





# Santa Fe Metropolitan Planning Organization

*"Promoting Interconnected Transportation Options"*



**DATE:** March 19, 2014

**TO:** Finance Committee

**VIA:** Kate Noble, Acting Director *KN*  
Housing & Community Development Department

**FROM:** Mark Tibbetts, MPO Officer *mt*

## ITEM & ISSUE

Local matching funds required for distribution of federal funds from the FFY 2014 Federal Highway Administration (FHWA) Section 112 Program and authorized by NMDOT for expenditure by the Santa Fe MPO from October 1, 2013 through September 30, 2014.

## BACKGROUND & SUMMARY

The City of Santa Fe is the fiscal agent for the MPO and has been responsible for providing the local match for the federal funding that supports the MPO program. Since October 1, 2013, the MPO receives FHWA funding on the federal fiscal year cycle. While receipt of the official Work Authorization letter is still pending [see attachment], the NMDOT has issued a Purchase Order [attached] to the City of Santa Fe representing the distribution of FFY2014 federal funds in the amount of \$216,852 [see attachment]. The required local match is \$36,954, bringing the total amount available to the MPO to \$253,806. The local match requirement for Section 112 program funds is 14.56% of the total amount available to the MPO.

## ACTION RECOMMENDED

Accept the FFY 2014 distribution of federal funds and provide the required match of \$36,954. The total amount of \$253,806 should be placed in Business Unit #22305 according to the attached BAR.

Attachments: BAR for Sec 112 funds  
NMDOT Purchase Order #80500-0000185674  
Emails to NMDOT-12/23/13 and 03/04/14



**TIBBETTS, MARK S.**

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**From:** Kozub, Rosa, NMDOT <Rosa.Kozub@state.nm.us>  
**Sent:** Monday, December 23, 2013 2:40 PM  
**To:** TIBBETTS, MARK S.  
**Cc:** WILSON, KEITH P.; AUNE, ERICK J.  
**Subject:** RE: FFY14 Work Authorization Letter

I forgot to add that the hard copy will be sent out this week, so you can expect it in the mail either later this week or next.

Rosa Kozub | Urban & Regional Planner  
Bicycle, Pedestrian, Equestrian Coordinator  
New Mexico Department of Transportation  
Planning & Safety Division  
P.O. Box 1149  
Santa Fe, NM 87504  
Office: (505) 476-3742  
Mobile: (505) 231-9869  
Email: [Rosa.Kozub@state.nm.us](mailto:Rosa.Kozub@state.nm.us)

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**From:** Kozub, Rosa, NMDOT  
**Sent:** Monday, December 23, 2013 2:40 PM  
**To:** TIBBETTS, MARK S.  
**Cc:** Keith Wilson; AUNE, ERICK J.  
**Subject:** FFY14 Work Authorization Letter

Hi Mark,

Attached please find the FFY14 Work Authorization Letter for the Santa Fe MPO. Please share this with the City of Santa Fe, as it is the fiscal agent for SFMPO.

As part of NMDOT's submission of first quarter changes to FHWA, we will adjust your FFY14 funds to reflect the amounts below, in addition to the rollover balances. The amounts below just reflect what will become your FFY14 base amount (and not the rollover balances).

FFY14 base amount (after first quarter amendment):  
PL Funds (Federal): \$216,852  
Local match: \$36,954.18  
**Total: \$253,806.18**

Thanks and let me know if you have any questions. Happy holidays!

Rosa Kozub | Urban & Regional Planner  
Bicycle, Pedestrian, Equestrian Coordinator  
New Mexico Department of Transportation  
Planning & Safety Division  
P.O. Box 1149  
Santa Fe, NM 87504  
Office: (505) 476-3742  
Mobile: (505) 231-9869  
Email: [Rosa.Kozub@state.nm.us](mailto:Rosa.Kozub@state.nm.us)

**TIBBETTS, MARK S.**

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**From:** Kozub, Rosa, NMDOT <Rosa.Kozub@state.nm.us>  
**Sent:** Tuesday, March 04, 2014 3:16 PM  
**To:** TIBBETTS, MARK S.  
**Subject:** RE: MPO response \_030314.xlsx

Hi Mark,

We're still awaiting approval of the financial authorization in the system, which is what gives us the green light to send the WA letters.

In the meantime, do our previous emails suffice for the City? Since FHWA approved your UPWP budget with those amounts included, there is a pretty solid expectation that the money will be approved. If our emails aren't sufficient, maybe the approved UPWP with budget will work, since that has to be fully approved via NMDOT and FHWA?

Let me know. As soon as we get the green light to send the WA letters, we're ready.

Rosa Kozub | Urban & Regional Planner  
Bicycle, Pedestrian, Equestrian Coordinator  
New Mexico Department of Transportation  
Planning & Safety Division  
P.O. Box 1149  
Santa Fe, NM 87504  
Office: (505) 476-3742  
Mobile: (505) 231-9869  
Email: [Rosa.Kozub@state.nm.us](mailto:Rosa.Kozub@state.nm.us)

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**From:** TIBBETTS, MARK S. [<mailto:mstibbetts@ci.santa-fe.nm.us>]  
**Sent:** Tuesday, March 04, 2014 11:03 AM  
**To:** Kozub, Rosa, NMDOT  
**Subject:** RE: MPO response \_030314.xlsx

Hi Rosa, any more news on our work authorization letter for FFY2014?

Thanks, Mark

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**From:** Kozub, Rosa, NMDOT [<mailto:Rosa.Kozub@state.nm.us>]  
**Sent:** Tuesday, March 04, 2014 9:14 AM  
**To:** TIBBETTS, MARK S.  
**Subject:** RE: MPO response \_030314.xlsx

Thanks, Mark!

Rosa Kozub | Urban & Regional Planner  
Bicycle, Pedestrian, Equestrian Coordinator  
New Mexico Department of Transportation  
Planning & Safety Division  
P.O. Box 1149  
Santa Fe, NM 87504  
Office: (505) 476-3742  
Mobile: (505) 231-9869  
Email: [Rosa.Kozub@state.nm.us](mailto:Rosa.Kozub@state.nm.us)



# State of New Mexico Purchase Order

PO Number to be on all Invoices and Correspondence  
**Dispatch via Print**

## Department of Transportation

P O Box 1149  
Santa Fe NM 87504-1149  
United States

**Vendor:** 0000054360  
SANTA FE, CITY OF  
P O BOX 909  
SANTA FE NM 87504

<b>Purchase Order</b> 80500-0000185674	<b>Date</b> 01/03/2014	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> Pay Now	<b>Freight Terms</b> FOB Destination	<b>Ship Via</b> Best Way	
<b>Buyer</b> DOROTHY N. SHEPHERD	<b>Phone</b>		

**Ship To:** 1120 CERRILLOS RD  
SANTA FE NM 87504  
United States

**Bill To:** P O Box 1149  
Santa Fe NM 87504-1149  
United States

**Origin:** REQ Excl/Excl #:

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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1- 1	Funding from October 1, 2013 through September 30, 2014		1.00	EA	216,852.00	216,852.00	01/03/2014
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80500-20100-3210000000-535300-55301- -HWAP514130- -114-30000  
**Schedule Total** 216,852.00

Contract ID: M01038 Contract Line: 0 Release: 17

**Item Total** 216,852.00

**Total PO Amount** 216,852.00

Agency Approval - I certify that the proposed purchase represented by this document is authorized by and is made in accordance with all State (and if applicable Federal) legislation rules and regulation. I further certify that adequate unencumbered cash and budget expenditure authority exists for this proposed purchase and all other outstanding purchase commitments and accounts payable.

**Authorized Signature**