



February 1, 2024

RE: Transportation Project Fund (TPF) Call for Projects

Metropolitan and Regional Transportation Planning Organizations:

The Project Oversight Division is soliciting applications for the Department's Transportation Project Fund (TPF) for fiscal year 2025. Local and tribal governments in New Mexico are eligible to apply for state funded grants. Eligible projects are in the following categories: (1) environmental and other studies; (2) planning; (3) design; (4) construction; and (5) acquisition of rights of way necessary for the development of transportation infrastructure, which includes highways, streets, roadways, bridges, crossing structures, electric vehicle chargers, and parking facilities, including all areas for vehicular, transit, bicycle or pedestrian use for travel, ingress, egress and parking.

The Metropolitan or Regional Transportation Planning Organizations (MPO/RTPO) will use the following criteria to prioritize their planning-area projects; the District office will also use the criteria to rank projects from their District.

Project Prioritization Criteria:

1. **Planning:** Is this project identified as a priority on a local or regional planning or programming document? Is this project consistent with local or regional plans?
2. **Project readiness:** If awarded, will the applicant be able to start spending the money within 3 months from receiving the fully executed project agreement?
3. **Priority Bridge:** Is this project addressing a bridge on the Statewide Bridge Priority List for Replacement / Rehabilitation? (contact Jeff Vigil at Jeff.Vigil@dot.nm.gov or (505) 490-2699 for verification of bridge status)
4. **Phasing:**
 - a. Is this project part of a phased project previously funded with other state funds (e.g. Local Government Road Fund, Municipal Arterial Program, Capital Outlay, State Road Fund etc.)?
 - b. Is this project part of a phased project previously funded with TPF? If so, what year?
5. Additional criteria identified by the MPO or RTPO

The application package shall include the following:

1. Cover letter application including: (1) brief overview of project; (2) whether the potential grantee intends to apply for hardship (match waiver); (3) the timeframe in which the potential grantee is prepared to spend the grant funds, if received (project readiness); (4) verification that funding requested will be enough to complete the phase of work submitted, and (5) whether the project falls into category (a) or (b):
 - a) Project is located on or within locally-owned right-of-way and the project does not include federal funds; or
 - b) Project is located within or on NMDOT owned right-of-way or is an NHS route and/or may include federal funds;
2. Project must fall into one or more of the following categories, including: (1) environmental and other studies; (2) planning; (3) design; (4) construction; and (5) acquisition of rights of way necessary for the development of transportation infrastructure, and includes highways, streets, roadways, bridges, crossing structures, parking facilities, including all areas for vehicular, transit, bicycle or pedestrian use for travel, ingress, egress and parking. Please be sure to clearly identify the phase of work the funding will be used for (i.e. planning, design, construction, etc.);

**Michelle Lujan
Grisham**
Governor

Ricky Serna
Cabinet Secretary

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District 6

3. Project Feasibility Form (PFF) signed by District representative if the project does not have a signed PFF, then the potential grantee must work with the District on the PFF;
4. Resolution of Sponsorship from their governing body, indicating the availability of the 5% match. Alternatively, the potential grantee may submit an official letter signed by the potential grantee's chief executive or official with budget authority, indicating the availability of the 5% match;
5. Map of project location including mile posts; and
6. **Required if local entity does not own the right of way**; A letter of support or letter of authorization from owners of the project right-of-way. This includes getting a letter from the NMDOT District if the project is partially or fully within NMDOT right-of-way.

Complete applications must be submitted through NMDOT's FTP site <https://grader.dot.nm.gov/public/folder/cbb8VMT8YUqIBbAv0RWeWQ/FY25%20TPF%20Applications> no later than close of business May 31, 2024. All incomplete applications will be returned to the local entity for submission the following year. Projects will be selected and approved by the State Transportation Committee by September 1, 2024. Selection letters will be mailed out within the first week of September.

If you have any questions regarding funding or agreements please contact Clarissa Martinez, 505.699.9946 or Clarissa.Martinez@dot.nm.gov or Mershawn Griego, 505.216.8831 or Mershawn.Griego@dot.nm.gov.

Sincerely,



Ricky Serna
Cabinet Secretary

Xc: NMDOT District Engineers
District Coordinators
Clarissa Martinez, State Funded Grant Manager
Sean Sandoval, Project Oversight Director
David Quintana, Chief Engineer

Transportation Project Fund Application Checklist

All applications submitted for TPF funding must contain the elements outlined in these guidelines. The following checklist has been prepared to assist in ensuring that the application is complete prior to submission:

- Complete Project Application with the following required documentation
 - Cover Letter including.
 - a brief overview of the project
 - whether the potential grantee intends to apply for hardship (match waiver)
 - timeframe in which the potential grantee is prepared to spend the grant funds
 - verification that funding requested will be enough to complete the phase of work submitted
 - whether the project falls into category (a) or (b): (a) Project is located on or within locally owned right-of-way and the project does not include federal funds; or (b) Project is located within or on NMDOT owned right-of-way or is an NHS route
 - Project Feasibility Form (PFF)
 - Resolution of Sponsorship from their governing body, indicating the availability of the 5% match. Alternatively, the potential grantee may submit an official letter signed by the potential grantee's CFO.
 - chief executive or official with budget authority, indicating the availability of the 5% match
 - Map of project location including mile posts
 - Required if local entity does not own the right of way:** A letter of support or authorization from owners of the project right-of-way. This includes getting a letter from the NMDOT District if the project is partially or fully within NMDOT right-of-way
- Coordinate Application Review with NMDOT District and obtain signatures and documents
 - PFF
 - ROW Letter of Support or Authorization from District Engineer (if applicable)
- Submit Application packet to MPO/RTPO for review and ranking process¹
- MPO/RTPO completes ranking and fills out excel ranking sheet
- MPO/RTPO submits completed application packets and excel ranking sheet to the FTP site for NMDOT

¹ If MPO/RTPO chooses not to rank a letter stating they are deferring ranking must be submitted to NMDOT