

**South Central Regional
Transportation Planning
Organization
Planning District 7
NMDOT District 1**

**SCRTPO Quarterly Meeting Packet
December 13, 2024**

Mayor Rolf Hechler
SCRTPO Chair

Angela Rael
SCRTPO Program Manager
arael@sccog-nm.com

South Central Regional Transportation Planning Organization

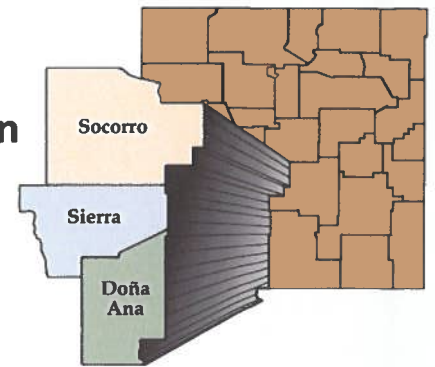
Combined Joint Policy/Technical Committee Meeting

Wednesday, December 13, 2024— 10:30 a.m.

Village of Williamsburg Trustee Chambers

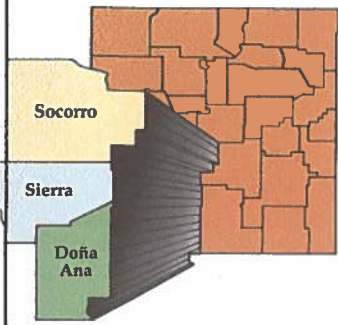
309 Veater Street, Williamsburg, NM 87942

MEETING AGENDA



1. Pledge of Allegiance
2. Call to Order
3. Introductions/Roll Call
4. ***Approval of Agenda (Action Item)***
5. ***Approval of Minutes from SCRTPO Regular Meeting, June 26, 2024 (Action Item)***
6. New Business
 - A. Transit Application Introduction by Vijay Ummadi, NMDOT Rural Transit Program Manager.
 - B. Rating and Ranking (Oral Presentations) (10 Min. per presentation)
 - a. 5310—Progressive Residential Services
 - b. 5310—Tresco, Inc.
 - c. 5310—South Central Regional Transit District
 - d. 5311—South Central Regional Transit District
 - e. 5311—City of Socorro
 - C. ***2025-01 Open Meetings Act Resolution (Action Item)***
 - D. ***SCRTPO Public Participation Plan (Action Item)***
 - E. ***SCRTPO Title VI Plan (Action Item)***
8. SCRTPO Update
 - FY2024 Annual Performance and Expenditures Report (APER)
9. NMDOT Information & Updates
 - Debbie Hudson, State Funding Programs Supervisor & Gil Gallosa, State Funding Coordinator:
10. Chair & Member Input
11. Public Comment
12. Adjournment

* Action items are in bold and *italics*



South Central Regional Transportation Planning Organization
Combined Joint Policy/Technical Committee Meeting
Wednesday, June 26, 2024— 1:30 p.m.
Virtual/Zoom Meeting

<https://us06web.zoom.us/j/84356102614?pwd=UkkujL7MrJaOmQLwmyWHlw7wRpdm7r.1>

MEETING MINUTES

- I. Pledge of Allegiance:** Pledge of Allegiance was led by Mayor Debbie Stubblefield
- II. Call to Order** – Mayor Rolf Hechler called the meeting to order at 1:39 am.
- III. Introductions/Roll Call (Sign In)** – Councilor Cathy Harmon introduced herself and initiated the introductions of those in attendance of the meeting.

Members Present:

Donald Monette, City of Socorro
Billy Neeley, Sierra County
Deb Stubblefield, Village of Williamsburg
Cathy Harmon, City of Elephant Butte
Rolf Hechler, City of Truth or Consequences

Guest/NMDOT:

Valerie Sherman, NMDOT

SCCOG Staff:

Angela Rael, RTPO Planner
Jay Armijo, SCCOG Executive Director

IV. Approval of Agenda: *Mayor Debbie Stubblefield **MOVED TO APPROVE THE AGENDA.** Donald Monette **SECONDED. MOTION CARRIED UNANIMOUSLY.***

V. Approval of Minutes from May 17, 2024: *Donald Monette **MOVED TO APPROVE the MINUTES from May 17, 2024.** Mayor Debbie Stubblefield **SECONDED. MOTION CARRIED UNANIMOUSLY.***

VI. New Business:

- A. FFY 2025-26 South Central RTPO 2-Year Regional Work Program and Budget (Action Item):** The 2-year Regional Work Program and Budget was presented to the board for their approval. *Debbie Stubblefield **MOVED TO APPROVE the FFY 2025-26 RWP.** Mayor Donald Monette **SECONDED. MOTION CARRIED UNANIMOUSLY.***
- B. Statewide Functional Classification Review Presentation:** Joseph Moriarty, Technical Freight Planning Supervisor, NMDOT presented the board with the information that has been gathered for the Statewide Functional Classification Review during their current and ongoing public comment timeframe.
- 1. SCRTPO Update**— There are no updates from the RTPO as we had just met the previous month.
 - 2. Chair & Member Input**— No member input this meeting.
 - 3. Public Input**— No public input
 - 4. Date and location of next SCRTPO meeting**—The next SCRTPO meeting is scheduled to be determined at a later date.
 - 5. Adjournment:** **Mayor Rolf Hechler called the meeting adjourned at 2:23 pm.**

Approved by:

Rolf Hechler, Chairperson

Date

RESOLUTION # 2025 - 01

OPEN MEETINGS ACT RESOLUTION of the South Central Regional Transportation Planning Organization FY 2025-2026

WHEREAS, the members of the South Central Regional Transportation Planning Organization Board met in regular session in Williamsburg, NM on December 13, 2024 as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the deregulated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the South Central Regional Transportation Planning Organization Board to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the South Central Regional Transportation Planning Organization Board that:

1. All meetings shall be held at the time indicated in the meeting notice.
2. The agenda for board and committee meetings will be available at least seventy-two hours prior to the meeting from the South Central Council of Governments, whose office is located at 600 Highway 195, Suite B, Elephant Butte, New Mexico 89735. Notice of any other regular meetings will be given ten (10) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.
3. Special Meetings may be called by the Chair or a majority of the members upon three (3) days' notice. The notice shall include an agenda for the meeting and information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two hours before any special meeting.
4. Emergency meetings will be called under only unforeseen circumstances which demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss. The South Central Regional Transportation Planning Organization Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four (24) hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting and information on how the public may obtain a copy of the agenda.
5. For the purpose of regular meetings described in Paragraph 2 of this resolution, notice requirements are met if notice of the date, time, and location of meeting is posted at public buildings in each county in the south central region, as well as the South Central RTPO website, rtpnrm.org.

6. For the purpose of special meetings or emergency meetings described in Paragraphs 3 and 4 of this resolution, notice requirements shall be met by posting notice of the date, time, and place of the meeting in at least one local government location in the following counties: Doña Ana, Sierra, and Socorro. In Addition, the notice shall include broadcast stations licensed by the federal communications commission and newspapers of general circulation that have provided a written request for such notice.
7. In addition to the information specified above, all notices shall include the following language:

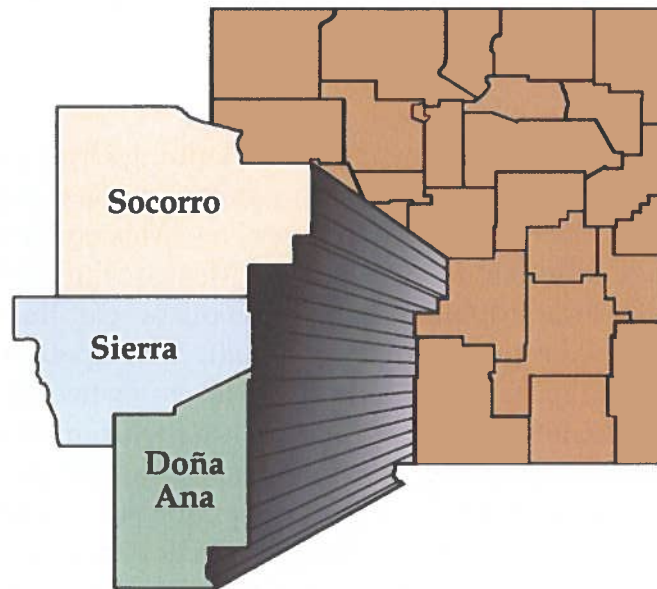
"If you are an individual with a disability and require assistance or auxiliary aid, or would like additional information on the agenda for the meeting, please contact staff at (575) 744-4857".
8. The South Central Regional Transportation Planning Organization Board may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.
 - A. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the South Central Regional Transportation Planning Organization Board taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.
 - B. If the decision to hold a closed meeting is made when the Board is in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provisions of the law authorizing the closed meetings and the subjects to be discussed with reasonable specificity to be given to the members and to the general public.
 - C. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
 - D. Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by a vote of the South Central Regional Transportation Planning Organization Board in an open public meeting.

**Passed by the South Central Regional Transportation Planning Organization
Board of Directors in Williamsburg, New Mexico on this
13th day of December 2024.**

As Approved:

/s/ _____
Rolf Hechler, Chairman

Date: _____



**South Central Regional Transportation
Planning Organization
(SCRTPO)
Public Participation Program Plan**

December 13, 2024

I. Introduction

The South Central Regional Transportation Planning Organization (SCRTPO) is the entity responsible for transportation planning in the region comprised of Socorro, Sierra, and Dona Ana counties in New Mexico per New Mexico Law. Regional planning organizations were originally founded by the New Mexico State Legislature in 1978 to orchestrate planning in nonmetropolitan areas.¹ The purpose of this document is to outline the State and Federal requirements for a Public Participation Plan for use by RTPOs. As an organization receiving Federal financial assistance for transportation planning, design, construction and maintenance, it is a requirement of State and Federal law that our organization develop and implement a program to foster continuing, cooperative and comprehensive (3-C) public participation. This program may be general, or project specific. In addition to being a regulatory requirement, public participation maximizes the benefits of transportation planning processes and outcomes. Accordingly, our organization recognizes that the travelling public has valuable insight to offer, in addition to a right to contribute to the planning process.

II. State and Federal Requirements

RTPOs have numerous responsibilities including the development and contribution to Long Range Plans (LRPs), Regional Transportation Improvement Plan Recommendations (RTIPRs), provision of technical assistance to local officials, coordination of local planning across multiple disciplines, interagency/ tribal coordination of local planning, and creating opportunities for public participation. The Federal government defines public participation as “an open process in which the rights of the community to be informed, to provide comments to the Government and to receive a response from the Government are met through a full opportunity to be involved and to express needs and goals”.² Our public participation program is an opportunity to provide for this process and pertinent State and Federal requirements are summarized below.

a) Responsibilities early in the process (23 CFR 450.210-316)

i) General

- Establish early and continuous opportunities for the public participation process
- Provide adequate public notice of opportunities for public comment and at key decision points
- Provide relevant information in a timely fashion

¹ 4 NMSA 57 and 58

² 23 CFR 200.5 (c)

- Provide access to policy and technical information
- Make information, including plans, publically accessible in electronic format
- Provide adequate public notice of opportunities for public review of plans
- Hold meetings at convenient and accessible times and locations
- Include a process for considering needs of low income and minority families
- Utilize documented process for nonmetropolitan official participation

ii) Guidelines for meetings per the New Mexico Open Meetings law (NMSA 10-15-1-5)

- All meetings of public bodies or agencies are to be public (10-15-1 (a-b))
- Activities applicable to Open Meetings Law include any formation of policy, discussion of public business or any action that the body has authority to take
- Public bodies to determine in public, what notice for public meeting is appropriate for that body and documented/advertised through physical postings on publicly accessed buildings throughout the region and on the SCRTPO website; also, through FCC licensed broadcast stations and newspapers of general circulation (10-15-1 (d)) that have provided a written request for such notice of the public meeting.
- Any reconvention of a meeting must be scheduled prior to recess of that meeting, and date and time of meeting must be posted in writing near the door of the original meeting and only matters scheduled to be discussed at the initial meeting may be discussed at the reconvened meeting (10-15-2(e))
- Meeting notices to include agenda of items to be discussed and be made publically available at least 24 hours prior to the meeting (f)
- Meeting bodies are to keep minutes that document, at minimum, date, time, place, persons in attendance and absent, material considered, a record of decisions and votes according to member. Minutes are to be made public and to be prepared no later than 10 working days after the meeting, subsequently reviewed by quorum, then made official (g)

iii) Methods

- Utilize visualization techniques and plan illustrations such as maps, diagrams charts, display boards, and slide presentations to clearly illustrate projects, plans and programs developed for committee meetings and public events.
- Allow minimum of 45 days for comment prior to adopting, revising or updating plans
- Provide opportunity for public comment any time an update or revision to a plan is made
- “Social and economic statistics for the region are to be collected, analyzed and processed at regular intervals and results are to be made available to the public” (NMSA 3-56-5 (c))
- Entities are to provide information to the public at large, in order to foster public awareness and understanding of the objectives of the regional plan and the functions of

local and regional planning, and to stimulate public interest and participation in the orderly, integrated development of the region" (NMSA 3-56-3 (f))

iv) Review

- Demonstrate explicit consideration of public input
- Document reasons for changes to plans not adopted in public and accessible format
- Periodically review effectiveness of strategies for public participation
- When significant written and oral comments are received, prepare summary analysis of disposition of comments to include in final plan draft
- Periodically review public participation process

b) Guidelines for inclusion of affected parties (23 CFR 450.200-316)

- Citizens
- Affected public agencies (including but not limited to land management, natural resources, environmental protection, conservation and historic preservation)
- Representatives of public transportation employees
- Freight shippers
- Private providers of transportation
- Representatives of users of public transportation
- Representatives of users of pedestrian walkways and bicycle transportation facilities
- Representatives of the disabled
- Providers of freight transportation services
- Other interested parties
- Coordinate with Tribal governments and US Secretary of Interior regarding areas of the State under Tribal Jurisdiction
- Plans affecting metropolitan areas developed in coordination with MPOs
- Plans affecting nonmetropolitan areas developed in consultation with nonmetropolitan elected officials and relevant land management agencies with responsibility for transportation
- When appropriate, the use of "peer exchange" which Federal regulations define as the exchange of information and best practices between agencies, institutions and firms (public and private) with responsibility for transportation (23 CFR 420.203)
- Cooperation with statewide trade and economic development interests
- Consideration of interstate issues and coordination with appropriate agencies; use of interstate compacts when appropriate
- Coordination with State air quality agencies

III. Persons of Limited English Proficiency: considerations and requirements

The SCRTPO is cognizant of the fact that for many persons living within our State and region, English is a second language and often, publicly accessible documents,

processes and meetings may not be fully accessible to these populations.

Accommodation of these populations is considered an element of compliance with Title VI of the Civil Rights Act of 1964's prohibition on discrimination on the basis of national origin. To this end, and in compliance with Executive Order 13166, the SCRTPO is committed to providing access to public materials and processes for persons of Limited English Proficiency (LEP). Minimum compliance standards followed are found in the LEP Guidance document in the Federal Register and include:

-That recipients of Federal assistance accommodate persons of LEP based on a four-factor analysis including:

- a) Ratio or proportion of LEP persons served or encountered
- b) Frequency LEP individuals come into contact with a program
- c) Nature and importance of a program to people's lives
- d) Resources available to the recipient of services

-Services provided in accommodation of LEP individuals can include

- a) Oral translation services
- b) Written translation services

-Development of a LEP action plan that includes:

- a) Identification of individuals needing assistance
- b) Language assistance measures/ methods
- c) Staff trainings
- d) Provision of notice to LEP persons of services available
- e) Monitoring and update of LEP plan³

IV. Environmental Justice

In accordance with Executive Order 12898 regarding Environmental Justice, it is the mission of the SCRTPO to document and address concerns related to the spatial distribution of low-income and minority populations especially in relation to the positive and negative benefits associated with past, present and future transportation projects. The impact of projects can be wide ranging and significantly affect the ability of low-income minority families to access jobs, housing and services. In accordance with EO 12898, it is the mission of the SCRTPO to foster public participation with regard to:

- the effect of public projects on human and environmental health in areas with minority populations
- ensure greater public participation in areas with low income and minority families
- improve research and data collection related to human and environmental health in areas with minority and low-income families

³ 67 FR 41455-41472

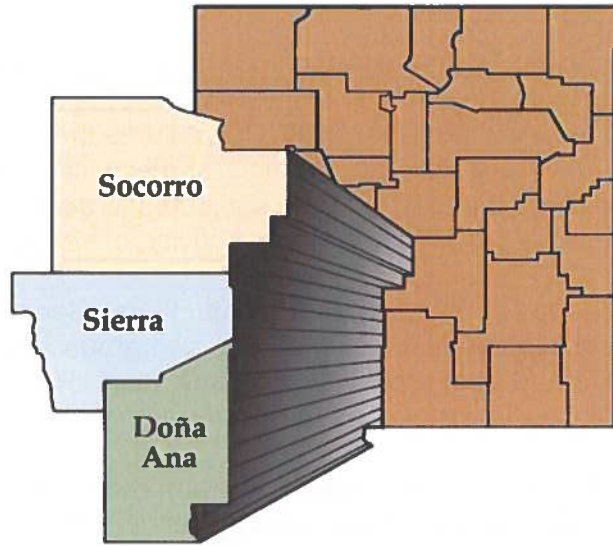
- identify differential patterns of consumption of natural resources among minority and low income populations
- Inform the public of their right to submit recommendations to Federal agencies relating to the incorporation of environmental justice principles into programs and policies⁴

Approved by:

Rolf Hechler, Chairman

Date

⁴ 59 FR 7629



South Central RTPO Title VI Plan

For Planning Organizations and Local
Government Agencies

December 13, 2024

I. Nondiscrimination Statement of Policy

Title VI Policy Statement

The **South Central Regional Transportation Planning Organization (SCRTPO)** is committed to compliance with Title VI of the Civil Rights Act of 1964, 49 CFR, part 2, and all related regulations and directives. **SCRTPO** assures that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under any **SCRTPO** program, activity, or service.

Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, national origin, sex, disability, or age include: Denial to an individual any service, financial aid, or other benefit; Distinctions in the quantity, quality, or manner in which a benefit is provided; Segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided; Discrimination in any activities related to highway and infrastructure or facility built or repaired; and Discrimination in employment.

Environmental Justice/Limited English Proficiency Policy Statement

The **SCRTPO** is also committed to assure every effort will be made to prevent the discrimination of low-income and minority populations as a result of any impact of its programs or activities in accordance with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and in Low-Income Populations. In addition, the **SCRTPO** also assures every effort will be made to provide meaningful access to persons that have Limited English Proficiency, in accordance with Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency.

Definition of Federal financial assistance and recipients affected

Federal financial assistance is defined as any Federal dollars that are assigned to the **SCRTPO** to support any program and activity, by way of grant, loan or contract, other than a contract of insurance or guaranty.

Specific Forms of Discrimination Prohibited

SCRTPO efforts to prevent discrimination must address, but are not limited to:

- The denial of services, financial aid, or other benefits provided under a program.
- Distinctions in the quality, quantity, or manner in which the benefit is provided.
- Segregation or separation in any part of the program.

- Restriction in the enjoyment of any advantages, privileges, or other benefits provided to others.
- Different standards or requirements for participation.
- Methods of administration which directly or indirectly or through contractual relationships would defeat or impair the accomplishment of effective nondiscrimination.
- Discrimination in any activities related to a highway, infrastructure or facility built or repaired in whole or in part with Federal funds.
- Discrimination in any employment resulting from a program, the primary purpose of which is to provide employment.

SCRTPO programs and services covered by Title VI

SCRTPO's Title VI Plan applies to all of the **SCRTPO** programs, activities and services, regardless of funding source. Some sections deal with specific requirements (e.g. FTA funded programs).

Authorities

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
2. Federal-Aid Highway Act of 1973 (23 U.S.C. §324 *et seq.*), (prohibits discrimination on the basis of sex);
3. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*) as amended, (prohibits discrimination on the basis of disability);
5. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability)
6. The Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended, 42 U.S.C. § 4601
7. The National Environmental Policy Act of 1969, 42 U.S.C. § 4321;
8. 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department of Transportation-Effectuation of Title VI Of The Civil Rights Act of 1964*);
9. 49 C.F.R. Part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
10. 49 C.F.R. Part 28 (entitled *Enforcement Of Nondiscrimination On the Basis Of Handicap In Program Or Activities Conducted By The Department Of Transportation*);
11. 49 C.F.R. Part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
12. 23 C.F.R. Part 200 (FHWA's Title VI/Nondiscrimination Regulation);
13. 28 C.F.R. Part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
14. 28 C.F.R. Part 50.3 (DOJ Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964).

II. FHWA Assurances for Title VI and Other Nondiscriminatory Statutes

The **SCRTPO** (hereafter referred to as the "Recipient") HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration (FHWA), is subject to and will comply with the following:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *non-discrimination, In Federally-Assisted Programs Of The Department of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Act, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measure necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from the DOT, including the FHWA."

Specific Assurances

More specifically and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted programs and activities:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient shall insert the following notification in all solicitations for bids, Request for Proposals for work, or material subject to the Acts and the Regulations and made in connection with the Federal Aid Highway Program, and in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The **SCRTPO**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Act and Regulations.
4. The Recipient shall insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend the right to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties.
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired, or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the project, except where the Federal assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the officials to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients,

sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this Assurance.

By signing this Assurance, **SCRTPO** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Federal Highway Administration access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Federal Highway Administration. You must keep records, reports, and submit the material for review upon request to the Federal Highway Administration, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The **SCRTPO** gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under Federal-Aid Highway Program. This ASSURANCE is binding on it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest and other participants in the Federal-Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Approved by:

Rolf Hechler, SCRTPO Chairman

Date

Appendix A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time-to-time, (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate either directly or indirectly in the discrimination prohibited by THE Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of the 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the New Mexico Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the **SCRTPO** or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's non-compliance with the nondiscrimination provisions of this contract, the **SCRTPO** will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating or suspending the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the **SCRTPO** or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the **SCRTPO** to enter into any litigation to protect the interests of the **SCRTPO**. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Appendix B

Covenant Running with the Land Assurance

The following clauses shall be included in deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the State of New Mexico will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the State of New Mexico all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(Habendum Clause)

TO HAVE AND TO HOLD said lands and interests therein unto the State of New Mexico and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the State of New Mexico, its successors and assigns.

The State of New Mexico, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over or under such lands hereby conveyed [,] [and]* (2) that the State of New Mexico will use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department shall have a right to enter or re-enter said lands and facilities on said land, and the above described land and facilities will thereon revert to and vest in

and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such clause is necessary in order to Make clear the purposes of Title VI of the Civil Rights Act of 1964.)

Appendix C

Clauses for Transfer of Real Property Acquired or Improved Under the Activity, Facility, or Program

The following clauses shall be included in deeds, licenses, leases, permits, or similar instruments entered into by the State of New Mexico, pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the State of New Mexico will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) and never been made or issued.*

- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the State of New Mexico will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the State of New Mexico and its assigns.*

(* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

Appendix D

Clauses for Transfer of Real Property Acquired or Improved Under the Activity, Facility or Program

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the State of New Mexico pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, the State of New Mexico will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to the deeds, in the event of breach of any of the above Non-discrimination covenants, the State of New Mexico will there upon revert to and vest in and become the absolute property of the State of New Mexico and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

Appendix E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (29 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the program or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure

compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your program (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (U.S.C. 1681 *et seq.*)

III. Public Participation Plan (PPP)

The SCRTPO goes to great lengths to ensure that all interested parties have access to all aspects of the organization. It is the responsibility of the SCRTPO to ensure that all information, meetings, and opportunities to participate in the planning process is readily and easily accessible and available to the public regardless of any accommodations that they may require to fully participate.

a) Responsibilities early in the process (23 CFR 450.210-316)

i) General

- Establish early and continuous opportunities for the public participation process
- Provide adequate public notice of opportunities for public comment and at key decision points
- Provide relevant information in a timely fashion
- Provide access to policy and technical information
- Make information, including plans, publicly accessible in electronic format
- Provide adequate public notice of opportunities for public review of plans
- Hold meetings at convenient and accessible times and locations
- Include a process for considering needs of low income and minority families
- Utilize documented process for nonmetropolitan official participation

ii) Guidelines for meetings per the New Mexico Open Meetings law (NMSA 10-15-1-5)

- All meetings of public bodies or agencies are to be public (10-15-1 (a-b))
- Activities applicable to Open Meetings Law include any formation of policy, discussion of public business or any action that the body has authority to take
- Public bodies to determine in public, what notice for public meeting is appropriate for that body and documented/advertised through physical postings on publicly accessed buildings throughout the region and on the SCRTPO website; also, through FCC licensed broadcast stations and newspapers of general circulation (10-15-1 (d)) that have provided a written request for such notice of the public meeting.
- Any reconvention of a meeting must be scheduled prior to recess of that meeting, and date and time of meeting must be posted in writing near the door of the original meeting and only matters scheduled to be discussed at the initial meeting may be discussed at the reconvened meeting (10-15-2(e))
- Meeting notices to include agenda of items to be discussed and be made publicly available at least 24 hours prior to the meeting (f)
- Meeting bodies are to keep minutes that document, at minimum, date, time, place, persons in attendance and absent, material considered, a record of decisions and votes

according to member. Minutes are to be made public and to be prepared no later than 10 working days after the meeting, subsequently reviewed by quorum, then made official (g)

iii) Methods

-Utilize visualization techniques and plan illustrations such as maps, diagrams charts, display boards, and slide presentations to clearly illustrate projects, plans and programs developed for committee meetings and public events.

-Allow minimum of 45 days for comment prior to adopting, revising or updating plans

-Provide opportunity for public comment any time an update or revision to a plan is made

-Social and economic statistics for the region are to be collected, analyzed and processed at regular intervals and results are to be made available to the public" (NMSA 3-56-5 (c))

-Entities are to provide information to the public at large, in order to foster public awareness and understanding of the objectives of the regional plan and the functions of local and regional planning, and to stimulate public interest and participation in the orderly, integrated development of the region" (NMSA 3-56-3 (f))

iv) Review

-Demonstrate explicit consideration of public input

-Document reasons for changes to plans not adopted in public and accessible format

-Periodically review effectiveness of strategies for public participation

-When significant written and oral comments are received, prepare summary analysis of disposition of comments to include in final plan draft

-Periodically review public participation process

b) Guidelines for inclusion of affected parties (23 CFR 450.200-316)

-Citizens

-Affected public agencies (including but not limited to land management, natural resources, environmental protection, conservation and historic preservation)

-Representatives of public transportation employees

-Freight shippers

-Private providers of transportation

-Representatives of users of public transportation

-Representatives of users of pedestrian walkways and bicycle transportation facilities

-Representatives of the disabled

-Providers of freight transportation services

-Other interested parties

-Coordinate with Tribal governments and US Secretary of Interior regarding areas of the State under Tribal Jurisdiction

-Plans affecting metropolitan areas developed in coordination with MPOs

- Plans affecting nonmetropolitan areas developed in consultation with nonmetropolitan elected officials and relevant land management agencies with responsibility for transportation
- When appropriate, the use of “peer exchange” which Federal regulations define as the exchange of information and best practices between agencies, institutions and firms (public and private) with responsibility for transportation (23 CFR 420.203)
- Cooperation with statewide trade and economic development interests
- Consideration of interstate issues and coordination with appropriate agencies; use of interstate compacts when appropriate
- Coordination with State air quality agencies

III. Persons of Limited English Proficiency: considerations and requirements

The SCRTPO is cognizant of the fact that for many persons living within our State and region, English is a second language and often, publicly accessible documents, processes and meetings may not be fully accessible to these populations. Accommodation of these populations is considered an element of compliance with Title VI of the Civil Rights Act of 1964’s prohibition on discrimination on the basis of national origin. To this end, and in compliance with Executive Order 13166, the SCRTPO is committed to providing access to public materials and processes for persons of Limited English Proficiency (LEP). Minimum compliance standards followed are found in the LEP Guidance document in the Federal Register and include:

- That recipients of Federal assistance accommodate persons of LEP based on a four-factor analysis including:
 - a) Ratio or proportion of LEP persons served or encountered
 - b) Frequency LEP individuals come into contact with a program
 - c) Nature and importance of a program to people’s lives
 - d) Resources available to the recipient of services
- Services provided in accommodation of LEP individuals can include
 - a) Oral translation services
 - b) Written translation services
- Development of a LEP action plan that includes:
 - a) Identification of individuals needing assistance
 - b) Language assistance measures/ methods
 - c) Staff trainings
 - d) Provision of notice to LEP persons of services available
 - e) Monitoring and update of LEP plan¹

IV. Environmental Justice

In accordance with Executive Order 12898 regarding Environmental Justice, it is the mission of the SCRTPO to document and address concerns related to the spatial distribution of low-income and minority populations especially in relation to the positive

¹ 67 FR 41455-41472

and negative benefits associated with past, present and future transportation projects. The impact of projects can be wide ranging and significantly affect the ability of low-income minority families to access jobs, housing and services. In accordance with EO 12898, it is the mission of the SCRTPO to foster public participation with regard to:

- the effect of public projects on human and environmental health in areas with minority populations
- ensure greater public participation in areas with low income and minority families
- improve research and data collection related to human and environmental health in areas with minority and low-income families
- identify differential patterns of consumption of natural resources among minority and low income populations
- Inform the public of their right to submit recommendations to Federal agencies relating to the incorporation of environmental justice principles into programs and policies²

IV. Organization/Staff Responsibilities

Organizational Overview: A comprehensive Organizational Chart is provided identifying the organization's Title VI Coordinator.

*Title VI Coordinator Responsibilities: The Title VI Coordinator is responsible for the development and implementation of the Title VI plan. The Coordinator must also ensure that all entities of the **SCRTPO** are compliant with Title VI requirements. The Title VI Coordinator is also responsible for:*

- Submitting a Title VI plan and annual reports for **SCRTPO**
- Developing procedures for receiving, processing, investigating and reporting Title VI complaints.
- Maintaining a Title VI complaint log, and report to NMDOT on a periodic basis.
- Developing procedures for the collection and analysis of statistical data.
- Developing a program to conduct Title VI reviews or program areas.
- Conducting annual assessments of identified Title VI program areas.
- Developing Title VI information for dissemination.
- Establishing procedures for resolving deficiency status and reducing to writing the remedial action agreed to be necessary.

² 59 FR 7629

**SOUTH CENTRAL COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS**

**Jay Armijo
SCCOG Executive Director**

**SCCOG
DFA – RTPO – EDA –
Special Projects**

**Tiffany Goolsby
Senior Planner**

**Angela Rael
RTPO Program Manager &
Title VI Coordinator**

**Gary Whitehead
GRO Fund Coordinator**

**Gwen Valentino
Grants and Technical
Assistance Specialist**

**Arturo Uribe
Grants and Technical
Assistance Specialist**

**Yvette Bayless
Grants and Technical
Assistance Specialist**

**WIOA
ADMINISTRATIVE
ENTITY**

**Glory Juarez
WIOA Administrator**

**Angela Longovia
Communications &
Graphic Design
Specialist**

**Fayth Grijalva
Administrative Assistant**

**Jaymi Sims
Program Manager**

**Krisye Shook
Program Monitor**

**Melissa Ochoa
Program Coordinator**

FISCAL AGENT

**Skylar Arnold
Fiscal Administrator**

**Diana Luchini
WIOA Fiscal Clerk**

V. Primary Program Area & Review Procedures

The SCRTPO engages in the following program areas.

| Program Area | General Description | Title VI/ Nondiscrimination Concerns and Responsibilities | Review Procedures for Ensuring Nondiscrimination |
|---------------------|----------------------------|--|---|
| Planning | | | |
| Right of Way | | | |
| Environmental | | | |
| Research | | | |
| | | | |

VI. Title VI Complaint Procedures

The complaint procedures cover the following:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Civil Rights Restoration Act of 1973
- Civil Rights Restoration Act of 1987
- Americans with Disabilities Act of 1990
- Executive Order 12898
- Executive Order 13166

Any person believing he or she has been excluded from, denied participation in, denied the benefits of, or otherwise has been subjected to discrimination under any transportation service, program or activity (whether Federally funded or not) due to that person's race, color, national origin, gender, age, disability, economic status, or limited English proficiency has the right to file a complaint.

An individual, group of individuals or entity may file a formal Title VI complaint. Complaints must be submitted to the NMDOT Title VI Coordinator in writing, signed and dated, within 180 days of the alleged discriminatory act (or latest occurrence). The complaint should be submitted to the following address:

Attn:

Angela Rael, Regional Transportation Planner/Title VI Coordinator

PO Box 1072, Elephant Butte, NM 87935

Phone: 575-744-4857

Fax: 575-744-5021

arael@sccog-nm.com

The complaint should include the name, address, phone number and signature of complainant. The formal complaint should describe the alleged discriminatory act that violates Title VI in detail.

Title VI complaints may also be filed directly with the United States Department of Transportation (USDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) or the Federal Railroad Administration (FRA) within the 180-day period of the alleged discriminatory act (or latest occurrence).

Title VI complaints must be investigated within 60 days. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also require relevant information. **SCRTPO** may specify if there is a particular individual(s) that **SCRTPO** should not investigate the complaint due to conflict of interest or other reasons.

Title VI complaints may be forwarded to either the New Mexico Department of Transportation or the Federal Highway Administration for investigation. If the complaint is forwarded to one of these agencies, **SCRTPO** will provide the name and contract information for the person handling the Title VI complaint to the complainant.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

Title VI complaints may also be files directly with the following agencies:

New Mexico Department of Transportation
Construction and Civil rights Bureau
1570 Pacheco St. Suite A10
Santa Fe, NM 87505
Phone: (505) 629-9890

Federal Highway Administration, New Mexico
4001 Office Court Dr.
Suite 801
Santa Fe, NM
Phone: (505) 820-2021

Sample Title VI Compliant Form

| Section I | |
|--|-------------------|
| Name: | |
| Address: | |
| Telephone (Home/Cell): | Telephone (Work): |
| Email Address: | |
| Section II | |
| Are you filing this complaint on your own behalf: Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| *If you answered "yes" to this question, go to Section III. | |
| If you answered "no" please enter the name and relationship of the person you are filing the complaint against: | Name: |
| | Relationship: |
| If you are filing a complaint as a third party, please explain why in the space below: | |
| | |
| Have you have obtained permission of the aggrieved party if you are filing on behalf of a third party: Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Section III | |
| I believe the discrimination I experienced was based on (check all that apply): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin | |
| Date of Alleged Discrimination (Month, Day, Year): | Date: |
| Explain, as clearly as possible, that happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as the names and contact information of any witnesses. If more space is needed please attach additional sheets to this form: | |
| | |

Section IV

Have you previously filed a Title VI complaint)? Yes No

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? Yes No

If yes, please check and name all that apply:

Federal Agency: _____

Federal Court: _____

State Agency: _____

State Court: _____

Local Agency: _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Section VI

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

Signature: _____

Date: _____

Please submit this form in person at the address below, or mail form to:

Angela Rael, Regional Transportation Planner/Title VI Coordinator
PO Box 1072, Elephant Butte, NM 87935
Phone: 575-744-4857
Fax: 575-744-5021
arael@sccog-nm.com

VII. Title VI Program Management Procedures

The **SCRTPO** Title VI Coordinator shall:

- Ensure that the transportation planning process fully complies with the requirements of Title VI.
- Monitor the transportation planning process overall strategies and goals and ensure compliance with Title VI requirements.
- Review operational policies and procedures to ensure Title VI compliance.
- Monitor the service equities of planning data collection and analysis for potential impacts on social, economic, and/or ethnic groups.
- Ensure the planning organizational membership attempts to reflect the makeup of the population served. This would include periodically reporting the MPO/RTPO racial, ethnic, and gender composition of public involvement organizations or groups.
- Ensure the opinions and views of all groups within their populations are solicited and considered in the planning of transportation projects.
- Monitor compliance with Environmental Justice issues to identify low-income and minority populations that may be impacted by transportation planning process.
- Evidence that input from minority groups/persons has been considered in the transportation planning process. Evidence could include but is not limited to the participation level and composition of participants in public information settings. Also reporting any follow-up and conclusions to issues communicated throughout the planning process.
- Monitor the gathering and utilization of demographic data used to identify and locate low-income and minority populations in order to investigate the possible benefits and detriments of transportation plans on these populations.
- Monitor compliance with Limited English Proficiency populations to improve access and comprehension of the transportation planning process for individuals comprising the LEP population.

VIII. Title VI Related Training

The **SCRTPO** Title VI Coordinator shall ensure that staff is trained and familiar with **SCRTPO** related policies and procedures.

IX. Limited English Proficiency (LEP) Plan

Recipients of federal funding should conduct a Four Factor Analysis to prevent discrimination of the basis on limited English Proficiency.

The Four Factor Analysis includes the following factors:

- **Number or Proportion of LEP Individuals:** This factor should describe your efforts to provide meaningful opportunities to your Limited English Proficient population. You organization should ask *“What number or proportion of individuals will be excluded from benefits or services absent efforts to remove language barriers?”*
- **Frequency of Contact with the Program:** If LEP persons must access your program/activity daily; the recipient has a greater responsibility to tailor their services to the needs of LEP persons. This factor should be data driven and decisions should be in direct correlation through whatever data gathering exercises your organization uses.
- **Nature and Importance of the Program:** The need LEP individuals have access to benefits and services amplify with programs where the denial or delay of access may have life or death implications. Recipients should identify programs of this type of importance and describe the process to ensure LEP persons are not denied or delayed in the service or benefit of that service.
- **Resources Available:** Your organization’s may have limited resources may not have to take the same steps as a larger organization to provide LEP assistance in programs that have a limited number of LEP persons (e.g., where contact is infrequent, where the total cost of providing language services is relatively high, and/or where the program is not crucial to a person’s day to day existence.) Claims of limited resources will need to be well-substantiated.

In addition, your organization should address the appropriate mix of written and oral language assistance. Your organization should identify the following:

- Documents should be translated
- Process to identify when oral translation is needed
- When services should be immediately available

X. External Communication (Notification to public beneficiaries)

Your organization should provide information to members of the public detailing their Title VI obligation and notify members of the public of the protections against discrimination afforded to them by Title VI. Requirements including:

- **Dissemination of Information:** Your organization should disseminate this information to members of the public via accessible printed and electronic media, including posting on the entities’ website.

- Contents of Notification: At a minimum, the notification should include the following:
 1. Statement that your organization operates the Federal Program(s) without regard to race, color, national origin, sex, age, or disability.
 2. Identify procedures to be followed by members of the public to request additional information regarding your organizations Title VI obligation.
 3. Identify procedures to be followed by members of the public to file a discrimination complaint against your organization.

X. Data Collection

To ensure that information available to benefit the residents of the region, data is gathered by tracking the race/ethnicity of residents relocated through the organization's various programs and activities, tracking the race/ethnicity of members of the public participation in public meetings, and collecting U.S. Census data on population by the SCRTPO's projects.

| Program Area | Type of Data Collected & Process for Collecting | Intended Outcome of Data Analysis (i.e. Title VI Purpose for Collecting Data) |
|---------------|---|---|
| Planning | | |
| Right of Way | | |
| Environmental | | |
| Research | | |
| | | |

XI. Notice of Rights

Your Rights Against Discrimination Under Title VI of the Civil Rights Act of 1964
SCRTPO operates its programs and services without regard to race, color, national origin, sex, age, and disability. Anyone who believes they have been excluded from participation in, denied benefits of, or otherwise subjected to discrimination under any **SCRTPO** program or activity because of their race, color, national origin, age, sex, or disability may file a discrimination complaint with **SCRTPO** or the New Mexico Department of Transportation.

To file a Title VI discrimination complaint, please contact:

Angela Rael, Regional Transportation Planner/Title VI Coordinator
 PO Box 1072, Elephant Butte, NM 87935
 Phone: 575-744-4857 Fax: 575-744-5021
arael@sccog-nm.com



District 7

Members

NM State Representative
Raymundo Lara

November 19, 2024

Doña Ana County

City of Las Cruces

City of Sunland Park

City of Anthony

City of Socorro

Socorro County

City of Truth or Consequences

Sierra County

Town of Mesilla

Village of Hatch

Village of Magdalena

Village of Williamsburg

City of Elephant Butte

Lower Rio Grande Public
Water Works Authority

San Antonio Mutual Domestic
Water Consumer Association

Doña Ana Mutual Domestic
Water Consumer Association

Anthony Water & Sanitation
District

Jornada Resource
Conservation &
Development District

Valerie A. Sherman
Urban and Regional Planner Advanced
Planning Division
New Mexico Department of Transportation

Re: Annual Performance and Expenditures Report for FFY2024

Dear Ms. Sherman:

Please find enclosed the South Central Regional Transportation Planning Organization's Annual Performance and Expenditure Report for FFY2024. Please let me know if additional information is required.

If you have any questions, please call me at (575) 744-4857.

Sincerely,

Angela Rael
SCRTPO Program Manager

Encls.

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South Central Regional Transportation Planning Organization

APER Narrative Summary – FFY2024

Please provide a BRIEF (one to two sentences each) summary of Work Program activities by Function below.

Function 1: Long-Range Planning and Implementation

The focus in function 1 this year was to keep my members informed and familiar with the goals and objectives of the current Regional Transportation Plan, and continuously communicating with members regarding the process of implementing the updates for the SCRTP.

Function 2: Technical Support and Data Management

The majority of time in Function 2 was spent monitoring the budget, providing transportation information for funding opportunities to members, and as well as any additional review/changes to the Bylaws or the PPP.

Function 3: Project Development and Monitoring

One of the main objectives in this function was to educate my members on their project selection and its relationship with the SCRTP (and their own planning documents) as well as with the process of applying for projects following the program guides as well as the timeline set by NMDOT with opportunities for both federal and state (TPF) funding.

Function 4: Other Activities and Projects

I have participated in virtual and in person transportation conferences, webinars, and meetings, which allowed me to communicate with other transportation planners from across the country and the state of New Mexico. Sharing ideas that will definitely benefit the members of my region and statewide as well. I was also able to assist with the ICIP process for several of my member entities as well as research available funding opportunities for the LPAs in my region.

Function 5: General RTPO Support

During each regular SCRTP meeting, a professional development opportunity is scheduled and presented to the members, along with supporting documentation to take back to their entities. The presentations usually pertained to information being passed from NMDOT (e.g., funding opportunities from DOT and other sources, program application information and deadlines, project/program updates... etc.).

Function 6: RTPO Administration

Activities in function 6 were geared towards assisting members in project identification and providing information and support in identifying the feasibility of their project ideas. Outreach efforts of the SCRTP have been primarily focused on the SCRTP along with disseminating information on potential funding opportunities. The rtpom.org website continues to be maintained regularly in an effort to keep all relevant SCRTP information available for our members and the public to access at their leisure.

**South Central Regional Transportation Planning Organization
RTPO APER Budget Summary by Line Item**

| FFY24 Budget Summary by Line Item | | | | | | | |
|---|----------------------|---------------------|---------------------|---------------------|---------------------|----------------------|--|
| (use categories from your FFY21 budget) | Budgeted | Q1 | Q2 | Q3 | Q4 | Actual | Percentage actuals differ from budgeted* |
| Personnel | \$ 73,985.00 | \$ 20,656.95 | \$ 18,183.91 | \$ 19,742.88 | \$ 15,401.26 | \$ 73,985.00 | 0.00% |
| Fringe | \$ 15,100.00 | \$ 4,278.72 | \$ 3,918.75 | \$ 4,187.76 | \$ 2,714.77 | \$ 15,100.00 | 0.00% |
| Travel | \$ 4,657.01 | \$ 565.79 | \$ 16.61 | \$ 336.89 | \$ 3,463.47 | \$ 4,382.76 | -5.89% |
| Insurance | \$ 1,830.00 | \$ 1,223.90 | \$ - | \$ 144.00 | \$ 462.10 | \$ 1,830.00 | 0.00% |
| Equipment Lease and Maintenance | \$ 1,280.55 | \$ 576.15 | \$ 53.61 | \$ 118.35 | \$ 42.82 | \$ 790.93 | -38.24% |
| Equipment Purchase | \$ 2,730.19 | | | \$ - | \$ 156.19 | \$ 156.19 | -94.28% |
| Audit | \$ 1,750.00 | \$ 1,750.00 | \$ - | | | \$ 1,750.00 | 0.00% |
| Supplies | \$ 2,499.74 | \$ 768.65 | \$ 763.03 | \$ 544.00 | \$ 418.14 | \$ 2,493.82 | -0.24% |
| Publications, registrations, advertising, memberships | \$ 200.00 | | | | | \$ - | -100.00% |
| Postage | \$ 249.40 | \$ - | \$ - | \$ 68.00 | | \$ 68.00 | -72.73% |
| Rent, utilities and telephone | \$ 6,463.41 | \$ 1,414.31 | \$ 1,231.22 | \$ 1,827.04 | \$ 1,349.89 | \$ 5,822.46 | -9.92% |
| Legal | | | | | | \$ - | |
| Capital Improvements | | | | | | \$ - | |
| Printing | | | | | | \$ - | |
| Meetings | | | | | | \$ - | |
| Contracted Services | \$ 1,706.90 | \$ 121.55 | \$ - | \$ - | \$ - | \$ 121.55 | -92.88% |
| Other (Trainings & Conferences) | \$ 2,145.00 | \$ - | \$ - | | \$ 577.24 | \$ 577.24 | -73.09% |
| TOTAL | \$ 114,597.20 | \$ 31,356.02 | \$ 24,167.13 | \$ 26,968.92 | \$ 24,585.88 | \$ 107,077.95 | -6.56% |

*if any line item in the 'actual' column differs from budgeted amount by more than 20%, provide a narrative explanation below

Explanation: *1) Equipment Lease & Maintenance- With aging equipment, it was expected to be necessary to replace more current equipment. It was not as necessary this year; however, we are expecting to need to replace more equipment in the next fiscal year. *2) Equipment Purchase- I anticipated needing to purchase a new computer and additional software as well as various other supplies that ended up working ok through the year; however, I am certain that I will expend more in this line item in the coming fiscal year. *3) Publications, Registrations, Advertising, Memberships- This line item was not utilized this fiscal year as no advertising or publications was needed. Additionally, no new memberships or registrations were acquired. The allocation to this line item will be re-evaluated and adjusted. *4) Postage-With an increase in online activity, there was a decrease in the expected need for allocated funds in this line item. The allocation to this line item will be re-evaluated as well, and adjusted if necessary. *5) Contracted Services- The majority of funds allocated to this line item are for computer/technical support services which were not required as often this fiscal year. *6) Other- The "Other" line item is used for training and conference registrations. It wasn't until the second half of the year that in person events were attended. This amount is projected to go up in the FFY25 as more in person trainings and conferences are scheduled. I am expecting to attend many more in the coming fiscal year.

**South Central Regional Transportation Planning Organization
RTPO APER Budgeted Staff Hours Summary**

| Staff Hours Summary FFY24 | | | | | | | |
|---------------------------|----------------|---------------|--------------|--------------|---------------|--------------------|--|
| Function | Budgeted Hours | Q1 | Q2 | Q3 | Q4 | Total Actual hours | Percentage actual differs from budgeted* |
| 1 | 175 | 46 | 39 | 36 | 53 | 174 | -0.57% |
| 2 | 170 | 42 | 36 | 41 | 44 | 163 | -4.12% |
| 3 | 300 | 81 | 87 | 100 | 31 | 299 | -0.33% |
| 4 | 450 | 119 | 116.3 | 126 | 89 | 450.3 | 0.07% |
| 5 | 550 | 143 | 131 | 134 | 146 | 554 | 0.73% |
| 6 | 675 | 174.55 | 165.1 | 164.8 | 171.94 | 676.39 | 0.21% |
| 7 | | | | | | 0 | |
| 8 | | | | | | 0 | |
| TOTAL | 2320 | 605.55 | 574.4 | 601.8 | 534.94 | 2316.69 | -0.14% |

*if actual hours differ from budgeted hours by more than 20% in any function, provide a narrative explanation below

Explanation:

South Central Council of Governments
SOUTH CENTRAL RTPO
FFY 2023-2024 Annual Performance and Expenditure Report
October 1, 2023– September 30, 2024

Introduction and Purpose

The goal of the South Central RTPO is to facilitate solutions for transportation related issues on behalf of the communities within the South Central region consisting of Socorro, Sierra, and Doña Ana Counties (except for the areas served by the Mesilla Valley MPO). SCRTPO is guided by a voluntary association of local government entities serving as the Technical/Policy Committee members as well as the New Mexico Department of Transportation (NMDOT) providing an opportunity to meet, plan, and work collectively on issues related to transportation in the South Central region. The SCRTPO serves a liaison between the local government entities and NMDOT.

The following are functions and task orders that the South Central Council of Governments will complete in fulfillment of the contract for management of the South Central Regional Transportation Planning Organization (SCRTPO) for Federal Fiscal Year FFY2024 (October 1, 2023 through September 30, 2024).

Function 1. Long-Range Planning and Implementation

Task 1.1 Initiate and coordinate long-range regional transportation planning with other local, regional and statewide planning initiatives. Collaborate with NMDOT and other partners to identify and document current and future transportation needs, plans, and projects for inclusion in the RTPO Long-Range Regional Transportation Plan (RTP).

1st Quarter Activities

October, November, December 2023

- Provide input for any updates to the South Central Council of Government's Comprehensive Economic Development Strategy (CEDS) plan in conjunction with the Economic Development Administration (EDA) to ensure that transportation planning initiatives are included and addressed.
- Attend South Central Regional Transit District meetings to gain information to relay to my members regarding potential public transportation opportunities that may be available to their communities.
- Assist with the South Central Regional Transit District in their efforts to get regional rural transportation available to those in rural areas with limited or no access to public transportation.
- Provide technical support and contact information to those who have information/ideas for members/agencies that we have partnered with.

2nd Quarter Activities

January, February, March 2024

- Provide input for any updates to the South Central Council of Government's Comprehensive Economic Development Strategy (CEDS) plan in conjunction with the Economic Development Administration (EDA) to ensure that transportation planning initiatives are included and addressed.
- Attend South Central Regional Transit District meetings (via ZOOM) to gain information to relay to my members regarding potential public transportation opportunities that may be available to their communities.
- Assist with the South Central Regional Transit District in their efforts to get regional rural transportation available to those in rural areas with limited or no access to public transportation.
- Provide technical support and contact information to those who have information/ideas for members/agencies that we have partnered with.
- Gather and review information received for the update to the SCRTPO RTP to include an outdoor recreation component.

3rd Quarter Activities

April, May, June 2024

- Provide input for any updates to the South Central Council of Government's Comprehensive Economic Development Strategy (CEDS) plan in conjunction with the Economic Development Administration (EDA) to ensure that transportation planning initiatives are included and addressed.
- Attend South Central Regional Transit District meetings to gain information to relay to my members regarding potential public transportation opportunities that may be available to their communities.
- Assist with the South Central Regional Transit District in their efforts to get regional rural transportation available to those in rural areas with limited or no access to public transportation.
- Provide technical support and contact information to those who have information/ideas for members/agencies that we have partnered with.

4th Quarter Activities

July, August, September 2024

- Provide input for any updates to the South Central Council of Government's Comprehensive Economic Development Strategy (CEDS) plan in conjunction with the Economic Development Administration (EDA) to ensure that transportation planning initiatives are included and addressed.
- Attend South Central Regional Transit District meetings to gain information to relay to my members regarding potential public transportation opportunities that may be available to their communities.
- Assist with the South Central Regional Transit District in their efforts to get regional rural transportation available to those in rural areas with limited or no access to public transportation.

- Provide technical support and contact information to those who have information/ideas for members/agencies that we have partnered with.

1.1.1 Review and update the RTP, including tasks and goals, at least once every five years in coordination with the NMDOT Long Range Statewide Transportation Plan (LRSTP) update.

1st Quarter Activities

October, November, December 2023

- RTP has been updated; the SCRTPO is always receiving and analyzing information that should be included in any future updates to the SCRTPO RTP.

2nd Quarter Activities

January, February, March, 2024

- No activity on this task during this quarter.

3rd Quarter Activities

April, May, June 2024

- No activity on this task during this quarter.

4th Quarter Activities

July, August, September 2024

- No additional activity on this task this quarter.

1.1.2 Conduct and/or participate in corridor studies, transportation-related subarea plans, and regional and local multi-modal and intermodal planning activities, including bicycle master plans, comprehensive plans, transportation plans, safety plans, etc.

1st Quarter Activities

October, November, December 2023

- No activity on this task during this quarter.

2nd Quarter Activities

January, February, March 2024

- Participating in the Turtleback Trail committee meeting.
- Participation in an ROV/OHV planning group for a potential ROV/OHV park near Elephant Butte.
- Provide input and letter of support for Turtleback Trails Network Master Plan updates.

3rd Quarter Activities

April, May, June 2024

- Participating in an outdoor recreation committee
- Participation in an ROV/OHV planning group for a potential ROV/OHV park near Elephant Butte.
- Assisted in the preparation and submission of Title VI & ADA Transition

- Policies in order to meet the federal criteria to apply for federal funding.
- Participate in the Turtleback Trails Network Master Plan to support and assist in identifying available funding opportunities for regional projects.
- Attend LPA meetings in Sierra County in support of the Turtleback Trails Network Master Plan.

4th Quarter Activities

July, August, September 2024

- Participating in an outdoor recreation committee serving Sierra County
- Participation in an ROV/OHV planning group for a potential ROV/OHV park near Elephant Butte.
- Assisted in the preparation and submission of Title VI & ADA Transition Policies in order to meet the federal criteria to apply for federal funding.
- Participate in the Turtleback Trails Network Master Plan to support and assist in identifying available funding opportunities for regional projects.
- Attend City or TorC & Village of Williamsburg meetings in support of the Turtleback Trails Network Master Plan.

1.1.3 Support and coordinate long-range regional transportation planning with other local, regional, and statewide planning initiatives, such as Infrastructure Capital Improvement Plans (ICIP), the Statewide Transportation Improvement Program (STIP), and legislative capital outlay priorities.

1st Quarter Activities

October, November, December 2023

- Assisted member entities who needed assistance with managing the ICIP process and inputting information onto the DFA website.
- Assist member entities with transportation related information and funding opportunities available when updating their comprehensive plans and plans for upcoming projects.

2nd Quarter Activities

January, February, March 2024

- Discussion and correspondence with member entities regarding their Infrastructure Capital Improvement Plan (ICIP) as an indicator of their projects being an identified and documented presence in their list of priorities in preparation for the 2024 Legislative Session and their requests for Capital Outlay funds.
- Assisted member entities with questions regarding the legislative capital outlay process.
- Tracked projects in the STIP
- Reviewed the SCRTPO's current RTIPR in preparation for updates to be certain that all projects listed have been through the PPF process and approved as a viable project when an expected call for projects approaches.

3rd Quarter Activities

April, May, June 2024

- Routinely tracking projects on the STIP
- Attended ICIP Workshop
- Participated in the Outdoor Recreation Planning Initiative webinars & public meetings
- Attended NMML Webinar Series focusing on project development and management from inception to completion.
- Assisted LPAs & Special Districts (Water Associations) who needed assistance with managing the ICIP process and inputting information onto the DFA website.

4th Quarter Activities

July, August, September 2024

- Assist member entities regarding their Infrastructure Capital Improvement Plan (ICIP) as an indicator of their projects being an identified and documented presence in their list of priorities in preparation for the 2024 Legislative Session and their requests for Capital Outlay funds.
- Assisted member entities with questions regarding the legislative capital outlay process.
- Tracked projects in the STIP

Task 1.2 Create and implement a strategic plan for implementation of the action items identified by RTPPO members and stakeholders as part of the RTP development process.

1st Quarter Activities

October, November, December 2023

- Effective procedures are currently in place for obtaining input and effective communication with my members and member entities both in person, electronically, and virtually.

2nd Quarter Activities

January, February, March, 2024

- I have established an ongoing and effective procedure of obtaining input and effective communication with my members and member entities both in person and virtually.

3rd Quarter Activities

April, May, June 2024

- I have established an ongoing and effective procedure of obtaining input and effective communication with my members and member entities both in person and virtually.

4th Quarter Activities

July, August, September 2024

- I have established an ongoing and effective procedure of obtaining input and effective communication with my members and member entities.

| Function 1 | Budgeted Hours ('23) | Actual Hours | Other Specific Costs | Budgeted Hours ('24) | Actual Hours | Other Specific Costs |
|-------------------------|----------------------|--------------|----------------------|----------------------|--------------|----------------------|
| FFY 2023/2024 Budget | 175 | N/A | | 175 | N/A | |
| 1 st Quarter | | | | 43.75 | 46 | |
| 2 nd Quarter | | | | 43.75 | 39 | |
| 3 rd Quarter | | | | 43.75 | 36 | |
| 4 th Quarter | | | | 43.75 | 53 | |
| Balance | | | | | 1 | |

Function 1 Activity Tracking – 2024

| | |
|--------------------------------|---|
| 1 st Quarter Report | Time spent on this task was primarily the dissemination of information to member entities regarding the NMDOT's activity and assistance with members' ICIPs and planning documents if needed. |
| 2 nd Quarter Report | Identifying projects, and potential funding opportunities for the region has been a target for this quarter. Providing public transportation in the underserved areas within the region continues to be a focus as well. The SCRTPO works closely with the SCRTD and their efforts to bring public transportation to northern Doña Ana and Sierra counties. Work with groups and organization where regional transportation goals are the focus, the SCRTPO is involved and supportive. |
| 3 rd Quarter Report | Providing public transportation in the underserved areas within the region continues to be a focus. The SCRTPO works closely with the SCRTD and their efforts to bring public transportation to northern Doña Ana and Sierra counties. With the many opportunities to apply for federal funding, the ADA Transition Plans and Title VI requirements for applying for federal funding continues to be a priority as well as the updates to the SCRTP. |
| 4 th Quarter Report | Time on this task was spent gathering and distributing information and funding opportunities to member entities, outdoor recreation, assisting LPAs with their ICIP submittals, and participating in the efforts to bring public transportation to the southern part of the region via the SCRTD. Public transportation services through the SCRTP began during this quarter. |

Function 2. Technical Support and Data Management

Task 2.1 Collect and manage data, perform technical planning and plan development, in coordination with the transportation goals, trends and needs developed and identified in the RTP.

1st Quarter Activities

October, November, December 2023

- Demographic information is analyzed, trends identified, and the processes of updating the SCRTP are discussed with NMDOT & members virtually and via email.

2nd Quarter Activities

January, February, March 2024

- Information continues to be gathered and trends analyzed for transportation needs within the region.
- As the trends/focus of the region changes, so does the direction of the SCRTPO's RTP.

3rd Quarter Activities

April, May, June 2024

- Ideas regarding the regional needs and safety issues included in the updates to the SCRTP are identified and researched.

4th Quarter Activities

July, August, September 2024

- No activity on this task during this quarter.

2.1.1 Collect and evaluate new population, economic development, travel demand and forecast data, projects and trends to inform regional planning efforts, and distribute this information with local counties and communities. Data to be collected and maintained by the RTPO may include land use data, demographic and population data, freight data, traffic count and crash data, and any other data that supports the goals and actions outlined in the RTP.

1st Quarter Activities

October, November, December 2023

- Connectivity in the region continues to be a priority, as is tourism, and multimodal transportation. The SCCOG continues to increase content into the travelsouthcentral.com website highlighting tourism and upcoming events happening within the region. The SCRTPO has assisted with information from the SCRTP on some of the areas to promote, including the scenic byways and historic trails, within the region.

2nd Quarter Activities

January, February, March 2024

- Information available in the SCRTP (e.g., multimodal transportation trends, scenic byway and trail locations and information, etc.) has been incorporated into the tourism website (travelsouthcentralnm.com) and corresponding social media sites developed by the SCCOG, which is being funded under the EDA program.

3rd Quarter Activities

April, May, June 2024

- The SCRTP has been revisited with all members to provide them with the data already gathered in their areas and discussion on the ongoing and new needs identified.
- Information available in the SCRTP (e.g., multimodal transportation trends, scenic byway and trail locations and information, etc.) has been incorporated into the tourism website project (travelsouthcentralnm.com)

developed by the SCCOG which is being funded under the EDA program.

4th Quarter Activities

July, August, September 2024

- The SCRTPO is currently updated with member input. I provide them with the data already gathered in their areas and continue discussions on the ongoing and new needs identified throughout the region for future use with project selection and regional priorities.

2.1.2 Assist project applicants with analysis, data collection and other technical support for transportation planning, project identification, and project development.

1st Quarter Activities

October, November, December, 2023

- Data is shared with members/communities seeking additional funding to support their projects and/or help identify resources needed to complete their projects.
- Several phone calls and email correspondence regarding any available funding opportunities for a variety of projects (not just in transportation), including dates/timeline for applications and applicable information to verify their qualification.
- Continuously relaying information and keeping members informed of any updates, deadlines, or initiatives sent down from NMDOT or any potential funding sources for member entities.

2nd Quarter Activities

January, February, March 2024

- Data is shared with members/communities seeking additional funding to support their projects and/or help identify resources needed to complete their projects.
- Several phone calls and email correspondence regarding any available funding opportunities for a variety of project (not just in transportation) including dates/timeline for applications and applicable information to verify their qualification.
- Continuously relaying information and keeping members informed of any updates, deadlines, or initiatives sent down from NMDOT or any potential funding sources for member entities.

3rd Quarter Activities

April, May, June 2024

- Data is shared with members/communities seeking additional funding to support their projects and/or help identify resources needed to complete their projects.
- Several phone calls and email correspondence regarding any available funding opportunities for a variety of project (not just in transportation) including dates/timeline for applications and applicable information to verify their qualification.

- Continuously relaying information and keeping members informed of any updates, deadlines, or initiatives sent down from NMDOT or any potential funding sources for member entities.

4th Quarter Activities

July, August, September 2024

- Data is shared with members/communities seeking additional funding to support their projects and/or help identify resources needed to complete their projects.
- Several phone calls and email correspondence regarding any available funding opportunities for a variety of project (not just in transportation) including dates/timeline for applications and applicable information to verify their qualification.
- Continuously relaying information and keeping members informed of any updates, deadlines, or initiatives sent down from NMDOT or any potential funding sources for member entities.

Task 2.2 Assist RTPO members and work with NMDOT staff on roadway and corridor-level classification and analysis, in accordance with the currently adopted rules, guidelines, and procedures. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify classifications.

1st Quarter Activities

October, November, December, 2023

- Currently adopted guidelines and pertinent information is shared with members as it is received; additionally, notification of criteria/timelines/deadlines and assistance in meeting them is always a priority of the SCRTPO.

2nd Quarter Activities

January, February, March 2024

- Currently adopted guidelines and pertinent information is shared with members as it is received; additionally, notification of criteria/timelines/deadlines and assistance in meeting them is always a priority of the SCRTPO.

3rd Quarter Activities

April, May, June 2024

- Currently adopted guidelines and pertinent information is shared with members as it is received; additionally, notification of criteria/timelines/deadlines and assistance in meeting them is always a priority of the SCRTPO.

4th Quarter Activities

July, August, September 2024

- Currently adopted guidelines and pertinent information is shared with members as it is received; additionally, notification of criteria/timelines/deadlines and assistance in meeting them is always a

priority of the SCRTPO.

2.2.2 Assist RTPO members and work with NMDOT staff on post-Census Urban Area Boundary Smoothing, as appropriate. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify Urban Area and Small Urban Area designations, based on FHWA Area Definitions.

1st Quarter Activities

October, November, December, 2023

- No activity on this task during this quarter.

2nd Quarter Activities

January, February, March 2024

- No activity on this task during this quarter.

3rd Quarter Activities

April, May, June 2024

- No activity on this task during this quarter.

4th Quarter Activities

July, August, September 2024

- No activity on this during this quarter.

| Function 2 | Budgeted Hours ('23) | Actual Hours | Other Specific Costs | Budgeted Hours ('24) | Actual Hours | Other Specific Costs |
|-------------------------|----------------------|--------------|----------------------|----------------------|--------------|----------------------|
| FFY 2023/2024 Budget | 170 | N/A | | 170 | N/A | |
| 1 st Quarter | | | | 42.5 | 42 | |
| 2 nd Quarter | | | | 42.5 | 36 | |
| 3 rd Quarter | | | | 42.5 | 41 | |
| 4 th Quarter | | | | 42.5 | 44 | |
| Balance | | | | | 7 | |

Function 2 Activity Tracking – 2024

| | |
|--------------------------------|--|
| 1 st Quarter Report | Time on this task continues to be spent forwarding pertinent information received from several programs, organizations, and funding sources with applications that could assist member entities to improve infrastructure and existing resources. |
| 2 nd Quarter Report | Time on this task continues to be spent forwarding pertinent information received from several programs, organizations, and funding applications that could assist member entities in any way. Any new data collected and/or existing data was shared with those members updating or creating their plans. All information sent from NMDOT and/or project funding opportunities is shared with member entities and interested parties. |
| 3 rd Quarter Report | Assisting member entities with project data, identifying, and accessibility to all sources of funding opportunities for their |

| | |
|--------------------------------|--|
| | <p>projects, and information regarding compliance and eligibility to receive federal funding was the focus this quarter in this task. Additionally, Time continues to be spent informing member entities with information received from various programs, organizations, and funding cycles that could assist them in any way.</p> |
| 4 th Quarter Report | <p>Meeting with member entities to assist them with identifying funding sources for their transportation projects, and assisting with providing information when updating the transportation portion of their plans. All information sent from NMDOT and/or project funding opportunities is shared with member entities and interested parties.</p> |

Function 3. Project Development and Monitoring

Task 3.1 Assist project applicants in developing projects.

1st Quarter Activities

October, November, December, 2023

- No activity on this task during this quarter.

2nd Quarter Activities

January, February, March 2024

- When funding opportunities become available, I work closely with my members when they have project ideas. The SCRTPO makes every attempt at aligning their projects with the SCRTP and any other planning documents related to their priority projects.

3rd Quarter Activities

April, May, June 2024

- Working closely with member entities allows the SCRTPO with firsthand knowledge of the region's needs. Ideas for projects are discussed and reviewed in relation to applicants/entity's specific needs and how they can relate and qualify for available funding programs/opportunities.

4th Quarter Activities

July, August, September 2024

- Working closely with member entities, the SCRTPO has firsthand knowledge of the region's needs. Ideas for projects are discussed and reviewed in relation to applicants/entity's specific needs and how they can relate to available funding programs/opportunities.

3.1.1 Provide information to potential applicants about funding opportunities.

1st Quarter Activities

October, November, December, 2023

- When approached by SCRTPO members regarding project ideas, all potential funding sources are considered, especially when there may be an issue with meeting a required match for a specific funding source. Additional funding sources include, but are not limited to:
 - Community Development Block Grants (CDBG)
 - Colonias Infrastructure Fund
 - Local Government Road Fund (LGRF)
 - Economic Development Administration Grants (EDA)
 - Transportation Project Fund (TPF)
 - Legislative Capital Outlay Funding

2nd Quarter Activities

January, February, March 2024

- When approached by SCRTPO members regarding project ideas, all potential funding sources are considered, especially when there may be an issue with meeting a required match for a specific funding source. Additional funding sources include, but are not limited to:
 - Community Development Block Grants (CDBG)
 - Colonias Infrastructure Fund
 - Local Government Road Fund (LGRF)
 - Economic Development Administration Grants (EDA)
 - Transportation Project Fund (TPF)
 - Federal program funding

3rd Quarter Activities

April, May, June 2024

- When approached by SCRTPO members regarding project ideas, all potential funding sources are considered, especially when there may be an issue with meeting a required match for a specific funding source. Additional funding sources include, but are not limited to:
 - Community Development Block Grants (CDBG)
 - Colonias Infrastructure Fund
 - Local Government Road Fund (LGRF)
 - Economic Development Administration Grants (EDA)
- The SCCOG continues to worked diligently to assist local governments and businesses with finding funding opportunities and other project management assistance when they are awarded, if needed.

4th Quarter Activities

July, August, September 2024

- When approached by SCRTPO members regarding project ideas, all potential funding sources are considered, especially when there may be an issue with meeting a required match for a specific funding source. Additional funding sources include, but are not limited to:

- Community Development Block Grants (CDBG)
- Colonias Infrastructure Fund
- Local Government Road Fund (LGRF)
- Economic Development Administration Grants (EDA)
- The SCCOG has worked diligently to assist local governments and businesses with finding funding opportunities.

3.1.2 Assist project applicants to identify projects that may be eligible for transportation funding from federal, state or other sources, based upon appropriate local, regional and state-wide plans and applicable data

1st Quarter Activities

October, November, December 2023

- Worked with all member entities on their project ideas for upcoming legislative capital outlay funding and potential state funding that may be coming available.
- Assisted in organizing a Legislative Forum to provide local governments and member entities with an opportunity to present, directly to their legislators, the projects they intend to seek funding for during the upcoming 2024 Legislative session.

2nd Quarter Activities

January, February, March 2024

- All funding sources for potential projects are looked at all the time. Additionally, I am constantly reminding my members that the transportation projects they are seeking funding for are more preferred if a direct relation to the needs identified in the SCRTPO RTP are present.

3rd Quarter Activities

April, May, June 2024

- With a TPF call for projects continuing during the quarter, I am reminding my members that the projects they are seeking funding for, are more preferred if a direct relation to the needs identified in the SCRTPO RTP or the NMTP are present. Once projects are identified, assistance with the PFF and application processes are in effect, to have them be more prepared in acquiring the necessary data/information required as well as meeting all deadlines set by the SCRTPO and the NMDOT during the application process.

4th Quarter Activities

July, August, September 2024

- All funding sources for projects are looked at all the time. I am reminding my members that projects they are more preferred if a direct relation to the needs identified in the SCRTPO RTP or the NMTP are present.

- 3.1.3 Assist project applicants with applications for NMDOT federal and state transportation funding programs. Follow current adopted New Mexico Administrative Code (NMAC) and/or program guides provided by NMDOT for project eligibility, program guidelines, and application timelines. Submit all complete applications to the designated NMDOT coordinator in accordance with the schedule outlined in the applicable NMAC and/or guide(s).

1st Quarter Activities

October, November, December 2023

- No activity on this task during this quarter.

2nd Quarter Activities

January, February, March 2024

- Assisted members with TPF PFFs and gathering required information for NMDOT PFF reviews.

3rd Quarter Activities

April, May, June 2024

- Meetings were held with D-1 engineering staff to evaluate and approve of the proposed TPF projects in moving forward with the application process.
- TPF Projects were reviewed for completeness by RTPO staff and uploaded to the NMDOT FTP Site.
- SCRTPO Board members gathered to review projects being submitted for TPF funding and proceeded to rate and rank each project according to the established/preapproved scoring criteria.
- Provide information to member entities with any available project funding opportunities.

4th Quarter Activities

July, August, September 2024

- Information reading the results from the TPF awards were relayed to all applicants.

- 3.1.4 Assist project applicants with identification of safety issues that warrant Road Safety Assessments, Safety Plans and/or qualify for Highway Safety Improvement Program funding.

1st Quarter Activities

October, November, December 2023

- No activity on this task during this quarter.

2nd Quarter Activities

January, February, March 2024

- No activity on this task during this quarter.

3rd Quarter Activities

April, May, June 2024

- No activity on this task during this quarter.

4th Quarter Activities

July, August, September 2024

- Attended a special city council meeting for member entities and the updates they are doing to their comprehensive plan as well as a drainage master plan to identify and address ongoing flooding issues in various parts of the community.
- Attended public meetings for member entities where safety concerns may be expressed.

Task 3.2 Manage preliminary project review process.

- 3.2.1 Establish and implement a process for RTPO members to prepare and submit Project Feasibility Forms (PFFs) and Project Prospectus Forms (PPFs), through coordination with NMDOT District(s).

1st Quarter Activities

October, November, December 2023

- SCRTPO has developed an efficient system regarding the preparation and submittal of the Project Prospectus Forms, and the Project Identification Form, I believe my members are familiar, comfortable, and efficient with our process; however, no activity on this task during this quarter.

2nd Quarter Activities

January, February, March 2024

- SCRTPO has developed an efficient system regarding the preparation and submittal of the Project Feasibility and Prospectus Forms, and the Project Identification Form, I believe my members are familiar, comfortable, and efficient with our process. We are currently in an open call for projects and project feasibility meetings are being scheduled for next quarter.

3rd Quarter Activities

April, May, June 2024

- SCRTPO has developed an efficient system regarding the preparation and submittal of the Project Feasibility & Prospectus Forms, and the Project Identification Form, I believe my members are familiar, comfortable, and efficient with our process.
- During the FY2025 TPF call for projects, I am pleased that my members reacted quickly and efficiently and were very prepared as well as flexible with the requirements of the funding application process as well as the rating and ranking of the projects being submitted.

4th Quarter Activities

July, August, September 2024

- SCRTPO has developed an efficient system regarding the preparation and submittal of the Project Prospectus Forms, and the Project Identification Form, I believe my members are familiar, comfortable, and efficient with our process.

3.2.2 Assist project applicants with development of PFFs and PPFs; ensure that all members are fully informed of the process and timelines, and support entities in accessing all forms and data required by project applicants to complete the forms. Ensure members are informed of Americans with Disabilities Act (ADA) and Title VI plan requirements for all recipients of federal funds.

1st Quarter Activities

October, November, December 2023

- No activity on this task during this quarter.

2nd Quarter Activities

January, February, March 2024

- This is an ongoing process during a call for projects. As project assistance is needed, it is provided.

3rd Quarter Activities

April, May, June 2024

- This is an ongoing process. As project assistance is needed, it is provided.
- All member entities are provided relevant and required information for all funding sources and opportunities available.
- Several meetings with the member entities' staff and their on-call engineers took place to ensure that all criteria for the FY2025 TPF call for projects was met and the applications were completed within the allotted amount of time.

4th Quarter Activities

July, August, September 2024

- This is an ongoing process. As project assistance is needed, it is provided.

3.2.3 Work with RTPO members to establish scoring criteria for project prioritization, based on goals and action items included in the RTP, the current NMDOT LRSTP, the Active Transportation and Recreational Programs Guide, Congestion Mitigation and Air Quality Improvement (CMAQ) Program Guide and other guidance from NMDOT.

1st Quarter Activities

October, November, December 2023

- No activity on this task during this quarter.

2nd Quarter Activities

January, February, March 2024

- Scoring criteria has been in place and used in prioritizing projects for inclusion into the RTIPR and submitted with the TPF applications to NMDOT's state funding division.

3rd Quarter Activities

April, May, June 2024

- Scoring criteria is in place and is used for the updates for the RTIPR.

4th Quarter Activities

July, August, September 2024

- Scoring criteria is in place and will be used for any upcoming calls for projects (e.g., the TAP & RTP) as well as the update for the RTIPR.

| SCRTPO Project Prioritization Process | |
|--|---|
| Step 1: | Project Feasibility Form (PFF): Project applications are submitted in response to the "Call for Transportation Projects" issued by the NMDOT, and begins with the Project Feasibility Forms (PFFs). PFFs will be submitted directly to the SCRTPO program manager. A PFF consultation meeting will be held with the entity to discuss the project, and will result in a decision by the District staff on whether or not the project has been identified as feasible and should proceed into the application process. RTPO staff will also provide the entity with any additional assistance and/or information (including suggestions on alternative funding sources and technical assistance providers). |
| Step 2: | Project Prospectus Form (PPF): Projects that are approved to move forward will then need to submit a Project Prospectus Form (PPF) and other application documents depending on the Federal funding program. These documents are again distributed to NMDOT, District staff, Regional Design staff, and RTPO staff for review. |
| Step 3: | Project Applications: Based on NMDOT & District staff recommendations, entities then prepare project applications for submittal to the SCRTPO. The applications are reviewed by the SCRTPO Program Manager for completeness and then submitted to NMDOT for project selection. |
| Step 4: | Project Presentations: Project applications are presented by each entity at the SCRTPO quarterly meeting. The RTPO Policy & Technical Committee members will evaluate each project and presentation, using the scoring criteria, the project is placed onto a prioritized list based on regional priorities identified with the South Central Regional Transportation Plan. |
| Step 5: | Regional Transportation Improvement Program Recommendations (RTIPR): Projects not selected for funding are placed on the draft RTIPR and presented to the SCRTPO Policy & Technical Committee at the next SCRTPO quarterly meeting for approval. Members review project placement on the RTIPR for any final/additional recommendations if applicable. Once approved, the SCRTPO RTIPR is submitted to the NMDOT for incorporation into the Statewide Transportation Improvement Program (STIP). |
| Step 6: | ZIPPR: The SCRTPO and SWRTPO are both located within NMDOT District 1. SCRTPO staff works collaboratively with SWRTPO to create a Combined RTIPR that is then submitted to the District 1 office as a recommended list. |

- 3.2.4 Develop and maintain a prioritized list of projects based on the regional goals articulated in the RTP, and the statewide goals in the NMDOT LRSTP, as well as Technical and Policy Committee review and input. This list will serve as the Regional Transportation Improvement Program Recommendations (RTIPR) list and be submitted to the NMDOT District for potential federal and state funding opportunities on an every-other-year basis (at a minimum). RTIPR development will occur based on this schedule:

1st Quarter Activities

October, November, December 2023

- No activity on this task during this quarter; however, the SCRTPO does maintain and updated RTIPR.

2nd Quarter Activities

January, February, March 2024

- RTIPR is reviewed and once the PFF reviews are completed the SCRTPO members will prioritize the list based on the established scoring criteria and added to the SCRTPO RTIPR in the next quarter.

3rd Quarter Activities

April, May, June 2024

- All applications submitted for the TPF program will be included in the update of the SCRTPO RTIPR.

4th Quarter Activities

July, August, September 2024

- No activity on this task during this quarter; however, the SCRTPO does maintain and updated RTIPR.

Task 3.3 Provide assistance to local governments interested in pursuing transportation system development and coordination activities.

- 3.3.1 Facilitate prioritization of Public Transit Program applications for the RTPO area in response to the state-wide prioritization schedule established by NMDOT Transit and Rail Section staff. Submit the results to the NMDOT Transit Bureau in accordance with that schedule.

1st Quarter Activities

October, November, December, 2023

- Received and relayed information to members regarding the receipt of the FTA 5310 & 5311 Transit Applications and provided SCRTPO Board members with copies of the FY2024 5310 & 5311 Transit Program applications.
- Transit applicants presented their applications to the SCRTPO Technical and Policy Committees to be rated and ranked during the December 5, 2023 meeting of the SCRTPO.
- Rating and ranking forms were compiled into a table and submitted to NMDOT Transit and Rail Division in accordance with their schedule.

2nd Quarter Activities

January, February, March 2024

- Compiled rating and ranking forms were submitted to the Transit & Rail Division of the NMDOT.

3rd Quarter Activities

April, May, June 2024

- No activity on this task during this quarter.

4th Quarter Activities

July, August, September 2024

- Communication with the Transit & Rail Division regarding the scheduling of the upcoming SCRTPO meeting for the facilitation of the FTA 5310 & 5311 Transit Applicants to present their transit applications in the upcoming quarter.

3.3.2 Support efforts on regional transportation system development, through coordination with local entities and NMDOT Transit & Rail Division.

1st Quarter Activities

October, November, December 2023

- I attend monthly meetings of the South Central Regional Transit District, the SCRTD has applied to receive 5310 & 5311 Transit Funding.
- I support, as well as provide, information and assistance to all providers in the region throughout the calendar year as needed.

2nd Quarter Activities

January, February, March 2024

- I attend monthly meetings of the South Central Regional Transit District, the SCRTD has applied to receive 5310 & 5311 Transit Funding.
- I support as well as provide information and assistance to all providers in the region as needed and throughout the calendar year as needed.
- I have initiated conversations with the LPA's in Sierra County regarding the possibility of creating a local transportation service and potential avenues to take to begin the creation of that much needed service to the area.

3rd Quarter Activities

April, May, June 2024

- I attend monthly meetings of the South Central Regional Transit District, the SCRTD has applied to receive 5310 & 5311 Transit Funding.
- I support as well as provide information and assistance to all providers in the region as needed and throughout the calendar year as needed.
- Conversations continue with the LPA's in Sierra County regarding the possibility of creating a local transportation service and potential avenues to take to begin the creation of that much needed service to the area. I am hoping to get the Transportation Program through the Senior Center involved in the conversation.

4th Quarter Activities

July, August, September 2024

- I attend monthly meetings of the South Central Regional Transit District, the SCRDT has applied to receive 5310 & 5311 Transit Funding.
- I support as well as provide information and assistance to all providers in the region as needed and throughout the calendar year as needed.
- Public transportation services by the South Central Regional Transit District have begun in Sierra County this quarter.

Task 3.4 During the month of March, coordinate and co-facilitate RTIPR "zipper" meetings with NMDOT Government to Government Unit (GTG) liaison, the appropriate District staff, and applicable RTPOs, if necessary. Notify NMDOT GTG liaison and District staff of the dates, times, and locations for these "zipper" meetings. Submit the combined, prioritized RTIPR to GTG liaison, the District Engineers and all relevant RTPOs within ten days of the prioritization meeting.

1st Quarter Activities

October, November, December, 2023

- No activity on this task during this quarter.

2nd Quarter Activities

January, February, March 2024

- No activity on this task during this quarter.

3rd Quarter Activities

April, May, June 2024

- No activity on this task during this quarter.

4th Quarter Activities

July, August, September 2024

- No activity on this task during this quarter.

Task 3.5 Track the progress of Statewide Transportation Improvement Program (STIP) projects within the RTPO region and ensure regular communication between the project sponsors, NMDOT staff and others to ensure the projects are meeting deadlines outlined in the Tribal/Local Public Agency (T/LPA) Handbook. Keep project applicants informed on project status, including through review of complete regional STIP project lists at meetings, and assist RTPO members with issues that may arise.

1st Quarter Activities

October, November, December, 2023

- Members are sent a copy of the current STIP in PDF format listed on the following website;
http://dot.state.nm.us/content/dam/nmdot/STIP/Official_STIP.pdf
- Members are updated on the progress of the projects within the region during each quarterly meeting of the SCRTPPO. The updates are presented by the NMDOT, providing the members an opportunity to ask questions or

address any concerns they may have regarding the ongoing projects listed on the STIP.

2nd Quarter Activities

January, February, March 2024

- Members are sent a copy of the current STIP in PDF format listed on the following website;
http://dot.state.nm.us/content/dam/nmdot/STIP/Official_STIP.pdf
- Members are updated on the progress of the projects within the region during each quarterly meeting of the SCRTPO. The updates are presented by the NMDOT, providing the members an opportunity to ask questions or address any concerns they may have regarding the ongoing projects listed on the STIP.

3rd Quarter Activities

April, May, June 2024

- Members are sent a copy of the current STIP in PDF format listed on the following website;
http://dot.state.nm.us/content/dam/nmdot/STIP/Official_STIP.pdf
- Members are updated on the progress of the projects within the region during each quarterly meeting of the SCRTPO. The updates are presented by the NMDOT, providing the members an opportunity to ask questions or address any concerns they may have regarding the ongoing projects listed on the STIP.

4th Quarter Activities

July, August, September 2024

- Members are sent a copy of the current STIP in PDF format listed on the following website;
http://dot.state.nm.us/content/dam/nmdot/STIP/Official_STIP.pdf
- Members are updated on the progress of the projects within the region during each quarterly meeting of the SCRTPO. The updates are presented by the NMDOT, providing the members an opportunity to ask questions or address any concerns they may have regarding the ongoing projects listed on the STIP.

| Function 3 | Budgeted Hours ('23) | Actual Hours | Other Specific Costs | Budgeted Hours ('24) | Actual Hours | Other Specific Costs |
|-------------------------|----------------------|--------------|----------------------|----------------------|--------------|----------------------|
| FFY 2023/2024 Budget | 300 | N/A | | 300 | N/A | |
| 1 st Quarter | | | | 75 | 81 | |
| 2 nd Quarter | | | | 75 | 87 | |
| 3 rd Quarter | | | | 75 | 100 | |
| 4 th Quarter | | | | 75 | 31 | |
| Balance | | | | | 1 | |

Function 3 Activity Tracking – 2024

| | |
|--------------------------------|--|
| 1 st Quarter Report | 5310 & 5300 transit applications were reviewed and ranked by SCRTPO board members. I continually look into any and all available funding sources/opportunities to meet the transportation needs of the region. |
| 2 nd Quarter Report | With the TPF call for projects, potentially additional legislative funding becoming available this year, as well as numerous possible federal funding sources available, the SCRTPO continues to assist member entities in all of their efforts to meet their transportation and infrastructure needs. As always, regional public transportation needs are an ongoing focus of the SCRTPO. |
| 3 rd Quarter Report | Regional transportation efforts are a priority to the SCRTPO, as there are many underserved communities within the region. Keeping the entities updated, engaged and informed on requirements and deadlines is a priority as well. The SCRTPO continues to be looking into several funding sources/opportunities to meet the transportation needs of the region. |
| 4 th Quarter Report | The SCRTPO continues to be looking into several funding sources/opportunities to meet the transportation needs of the region. The SCRTPO is in constant communication with members to stay informed of regional transportation needs. |

Function 4. Other Activities and Projects

Task 4.1 Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program. Provide periodic updates to RTPO members on the status of the studies/projects and involve the members in this effort as appropriate.

1st Quarter Activities

October, November, December, 2023

- Attend coordination meetings held in each county in the region to discuss any issues the entities are experiencing directly with NMDOT staff.
- Currently assisting the City of Elephant Butte, in partnership with a private company, with a prospective Off Highway Vehicle Park that is in the beginning stages of planning.

2nd Quarter Activities

January, February, March 2024

- Continuing to assist the City of Elephant Butte with a prospective Off Highway Vehicle Park.
- Provide technical assistance and support to the Turtleback Trails Network.

3rd Quarter Activities

April, May, June 2024

- Discussions and virtual meetings with the New Mexico Tourism Department regarding related regional project ideas that the LPAs have that could potentially increase tourism dollars for the region. Several project ideas involve enhanced trailheads for existing trails and the development of a walking bridge over the Rio Grande to access hiking, biking, and possibly OHV trails on the other side of the river.
- Continuing to assist the City of Elephant Butte with a prospective Off Highway Vehicle Park.
- Attend meetings and provide technical assistance and support to the Turtleback Trails Network.

4th Quarter Activities

July, August, September 2024

- Discussions and virtual meetings with the New Mexico Tourism Department regarding related regional project ideas that the LPAs have that could potentially increase tourism dollars for the region. Several project ideas involve enhanced trailheads for existing trails and the development of a walking bridge over the Rio Grande to access hiking, biking, and possibly OHV trails on the other side of the river.
- Attend meetings and provide technical assistance and support to the Turtleback Trails Network.

Task 4.2 Coordinate and participate with the Councils of Governments (COGs) and applicable New Mexico State agency staff on legislative studies related to state-wide or RTPPO-specific transportation issues, as appropriate.

1st Quarter Activities

October, November, December 2023

- Attend member entity public meetings.
- Provide any available transportation information to the SCCOG board, RTPPO Board, and/or during member entity's regular meetings if they request me to.
- Prepare SCRTPO Update for Executive Director to be presented during the SCCOG Board meeting.

2nd Quarter Activities

January, February, March 2024

- Prepare SCRTPO Update for Executive Director to be presented during the SCCOG Board meeting.
- Attended member entities' commission/council/trustee virtual meetings, when possible, to listen for transportation concerns/needs.
- Attended a Colonias Infrastructure Fund meeting, and a DFA conference call to stay informed on any changes/updates to the programs in order to provide members with the most relevant and up to date information regarding funding program options and opportunities.

3rd Quarter Activities

April, May, June 2024

- Prepare SCRTPO Update for Executive Director to be presented during the SCCOG Board meeting.
- Attended member entities' commission/council/trustee virtual meetings, when possible, to listen for transportation concerns/needs.
- Attended a Colonias Infrastructure Fund virtual meeting, and EDA & DFA conference calls, and monthly FUNDIT meetings to stay informed on the programs in order to provide members with the most relevant and up to date information regarding funding program options and opportunities.

4th Quarter Activities

July, August, September 2024

- Prepare SCRTPO Update for Executive Director to be presented during the SCCOG Board meeting.
- Attended member entities' commission/council/trustee virtual meetings, when possible, to listen for transportation concerns/needs.
- Attended a Colonias Infrastructure Fund virtual meeting, and EDA & DFA conference calls, and monthly FUNDIT meetings to stay informed on the programs in order to provide members with the most relevant and up to date information regarding funding program options and opportunities.

Task 4.3 Monitor development of federal and state laws affecting the transportation system and provide information about the contents and status to RTPO members.

1st Quarter Activities

October, November, December, 2023

- Review PPM, Functional Classification Manual, & SCRTPO Bylaws.
- Read/review any correspondence or updates sent out regarding the ongoing improvements/changes/updates to the program and its federal & state requirements.

2nd Quarter Activities

January, February, March, 2024

- Review PPM, Functional Classification Manual, & SCRTPO Bylaws.
- Read/review any correspondence or updates sent out regarding the ongoing improvements/changes/updates to the program and its federal & state requirements.

3rd Quarter Activities

April, May, June 2024

- Review PPM, Functional Classification Manual, & SCRTPO Bylaws.
- Read/review any correspondence or updates sent out regarding the ongoing improvements/changes/updates to the program and its federal & state requirements.

4th Quarter Activities

July, August, September 2024

- Review PPM, Functional Classification Manual, & SCRTPO Bylaws.
- Read/review any correspondence or updates sent out regarding the ongoing improvements/changes/updates to the program and its federal & state requirements.

Task 4.4 Attend RTPO Roundtable and special meetings.

1st Quarter Activities

October, November, December 2023

- No RTPO Roundtable was scheduled this quarter.

2nd Quarter Activities

January, February, March 2024

- No RTPO Roundtable was scheduled this quarter.

3rd Quarter Activities

April, May, June 2024

- Participated in person at the RTPO Roundtable meeting on June 13, 2024 in Albuquerque, NM.

4th Quarter Activities

July, August, September 2024

- No activity on this task in this quarter.

Task 4.5 Attend in-state and out-of-state conferences, training sessions or special meetings for staff and professional development opportunities. This task includes the purchase of any supporting materials that may be needed to coordinate, conduct or attend the conference, training session or meeting. RTPO staff may attend these out-of-state trainings during this RWP:

In-state conferences to include:

- New Mexico Infrastructure Finance Conference (NMIFC)
- Community Development Block Grant (CDBG) Workshops
- Colonias Infrastructure Finance Conference
- Colonias Day during the New Mexico Legislative session
- T/LPA Handbook Training
- National Local Technical Assistance Program Trainings
- Outdoor Economics Conference

Out-of-state conferences may include:

- National Association of Developmental Organizations' (NADO) Annual Training Conference
- AMPO Annual Conference
- National Rural Transportation Annual Conference
- SWREDA Conference
- American Planning Association (APA) National Planning Conference

1st Quarter Activities

October, November, December, 2023

- Attended all available training sessions offered.
- I have participated in many various webinars and virtual trainings.

2nd Quarter Activities

January, February, March 2024

- I continue to participated in many various webinars and virtual trainings.
- Participated in and assisted NMDOT staff with finding a location, AV material, and sustenance for the LGRF training held February 2, 2024 in Truth or Consequences.
- Participated in and assisted NMDOT staff with finding a location, AV material, and sustenance for the LGRF training held March 6, 2024 in Truth or Consequences.

3rd Quarter Activities

April, May, June 2024

- I continue to participated in any available webinars and virtual trainings.
- Attended NMML Webinar Series focusing on project development and management from inception to completion.

4th Quarter Activities

July, August, September 2024

- I continue to participated in many various webinars and virtual trainings.
- Attended the National Rural Transportation Conference in Greenville, SC.
- I attended the Outdoor Economics Conference in Las Cruces, NM

Task 4.6 Participate in miscellaneous transportation-related programs and special projects in the RTPO region.

1st Quarter Activities

October, November, December, 2023

- Monthly SCRTD Meetings
- Turtleback Trails Network Meetings

2nd Quarter Activities

January, February, March 2024

- Monthly virtual SCRTD Meetings
- Turtleback Trails Network Meetings

3rd Quarter Activities

April, May, June 2024

- Monthly virtual SCRTD Meetings
- Turtleback Trails Network Meetings

4th Quarter Activities

July, August, September 2024

- Monthly SCRTD Meetings & Turtleback Trails Network Meetings

| Function 4 | Budgeted Hours ('23) | Actual Hours | Other Specific Costs | Budgeted Hours ('24) | Actual Hours | Other Specific Costs |
|-------------------------|----------------------|--------------|----------------------|----------------------|--------------|----------------------|
| FFY 2023/2024 Budget | 450 | N/A | | 450 | N/A | |
| 1 st Quarter | | | | 112.5 | 119 | |
| 2 nd Quarter | | | | 112.5 | 116.3 | |
| 3 rd Quarter | | | | 112.5 | 126 | |
| 4 th Quarter | | | | 112.5 | 89 | |
| Balance | | | | | -.03 | |

Function 4 Activity Tracking – 2024

| | |
|--------------------------------|--|
| 1 st Quarter Report | I take advantage of every opportunity to participate in virtual & in person meetings for possible funding opportunities, all available webinars, and any information I can obtain to forward to my members to assist them whenever possible. |
| 2 nd Quarter Report | Coordination with other agencies that have transportation related needs is always the objective of the SCRTPO. We continue to participate in meetings & trainings throughout the region as well as webinars available online to provide the most recent and relevant information to the members. No in state or out of state conferences were attended this quarter. |
| 3 rd Quarter Report | Participation in regional coordination meeting and both in state & out of state conferences are an important part of professional development and a priority of the SCRTPO. I continue to have the opportunity to participate in many virtual meetings for possible funding opportunities, available webinars, and any information I can forward to my members to assist them whenever possible. No in state or out of state conferences were attended this quarter. |
| 4 th Quarter Report | SCRTPO attended and participated in various transportation meetings, SCRTD meetings, virtual meetings, webinars, and trainings, as well as in state and out of state conferences (NRTC, & OEC). |

Function 5. General RTPO Support

Task 5.1 Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.

- 5.1.1 Document the RTPOs public participation process including but not limited to, procedures the RTPO uses to comply with the New Mexico Open Meetings Act [NMSA 1978, Sections 10-51-1, *et. seq.*] and 23 CFR 450.

1st Quarter Activities

October, November, December, 2023

- Prepare for SCRTPO meeting (posting public notices per SCRTPO bylaws and OMA requirements), email notifications, minutes, agenda, handouts, presenters, and venue).

- Contact members and Chair regarding upcoming December SCRTPO meeting to get their input on the contents and information they would like to receive.
- Contact NMDOT to include any input/information for the agenda.

2nd Quarter Activities

January, February, March 2024

- Prepare for SCRTPO meeting (posting public notices per SCRTPO bylaws and OMA requirements), email notifications, minutes, agenda, handouts, presenters, and venue).
- Contact members and Chair regarding upcoming SCRTPO meetings to get their input on the contents and information they would like to receive.
- Contact NMDOT to include any input/information for the agenda.

3rd Quarter Activities

April, May, June 2024

- Prepare for SCRTPO meeting (posting public notices per SCRTPO bylaws and OMA requirements), email notifications, minutes, agenda, handouts, presenters, and venue).
- Contact members and Chair regarding upcoming May and June SCRTPO meetings to get their input on the contents and information they would like to receive.
- Contact NMDOT to include any input/information for the agenda

4th Quarter Activities

July, August, September 2024

- Prepare for SCRTPO meeting (posting public notices per SCRTPO bylaws and OMA requirements), email notifications, minutes, agenda, handouts, presenters, and venue).
- Contact members and Chair regarding upcoming December SCRTPO meeting to get their input on the contents and information they would like to receive.
- Contact NMDOT to include any input/information for the agenda.

5.1.2 Per the *New Mexico Open Meetings Act* (NMSA, 1978, Section 10-15-1(D)) and 23 CFR 450.210, provide compliant public notice for all official RTPO Committee meetings.

1st Quarter Activities

October, November, December, 2023

- In accordance with the SCRTPO PPP public notice is provided for all RTPO Committee meetings. The quarterly meeting for the SCRTPO to provide the notice of public meeting to be posted on the <http://www.rtpnm.org>, and in the government offices of our member entities. The notice of public meeting was prepared and posted/sent on November 24, 2023 for the SCRTPO quarterly meeting held December 5, 2023.

2nd Quarter Activities

January, February, March 2024

- In accordance with the SCRTPO PPP public notice is provided for all RTPO Committee meetings. The quarterly meeting for the SCRTPO to provide the notice of public meeting to be posted on the <http://www.rtpnm.org>, and in the government offices of our member entities.

3rd Quarter Activities

April, May, June 2024

- In accordance with the SCRTPO PPP public notice is provided for all RTPO Committee meetings. The quarterly meeting for the SCRTPO to provide the notice of public meeting to be posted on the <http://www.rtpnm.org>, and in the government offices of our member entities.

4th Quarter Activities

July, August, September 2024

- In accordance with the SCRTPO PPP public notice is provided for all RTPO Committee meetings. The quarterly meeting for the SCRTPO to provide the notice of public meeting to be posted on the <http://www.rtpnm.org>, and in the government offices of our member entities.

5.1.3 Provide RTPO Committee members, the appropriate NMDOT District staff, and GTG with meeting agendas and information packets no later than seventy-two (72) hours in advance of RTPO Committee meetings.

1st Quarter Activities

October, November, December, 2023

- Members and appropriate NMDOT staff are sent emails with the agenda, presentations, and last meeting's minutes, 7-10 days prior to an SCRTPO Committee meeting.
- Facilitate regularly scheduled SCRTPO quarterly meeting.
- Organize information, prepare minutes, and follow up with members on any additional information requested by member at the meeting.

2nd Quarter Activities

January, February, March 2024

- Members and appropriate NMDOT staff are sent emails with the agenda, presentations, and last meeting's minutes, 7-10 days prior to an SCRTPO Committee meeting.
- Facilitate regularly scheduled SCRTPO quarterly meeting.
- Organize information, prepare minutes, and follow up with members on any additional information requested by member at the meeting.

3rd Quarter Activities

April, May, June 2024

- Members and appropriate NMDOT staff are sent emails with the agenda, presentations, and last meeting's minutes, 7-10 days prior to an SCRTPO Committee meeting.

- Facilitate regularly scheduled SCRTPO quarterly meeting.
- Organize information, prepare minutes, and follow up with members on any additional information requested by member at the meeting.

4th Quarter Activities

July, August, September 2024

- Members and appropriate NMDOT staff are sent emails with the agenda, presentations, and last meeting's minutes, 7-10 days prior to an SCRTPO Committee meeting.
- Facilitate regularly scheduled SCRTPO quarterly meeting.
- Organize information, prepare minutes, and follow up with members on any additional information requested by members at the meeting.

5.1.4 On an annual basis, provide all eligible T/LPAs with the opportunity to appoint or confirm a representative and alternates to the RTPO Committee.

1st Quarter Activities

October, November, December, 2023

- No activity in this task during this quarter.

2nd Quarter Activities

January, February, March 2024

- With newly elected officials and administration within the T/LPAs, I connected with each entity for contact information on each delegate assigned to the SCRTPO.
- Information was given to each new member to prepare them to be an educated and effective member of the SCRTPO.

3rd Quarter Activities

April, May, June 2024

- No activity in this task during this quarter.

4th Quarter Activities

July, August, September 2024

- No activity in this task during this quarter.

Task 5.2 Maintain bylaws that clarify and document member entities, responsibilities and roles, including voting protocols.

1st Quarter Activities

October, November, December, 2023

- Current SCRTPO bylaws are found at <http://www.rtponm.org>

2nd Quarter Activities

January, February, March 2024

- Current SCRTPO bylaws are found at <http://www.rtponm.org>

3rd Quarter Activities

April, May, June 2024

- Current SCRTPPO bylaws are found on the SCRTPPO website. <http://www.rtpnm.org>

4th Quarter Activities

July, August, September 2024

- Current SCRTPPO bylaws are found on the SCRTPPO website. <http://www.rtpnm.org>

5.2.1 Maintain a list of RTPPO Committee members with contact information and provide a copy of the list to appropriate NMDOT District staff, GTG, member entities, and other regular participants.

1st Quarter Activities

October, November, December, 2023

- Contact information for SCRTPPO Committee members is readily available on the SCRTPPO website. <http://www.rtpnm.org>

2nd Quarter Activities

January, February, March 2024

- Contact information for SCRTPPO Committee members is readily available on the SCRTPPO website. <http://www.rtpnm.org>

3rd Quarter Activities

April, May, June 2024

- Contact information for SCRTPPO Committee members is readily available on the SCRTPPO website. <http://www.rtpnm.org>

4th Quarter Activities

July, August, September 2024

- Contact information for SCRTPPO Committee members is readily available on the SCRTPPO website. <http://www.rtpnm.org>

Task 5.3 Conduct Outreach Activities.

5.3.1 Engage in and document outreach activities and provide citizens and other transportation stakeholders with reasonable opportunities to participate in RTPPO processes per 23 CFR 450.

1st Quarter Activities

October, November, December 2023

- Regular communication with Socorro County, Sierra County, City of Socorro, Village of Magdalena, City of TorC, Village of Williamsburg, City of Elephant Butte, and the Village of Hatch to encourage them to participate in funding programs available through NMDOT.
- Extensive efforts to communicate and inform members of the various programs through NMDOT as the information became available to me.

- Regularly attended Sierra County, City of Socorro, City of TorC, Village of Williamsburg, City of Elephant Butte, and Socorro County meetings to provide current or upcoming information regarding transportation initiatives or program funding opportunities to assist in meeting the transportation needs of SCRTPO member communities.
- Virtually attend monthly meetings of the South Central Regional Transit District to maintain a positive working relationship with the organizations providing transportation in my region.
- **Ongoing—The** Executive Director, Jay Armijo, makes it a practice of reaching out to all the members while at meetings he attends. The programs encompass RTPO, CDBG, Colonias, Economic Development, Workforce Investment and other funding streams as they become available.

2nd Quarter Activities

January, February, March 2024

- Regular communication with Socorro County, Sierra County, City of Socorro, Village of Magdalena, City of TorC, Village of Williamsburg, City of Elephant Butte, and the Village of Hatch to encourage them to participate in funding programs available through NMDOT.
- Extensive efforts to communicate and inform members of the various programs through NMDOT as the information became available to me.
- Attended Sierra County, City of Socorro, City of TorC, Village of Williamsburg commission meetings to provide current or upcoming information regarding transportation initiatives or program funding opportunities to assist in meeting the transportation needs of SCRTPO member communities.
- Attend monthly meeting of the South Central Regional Transit District to maintain a positive working relationship with the organizations providing transportation in my region.
- Attend the quarterly meetings of the South Central COG providing an update of the SCRTPO program and its activities.
- **Ongoing—The** Executive Director Jay Armijo makes it a practice of reaching out to all the members while at meetings he attends. The programs encompass RTPO, CDBG, Colonias, Economic Development, Workforce Investment and other funding streams as they become available.

3rd Quarter Activities

April, May, June 2024

- Regular communication with Socorro County, Sierra County, City of Socorro, Village of Magdalena, City of TorC, Village of Williamsburg, City of Elephant Butte, and the Village of Hatch to encourage them to participate in funding programs available through NMDOT.
- Extensive efforts to communicate and inform members of the various programs through NMDOT as the information became available to me.
- Attended Sierra County, City of Socorro, City of TorC, Village of Williamsburg commission meetings to provide current or upcoming

information regarding transportation initiatives or program funding opportunities to assist in meeting the transportation needs of SCRTPO member communities.

- Attend monthly meeting of the South Central Regional Transit District to maintain a positive working relationship with the organizations providing transportation in my region.
- Attend the quarterly meetings of the South Central COG providing an update of the SCRTPO program and its activities.
- **Ongoing—The** Executive Director Jay Armijo makes it a practice of reaching out to all the members while at meetings he attends. The programs encompass RTPO, CDBG, Colonias, Economic Development, Workforce Investment and other funding streams as they become available.

4th Quarter Activities

July, August, September 2024

- Regular communication with Socorro County, Sierra County, City of Socorro, Village of Magdalena, City of TorC, Village of Williamsburg, City of Elephant Butte, and the Village of Hatch to encourage them to participate in funding programs available through NMDOT.
- Extensive efforts to communicate and inform members of the various programs through NMDOT as the information became available to me.
- Attended Sierra County, City of Socorro, City of TorC, Village of Williamsburg commission meetings to provide current or upcoming information regarding transportation initiatives or program funding opportunities to assist in meeting the transportation needs of SCRTPO member communities.
- Attend monthly meeting of the South Central Regional Transit District to maintain a positive working relationship with the organizations providing transportation in my region.
- Attend the quarterly meetings of the South Central COG providing an update of the SCRTPO program and its activities.
- **Ongoing—The** Executive Director Jay Armijo makes it a practice of reaching out to all the members while at meetings he attends. The programs encompass RTPO, CDBG, Colonias, Economic Development, Workforce Investment and other funding streams as they become available.

- 5.3.2 Coordinate with RTPO members to maintain a list of entities including newly elected officials and potential members, who will be educated on the RTPO process. Document this outreach and presentations and share any questions or concerns in quarterly reports and with appropriate NMDOT staff.

1st Quarter Activities

October, November, December 2023

- No activity for this task during this quarter, as there were no new committee members assigned.
- Outreach to non-members and inactive members continues regularly; via

phone calls and emails sharing information on transportation related topics of interest.

2nd Quarter Activities

January, February, March 2024

- Outreach to non-members and inactive members continues regularly; via phone calls and emails sharing information on transportation related topics of interest that may be beneficial to their areas and the region.

3rd Quarter Activities

April, May, June 2024

- No activity for this task during this quarter, as there were no new committee members assigned.
- Outreach to non-members and inactive members continues regularly; via phone calls and emails sharing information on transportation related topics of interest.

4th Quarter Activities

July, August, September 2024

- No activity for this task during this quarter, as there were no new committee members assigned.
- Outreach to non-members and inactive members continues regularly; via phone calls and emails sharing information on transportation related topics of interest.

Task 5.4 Maintain a website that includes current meeting information and planning documents, as referenced in the Quality Assurance Review (QAR) guidelines. Post a list of current Technical and Policy Committee members and keep this information updated.

1st Quarter Activities

October, November, December, 2023

- Continued efforts to update and maintain information that is uploaded to RTPPO website.
- Website is updated as needed.

2nd Quarter Activities

January, February, March 2024

- Continued efforts to update and maintain information that is uploaded to RTPPO website.
- Website is updated as needed.

3rd Quarter Activities

April, May, June 2024

- Continued efforts to update and maintain information that is uploaded to RTPPO website.
- Website is updated as needed.

4th Quarter Activities

July, August, September 2024

- Continued efforts to update and maintain information that is uploaded to RTPO website.
- Website is updated as needed.

Task 5.5 Coordinate training and professional development opportunities for RTPO members, including developing and maintaining training plans. Assist RTPO members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Informing member entities of training opportunities and encouraging participation

1st Quarter Activities

October, November, December 2023

- As information is presented to me, it is immediately shared with SCRTPO members via phone calls or email.

2nd Quarter Activities

January, February, March 2024

- As information is presented to me, it is immediately shared with SCRTPO members via phone calls or email.

3rd Quarter Activities

April, May, June 2024

- As information is presented to me, it is immediately shared with SCRTPO members via phone calls or email.

4th Quarter Activities

July, August, September 2024

- As information is presented to me, it is immediately shared with SCRTPO members via phone calls or email.

| Function 5 | Budgeted Hours ('23) | Actual Hours | Other Specific Costs | Budgeted Hours ('24) | Actual Hours | Other Specific Costs |
|-------------------------|----------------------|--------------|----------------------|----------------------|--------------|----------------------|
| FFY 2023/2024 Budget | 550 | N/A | | 550 | N/A | |
| 1 st Quarter | | | | 137.5 | 143 | |
| 2 nd Quarter | | | | 137.5 | 131 | |
| 3 rd Quarter | | | | 137.5 | 134 | |
| 4 th Quarter | | | | 137.5 | 146 | |
| Balance | | | | | -4 | |

Function 5 Activity Tracking – 2024

| | |
|--------------------------------|---|
| 1 st Quarter Report | All SCRTPO meetings strictly follow the PPP and the OMA guidelines. Professional development and training opportunities are extended to the members and the necessary information is posted on the SCRTPO website and updated as needed. Continual efforts are made to facilitate transportation assistance and information as it is presented to me. |
|--------------------------------|---|

| | |
|--------------------------------|---|
| 2 nd Quarter Report | All SCRTPO meetings strictly follow the PPP and the OMA guidelines. Professional development and training opportunities are extended to the members and the necessary information is posted on the SCRTPO website and updated as needed. Continual efforts are made to facilitate transportation assistance and information is shared as it is presented to me. |
| 3 rd Quarter Report | All SCRTPO meetings strictly follow the PPP and the OMA guidelines. Professional development and training opportunities are extended to the members and the necessary information is posted on the SCRTPO website and updated as needed. Continual efforts are made to facilitate transportation assistance and information is shared as it is presented to me. |
| 4 th Quarter Report | All SCRTPO meetings strictly follow the PPP and the OMA guidelines. Professional development and training opportunities are extended to the members and the necessary information is posted on the SCRTPO website and updated as needed. |

Function 6. RTPO Administration

Task 6.1 Produce work products that meet all quarterly work requirements and deadlines per the Planning Procedures Manual (PPM) and submit a summary of activities completed per quarter.

6.1.1 Implement and monitor program expenditures in relation to the annual budget, per the PPM. Ensure documentation on program expenditures and activities are available to the public online and retained as physical copies, which will be reviewed during the annual Quality Assurance Review (QAR).

1st Quarter Activities

October, November, December, 2023

- Program expenditures are monitored throughout the quarter (and program year). Quarterly reports (containing activities, budget, program expenditures, and invoices) are available on the SCRTPO website.

2nd Quarter Activities

January, February, March 2024

- Program expenditures are monitored throughout the quarter (and program year). Quarterly reports (which contain activities, budget, program expenditures, and invoices) are available on the SCRTPO website.

3rd Quarter Activities

April, May, June 2024

- Program expenditures are monitored throughout the quarter (and program year). Quarterly reports (which contain activities, budget, program expenditures, and invoices) are available on the SCRTPO website.

4th Quarter Activities

July, August, September 2024

- Program expenditures are monitored throughout the quarter (and program year). Quarterly reports (which contain activities, budget, program expenditures, and invoices) are available on the SCRTPO website.

6.1.2 Submit quarterly Reimbursement Packets per the PPM. Include this report as an informational item on the following RTPO Committee agenda and should reflect all costs outlined in the Invoice.

1st Quarter Activities

October, November, December, 2023

- Prepared 4th Quarter report, time tracking summary, and invoice (per PPM) to submit to NMDOT. (October 25, 2023)

2nd Quarter Activities

January, February, March 2024

- Prepared 1st Quarter report, time tracking summary, and invoice (per PPM) to submit to NMDOT. (February 23, 2024)

3rd Quarter Activities

April, May, June 2024

- Prepared 2nd Quarter report, time tracking summary, and invoice (per PPM) to submit to NMDOT. (April 25, 2024)

4th Quarter Activities

July, August, September 2024

- Prepared 3rd Quarter report, time tracking summary, and invoice (per PPM) to submit to NMDOT. (July 12, 2024)

6.1.3 Submit an Annual Performance and Expenditure Report (APER) each year, per the timeline and procedures documented in the PPM. The APER will be derived from the 4th quarter Quarterly Report, but will include additional descriptions to summarize the activities performed in the past year.

1st Quarter Activities

October, November, December, 2023

- Prepared and submitted the Annual Performance and Expenditures Report for FFY 2023 to be submitted to NMDOT for approval. (November 15, 2023)

2nd Quarter Activities

January, February, March 2024

- No activity on this task during this quarter.

3rd Quarter Activities

April, May, June 2024

- No activity on this task during this quarter.

4th Quarter Activities

July, August, September 2024

- No activity on this task during this quarter.

Task 6.2 Solicit and utilize input from RTPo board members to develop the two-year (FFY 2025- FFY 2026) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.

1st Quarter Activities

October, November, December, 2023

- No activity on this task during this quarter.

2nd Quarter Activities

January, February, March 2024

- No activity on this task during this quarter.

3rd Quarter Activities

April, May, June 2024

- A two-year (FFY2025-FFY2026) Regional Work Program was developed by SCRTPo staff, presented to the SCRTPo Board. The FFY2025-26 RWP was approved by and submitted to NMDOT on June 26, 2024 in accordance with the deadlines outlined in the PPM.

4th Quarter Activities

July, August, September 2024

- No activity on this task during this quarter.

6.2.1 Coordinate the RTPo's planning program with other RTPOs and any Metropolitan Planning Organizations (MPOs) or other agencies impacted by and/or associated with activities contained in the RWP.

1st Quarter Activities

October, November, December 2023

- Conversations with the SWRTPo Planner happen regularly regarding the activities taking place in the region since we share NMDOT District 1.

2nd Quarter Activities

January, February, March 2024

- No activity on this task during this quarter; however, there is ongoing communication with the SWRTPo Planner regarding activities taking place in our shared NMDOT District 1.

3rd Quarter Activities

April, May, June 2024

- No activity on this task during this quarter; however, ongoing communication with the SWRTPO Planner regarding our shared NMDOT District 1 is ongoing.

4th Quarter Activities

July, August, September 2024

- No activity during the quarter; however, there is ongoing communication with the SWRTPO Planner and our shared NMDOT District 1.

Task 6.3 Develop an annual budget based on the tasks outlined in the RWP, and include cost-sharing methodologies and calculations for costs that are shared between various South Central Council of Governments' programs, in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.

1st Quarter Activities

October, November, December, 2023

- An annual budget is developed and is directly associated with the tasks outlined in the RWP. Quarterly reimbursement packets are submitted with all required documentation in accordance with NMDOT and FHWA requirements.

2nd Quarter Activities

January, February, March 2024

- An annual budget is developed and is directly associated with the tasks outlined in the RWP. Quarterly reimbursement packets are submitted with all required documentation in accordance with NMDOT and FHWA requirements.

3rd Quarter Activities

April, May, June 2024

- An annual budget is developed and is directly associated with the tasks outlined in the RWP. Quarterly reimbursement packets are submitted with all required documentation in accordance with NMDOT and FHWA requirements.

4th Quarter Activities

July, August, September 2024

- An annual budget is developed and is directly associated with the tasks outlined in the RWP. Quarterly reimbursement packets are submitted with all required documentation in accordance with NMDOT and FHWA requirements.

Task 6.4 Maintain a Public Participation Plan (PPP) that addresses Title VI and Environmental Justice procedures. Ensure a specific contact person and contact information is listed. Update the PPP in accordance with the PPM schedule or as determined appropriate by RTPO members or staff.

1st Quarter Activities

October, November, December 2023

- A current PPP, addressing Title VI and Environmental Justice procedures, is on file designating a contact person as well as the designee's contact information, all can be found on the SCRTPO website.

2nd Quarter Activities

January, February, March 2024

- A current PPP, addressing Title VI and Environmental Justice procedures, is on file designating a contact person as well as the designee's contact information, all can be found on the SCRTPO website.

3rd Quarter Activities

January, February, March 2024

- A current PPP, addressing Title VI and Environmental Justice procedures, is on file designating a contact person as well as the designee's contact information, all can be found on the SCRTPO website.

4th Quarter Activities

July, August, September 2024

- A current PPP, addressing Title VI and Environmental Justice procedures, is on file designating a contact person as well as the designee's contact information, all can be found on the SCRTPO website.

Task 6.5 Submit the South Central Council of Governments' Financial Audit for each State Fiscal Year to the NMDOT GTG Liaison, within 30 days of when the audit is released by the State Auditor's Office.

1st Quarter Activities

October, November, December, 2023

- The South Central Council of Governments' audit was submitted to the state auditor's office and is awaiting approval. In March, the audit will be presented to the SCCOG Board of Directors for approval. Once approved, a copy of the accepted audit will then be sent to the NMDOT.

2nd Quarter Activities

January, February, March 2024

- The SCCOG FY23 Audit was approved/accepted by the State Auditor's office and sent to NMDOT. The audit is on the agenda for approval by the SCCOG Board of Directors on April 26, 2024. The audit has been posted on the <http://www.rtpom.org> website and sent to the Government-to-Government Liaison.

3rd Quarter Activities

April, May, June 2024

- The audit was on the agenda for approval by the SCCOG Board of Directors on April 26, 2024, then immediately posted on the <http://www.rtponm.org> website and sent to NMDOT.

4th Quarter Activities

July, August, September 2024

- No activity on this task during this quarter.

| Function 6 | Budgeted Hours ('23) | Actual Hours | Other Specific Costs | Budgeted Hours ('24) | Actual Hours | Other Specific Costs |
|-------------------------|----------------------|--------------|----------------------|----------------------|--------------|----------------------|
| FFY 2023/2024 Budget | 675 | N/A | | 675 | N/A | |
| 1 st Quarter | | | | 168.75 | 174.55 | |
| 2 nd Quarter | | | | 168.75 | 165.10 | |
| 3 rd Quarter | | | | 168.75 | 164.8 | |
| 4 th Quarter | | | | 168.75 | 171.94 | |
| Balance | | | | | -1.39 | |

Function 6 Activity Tracking – 2024

| | |
|--------------------------------|--|
| 1 st Quarter Report | All required documentation was produced according to the compulsory guidelines found in the PPM and were submitted in a timely manner with all required contents included. |
| 2 nd Quarter Report | All required documentation was produced according to the compulsory guidelines found in the PPM and were submitted in a timely manner with all required contents included. |
| 3 rd Quarter Report | All required documentation was produced according to the compulsory guidelines found in the PPM and were submitted in a timely manner with all required contents included. |
| 4 th Quarter Report | All required documentation was produced according to the compulsory guidelines found in the PPM and were submitted in a timely manner with all required contents included. |

South Central Council of Governments
SOUTH CENTRAL RTPO
FFY 2023-2024 Annual Performance and Expenditure Report
October 1, 2023 – September 30, 2024

- **No amendments to the Regional Work Program this program year.**