



*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.

Main Office  
P.O. Box 1072  
600 Hwy. 195, Suite D  
Elephant Butte, NM 87935  
Email: [sccog@sccog-nm.com](mailto:sccog@sccog-nm.com)  
Ph: 575-744-0039  
Fax: 575-744-0042

**Jay Armijo, Executive Director**  
Email: [jarmijo@sccog-nm.com](mailto:jarmijo@sccog-nm.com)  
Website: [www.sccog-nm.com](http://www.sccog-nm.com)

Mesilla Office  
P.O. Box 297  
2231 Avenida de Mesilla  
Mesilla, NM 88046-0297  
Email: [tibloom@sccog-nm.com](mailto:tibloom@sccog-nm.com)  
Ph: 575-524-3262 Ext. 110

# 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 SCRTPO 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 SCRTPO 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 SCRTPO 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%
<b>TOTAL</b>	<b>\$ 114,597.20</b>	<b>\$ 31,356.02</b>	<b>\$ 24,167.13</b>	<b>\$ 26,968.92</b>	<b>\$ 24,585.88</b>	<b>\$ 107,077.95</b>	<b>-6.56%</b>

\*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	
<b>TOTAL</b>	<b>2320</b>	<b>605.55</b>	<b>574.4</b>	<b>601.8</b>	<b>534.94</b>	<b>2316.69</b>	<b>-0.14%</b>

\*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).

**1<sup>st</sup> 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.

## **2<sup>nd</sup> 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.

## **3<sup>rd</sup> 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.

## **4<sup>th</sup> 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.

**1<sup>st</sup> 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.

**2<sup>nd</sup> Quarter Activities**

**January, February, March, 2024**

- No activity on this task during this quarter.

**3<sup>rd</sup> Quarter Activities**

**April, May, June 2024**

- No activity on this task during this quarter.

**4<sup>th</sup> 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.

**1<sup>st</sup> Quarter Activities**

**October, November, December 2023**

- No activity on this task during this quarter.

**2<sup>nd</sup> 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.

**3<sup>rd</sup> 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.

#### **4<sup>th</sup> 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.

#### **1<sup>st</sup> 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.

#### **2<sup>nd</sup> 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.



### **3<sup>rd</sup> 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.

### **4<sup>th</sup> 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.

### **1<sup>st</sup> 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.

### **2<sup>nd</sup> 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.

### **3<sup>rd</sup> 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.

### **4<sup>th</sup> 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 <sup>st</sup> Quarter				43.75	46	
2 <sup>nd</sup> Quarter				43.75	39	
3 <sup>rd</sup> Quarter				43.75	36	
4 <sup>th</sup> Quarter				43.75	53	
Balance					1	

**Function 1 Activity Tracking – 2024**

1 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>rd</sup> 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 <sup>th</sup> 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.

**1<sup>st</sup> 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.

## **2<sup>nd</sup> 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.

## **3<sup>rd</sup> 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.

## **4<sup>th</sup> 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.

## **1<sup>st</sup> 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](http://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.

## **2<sup>nd</sup> 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](http://travelsouthcentralnm.com)) and corresponding social media sites developed by the SCCOG, which is being funded under the EDA program.

## **3<sup>rd</sup> 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](http://travelsouthcentralnm.com))

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

#### **4<sup>th</sup> Quarter Activities**

##### **July, August, September 2024**

- The SCRTP 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.

#### **1<sup>st</sup> 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.

#### **2<sup>nd</sup> 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.

#### **3<sup>rd</sup> 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.

#### **4<sup>th</sup> 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.

#### **1<sup>st</sup> 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.

#### **2<sup>nd</sup> 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.

#### **3<sup>rd</sup> 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.

#### **4<sup>th</sup> 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.

**1<sup>st</sup> Quarter Activities**

**October, November, December, 2023**

- No activity on this task during this quarter.

**2<sup>nd</sup> Quarter Activities**

**January, February, March 2024**

- No activity on this task during this quarter.

**3<sup>rd</sup> Quarter Activities**

**April, May, June 2024**

- No activity on this task during this quarter.

**4<sup>th</sup> 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 <sup>st</sup> Quarter				42.5	42	
2 <sup>nd</sup> Quarter				42.5	36	
3 <sup>rd</sup> Quarter				42.5	41	
4 <sup>th</sup> Quarter				42.5	44	
Balance					7	

Function 2 Activity Tracking – 2024

1 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>rd</sup> 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 <sup>th</sup> 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.

**1<sup>st</sup> Quarter Activities**

**October, November, December, 2023**

- No activity on this task during this quarter.

**2<sup>nd</sup> 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.

**3<sup>rd</sup> 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.

**4<sup>th</sup> 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.

### **1<sup>st</sup> 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

### **2<sup>nd</sup> 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

### **3<sup>rd</sup> 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.

### **4<sup>th</sup> 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

### **1<sup>st</sup> 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.

### **2<sup>nd</sup> 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.

### **3<sup>rd</sup> 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.

### **4<sup>th</sup> 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).

#### **1<sup>st</sup> Quarter Activities**

##### **October, November, December 2023**

- No activity on this task during this quarter.

#### **2<sup>nd</sup> Quarter Activities**

##### **January, February, March 2024**

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

#### **3<sup>rd</sup> 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.

#### **4<sup>th</sup> 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.

#### **1<sup>st</sup> Quarter Activities**

##### **October, November, December 2023**

- No activity on this task during this quarter.

#### **2<sup>nd</sup> Quarter Activities**

##### **January, February, March 2024**

- No activity on this task during this quarter.

### **3<sup>rd</sup> Quarter Activities**

#### **April, May, June 2024**

- No activity on this task during this quarter.

### **4<sup>th</sup> 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).

### **1<sup>st</sup> 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.

### **2<sup>nd</sup> 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.

### **3<sup>rd</sup> 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.

#### **4<sup>th</sup> 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.

#### **1<sup>st</sup> Quarter Activities**

##### **October, November, December 2023**

- No activity on this task during this quarter.

#### **2<sup>nd</sup> Quarter Activities**

##### **January, February, March 2024**

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

#### **3<sup>rd</sup> 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.

#### **4<sup>th</sup> Quarter Activities**

##### **July, August, September 2024**

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

3.2.3 Work with RTP 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.

#### **1<sup>st</sup> Quarter Activities**

##### **October, November, December 2023**

- No activity on this task during this quarter.



## 2<sup>nd</sup> 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.

## 3<sup>rd</sup> Quarter Activities

### April, May, June 2024

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

## 4<sup>th</sup> 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.

<b>SCRTPO Project Prioritization Process</b>	
Step 1:	<b>Project Feasibility Form (PFF):</b> 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:	<b>Project Prospectus Form (PPF):</b> 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:	<b>Project Applications:</b> 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:	<b>Project Presentations:</b> 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:	<b>Regional Transportation Improvement Program Recommendations (RTIPR):</b> 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:	<b>ZIPPR:</b> 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:

#### **1<sup>st</sup> Quarter Activities**

##### **October, November, December 2023**

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

#### **2<sup>nd</sup> 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.

#### **3<sup>rd</sup> Quarter Activities**

##### **April, May, June 2024**

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

#### **4<sup>th</sup> 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.

#### **1<sup>st</sup> 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.

## **2<sup>nd</sup> Quarter Activities**

### **January, February, March 2024**

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

## **3<sup>rd</sup> Quarter Activities**

### **April, May, June 2024**

- No activity on this task during this quarter.

## **4<sup>th</sup> 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.

## **1<sup>st</sup> 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.

## **2<sup>nd</sup> 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.

## **3<sup>rd</sup> 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.

#### **4<sup>th</sup> 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.

#### **1<sup>st</sup> Quarter Activities**

##### **October, November, December, 2023**

- No activity on this task during this quarter.

#### **2<sup>nd</sup> Quarter Activities**

##### **January, February, March 2024**

- No activity on this task during this quarter.

#### **3<sup>rd</sup> Quarter Activities**

##### **April, May, June 2024**

- No activity on this task during this quarter.

#### **4<sup>th</sup> 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.

#### **1<sup>st</sup> 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](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.

**2<sup>nd</sup> 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](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.

**3<sup>rd</sup> 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](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.

**4<sup>th</sup> 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](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 <sup>st</sup> Quarter				75	81	
2 <sup>nd</sup> Quarter				75	87	
3 <sup>rd</sup> Quarter				75	100	
4 <sup>th</sup> Quarter				75	31	
Balance					1	



### Function 3 Activity Tracking – 2024

1 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>rd</sup> 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 <sup>th</sup> 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.

#### **1<sup>st</sup> 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.

#### **2<sup>nd</sup> 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.



### **3<sup>rd</sup> 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.

### **4<sup>th</sup> 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.

### **1<sup>st</sup> 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.

### **2<sup>nd</sup> 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.

### **3<sup>rd</sup> 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.

### **4<sup>th</sup> 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.

### **1<sup>st</sup> 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.

### **2<sup>nd</sup> 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.

### **3<sup>rd</sup> 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.

#### **4<sup>th</sup> 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.

#### **1<sup>st</sup> Quarter Activities**

##### **October, November, December 2023**

- No RTPO Roundtable was scheduled this quarter.

#### **2<sup>nd</sup> Quarter Activities**

##### **January, February, March 2024**

- No RTPO Roundtable was scheduled this quarter.

#### **3<sup>rd</sup> Quarter Activities**

##### **April, May, June 2024**

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

#### **4<sup>th</sup> 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

### **1<sup>st</sup> Quarter Activities**

#### **October, November, December, 2023**

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

### **2<sup>nd</sup> 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.

### **3<sup>rd</sup> 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.

### **4<sup>th</sup> 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.

### **1<sup>st</sup> Quarter Activities**

#### **October, November, December, 2023**

- Monthly SCRTD Meetings
- Turtleback Trails Network Meetings

### **2<sup>nd</sup> Quarter Activities**

#### **January, February, March 2024**

- Monthly virtual SCRTD Meetings
- Turtleback Trails Network Meetings

### **3<sup>rd</sup> Quarter Activities**

#### **April, May, June 2024**

- Monthly virtual SCRTD Meetings
- Turtleback Trails Network Meetings

### **4<sup>th</sup> 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 <sup>st</sup> Quarter				112.5	119	
2 <sup>nd</sup> Quarter				112.5	116.3	
3 <sup>rd</sup> Quarter				112.5	126	
4 <sup>th</sup> Quarter				112.5	89	
Balance					-.03	

**Function 4 Activity Tracking – 2024**

1 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>rd</sup> 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 <sup>th</sup> 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.

**1<sup>st</sup> 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.

### **2<sup>nd</sup> 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.

### **3<sup>rd</sup> 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

### **4<sup>th</sup> 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.

### **1<sup>st</sup> 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.



## **2<sup>nd</sup> 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.

## **3<sup>rd</sup> 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.

## **4<sup>th</sup> 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.

## **1<sup>st</sup> 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.

## **2<sup>nd</sup> 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.

## **3<sup>rd</sup> 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.

#### **4<sup>th</sup> 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.

#### **1<sup>st</sup> Quarter Activities**

##### **October, November, December, 2023**

- No activity in this task during this quarter.

#### **2<sup>nd</sup> 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.

#### **3<sup>rd</sup> Quarter Activities**

##### **April, May, June 2024**

- No activity in this task during this quarter.

#### **4<sup>th</sup> 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.

#### **1<sup>st</sup> Quarter Activities**

##### **October, November, December, 2023**

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

#### **2<sup>nd</sup> Quarter Activities**

##### **January, February, March 2024**

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

### **3<sup>rd</sup> Quarter Activities**

#### **April, May, June 2024**

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

### **4<sup>th</sup> 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.

### **1<sup>st</sup> Quarter Activities**

#### **October, November, December, 2023**

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

### **2<sup>nd</sup> Quarter Activities**

#### **January, February, March 2024**

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

### **3<sup>rd</sup> Quarter Activities**

#### **April, May, June 2024**

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

### **4<sup>th</sup> 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.

### **1<sup>st</sup> 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.

## **2<sup>nd</sup> 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.

## **3<sup>rd</sup> 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.

#### **4<sup>th</sup> 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.

#### **1<sup>st</sup> 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.

### **2<sup>nd</sup> 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.

### **3<sup>rd</sup> 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.

### **4<sup>th</sup> 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.

### **1<sup>st</sup> Quarter Activities**

#### **October, November, December, 2023**

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

### **2<sup>nd</sup> Quarter Activities**

#### **January, February, March 2024**

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

### **3<sup>rd</sup> Quarter Activities**

#### **April, May, June 2024**

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



**4<sup>th</sup> 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

**1<sup>st</sup> Quarter Activities**

**October, November, December 2023**

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

**2<sup>nd</sup> Quarter Activities**

**January, February, March 2024**

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

**3<sup>rd</sup> Quarter Activities**

**April, May, June 2024**

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

**4<sup>th</sup> 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 <sup>st</sup> Quarter				137.5	143	
2 <sup>nd</sup> Quarter				137.5	131	
3 <sup>rd</sup> Quarter				137.5	134	
4 <sup>th</sup> Quarter				137.5	146	
Balance					-4	

Function 5 Activity Tracking – 2024

1 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>rd</sup> 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 <sup>th</sup> 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).

### **1<sup>st</sup> 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.

### **2<sup>nd</sup> 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.

### **3<sup>rd</sup> 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.

#### **4<sup>th</sup> 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.

#### **1<sup>st</sup> Quarter Activities**

##### **October, November, December, 2023**

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

#### **2<sup>nd</sup> Quarter Activities**

##### **January, February, March 2024**

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

#### **3<sup>rd</sup> Quarter Activities**

##### **April, May, June 2024**

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

#### **4<sup>th</sup> Quarter Activities**

##### **July, August, September 2024**

- Prepared 3<sup>rd</sup> 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 4<sup>th</sup> quarter Quarterly Report, but will include additional descriptions to summarize the activities performed in the past year.

#### **1<sup>st</sup> 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)

#### **2<sup>nd</sup> Quarter Activities**

##### **January, February, March 2024**

- No activity on this task during this quarter.

**3<sup>rd</sup> Quarter Activities**

**April, May, June 2024**

- No activity on this task during this quarter.

**4<sup>th</sup> Quarter Activities**

**July, August, September 2024**

- No activity on this task during this quarter.

Task 6.2 Solicit and utilize input from RTPPO 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.

**1<sup>st</sup> Quarter Activities**

**October, November, December, 2023**

- No activity on this task during this quarter.

**2<sup>nd</sup> Quarter Activities**

**January, February, March 2024**

- No activity on this task during this quarter.

**3<sup>rd</sup> 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.

**4<sup>th</sup> Quarter Activities**

**July, August, September 2024**

- No activity on this task during this quarter.

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

**1<sup>st</sup> 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.

**2<sup>nd</sup> 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.

### **3<sup>rd</sup> 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.

### **4<sup>th</sup> 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.

### **1<sup>st</sup> 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.

### **2<sup>nd</sup> 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.

### **3<sup>rd</sup> 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.

### **4<sup>th</sup> 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.

#### **1<sup>st</sup> 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.

#### **2<sup>nd</sup> 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.

#### **3<sup>rd</sup> 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.

#### **4<sup>th</sup> 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.

#### **1<sup>st</sup> 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.

#### **2<sup>nd</sup> 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.



**3<sup>rd</sup> 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.

**4<sup>th</sup> 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 <sup>st</sup> Quarter				168.75	174.55	
2 <sup>nd</sup> Quarter				168.75	165.10	
3 <sup>rd</sup> Quarter				168.75	164.8	
4 <sup>th</sup> Quarter				168.75	171.94	
Balance					-1.39	

**Function 6 Activity Tracking – 2024**

1 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>rd</sup> 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 <sup>th</sup> 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.**