

Northwest Regional Transportation Planning Organization (NWRTPO)

RTPO Technical/Policy Committee Meeting

Wednesday, August 8, 2018

10AM – 2PM

Laguna Public Works Office
Laguna, NM

AGENDA

- I. Call to Order and Introductions.....Jeff Irving, *NWRTPO Chair*
- II. Agenda – Review & Approval.....Jeff Irving
- III. Minutes of 7/11/18 – Review & Approval.....Jeff Irving

ACTION ITEMS:

- IV. Regional Transportation Plan Update Approval.....Robert Kuipers

DISCUSSION / PRESENTATION ITEMS:

- V. NWRTPO Call For Projects Update.....Robert Kuipers
- VI. Agreement Request Forms (ARFs).....Luke Smith, Central Regional Design
- VII. NWRTPO Regional Work Program Status Report.....Robert Kuipers

VIII. Reports, Updates & Announcements:

- RTPO Report: Regional News & Updates.....Robert Kuipers
 - **Membership Updates:** need member appointment updates for:
 - Pueblo of Laguna – lacking form for Ray L.; and new alternate member once appointed
 - Cibola – need to replace Anna L. who’s resigned, follow up with Judy Horacek
 - McKinley – need alternate member once appointed
 - RTPO orientations now complete through 2020; though any member govt. can request one at any time
 - CMAQ (Congestion Mitigation / Air Quality) funding Opportunity
 - New statewide Title VI Boilerplate for MPO’s and RTPO’s
- Local Member Issues, Reports & Updates.....NWRTPO Members
- State DOT Reports
 - 1. Planning/Government-to-Government Unit (Neala Krueger)
 - 2. Tribal Liaison (Ron Shutiva)

3. District 5 (District 5 Staff – Stephen Lopez)
4. District 6 (District 6 Staff – JoAnn Garcia)
5. Santa Fe Administration /Central Regional Division

IX. New Business/Open Floor – Members & Guests

- No requests in advance of this meeting

X. Review Calendar & Announcements / Training & Funding Opportunities

- FHWA Office of Planning, Environment & Realty / Human Environment Digest: weeks of 7/8, 7/15, 7/26,
- Govt. to Govt. Updates: Week of 7/23 – nothing thereafter (emailed to RTPO members as they come out)
- Southwest Tribal Transportation Workshop: August 28-30, 2018; Ohkay Owingeh Pueblo

XI. Next Meetings

- Sept. 12: Pueblo of Acoma Tribal Auditorium, 33 Pinsbaari Drive, Acoma, NM
- Oct. 10: Navajo Technical University, Student Union Meeting Room #231, Lowerpoint Road, off NM Hwy. 371, Crownpoint, N.M.
- Nov. 14: Milan Parks and Rec. Office, 409 Airport Road, Village of Milan, NM

XII. Adjournment:

- **Motion:**
- **2nd:**



NWRTPO | Northwest Regional Transportation Planning Organization

Joint Policy & Technical Committee

NWRTPO Meeting Minutes

Wednesday July 11, 2018

10:00 a.m. – 2:00 p.m.

Ashiwi College & Career Center

67 Rt. 301 North – off Hwy NM-53, Zuni, NM

ATTENDANCE:

Local & Tribal Governments:

| | |
|------------------|---|
| Pueblo of Acoma | Dave Deutsawe |
| Pueblo of Laguna | Ray Lucero |
| Pueblo of Zuni | Royce Gchachu, Roxanne Hughte |
| Navajo Nation | Eastern Navajo: Rosilyn Smith – absent Northern Navajo: Larry Joe – absent |
| Ramah Navajo | Danny Lee, Shane Lewis |
| Farmington MPO | Vacant at this time |
| City of Grants | Don Jaramillo |
| City of Gallup | Stan Henderson, Alicia Santiago |
| Village of Milan | Jack Molerres, Denise Baca |
| Cibola County | Judy Horacek – absent |
| McKinley County | Jeff Irving– Chair |
| San Juan County | Nick Porell - absent |

Technical Agencies:

| | |
|--|--|
| New Mexico Department of Transportation: | G-2-G Unit: Neala Krueger |
| | DOT District 5: Stephen Lopez - absent |
| | DOT District 6: JoAnn Garcia, Marticia Holiday |
| | DOT Tribal Liaison: Ron Shutiva |
| | DOT – LTAP: |
| | DOT Admin: |
| Bureau of Indian Affairs | TTP: |

NWRTPO Administration:

| | |
|--|----------------|
| Northwest Regional Planning Organization | Robert Kuipers |
|--|----------------|

Guests: Todd Naktewa – Zuni Ashiwi Transits

TOTAL ATTENDANCE: 8 Members, 4 alternate members, 4 NMDOT, 1 RTPO Staff, 1 guest – TOTAL: 18

- I. **Call to Order and Introductions:**.....Jeff Irving, NWRTPO Chair
 - Jeff Irving called the meeting to order at 10:20 am, welcomed those in attendance, and proceeded with introductions and approval of agenda and minutes. The meeting was hosted by the Pueblo of Zuni with special thanks for coffee, snacks and lunch provided.

- II. **Review & Approval of Agenda:**.....Jeff Irving
 - Motion to approve agenda made by Don Jaramillo, Grants; seconded by Jack Molerés, Milan; all in favor, none opposed.

- III. **Approval and Review of Minutes for June 11, 2018 meeting:**.....Jeff Irving
 - Motion to accept meeting minutes made by Dave Deutsawe, Acoma; seconded by Ray Lucero, Laguna; all in favor, none opposed.

ACTION ITEMS: none this meeting

DISCUSSION / PRESENTATION ITEMS:

- IV. **NWRTPO Call For Projects FFY19 - 20:**.....Robert Kuipers, RTPO Staff

| BACKGROUND |
|---|
| <ul style="list-style-type: none"> • Why: The NMDOT distributes federal funding for transportation maintenance and development to metropolitan and rural regions of the state. With limited funding available to rural areas, it is important to have a prioritized list of viable (qualified) projects for funding. • Purpose. The NWRTPO undertakes a new Regional Transportation Improvement Program Recommendations (RTIPR) list of projects that qualify for federal funding in two year cycles. • Discussion/Finalization. The NWRTPO will undertake this project qualification / prioritization process commencing in June, 2018 and completing in March, 2019 with an updated RTIPR. This RTIPR will include multimodal RTP, TAP, and CMAQ opportunities with a separate application, but synchronized timeframe and process (PPF, PPF, etc.) with the RTIPR. |

| WORK TO DATE |
|--|
| <ul style="list-style-type: none"> • An updated Call for Projects Guide has been developed to guide the NWRTPO members through the process for identifying qualified projects, and assessing their readiness for phased development, as well as competitiveness for funding. • In previous cycles, the NWRTPO has trimmed it's RTIPR from \$350 million, with many projects that did not qualify for federal funding, down to \$65 million, with all projects listed qualifying for federal funding through the state. The actual documented need for our three county region of New Mexico is cited at \$777 million. |

| ANTICIPATED WORK |
|---|
| <ul style="list-style-type: none"> • The NWRTPO will commence the RTIPR update in June of 2018. The process will run through March of 2019, with a) submission of Project Feasibility Forms (PFF) due July 31, which if approved as viable for federal \$, will follow with b) submission of Project Prospectus Forms (PPF) due Oct. 26 (replacing PIF's). c) For projects that compete for prioritization, the NWRTPO hears and scores presentations on project need and readiness from each jurisdictional representative. d) The NWRTPO then drafts the RTIPR update, and approve / authorize it in collaboration with the DOT Districts 2/13/19 at DOT-6. e) From there, each DOT District prioritizes projects from their participating RTPO's for the DOT District RTIP – referred to as the "Zipper" because it blends projects from several RTPO's – DOT Dist. 6 at 3/13/19 meeting; DOT Dist. 5 sometime thereafter. • Once projects are cited in the DOT District RTIP, they are within 4-5 years of getting funded, or may need to be re-authorized by the RTPO and DOT District for future funding. |

| ATTACHMENTS |
|--|
| <ul style="list-style-type: none"> • FFY 18 – 19 NWNM Call for Transportation Projects Guide (and schedule) |

| BUDGET IMPACT |
|--|
| <ul style="list-style-type: none"> • none |

| ACTION ITEM |
|--|
| <ul style="list-style-type: none"> • No action now. Members have worked through their respective governments, to generate PFF submissions by July 31, according to the Call for Projects schedule. DOT District 6 review of all proposed projects will take place August 21-22, at the District office in Milan. PPF's for approved projects and TAP / RTP applications are due October 26, 2018. |

Discussion:

- Not much discussion as the schedule and process has been covered in previous meetings; and all members have been emailed related document packages.
- Members request that Mr. Kuipers send the full document package (incl. updated PFF's and PPF's – *new, replacing PIF's*) and guidance to all members again.

V. FHWA FEDERAL LANDS ACCESS PROGRAM (FLAP) Presentation:.....Robert Kuipers
 Presented at the June 22 statewide RTPO Quarterly meeting by Laurie Miskimins – FHWA Central Federal Lands Highway Division

BACKGROUND

- **Why?** There are many Federal Lands in N.W.N.M., and certain transportation improvements within these lands create better mobility, while protecting the environment; and can thereby represent improvement and stewardship by both Federal Lands, and collaborating local governments.
- **Purpose.** Provide funding for transportation priorities for regional federal land projects, that benefit mobility, access, and stewardship for both the local government and Federal Lands Management Agencies.
- **Discussion/Finalization.** Members will be informed on this upcoming funding opportunity

CURRENT WORK

- RTPO staff received the presentation at the June 22 Statewide RTPO Roundtable, hosted by the NWRTPO and NWNMCOG, and held there as well.
- COG staff will pass the power point presentation and summary notes from the Roundtable for members review and guidance on this opportunity.

ANTICIPATED WORK

- NWRTPO Members are anticipated to develop applications along with PFF's for Federal Lands Funding opportunities.

ATTACHMENTS

- Federal Lands Presentation Power Point
- Meeting notes from this presentation

BUDGET IMPACT

- None – represents an alternative funding source for transportation development in the NWRTPO region.

ACTION ITEM

- N/A. - informational

Discussion:

- Ms. Laurie Miskimins indicated that she anticipates a Federal Lands Call for Projects for the US Southwest region around September of 2018 – which should still fit in to our NWRTPO Call for Projects schedule.
- Through the power point, Ms. Miskimins provided examples of Federal Lands projects that contributed to regional safety, access, and more efficient connectivity. Reference attachments cited above.

VI. RTP / TAP / CMAQ Update:.....Robert Kuipers

BACKGROUND

- **Why?** While TAP, RTP and CMAQ projects have generally the same timeframe as all other RTIPR projects, each has it's own separate application, related to multi-modal issues and characteristics. At this time NMDOT staff have updated PFF's and applications for the RTP and TAP categories, CMAQ is still being finalized within NMDOT, to be announced near future.
- **Purpose.** Prepare RTPO members with an interest in multimodal transportation development and related economic opportunities to submit project applications and related "Call for Projects" required documents in a proper and timely fashion.
- **Discussion/Finalization.** RTPO staff and DOT Liaisons will cover the process, with timelines similar to the Call For Projects RTIPR process.

WORK TO DATE

- NMDOT Planning Bureau staff have finalized the application and PFF forms and process.
- The CMAQ opportunity will include multimodal preventive strategies, as opposed to strictly air quality mitigation, since there are now surplus funds available to / through the state. NMDOT is still finalizing CMAQ guidance and process at this time.
- RTPO staff have kept members informed as the PFF's and applications along with process were finalized.

ANTICIPATED WORK

- RTPO members may anticipate developing proposals, with finalized forms and process now complete for TAP and RTP. Completion for CMAQ forms and process is anticipated soon.

ATTACHMENTS

- TAP / RTP / CMAQ Guidance from NMDOT to date.

BUDGET IMPACT

- No impact for the RTPO budget; potential funding for member governments.

ACTION ITEM

- Information item only

Discussion: Mr. Kuipers covered all the required application documents and deadlines.

VII. NWRTPO Regional Work Program Status Report:.....Robert Kuipers, NWRTPO Staff

BACKGROUND

Why? Due to a NMDOT Office of Inspector General (OIG) Audit and subsequent findings, NWRTPO staff met with NMDOT Planning Bureau staff to develop a corrective action plan (CAP).

Purpose. As part of our CAP RTPO staff will provide monthly reports showing line item budget expenditures and staff hours in comparison with the approved Regional Work Program (RWP) Budget.

Discussion/Finalization. Based on this monthly analysis and report, staff will better manage time and funding investment, and assess where and when to seek a RWP amendment if needed.

WORK TO DATE

- RTPO staff met with NMDOT staff on 12/7/16 to review a draft corrective action plan, detailing specific actions and controls in a number of areas to assure stronger compliance to the RWP budgeted time and financial allocations.
- The Corrective Action Plan has been finalized, executed, and now for all practical purposes is complete; however the NWRTPO staff are choosing to continue these status reports, as they help staff and members understand and manage where the budget and staff hours are at in a transparent manner.
- RTPO staff will continue providing reports at monthly meetings.
- In Quarter 2, RTPO staff submitted Amendment #1 to modify our hours per function and annual RTPO FFY17 budget, as approved by the RTPO Committee (February 2017). A copy of the FHWA/NMDOT approval of this amendment was attached. RTPO members approved amendment #2 for our biennial work program at our 12/13/17 mtng; adjusting hours based on FY17 experience and expectations for FY18, which is now approved from the NMDOT Planning Dept. and the NM FHWA Office. At our May 9, 2018 meeting RTPO members approved amendment #3 which adjusted more hours into function 6 – RTPO Admin. due to an increasing demand for staff time in this function; Amendment 3 is in the DOT and FHWA approval process at this time.

ANTICIPATED WORK

- Ongoing reports to the NWRTPO members at monthly meetings.
- RWP amendment requests may be anticipated, as time and budget demands may vary as the fiscal year progresses.
- Our annual Quality Assurance Review (QAR) occurred on April 12th, 2017; which provided a good check-up on how the RTPO is performing.

ATTACHMENTS

- RWP & Budget Monthly Report

BUDGET IMPACT

- None.

ACTION ITEM

- This is a monthly report item only.

Discussion: Robert Kuipers presented this routine item and explained the hours worked and the budget to date.

VIII. Reports, Updates & Announcements:

| BACKGROUND |
|---|
| <ul style="list-style-type: none"> • Why? Update RTPO members on news, training, funding, and other items of special interest • Purpose. Keep RTPO members up to date on critical information from NWRTPO, NMDOT and USDOT / FHWA sources. |
| Informational Items |
| <p>Regional News & Updates</p> <ul style="list-style-type: none"> • RTPO Report – attached • Statewide RTPO Roundtable minutes / report (hosted at N.W.N.M. Council of Governments) – June 22, 2018 - attached • Member Reports |
| <p>Member Special Reports:</p> <ul style="list-style-type: none"> • None submitted prior to the meeting . |
| <p>NMDOT Reports:</p> <ul style="list-style-type: none"> • G to G Liaison: Neala Krueger • Tribal Liaison: Ron Shutiva • District 6: JoAnn Garcia & staff; District 5: Steve Lopez • DOT Planning Unit – Govt. to Govt. Weekly Updates |
| <p>Training & Funding Opportunities</p> <ul style="list-style-type: none"> • Funding Opportunities: USDOT / FHWA – BUILD grant – (potential source for large / expensive projects – applications due July 19, 2018 • Training: Open Meetings Act / IPRA Compliance – 8/24/18 – El Morro Event Center, Gallup |
| <p>New Business / Open Floor:</p> <ul style="list-style-type: none"> • No requests in advance of this meeting. |

A. RTPO Report – June 2018

1. **Local Plan Development:** RTPO staff are assisting the City of Gallup, along with Wilson & Co. Engineering, for development of a Community Transportation Safety Plan. RTPO staff assisted the City of Grants, along with Wilson & Co. Engineering, for development of a Thoroughfare Plan along with mid to long range transportation planning.
2. **FFY 19 -20 NWRTPO Call For Projects Cycle Begins:** The NWRTPO commenced another Call for Projects cycle that runs from June, 2018 through March, 2019. Members have been informed and provided initial Call for Projects guidance for updating the RTIPR for both new and existing projects. NMDOT has updated project forms, and members will submit new PFF's for projects already in the RTIPR, along with new proposed transportation projects. All PFF's are due July 31.
3. **TAP/ RTP / CMAQ (Congestion Mitigation & Air Quality) Funding:** An opportunity for CMAQ funding is now available for rural regions and RTPO's in the Spring of 2018. This funding will be less restricted by air quality mitigation, and will support preventive options such as multi-modal trails, school bus retrofits, and transition to natural gas for transit fleets - etc. CMAQ (Congestion Mitigation / Air Quality) funding process and application are still being finalized by NMDOT staff. TAP (*Transportation Alternatives Program*) and RTP (*Recreational Trails Program*) funding opportunities and application process was discussed at our 6/13/18 meeting and will be covered again in July, now that NMDOT has finalized the application forms and process -- with the same schedule for NWRTPO as the RTIPR. COG and RTPO staff participated in groundbreaking ceremony / event for the McKinley portion of new trail development in the Zuni Mountains on June 2 (National Trails Day). 66 miles of new recreational trail development has been funded within McKinley and Cibola Counties for the Zuni Mountains in FFY 2018 – FFY 2019.
4. **4 Corners Counties Collaborative Meetings:** RTPO staff continue to support meetings that include all interested / participating counties within Arizona, New Mexico, and Utah, that are part of Navajo Nation lands, along with BIA and Navajo Nation representatives. This group continues to seek ways to find more cost and time efficient transportation development and maintenance through cross-jurisdictional agreements.
5. **GIS Data Gathering, Mapping and Compiling Work:** RTPO staff will continue to reach out to our three Pueblos – Laguna, Acoma and Zuni regarding the opportunity to include their transportation mapping and data into our regional portfolio, based on what each Pueblo is willing to share. COG staff continue to provide technical assistance and GIS mapping for development of 66 new miles of recreational trails in the Zuni Mountains in McKinley and Cibola Counties during the course of FFY18 – FFY19; and continue contributing GIS mapping for regional transportation infrastructure.
6. **NWRTPO Regional Transportation Plan:** RTPO staff have conducted annual updates to our R.T.P. at this time, and anticipate more updates in the year ahead, as the NWRTPO and NMDOT (State plan) are coming into the 4-year major update cycle.
7. **BUILD Grant Opportunity:** This major grant funding opportunity (Better Utilizing Investments to Leverage Development) is due July 19. More guidance was provided at the June meeting, related to recent webinars regarding this funding opportunity.

B. Zuni Mountains Trail Project Implementation Report June – July, 2018

- Attached

C. Local Member Reports & Updates:

1. Pueblo of Acoma:
 - CMGC projects are all complete with final close-out at the end of January; FHWA would like to present a “case study” on Acoma’s CMGC success. A preliminary proposal for CMGC 2.0 Request-for-Proposals will be submitted to FHWA as their second round commences in the near future. The Pueblo has been asked by FHWA to assist other tribes in their development of CMGC proposals.
 - The Pueblo commenced an update to their Long Range Transportation Plan this month.
 - BIA Legacy Projects:
 - SP302 GE Pino Roads – BIA requested additional design work at the 100% review – awaiting contract modification to begin new work
 - Mesa Hill Road – ready to construct
 - SP27 San Jose River Bridge – BIA approved additional \$12K for drainage improvements – RFQ will go out in June.
 - FEMA: The Pueblo is completed worksheets in June. (102 worksheets for 180 sites) Acoma is now the second Native American Tribe in the nation to achieve “Self-declaration” for FEMA assistance, related to 181 FEMA sites resulting from October 2016 major flooding for the Pueblo. FEMA is now in Acoma assessing all these sites with 102 project worksheets for the 181 sites, and \$6.5 million available for restoration.
 - The Pueblo’s Planning and Engineering Dept. is now housed in the Community Development Office.
2. Pueblo of Zuni: Report provided via email
 - Pueblo has engaged a consultant to perform traffic data collection, traffic counts, and some infrastructure design work.
 - Continuing “Old Gallup Road” reconstruction at this time – finishing asphalt pavement milling, and starting on subgrade preparation and installation of turnout pipes.
 - Resume Mahkee Drive project installing concrete stem walls and drainage structures.
3. McKinley County:
 - Johnson Road Project: On hold with some issues to work out with Navajo Nation to move forward and complete construction this season.
 - TIF: \$1.2 million awarded for Deer Springs Road – Mexican Springs Chapter
 - The County was awarded \$1.3 million for CR19
 - The County is considering dropping maintenance services on non-county owned (ROW) roads
4. San Juan County: (not present this meeting)
 - Received \$2.5 million in Capital Outlay funds for bridge 8130 on CR5500
 - County has purchased road crack-seal equipment
 - The County has active projects for TAP and RTP:
 - TAP: multi-use trail in Kirtland
 - RTP: developing 80 miles of motorized and non-motorized trails on BLM lands
5. Gallup:
 - No new news to report
6. Milan:
 - Motel Drive project continues
 - Coop funded project behind Allsup
 - Sand Street bridge in design
7. Ramah:
 - Ramah Navajo has a new primary representative – Shane Lewis introduced Mr. Danny Lee, as the new primary representative to the NWRTPO for Ramah Navajo; Shane will remain the alternate.

- BIA Projects Update: BIA125 MP 0 – 4.4, BIA125 MP 18 – 24.5, BIA 195 @ 30% design. BIA145 and BIA113 are pending public involvement meeting to determine proposed alignment. BIA125 MP 18 – 24.5 Public Involvement Meeting completed on May 2 at Ramah Chapter. Completed design review and modified with input.
- Ramah Chapter is looking for a new backhoe and tractor
- Working toward MOA's with McKinley County and Cibola County for road responsibilities.
- Ongoing general maintenance for area roads, cattle guards and signage, pot holes and base course patching (incl. school bus routes). Cleaning and replacing roadway signs.

8. Cibola County: No report this meeting.

9. Grants:

- Paving High Street at this time
- Riverwalk trail: almost done with Right of Way; construction to follow
- 2nd St. project – 90% review completed in April and a couple items to address. Looking at construction for 2019.
- 1st Street phase 3 and 2nd Street phase 5 at 90% design; aggressively seeking construction funding.
- The next major project will Roosevelt Road and Bridge.
- 2nd Street Channel: working with the School District on a flood prevention project, including improving the channel.

10. Pueblo of Laguna:

- L26 Rainfall Road and trail design: 100% complete – PS&E meeting is being scheduled with construction this season.
- L24 Rainfall Road: design being changed to two phases, to focus on a) road improvements; and b) concrete box culvert under I-40 separately.
- L26 Deer Dancer Road & L243 Acorn Road: moving into 90% design – this project will need a better ROW description.
- M137 San Jose Bridge Replacement project: construction phasing will improve one lane at a time to allow uninterrupted access. The first lane has been complete.
- M154 Pagate Wash Bridge: Award pending for engineering services to complete PER.
- L503 Veterans Road: mill, overlay and striping to be bid in May; added two additional routes
- M108 San Jose bridge - Seama: PS&E complete, pending ROW amendments approval from Tribal Council.
- Planning & design RFP for L248 Bluejay Road, and L248 Blue Star Loop; project planned to commence in June, 2018.
- Two NMDOT-related projects within the Pueblo lands NM124 and L26 intersection was funded by TIF. TIF Projects:
 - NM124 & L22 Casa Blanca Road intersection PER completed @ 30%; progress and options to be presented to NMDOT Dist. 6.
 - I-40 108 Interchange corridor study in progress, will be completing 30% review.
- Safety Plan meeting is being scheduled, hoping to include Cibola County in this process as a stakeholder.
- NMDOT projects within the Pueblo lands:
 - Interstate 40-108 interchange corridor study were published – proposals received and will be awarded at Tribal Council meeting – Jan. 13 (TIF project)
 - NM State Road 6 – CN6100910 & CN6100911 OGFC and punchlist planned for April, 2018.
 - TAP trails – Bay Tree Rd to L22 Casa Blanca Road has been bid and awarded. Working on a project addendum – the design of a wash crossing.

11. Northern Navajo: Report provided via email

- N571 – Gadiahii-Tokoi Chapter submitted LGRF application for this road – awarded \$200K for gravel and chip-seal improvements.
- N57 – same Chapter (above) submitted NM Capital Outlay application for repairs to this road – awarded \$200K.
- N5004 - Sheep Springs Chapter awarded \$50K from LGRF for gravel / stabilization improvements
- Working with NMDOT and Wilson Co. for improvements to US64, Shiprock to AZ state line
- NDOT considering realignment (via new bridge) for the N368 bridge at San Juan Chapter to improve connectivity to Hwy 64 near the Hogback Store.

12. Eastern Navajo: no report this meeting

C) State DOT Reports:

1. Planning / Govt. to Govt. Unit Liaison – Neala Krueger:

- The NMDOT is commencing developing a community wide safety plan for Gallup; September 12 will be the next stakeholder / public meeting
- Doing a Road Safety Audit on downtown 2nd and 3rd Streets for the at-grade Rail Crossings
- DOT is hosting a PFF, and call for projects process training in Santa Fe,
- Planning & Procedures Manual update is ongoing.

2. NMDOT Tribal Liaison – Ron Shutiva:

- Data collection and sharing will be key for funding going forward
- Need to better engage tribal participation

3. DOT District 5 – Steve Lopez: (absent) information from previous report:

- Water Flow Chapter: Wilson & Co. are designing a road to connect N36 and US64.
- Gadiahii Chapter: DOT doing intersection improvements

4. DOT District 6 – JoAnn Garcia:

- Remember to update your CPMS reports each month
- NMDOT is closing out their fiscal year
- Local Govt. Road Fund cycle is coming up again.

5) Central Regional Design / FHWA / Other: No report this meeting.

IX. New Business / Open Floor – Members & Guests: No new business presented.

X. Review Calendar & Announcements

- FHWA Office of Planning, Environment & Realty / Human Environment Digest: week of 6/12 and 6/14, nothing thereafter
- Govt. to Govt. Updates: Weeks of 6/11, 6/25 and several updates from 7/2 – emailed to members as they came out.
- National Alert for federal SAM (System for Award Management) registration / update process – which could impact upon BUILD applications, as it is occurring during the same timeframe. – emailed 7/4
- June Training Updates from NHI (National Highway Institute) – emailed 7/4
- VW Settlement Fund funding opportunity – emailed 7/5
- Federal Lands Planning & Funding Opportunities presentation – emailed 7/5

XI. Next Meetings:

- **July 11:** Ashiwi College & Career Center, 67 Rt. 301 North – off NM53, Zuni, NM
- **August 8:** Laguna Public Works Department Office, Pueblo of Laguna, NM
- **September 12:** Tribal Auditorium – Pueblo of Acoma, 33 Pinsbaari Drive, Acoma, NM

XII. Adjournment

At 12:30PM, motioned for meeting to adjourn by Dave Deutsawe – Pueblo of Acoma, seconded by Alicia Santiago - Gallup; passed by consensus, none opposed.

MEETING ACTIONS:

RTPO Members:

- Give consideration to the CMAQ grant opportunity – applications coming in Spring of 2018.
- Prepare for the upcoming Call for Projects cycle: **members will be required to submit new PFF's for all projects already cited in the RTIPR, along with any new projects they are interested in.**

RTPO Staff:

- Distribute the schedule developed that provides annual or multi-year deadlines for all RTPO deliverables including reports – quarterly and annual, RTIPR Call for Projects cycle, Regional Work Program updates or amendments, and governing document updates (*Bylaws, Open Meetings Act Resolution, Title VI Plan, Public Participation Plan, Official Membership Roster*)
- Continue to update the Reg. Trans. Plan tracker instrument and pursue relevant information.
- Maintain appointment forms as members transition.
- Keep members informed on CMAQ (Congestion Mitigation / Air Quality) grant opportunity
- Keep an eye on federal funding for public transportation, and inform our regional 5310 & 5311 providers and RTPO members of any pending changes
- Continue collaborating with Northern Pueblos RTPO for development of the RISTRA / Panoramic real-time / transparent project development status website.

NMDOT Staff:

- Continue to press for LTAP “cradle to grave” comprehensive project development training.
- Assist in arranging a presentation on the new HSIP process.
- Continue to assist with information on the latest Transportation Bill, and the NMDOT Funding Formula.
- Technical assistance with locating data sets for RTP performance measures.



Thanks to Pueblo of Zuni for hospitality



A PROGRAM OF Northwest New Mexico Council of Governments

NWRTPO | Northwest Regional Transportation Planning Organization

Agenda Item #IV: Northwest Regional Transportation Plan (RTP)

Subject: Review and Discussion of RTP

Prepared by: Robert Kuipers

Date: 4/10/17

BACKGROUND

Why? One of the major functions of the Northwest RTPO is to develop, coordinate, and evaluate our regional long-range transportation plan (RTP). All projects need to be aligned with this plan in order to advance the strategies, goals, and performance measures outlined within the RTP. More specifically, Function #1: "Long-Range Planning and Implementation", includes the following tasks:

- Review and update the RTP, including tasks and goals, at least once every four years in coordination with the NMDOT Long Range Plan update.
- Implement performance measures developed in RTPO RTP. Create and implement a strategic plan for implementation of the action items identified by RTPO members and stakeholders as part of the RTP development process.

Purpose. This discussion will continue an annual process of updating and evaluating our RTP, including:

- Provide an overhaul of our current RTP at least once every 4 years,
- Review staff recommendations for an RTP update which occur on an annual – ongoing basis,
- Continue the conversation on updating or adding performance measures, and
- Review staff's Implementation Evaluation spreadsheet/report.

Discussion/Finalization. Staff will provide a presentation on this information and engage members in a discussion on how to move forward.

WORK TO DATE

- RTPO staff are reviewing the RTP and compiling a report of recommendations to update it.
- RTPO staff created an Implementation Evaluating spreadsheet to track and evaluate goals, strategies, tasks, and performance measures.
- RTPO staff researched other RTPs and Federal guidance.

ANTICIPATED WORK

- Complete revision updates to the RTP; members are asked to contribute – go on the web to: www.nwnmcog.com – under "Our Programs" go to RTPO – important documents – NWRTPO Update 6/17
- Continue research and work on performance measures, data, and evaluation.

ATTACHMENTS

- NWRTPO Long Range Transportation Plan – available at NWNM-COG / RTPO website
- RTP Review & Update Recommendations Report – forthcoming in advance of June meeting
- Implementation Evaluation – forthcoming

BUDGET IMPACT

- None.

ACTION ITEM

- RTPO members will review and approve / authorize the 2018 annual updates to the RTP.



Acknowledgements

The Northwest New Mexico Regional Transportation Plan (RTP) authors would like to thank the members of the Northwest New Mexico Regional Transportation Planning Organization (RTPO) and our Regional Working Group (RWP-4) for their commitment to advancing transportation in our region. Each participant brought a unique perspective to the planning process that helped to shape this Regional Transportation Plan. The Northwest Regional Working Group (RWP-4) included:

Public Transportation

Tommy Mimms, Gallup Express
Joelyn Ashley, Navajo Transit
Sarah Austin, Cibola Transit Authority
Ramona Dillard, Shaa'srka Transit, Pueblo of Laguna
Bob Campbell, Red Apple Transit, City of Farmington
Todd Naktewa, Zuni Transit

School Bus Coordination

James Bond, Gallup-McKinley County Schools
Jay Chavez, Grants-Cibola County Schools
Billy Huish, Farmington Schools

Policy & Elected Officials

GloJean Todacheene, San Juan County Commission
Pat Simpson, Cibola County Commission
Carol Bowman-Muskett, McKinley County Commission

Freight Industry

Butch Mathews, M&R Trucking Company

Private Industry

T. Greg Merrion, Merrion Oil & Gas
John Shaw, Bio-Pappel

Transportation Commissioners

Billy Moore, NM Transportation District 6
Butch Mathews, NM Transportation District 5

Transportation Engineering

Larry Maynard, District Engineer, NMDOT District 6
Jeff Sanchez D-6, NMDOT District 6
Chris Urioste D-5, NMDOT District 5

BPE Representation

Karl Lohmann, Youth Conservation Corps/Gallup Trails,
McKinley Healthy Kids
Tim Rogers, BPE Planner
Laura Jaramillo, Youth Conservation Corps/Cibola
Healthy Kids
Attila Bality, National Park Service-RTCA

Tribal Representation

Royce Gchachu, Pueblo of Zuni, Tribal Administration
Dave Deutsawe, Pueblo of Acoma
Larry Joe - Northern, Rosilyn Smith - Eastern; Navajo
Nation Division of Transportation
Ray Lucero, Pueblo of Laguna
Edmund Yazzie, Navajo Nation Council Delegate
Dexter Donald (Navajo)
Chrissy Largo, Navajo Nation Speaker's Office

Airline Travel

Michael Lewis - Four Corners Airport
Todd Gressick - Four Corners Airport

Public Health

Ophelia Reeder, McKinley County Health Council
Laura Jaramillo, Cibola Health Council
Barbara Howe, State Department of Health
Lucille Ross, State Department of Health
Jerry Montoya, State Department of Health

Economic Development

Patty Lundstrom, Greater Gallup Economic Dev Corp.
Eileen Yarborough, Cibola Communities Economic
Development Foundation, Inc.
Ray Hagerman, Four Corners Economic Development,
Inc.
Albert Damon Jr., Navajo Division of Economic
Development
Edgar Tohtsoni, Eastern Navajo Regional Business
Development Office
Leslie Kedelty, NM Economic Development Regional
Representative

Finance/Banker

Tommy Haws, Pinnacle Bank
Ron Williams, Grants State Bank

Farmington MPO

Fran Fillerup, MPO Planner
vacant, MPO Planner
Cindy Lopez, Chair

Northwest COG Staff

Robert Kuipers, Regional Planner/RTPO Manager
Carrie House, Planner - Data & Mapping
Evan Williams, Deputy Director
Jeff Kiely, Executive Director

Utilities

Mike Sims, Electric Director, City of Farmington
Robert Castillo, General Manager, Continental Divide
Electric Co-op
Emergency & Public Safety
Susan Mahooty, McKinley County

Tourism

Lancing Adams, State Tourism Department
Tom Kennedy, Pueblo of Zuni Tourism
Melvin Juanico, Group Tour Coordinator, Sky City
Cultural Center & Haaku Museum

DOT Liaisons

Neala Krueger, G2G Liaison
Ron Shutiva, Tribal Liaison

Other RTPO Members

Eric Hamilton, Wilson & Company
Stan Henderson, City of Gallup Public Works
Nick Porell, San Juan County
Jeff Irving, McKinley County Roads Department
Judy Horacek, Cibola County
Jack Molerres, Milan Public Works

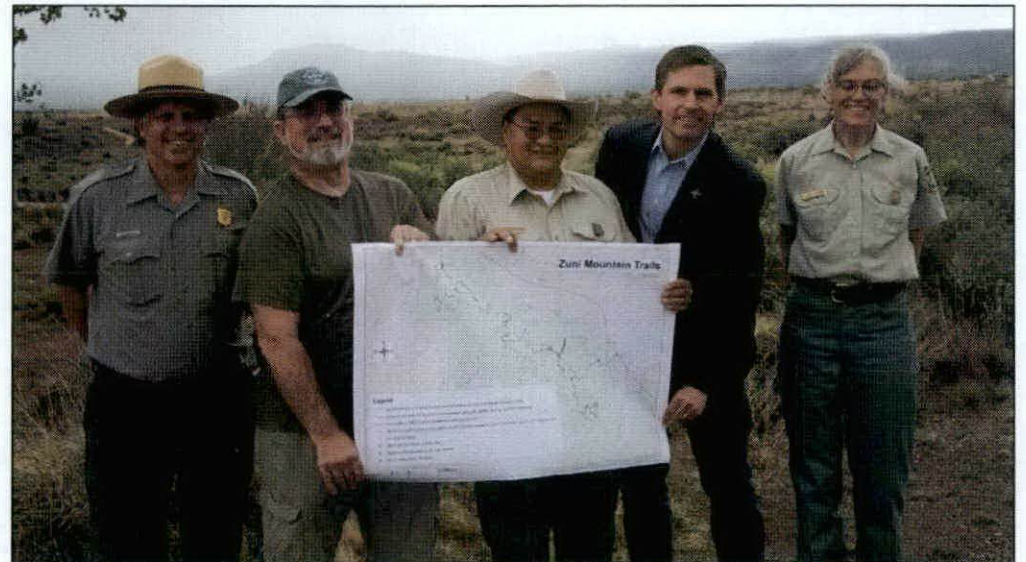
and interactive website¹ to boost the flow of tourism to this remarkable region. In 2018, the RTPO partnered with NM Tourism Department to re-design and boost the website to a 2.0 platform.

US 491 Four-Lane Project Completed

Following the announcement of the State's allocation of approximately \$80 million to complete the four-laning of US 491, highlighted by a final groundbreaking in August 2014, the region saw its vision of a safer, more efficient north-south corridor along US 491 come to reality. This project provides New Mexico with a strategic corridor for economic and community development, as noted in the 2013 TRIP Report, which gave top ranking to US 491 among all transportation projects in the State of New Mexico. Furthermore, this project aligns with the expansion of hydraulic fracturing ("fracking") activity in the Four Corners, along with the goals of BNSF to develop its book of business with the Navajo Nation, the City of Gallup, and the Village of Milan, respectively.

Zuni Mountain Trail Partnership

Led by the U.S. Forest Service and partners in McKinley and Cibola counties, the Zuni Mountain Trail Partnership (ZMTP) embarked on an ambitious 200-mile, non-motorized, single-track trail project through the Zuni Mountains. A master trails & conservation plan was completed to support the project planning, development, and maintenance. In May 2017, the U.S. Forest Service approved the Finding of No Significant Impact to finalize the National Environmental Policy Act (NEPA) process and signed its official Decision Notice to approve the project. More recently, Cibola and McKinley counties were awarded about \$1.7M in Recreational Trails Program funding for development of a 30-mile "Quartz Hill" trail segment in Cibola County, and an additional 36-mile "McGaffey-Milk Ranch" trail segment in McKinley County. On May 31, 2017, a signing ceremony was held at the El Malpais Visitors Center that included a ribbon-cutting by Senator Martin Heinrich. On June 2, 2018, a groundbreaking ceremony was held in conjunction with National Trails Day for the McGaffey-Milk Ranch project.



¹ <http://www.fourcornersgeotourism.com/>

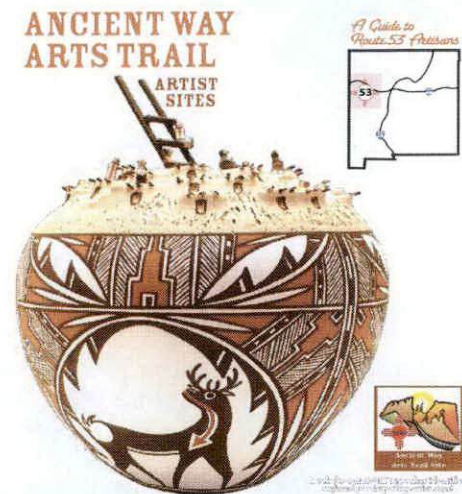


Industries and Economy

The northwestern part of New Mexico is made up of the communities within the counties of San Juan, McKinley, and Cibola. This section discusses the industries that support our regional economy, including emerging opportunities and leveraging our unique transportation assets to diversify our economy.

Tourism

Tourism and recreation are mainstays of the economy in all three counties of the region. Adventure tourism is an emerging niche industry. Assets include primitive wilderness areas, campgrounds, forest and woodlands, national monuments and state parks for hunting, fishing and outdoor recreation. Navajo Lake and several reservoirs provide venues for boating and water sports. As a gateway to the Four Corners, with the closest international airport located in Albuquerque, a significant amount of Four Corners travelers rely on highways, roadways, and byways in Northwest New Mexico. The RTPO spearheaded the State's designation of Trail of the Ancients byway, which connects the nationally designated Trail of the Ancients byways in Utah and Colorado. This byway provides a backbone for regional traveler, which require signage, interpretation, rest areas, visitor centers, and other transportation amenities to keep them safe and spending money in our regional communities.



Major attractions include Chaco Culture National Historical Park, Aztec Ruins National Monument, Salmon Ruins and Heritage Park, Bisti Badlands, Acoma Sky City, Bandera Volcano, El Malpais Monument, La Ventana natural arch, Ice Caves, Bluewater Lake State Park, El Morro National Monument, Old Laguna Pueblo, Pueblo of Zuni, Red Rock Park, Zuni mountains recreation area, as well as the five tribal casinos. There are two visitor centers located along Interstate 40, the State's Manuelito Visitor Center and the El Malpais Visitor Center in Grants. These centers are strategic in moving tourists into rural and tribal communities and along the Trail of the Ancients byway.

In addition, events such as the Gallup Inter-Tribal Indian Ceremonial, the Navajo Nation Fair, the Shiprock Fair, the Navajo Rug Auction in Crownpoint, and recreation and sporting events frequently bring visitors into our region. Our region is also known as a primary producer of high-quality Native American arts, crafts, and jewelry.

The need to maintain linkages between rural and urban areas is essential to the economy. A rural transportation system that supports tourism plays a central role to the region's tourism industry. It connects visitors to urban areas and to key attractions. Ensuring a safe and reliable transportation system will continue to attract more visitors to our region. Our region of Northwest New Mexico has an abundance of authentic historic and cultural venues for visitors who are seeking the more genuine experience of "New Mexico True." *In recent years, a website designed by National Geographic advertises our 4-Corners Region internationally with an average of 3 to 6 thousand visits a month.*

Rail Lines

- BNSF Railway (BNSF) – Class I
- Amtrak Southwest Chief – Intercity Passenger Rail
- Escalante-Western Railway – Private (55 miles)
- Navajo Mine Railroad – Private (13 miles)

Transit Service Ridership

- City of Farmington – Red Apple Transit (127,099 - 2017)
- Village of Milan – Carrot Express (also serving Grants & Cibola County) (10,250 - 2017)
- City of Gallup – Gallup Express (66,493 - 2017)
- Navajo Nation - Navajo Transit System (49,512 - 2017)
- Laguna Pueblo - Shaa'skr'a Transit (8,536 - 2017)

Border Crossings:

- States of Arizona, Colorado, and Utah
- Sovereign Nations of Navajo Nation, Pueblo of Laguna, Pueblo of Acoma, and Pueblo of Zuni

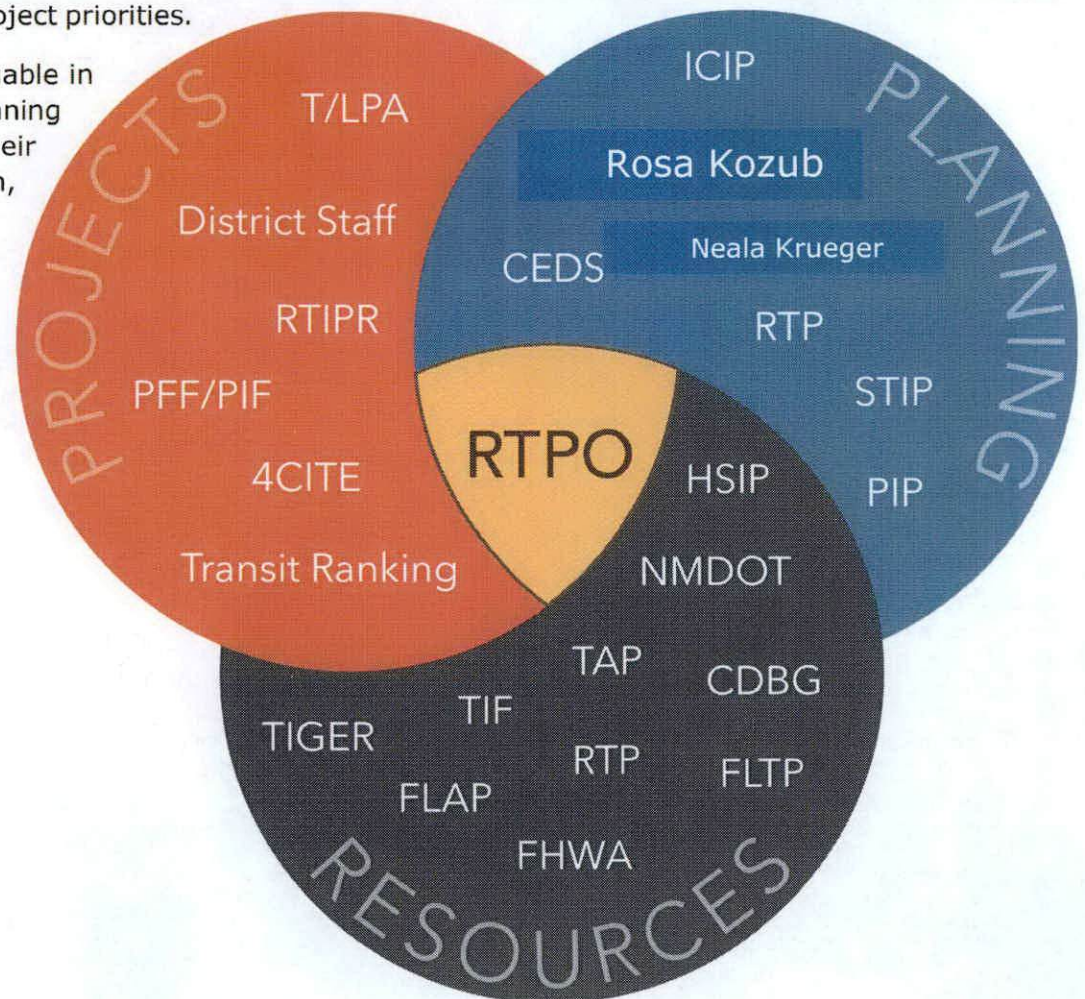


RTPO Involvement in STIP Development

There are several avenues by which local government members of NWRTPO can have projects moved onto the State Transportation Improvement Program (STIP). All projects must be consistent with the New Mexico Transportation Plan (NMTP) and this Regional Transportation Plan to be eligible to receive funding. When projects go through both the project feasibility phase and project identification phase, they will be prioritized based on consistency with the NMTP and RTP and weighted based on how well the project meets the goals, strategies and performance measures within these plans. Additionally, it is highly encouraged that any local plans include specific local project priorities.

The Regional Working Groups (RWG) have been invaluable in terms of providing a multi-modal perspective in the planning process. The NWRTPO would like to consider their ongoing participation in the implementation, evaluation, and updating of this Plan.

Amendments will be considered in a similar process as STIP Amendments, which must be time-sensitive, critical, and receive approval of the RTPO Committee. Amendments must also be consistent with the processes set forth in the NMTP.



Regional Transportation Improvement Program Recommendations (RTIPR)

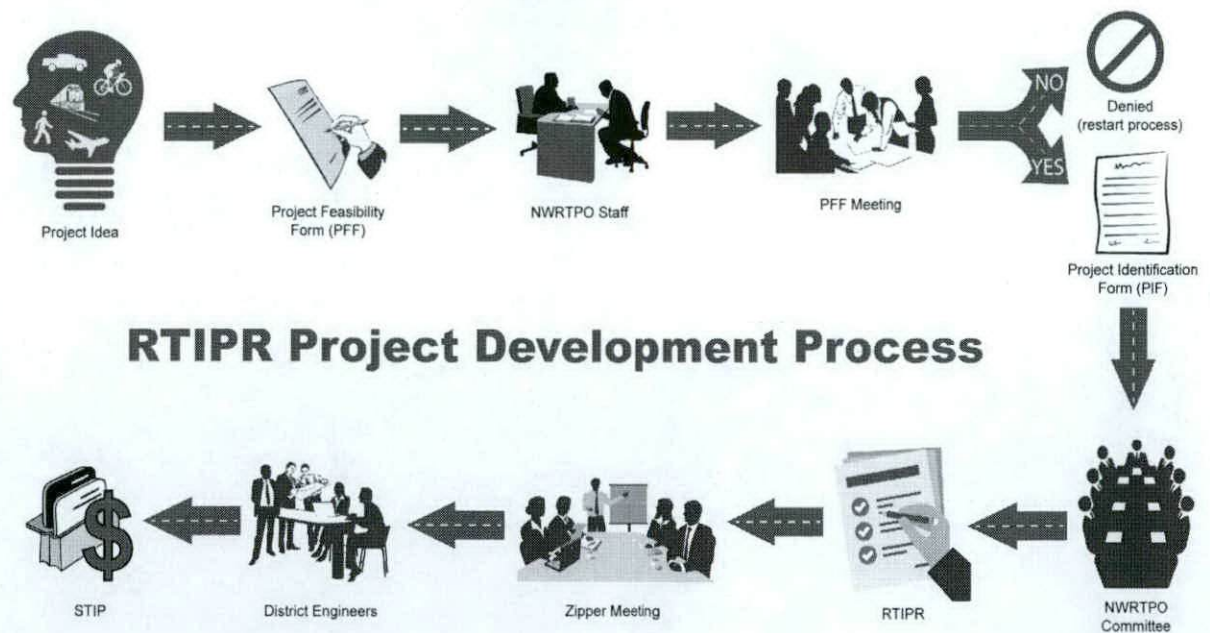
The NWRTPO works in conjunction with NMDOT to regularly issue a call for projects. Local or tribal government entities submit transportation projects through a Project Feasibility Form (PFF). These projects are then vetted by RTPO, District staff, and DOT Liaisons and a meeting with entity is held to discuss need, consistency, and overall feasibility, including potential funding sources and whether the project is ready to move forward.

If the project is selected to move forward, the local or tribal entity provides a **Project Prospectus Identification Form (PPF)**. The PPF is then reviewed and projects are prioritized based on consistency with the NMTP and RTP and weighted against goals, strategies, and performance measures (consistent with Federal law).

A Regional Transportation Improvement Program Recommendations (RTIPR) ranking list is discussed, negotiated, and approved by the NWRTPO Committee. The final set of rankings serves as the final RTIPR. For NMDOT districts in which there are multiple RTPOs, there is a "Zipper" meeting. At this meeting, each RTPO's RTIPR are combined and reprioritized to create the final Zipper. NMDOT district engineers determine whether there is district funding to fund Zipper projects.

Ultimately, the District offices make the final determination of projects that are submitted to the STIP. If so, then these projects are moved into the STIP. If not, the RTIPR serves as a pool of vetted projects for each RTPO and when funding is available, there are viable potential projects. A pictorial representation of the process is shown here.

For projects outside of the RTIPR, the PPF process is the same except when NMDOT district engineers approve a project. The local government will also complete any correlating application such as Transportation Alternative Program (TAP), Recreational Trails Program (RTP), Highway Safety Improvement Program (HSIP), Federal Lands Access Program, etc.





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**Northwest Regional Transportation Planning Organization
(NWRTPO)**

Agenda Item V: NWRTPO FY19-20 Call for Projects

Subject: Biennial process for submitting new projects to the RTIPR

Prepared by: Robert Kuipers

Date: 2/7/18

BACKGROUND

- **Why:** The NMDOT distributes federal funding for transportation maintenance and development to metropolitan and rural regions of the state. With limited funding available to rural areas, it is important to have a prioritized list of viable (qualified) projects for funding.
- **Purpose.** The NWRTPO undertakes a new Regional Transportation Improvement Program Recommendations (RTIPR) list of projects that qualify for federal funding in two year cycles.
- **Discussion/Finalization.** The NWRTPO will undertake this project qualification / prioritization process commencing in June, 2018 and completing in March, 2019 with an updated RTIPR.

WORK TO DATE

- An updated Call for Projects Guide has been developed to guide the NWRTPO members through the process for identifying qualified projects, and assessing their readiness for phased development, as well as competitiveness for funding.
- In previous cycles, the NWRTPO has trimmed it's RTIPR from \$350 million, with many projects that did not qualify for federal funding, down to \$65 million, with all projects listed qualifying for federal funding through the state. The actual documented need for our three county region of New Mexico is cited at \$777 million.

ANTICIPATED WORK

- The NWRTPO will commence the RTIPR update in June of 2018. The process will run through March of 2019, with a) submission of Project Feasibility Forms (PFF) due July 31, which if approved as viable for federal \$, will follow with b) submission of Project Prospectus Forms (PPF) due Oct. 26 (replacing PIF's). c) For projects that compete for prioritization, the NWRTPO hears and scores presentations on project need and readiness from each jurisdictional representative. d) The NWRTPO then drafts the RTIPR update, and approve / authorize it in collaboration with the DOT Districts 2/13/19 at DOT-6. e) From there, each DOT District prioritizes projects from their participating RTPO's for the DOT District RTIP – referred to as the "Zipper" because it blends projects from several RTPO's – DOT Dist. 6 at 3/13/19 meeting; DOT Dist. 5 sometime thereafter.
- Once projects are cited in the DOT District RTIP, they are within 4-5 years of getting funded, or may need to be re-authorized by the RTPO and DOT District for future funding.

ATTACHMENTS

- FFY 18 – 19 NWNM Call for Transportation Projects Guide (and schedule)

BUDGET IMPACT

- none

ACTION ITEM

- No action now. Members have worked through their respective governments, to prepare PFF submissions by a July 31 deadline, according to the Call for Projects schedule.

NWRTPO Timeline Call for Transportation Projects

June 2018 - March 2019:

| Task | Timeframe/Due Date | Responsible Party |
|--|-----------------------|--------------------------------------|
| General Announcement of NMDOT Active Transportation and Recreational Programs Guide and CMAQ Program | April 2018 | NMDOT |
| Initial Announcement of Call for NWNM Transportation Projects | June 6 | NWRTPO Staff |
| Technical Assistance, Contact the NWRTPO to set up a time and place with District staff. | July | NWRTPO & District Staff |
| Project Feasibility Forms (PFF) Due (Must be submitted by appropriate RTPO Member) | July 31 | NWRTPO Members |
| Send out PFF for review and set up Consultations | August 1 -14 | NWRTPO Staff |
| Mandatory Project Consultation Meetings between RTPO Member, Local Entity Representative/Official, RTPO staff, DOT Liaison, and District Staff. Meeting Report due 5 working days after. | August 15 - 31 | All |
| ◇ Based on decision and recommendation by District staff, project and RTPO Member will be directed to: <ul style="list-style-type: none"> • Prepare and submit a Project Prospectus Form (PPF) for inclusion and prioritization in the Regional Transportation Improvement Program Recommendations (RTIPR), or • Detail other options for projects and/or funding | September 7 | District Staff |
| Project Prospectus Forms (PPF) and TAP/RTP Applications Due (Must be submitted by appropriate RTPO Member) | October 26 | NWRTPO Members |
| PPFs and TAP/RTP Applications are vetted by RTPO staff | November 1-15 | NWRTPO Staff |
| PPFs & Applications sent to RTPO members for review | November 30 | NWRTPO Staff |
| Project presentations and scoring by RTPO members Ramah Navajo Chapter, 434 BIA Rt. 125, Pine Hill | December 12 @ 10AM | NWRTPO Members |
| Draft RTIPR is presented to the NWRTPO Committee meeting Cibola County Convention Room, 515 West High Street, Grants | January 9 @ 10AM | NWRTPO Members |
| Final RTIPR is approved by NWRTPO Committee Tohatchi Chapter, 1 St. Mary's Rd. / Indian Svc. Rt. 108 off US491 | February 13 @ 10AM | NWRTPO Members |
| District 6 RTIPR ("zipper") Meeting to finalize recommendations and priorities for inclusion into the Statewide Transportation Improvement Program (STIP) NMDOT District 6 Office, 1919 Pinon Drive, Milan | March 13 @ 10AM | District Staff, NWRTPO Members |

One-page guide to Functional Classification

Last revised: October 14, 2016

Excerpted from *New Mexico Department of Transportation (NMDOT) Functional Classification Guidance Manual* (Oct. 2013; revised Feb. 2014)

| Classification | Description | Volume, Speed, Spacing* | Individual Route Length | Total Statewide Mileage** | Significance | Access | AADT (Urban) | AADT (Rural) | Lanes |
|----------------|---|-------------------------|-------------------------|---------------------------|--------------|-----------------------|--------------|--------------|--------|
| 1 | Interstate | Highest | Longest | Lowest | Statewide | Divided | 129k – 35k | 34k – 12k | More |
| 2 | Principal Arterial – Other Freeways and Expressways | . | . | . | . | Divided/ Undivided | 55k – 13k | 18.5k – 4k | |
| 3 | Principal Arterial – Other | . | . | . | Regional | | 27k – 7k | 8.5k – 2k | Less |
| 4 | Minor Arterial | . | . | . | . | Undivided | 14k – 3k | 6k – 1.5k | |
| 5 | Major Collector | . | . | . | . | | 6.3k – | 2.6k – 300 | |
| 6 | Minor Collector | . | . | . | . | | 1.1k | 1.1k – 150 | |
| 7 | Local | Lowest | Shortest | Highest | Local | | 700 – 80 | 400 – 15 | Fewest |

* “Spacing” refers to distance between roads of the same classification.

** Total statewide mileage will be reviewed and evaluated after all proposed reclassifications have been submitted.

Additional classification guidance:

1. **Interstates:** maximum mobility, with access only at interchanges
2. **Principal Arterials – Other Freeways & Expressways:** second highest mobility – minimal interference to through movements
3. **Principal Arterial – Other:** form an integrated network without stub endings except where unusual geographic conditions exist in rural areas
4. **Minor Arterial:** lower level of travel mobility and a higher rate of access than the principal arterial system, moderate speeds
5. **Major Collector:** serve traffic generators, distribute trips between the arterial system and the local street network
6. **Minor Collector:** serves both land access and traffic circulation in lower density residential and commercial/industrial areas
7. **Local:** any public road segment not otherwise classified; local roads provide direct access to adjacent land, provide access to higher systems, carry no through traffic movement, tend to have lowest traffic volumes and speeds
 - **Collector (Urban)** is an outdated classification, and any segments classified as such must be reclassified or they will be considered unclassified (local)

For more details, read the *NMDOT Functional Classification Guidance Manual*, specifically Tables 3.1 through 3.4 (pages 3-3 to 3-8), and the General Rules on page 4-10 and 4-11, available here: http://dot.state.nm.us/content/dam/nmdot/planning/NMDOT_FC_Guide.pdf



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**Northwest Regional Transportation Planning Organization
(NWRTPO)**

Agenda Item #VI: Agreement Request Forms

Subject: ARF forms are executed between NMDOT and local governments for project development once approved for funding.

Prepared for: presentation at August 8 NWRTPO meeting

Date: 8/3/18

BACKGROUND

- **Why?** Luke Smith – NMDOT Central Regional Design office, will explain the proper use of the ARF to help engage execution of proper design and construction standards for transportation projects
- **Purpose.** This form helps NMDOT District staff understand the funded project's purpose and intent, along with project status, timing, funding, and phase build out, so they can assist and advise as needed.
- **Discussion/Finalization.** ARF's are completed when a local project is funded, so the NMDOT can be aware of, assist and advise project development, to assure consistency with state and federal standards and criteria.

CURRENT WORK

- This presentation and form will help RTPO member government representatives better prepare for "next phase" construction by enabling DOT District staff to provide proper guidance and oversight.

ANTICIPATED WORK

- In the years ahead, as member governments get funding awards for their projects, submission of ARF's are a standard part of the process, to assure quality control in design, construction and maintenance, and engage NMDOT when and how needed.

ATTACHMENTS

- Agreement Request Form template

BUDGET IMPACT

- None

ACTION ITEM

- No

**New Mexico Department of Transportation
AGREEMENT REQUEST FORM (ARF)**

Control No. _____

New Agreement _____
Amendment _____

Tribal/Local Public Agency (T/LPA) _____

Address _____

Contact Person _____ Title _____

Phone _____ Email _____

Who Executes agreement at T/LPA (Mayor, Governor, Chairman): _____

Termini/ Project Description will be pulled directly from STIP database.

STIP YEAR _____ PROPOSED WORK /PHASE (PER STIP)

| FUNDING SOURCE | CONSTRUCTION | RIGHT OF WAY | DESIGN |
|---------------------|-----------------|-----------------|-----------------|
| Federal Funds | \$ _____ | \$ _____ | \$ _____ |
| State Funds | \$ _____ | \$ _____ | \$ _____ |
| Local Match | \$ _____ | \$ _____ | \$ _____ |
| Soft Match | \$ _____ | \$ _____ | \$ _____ |
| Other | \$ _____ | \$ _____ | \$ _____ |
| TOTAL AMOUNT | \$ _____ | \$ _____ | \$ _____ |

Anticipated Begin Date _____ Anticipated End Date _____

What month will this project be ready to authorize Federal Funds? _____

You must also submit a estimated graphical project timeline (e.g., Microsoft Project, Primavera, Critical Path or Gantt c that provides the projected completion dates for applicable certifications for construction, right of way and design phases.

Additional Information: _____

T/LPA Authorized Signature _____ Date _____

Region T/LPA Authorized Signature _____ Date _____

District T/LPA Authorized Signature _____ Date _____

CLE T/LPA Authorized Signature _____ Date _____

****please note CLE signature needed only when requesting construction funds.**

A project agreement **WILL NOT** be processed until this ARF is received and has all signatures.

T/LPA must submit completed Agreement Request Form and estimated project timeline to your T/LPA Region Coordinator for review.



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Agenda Item #VII:

NWRTPO Regional Work Program Status Report

Subject: RWP Monthly Report

Prepared by: Robert Kuipers

Date: 5/6/18

BACKGROUND

Why? Due to a NMDOT Office of Inspector General (OIG) Audit and subsequent findings, NWRTPO staff met with NMDOT Planning Bureau staff to develop a corrective action plan (CAP).

Purpose. As part of our CAP RTPO staff will provide monthly reports showing line item budget expenditures and staff hours in comparison with the approved Regional Work Program (RWP) Budget.

Discussion/Finalization. Based on this monthly analysis and report, staff will better manage time and funding investment, and assess where and when to seek a RWP amendment if needed.

WORK TO DATE

- RTPO staff met with NMDOT staff on 12/7/16 to review a draft corrective action plan, detailing specific actions and controls in a number of areas to assure stronger compliance to the RWP budgeted time and financial allocations.
- The Corrective Action Plan has been finalized, executed, and now for all practical purposes is complete; however the NWRTPO staff are choosing to continue these status reports, as they help staff and members understand and manage where the budget and staff hours are at in a transparent manner.
- RTPO staff will continue providing reports at monthly meetings.
- In Quarter 2, RTPO staff submitted Amendment #1 to modify our hours per function and annual RTPO FFY17 budget, as approved by the RTPO Committee (February 2017). A copy of the FHWA/NMDOT approval of this amendment was attached. RTPO members approved amendment #2 for our biennial work program at our 12/13/17 mtng; adjusting hours based on FY17 experience and expectations for FY18, which is now approved from the NMDOT Planning Dept. and the NM FHWA Office. At our May 9, 2018 meeting RTPO members approved amendment #3 which adjusted more hours into function 6 – RTPO Admin. due to an increasing demand for staff time in this function; Amendment 3 is in the DOT and FHWA approval process at this time.

ANTICIPATED WORK

- Ongoing reports to the NWRTPO members at monthly meetings.
- RWP amendment requests may be anticipated, as time and budget demands may vary as the fiscal year progresses.
- Our annual Quality Assurance Review (QAR) occurred on April 12th, 2017; which provided a good check-up on how the RTPO is performing.

ATTACHMENTS

- RWP & Budget Monthly Report

BUDGET IMPACT

- None.

ACTION ITEM

- This is a monthly report item only.

RTPO APER Budgeted Staff Hours Summary

| July -- Staff Hours Summary FFY18 | | | | | | | | | | | | |
|-----------------------------------|----------------|--------------|--------------|---------------|---------------|--------------|--------------|----------|----------|--------------------|---------------|---|
| Function | Budgeted Hours | Amendment #2 | FFY18, Q1 | FFY18, Q2 | FFY18, Q3 | FFY18, Q4 | July | August | Sept. | Total Actual hours | Balance | Percentage budgeted differs from actuals* |
| 1 | 300 | 250 | 4 | 64.00 | 57.5 | 12.25 | 12.25 | | | 137.75 | 112.25 | -44.90% |
| 2 | 100 | 200 | 72 | 1.00 | 15.75 | 72 | 72 | | | 160.75 | 39.25 | -19.63% |
| 3 | 400 | 400 | 31.75 | 68.50 | 50.5 | 45 | 45 | | | 195.75 | 204.25 | -51.06% |
| 4 | 400 | 250 | 60.75 | 29.00 | 27.25 | 26.75 | 26.75 | | | 143.75 | 106.25 | -42.50% |
| 5 | 400 | 700 | 152.25 | 131.00 | 274 | 43.5 | 43.5 | | | 600.75 | 99.25 | -14.18% |
| 6 | 400 | 300 | 133.75 | 130.25 | 77.75 | 40 | 40 | | | 381.75 | -81.75 | 27.25% |
| TOTAL | 2000 | 2100 | 454.5 | 423.75 | 502.75 | 239.5 | 239.5 | 0 | 0 | 1620.50 | 479.50 | -22.83% |

*if budgeted hours differ from actual hours by more than 20% in any function, provide a narrative explanation below: RWP Ammendment 3 was recently approved by NMFHWA Office which adds 200 hours to function 6



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**Northwest Regional Transportation Planning Organization
(NWRTPO)**

Agenda Item #VIII: Reports, Updates & Announcements

Subject: Discussion / Presentation Items

Prepared by: Robert Kuipers, NWRTPO

Date: 6/7/18

BACKGROUND

- **Why?** Update RTPO members on news, training, funding, and other items of special interest
- **Purpose.** Keep RTPO members up to date on critical information from NWRTPO and NMDOT sources

Informational Items

Regional News & Updates

- RTPO Report: CMAQ, Title VI, ZMTP Implementation Report
- Member Reports

Member Special Reports:

- None submitted prior to the meeting

NMDOT Reports:

- G to G Liaison: Neala Krueger
- Tribal Liaison: Ron Shutiva
- District 6: JoAnn Garcia & staff; District 5: Steve Lopez
- DOT Planning Unit – Govt. to Govt. Weekly Updates

Training & Funding Opportunities

- Training: Open Meetings Act / IPRA Compliance – 8/24/18 – El Morro Event Center, Gallup
- S.W. Tribal Transportation Workshop – August 28 – 30, Ohkay Owingeh Pueblo

New Business / Open Floor:

- None requested in advance of this meeting



NWRTPO | Northwest Regional Transportation Planning Organization

Monthly Report – July 2018

- A. Local Plan Development:** RTPO staff are assisting the City of Gallup, along with Wilson & Co. Engineering, for development of a Community Transportation Safety Plan. RTPO staff assisted the City of Grants, along with Wilson & Co. Engineering, for development of a Thoroughfare Plan along with mid to long range transportation planning.
- B. FFY 19 -20 NWRTPO Call For Projects Cycle Begins:** The NWRTPO commenced another Call for Projects cycle that runs from June, 2018 through March, 2019. Members have been informed and provided initial Call for Projects guidance for updating the RTIPR for both new and existing projects. NMDOT has updated project forms, and members will submit new PFF's for projects already in the RTIPR, along with new proposed transportation projects. **All PFF's were due July 31.** NMDOT provided PFF and call for projects process training for RTPO staff in Santa Fe on July 17.
- C. TAP/ RTP / CMAQ (Congestion Mitigation & Air Quality) Funding:** An opportunity for CMAQ funding is now available for rural regions and RTPO's in the Spring of 2018. This funding will be less restricted by air quality mitigation, and will support preventive options such as multi-modal trails, school bus retrofits, and transition to natural gas for transit fleets - etc. CMAQ (Congestion Mitigation / Air Quality) funding process and application have just been finalized by NMDOT staff this month. TAP (*Transportation Alternatives Program*) and RTP (*Recreational Trails Program*) funding opportunities and application process was discussed at our June and July meetings, now that NMDOT has finalized the application forms and process – with the same schedule for NWRTPO as the RTIPR.
- D. 4 Corners Counties Collaborative Meetings:** RTPO staff continue to support meetings that include all interested / participating counties within Arizona, New Mexico, and Utah, that are part of Navajo Nation lands, along with BIA and Navajo Nation representatives. This group continues to seek ways to find more cost and time efficient transportation development and maintenance through cross-jurisdictional agreements.
- E. GIS Data Gathering, Mapping and Compiling Work:** RTPO staff will continue to reach out to our three Pueblos – Laguna, Acoma and Zuni regarding the opportunity to include their transportation mapping and data into our regional portfolio, based on what each Pueblo is willing to share. COG staff continue to provide technical assistance and GIS mapping for development of 66 new miles of recreational trails in the Zuni Mountains in McKinley and Cibola Counties during the course of FFY18 – FFY19; and continue contributing GIS mapping for regional transportation infrastructure.
- F. NWRTPO Regional Transportation Plan:** RTPO staff have conducted annual updates to our R.T.P. at this time, and anticipate more updates in the year ahead, as the NWRTPO and NMDOT (State plan) are coming into the 4-year major update cycle.
- G. "Geotourism":** 4-Corners tourism staff are re-vitalizing the 4 Corners Geotourism Stewardship Council to continue promoting and updating a website designed by National Geographic, which markets our regions' unique cultural and historic venues, averaging 3 to 6 thousand visits each month from an international audience. These visitors will depend on our transportation infrastructure and tourism guidance to explore our region, and contribute to our economies.





Zuni Mountains Trail Project Implementation Report

June – July 2018

Synopsis: The activities during the last two quarters have been focused on implementing the first project, Milk Ranch & McGaffey Trail System. Several design products and other contractual documents were the focus of this period.

June 2018:

- **Groundbreaking Event:** On June 2nd, COG supports McKinley County and USFS in the official groundbreaking of the Milk Ranch/McGaffey trailhead and trail system on National Trails Day.
- **Trails Design Package:** COG finalizes trail package and close out project with McKinley County.

July 2018:

- **ZMTP Coordination Meeting:** COG organized a ZMTP Coordination meeting with partners from both counties, NMDOT, and Alvin Whitehair and Herbert Ray (USFS) to discuss approving a scope-of-work for construction this season in McGaffey area. Secondly, to discuss finding an alternative fiscal agent to move forward the Quartz Hill Project on the Cibola County side of the Zuni Mountains.
- **Southwest Conversation Corps:** Worked in partnership with McKinley County on finalizing a master contract for trailbuilding services.

Milestones:

- Groundbreaking Event, June 2nd – Milk Ranch Trailhead
- Trail Design Sets submitted by COG and USFS Enterprise (TEAMS)

Next Steps:

- Finalize USFS approval of trail and trailhead design including COG portion (18 miles);
- Get USFS “green light” on trail construction scope-of-work that would detail Summer construction and a task order with Southwest Conservation Corps;
- Organize a site tour and orientation with SWCC on the SOW area to line-out areas of work;
- Finalize contract with Ancestral Lands Conservation Corps and recruit trail crew members for an August 27th start date;
- Line-out and set schedule for the County roads crew to develop trailhead; and
- Work on securing an alternative fiscal agent and grant agreement to gear up design this summer on the Quartz Hill Trail Project.
- COG contracts QA/QC services on the McGaffey Trail construction and trail design of Quartz Hill.



Trail logs and design specifications have been provided to the USFS (United States Forest Service) by both USFS Enterprise and the COG team. Carrie House and Strider Brown, Milk Ranch and McGaffey trail designs need to be approved by the USFS. Arnold Wilson. The COG team outperformed the groundtruthing contract by completing all design work needed for an 18 mile portion of the project, also assisting USFS Enterprise on trail design and reroutes.

The Milk Ranch Trailhead Groundbreaking Ceremony was celebrated on June 2, 2018. McKinley County – Doug Decker/Brian Money celebrated National Trail Day with NM Department of Transportation Commissioner - Billy Moore, Forest Service District Ranger - Alvin Whitehair, Zuni Mountain Chapter of Back Country Horsemen of NM President – Anna Larson, Gallup Trails 2010 – Bill Siebersma, Adventure Gallup & Beyond – Brian Leddy and Office of US Senator Martin Heinrich’s Field and Constituent Services Representative – Jim Dumont.



CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT (CMAQ) NON-MANDATORY PROGRAM APPLICATION

INSTRUCTIONS: Applicants are required to read through the New Mexico Congestion Mitigation and Air Quality Improvement (CMAQ) Non-Mandatory Program Guide (the Guide) prior to completing this application. Please complete the Project Prospectus Form (PPF) first, and then complete this application form.

Introduction

As outlined in the guide, this application will be completed by entities applying for Congestion Mitigation and Air Quality (CMAQ) Non-Mandatory funds, and used by the statewide selection committees to score and rank projects submitted for CMAQ funding. The process is competitive and the highest scoring projects will be the first priority for funding.

Please refer to the Guide when filling out this application. It provides information on the application questions, the overall CMAQ processes, eligible entities, and eligible projects. *Before submitting an application, if in an RTPO, applicants are required to complete the Project Feasibility Form (PPF) process and must have District recommendation. If within an MPO, please first consult with your MPO planner to ensure project feasibility and eligibility.*

Basic Project Information

- A. Date of submittal:
- B. Responsible Charge (Non-profits must partner with a governmental entity):
- C. Project name:
- D. If located within an RTPO, was the project recommended by the District Representative via the PFF process?
- E. Total amount of CMAQ funding requested. *Please separately indicate amounts for each year of the proposed project:*

| | CMAQ Funds | Matching Funds | Other Funds | Total |
|-----------------------|------------|----------------|-------------|-------|
| Project Year 1 | | | | |
| Project Year 2 | | | | |
| Project Year 3 | | | | |
| Project Year 4 | | | | |

Please explain project phasing as necessary:

- G. Provide a one to three sentence description of the project scope, including major components, any project deliverables, and pertinent project details.

Scoring Factors

Applications will be rated and ranked according to the following factors. *See section 5D of the Guide for detailed explanations of each scoring factor.*

1. Planning

Applications are awarded two (2) points for each plan in which the project is listed or with which it is consistent, up to a maximum of six (6) points for this scoring factor. Please include the cover sheet and the page(s) where the project is referenced. Do not send entire plans. For a list of eligible planning documents, refer to section 5D of the Guide.

The remaining factors will be scored according to the following scale:

- 3 points: The application demonstrates a thorough understanding of how this factor applies, and provides clear and compelling documentation on how the project meets and exceeds the factor.
- 2 points: The application demonstrates a basic understanding of this factor, and provides minimal documentation on how the project meets the factor.
- 1 point: The application demonstrates very little understanding of this factor, and does not provide any documentation on how the project meets the factor.
- 0 points: Does not meet factor.

In your application packet, provide any supporting documentation that is referenced in your responses to 1-6 below.

*Your responses are **limited to 1,000 characters** for each question below.*

2. Economic Vitality

Provide detailed information on how your eligible CMAQ project will benefit local, regional and/or state economic development efforts. Please cite and provide any supporting documents or studies.

3. Safety and Security

Please explain any safety issues you are trying to address and provide any available data. Describe how your eligible project will increase the safety and security of different user groups by making it safe for them to walk, bicycle, access public transit in their community or access recreational trails. Please cite and provide any supporting documents or studies.

4. Accessibility and Mobility through Integration and Connectivity

Please describe how your eligible project will increase accessibility and mobility through integration and connectivity of transportation and recreation networks. Please cite and provide supporting documents or studies as necessary.

5. Protection and Enhancement of the Environment

A. Please provide information as to how your eligible project will promote environmental conservation. Please cite and provide any supporting documents or studies.

B. Please describe how your eligible project will improve the quality of life for community residents. Please cite and provide any supporting documents or studies.

- C. *Please explain how your eligible project will help achieve the community's desired land use goals, as described in local planning documents. Please cite and provide any supporting documents or studies.*

6. Efficient System Management and Operation

Please describe how your eligible project will promote efficient system management and operation, particularly with regard to the maintenance of the CMAQ-funded improvement. Please cite and provide any supporting documents or studies.

7. System Preservation

Please explain how your eligible project will enhance, preserve or offer an adaptive reuse of existing infrastructure. Please cite and provide any supporting documents or studies.

Application Submission

Applicants must submit the following documents (as a single PDF) as part of the CMAQ application process:

- Project Feasibility Form (PFF) signed by District representative – see Appendix I of the Guide
- Project Prospectus Form (PPF) – see Appendix I of the Guide
- CMAQ Application Form (this form)
- Resolution of Sponsorship indicating proof of match, budget to pay all project costs up front (funding is by reimbursement), and maintenance – see Appendix VII; alternatively, an official letter signed by the entity’s chief executive or official with budget authority, indicating all of the same, may be submitted in lieu of a resolution.
- Letter(s) of support regarding right(s)-of-way from all entities whose right-of-way/jurisdiction comes into contact with the project; this requirement only applies when a project is not entirely located within the jurisdiction of the sponsoring agency.
- Basic map of project location
- All proposed projects that include steel or iron must comply with Buy America requirements; waivers are not allowed. The applicant must demonstrate ability to comply with the requirements within the application.
- Any additional documentation in support of scoring factors, per the CMAQ per section 5D of the Guide.



Congestion Mitigation and Air Quality Improvement (CMAQ) Non-Mandatory Program Guide

For projects beginning in Federal Fiscal Year 2020 plus

DRAFT

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1. Introduction and Goals

The Congestion Mitigation and Air Quality Improvement program (CMAQ) is a Federal Aid Highway Program (FAHP) funding source administered by the Statewide Planning Bureau (SPB) at the New Mexico Department of Transportation (NMDOT). This program guide details the process Tribal and Local Public Agencies (T/LPAs) must follow to apply for CMAQ funds for projects considered eligible (see Section 2 for a detailed list of eligible and ineligible projects). All T/LPAs receiving federal aid highway program funding must fulfill specific requirements to successfully complete their project. T/LPAs wishing to pursue CMAQ funding must consult the T/LPA Handbook prior to applying for funds in order to fully understand the requirements. A current copy of the T/LPA Handbook can be found here:

[http://dot.state.nm.us/content/dam/nmdot/Local Government Agreement Unit/TLGA HANDBOOK.pdf](http://dot.state.nm.us/content/dam/nmdot/Local%20Government%20Agreement%20Unit/TLGA%20HANDBOOK.pdf)

Beginning with the federal Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 through the most recent law, Fixing America's Surface Transportation Act or "FAST Act," signed on December 4, 2015, the NMDOT receives federal funds to administer a variety of programs, including the CMAQ program. The CMAQ program provides a flexible funding source to the State and T/LPAs for transportation projects and programs that help meet the requirements of the Clean Air Act. **Mandatory CMAQ** funding is made available to areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (for nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas). Currently, El Paso Metropolitan Planning Organization (EPMPO) is the only recipient of mandatory CMAQ funds for a portion of southern Dona Ana County that is in non-attainment. **Non-mandatory CMAQ** funding is administered by NMDOT and is available statewide for projects and programs that improve air quality and reduce congestion.

This program guide outlines the process for applying for funds from the NMDOT **non-mandatory CMAQ** apportionment.

NMDOT administers CMAQ on behalf of the Federal Highway Administration (FHWA). Pursuant to the FAST Act, transportation projects that fall into one of the following three broad categories are eligible for CMAQ funding.

1. Projects that reduce the number of vehicle trips and/or vehicle miles traveled (VMT);
2. Projects that reduce emissions related to traffic congestion; and/or
3. Projects that reduce the per mile rate of vehicle emissions through improved vehicle and fuel technologies.

For a more detailed description of eligible activities, please refer to Section 2.

This call is for eligible projects beginning in Federal Fiscal Year (FFY) 2020 or 2021. Applicants should identify the desired years for their proposed projects. As NMDOT reviews, scores and

programs projects, it may seek to adjust funding years in order to accommodate anticipated project timeline delays and/or support the highest ranking applications. Proposed changes to funding years will be discussed with applicants prior to awarding funds.

2. Eligible Projects

Below is the list of eligible projects under NMDOT's administration of the non-mandatory CMAQ program¹. Please note that the list of eligible projects below reflects the program and administrative decisions of NMDOT. It does not include all of the eligible projects listed in the FHWA CMAQ guidance. Applications for NMDOT CMAQ funds must fall within the identified subset of NMDOT eligible projects.

Per federal requirements, NMDOT can transfer up to 50% of the total state CMAQ apportionment (mandatory and non-mandatory) to other non-FHWA agencies within the US Department of Transportation (e.g. the Federal Transit Authority) for administration of projects. This limitation can affect the number and amounts of transit projects that can be funded thus this factor will be taken into consideration during application review and selection.

Note: all proposed projects that include steel or iron must comply with Buy America requirements; waivers are not allowed. The applicant must demonstrate ability to comply with the requirements within the application.

Eligible Projects include:

- Diesel engine retrofits and/or full vehicle replacement.
- Intelligent Transportation Systems, such as traffic signal synchronization projects, traffic management projects, and traveler information systems.
- Vanpools (includes marketing and vehicle purchase); limited to 5 years.
- Locomotive retrofit and the acquisition of clean locomotives.
- Construction of roundabouts, High Occupancy Vehicle (HOV) lanes, left-turn or other managed lanes.
- Secure bicycle storage facilities and other facilities, including bicycle lanes for the convenience and protection of bicyclists in public areas.
- New or rehabilitation of existing transit facilities (e.g., lines, stations, terminals, transfer facilities) if associated with new or enhanced public transit, passenger rail, or other similar services that will increase transit service capacity.
- New transit vehicles (bus, rail, or van) to expand public fleet or replace existing vehicles.

¹ The U.S. Federal Highway Administration (FHWA) guidance for CMAQ under MAP-21 is available here:

https://www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance/2013_guidance/.

- Diesel engine retrofits, such as replacement engines and exhaust after-treatment devices for public vehicles, are eligible if certified or verified by the Environmental Protection Agency (EPA).
- Advanced signal and communications systems for transit.
- Fuel, whether conventional or alternative fuel, is an eligible expense only as part of a project providing operating assistance for new or expanded transit service under the CMAQ program.
- Operating assistance to introduce new transit service or expand existing transit service is eligible.
- Non-construction outreach related to safe bicycle use.
- Fringe parking associated with activities such as transit, vanpools and rideshare that reduce SOV travel.
- Traffic calming measures to reduce Single Occupancy Vehicle (SOV) travel or emissions.
- Activities that promote new or existing services including marketing, outreach, and public education efforts that help forward less-polluting transportation options.
- Demonstration transportation projects expected to reduce emissions by decreasing VMT, fuel consumption, congestion, or by other factors, but does not have supporting data in emission reductions. Additional agreement and reporting requirements apply to demonstration projects.
- Publicly owned fueling facilities and other infrastructure. Fueling facilities may dispense one or more of the alternative fuels identified in section 301 of the 1992 Energy Policy Act or biodiesel, or provide recharging for electric vehicles.
- Purchase of publicly-owned alternative fuel vehicles, including passenger vehicles, service trucks, street cleaners, and others.
- Costs associated with converting public fleets to run on alternative fuels.
- Alternative fuel vehicle projects that are implemented as diesel retrofits and involve the replacement of an operable engine-not standard fleet turnover.

3. Program Information

A. What is CMAQ?

Background

CMAQ was created under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and reauthorized under every successive transportation bill up to and including the FAST Act in 2015. FHWA implemented the CMAQ program to support surface transportation projects and other related efforts that contribute to air quality improvements and provide congestion relief. The CMAQ program supports two important goals of the U.S. Department of Transportation: improving air quality and relieving congestion. In New Mexico, NMDOT administers the non-mandatory CMAQ program.

Funding

Each year, NMDOT receives approximately \$XX million in CMAQ non-mandatory funds to support projects that improve air quality and reduce congestion. For each year of this call (project starting in FFY20 or FFY21), NMDOT expects the annual apportionment to be static. NMDOT maintains latitude in programming CMAQ non-mandatory funds for projects it deems best fulfill the goals of the program.

Funding Requirements

T/LPAs wanting to pursue CMAQ funding should first consult the T/LPA Handbook to understand the specific requirements needed to successfully complete a project prior to submitting an application. A current copy of the T/LPA Handbook can be found on the NMDOT Statewide Planning Bureau website. Phasing and Agreement Requirements here: <http://dot.state.nm.us/content/nmdot/en/Planning.html>

Applications for projects that do not involve design or construction, such as educational programs, or other “non-infrastructure” activities, may be submitted for FFY2020 funding. These types of projects typically do not require design phases or all the certifications required for a typical infrastructure project. Agreements for these projects will typically be handled directly by the CMAQ Program Coordinator at NMDOT.

Agreements for projects that involve infrastructure design and/or construction are overseen by NMDOT’s Project Oversight Division (POD) and follow the NMDOT T/LPA agreement process in coordination with the appropriate NMDOT Regional Design Center. Infrastructure projects require separate agreements for a design phase and a construction phase in separate Federal fiscal years (FFYs).

Alternatively, some projects may be further along in the project development process and may be eligible for construction funding only. **Any project application for construction funds only must receive prior approval from the appropriate Regional Design Center.** Often, these projects previously received Federal funds for the design phase of the project and therefore were designed to the required standards. Prior approval from the appropriate Regional Design Center ensures projects are compliant with NMDOT standards and are ready to move to construction.

Detailed project schedules are required for all awarded projects before a project agreement is developed, as described in the forthcoming update to the NMDOT T/LPA Handbook. The NMDOT T/LPA Handbook has more information on planning, design, certification, and construction requirements (see Appendix II).

A. Who can Apply for Funding?

The following entities are considered eligible responsible charges for CMAQ funds:

- local governments;
- regional transportation authorities;
- transit agencies;
- public school districts;

- state agencies;
- tribal governments; and
- any other local or regional governmental entity.

The following entities are ***not*** considered eligible responsible charges for CMAQ funds:

- Non-profits as direct grant recipients of the funds (non-profits are eligible to partner with any eligible entity on an eligible CMAQ project);
- MPOs and RTPOs (these entities may partner with an eligible entity to carry out a project, if the eligible entity is the responsible charge); and
- High-risk entities, determined at NMDOT's discretion, even if they are otherwise eligible. High-risk entities are defined by financial risk or historical lack of capacity to manage Federally-funded projects.

All entities that receive federal funds must be in compliance with Federal and NMDOT Construction and Civil Rights Bureau (CCRB) requirements for Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA). Compliance consists of having a current and approved Title VI Plan on file with NMDOT CCRB and having an approved ADA Transition Plan (or exemption) on file with NMDOT CCRB. Tribal governments are exempt from these requirements. Evaluation of a LPA's compliance status for both requirements will occur during the project application review process, approximately November 30, 2018—April 2019.

A. What is the Match Requirement?

CMAQ requires a match from the T/LPA responsible charge of 14.56% of the *total project cost*. Tribal entities may use Tribal Transportation Program (TTP) funds for their local match.

B. How will my Agency Receive Funds?

CMAQ is a cost-reimbursement program. If a T/LPA's application is selected for funding, the T/LPA will enter into an agreement with NMDOT and serve as the responsible charge. As the responsible charge, the entity is responsible for paying all costs up front and requesting reimbursement from NMDOT by submitting (at least) quarterly invoices and proof of payment. The responsible charge submits reimbursement requests to NMDOT for 100% of the costs incurred and are reimbursed at the rate of 85.44%; the remaining 14.56% represents the match requirement.

All costs submitted for reimbursement are subject to Federal and State eligibility requirements.

Any work completed before NMDOT issues a Notice to Proceed is not eligible for reimbursement. For example, the responsible charge cannot be reimbursed for costs associated with completing an application or for engineering/design work completed before the responsible charge receives a Notice to Proceed. ***Additionally, the responsible charge is responsible for any costs exceeding the Federal award amount.***

C. How Long are Funds Available?

The official project term (that is, the period of time during which eligible project costs and activities are reimbursable) is spelled out in the Cooperative Project Agreement. Cooperative Project Agreements generally anticipate two years for each phase of a project; if a project exceeds this timeframe, NMDOT will require an amendment to the existing agreement so long as the responsible charge can demonstrate substantial progress has been made on the project. Further, the obligation of construction funds is contingent upon completion of the design phase of a project; therefore, entities must complete the design phase within the designated timeframe in order for NMDOT to obligate construction funds in the federal fiscal year in which the funds are programmed.

D. What are the Funding Limitations?

Infrastructure projects seeking funds through the statewide process must be a minimum of \$500,000 in total costs. Non-infrastructure projects do not have a minimum required amount.

E. Other Considerations

CMAQ funds are Federal-Aid Highway Program (FAHP) funds and must be expended in accordance with all applicable Federal, State, and local regulations. ***Applicants are advised that compliance with Federal and State regulations requires a significant commitment of time and resources on the part of the applicant/responsible charge.***

Applicants are encouraged to consider the following questions prior to submitting an application for CMAQ funding:

- Does your agency have the necessary staff to administer the project and funding?
- Does your agency have the funding to pay all costs upfront before seeking reimbursement?
- Does your agency have the funding to pay the match requirement and support any costs that cannot be reimbursed?
- Has your project management staff attended any trainings relating to FAHP project oversight and administration? Applicants are ***strongly encouraged*** to attend NMDOT's T/LPA Handbook training. National Highway Institute (NHI) courses such as Federal-Aid Highways 101, Highway Program Funding, etc. are also highly recommended for potential applicants.

Projects must comply with all applicable Federal and State requirements from project design through implementation/construction, administration, and close-out. NMDOT will inform MPO/RTPO staff when and where the aforementioned trainings will take place. Finally, NMDOT will require all recipients of CMAQ non-mandatory funds to submit a reporting analysis at the conclusion of their project to detail impacts on emissions reduction and congestion mitigation. NMDOT will provide guidance on the format and base assumptions to be used in this analysis.

4. Application Process and Project Selection

A. What are the timelines and deadlines for applications and selected projects?

All applicants must coordinate with and submit their applications to the appropriate MPO or RTPO based on a project's physical location and applying agency. Appendix VIII provides a map and contact information for all the MPOs and RTPOs in New Mexico.

Below is a summary of the project application process for RTPOs. Please note that MPOs may conduct a different feasibility process than described. **Smaller MPOs are highly encouraged to utilize the following feasibility process.**

1. After NMDOT opens the call for applications, MPOs and RTPOs will distribute this Guide and provide an application schedule for their region.
2. An entity interested in applying for funds must first request a Project Feasibility Form (PFF) from their MPO/RTPO. The PFF must be filled out by the applicant and returned to the MPO/RTPO planner before the PFF deadline set by the MPO/RTPO.
3. The MPO/RTPO planner schedules a PFF meeting to be attended by the project's responsible charge, the MPO/RTPO planner, appropriate NMDOT staff (District staff, Planning Liaison, Environmental staff, etc.), and potentially others involved in the project. If a project is deemed feasible at the PFF meeting, the District representative will sign off on the PFF. Once an entity has an approved PFF, they can begin preparing their application packet, as itemized below.
4. Projects located in RTPO areas should be included on the RTPO's Regional Transportation Improvement Program Recommendations (RTIPR) according to the RTPO's adopted procedures.
5. Complete application packets must be submitted to the appropriate MPO/RTPO before the specific application deadline set by the MPO/RTPO.

Below is a summary of funding cycle deadlines (for projects beginning in FFY2020 or later) and activities from the opening of the call for projects through finalization of the 2020-2025 STIP. Agreements for "non-infrastructure" projects will be administered by the NMDOT CMAQ Program Coordinator; if awarded funds, these entities will not need to submit Agreement Request Forms (ARFs) as described below.

CMAQ Funding Cycle Timeline for projects beginning in FFY2020 and Beyond (Critical deadlines are in bold.)

| Month | Year | Activity |
|----------|-----------|---|
| July-Nov | 2018 | Call for projects issued |
| July-Aug | 2018 | <p>PFFs due to RTPO planner (or to MPO planner if MPO is using PFF process); RTPO planner (and MPO planner if MPO is using PFF process) sets own deadline for receiving PFFs</p> <p>RTPO (or MPO) planner schedules PFF meetings with RTPO (or MPO)/NMDOT liaison/District/Enviro/NMDOT TLPA Coordinator/responsible charge</p> <p>MPO planner screens all potential applicants for feasibility, phasing, etc. (if not using PFF process)</p> <p>RTPO/MPO planners set own deadline for completing PFF meetings (or MPO-specific feasibility screening process)</p> <p>Projects in RTPO areas whose PFF is signed off on by the appropriate District representative at the PFF meeting must be included in the RTPO's RTIPR</p> |
| Aug-Oct | 2018 | <p>Responsible charge completes application</p> <p>Complete applications due to MPO/RTPO planner according to deadline set by MPO/RTPO</p> |
| Nov | 2018 | MPO/RTPO planner vets applications for completeness |
| Nov 30 | 2018 | <p>Deadline for MPO/RTPO planners to submit complete applications to NMDOT CMAQ Program Coordinator</p> <p>Late or incomplete applications will not be accepted.</p> |
| Dec-Jan | 2018-2019 | CMAQ Program Coordinator reviews applications for completeness and prepares packages for CMAQ Selection Committee |
| Feb | 2019 | CMAQ Selection Committee rates, ranks, and selects projects |
| March | 2019 | NMDOT sends award letters and award forms Entities must sign and return the form to confirm acceptance of federal funding and commitment to the required local match. |

| Month | Year | Activity |
|-----------|------|--|
| Mar-April | 2019 | Projects added to MPO TIPs and STIP Preview (out for public review concurrently) |
| April | 2019 | All non-NMDOT entities receiving CMAQ funds will be required to attend an orientation webinar outlining critical deadlines and processes |
| May | 2019 | TIPs adopted by MPO policy boards |
| June | 2019 | 3 rd Thurs of month, State Transportation Commission (STC) meets, reviews 2020-2025 STIP Preview |
| July | 2019 | 3 rd Thurs of month, STC meets, potentially adopts baseline 2020-2025 STIP |
| Aug | 2019 | FHWA has 30 days from second STC meeting to approve STIP |
| Oct 1 | 2019 | 2020-2025 STIP becomes active |

B. What Needs to be Included with the Application?

Applicants must submit the following documents (as a single PDF) as part of the CMAQ application process:

- Project Feasibility Form (PFF) signed by District representative – see Appendix I (MPOs that conduct a different process for determining feasibility do not need to include a signed PFF)
- Project Prospectus Form (PPF) – see Appendix I
- CMAQ Application Form – see Appendix I
- Resolution of Sponsorship indicating 1) proof of match, 2) budget to pay all project costs up front (funding is by reimbursement), and 3) acknowledgement of maintenance responsibility – see Appendix VII; alternatively, an official letter signed by the entity’s chief executive or official with budget authority, indicating all of the same, may be submitted in lieu of a resolution.
- Letter(s) of support regarding right(s)-of-way from all entities whose right-of-way/jurisdiction comes into contact with the project; this requirement only applies when a project is not located entirely within the jurisdiction of the responsible charge. The letter(s) must also address which entity will take on the maintenance responsibility of the proposed project.
- Any additional documentation in support of scoring factors.

MPO/RTPO planners are responsible for submitting complete application packages to NMDOT no later than close of business (COB) on November 30, 2018. Applications packets must be submitted as single PDF documents and must be uploaded to NMDOT’s FTP site. Emailed, faxed, or mailed submissions will not be accepted. Late or incomplete applications will also not be accepted.

C. How are Applications Selected?

Application packages submitted to the NMDOT will be rated and ranked by a selection committee in a statewide competitive process. Scoring factors and point criteria are detailed below. Higher ranked projects are more likely to receive funding. However, funding is limited by the total CMAQ allocations. At its discretion, the CMAQ selection committee may adjust the projects selected in an effort to program funds in a geographically equitable manner.

After projects are selected, the NMDOT CMAQ coordinator will send out award letters to the responsible charge for the selected projects. Applicants whose projects were not selected will be notified as well. The NMDOT CMAQ coordinator will ensure that selected projects are programmed into the metropolitan TIPs (for MPO projects) and the STIP.

Non-NMDOT recipients of CMAQ funds are required to attend an orientation workshop, which will outline the critical deadlines and processes for their projects.

D. Application Scoring Factors

Applications will be evaluated according to screening and evaluation criteria. **Screening Criteria** will be used to determine if a proposed project is an eligible candidate. Projects which do not satisfy all of the screening criteria will not be evaluated any further. **Evaluation Criteria** will be used to assess the relative merits of each project to determine what its score/priority ranking should be.

Please answer each of the following questions (for both the *Screening* and *Evaluation Criteria* sections) unless otherwise noted below. Responses should provide reviewers with a thorough overview of the project's scope and impact. The CMAQ non-mandatory review committee considers the following criteria in the broader context of emissions reduction and cost-effectiveness to help fulfill the goals of the Clean Air Act.

Screening Criteria

The **screening criteria** are divided into three categories. Proposed projects must meet all of these screening criteria in order to move to the next phase of review.

1. Project Eligibility

A. Proposed project is eligible for CMAQ funds per guidelines in the Federal Register Vol. 73, No. 203. CMAQ Program Coordinator will review for eligibility but applicant should familiarize themselves with the guidelines prior to submission.

B. Project applicant is a city, county, tribal government, transit operator or other public transportation agency, or NMDOT District office

2. Planning Consistency

A. Project is included in or is consistent with the goals and policies of an adopted Statewide, Metropolitan or Regional Transportation Plan. Please reference and provide copies of *appropriate* plan pages where the project appears or is consistent with. **Do not include entire plan.**

B. Project is included in or consistent with other state, local or regional plans. Please reference and provide copies of *appropriate* plan pages where the project appears or is consistent with. **Do not include entire plan.**

3. Financial Feasibility

A. Recipient of funds must have the financial capacity to complete, operate and maintain the project. NMDOT will review audited financial statements and other pertinent public documents to make a determination about financial capacity.

B. Funds required from other sources (for local match) must be reasonably expected to be available. Please include documentation of commitment to the local match requirement. Please reference the CMAQ Program Guide, Appendix VII for a sample “resolution of sponsorship.”

C. Project can be implemented within Federal delivery requirements. Describe the proposed programming timeline for completion of the project.

Selection Criteria

There are eight **selection criteria** to be used in evaluating projects that meet the above **screening criteria**. Projects will be evaluated by committee for each criterion to determine the degree to which they accomplish the stated goal or purpose. Please provide, clear, concise narrative responses to how the proposed project addresses the following, providing supporting documents or studies as necessary:

1. Improves Mobility (any mode)

Please describe how your eligible project will increase accessibility and mobility for any mode of transportation.

2. Improves Air Quality

Please explain clearly how this project will improve air quality through a reduction in congestion and/or vehicle emissions. Applicants may include an estimated air quality impact analysis of their own design but should clearly articulate assumptions so that reviewers can understand how estimated impacts were arrived at.

3. Has Inter-Modal Elements

Please describe how your eligible project will increase accessibility and mobility through the integration and connectivity of transportation networks.

4. Priority Project

For applicants submitting multiple projects for funding, please provide the priority ranking for each project within either the MPO’s prioritized projects list or the RTPO’s RTIPR.

5. Project Readiness

Please provide information regarding any advance work that the applicant has undertaken in support of this project. This could include anything from design work to public meetings, discussions with adjacent property owners or other similar activities that lay the groundwork for a successful project.

6. Safety and Security

Please explain any safety issues you are trying to address and provide any available data. Describe how your eligible project will increase the safety and security of different user groups by making it safer for them to walk, bicycle, and/or access public transit.

7. Economic Vitality

Please provide detailed information on how your eligible project will benefit local, regional, and/or state economic development efforts. If this project is within a New Mexico Main Street community, provide information verifying coordination with program managers and consistency with any approved plans.

8. System Preservation

Please explain how your eligible project will enhance, preserve, or offer an adaptive reuse of existing infrastructure.

Additional Documentation

Each project should include a detailed breakdown of the project budget. Submit a separate application and budget for each project or stand-alone segment for which you are willing to accept funding.

All proposed projects that include steel or iron must comply with Buy America requirements; waivers are not allowed. The applicant must **demonstrate ability** to comply with the requirements within the application.

Point Deductions- Inactive Projects

For each inactive Federal Aid project for which an entity is the responsible charge, **five (5) points shall be deducted** from the proposed project. An inactive project is a Federal Aid project for which no expenditures have been charged against federal funds during the past nine months. Evaluation of project inactivity will occur during the project application review process, approximately November 30, 2018—April 2019.

E. Application Scoring Matrix

| Selection Criteria | Possible Points |
|---------------------------------|-----------------|
| 1. Improves Mobility (any mode) | 20 |
| 2. Improves Air Quality | 15 |
| 3. Has Inter-modal Elements | 15 |
| 4. Priority Projects | 10 |
| 5. Project Readiness | 10 |
| 6. Safety and Security | 10 |
| 7. Economic Vitality | 10 |
| 8. System Preservation | 10 |
| TOTAL | 100 |

F. Best Practices and Feedback for Applicants

The following is a list of general attributes of higher-scoring and lower-scoring applications from previous TAP and RTP funding cycles, which also apply to CMAQ applications. It is intended to aid entities in ensuring that their application is as strong as it can be.

Attributes of Higher-Scoring Applications:

- Project appeared in numerous planning documents, and the supporting documentation was provided.
- Application included supporting documentation for all or most of the narrative questions contained on the application, allowing it to score maximum points for each question.
- Application demonstrated a thorough understanding of the application questions and was able to effectively explain how the project would contribute to the goals of each scoring factor.

Attributes of Lower-Scoring Applications:

- Project did not appear in planning documents; or, supporting documentation was insufficient or not provided.
- Application did not include supporting documentation for many of the narrative questions on the application, receiving minimal or no points for each question.
- Application demonstrated a minimal understanding of questions or did not effectively explain how the project contributed to the goals of each scoring factor.
- Application did not include responses to all questions on TAP/RTP application.
- Application was not edited, and included spelling and grammatical errors.

The competitive process is not intended to evaluate the *inherent* merit of a particular project, but rather to be a forum for entities to *demonstrate* the merit of their project. **All prospective projects have merits**, particularly to their local residents. The competitive process provides a mechanism for selecting projects given limited funding.

Finally, when projects are included in planning documents or studies, it demonstrates community support for that project, and shows how a project helps meet the goals of a community or region. Adopted plans go through robust public involvement processes, and are formally adopted by

councils, commissions, or agencies. To provide the greatest benefit to communities, as well as to help ensure successful projects, NMDOT's goal is to fund projects that meet local needs and desires and that have broad community support.

6. Appendices

I. Forms

To apply for CMAQ funds, eligible entities must complete the NMDOT Project Prospectus Form (PPF) and then the CMAQ Application Form. Projects located in an RTPO area must also include a Project Feasibility Form (PFF) signed by the appropriate NMDOT District representative.

Editable, electronic versions of these forms are available from the NMDOT website, as indicated below. Once applications are complete, please submit materials to your MPO/RTPO planner as a single PDF document.

Project Feasibility Form (PFF)

http://dot.state.nm.us/content/dam/nmdot/planning/RTPO_PFF.docx

Project Prospectus Form (PPF)

http://dot.state.nm.us/content/dam/nmdot/planning/ActiveProg/NMDOT_PPF.docx

CMAQ Application Form

http://dot.state.nm.us/content/dam/nmdot/planning/CMAQ_Application.pdf

II. NMDOT Resources

Tribal/Local Public Agency (T/LPA) Handbook

<http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/TLPA-HANDBOOK.PDF>

Right-of-Way (ROW) Handbook

http://dot.state.nm.us/content/dam/nmdot/Infrastructure/ROW_Handbook.pdf

III. Sample Programmatic Boilerplate Agreement

Agreements for non-infrastructure, programmatic projects such as public education and outreach activities or training for transportation workforce, will be handled directly by the program-specific coordinator at NMDOT. A sample boilerplate programmatic Grant Agreement is linked below. Please be aware the Grant Agreements change from time to time, and the agreement your entity receives may vary from this boilerplate.

Sample Grant Agreement

http://dot.state.nm.us/content/dam/nmdot/planning/TAP-RTP_Sample_Programmatic_Agreement.pdf

IV. Sample Design/Construction Boilerplate Agreement

Agreements for infrastructure projects that have separate phases for design and construction, will be handled by NMDOT's Project Oversight Division (POD). These projects may use the boilerplate agreements linked below. These boilerplate agreements are meant for sample purposes only and are subject to change.

Sample Cooperative Project Agreement – Design

http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/2016_Design_Agreement.pdf

Sample Cooperative Project Agreement – Construction

http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/2016_Construction_Agreement.pdf

VI. State and Federal Requirements and Guidelines

FHWA Congestion Mitigation and Air Quality Improvement Program:

https://www.fhwa.dot.gov/environment/air_quality/cmaq/

FAST Act CMAQ Fact Sheet: <https://www.fhwa.dot.gov/fastact/factsheets/cmaqfs.cfm>

VII. New Mexico MainStreet Program

If your proposed CMAQ non-mandatory project is located in a community with any of the three following designations, you are required to coordinate with the NM MainStreet Program on project development.

- NM MainStreet Communities
- State-Authorized Arts and Cultural Districts
- Frontier Communities

Please review the map linked below to see whether your project is within one of these communities. If so, please contact Rich Williams, Director of NM MainStreet at: rich.williams@state.nm.us or 505-827-0168.

The following link has up-to-date information: <http://gonm.biz/community-development/mainstreet-program/>

NM MainStreet Program Map

<http://nmmainstreet.org/communityDirectoryMap.php>

VIII. Sample Resolution of Sponsorship

Applicants may reference the sample Resolution of Sponsorship linked below. If an entity opts to submit an official letter (from and signed by the appropriate official) in lieu of the Resolution of Sponsorship, the letter must include the same information as this sample Resolution of Sponsorship.

Sample Resolution of Sponsorship

http://dot.state.nm.us/content/dam/nmdot/planning/TAP-RTP_Sample_Resolution.pdf

X. NMDOT District Offices and Regional Design Centers

District 1:

2912 E. Pine St.
Deming, NM 88030
Main: (575) 544-6530

District 2:

4505 W. Second St.
Roswell, NM 88201
Mailing Address:
P.O. Box 1457
Roswell, NM 88202
Main: (575) 637-7200

District 3:

7500 Pan American Blvd.
Albuquerque, NM 87199
Mailing Address:
P.O. Box 91750
Albuquerque, NM 87199
Main: (505) 798-6600

District 4:

South Highway 85
Las Vegas, NM 87701
Mailing Address:
P.O. Box 10
Las Vegas, NM 87701
Main: (505) 454-3600

District 5:

7315 Cerrillos Rd.
Santa Fe, NM 87502
Mailing Address:
P.O. Box 4127
Santa Fe, NM 87502
Main: (505) 476-4100

District 6:

1919 Piñon Dr.
Milan, NM 87021
Mailing Address:
P.O. Box 2160
Milan, NM 87021
Main: (505) 285-3200

North Regional Design Center (D4 & D5):

1120 Cerrillos Rd.
Room 225
Santa Fe, NM 87504
T/LPA Coordinator:
Brad Fisher,
(505) 827-5396
bradleyf.fisher@state.nm.us

Central Regional Design Center (D3 & D6):

7500 Pan American Freeway NE
Albuquerque, NM 87109
T/LPA Coordinator
Luke Smith,
(505) 373-7411
Luke.Smith@state.nm.us

South Regional Design Center (D1 & D2):

750 N. Solano Dr.
Las Cruces, NM 88001
T/LPA Coordinator:
Judith Gallardo
(575)323-4242
Judith.Gallardo@state.nm.us

Please refer to NMDOT's website for information on District boundaries:

<http://dot.state.nm.us/en/Districts.html>

Title VI Plan Boilerplate

MPO and RTPO

Revised July 5, 2018

I. Nondiscrimination Statement of Policy

Title VI Policy Statement

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

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

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

Environmental Justice/Limited English Proficiency Policy Statement

(insert your organization name) is also committed to assure every effort will be made to prevent the discrimination of low-income and minority populations as a result of any impact of its programs or activities in accordance with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and in Low-Income Populations.

In addition, the (insert your organization name) also assures every effort will be made to provide meaningful access to persons that have Limited English Proficiency, in accordance with Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency.

Definition of Federal financial assistance and recipients affected

Federal financial assistance is defined as any Federal dollars that are assigned to the (insert your organization name) to support any program and activity, by way of grant, loan or contract, other than a contract of insurance or guaranty.

Specific Forms of Discrimination Prohibited

(insert your organization name) efforts to prevent discrimination must address, but are not limited to:

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

(insert your organization name) **programs and services covered by Title VI**

(insert your organization name) Title VI Plan applies to all of the (insert your organization name) programs, activities and services, regardless of funding source. Some sections deal with specific requirements (e.g. FTA funded programs).

Authorities

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

- 12.23 C.F.R. Part 200 (FHWA's Title VI/Nondiscrimination Regulation);
- 13.28 C.F.R. Part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
- 14.28 C.F.R. Part 50.3 (DOJ Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964).

Signed by Chief Administrative Officer or Designee

Date

II. Title VI and Environmental Justice – The Public Participation Plan (PPP)

The *(insert your organization name)* Public Participation Plan (PPP) describes how our organization communicates and distributes information to the public as well as how the public can interact and provide comments to our organization. The needs of those traditionally underserved by the existing system will be sought and considered by *(insert your organization name)*.

Through its public involvement efforts, the *(insert your organization name)* will strive to achieve the following Title VI and Environmental Justice (EJ) goals:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Title VI states that no person shall, on the ground of race, color, or national origin be excluded from participation in, denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The *(insert your organization name)* will ensure that the input and feedback from all people will be considered in the development of *(insert your organization name)* planning documents and activities.

EJ concerns and goals should be considered throughout all public engagement efforts, from project planning through construction and operation. This includes public outreach conducted during transportation planning and during the environmental reviews required by the National Environmental Policy Act (NEPA).

The following actions related to Environmental Justice and Title VI are meant to reduce the barriers for participation in the decision-making process by low income, minority or disabled individuals.

1. When possible, public meetings will be held in locations that are convenient to low and moderate income neighborhoods and accessible to disabled populations. Such locations include community centers, senior centers and schools. Where possible, members of our organization will meet at the locations of businesses, neighborhood groups, stakeholders, and other agencies.
2. Upon request, all of our organization's work products and documents will be made available in alternative formats, including Braille, large type and languages other than English.
3. The following statement will be included in all of our organization's documents: The *(insert your organization name)* does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services.

This document can be made available in alternative formats by contacting our organization (insert your organization's contact #, including TTY # if your organization has one).

4. The following statement will be included in all meeting announcements: (Include your organization's disability/special accommodation statement used for all meeting notices).
5. Agencies and organizations that represent low income, minority and disabled populations will be identified and included in our organization's mailings. Our staff will maintain an active listing of contacts for these organizations.
6. Our organization will evaluate Environmental Justice actions and Title VI requirements on an annual basis to ensure effectiveness of public involvement. This document will be reviewed and updated in conjunction with the Public Participation Plan.

Communication and Notification to the Public

All members of the public are ensured protections against discrimination which are afforded to them by Title VI. To ensure open communication with the public, the (insert your organization name) will adhere to the following requirements:

- The (insert your organization name) will disseminate agenda and public meeting information to members of the public via accessible printed and electronic media, including postings on the (insert your organization name's) website and in the (insert name of local newspaper used for meeting public notifications). Documents and agendas will be available at the (insert your organization name) office (Insert organization address) and at other locations identified in the Public Participation Plan (see Appendix D of the PPP).
- Public notices of (insert your organization name) meetings will be posted at the location of the meeting site.
- In appropriate documents, the (insert your organization name) will include a statement that the organization complies with Title VI by assuring that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under any (insert your organization name) program, activity, or service.

Section VI of this plan describes the procedures on how members of the public can request additional information regarding the (insert your organization name) Title VI obligation. This section also identifies the procedures to be followed by members of the public to file a discrimination complaint against the (insert your organization name).

III. Title VI and Environment Justice – (insert your organization name) Planning Requirements

The (insert your organization name) is responsible for ensuring Title VI compliance for the following planning activities:

Data Collection

Census and other statistical data will be collected by the (insert your organization name) as a means of identifying low income and minority populations within the (insert your organization name). The data will be maintained for the purpose of planning projects and programs that serve various population groups. The data collection process will be reviewed regularly to ensure sufficiency in meeting Title VI requirements.

- (insert your organization name) Actions
 - Collect, maintain, and update databases of low income and minority concentrations within the (insert your organization name)
 - Utilize the data when developing plans and studies
 - Develop demographic profile maps to help identify neighborhoods with high concentrations of low income and minority populations
 - Use these maps in various planning documents

Unified Planning Work Program (include either UPWP or RWP section, but not both)

The (insert your organization name) Unified Planning Work Program (UPWP) is the annual list of projects and activities that are expected to be completed by staff and the governing and advisory committees for (insert your organization name). In this document, the (insert your organization name) will identify projects, studies, and other activities that will provide more transportation options to disadvantaged populations.

- (insert your organization name) Actions
 - Identify planning activities that will encourage involvement by all populations
 - Analyze the benefits and impacts that planning studies might have on low income and minority populations
 - Create maps highlighting socio-economic groups and their geographical relationship to jobs, housing, and transportation options for all modes

Regional Work Program (include either UPWP or RWP section, but not both)

The (insert your organization name) Regional Work Program (RWP) is the annual list of projects and activities that are expected to be completed by staff and the governing (insert your organization name) committee. In this document, the (insert your organization name) will identify projects, studies, and other activities that will provide more transportation options to disadvantaged populations.

- (insert your organization name) Actions
 - Identify planning activities that will encourage involvement by all populations
 - Analyze the benefits and impacts that planning studies might have on low income and minority populations

- *Create maps highlighting socio-economic groups and their geographical relationship to jobs, housing, and transportation options for all modes*

Transportation Improvement Program *(include either TIP or STIP/RTIPR section, but not both)*

The Transportation Improvement Program (TIP) is the short term program of projects that are expected to be designed, engineered, and constructed within the next four years. Projects should be reviewed to assess the benefits and impacts they might have on various aspects of the population.

- *(insert your organization name) Actions*
 - *Work with the entities to identify transportation projects that serve areas of the (insert your organization name) with low income and minority populations*
 - *Provide opportunity for all populations to provide input into project identification*

Statewide Transportation Improvement Program / Regional Transportation Improvement Program Recommendations *(include either TIP or STIP/RTIPR section, but not both)*

The Statewide Transportation Improvement Program (STIP) is the short term program of projects that are expected to be designed, engineered, and constructed within the next four years. The Regional Transportation Improvement Program Recommendations (RTIPR) is the ranked list of project that RTPOs recommend be funded through the STIP. Projects should be reviewed to assess the benefits and impacts they might have on various aspects of the population.

- *(insert your organization name) Actions*
 - *Through the RTIPR process, work with the entities to identify transportation projects that serve areas of the (insert your organization name) with low income and minority populations*
 - *Through the RTIPR process, provide opportunity for all populations to provide input into project identification*

Metropolitan/Regional Transportation Plan

The Metropolitan Transportation Plan (MTP)/Regional Transportation Plan (RTP) is the long range, comprehensive plan that identifies the projects, programs, and policies needed in the next 20 years to meet the transportation needs of this area. Using various data collected by the (insert your organization name), the MTP/RTP can estimate growth patterns of disadvantaged populations and address the benefits and burdens that future transportation projects might have.

- *(insert your organization name) Actions*

- Develop demographic profile maps that project growth in disadvantaged populations over at least a 20 year planning horizon
- Give all populations opportunity to provide input into project identification
- Assess the effects that future land use decisions and transportation projects might have on the neighborhoods, the environment, and the economy
- Ensure that the benefits and impacts of future transportation systems are equally distributed among all areas of the *(insert your organization name)*

Transit Planning

(Describe the transit system and service areas covered by the transit system related to your organization's planning and over sight.)

- *(insert your organization name)* Actions
 - Using demographic profile maps, ensure that transit routes and stops fully serve those neighborhoods with high concentrations of low income and minority populations.
 - Work with *(Insert name of transit agency associated with MPO/RTPO)* to identify necessary changes to routes
 - Ensure bus stop locations are fully accessible for all users, both at the site and in the vicinity

IV. Organization/Staff Responsibilities

Organizational Overview: *(This section should describe the structure of your organization. A comprehensive Organizational Chart should be provided as well. If the Title VI Coordinator is not recognized in the Organizational Chart, a separate chart should be provided to identify where the Title VI Coordinator exists within the organization.)*

Title VI Coordinator Responsibilities: The Title VI Coordinator is responsible for the development and implementation of the Title VI plan. The Coordinator must also ensure that all entities of the *(insert your organization name)* are compliant with Title VI requirements. The Title VI Coordinator is also responsible for:

- Submitting a Title VI plan and updates when there are changes in procedure, organizational structure, or complaints, to the NMDOT Title VI Coordinator. Submitting a Title VI plan every three years and an annual update to the NMDOT Title VI Coordinator. The annual updates should include, but are not limited to, any changes in procedure and organizational structure. If there are no changes, correspondence should be submitted stating there are no changes. All Title VI complaints should be reported to the NMDOT Title VI Coordinator as they occur, as well as in the annual report. Annual updates are due by October 1.
- Developing procedures for receiving, processing, investigating and reporting Title VI complaints.

- Maintaining a Title VI complaint log so that three years of complaints are documented.
- Developing procedures for the collection and analysis of statistical data.
- Developing a program to conduct Title VI reviews or program areas.
- Conducting annual assessments of identified Title VI program areas.
- Developing Title VI information for dissemination.
- Establishing procedures for resolving deficiency status and reducing to writing the remedial action agreed to be necessary.

V. Primary Program Area & Review Procedures

The *(insert your organization name)* engages in the following program areas.

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

VI. Title VI Complaint Procedures

The *(insert your organization name)* is committed to ensuring that all residents have equal access to all transportation services. It is further the intent of the *(insert our organization name)* that all residents are aware of their rights to such access. Any person believing he or she has been excluded from, denied participation in, denied the benefits of, or otherwise has been subjected to discrimination under any transportation service, program or activity (whether Federally-funded or not) due to that person's race, color, national origin, gender age, disability, economic status, or limited English proficiency has the right to file a complaint.

The complaint procedures cover the following:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Civil Rights Restoration Act of 1973
- Civil Rights Restoration Act of 1987

- Americans with Disabilities Act of 1990
- Executive Order 12898
- Executive Order 13166

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

Attn: Title VI Coordinator
(Insert your organization Name)
(Insert your organization mailing address)

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

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

(Ensure the process details the following items:

- *How to file a complaint*
- *What happens after a complaint is submitted to your organization*
- *How complainant is notified regarding the outcome of their complaint.)*

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

Title VI complaints may be forwarded to either NMDOT or FHWA for investigation. If the complaint is forwarded to one of these agencies, *(insert your organization name)* will provide the name and contact information for the person handling the Title VI complaint to the complainant.

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

Title VI complaints may also be filed directly with the following agencies as stated above:

New Mexico Department of Transportation
Construction and Civil Rights Bureau
Attn. Title VI Coordinator
1570 Pacheco St. Suite A-10
Santa Fe, NM 87505
Phone: (505) 470-9668

or

Federal Highway Administration, New Mexico
Attn. Civil Rights Coordinator
4001 Office Court Dr. Suite 801
Santa Fe, NM 87507
Phone: (505) 820-2021

(insert your organization name) Title VI Complaint Form

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

Section IV

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

Section V

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

If yes, please check and name all that apply:

Federal Agency: _____

Federal Court: _____

State Agency: _____

State Court: _____

Local Agency: _____

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

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Section VI

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

Signature: _____

Date: _____

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

(insert your organization contact information)

VII. Title VI Program Management Procedures

(Describe the scope and purpose of your organization, including how transportation projects are planned, also how the public participation plan procedure includes low-income and minority populations. Additionally, describe how your organization accommodates requests and provides information for people that are Limited English Proficient.)

The (insert your organization name) Title VI Coordinator shall ensure the following occurs:

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

VIII. Title VI Related Training

The *(insert your organization name)* Title VI Coordinator shall ensure that staff is trained and familiar with *(insert your organization name)* related policies and procedures. *(Your organization could fulfill this requirement by a periodic refresher session for senior management, periodic training/discussion sessions to provide opportunities to discuss practical situations and how Title VI requirements may be useful. You may also use FHWA Training Resources (e.g. webinars) or NMDOT Office of Equal Opportunities for possible on-site Title VI training.)*

IX. Limited English Proficiency (LEP) Plan

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. Any agency receiving federal funds needs to develop a Limited English Proficiency (LEP) Plan.

The primary element of the LEP Plan is the Four Factor Analysis. *(U.S. DOT "Policy Guidance Concerning Recipients Responsibilities to Limited English Proficient Persons" dated December 14, 2005 is a useful resource when performing the Four Factor Analysis.)*

The Four Factor Analysis includes the following factors:

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

and/or where the program is not crucial to a person's day to day existence.) Claims of limited resources will need to be well-substantiated.

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

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

X. External Communication (Notification to Public Beneficiaries)

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

- Dissemination of Information: Your organization should disseminate this information to members of the public via accessible printed and electronic media, including posting on your organization's website.
- Contents of Notification: At a minimum, the notification should include the following:
 1. Statement that your organization operates the Federal Program(s) without regard to race, color, national origin, sex, age, or disability.
 2. Identify procedures to be followed by members of the public to request additional information regarding your organization's Title VI obligation.
 3. Identify procedures to be followed by members of the public to file a discrimination complaint against your organization.

XI. Notice of Rights

(Describe how your notice is disseminated to the public, whether the notice is provided in other languages, and provide a copy of the notice. A sample notice is provided below.)

Your Rights Against Discrimination Under Title VI of the Civil Rights Act of 1964

(insert your organization name) operates its programs and services without regard to race, color, national origin, sex, age, and disability. Anyone who believes they have been excluded from participation in, denied benefits of, or otherwise subjected to discrimination under any *(insert your organization name)* program or activity because of their race, color, national origin, age, sex, or disability may file a discrimination complaint with *(insert your organization name)* or the New Mexico Department of Transportation.

To file a Title VI discrimination complaint, please contact:

(insert your organization's contact information)

Appendix A

FHWA Assurances for Title VI and Other Nondiscriminatory Statutes

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

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

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

General Assurances

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

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

Specific Assurances

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

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

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

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

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

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

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

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

Signed by Chief Administrative Officer or Designee

Date

Appendix B

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

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

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

Appendix C

Covenant Running with the Land Assurance

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

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

(Habendum Clause)

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

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

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

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

Appendix D

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

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

- A. The (grantee, lessee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the State of New Mexico will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) and never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the State of New Mexico will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the State of New Mexico and its assigns.*

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

Appendix E

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

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

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

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

Appendix F

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

Pertinent Non-Discrimination Authorities:

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

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

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

Fw: FHWA Office of Planning, Environment, and Realty (HEP) Weekly Digest Bulletin

Robert Kuipers

Thu 7/19/2018 2:30 PM

To: Judy Horacek <jhoracek@co.cibola.nm.us>; jirving@co.mckinley.nm.us <jirving@co.mckinley.nm.us>; Porell, Nick <nporell@sjcounty.net>; Stanley Henderson <shenderson@gallupnm.gov>; Grantsprojects@cityofgrants.net <Grantsprojects@cityofgrants.net>; publicworks@villageofmilan.com <publicworks@villageofmilan.com>; Larry Joe <ljoe@navajodot.org>; rsmith@navajodot.org <rsmith@navajodot.org>; David Deutsawe <ddeutsawe@puebloofacoma.org>; rlucero@lagunapueblo-nsn.gov <rlucero@lagunapueblo-nsn.gov>; Royce.Gchachu@ashiwi.org <Royce.Gchachu@ashiwi.org>; DannyLee@ramahnavajo.org <DannyLee@ramahnavajo.org>;

Cc: gporter@co.cibola.nm.us <gporter@co.cibola.nm.us>; Alicia Santiago <asantiago@gallupnm.gov>; milanclerk@villageofmilan.com <milanclerk@villageofmilan.com>; kbenally@navajodot.org <kbenally@navajodot.org>; mfelipe@puebloofacoma.org <mfelipe@puebloofacoma.org>; Roxann Hughte <Roxann.Hughte@ashiwi.org>; Shane Lewis <ShaneLewis@ramahnavajo.org>;

RTPO members and DOT colleagues:

Did not get this to you in advance of our July meeting, but just the same, here's the latest from FHWA Planning, Environment & Realty.

-Bob Kuipers

rkuipers@nwnmcog.org

505-722-4327

From: FHWA Office of Planning - Environment - and Realty - HEP <FHWA.HEP@public.govdelivery.com>

Sent: Sunday, July 8, 2018 6:54 AM

To: Robert Kuipers

Subject: FHWA Office of Planning, Environment, and Realty (HEP) Weekly Digest Bulletin

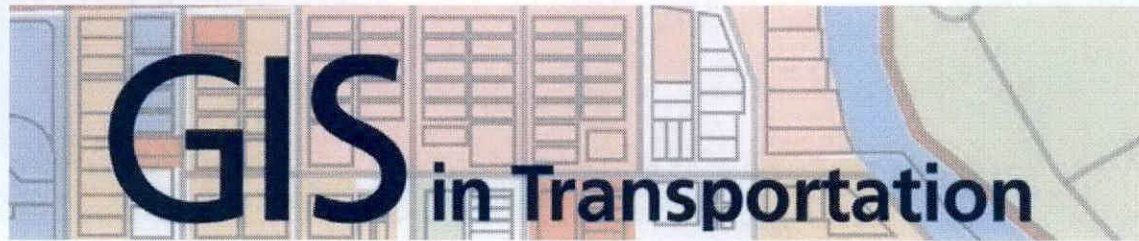


U.S. Department of Transportation
Federal Highway Administration

Planning, Environment, & Realty

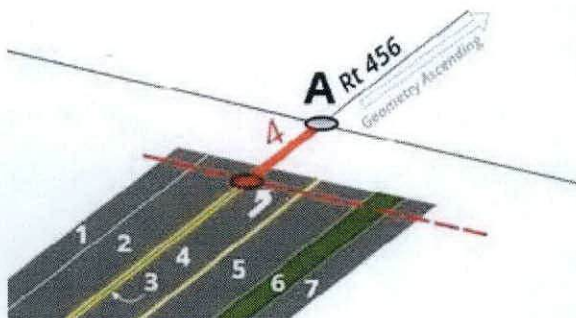
GIS in Transportation July 2018 Newsletter

07/02/2018



**A Newsletter from the
Federal Highway Administration (FHWA)**

[www.gis.fhwa.dot.gov]www.gis.fhwa.dot.gov



**DDOT Using Centerlines for
Safety and Beyond**

**Article by James Graham, GIS and
Applications Manager at District
Department of Transportation**

At the 2017 FHWA Highway Information Seminar (HIS), representatives from several states gathered to discuss a great variety of topics: roadway GIS inventory, spatial analysis, traffic data modeling, Big Data, pavement data, and a multitude of other topics. One of these discussions involved the future of data collection and how states might implement new approaches to make the process more efficient. The heart of the conversation was that programs should strive to 'make things once and use them a bunch;' and that GIS data should fulfill a multiplicity of uses while reducing 'one-off,' static data products.... [Read more »](#)

**Bird's-eye Views to Birding: Pairing Remote Collaboration with
Field Work to Design Better Tools**

**Editorial by Anders Kosnett, Operations Research Analyst at the Volpe
National Transportation Systems Center**

The US Fish and Wildlife Service (FWS) exists to preserve the nature of America, entrusted with the dual mandates of managing and restoring wild places and of ensuring public access to them. In partnership with the Federal Highway Administration, the Service regularly inventories and maps the

extent and condition of all of the roads and parking areas in the National Wildlife Refuge System and National Fish Hatchery System, the better to enable visitation and conservation.... [Read more »](#)

Other News

CMM Workshop at GIS-T

At the upcoming GIS-T symposium in Little Rock, AR Ian Kidner will be leading a workshop on a new Capability Maturity Model assessment specifically designed for State DOTs. To participate in this workshop, please register for GIS-T. For information on registration, please visit:

<http://www.gis-t.org/>

Peer Exchange on GIS for Maintenance Purposes

Pennsylvania DOT hosted a Peer Exchange on April 10th and 11th of this year. The purpose of the peer exchange was three-fold: to review the current state-of-practice in GIS-use for maintenance activities across transportation agencies; identify common challenges, opportunities, and best practices from each peer; and to engage in hands-on review of the current GIS maintenance tracking process in place at PennDOT. A summary of the Peer Exchange will be made available shortly.

New Report Available

A report summarizing a peer exchange is now available. This peer exchange was hosted in September 2017 and focused on participant States' experience using Capability Maturity Models (CMM), what their respective agencies would gain by completing a CMM, and developing a new draft CMM for State DOT use. It's available here along with our other reports:

<https://www.gis.fhwa.dot.gov/reports.asp>

Coming Soon:

Case Study Report on a new CMM assessment for State DOTs

In our last newsletter we announced that we were piloting a Capability Maturity Model assessment designed specifically for State DOTs among a select group of participants. The results of the case study will be available soon. The case study will be posted on this page along with all of our previous case study reports:

<https://www.gis.fhwa.dot.gov/reports.asp>

Webcast Summary

Ian Kidner from Ohio DOT recently presented at FHWA's GIS in Transportation webcast series. The topic of the presentation was "Data Integration Through Data Management," and detailed Ohio DOT's internal Data Review project. FHWA is working on a webcast summary and will make it available here:

<https://www.gis.fhwa.dot.gov/webcasts.asp>



[mark.sarmiento@dot.gov]



For More Information

For more information about this newsletter, please contact Mark Sarmiento,
FHWA Office of Planning, at [Mark.Sarmiento@dot.gov]
Mark.Sarmiento@dot.gov

The contents of this publication reflect the views of the authors, who are responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official policy of the Department of Transportation. This publication does not constitute a standard, specification, or regulation.

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GOVDELIVERY 

Fw: FHWA Office of Planning, Environment, and Realty (HEP) Weekly Digest Bulletin

Robert Kuipers

Thu 7/19/2018 3:58 PM

To: Judy Horacek <jhoracek@co.cibola.nm.us>; jirving@co.mckinley.nm.us <jirving@co.mckinley.nm.us>; Porell, Nick <nporell@sjcounty.net>; Stanley Henderson <shenderson@gallupnm.gov>; Grantsprojects@cityofgrants.net <Grantsprojects@cityofgrants.net>; publicworks@villageofmilan.com <publicworks@villageofmilan.com>; Larry Joe <ljoe@navajodot.org>; rsmith@navajodot.org <rsmith@navajodot.org>; David Deutsawe <ddeutsawe@puebloofacoma.org>; rlucero@lagunapueblo-nsn.gov <rlucero@lagunapueblo-nsn.gov>; Royce.Gchachu@ashiwi.org <Royce.Gchachu@ashiwi.org>; DannyLee@ramahnavajo.org <DannyLee@ramahnavajo.org>;

Cc: gporter@co.cibola.nm.us <gporter@co.cibola.nm.us>; Alicia Santiago <asantiago@gallupnm.gov>; milanclerk@villageofmilan.com <milanclerk@villageofmilan.com>; kbenally@navajodot.org <kbenally@navajodot.org>; mfelipe@puebloofacoma.org <mfelipe@puebloofacoma.org>; Roxann Hughte <Roxann.Hughte@ashiwi.org>; Shane Lewis <ShaneLewis@ramahnavajo.org>; Krueger, Neala, NMDOT <Neala.Krueger@state.nm.us>; Shutiva, Ron, NMDOT <ron.shutiva@state.nm.us>; joann.garcia2@state.nm.us <joann.garcia2@state.nm.us>; Lopez, Stephen, NMDOT <Stephen.Lopez@state.nm.us>; Holiday, Marticia, NMDOT <Marticia.Holiday@state.nm.us>; Santiago, Bill, NMDOT <Bill.Santiago@state.nm.us>; Kazmi, Arif, NMDOT <Arif.Kazmi@state.nm.us>; Evan Williams <ewilliams@nwnmcog.org>;

RTPO members and DOT colleagues:

The latest from FHWA Office of Planning, Environment and Realty.

Congratulations to NDOT for receiving just under \$700K to support data collection for improving safety on Navajo Nation roads - related to the Tribal Transportation Safety Improvements below.

-Bob Kuipers

rkuipers@nwnmcog.org

From: FHWA Office of Planning - Environment - and Realty - HEP <FHWA.HEP@public.govdelivery.com>

Sent: Sunday, July 15, 2018 5:45 PM

To: Robert Kuipers

Subject: FHWA Office of Planning, Environment, and Realty (HEP) Weekly Digest Bulletin



Planning, Environment, & Realty

Human Environment Digest 7/12/18

07/12/2018



July 12, 2018

Human Environment Digest

Welcome to the Federal Highway Administration (FHWA) Office of Human Environment biweekly email digest. This digest shares the latest information from a range of Federal and non-Federal sources, addressing transportation and its relationship to the human environment. Through this information exchange, FHWA hopes to foster dialogue at all levels and continue to further the state of the practice on these important topics in support of safety; infrastructure, including accelerated project delivery, access to jobs, and community revitalization; technology and design innovation; and accountability, including, data-driven decisions and performance-based planning.

For more information on any of these topics, see the FHWA Related Links on the sidebar.

Click [here](#) to manage your subscriptions.

*The information provided in this mailing does not necessarily reflect the view of the Federal Highway Administration or the U.S. Department of Transportation.

EVENTS

July 15-18, 2018: ASCE International Conference on Transportation and Development. Pittsburgh, PA. (There is a fee)

July 16-18, 2018: 11th Making Cities Liveable Conference and the 4th Safe Cities Conference. Melbourne, Australia. (There is a fee)

July 28-August 1, 2018: 47th Annual Conference of Minority Transportation Officials. Baltimore, MD. (There is a fee)

August 7-9, 2018: Advanced Project Implementation Workshop for Appalachian Gateway Communities.



SRTS National Partnership Releases Infobrief on Engaging Students with Disabilities

The *Safe Routes to School* (SRTS) National Partnership [released an infobrief](#) on how to plan and develop a program that considers and meets the needs of students with disabilities. The brief describes the benefits of SRTS for students with disabilities and outlines important components of inclusive SRTS programming. Developing a program that is welcoming for students with disabilities helps to broaden a program's reach, ensures all students can receive the benefits of the program, and enables students with and without disabilities to enjoy each other's company and learn safe and healthy habits together.

Shepherdstown, WV. (There is a fee)

[August 8-9, 2018](#): National Household Travel Survey Data for Transportation Applications Workshop. Washington, D.C. (There is a fee)

[August 13-17, 2018](#): NACTO's IBPI Workshop: Comprehensive Bikeway Design. Portland, OR. (There is a fee)

[August 22-24, 2018](#): TRB's 16th National Tools of the Trade Conference on Transportation Planning for Small and Medium Sized Communities. Kansas City, MO. (There is a fee)

[September 4-7, 2018](#): North American Bikeshare Association and Better Bike Share Partnership Conference. Portland, OR. (There is a fee)

[September 13-14, 2018](#): Transportation and Communities 2018: Workshop Academy. Portland, OR. (There is a fee)

[September 16-18, 2018](#): TRB's Disrupting Mobility Summit. Cambridge, MA. (There is a fee)

[September 16-19, 2018](#): Project for Public Spaces' Walk/Bike/Places Conference. New Orleans, LA. (There is a fee)

[September 30-October 3, 2018](#): 23rd National Conference on Rural Public and Intercity Bus

FHWA Announces Funding for Tribal Transportation Safety Improvements

The *Federal Highway Administration* (FHWA) announced that [82 tribes across the country will receive \\$17.5 million](#) for projects to improve transportation safety on tribal lands. The funds will largely be used for safety planning, data improvements, and engineering for tribal communities. The investments in these communities will help to improve safety, create jobs, and increase access to schools, work, and medical facilities.



Infrastructure

July 2018 Multimodal Connectivity Newsletter Available

The July 2018 edition of the *Federal Highway Administration* (FHWA) [Multimodal Connectivity Newsletter](#) is now available. The newsletter provides transportation professionals with real-world examples of ways in which multimodal transportation investments promote livability, such as providing access to good jobs, affordable housing, quality schools, and safer roads.

TRB Releases Report on Developing an Expanded Classification System for Highways and Streets

The *Transportation Research Board's* (TRB's) [National Cooperative Highway Research Program](#) (NCHRP) released a report that builds upon the preliminary engineering of a design project to help facilitate the accommodation of multimodal transportation on highways and streets. The report, "[An Expanded Functional Classification System for Highways and Streets](#)," helps practitioners balance priorities for roadway design by classifying based on the various needs of roadway users. The report is accompanied by an additional web-only document, "[Developing an Expanded Functional Classification System for More Flexibility in Geometric Design](#)," which documents the methodology used by researchers.

GIS-Based Sidewalk Network Improves the Asset Management of Pedestrian Infrastructure

A new paper from the *Transportation Research Board* (TRB), "[A Semi-Automated Method to Generate GIS-Based Sidewalk Networks for Asset Management and Pedestrian Accessibility Assessment](#)," aims to improve the asset management of pedestrian infrastructure by

Transportation. Breckenridge, CO. (There is a fee)

October 15-19, 2018: Walk 21 - XIX International Conference on Walking and Liveable Communities. Bogotá, Colombia.

November 7-8, 2018: Vision Zero Cities Conference. New York, NY. (There is a fee)

November 11-14, 2018: Trafinz 2018: Prioritising Transport for People. Wellington, New Zealand. (There is a fee)

November 12-14, 2018: 6th Annual AARP Livable Communities National Conference. Charlotte, NC. (There is a fee)

November 12-15, 2018: 15th International Conference on Mobility and Transport for Elderly and Disabled Persons. Taipei, Taiwan. (There is a fee)

December 11-13, 2018: The Conservation Fund's Inaugural National Summit for Gateway Communities, Shepherdstown, WV (There is a fee)

WEBINARS

July 17, 2:00 - 3:30 PM ET: National Transit Institute's Consolidation of Rural Transit Systems

July 17, 2:30 - 4:00 PM ET: ITE's Incorporating Transportation and Health Considerations in the Regional

developing a GIS-based sidewalk network. The report notes a number of ways GIS can be used to manage sidewalks as transportation assets; assess accessibility for pedestrians and those with disabilities; and prioritize repairs or improvements. This paper can help to support a safe, accessible, and equitable transportation system for all users.



FHWA Announces EDC-5 Initiatives

The *Federal Highway Administration* (FHWA) recently announced the latest technologies and innovations that will be promoted in the [fifth round of Every Day Counts](#) (EDC-5). The State-based initiative rapidly deploys proven but underused innovations to accelerate project delivery and enhance the transportation system. In addition to continuing the [Safe Transportation for Every Pedestrian](#) (STEP) program, EDC-5 introduces innovations such as [Virtual Public Involvement](#) strategies to promote more effective engagement from the public at all stages of the planning process, and [Value Capture: Capitalizing on the Value Created by Transportation](#) to recover a portion of public transportation investment that results in increased land values.

WEF Publishes Report on Reshaping Urban Mobility with Autonomous Vehicles

The *World Economic Forum* (WEF) and the *Boston Consulting Group* co-published a [report examining how autonomous vehicles \(AVs\) could reshape the future of urban mobility](#). The report found that the expansion of AVs could have major impacts on city streets by drastically reducing the need for on-street parking, while potentially increasing congestion in downtown areas. The report recommends that policymakers work alongside public and private transportation providers to unlock the social benefits from this new technology and help enhance urban mobility for all.

STRIDE Releases Report on Using Crowdsourcing to Prioritize Bicycle Route Network Improvements

The *Southeastern Transportation Research, Innovation, Development, and Education* (STRIDE) Center released a report on [Using Crowdsourcing to Prioritize Bicycle Route Network Improvements](#). The report uses data collected from crowdsourced bicycling smartphone applications to determine factors that influence route choice. The

Planning Process: Lessons from the Real World (There is a fee)

July 18, 12:00 - 1:30 PM ET:

American Society of Civil Engineers' Designing and Implementing Separated Bikeways (There is a fee)

July 18, 3:00 - 4:00 PM ET:

Association of Pedestrian and Bicycle Professionals' Safety Manuals—The Good Stuff (There is a fee)

FHWA RELATED LINKS

[Environment Homepage](#)

[Bicycle/Pedestrian](#)

[Environmental Justice](#)

[Transportation Alternatives](#)

[Recreational Trails Program](#)

To submit comments or information for inclusion in the next HE Digest, click [here](#). Submissions must be made before 12 PM ET Wednesday.

analyses focused on both urban and suburban areas and found that demographics, roadway characteristics, and surrounding land use all had a significant impact on whether a particular street segment would be used for bicycling.



Accountability

SRTS National Partnership: 2018 Making Strides State Report Cards

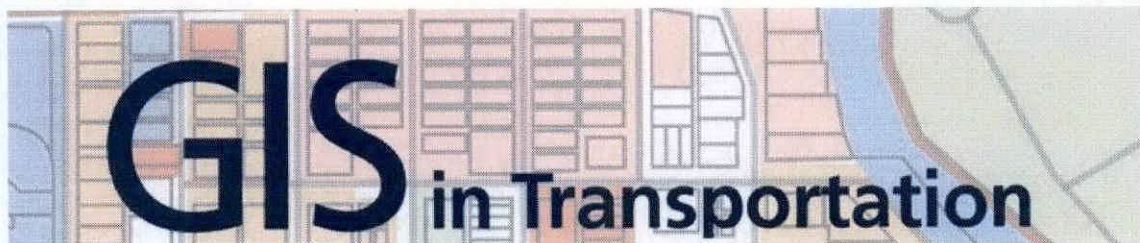
The *Safe Routes to School* (SRTS) National Partnership released [State report cards](#) that provide a snapshot of how supportive each State is of walking, bicycling, and physical activity for children and adults. The report cards and accompanying [full report](#) primarily look at State policy, focusing on four key areas: Complete Streets and Active Transportation, Safe Routes to School and Active Transportation Funding, Active Neighborhoods and Schools, and State Physical Activity Planning and Support.

HUD Releases Report on the Displacement of Lower-Income Families in Urban Areas

The *Department of Housing and Urban Development* (HUD) released a [report examining the causes and consequences of gentrification](#) in urban areas. The report emphasizes the importance of preserving affordable housing and encouraging investments in multi-modal transportation to help limit the effects of displacement in lower-income communities. It concludes by identifying key steps policymakers can take to foster neighborhood change that is both inclusive and equitable.

GIS in Transportation Webcast - Drone Use at Alabama DOT

07/13/2018



Please join the Federal Highway Administration (FHWA) for the 38th installment of its webcast series highlighting applications of geospatial technologies in transportation.

Drone Use at Alabama DOT

Presented by:

**John D'arville, GIS/LRS Data Management Administrator,
Alabama Department of Transportation**

Tuesday, July 31, 2018

12:30 - 1:30 PM EDT

Please register for this webinar via the [Eventbrite page](#).

Presenter

John D'arville, GIS/LRS Data Management Administrator, Alabama Department of Transportation

Overview

This presentation will discuss the use of drones at the Alabama Department of Transportation.

Contact Information:

Please contact anthony.lucivero.ctr@dot.gov with any questions.

Additional Notes:

****A teleconference number and a link to the webinar room will be provided via email.****

To participate, you will need a computer with internet connectivity to view the visual content and computer speakers or phone to hear the audio.

We encourage you to forward this invitation to interested colleagues, and hope you will be able to participate. **THERE IS A MAXIMUM OF 100 PEOPLE ALLOWED INTO THE WEBINAR ROOM.** A recording of the webinar along with a summary will be made available to all registrants and will be posted to [FHWA's GIS in Transportation website](#).

[==Click Here to Register for this Webcast==](#)

This webcast series is intended for planners and GIS practitioners from State Departments of Transportation, Metropolitan Planning Organizations, FHWA Division Offices, and State and Federal resource agencies. For questions about the webcast, or if you would



like to highlight one of your agency's geospatial applications in an upcoming webcast, please contact Anthony Lucivero (anthony.lucivero.ctr@dot.gov). Information on previous webcasts can be found on FHWA's GIS in Transportation website at www.gis.fhwa.dot.gov.

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From: Robert Kuipers

Sent: Tuesday, July 31, 2018 10:19:12 AM

To: Judy Horacek; jirving@co.mckinley.nm.us; Porell.Nick; Stanley Henderson; Grantsprojects@cityofgrants.net; publicworks@villageofmilan.com; Larry Joe; rsmith@navajodot.org; David Deutsawe; rlucero@lagunapueblo-nsn.gov; Royce.Gchachu@ashiwi.org; DannyLee@ramahnavajo.org

Cc: gporter@co.cibola.nm.us; ffillerup@sjcounty.net; Alicia Santiago; milanclerk@villageofmilan.com; kbenally@navajodot.org; mfelipe@puebloofacoma.org; Roxann Hughte; Shane Lewis; Krueger, Neala, NMDOT; Shutiva, Ron, NMDOT; joann.garcia2@state.nm.us; Lopez, Stephen, NMDOT; Holiday, Marticia, NMDOT; Santiago, Bill, NMDOT; Kazmi, Arif, NMDOT; Evan Williams

Subject: Fw: FHWA Office of Planning, Environment, and Realty (HEP) Weekly Digest Bulletin

RTPO members and DOT colleagues:

The latest report from FHWA Office of Planning, Environment and Realty.

Note the Tribal Public Transportation funding opportunity.

Bob Kuipers

rkuipers@nwnmcog.org

505-722-4327

From: FHWA Office of Planning - Environment - and Realty - HEP <FHWA.HEP@public.govdelivery.com>

Sent: Sunday, July 29, 2018 3:48 PM

To: Robert Kuipers

Subject: FHWA Office of Planning, Environment, and Realty (HEP) Weekly Digest Bulletin



Human Environment Digest 7/26/18

07/26/2018



Human Environment Digest

Welcome to the Federal Highway Administration (FHWA) Office of Human Environment biweekly email digest. This digest shares the latest information from a range of Federal and non-Federal sources, addressing transportation and its relationship to the human environment. Through this information exchange, FHWA hopes to foster dialogue at all levels and continue to further the state of the practice on these important topics in support of safety; infrastructure, including accelerated project delivery, access to jobs, and community revitalization; technology and design innovation; and accountability, including, data-driven decisions and performance-based planning.

For more information on any of these topics, see the FHWA Related Links on the sidebar.

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*The information provided in this mailing does not necessarily reflect the view of the Federal Highway Administration or the U.S. Department of Transportation.

EVENTS

[July 28-August 1, 2018](#): 47th Annual Conference of Minority Transportation Officials. Baltimore, MD. (There is a fee)

[August 7-9, 2018](#): Advanced Project Implementation Workshop for Appalachian Gateway Communities. Shepherdstown, WV. (There is a fee)

[August 8-9, 2018](#): National Household Travel Survey Data for Transportation Applications Workshop. Washington, D.C. (There is a fee)

[August 13-17, 2018](#): NACTO's IBPI Workshop: Comprehensive Bikeway Design. Portland, OR. (There is a fee)



U.S. DOT Issues Final Safety Regulations for the National Public Transportation Safety Program

The *U.S. Department of Transportation* (USDOT) [announced two final regulations](#) to help improve the safety of public transportation systems across the country. The [Public Transportation Agency Safety Plan](#) rule will help transit agencies develop safety plans that better manage their safety risks, while the [Safety Certification Training Program](#) rule will establish a basic training curriculum to improve the safety oversight of rail transit systems. The Safety Plan rulemaking encourages transit agencies to take into account bicycle and pedestrian safety concerns.

ITF Releases Report on the Safety of Bike Share Systems

The *International Transport Forum* (ITF) [published a report](#) outlining the safety impacts associated with the growth in bike share. Bike share systems are one of the fastest growing modes of transportation across the world and the recent emergence of dockless bike share systems has produced new safety related concerns. The report calls for bike safety to be an increased priority for policymakers and for consistent collection of bike crash data to help identify and reduce safety risks.

[August 22-24, 2018](#): TRB's 16th National Tools of the Trade Conference on Transportation Planning for Small and Medium Sized Communities. Kansas City, MO. (There is a fee)

[September 4-7, 2018](#): North American Bikeshare Association and Better Bike Share Partnership Conference. Portland, OR. (There is a fee)

[September 13-14, 2018](#): Transportation and Communities 2018: Workshop Academy. Portland, OR. (There is a fee)

[September 15-16, 2018](#): Open Streets Summit. New Orleans, LA. (There is a fee)

[September 16-18, 2018](#): TRB's Disrupting Mobility Summit. Cambridge, MA. (There is a fee)

[September 16-19, 2018](#): Project for Public Spaces' Walk/Bike/Places Conference. New Orleans, LA. (There is a fee)

[September 25-27, 2018](#): Managing Roadways and Transit Together to Move People into a New Age of Technology. Bellevue, WA. (There is a fee)

[September 30-October 3, 2018](#): 23rd National Conference on Rural Public and Intercity Bus Transportation. Breckenridge,



Infrastructure

U.S. DOT Announces Funding Opportunity for Tribal Transit Projects

The *U.S. Department of Transportation* (USDOT) announced the opportunity to apply for [\\$5 million in competitive grant funding](#) to support transit for Native American tribes and Alaska Native villagers in rural areas. The funding program supports projects that will provide greater access to jobs, schools, and health care in tribal areas where transit is currently limited or nonexistent. Applicants should indicate how the funding will help improve the quality of life of the tribe through increased ridership, elimination of gaps in service, and increased reliability.

NPS Releases Active Transportation Guidebook

The *National Park Service* (NPS) released the [National Park Service Active Transportation Guidebook: A Resource on Supporting Walking and Bicycling for National Parks and their Partners](#). This new resource supports parks, gateway communities, and partners who are interested in pursuing opportunities to enhance walking and bicycling to and within national parks. The Guidebook provides key information, best practice examples, and numerous useful resources to help inspire and guide efforts that would allow visitors to experience their natural, cultural and historical places in new ways through active transportation. The NPS collaborated with the *Federal Highway Administration* (FHWA) staff on the development of the guidebook.

TRB Announces Release of Access Across America: Transit 2017 Report

Researchers at the [Center for Transportation Studies](#) at the *University of Minnesota* recently released the [Access Across America: Transit 2017](#) report, which analyzes access to jobs by transit and walking for each of the United States' 11 million census blocks. The report analyzes the data in 49 of the 50 largest metropolitan areas by population and helps to monitor and compare how access in metropolitan areas evolves over time in response to transportation investments and land use decisions.

November 7-8, 2018: Vision Zero Cities Conference. New York, NY. (There is a fee)

November 12-14, 2018: 6th Annual AARP Livable Communities National Conference. Charlotte, NC. (There is a fee)

December 11-13, 2018: The Conservation Fund's Inaugural National Summit for Gateway Communities, Shepherdstown, WV (There is a fee)

WEBINARS

July 26, 1:00-2:30 PM ET: American Trails' Engage Your Elected Officials! The Importance of Political Leadership. (There is a fee)

July 31, 1:00-2:30 PM ET: PBIC's Conducting Bicycle Road Safety Audits.

August 6, 1:00-2:30 PM ET: PBIC's Crash Type Series - Motorist Overtaking Bicyclist.

August 9, 1:00-2:30 PM ET: PBIC's Crash Type Series - Multiple Threat Crashes.

August 8, 2:00-3:00 PM ET: America Walks' Act Fast: The Growing Call for Slower Speeds.

August 16, 1:30-3:00 PM ET: CDM Smith's Developing a National Bicycle Network (NBN) Database



TRB Releases Early Access Papers Addressing Pedestrians and Bicyclists

The *Transportation Research Board* (TRB) published a two-part series of early access papers addressing safety and accessibility for pedestrians and bicyclists across the world. [Part one](#) of the series includes 14 papers examining topics such as distracted walking, bicycle lane capacity, and walking distances to transit. [Part two](#) focuses on how pedestrians, bicyclists, and autonomous vehicles will interact on roadways. This series is intended to increase awareness on issues surrounding walking and bicycling in order to promote more accessible and livable communities.

NACTO Issues Guide for Managing Shared Active Transportation

The *National Association of City Transportation Officials* (NACTO) [released a guide](#) to help cities and public entities manage shared active transportation modes such as dockless bike share and scooter share companies. The report outlines zoning regulations, best practices on how small vehicles should be parked, and provides a brief overview of discount and engagement programs for bike share systems. The guide concludes with existing practices in cities across the United States with regard to fleet sizes, implemented fees, and parking policies for shared modes of active transportation.

TRB Releases Report on the Interplay Among Public Transit, Shared Mobility, and Automobiles in Cities

A new report from the *Transportation Research Board* (TRB), "[Broadening Understanding of the Interplay Among Public Transit, Shared Mobility, and Personal Automobiles](#)," explores how shared transportation modes such as rideshare influence the use of public transit and personal automobiles. The report discusses the effects that app-based transportation companies have on urban areas including their impact on traffic congestion, public transit ridership, and single-occupancy vehicle trips.

FHWA RELATED LINKS

[Environment Homepage](#)
[Bicycle/Pedestrian](#)
[Environmental Justice](#)
[Transportation Alternatives](#)
[Recreational Trails Program](#)

To submit comments or information for inclusion in the next HE Digest, click [here](#). Submissions must be made before 12 PM ET Wednesday.



Accountability

The Center for Active Design Releases Guidelines

The [Center for Active Design](#) (CfAD) published [The Assembly Civic Design Guidelines](#), which provides recommendations for city officials to create well-designed and well-maintained public spaces in local communities. The report culminates with a number of strategies designed to promote green spaces, develop bicycle and pedestrian infrastructure, preserve affordable housing, and invest in public transit in communities across the country.

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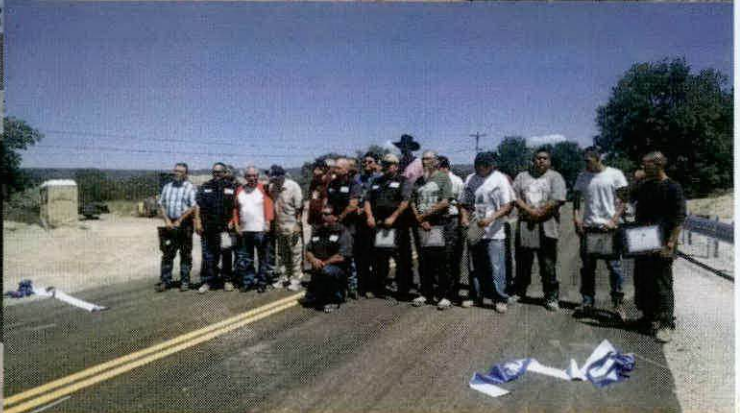
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GOVDEL





SAVE THE DATE

2018 FHWA SOUTHWEST TRIBAL WORKSHOP

The purpose of this Tribal Transportation Workshop is to provide Tribes in the Navajo, Southwestern, and Western Regions with updates about the FHWA Tribal Transportation Program, facilitate networking between attending Tribes, provide training requested from the 2017 workshop, promote available programs not previously mentioned and to share best practices in delivering the program.

OHKAY OWINGEH

Date: August 28-30, 2018
Time: 8:00 am to 5:00 pm

Location: Ohkay Casino Resort Hotel
68 NM-291
Ohkay Owingeh, NM 87566

For additional information contact:
Jolena Palau at Jolena.Palau@dot.gov