvantaged members of the community are not impacted unequally.

- Implementation of the 2019 **Bicycle Master Plan** using an innovative interactive mapping tool to track progress on the Multi-Use urban trail system.
- Implementation of the Santa Fe Metropolitan **Pedestrian Master Plan** guiding transportation network improvements for safety and accessibility and to encourage walking as ‘active’ transportation.
- Implementation of the Santa Fe Metropolitan **Public Transit Master Plan** increasing awareness and usage of our regional transit services.
 - Incorporating safety and public health objectives into planning efforts to promote more “complete streets” within the Metropolitan Planning Area.

The activities of the UPWP are divided into four tasks:

1. The ***Program Management, Professional Development, Public Participation and Unified Planning Work Program*** task includes administration of the MPO in compliance with federal regulations. The focus will be on implementing the strategies found in the 2020 Metropolitan Transportation Plan, executing new two-year grant cooperative agreements for the MPO’s section 112 and section 5303 funds, expanding technical capacity through professional development for staff and continue to restructure administrative elements of the MPO to enhance proficiency, public access and implementation.
2. The ***Transportation Improvement Program*** task details the respective MPO agency’s intent to construct or implement a specific project and the anticipated flow (obligation) of federal funds and matching state or local contributions.
3. The ***Data Collection/Analysis: Traffic, Crash, Travel Demand and Related Activities*** task focuses on maintaining the travel demand model, administering traffic data collection quality and its presentation and public accessibility. Crash data collection and analysis is focused on providing information to member agencies to improve all areas of safety involving the transportation network.
4. The ***Transportation Planning*** task focuses on implementing the 2020-2045 Metropolitan Transportation Plan and Master Plans. This includes multimodal and active transportation planning. Activities promote safety and “complete streets” principles by implementation, participation and review of MPO member agency plans, studies and projects. Improving public health by encouraging active transportation through planning initiatives and collaboration with public and community health agencies. Other major activities include supporting community education and awareness about bicycle safety by taking a leadership role in the planning of the annual Santa Fe Bike Week events and working with the City regarding a comprehensive multimodal transition plan that includes a 5-10 year service plan for the Santa Fe Trails transit system and with City and County staff to develop strategies toward reducing vehicle related Green House Gas emissions.

The current estimated budget is based on anticipated funding through the FFY2022 and FFY2023 allocations for New Mexico under the IIJA Bill through FHWA and FTA planning grant programs. The budget will be adjusted as Work Authorizations/Notices to Proceed are received.

SANTA FE UPWP DEVELOPMENT PROCESS AND OPPORTUNITIES FOR PUBLIC INPUT

MPO Staff develops the work program and budget to each upcoming period in accordance with the following schedule. (The items may be accomplished earlier but no later than the listed dates on even years. Dates may vary by a few days.

April 30 th	1str Draft of UPWP to NMDOT Multimodal Planning & Program Bureau (NMDOT MMPB), NMDOT Transit Bureau (NMDOT TB) RoadRUNNER Transit and SCRTD.
April 30 th	Proposed UPWP is posted online for Public Review and Comment. Begin 30-day public comment period.
May 31 st	MPO & NMDOT MPPB and NMDOT TB meeting on Draft UPWP
June 1 st – June 15 th	MPO Staff revise proposed UPWP as necessary
Mid-June	Policy Board votes on approving the UPWP to NMDOT MPPB and NMDOT TB
July 1 st	MPO submits approved UPWP to NMDOT MPPB & NMDOT TB
Aug. 1 st	NMDOT MPPB submits UPWP to FHWA-NM MPPB & NMDOT TB
Sept. 1 st	FHWA-NM Division & FTA Region VI comments on UPWPs to NMDOT MPPB
Sept. 8 th	NMDOT MPPB submit final UPWPs to FHWA NM and FTA Region VI

SANTA FE MPO MANAGEMENT COMPOSITION

Transportation Policy Board (TPB)

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

Technical Coordinating Committee

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

MPO Staff

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

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

NMDOT Planning Liaison

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

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

Northern Pueblo Regional Transportation Planning Organization

The Northern Pueblos Regional Transportation Planning Organization is a transportation

planning organization for Rio Arriba County, Taos County, Los Alamos County and Santa Fe County. The NPRTPO membership includes staff from cities and the four counties, the pueblos of Tesuque, Picuris, Santa Clara, San Ildefonso, Nambe, Pojoaque, Taos, Ohkay Owingeh, the Jicarilla Apache Nation, and the NMDOT. The NPRTPO elicits projects for multimodal transportation and enhancement improvements from its members and recommends them for inclusion into the 2-year Statewide Transportation Improvement Program (STIP). The North Central New Mexico Economic Development District (NCNMEDD) is the fiscal agent for the NPRTPO. The MPO and RTPO will have direct communication to coordinate transportation planning activities on projects that impact both organizations.

FUNDING SOURCES

The program areas in the FFYs 2023 and 2024 UPWP are funded from federal, state and local sources. Federal planning funds are provided through the FHWA (Section 112- Planning (PL) funds) and the FTA (Section 5303 funds and when available via requests, 5304 funds). NMDOT administered Special Planning Research (SPR) funds may also be available for specific activities or initiatives.

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

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

[FTA code 44.21.00]

<i>Staff Hours</i>	<i>Estimated Staff Costs</i>	<i>Consultant Services</i>	<i>Other Expenses</i>	<i>Estimated Total Costs</i>
4160	\$291,200		\$9,039	\$300,239

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 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), Regional Institute of Health and Environmental Leadership, National Travel Monitoring Exposition and Conference (NaTMEC), Walk/Bike/Places, MS2 Traffic Count Training and E-STIP Training and other related regional and national organizations.*
- ✓ 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.santafemppo.org) to continue making MPO materials more accessible to and functional for other professionals as well as the public.
- ✓ Develop and distribute an annual approved meetings schedule of MPO Technical Coordinating Committee and Transportation Policy Board meetings.
- ✓ Utilize social media outlets (Facebook, Twitter, etc.) for dissemination of MPO notices and products and gathering public input.
- ✓ Develop and distribute an electronic newsletter
- ✓ Review the MPO Public Participation Plan and update as needed.
- ✓ Provide staff support to the TCC and TPB, including developing and distributing meeting agendas and minutes at least one week prior to all public meetings.
- ✓ Provide information, guidance and regular updates on state and federal laws affecting the planning process to the TCC, TPB, and members of the general public.
- ✓ Post all draft and approved MPO documents to the MPO website.
Respond to public inquiries by phone, email, or letter in a timely manner.
- ✓ Conduct public presentations and be present at local and regional events to inform local and regional advocacy groups, transportation professionals, and public officials about statewide and interregional transportation planning efforts, funding issues, or innovative programs.
- ✓ Sponsor education and other relevant transportation trainings.
- ✓ Maintain an email list of interested parties.
- ✓ Conduct specific outreach to traditionally underserved, hard to reach, or environmental justice communities.

Task 1 - Staff Activities Objective 4:

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

Planning Division for final review and approval.

Task 1 - Related Expenses

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

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

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

PRODUCT	FFY 2023 (October 1, 2022 – September 30, 2023)													FFY 2024 (October 1, 2023 – September 30, 2024)												
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9		
2023 & 2024 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	X		
Quarterly Reports	X			X			X			X			X			X			X			X				
APER		X												X												
Quality Assurance Report							X												X							
2025 &2026 UPWP Draft																			X							
2024&2026 UPWP Approved																					X					
Annual Meetings Schedule		X																								

Key: X=Scheduled; C=Completed
Key: X=Scheduled; C=Completed

2 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

[FTA code 44.25.00]

<i>Staff Hours</i>	<i>Estimated Staff Costs</i>	<i>Consultant Services</i>	<i>Other Expenses</i>	<i>Estimated Total Costs</i>
460	\$23,000		\$2,500	\$25,500

Task 2 - Objectives:

1. 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.
2. 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.
- ✓ TIP development occur every 2 years. The now approved FFY2022-2027 TIP will prevail until 2023. The MPO shall 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 2024-2029 TIP; Call for projects (11/2023); Submit TIP to NMDOT (4/2024)
3. Prepare and submit Annual List of Obligated TIP Projects

PRODUCT	FFY 2023 (October 1, 2022 – September 30, 2023)												FFY 2024 (October 1, 2023 – September 30, 2024)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
2022-2027 TIP Amendments		X			X			X			X			X			X			X			X	
Annual List of Obligated Projects			X												X									
2024-2029 TIP																		X						

Key: X=Scheduled; C=Completed

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

[FTA code 44.24.00]

<i>Staff Hours</i>	<i>Estimated Staff Costs</i>	<i>Consultant Services</i>	<i>Other Expenses</i>	<i>Estimated Total Costs</i>
1200	\$60,000	\$15,000	\$9,000	\$84,000

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.
3. The NMDOT-Multimodal Planning and Programs Bureau (MPPB) is anticipating that the US Census Bureau will publish the **final 2020 Census based** criteria for defining urban areas by early spring of 2022. The MPO shall review current Planning Area boundaries to determine if they should be revised or “smoothed.” If revisions are necessary, the MPO shall review the current status of the functional classification of the state’s roadways within the boundaries.

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.
- ✓ 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.
- ✓ Analyze final 2020 Census data and criteria for defining urban areas and review any necessary changes to the planning are boundary and functional classification of state's roadways within those boundaries.

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 2023 (October 1, 2022 – September 30, 2023)												FFY 2024 (October 1, 2023 – September 30, 2024)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
MS2 annual license	x												x											

Key: X=Scheduled; C=Completed

4 – TRANSPORTATION PLANNING

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

<i>Staff Hours</i>	<i>Estimated Staff Costs</i>	<i>Consultant Services</i>	<i>Other Expenses</i>	<i>Estimated Total Costs</i>
3800	\$190,000	\$17,500	\$5,000	\$212,500

Task 4.1 - Objectives:

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

2. 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.

3. 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
4. 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 lifestyle.
5. Continue to encourage project scoping that incorporates safety objectives for all roadway users including bicyclists and pedestrians.

Task 4.1 - Staff Activities:

- ✓ Consult with the NMDOT Transit Bureau to update the Transit Asset Management performance targets as needed.
- ✓ Coordinate with MPO member agencies in implementing the MPO Bicycle Master Plan. Update and re-print the Santa Fe Bikeways and Trails Map as needed and if funding is available
- ✓ Develop and implement a web-based bikeways mapping tool.
- ✓ Work with City and County staff on incorporating bikeways into development plans. Investigate a multimodal or complete streets level of service standard with bicycle and pedestrian considerations.
- ✓ Sponsor and/or participate in the Santa Fe Bike to Work Week and other events or programs that promote bicycling.
- ✓ Investigate and distribute educational/promotional materials related to bicycling as a viable transportation option.
- ✓ Develop educational and training materials that may be incorporated into existing local traffic and defensive driving related training.
- ✓ Assist with the expansion of Albuquerque's Bike-Share program to Santa Fe.
- ✓ Assist the City of Santa Fe with acquisition and placement of bike racks and continuation of the bike corral pilot project.
- ✓ Assist the City of Santa Fe with the expansion of the Green Lane pilot project.
- ✓ Develop working relationships with local law enforcement agencies and seek out partnerships regarding community outreach, education, safety and general information dissemination.
- ✓ Build productive relationships with local and state public health agencies. Detail the relevance of transportation infrastructure design and the impacts to public health through collaborative initiatives such as Bike-To-Work Week events and

planning.

- ✓ Facilitate implementation of the Metropolitan Pedestrian Master Plan objectives. Continue working with the NMDOT, City and County to identify deficiencies and prioritizing improvements in the existing pedestrian infrastructure.
- ✓ Utilize findings and recommendations from other pedestrian infrastructure studies such as: the Santa Fe Trails Bus Stop Assessment and Connectivity Study and the City of Santa Fe PROW Transition Plan in identifying projects for the PMP
- ✓ Work with MPO member agency staff and consultants as needed in developing a prioritized project list and maintenance program for the PMP
- ✓ Identify and promote best practices in safer road crossing treatments for pedestrians. Implement strategies that promote walking and are designed to improve the walking environment within the MPO Metropolitan Planning Area
- ✓ Investigate and develop educational/promotional materials or events related to walking as a viable transportation option.
- ✓ Work with the Santa Fe Public Schools, City, and County to improve access and identify safe routes to schools within the MPO Planning Area.
- ✓ Conduct multigenerational walk audits
- ✓ Facilitate formation of a pedestrian advocacy advisory group to help implement the Pedestrian Master Plan
- ✓ Facilitate application for higher levels of designation for the City of Santa Fe as a “Walk Friendly Community”
- ✓ Assist with the implementation of the recommended strategies and goals set forth in the Santa Fe Metropolitan Public Transit Master Plan by working with local service providers. Support short, mid and long-range planning efforts initiated by local service providers and seek alignment of goals and objectives when practical.
- ✓ Coordinate with transit and rail operators and relevant agencies for input and guidance. Investigate possible funding sources for transit improvements.
- ✓ Facilitate discussions between Santa Fe Trails, North Central Regional Transportation District (NCRTD), NMDOT Park and Ride, and NM Rail Runner Express to ensure continuity of existing services throughout the MPO Planning Area.
- ✓ Provide planning and travel demand model assistance as necessary to facilitate coordination of local and regional transit with commuter rail service.
- ✓ Attend meetings where relevant, which address services of the Santa Fe Trails, NCRTD, NMDOT Park and Ride and NM Rail Runner Express.
- ✓ Participate in planning of multimodal transportation activities including, but not limited to, the commuter rail corridor, the City Rail Yard pertaining to transportation, the development of plans for a future downtown transit facility, the NM Park and Ride Transit services, and promotion of “Alternatives to SOV Travel” and “Dump the Pump” types of events.
- ✓ Support the coordinated efforts of existing cell phone and tablet apps that promote transit usage (e.g. real time bus arrival to specific stop point).

- ✓ Investigate or develop educational/promotional materials and participate in events related to transit and rail as a viable transportation option.
- ✓ Implement relevant strategies, goals and objectives detailed in the Metropolitan Public Transit Master Plan.
- ✓ Identify and review existing studies, data and information relevant to the public health and to the MPO Planning Area that may support access to and use of public transit.
- ✓ Support the Regional Transit Coordinating Committee for purposes of collaborative implementation of all planning initiatives.
- ✓ Identify and engage a consultant to create an educational video of a roadway safety transformation.
- ✓ Collaborate with Public and Community Health agency staff and advocates in furthering active transportation initiatives
- ✓ Communicate with the Public Works Streets and Drainage Maintenance Division to increase the lifespan of the existing transportation network, and plan for the minimization or mitigation of stormwater drainage impacts where feasible
- ✓ Coordinate events and promotional activities that encourage walking and bicycling.
- ✓ Identify and review existing studies, data and information relevant to the public health and to the MPO Planning Area that may support active transportation. Work with public health agencies to develop strategies that promote active transportation.
- ✓ Work with the New Mexico Department of Health to expand their Prescription Trails Program and other initiatives that directly related to active transportation.
- ✓ Collaborate with City and County efforts to reduce vehicle related Green House Gas emissions
- ✓ Staff input in support of Main Street initiatives

Task 4.1 - Related Expenses

- 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 2023 (October 1, 2022 – September 30, 2023)												FFY 2022 (October 1, 2023 – September 30, 2024)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
PMP Project List												X												

Key: X=Scheduled; C=Completed

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

<i>Staff Hours</i>	<i>Estimated Staff Costs</i>	<i>Consultant Services</i>	<i>Other Expenses</i>	<i>Estimated Total Costs</i>
2360	\$118,000			\$118,000

Task 4.2 - Objectives:

1. 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 2045 Long Range Transportation Plan, New Mexico Bicycle Plan, etc.
- ✓ Assist member agencies in studies, plans and initiatives including technical support for Impact Fee report updates.
- ✓ Engage local groups that may assist with the goals and strategies detailed in the 2020-2045 MTP
- ✓ Coordinate with MPO Member Agencies to develop Highway Safety Improvement Plan (HSIP) eligible safety projects based on the findings of any safety studies, and roadway safety audits. Coordinate and participate as needed with MPO Member Agencies on other safety related planning or initiatives.
- ✓ Participate in HSIP application review as appropriate.

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

PRODUCT	FFY 2023 (October 1, 2022 – September 30, 2023)												FFY 2024 (October 1, 2023 – September 30, 2024)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
On Going	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Key: X=Scheduled; C=Completed

4.3 Metropolitan Transportation Plan [FTA code 44.23.00]

<i>Staff Hours</i>	<i>Estimated Staff Costs</i>	<i>Consultant Services</i>	<i>Other Expenses</i>	<i>Estimated Total Costs</i>
500	\$25,000	\$	\$ -	\$25,000

Task 4.3 Objectives:

1. Implement recommended strategies found in the 2020-2045 MTP. Continue to coordinate with the implementation of the New Mexico Transportation Plan, especially in the arena of performance measures and adopted statewide targets detailed in the MTP

and any additional federal requirements to implement a performance management program.

Task 4.3 Staff Activities:

- ✓ Facilitate amendments as necessary to the 2020-2045 MTP
- ✓ Work with NMDOT in the implementation of the New Mexico Transportation Plan Continue to consult with key stakeholders, such as Federal, State and local Agencies, Chamber of Commerce, Disability Groups, etc. to assist with the implementation of recommended strategies, programs and projects for the MPO Planning Area transportation network found in the 2020-2045 MTP
- ✓ Utilize where necessary the services of private consultants to assist with the implementation of the MTP.
- ✓ Capitalize on the MPO's constructive relationships with existing local economic development and affordable housing agencies/organizations by supporting 2020-2045 MTP goals and strategies within the framework and context of the impacts to local economic development and affordable housing factors.
- ✓ Implement relevant strategies, goals and objectives detailed in the 2020-2045 MTP
- ✓ update and master plans that may advance the basic tenants of advantages of Travel Demand Management.
- ✓ MTP update to include provisions to meet Performance-Based Planning and Programming (PBPP) established in the 23 CFR 450.326(d) for MPOs. This includes TIP documentation on how the investment strategies, objectives, performance measures and targets reflected in the program of projects contribute to the achievement of performance targets. Update all applicable performance targets as required.
- ✓ Continue to work with all possible stakeholders within the MPO Planning Area that may provide a substantive role in the management of transportation demand.

Task 4.3 Related Expenses:

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

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

- Complete update of the FFYs 2020-2045 MTP

PRODUCT	FFY 2023 (October 1, 2022 – September 30, 2023)												FFY 2024 (October 1, 2023 – September 30, 2024)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Update Performance Targets per PPM												x												x

Key: X=Scheduled; C=Completed

APPENDIX 1.1: BUDGET SOURCES

FFY2023	Federal Funds	Local Match 14.56%	Total
FFY 2023 (Section 112) FHWA	\$254,395.00	\$43,352	\$297,747
FFY 2023 (Section 112) Total Funding	\$254,395.00	\$43,352	\$297,747
	Federal Funds	Local Match 20%	Total
FFY 2023 (Section 5303) FTA	\$67,898.00	\$16,974.50	\$84,872.50
FFY 2023 (Section 5303) Total Funding	\$67,898.00	\$16,974.50	\$84,872.50
FFY 2023 UPWP: TOTAL FUNDING	\$322,293.00	\$60,326.46	\$382,619.46
FFY2024	Federal Funds	Local Match 14.56%	Total
FFY 2024 (Section 112) FHWA	\$254,395.00	\$43,352	\$297,747
FFY 2024 (Section 112) Total Funding	\$254,395.00	\$43,352	\$297,747
	Federal Funds	Local Match 20%	Total
FFY 2024 (Section 5303) FTA	\$67,898.00	\$16,974.50	\$84,872.50
FFY2024 (Section 5303) Total Funding	\$67,898.00	\$16,974.50	\$84,872.50
FFY 2024 UPWP: TOTAL FUNDING	\$322,293.00	\$60,326.46	\$382,619.46
FFY 2023 & FFY 2024 UPWP: TOTAL FUNDING	\$644,586.00	\$120,652.91	\$765,238.91

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	4160	\$ 291200		\$ 9039	\$ 300,239
TOTALS		4160	\$ 291200		\$ 9039	\$ 300,239

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	460	\$ 23,000		\$2,500	\$ 25,500
TOTALS		460	\$ 23,000		\$2,500	\$ 25,500

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	1200	\$ 60,000	\$ 15,000	\$ 9,000	\$ 84,000
TOTALS		1200	\$ 60,000	\$ 15,000	\$ 9,000	\$ 84,000

4 TRANSPORTATION PLANNING

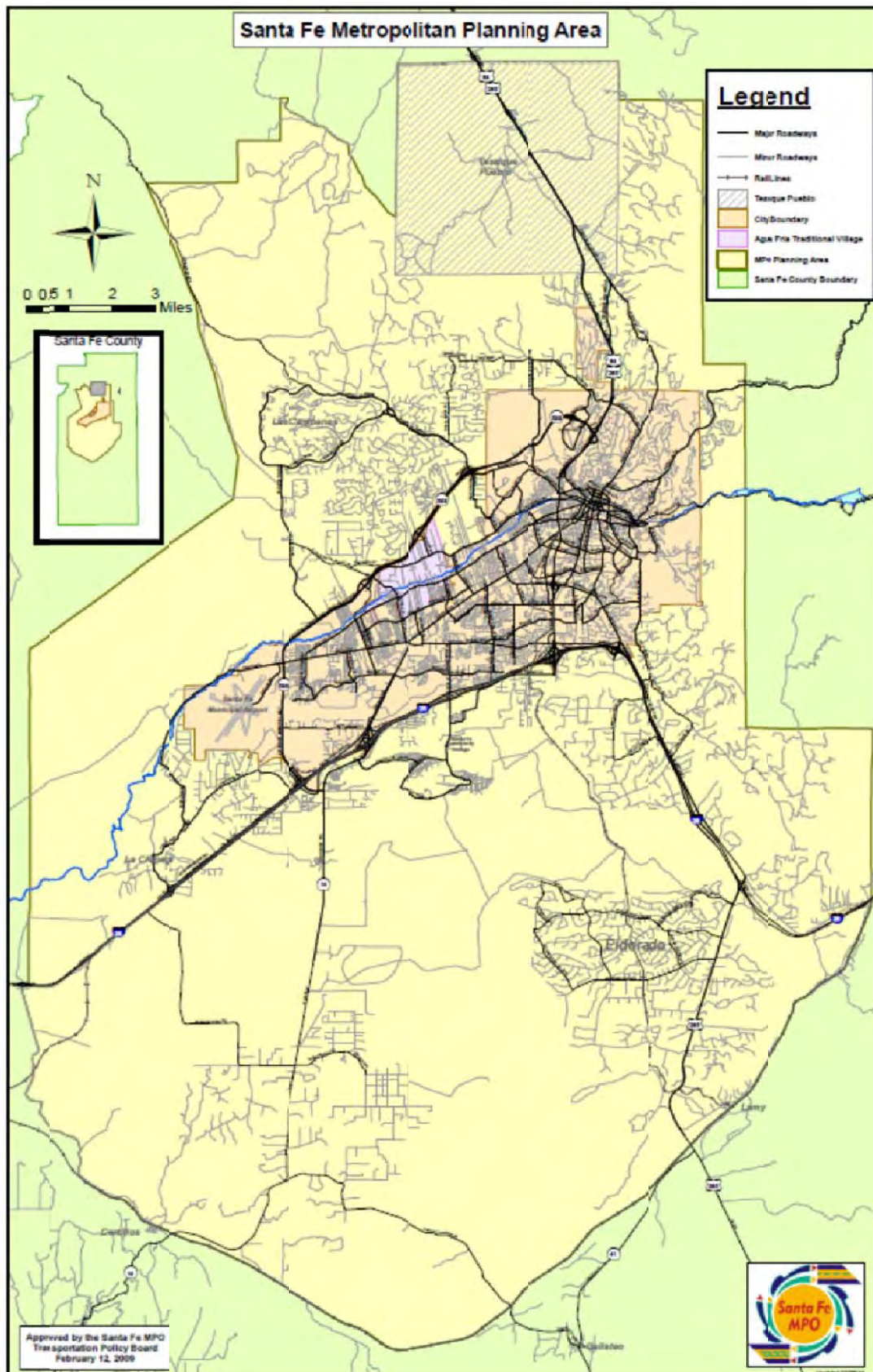
Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
4.1 Multi-Modal/ Active Transportation	23	3800	\$ 190,000	\$ 17,500	\$ 5,000	\$ 212,500
4.2 Participation in Member Plans and Studies	24	2360	\$ 118,000			\$ 118,000
4.3 Metropolitan Transportation Plan	23	500	\$ 25,000			\$ 25,000
TOTALS		6660	\$ 333,000	\$ 17,500	\$ 5,000	\$ 355,500

TOTALS FOR ALL TASKS

12,480	\$ 707,200	\$ 32,500	\$ 14,000	\$ 765,239
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FTA Codes: 44.21.00 Program Support Administration 44.22.00 General Development and Comprehensive Planning 44.23.00 Long Range Transportation Planning	44.24.00 Short Range Transportation Planning 44.25.00 Transportation Improvement Program 44.26.00 Planning Emphasis Areas 44.27.00 Other Activities
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APPENDIX 1.3: Planning Area Map





Santa Fe Metropolitan Planning Organization



Santa Fe MPO Staff Report

Transportation Policy Board: June 23, 2022

Matter of Approval: Approval of Cooperative Agreement between the SFMPO and NMDOT Awarding Funding for FFY2023 through FFY2026 via FHWA Planning Grant Funds to Manage and Operate the SFMPO in accordance to the SFMPO UPWP.

RECOMMENDED ACTION: Approval of the FFY 2023-2026 Cooperative Agreement between SFMPO and NMDOT for Section 112 FHWA Grant Funds.

Background:

All MPO's are required to enter into Cooperative Agreements every four years with their oversight agents in this case, NMDOT for the purpose of being eligible for Federal Planning Grant Funds. The agreement is simple in terms of the relationship between the NMDOT and the SFMPO. Reimbursement of funds via the City of Santa Fe are detailed as well as the accounting of all expenditures and a list of coordinating and cooperating activities.

This will be followed by another agreement in August for the Section 5303 FTA Planning Grant Funds.

Contract Number: _____

Vendor Number: _____

COOPERATIVE AGREEMENT

This Grant Agreement (Agreement) is between the New Mexico Department of Transportation (the **Department**) and [Santa Fe Metropolitan Planning Organization \(MPO\)](#) (the **Grantee**), collectively referred to as “the Parties.” This Agreement is effective as of the date of the last party to sign it on the signature page below. The Parties agree as follows:

1. **Award.** The Department hereby awards the Grantee funding for the following project: [Santa Fe MPO \(www.santafemppo.org\)](#) for Federal Fiscal Years 2023-2026.
2. **Scope of Work.** The Grantee shall perform the professional services stated in the Santa Fe MPO UPWP for the current fiscal year and the Department’s Planning Procedures Manual ([dot.nm.gov](#)).
3. **Payment.** To be reimbursed for eligible expenses, the Grantee must submit timely, properly prepared reimbursement requests as provided in the Department’s Planning Procedures Manual.
 - a. The Grantee acknowledges the Department will not pay for any expenses incurred prior to the Parties signing the Agreement, after termination of the Agreement, or in excess of the amount of the federal award noted in Section 1.
 - b. Reimbursement requests must be submitted at least quarterly (federal fiscal year) no later than twenty-five (25) days after the last day of the quarter. Each reimbursement request shall reflect the correct federal/local match ratio as applied to the total of costs incurred by the Grantee for the quarter, as noted in Section 1.
 - c. When the Grantee pays more than its share of the total for a particular period, it must be clearly noted in the reimbursement request, and the amount of overpayment (over-match) will not be applied to future reimbursement requests.
 - d. The Department reserves the right to withhold reimbursement if any of the aforementioned requirements are not met.
 - e. The Grantee shall submit its final reimbursement request no later than thirty (30) days after termination of this Agreement.
 - f. If the Grantee fails to submit a reimbursement request for two contiguous quarters, the Grantee shall provide written justification for the lack of activity to the Department within fifteen (15) days of the end of the second contiguous quarter.

4. **Records and Audit.** The Grantee shall strictly account for all receipts and disbursements related to this Agreement. The Grantee shall record costs incurred, services rendered, and payment received, and shall maintain these financial records during the Agreement and for five (5) years from the date of submission of the final reimbursement request pursuant to 2 CFR 200.333 and 1.21.2 NMAC. On request, the Grantee shall provide the financial records to the Department and the state auditor, and shall allow the Department and the state auditor to inspect or audit these financial records during business hours at the Grantee's principal office during the Agreement and for five (5) years from the date of submission of the final reimbursement request. If the financial records provided by the Grantee are insufficient to support an audit by customary accounting practices, the Grantee shall reimburse the Department for any expense incurred related to the insufficient documentation within thirty (30) days of written notice from the Department. If an audit or inspection reveals that funds were used for expenses not directly related to the project, or otherwise used inappropriately, or that payments were excessive or otherwise erroneous, the Grantee shall reimburse the Department for those funds or payments within thirty (30) days of written notice from the Department regarding the same.
5. **Officials Not to Benefit.** The parties intend that no member of the New Mexico legislature or the United States Congress, or any public official, public employee, tribal official, tribal council member, or tribal employee, in that person's individual capacity, will benefit from this Agreement.
6. **Termination.** The Department may terminate this Agreement for any reason, by giving the Grantee thirty (30) days written notice. On receipt of a "Notice of Cancellation" from the Department, the Grantee shall suspend work unless otherwise directed by the Department in writing. The Grantee may only terminate this Agreement based on the Department's uncured, material breach of the Agreement, by giving the Department thirty (30) days written notice. The Parties acknowledge that termination will not nullify obligations incurred prior to the date of Notice.
7. **Appropriations.** The Grantee acknowledges that:
 - a. this Agreement is contingent upon sufficient appropriations and authorizations being made by the Congress of the United States or the New Mexico state legislature;
 - b. if sufficient appropriations and authorizations are not made, this Agreement will terminate upon written notice by the Department to the Grantee; and
 - c. the Department will not expend any funds until they are approved for expenditure, and the Department's determination as to whether approval has been granted will be final.

8. **Compliance with Law.** The Grantee, its employees, agents and contractors, shall comply with the following:
- a. Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008, the Environmental Justice Act of 1994, the Civil Rights Restoration Act of 1987, and 49 C.F.R. part 21;
 - b. all federal and state laws, rules, and regulations, and executive orders of the Governor of the state of New Mexico pertaining to equal employment opportunity, including the Human Rights Act, NMSA 1978, Sections 28-1-1 through 28-1-15 (and in accordance with such, the Grantee states that no person, on the grounds of race, religion, national origin, sex, sexual orientation, gender identity, spousal affiliation, serious medical condition, age, disability, or other protected class will be excluded from employment with or participation in, denied the benefits of, or otherwise subjected to, discrimination in any activity performed under this Agreement; if the Grantee is found to be in violation of any of these requirements, the Grantee shall take prompt and appropriate steps to correct such violation and failure to do so may be regarded a material breach of this Agreement);
 - c. state laws applicable to workers compensation benefits for the Grantee's employees, including the Workers' Compensation Act, NMSA 1978, Sections 52-1-1 through 52-1-70, and related regulations.
9. **Notices.** For a notice under this Agreement to be valid, it must be in writing; be delivered by hand, registered or certified mail return receipt requested and postage prepaid, or e-mail; and be addressed as follows:

Department

New Mexico Department of Transportation
Shannon Glenndening, Government to Government Unit Supervisor
NMDOT, Government to Government Unit Supervisor
PO Box 1149
Santa Fe, NM 87504

Grantee

Santa Fe MPO
Erick Aune, MPO Officer
PO Box 909
Santa Fe, NM 87504

10. **Severability.** The terms of this Agreement are lawful; performance of all duties and obligations shall confirm with and do not contravene any state, local, or federal statute, regulation, rule, or ordinance. The Parties intend that if any provision of this Agreement

is held to be unenforceable, the rest of the Agreement will remain in effect as written.

11. **Liability.** Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with the Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Sections 41-4-1, *et seq.*, as amended. This paragraph is intended only to define the liabilities between the Parties, and is not intended to modify in any way, the Parties' liabilities as governed by common law or the New Mexico Tort Claims Act, and any other applicable law.
12. **Jurisdiction and Venue.** The Grantee acknowledges the jurisdiction of the courts of the state of New Mexico for any adversarial proceeding arising out of this Agreement, and that venue for any such proceeding will be in the First Judicial District Court for the county of Santa Fe, New Mexico.
13. **Project Responsibility.** The Grantee acknowledges that it bears sole responsibility for performing the services referred to in Section 2.
14. **Term.** This Agreement takes effect upon signature of all Parties. If the Grantee does not deliver the signed Agreement to the Department within sixty (60) days of the Department's signature, the Agreement will be voidable by the Department. The Agreement terminates at 12:00 a.m. on September 30, 2026, unless earlier terminated as provided in Section 6 or Section 7.
15. **Applicable Law.** The laws of the state of New Mexico, without giving effect to its choice of law principles, govern all adversarial proceedings arising out of this Agreement. Venue is proper in a New Mexico Court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-1(G).
16. **Amendment.** This Agreement may only be altered, modified, or amended by an instrument in writing executed by the Parties.
17. **No Third-party Beneficiary.** This Agreement does not confer any rights or remedies on anyone other than the Department and the Grantee.
18. **Merger.** This Agreement constitutes the entire understanding between the Parties with respect to the subject matter of the Agreement and supersedes all other agreements, whether written or oral, between the Parties, except that this Agreement does not supersede the Grantee's rights under any other grant agreement.
19. **Disadvantaged Business Enterprise.** The following provision applies to a federally funded agreement only. The Grantee shall not discriminate on the basis of race, color, national origin, sex, or other protected class in the award and performance of any

federal-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The Grantee shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of federal-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this Agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the recipient of its failure to carry out its approved program, the USDOT may impose sanctions as provided for under 49 CFR part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

20. **Coordination.** The Department and Grantee agree to cooperatively develop and share information related to the requirements in 23 CFR 450.314(h). Procedural details are outlined in the Department's Planning Procedures Manual. Requirements in 23 CFR 450.314(h) relate to:
- a. transportation performance data;
 - b. the selection of performance targets;
 - c. the reporting of performance targets;
 - d. the reporting of performance to be used in tracking critical outcomes for the region of the MPO; and
 - e. the collection of data for the Department's asset management plan for the National Highway System.

The remainder of this page is intentionally left blank.

Each party is signing this Agreement on the date stated opposite that party's signature. This Agreement is effective as of the date of the last party to sign it on the signature page below.

NEW MEXICO DEPARTMENT OF TRANSPORTATION

By: _____ Date: _____
Cabinet Secretary or Designee

SANTA FE METROPOLITAN PLANNING ORGANIZATION

By: _____ Date: _____
Title: _____

Approved as to form and legal sufficiency.

By: _____ Date: _____
Assistant General Counsel
Department of Transportation

Approved as to form and legal sufficiency.

By: _____ Date: _____
Title: _____ Counsel for Planning Organization