



Santa Fe Metropolitan Planning Organization



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

Annual Performance and Expenditure Report

(October 1, 2021 to September 30, 2022)

Table of Contents

FFY 2021 – 2022 Budget Sources (10/01/21 – 9/30/22).....	2
UPWP APPENDIX 1.2: Budget Summary by Task	3
Adoption Record and Amendments to the FFYs 2021 and 2022 UPWP.....	4
FFY 2022 Expenditure Summary by Quarter.....	5
FFY 2022 YTD Staff hours and Expense Summary by Task	6
MPO Narrative Summary - FFY2022	7
MPO APER Budgeted Staff Hours Summary	8
MPO APER Budgeted Other Expenses Summary	8
MPO APER Budgeted Consultant Summary	9
MPO Summary of Consultant Vendor Services for FFY 2022.....	9
FFY 2022 Quarterly Expense Report by Fund.....	10
MPO Quarterly Narratives and Expenditures Per Tasks	11

FFY 2021 – 2022 Budget Sources (10/01/21 – 9/30/22)

Budget sources FFY 2021			
FHWA Section 112	FFY2021 Funds - #P519030 - FHWA Federal (85.44%)	Local PL 112 Match Applied (14.56%)	TOTAL BUDGET (FHWA PL 112 + Local Match)
FFY 2021 (Section 112) FHWA	\$ 228,298.00	\$ 38,905.00	\$ 267,203.00
FFY 2021 (Section 112) TOTAL FUNDING	\$ 228,298.00	\$ 38,905.00	\$ 267,203.00
FTA Section 5303	FFY 2019/2020 Funds - #M0628 - FTA 5303 Federal (80%)	Local 5303 Match Applied (20%)	TOTAL BUDGET (FTA 5303 + Local Match)
FFY 2021(Section 5303) FTA	\$ 29,451.21	\$ 7,362.80	\$ 36,814.01
FTA Section 5303	FFY 2021 Funds - #M01628 - FTA 5303 Federal (80%)	Local 5303 Match Applied (20%)	TOTAL BUDGET (FTA 5303 + Local Match)
FFY 2021(Section 5303) FTA	\$ 71,513.00	\$ 17,878.25	\$ 89,391.25
FFY 2021 (Section 5303) TOTAL FUNDING	\$ 100,964.21	\$ 25,241.05	\$ 126,205.26
FFY 2021: TOTAL PROGRAM FUNDS			\$ 393,408.26
Budget sources FFY 2022			
FHWA Section 112	FFY2022 Funds - #P519030 - FHWA Federal (85.44%)	Local PL 112 Match Applied (14.56%)	TOTAL BUDGET (FHWA PL 112 + Local Match)
FFY 2022 (Section 112) FHWA	\$ 219,726.00	\$ 37,444.00	\$ 257,170.00
FFY 2022 (Section 112) TOTAL FUNDING	\$ 219,726.00	\$ 37,444.00	\$ 257,170.00
FTA Section 5303	FFY 2020/2021 Funds - #M0628 - FTA 5303 Federal (80%)	Local 5303 Match Applied (20%)	TOTAL BUDGET (FTA 5303 + Local Match)
FFY 2022 (Section 5303) FTA	\$ 9,458.57	\$ 2,364.64	\$ 11,823.21
FTA Section 5303	FFY 2022 Funds - #M01628 - FTA 5303 Federal (80%)	Local 5303 Match Applied (20%)	TOTAL BUDGET (FTA 5303 + Local Match)
FFY 2022 (Section 5303) FTA	\$ 71,513.00	\$ 17,878.25	\$ 89,391.25
FFY 2022 (Section 5303) TOTAL FUNDING	\$ 80,971.57	\$ 20,242.89	\$ 101,214.46
FFY 2022: TOTAL PROGRAM FUNDS			\$ 358,384.46
FFY 2021 and 2022: TOTAL New FUNDS*			\$ 703,155.50
*This amount does not include funds that were awarded from previous years. These funds are not included in this total so that funds from 2021 that became a budget source in 2022 are not accounted for twice in this line.			

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 Hours	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
---------------	-------------------	------------------	------------------	-------------------

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 2022 Expenditure Summary by Quarter

Santa Fe MPO FFY 2022 Expenditure Summary by Quarter: Section 112 and 5303							
FHWA Section 112	FFY2022 Budget 10/01/21	1st Quarter Expenses 10/1-12/31/21	2nd Quarter Expenses 1/1-3/31/22	3rd Quarter Expenses 4/1-6/30/22	4th Quarter Expenses 7/1-9/30/22	Total Expenses FFY 2022	Balances YTD
FFY2022 Funds - #P519030 - FHWA Federal (85.44%)	\$ 219,726.00						\$ 0.02
FHWA PL 112 UPWP Expenditures		\$ 58,183.35	\$ 45,815.81	\$ 51,967.00	\$ 63,759.82	\$ 219,725.98	
Local PL 112 Match Applied (14.56%)	\$ 37,444.00						\$ 0.06
Local Required PL 112 UPWP Expenditures		\$ 9,915.14	\$ 7,807.56	\$ 8,855.80	\$ 10,865.44	\$ 37,443.94	
TOTAL BUDGET (FHWA PL 112 + Local Match)	\$ 257,170.00						\$ 0.08
TOTAL EXPENDITURE \$ (FHWA PL112 + Local Match)		\$ 68,098.49	\$ 53,623.37	\$ 60,822.80	\$ 74,625.26	\$ 257,169.92	
FTA Section 5303	FFY2022 Budget 10/01/21	1st Quarter Expenses 10/1-12/31/21	2nd Quarter Expenses 1/1-3/31/22	3rd Quarter Expenses 4/1-6/30/22	4th Quarter Expenses 7/1-9/30/22	Total Expenses FFY 2022	Balances YTD
FFY 2020/2021 Funds - #M0628 - FTA 5303 Federal (80%)	\$ 9,458.57						\$ -
FTA 5303 UPWP Expenditures		\$ -	\$ -	\$ -	\$ 9,458.57	\$ 9,458.57	
Local 5303 Match Applied (20%)	\$ 2,364.64						\$ -
Local Required 5303 UPWP Expenditures		\$ -	\$ -	\$ -	\$ 2,364.64	\$ 2,364.64	
FFY 2022 Funds - #M01628 - FTA 5303 Federal (80%)	\$ 71,513.00						\$ 8,607.68
FTA 5303 UPWP Expenditures		\$ 13,620.10	\$ 10,724.74	\$ 12,164.66	\$ 26,395.82	\$ 62,905.32	
Local 5303 Match Applied (20%)	\$ 17,878.25						\$ 2,151.90
Local Required 5303 UPWP Expenditures		\$ 3,405.03	\$ 2,681.19	\$ 3,041.17	\$ 6,598.96	\$ 15,726.35	
TOTAL BUDGET (FTA 5303 + Local Match)	\$ 101,214.46						\$ 10,759.58
TOTAL EXPENDITURE \$ (FTA 5303 + Local Match)		\$ 17,025.13	\$ 13,405.93	\$ 15,205.83	\$ 44,817.99	\$ 90,454.88	
Combined Sections 112 and 5303	FFY2022 Budget 10/01/21	1st Quarter Expenses 10/1-12/31/21	2nd Quarter Expenses 1/1-3/31/22	3rd Quarter Expenses 4/1-6/30/22	4th Quarter Expenses 7/1-9/30/22	Total Expenses FFY 2022	Combined Total Balances YTD
Total Federal Funding (Sections 112, 5303)	\$ 300,697.57						\$ 8,607.70
Total Expenditures FFY 2022		\$ 71,803.45	\$ 56,540.55	\$ 64,131.66	\$ 99,614.21	\$ 292,089.87	
Total Local Match Applied (Secs 112, 5303)	\$ 57,686.89						\$ 2,151.96
Total Expenditures FFY 2022		\$ 13,320.17	\$ 10,488.75	\$ 11,896.97	\$ 19,829.04	\$ 55,534.93	
FY 2022 TOTAL BUDGET (Sections 112, 5303)	\$ 358,384.46						\$ 10,759.66
TOTAL EXPENDITURE \$ (Sections 112, 5303)		\$ 85,123.62	\$ 67,029.30	\$ 76,028.63	\$ 119,443.25	\$ 347,624.80	

FFY 2022 YTD Staff hours and Expense Summary by Task

		hrs.	Salaries and Benefits	Consultant Services	Other Expenses	Task Total
2022		5727.5	\$302,497	\$18,628	\$26,499	\$347,625
1	Program Management, Professional Development, Public Participation and Unified Planning Work Program					
	Program Management, Professional Development, Public Participation and UPWP					
1		\$2,580.65	\$141,193.76	\$0.00	\$10,817.01	\$152,010.76
Total		\$2,580.65	\$141,193.76	\$0.00	\$10,817.01	\$152,010.76
2021/2022	Budget	\$6,250.00	\$300,000.00	\$0.00	\$49,567.00	\$349,567.00
	YTD Balance	\$3,669.35	\$158,806.24	\$0.00	\$38,749.99	\$197,556.24
	% expended	41.29%	47.06%	NA	21.82%	43.49%
2	Transportation Improvement Program (TIP)					
	Transportation Improvement Program (TIP)					
2		\$27.50	\$1,123.83	\$0.00	\$328.77	\$1,452.60
Total		\$27.50	\$1,123.83	\$0.00	\$328.77	\$1,452.60
2021/2022	Budget	\$250.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00
	YTD Balance	\$222.50	\$10,876.17	\$0.00	-\$328.77	\$10,547.40
	% expended	11.00%	9.37%	NA	NA	12.11%
3	Data Collection/Analysis: Traffic, Crash, Travel Demand Model, and Related Activities					
	Data Collection/Analysis: Traffic, Crash, Travel Demand Model, and Related Activities					
3		\$681.35	\$30,813.66	\$5,413.75	\$12,888.88	\$49,116.28
Total		\$681.35	\$30,813.66	\$5,413.75	\$12,888.88	\$49,116.28
2021/2022	Budget	\$645.00	\$30,960.00	\$32,000.00	\$13,200.00	\$76,160.00
	YTD Balance	-\$36.35	\$146.34	\$26,586.25	\$311.12	\$27,043.72
	% expended	105.64%	99.53%	16.92%	97.64%	64.49%
4	Transportation planning					
	Multi-Modal and Active Transportation Planning					
4.1		\$1,712.50	\$89,138.46	\$13,214.52	\$2,464.38	\$104,817.34
Total		\$1,712.50	\$89,138.46	\$13,214.52	\$2,464.38	\$104,817.34
2021/2022	Budget	\$3,275.00	\$157,200.00	\$49,234.00	\$10,514.00	\$216,948.00
	YTD Balance	\$1,562.50	\$68,061.54	\$36,019.48	\$8,049.62	\$112,130.66
	% expended	52.29%	56.70%	26.84%	23.44%	48.31%
	Participation in MPO Member Plans, Studies and Projects					
4.2		\$706.50	\$39,172.77	\$0.00	\$0.00	\$39,172.76
Total		\$706.50	\$39,172.77	\$0.00	\$0.00	\$39,172.76
2021/2022	Budget	\$610.00	\$29,280.00	\$0.00	\$0.00	\$29,280.00
	YTD Balance	-\$96.50	-\$9,892.77	\$0.00	\$0.00	-\$9,892.76
	% expended	115.82%	133.79%	NA	NA	133.79%
	Metropolitan Transportation Plan					
4.3		\$19.00	\$1,055.01	\$0.00	\$0.00	\$1,054.99
Total		\$19.00	\$1,055.01	\$0.00	\$0.00	\$1,054.99
2021/2022	Budget	400	\$19,200	\$0	\$0	\$19,200
	YTD Balance	\$381.00	\$18,144.99	\$0.00	\$0.00	\$18,145.01
	% expended	4.75%	5.49%	NA	NA	5.49%
Total		\$2,438.00	\$129,366.23	\$13,214.52	\$2,464.38	\$145,045.09
2021/2022	Budget	\$4,285.00	\$205,680.00	\$49,234.00	\$10,514.00	\$265,428.00
	YTD Balance	\$1,847.00	\$76,313.77	\$36,019.48	\$8,049.62	\$120,382.91
	% expended	56.90%	62.90%	26.84%	23.44%	54.65%
2022 all Expenditures		\$5,727.50	\$302,497.47	\$18,628.27	\$26,499.04	\$347,625

MPO Narrative Summary - FFY2022

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 2022 MPO Quarterly and attended all quarterly meetings. Completed training for new board members and provided training to the board utilizing our Santa Fe MPO Training Manual. Completed each consecutive quarterly expenditure report in a timely manner for reimbursements as well as the 2021 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 FFY2022-2027 TIP and noticed the public accordingly. FFY2021 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. Staff participated in a FHWA TIP audit meeting specific to Title VI requirements in August of 2022.

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. MPO staff, working with EcoResources, Inc began and completed an update to the Travel Demand Model. The model is continually shared with member agencies as projects develop when requested within the metro area. 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 Greenway Loop 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.

MPO APER Budgeted Staff Hours Summary

UPWP cycle	Amendment	Task Number	Fiscal Year	Budget_Hrs	50% of budget hours	Quarters				Hours spent in FFY 2022	% Difference	Hours remaining in 2022
						1	2	3	4			
2021/2022	2	1	2022	6250	3125	655	489	667	769.65	2580.65	-17%	544.35
2021/2022	2	2	2022	250	125	6	3	9	9.5	27.5	-78%	97.5
2021/2022	2	3	2022	645	322.5	215.8	203.5	94	168.1	681.35	111%	-358.85
2021/2022	2	4.1	2022	3275	1637.5	405	414.75	458.75	434	1712.5	5%	-75
2021/2022	2	4.2	2022	610	305	230.8	157.25	149	169.5	706.5	132%	-401.5
2021/2022	2	4.3	2022	400	200	14	1	0	4	19	-91%	181

Explanation for why some tasks were more than 20% different than budget.

Tasks 1 and 4.1 were budgeted to use ~50% of the hours in FFY 2021, and 50% in FFY 2022. We are within ~20% of that goal for each of these tasks. Very little work occurred on the MTP this year (task 4.3), with many of those tasks being shifted to task 4.2 instead which explains why more hours were used in task 4.2 than budgeted, but fewer were used for task 4.3. Similarly, tasks associated with TIP projects were not heavy this year, and instead work associated with data collection, data management, and data analysis were much heavier. This is due to unforeseen database management, and for the work associated with a pedestrian and bicycle count undertaken by the SFMPO in partnership with the NMDOT that had been expected to end mid-year, but instead became prolonged.

MPO APER Budgeted Other Expenses Summary

UPWP cycle	Task group	Task Number	Fiscal Year	Budget_Other Expenses 2021 & 2022	50% of budget hours	Quarters				Total	% Difference	Remaining
						1	2	3	4			
2021/2022	1	1	2022	\$49,567.00	\$24,783.50	\$1,939.55	\$1,236.85	\$2,164.42	\$5,476.19	\$10,817.01	-56%	\$13,966.49
2021/2022	2	2	2022	\$0.00	\$0.00			\$328.77		\$328.77	NA	-\$328.77
2021/2022	3	3	2022	\$13,200.00	\$6,600.00				\$12,888.88	\$12,888.88	95%	-\$6,288.88
2021/2022	4	4.1	2022	\$10,514.00	\$5,257.00	\$1,158.24	\$63.97	\$379.53	\$862.64	\$2,464.38	-53%	\$2,792.62
2021/2022	4	4.2	2022	\$0.00	\$0.00					\$0.00	0%	\$0.00
2021/2022	4	4.3	2022	\$0.00	\$0.00					\$0.00	0%	\$0.00

Explanation for why some tasks were more than 20% different than budget.

Task 1: Our first estimation for other expenditures had included travel and conferences and trainings which were not attended in-person as first budgeted because of the improved virtual accessibility of some conferences, and the cautiousness of SFMPO staff when considering out-of-state travel. We also hosted very few meetings because of ongoing COVID policies resulting in an under-expenditure of staff funds. Task two included TIP announcements paid for as the MPO decided to track these announcements here instead of in task 1, as we have done in the past. Under-expenditures in task 4.1 are related to the document that we expected to have printed but has gotten delayed.

MPO APER Budgeted Consultant Summary

UPWP_cycle	taskgroup	taskNumber	Fiscal Year	Budget_Cnslt	50% of budget	Quarters				Total	% difference	Remaining
						1	2	3	4			
2021/2022	1	1	2022	\$0.00	\$0.00					\$0.00	NA	\$0.00
2021/2022	2	2	2022	\$0.00	\$0.00					\$0.00	NA	\$0.00
2021/2022	3	3	2022	\$32,000.00	\$16,000.00		\$473.06	\$1,524.91	\$3,415.78	\$5,413.75	-66%	\$10,586.25
2021/2022	4	4.1	2022	\$49,234.00	\$24,617.00	\$2,993.75	\$2,088.50		\$8,132.27	\$13,214.52	-46%	\$11,402.48
2021/2022	4	4.2	2022	\$0.00	\$0.00					\$0.00	NA	\$0.00
2021/2022	4	4.3	2022	\$0.00	\$0.00					\$0.00	NA	\$0.00

Explanation for why some tasks were more than 20% different than budget.

Tasks 3 and tasks 4 were both underspent by more than 20% of our projections. Task 3 we had expected to hire help to rebuild and maintain our financial database, but instead, we rebuilt this in-house. Thus, staff did not have capacity to manage other projected expenditures such as more work with the TDM and deeper analysis of previously collected data associated with task 3. Task 4.1 included expenditures to 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 but because this plan only recently was adopted, these expenditures have been postponed. Professional services for the update to the 2012 Bicycle Master Plan and Professional services and help with developing an interactive website for the Bicycle Master Plan Update were postponed as staff spent more time reviewing projects for inclusion into these products, as a preliminary step necessary to these other expenditures.

MPO Summary of Consultant Vendor Services for FFY 2022

The SFMPO had no formal contracts in FFY 2022.

FFY 2022 Quarterly Expense Report by Fund

			112				5303			
			Quarters				Quarters			
Year Description			1	2	3	4	1	2	3	4
Consultant services	2022	Other Consulting		\$1,818.45				\$454.61		
	2022	Professional Services	\$2,395.00	\$230.80	\$1,219.93	\$1,154.81	\$598.75	\$57.70	\$304.98	\$10,393.24
		TOTAL CONSULTANTS	\$2,395.00	\$2,049.25	\$1,219.93	\$1,154.81	\$598.75	\$512.31	\$304.98	\$10,393.24
Other Expenses	2022	Books/Subscriptions/Periodicals	\$397.30	\$120.54	\$197.79	\$110.27	\$99.32	\$30.13	\$49.45	\$992.40
	2022	Communication				\$9.33				\$83.93
	2022	Dues				\$111.33				\$1,001.92
	2022	Food	\$0.00			\$6.61	\$0.00			\$59.47
	2022	In State: Transportation: Air & Mileage				\$5.52				\$49.68
	2022	Operating Supplies	\$1,035.94	\$270.88	\$444.11	\$1,955.73	\$258.98	\$67.72	\$111.02	\$11,465.09
	2022	Out of State: Per Diem: Hotel & Meals				\$50.97				\$458.73
	2022	Out of State: Transportation: Air & Mileage				\$39.12				\$352.08
	2022	Print/Publish	\$1,005.00	\$438.36	\$1,656.28	\$140.42	\$251.25	\$109.59	\$414.07	\$1,263.73
	2022	Registration	\$40.00	\$210.88		\$107.14	\$10.00	\$52.72		\$964.24
		TOTAL OTHER EXPENSES	\$2,478.24	\$1,040.66	\$2,298.18	\$2,536.44	\$619.55	\$260.16	\$574.54	\$16,691.27
Staff Expenses	2022	Benefits	\$21,321.11	\$17,178.49	\$18,876.35	\$23,972.07	\$5,330.29	\$4,294.65	\$4,719.13	\$5,992.99
	2022	Salaries	\$41,904.14	\$33,354.97	\$38,428.34	\$46,961.96	\$10,476.54	\$8,338.81	\$9,607.18	\$11,740.49
TOTAL STAFF EXPENSES			\$63,225.25	\$50,533.46	\$57,304.69	\$70,934.03	\$15,806.83	\$12,633.46	\$14,326.31	\$17,733.48
Quarter TOTAL			\$68,098.49	\$53,623.37	\$60,822.80	\$74,625.28	\$17,025.13	\$13,405.93	\$15,205.83	\$44,817.99
Fund TOTAL			\$257,170				\$90,455			
Annual TOTAL			\$347,625							

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)

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 2022 APER (October 1, 2021 to September 30, 2022)
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 2022 APER (October 1, 2021 to September 30, 2022)
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			C			C			C			C			C			C			C			C		
MPO Quarterly Meetings			C			C			C			C			C			C			C			C		
Policy Member Training				C												C										
Develop MPO Budget for City						C												C								
APA National Conference							C												C							
Walk/Bike/Places											C												C			
NMAPA Conference	C												C													
TPB Meeting Notices	C	C			C	C	C	C	C	C	C	C	C	C			C	C	C	C	C	C	C	C		
Quarterly Reports	C			C			C			C			C			C			C			C				
APER		C												C												
Quality Assurance Report							C												C							
2023 &2024 UPWP Draft																			C							
2023&2024 UPWP Approved																			C							
Annual Meetings Schedule		C												C												

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

Expenses:

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

Program Management, Professional Development, Public Participation and Unified Planning 1 Work Program					
FFY 2022	Hours	Staff & Benefits	Consultant Services	Other Expenses	Totals
UPWP Budget	6250	\$300,000.00	\$0.00	\$49,567.00	\$349,567.00
Starting Balance	3458.25	\$159,413.45	\$0.00	\$28,709.55	\$188,123.00
Quarter 1	655.00	\$35,333.22		\$1,939.55	\$37,272.76
Quarter 2	489.00	\$25,348.14		\$1,236.85	\$26,584.99
Quarter 3	667.00	\$34,642.76		\$2,164.42	\$36,807.18
Quarter 4	769.65	\$45,869.64		\$5,476.19	\$51,345.83
Total Expenses	2580.65	\$141,193.76		\$10,817.01	\$152,010.76
Balances YTD	877.60	\$18,219.69	\$0.00	\$17,892.54	\$36,112.24

Quarter 1: 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 staff edited the MPO website to reflect all changes on the TCC and TPB Committees
- MPO staff responded to an invitation from FHWA to develop a “Local Road Safety Plan” for the MPO metropolitan area. Staff helped set up data collection, stakeholder lists and other administrative duties to help FHWA kick off the project in December of 2021.
- 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 #4 Report from the 2021-2022 UPWP
- MPO staff reviewed “urban sdk” software platform to increase data collection, storage, management and analysis efficiencies for the MPO
- MPO staff worked with the City of Santa Fe Land Use Department to consider additional technical staff report and possible additional financial resources to continue to expand and implement MPO services.
- 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 Staff 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 Staff 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 Transportation Planner attended City Communications Team meetings
- MPO Staff attended the Q1 New Mexico Quarterly MPO Meeting virtually.
- MPO Transportation Planner wrote and sent the October quarterly newsletter

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

- MPO Transportation Planner wrote and sent press releases for the NCRTD mountain trail fee elimination and the pop-up protected bike lanes.
- MPO Staff attended the following trainings and webinars:
 - MS@ Traffic Count Software Training
 - Continued Streetlight Data Training
 - APBP Webinar on bike infrastructure and gentrification
 - RIHEL Advanced Leadership Training Program
 - UNM BBER Data Users Conference
- 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.
- MPO Planner attended the County Transportation Advisory Committee meeting.

Quarter 2: 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 staff edited the MPO website to reflect all changes on the TCC and TPB Committees
- MPO staff participated in multiple workshops related to FHWA's development of a "Local Road Safety Plan" for the MPO metropolitan area.
- 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 FFY2022 Quarter #1 Report from the 2021-2022 UPWP
- MPO staff received training of the "urban sdk" software platform to increase data collection, storage, management and analysis efficiencies for the MPO
- 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 attended the annual Rocky Mountain Land Use Conference virtually in March.
- MPO Officer utilized UPWP when necessary for professional development/training requests.
- MPO Staff reviewed all processes, data, and documents supporting Quarterly Reporting.
- MPO Staff provided the TCC and TPB an updated version of the Santa Fe MPO Training Manual and provided new policy Board member Councilor Amanda Chavez a 1hour training overview prior to her first meeting in February.
- 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 Staff 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 Transportation Planner attended City Communications Team meetings
- MPO Transportation Planner wrote and sent the January SFMPO newsletter
- MPO Staff attended the Q2 New Mexico Quarterly MPO Meeting virtually.
- MPO Staff attended the following trainings and webinars:
 - SDK Data Platform Training
 - Rocky Mountain Land Use Conference
 - National Bike Summit (virtual)

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

- New Infrastructure Dollars and Advocating for Walkable and Equitable Places
- Dream of Play Build: Hands-On Community Engagement for Enduring Spaces and Places
- NMDOT Network Screening Tool
- RIHEL ALTP workshop
- MPO Officer attended the County Transportation Advisory Committee meeting.

Quarter 3: 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 staff edited the MPO website to reflect all changes on the TCC and TPB Committees
- MPO staff participated in a local site visit of FHWA staff, consultant staff and NMDOT staff spending a day traveling local roads as an assessment to inform the FHWA’s development of a “Local Road Safety Plan” for the MPO metropolitan area.
- 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 FFY2022 Quarter #2 Report from the 2021-2022 UPWP
- MPO staff received continued training of the “urban sdk” software platform to increase data collection, storage, management and analysis efficiencies for the MPO
- 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 Staff reviewed all processes, data, and documents supporting Quarterly Reporting.
- MPO Staff provided the TCC and TPB an updated version of the Santa Fe MPO UPWP 2023-2025 in April and June.
- 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 Staff 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 conducted public outreach in coordination with member agencies to raise awareness about current transportation projects.
- MPO Transportation Planner attended City Communications Team meetings
- MPO Transportation Planner wrote and sent the April SFMPO newsletter
- MPO Officer attended the Q3 New Mexico Quarterly MPO Meeting in person in Farmington.
- MPO staff created and posted maps to help publicize temporary public trail closures due to fire risk.
- MPO staff partnered with the City of Santa Fe to write an op-ed highlighting planning efforts coming into fruition.
- MPO Staff attended the following trainings and webinars:
 - SDK Data Platform Training

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

- The Past, Present, and Future of Electric Bicycling Maryland Department of Planning and Smart Growth Network
- Designing Roundabouts to Support Walkability and Smart Growth – Smart Growth Network

"Taking on Traffic Laws: A How-To Guide for Decriminalizing Mobility." – SafeRoutesPartnership

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 staff edited the MPO website to reflect all changes on the TCC and TPB Committees
- MPO staff participated in a Title VI TIP audit via an interview FHWA and NMDOT staff, to review elements of public engagement and the adoption and management of the Santa Fe MPO TIP. A report detailing the review will be sent next quarter.
- MPO officer and Staff responded to community member concerns, and responded to stakeholders and partners.
- MPO staff continue to manage data and files, for successful remote data access.
- MPO Staff developed and submitted the FFY2022 Quarter #3 Report from the 2021-2022 UPWP
- MPO staff received continued training of the “Urban SDK” software platform to increase data collection, storage, management and analysis efficiencies for the MPO
- 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 Staff 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 maintenance of a specific meeting website page that was inclusive of all pertinent meeting agenda items accessible to committee members, the public and stakeholders. • MPO Staff 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 conducted public outreach in coordination with member agencies to raise awareness about current transportation projects.
- MPO Transportation Planner attended City Communications Team meetings
- MPO Transportation Planner wrote and sent the July SFMPO newsletter
- MPO Staff hosted the Q4 New Mexico Quarterly MPO Meeting in September
- MPO Staff updated the website PHP, and re-worked the website after this update for functionality.
- MPO Staff attended the following trainings and webinars:
 - MPO Staff attended webinar “2022 Dangerous By Design” – Smart Growth Coalition
 - MPO Staff attended the NMDOT’s Hosting of “USDOT Build America Bureau Educational Meeting”
 - MPO Officer attended the annual Western Planner Conference in Bismarck, ND in September
 - MPO Staff attended educational session via AMPO staff on benefits and opportunities of being a member

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

- MPO Senior Planner attended the Association of Pedestrian and Bicycle Professionals Conference in Minneapolis, MN
- MPO Senior Planner attended webinar “Dangerous by Design: Transportation Officials Discuss What’s Wrong With Arterials” by America Walks
- GIS and Data Visualization Association of Metropolitan Planning Organizations
- Elementor “how to create a banner” tutorial
- ArcGIS Pro various tutorials

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		C			C			C			c			C			C			C			C	
Annual List of Obligated Projects			C												C									
2022-2027 TIP																		C						

Key: X=Scheduled; C=Completed

Expenses:

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

2	Transportation Improvement Program (TIP)				
FFY 2022	Hours	Staff & Benefits	Consultant Services	Other Expenses	Totals
UPWP Budget	250	\$12,000.00	\$0.00	\$0.00	\$12,000.00
Starting Balance	152.75	\$7,338.14	\$0.00	-\$834.60	\$6,503.54
Quarter 1	6.00	\$291.95			\$291.95
Quarter 2	3.00	\$144.38			\$144.38
Quarter 3	9.00	\$167.87		\$328.77	\$496.65
Quarter 4	9.50	\$519.62			\$519.62
Total Expenses	27.50	\$1,123.83		\$328.77	\$1,452.60
Balances YTD	125.25	\$6,214.31	\$0.00	-\$1,163.37	\$5,050.94

Quarter 1: Staff Activities

- MPO Staff processed and approved requested monthly admin mods
 - MPO Staff edited the website to include announcements of TIP actions and updated materials.
 - MPO Transportation Planner maintained the online interactive map of TIP projects
 - MPO Transportation Planner processed the first call for formal amendments to the 2022-2027 TIP
 - MPO Transportation Planner initiated an FTA funding transfer for select projects
- MPO Staff edited and posted the FY21 obligated projects to the MPO website

Quarter 2: Staff Activities

- MPO Staff processed and approved requested monthly admin mods
- MPO Staff edited the website to include announcements of TIP actions and updated materials.
- MPO Transportation Planner maintained the online interactive map of TIP projects
- MPO Transportation Planner processed the second call for formal amendments to the 2022-2027 TIP

Quarter 3: Staff Activities

- MPO Staff processed and approved requested monthly admin mods
- MPO Staff edited the website to include announcements of TIP actions and updated materials.
- MPO Staff maintained the online interactive map of TIP projects
- MPO Staff processed the third call for formal amendments to the 2022-2027 TIP
- MPO Staff worked with member agencies to provide updates for all TIP projects.

Quarter 4: Staff Activities

- MPO Staff processed and approved requested monthly admin mods
- MPO Staff edited the website to include announcements of TIP actions and updated materials.
- MPO Staff maintained the online interactive map of TIP projects
- MPO Staff processed the fourth call for formal amendments to the 2022-2027 TIP
- MPO Staff worked with member agencies to provide updates for all TIP projects.

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

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.
- ✓ 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

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

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	C												C											

Key: X=Scheduled; C=Completed

Expenses:

3	Data Collection/Analysis: Traffic, Crash, Travel Demand Model, and Related Activities				
FFY 2022	Hours	Staff & Benefits	Consultant Services	Other Expenses	Totals
UPWP Budget	645	\$30,960.00	\$32,000.00	\$13,200.00	\$76,160.00
Starting Balance	-117.5	-\$1,381.56	\$9,093.36	\$2,874.36	\$10,586.16
<i>Quarter 1</i>	215.75	\$10,063.83			\$10,063.83
<i>Quarter 2</i>	203.50	\$9,384.56	\$473.06		\$9,857.62
<i>Quarter 3</i>	94.00	\$3,662.31	\$1,524.91		\$5,187.22
<i>Quarter 4</i>	168.10	\$7,702.95	\$3,415.78	\$12,888.88	\$24,007.61
Total Expenses	681.35	\$30,813.66	\$5,413.75	\$12,888.88	\$49,116.28
Balances YTD	-798.85	-\$32,195.22	\$3,679.61	-\$10,014.52	-\$38,530.12

Quarter 1: 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 maintained a process of tracking expenditures continually.
- MPO Planner responded to various data requests including crash and traffic requests
- MPO staff investigated and inquired after traffic count anomalies noticed at various counters as reported by the NMDOT
- MPO Transportation Planner maintained and collected temporary pneumatic bike counters near the trail bike/ped counters. Began working on code for data visualization.
- MPO Transportation Planner used MIOVISION cameras provided by NMDOT to collect crosswalk use data at 11 locations, and managed, data collection, including camera positioning, battery life, data upload, scheduling, and communications with MIOVISION/DataLink support staff. Data download was also begun.
- MPO staff reviewed, developed, and edited speed study datasheets.
- MPO staff conducted vehicle speeds studies with and without the pop-up protected bike lanes.

Quarter 2: Staff Activities

- MPO Staff requested Travel Demand Model information for multiple projects occurring in the metro area.
- MPO Staff continued to organize traffic count software maps and data location on the Santa Fe MPO website.
- MPO Planner reviewed old Admin data including quarterly expenditures and maintained a process of tracking expenditures continually.

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

- MPO Planner responded to various data requests including crash and traffic requests
- MPO Transportation Planner downloaded and did a preliminary analysis of the 11 MIOVISION camera locations where crosswalk use data was collected. A report was written and sent to NMDOT. Staff continued communication with MIOVISION/DataLink support staff regarding fund expenditures, and various data related questions.
- MPO Transportation Planner began collecting Traffic impact analyses and other reports prepared privately for various developments in preparation for the creation of a database of archived studies.
- MPO Transportation Planner reviewed and downloaded Streetlight data
- 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 working with EcoResource Inc, began the process to update the 2019 version of the model and intend to work through September 2022 to complete.
- MPO Staff continued to organize traffic count software maps and data location on the Santa Fe MPO website.
- MPO Planner reviewed old Admin data including quarterly expenditures and maintained a process of tracking expenditures continually.
- MPO Planner responded to various data requests including crash and traffic requests
- MPO Transportation Planner continued to work with MIOVISION data, managing the remaining budget, and coordinating for simultaneous vehicle counting for a subset of dates and intersections. Staff continued to work with analysis code as they work towards a more refined and updated report.
- MPO Transportation Planner continued collecting Traffic impact analyses and other reports prepared privately for various developments in preparation for the creation of a database of archived studies.
- MPO Transportation Planner re-visited pneumatic count data in an effort to estimate the number of bike vs pedestrian use at long-term count locations.
- MPO Transportation Planners installed two new eco-counters on local trails.
- Staff continued to work with Eco-Counter QC and data visualizations.

Quarter 4: Staff Activities

- MPO Staff, working with EcoResource Inc, began the process to update the 2019 version of the transportation demand model and intend to work through 2022 to complete it. This included a spatially based population projection, and employment projections
- MPO Staff continued to organize traffic count software maps and data location on the Santa Fe MPO website.
- MPO Planner reviewed old Admin data including quarterly expenditures and maintained a process of tracking expenditures continually.
- MPO Planner responded to various data requests including crash and traffic requests• MPO Transportation Planner continued collecting Traffic impact analyses and other reports prepared

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

privately for various developments in preparation for the creation of a database of archived studies.

- MPO Transportation Planner re-visited pneumatic count data in an effort to estimate the number of bike vs pedestrian use at long-term count locations.
- Staff continued to work with Eco-Counter QC and data visualizations.
- MPO Transportation Planner continued to work with MIOVISION data, managing the remaining budget, and coordinating for simultaneous vehicle counting for a subset of dates and intersections. Staff continued to work with analysis code as they work towards a more refined and updated report.
- 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 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

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

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.

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

- ✓ Facilitate discussions between Santa Fe Trails, North Central Regional Transportation District (NCRTD), NMDOT Park and Ride, and NM Rail Runner Express to ensure continuity of existing services throughout the MPO Planning Area.
- ✓ Provide planning and travel demand model assistance as necessary to facilitate coordination of local and regional transit with commuter rail service.
- ✓ Attend meetings where relevant, which address services of the Santa Fe Trails, NCRTD, NMDOT Park and Ride and NM Rail Runner Express.
- ✓ Participate in planning of multimodal transportation activities including, but not limited to, the commuter rail corridor, the City Rail Yard pertaining to transportation, the development of plans for a future downtown transit facility, the NM Park and Ride Transit services, and promotion of “Alternatives to SOV Travel” and “Dump the Pump” types of events.
- ✓ Support the coordinated efforts of existing cell phone and tablet apps that promote transit usage (e.g. real time bus arrival to specific stop point).
- ✓ Investigate or develop educational/promotional materials and participate in events related to transit and rail as a viable transportation option.
- ✓ Implement relevant strategies, goals and objectives detailed in the Metropolitan Public Transit Master Plan.
- ✓ Identify and review existing studies, data and information relevant to the public health and to the MPO Planning Area that may support access to and use of public transit.
- ✓ Support the Regional Transit Coordinating Committee for purposes of collaborative implementation of all planning initiatives.
- ✓ Identify and engage a consultant to create an educational video of a roadway safety transformation.
- ✓ Collaborate with Public and Community Health agency staff and advocates in furthering active transportation initiatives
- ✓ Communicate with the Public Works Streets and Drainage Maintenance Division to increase the lifespan of the existing transportation network, and plan for the minimization or mitigation of stormwater drainage impacts where feasible
- ✓ Coordinate events and promotional activities that encourage walking and bicycling.
- ✓ Identify and review existing studies, data and information relevant to the public health and to the MPO Planning Area that may support active transportation. Work with public health agencies to develop strategies that promote active transportation.
- ✓ Work with the New Mexico Department of Health to expand their Prescription Trails Program and other initiatives that directly related to active transportation.
- ✓ Collaborate with City and County efforts to reduce vehicle related Green House Gas emissions
- ✓ Staff input in support of Main Street initiatives

Task 4.1 - Related Expenses

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

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

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												C												

Key: X=Scheduled; C=Completed

Expenses:

4	Transportation planning				
4.1_Multi-Modal & Active Transportation Planning					
FFY 2022	Hours	Staff & Benefits	Consultant Services	Other Expenses	Totals
UPWP Budget	3275	\$157,200.00	\$49,234.00	\$10,514.00	\$216,948.00
Starting Balance	1403.5	\$68,567.87	\$39,132.25	-\$7,272.33	\$100,427.79
Quarter 1	405.00	\$19,879.82	\$2,993.75	\$1,158.24	\$24,031.80
Quarter 2	414.75	\$20,049.89	\$2,088.50	\$63.97	\$22,202.35
Quarter 3	458.75	\$26,040.19		\$379.53	\$26,419.72
Quarter 4	434.00	\$23,168.56	\$8,132.27	\$862.64	\$32,163.47
Total Expenses	1712.50	\$89,138.46	\$13,214.52	\$2,464.38	\$104,817.34
Balances YTD	-309.00	-\$20,570.59	\$25,917.73	-\$9,736.71	-\$4,389.55

Quarter 1: Staff Activities

- 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 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 started working with Alta Planning and Design to develop an update to the MPO's 2007 Complete Streets Resolution
- MPO Transportation Planner 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 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 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.
- MPO staff made a site visit to the intersection of Delgado and Canyon road in response to constituent concerns.

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

- MPO Planner worked with local member agencies to complete and submit CMAQ and TAP applications to the NMDOT.
- MPO staff met with engineers to discuss Rail Trail crossing improvements.
- MPO staff continued to meet with the Safe Routes to Parks team to determine final steps and continuing actions.
- MPO staff met with local organizations and developers to ensure the South Meadows open space development plans integrate with planned trails.
- MPO planner identified proposed trails in the MPO GIS layers that are not identified in MPO plans.

Quarter 2: Staff Activities

- 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 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 finished working with Alta Planning and Design to develop an update to the MPO's 2007 Complete Streets Resolution
- MPO Transportation Planner worked with the Bike Month coalition to organize Santa Fe Bike Month.
- MPO Transportation Planner organized monthly social bike rides to support and build the bicycle community.
- MPO staff were awarded a grant from AARP to conduct pop-up protected bike lanes. MPO staff worked with the City to plan pop-up protected bike lanes for May.
- MPO Staff continued to support an in-depth look at the Cerrillos alternatives from St. Michaels to St. Francis.
- MPO staff created a process for member agencies to apply to the Transportation Project Fund call for projects.
- MPO staff met with local organizations and developers to ensure the South Meadows open space development plans integrate with planned trails.
- MPO staff reviewed proposed trails in the MPO GIS layers that are not identified in MPO plans.
- MPO staff reviewed Local Road Safety Plan recommended strategies for the strategic plan.
- MPO Transportation Planner conducted an analysis of parking along St. Michael's Drive to compare with current and proposed code requirements.
- MPO Transportation Planner created and gave presentations and wrote a report summarizing the process and results of the first two protected bike lanes.
- MPO staff reviewed the River Trail connection to El Camino Real Academy preliminary engineering report.
- MPO staff took a site visit to SWAN Park and proposed trails connecting to the neighborhoods off Mutt Nelson Road
- MPO staff attended the Rio Grande Trail Commission meeting to understand progress in the development of this trail
- MPO Transportation Planner audited Bicycle Master Plan projects displayed on the online interactive project map and make corrections and additions to complete the map.
- MPO staff met with City staff about a prospective bike/walk incentive program for staff.
- MPO staff attended Kick-off and visioning meeting for the Airport Mainstreet Project.

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

Quarter 3: Staff Activities

- 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 worked with staff from the American Heart Association and their subconsultant who has funding to provide several street renderings depicting current roadway designs with complete street oriented designs.
- 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 supported the adoption of the 2022 Complete Streets Resolution by the MPO Policy Board and County Commission. It is the intent to have a similar resolution adopted by City of Santa Fe in July of 2022.
- MPO Transportation Planner worked with the Bike Month coalition to organize Santa Fe Bike Month.
- MPO Transportation Planner organized monthly social bike rides to support and build the bicycle community.
- MPO staff were awarded a grant from AARP to conduct pop-up protected bike lanes. MPO staff worked with the City to plan pop-up protected bike lanes for May.
- MPO Staff continued to support an in-depth look at the Cerrillos alternatives from St. Michaels to St. Francis.
- MPO staff worked with member agencies to submit applications to the Transportation Project Fund.
- MPO staff continue to meet with local organizations and developers to ensure the South Meadows open space development plans integrate with planned trails.
- MPO staff supported the use of city allocated CDBG funds to fund a River Trail Connector that will connect El Camino Real Academy directly to the Cottonwood Village Mobile Home Park and other residences being developed in the vicinity.
- MPO staff reviewed proposed trails in the MPO GIS layers that are not identified in MPO plans.
- MPO staff reviewed virtually with FHWA staff the Local Road Safety Plan recommended strategies for the strategic plan.
- MPO Transportation Planner gave presentations and promoted a report summarizing the process and results of the first two protected bike lanes.
- MPO Transportation Planner created stand-alone documents for the Bikeways and Trails Map Family Friendly Bike Routes
- MPO staff began planning a pop-up protected bike lane demonstration for August.

Quarter 4: Staff Activities

- 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 finalized renderings with staff from the American Heart Association and their subconsultant who has funding to provide several street renderings depicting current roadway designs with complete street oriented designs.
- 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 supported the adoption of the 2022 Complete Streets Resolution by City Council.

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

- MPO Transportation Planner organized monthly social bike rides to support and build the bicycle community.
- MPO staff were awarded a grant from AARP to conduct pop-up protected bike lanes. MPO staff worked with the City to plan a bike-in movie with a pop-up protected bike lanes in August.
- MPO Staff continued to support an in-depth look at the Cerrillos alternatives from St. Michaels to St. Francis, including integration into a possible redesign of Cordova Road.
- MPO staff worked with member agencies to submit applications to the Transportation Project Fund.
- MPO staff continue to meet with local organizations and developers to ensure the South Meadows open space development plans integrate with planned trails and participated in a stakeholder interview with developer consultants regarding the design of their proposed 5 acre public park.
- MPO staff supported the use of city allocated CDBG funds to fund a River Trail Connector that will connect El Camino Real Academy directly to the Cottonwood Village Mobile Home Park and other residences being developed in the vicinity.
- MPO staff finalized and sent to the MPO TCC and TPB for their review and approval FHWA supported Santa Fe MPO Local Road Safety Plan.
- MPO staff coordinated with local partners on determining feasibility and right-of-way constraints for the Acequia Trail to Maez.
- MPO staff attended public and stakeholder meetings for the Bishop's Lodge Road redesign study
- MPO staff attended public and stakeholder meetings for the County Road Safety Audit of Bishop's Lodge Road in Tesuque
- MPO staff coordinated with local stakeholders to draft a scope of work to study speeding and safety issues in an area around Camino Carlos Rey
- MPO staff attended an open house for the NCRTD long range strategic plan update
- MPO staff did a walk audit on Pacheco Road with a concerned constituent and MPO Officer presented the findings and recommendations to BPAC.
- MPO transportation planner created diagrams for local institutions to visualize bike parking requirements
- MPO transportation planner summarized current and proposed requirements for people biking and e-biking in Santa Fe

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

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

- 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 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	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C

Key: X=Scheduled; C=Completed

Expenses:

4	Transportation planning				
4.2_Participation in MPO Member Plans, Studies, & Projects					
FFY 2022	Hours	Staff & Benefits	Consultant Services	Other Expenses	Totals
UPWP Budget	610	\$29,280.00	\$0.00	\$0.00	\$29,280.00
Starting Balance 2022	-57.25	-\$3,415.52	\$0.00	\$0.00	-\$3,415.52
Quarter 1	230.75	\$12,721.02			\$12,721.02
Quarter 2	157.25	\$8,193.84			\$8,193.83
Quarter 3	149.00	\$7,117.86			\$7,117.86
Quarter 4	169.50	\$11,140.05			\$11,140.05
Total Expenses	706.50	\$39,172.77			\$39,172.76
Balances YTD	-763.75	-\$42,588.29	\$0.00	\$0.00	-\$42,588.28

Quarter 1: Staff Activities

- MPO Officer worked with City Public Works Staff to assess their “ICIP Project Evaluation” and the Legislative Capital Outlay Request list to align projects with MPO plans.
- MPO staff worked with the NCRD’s staff to support public and stakeholder input regarding a proposed route modification to the La Cienega Route
- MPO Staff continued to engage with the City the NMDOT’s design process for the redevelopment of Cerrillos Road.

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

- MPO staff participated in the presentation regarding the NMDOT's Strategic Highway Safety Plan Update on 11/3/21
- MPO Officer participated in the EMNRD – Economic Development Transportation Working Group an ongoing effort to coordinate transportation related policies specific to climate change.
- 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 November 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 as needed and provided presentation regarding projects and programs relevant to bicycle and pedestrian safety.
- MPO staff met with landowners/developers and representatives with the 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 possible trail project now exists to be considered as an update to the 2019 Bicycle Master Plan.
- MPO Planner worked with the Bicycle Pedestrian Advisory Committee to conduct a survey during the pop-up protected bike lane and the Santa Fe Century

Quarter 2: Staff Activities

- MPO Officer worked with City Public Works Staff to assess their “ICIP Project Evaluation” and the Legislative Capital Outlay Request list to align projects with MPO plans.
- MPO Staff attended intersection redesign meeting regarding Sandoval and Montazuma (bike/ped improvements) to discuss possible solutions for cost over runs and need right-of-way
- MPO staff worked with the NCRTD's staff to review the City's draft Multimodal Transition Plan and to specifically discuss the coordination of possible future “micro-transit” area routes/services.
- MPO Staff continued to engage with the City the NMDOT's design process for the redevelopment of Cerrillos Road and St. Frances/St. Michaels Drive Interchange.

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

- MPO staff participated in the presentation regarding the NMDOT's draft Statewide Freight plan during the February TCC and March Quarterly.
- MPO Staff reviewed Phase 1B Study regarding redesign of the St. Francis/St. Mikes Interchange on site to review alternatives and provided comprehensive comments detailing the City's desire to redesign St. Michael's Drive specifically to consider a road diet and how two project efforts should consider this effort.
- 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 regarding the continued efforts to develop the Mid-Town Campus site.
- MPO staff 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 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 as needed and provided presentation regarding projects and programs relevant to bicycle and pedestrian safety.
- MPO staff met with land owners/developers and representatives with the 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 possible trail project now exists to be considered as an update to the 2019 Bicycle Master Plan.
- MPO staff reviewed and attended meetings regarding the City's Harrison Road sidewalk addition project.

Quarter 3: Staff Activities

- MPO Staff reviewed NMDOT's Phase 1B Study detailing conceptual designs for the St. Francis overpass of St. Michael's Drive and strongly encouraged the City to address the issue of proposed widening of St. Michael's as it is the intent of the City to develop a study to implement a road diet on St. Michaels.
- MPO Officer worked with City Public Works Staff to finalize their "ICIP Project Evaluation" and the Legislative Capital Outlay Request list to align projects with MPO plans.
- MPO Staff continued to engage with the City the NMDOT's design process for the redevelopment of Cerrillos Road and St. Frances/St. Michaels Drive Interchange specifically the location of sidewalks and potential widths.
- MPO staff provided critical comments regarding the City's final Phase 1B Study of the Arroyo Chamiso Crossing Study and presented those comments to the City's Bicycle Pedestrian Advisory Committee in June.

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

- 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 regarding the continued efforts to develop the Mid-Town Campus site, specifically the “transportation study” that will inform traffic flows based on the intended land uses for the project.
- MPO staff supported the City via one round of interviews for 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 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 as needed and provided presentation regarding projects and programs relevant to bicycle and pedestrian safety.
- MPO Officer provided power point presentations virtually and in person to multiple committees regarding the proposed draft of the Multimodal Transition Plan that is intended to be up for City approval next quarter.

Quarter 4: Staff Activities

- MPO Officer continued to worked with City Public Works Staff to finalize their “ICIP Project Evaluation” and the Legislative Capital Outlay Request list to align projects with MPO plans.
- MPO Staff continued to engage with the City the NMDOT’s design process for the redevelopment of Cerrillos Road and St. Frances/St. Michaels Drive Interchange specifically the location of sidewalks and potential widths.
- MPO Staff met with City Staff and consultant team designers/engineers regarding the development of the Phase ABC corridor study titled Arroyo de Los Chamisos Crossing Study.
- 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 regarding the continued efforts to develop the Midtown Campus site, specifically the now submitted Master Plan with recommended transportation improvements.
- MPO Officer attended a City of Santa Fe Planning Commission meeting and presented to them an overview of the MPO, an overview of the history of the transportation network and a discussion about how we can work together to mitigate the automobile dominated network by supporting multimodal programs and projects.

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

- 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 as needed and provided presentation regarding projects and programs relevant to bicycle and pedestrian safety.
- MPO Officer provided power point presentations virtually and in person to multiple committees regarding the proposed draft of the Multimodal Transition Plan that is intended to be up for City approval next quarter.
- MPO staff provided feedback to the City Land Use Department for the land use code rewrite.

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 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.

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

- ✓ 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												C												C

Key: X=Scheduled; C=Completed

Expenses:

4	Transportation planning				
4.3_Metropolitan Transportation Plan					
FFY 2022	Hours	Staff & Benefits	Consultant Services	Other Expenses	Totals
UPWP Budget	400	\$19,200.00	\$0.00	\$0.00	\$19,200.00
Starting Balance 2022	353	\$16,686.00	\$0.00	-\$285.51	\$16,400.49
Quarter 1	14.00	\$742.24			\$742.23
Quarter 2	1.00	\$46.11			\$46.10
Quarter 3	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Quarter 4	4.00	\$266.66	\$0.00	\$0.00	\$266.66
Total Expenses	19.00	\$1,055.01	\$0.00	\$0.00	\$1,054.99
Balances YTD	334.00	\$15,630.99	\$0.00	-\$285.51	\$15,345.50

Quarter 1: 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.
- MPO Planner fully integrated all previous amendments and maps into the final MTP pdf.

Quarter 2: Staff Activities

- MPO Staff participated in the scoping meeting for the NMDOT's Feasibility Study to design and build shoulders/bike lanes along the extents of NM 475 or Hyde Park Road a project long included in the MTP.
- MPO Staff participated in the scoping meeting for the City's design and construction of Bishop's Lodge Road and Henry Lynch Road both found in the MTP and now with design funding the TIP.
- 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.

Quarter 3: Staff Activities

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

- 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. These tasks however were included as other task items for this quarter such as task 4.2 “Participation in Member plans...”

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. These tasks however were included as other task items for this quarter such as task 4.2 “Participation in Member plans...”