



April 30, 2019

RE: Call for Projects

Metropolitan and Regional Transportation Planning Organizations:

The New Mexico Department of Transportation (NMDOT) is pleased to announce its call for projects. Local and tribal governments in New Mexico are eligible to apply for state funded grants. Eligible projects are in the following categories: (1) environmental and other studies; (2) planning; (3) design; (4) construction; and (5) acquisition of rights of way necessary for the development of transportation infrastructure, which includes highways, streets, roadways, bridges, crossing structures and parking facilities, including all areas for vehicular use for travel, ingress, egress and parking.

For qualified projects, funding will be available via a disbursement program that will pay for up to between 75% and 95% of the project costs and will require up to a 5% to 25% match from the grantee.¹ Grantees may provide more than 5% to 25% of the total project cost. If the grantee anticipates funding any part of the project with federal funds at any point in the project, the project must comply with all federal requirements. The grant funds awarded must be spent by January 2024. The State Transportation Commission (STC) selects the project.

NMDOT must provide a list of potential projects to the STC by August 1, 2019. In order to meet this deadline and streamline this process, the NMDOT will work directly with the Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Organizations (RTPOs) to create the list of potential projects and application packages. The NMDOT is also encouraging the MPOs and RTPOs to use their existing lists of prioritized projects to help determine regional priorities. For MPOs, this list is the current prioritized project list created as part of your Transportation Improvement Program (TIP) development. For RTPOs, this list is your current Regional Transportation Improvement Program Recommendations (RTIPR). Using these lists will ensure that there is a higher degree of project readiness because the projects are already determined to be feasible by the NMDOT District, and these projects are determined to be a regional priority and have likely received approval by the policy board/committee of the MPO or RTPO.

Although the NMDOT is requesting that MPOs/RTPOs use their existing prioritized project lists, MPOs/RTPOs are encouraged to reach out to potential grantees with projects not currently on the TIP or RTIPR.

¹ Most potential grantees may apply for hardship if they are unable to pay the required match. During the call for projects, potential grantees must indicate in their cover letter if they intend to apply for hardship. If the NMDOT selects a potential grantee for funding, the potential grantee will go through the hardship application process at that time. The Department of Finance and Administration (DFA) conducts the hardship determination process using the same process as used for the Local Government Road Fund. Tribal governments are not eligible to apply for a hardship.

**Michelle Lujan
Grisham**
Governor

Michael R. Sandoval
Cabinet Secretary

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If potential grantees would like to apply for available funds, they must prepare/update and submit the following documents (application package) to the appropriate MPO/RTPO:

1. Cover letter including: (1) brief overview of project; (2) whether the potential grantee intends to apply for hardship (match waiver); (3) the timeframe in which the potential grantee is prepared to spend the grant funds, if received (project readiness); and (4) whether the project falls into category (a) or (b):
 - a) Project is located on or within locally-owned right-of-way and the project does not include federal funds; or
 - b) Project is located within or on NMDOT owned right-of-way or is an NHS route and/or may include federal funds;
2. Project must fall into one or more of the following categories, including: (1) environmental and other studies; (2) planning; (3) design; (4) construction; and (5) acquisition of rights of way necessary for the development of transportation infrastructure, which includes highways, streets, roadways, bridges, crossing structures and parking facilities, including all areas for vehicular use for travel, ingress, egress and parking;
3. Project Feasibility Form (PFF) signed by District representative (MPOs that conduct a different process for determining feasibility do not need to include a signed PFF); if the project does not have a signed PFF but is in an RTPO area or an MPO area that uses PFFs, then the potential grantee must work with the District on the PFF at the application update meeting (see below);
4. Project Prospectus Form (PPF);
5. Resolution of Sponsorship from their governing body, indicating the availability of the 5% match. Alternatively, the potential grantee may submit an official letter signed by the potential grantee's chief executive or official with budget authority, indicating the availability of the 5% match;
6. Map of project location; and
7. (If applicable) Letters of support from entities that own the project right-of-way, if the applying potential grantee does not own all of the project right-of-way. This includes getting a letter from the NMDOT District if the project is partially or fully within NMDOT right-of-way.

The PFF and PPF are available on the NMDOT local government webpage: http://dot.state.nm.us/content/nmdot/en/POD_Pubs.html.

Once the MPO/RTPO has the PFFs (and PPFs as necessary), they and the potential grantees must meet with the appropriate NMDOT District to review the projects. This meeting is an opportunity to (re)review the feasibility of the application and update the project costs estimates. Once the NMDOT District (re)reviews the PFFs and PPFs, and the potential grantees update the PPFs accordingly, the MPO/RTPO must submit the updated application packages in PDF form to NMDOT's FTP site by June 14, 2019. The MPO/RTPO planner also must upload the list of prioritized projects or RTIPR to NMDOT's FTP site. Directions for uploading documents to the FTP site are forthcoming.

While each MPO/RTPO may create their own timeline to provide the final applications to NMDOT by June 14, 2019, below is example timeline that MPOs/RTPOs may elect to use:

- Upon receipt of this letter:
 - MPO/RTPO staff reviews current prioritized projects list or current RTIPR and reaches out to potential grantees with projects to inform them of the call for projects and ask them to: (1) update or complete the PPF (and PFF if not previously obtained); (2) get a resolution or letter of sponsorship; and (3) and get letters of support for ROW (if applicable);
 - MPO/RTPO staff schedule meeting with potential grantees and appropriate NMDOT District, to take place between May 27 and June 7.
- May 24, 2019: Updated/completed PPFs (and PFFs if not previously obtained) due to MPO/RTPO Planner; MPO/RTPO Planner distributes to NMDOT District for review prior to meeting.
- May 27-June 7, 2019: MPO/RTPO, potential grantees, NMDOT District and NMDOT Planning Liaison meet to go over applications and update as necessary. This may be one group meeting per MPO/RTPO, rather than individual meetings.
- From date of the meeting through June 12, 2019: potential grantees may make additional updates (if necessary) to application materials, and send their complete and final application packages to MPO/RTPO.
- June 14, 2019: MPO/RTPO transmit final application packages to NMDOT via FTP site (directions forthcoming).

Thank you for your assistance in awarding the available funds. NMDOT appreciates the responsiveness of the MPOs and RTPOs during this process, in order to ensure that it awards the available funds to projects that meet regional priorities that are processed and vetted through MPO and RTPO planning processes.

If you have any questions regarding this program, please contact Clarissa Martinez in the NMDOT Project Oversight Division at (505) 699-9946 or clarissa.martinez@state.nm.us. For additional support and questions about the application process, please contact your NMDOT Gov't to Gov't Planning Liaison.

Sincerely,



Michael R. Sandoval
Cabinet Secretary

Copy via Email: Trent Doolittle, D1 District Engineer
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