

NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)



Northwest New Mexico Call for Transportation Projects Guide

NWRTPO
PROJECT SUBMISSION
SCHEDULE & PROCESS
February 2023



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Northwest New Mexico Call for Transportation Projects Guide

Items Included:

- **Description and Overview of the Call for Transportation Projects**
- **RTIPR Background and Process**
- **Program Matrix of Example and Possible Sources**
- **Timeline of the Process**
- **Eligibility and NWRTPPO Members by Jurisdiction**
- **Sample of Project Feasibility Form**

Background:

One of the main purposes of this “Call for Transportation Projects” guidance is to populate and prioritize our region’s RTIPR. The Regional Transportation Improvement Program Recommendations (RTIPR) process varies around New Mexico and the document serves different purposes in each Regional Transportation Planning Organization (RTPO) area. As part of the implementation of the New Mexico 2045 Plan (2045 Plan), and its associated performance measures and targets, the New Mexico Department of Transportation (NMDOT) is undertaking an effort to standardize the RTIPR process around the state. A standardized process will ensure the RTIPR is helpful to both the RTPO and the NMDOT in determining which projects receive funding.

In coming years, NMDOT will program a significant portion of its federal funding by selecting projects based upon project evaluation criteria and prioritization processes. Projects will score highly when they positively contribute to NMDOT meeting its federally-mandated performance targets. (Please see the NMDOT Planning summary of MAP-21, FAST Act and Final Planning Rule for more information on the performance management and target requirements.) Additionally, the State of New Mexico’s Transportation Project Fund (non-federal funding) encourages applicants to utilize the NMDOT’s approved project feasibility form process.

Role of the RTP:

As part of the 2045 Plan planning process, each RTPO developed a Regional Transportation Plan (RTP) that is consistent with the statewide 2045 Plan and defines the specific goals of the RTPO region. Every transportation project in a region should be consistent with the related RTP; therefore, the RTIPR should be developed accordingly. If a project is not consistent with the applicable RTP, it should not be recommended for funding in the RTIPR. Further, the projects in the RTIPR should be ranked according to the regional project prioritization process that prioritizes projects based on the extent to which they meet the regional goals in the applicable RTP and the state goals in the 2045 Plan.

Role of the PFF:

All Tribal/Local Public Agency (T/LPA)-lead projects submitted for funding via the RTIPR must first complete the Project Feasibility Form (PFF) and be approved as “feasible” by the NMDOT District representative. This includes T/LPAs seeking funding from the New Mexico Transportation Project Fund. If approved, the project can be prioritized through the RTPO project prioritization process to appear on the RTIPR with its appropriate ranking. Projects that are not deemed feasible through the PFF process should not be rated and ranked and should not appear on the RTPO’s RTIPR.

There are several simple criteria’s that the PFF are evaluated against:

- (1) Project aligns with RTP goals and National Performance measures, and specifically will move the needle on measures and targets identified in the RTP and New Mexico Transportation Plan;
- (2) Project is functionally classified or qualifies for an FHWA program or NMDOT Transportation Project Funding;
- (3) Project is technically feasible, based on engineer review; and
- (4) Requesting entity has the capacity to take on or manage Federal or State funding.

NOTE: Submitting a PFF does not guarantee funding from any of these sources, and additional information will be required and in some cases a separate grant application may needed.

Role of the Prioritization Process:

Based upon the regional goals articulated in the NMDOT RTP, and the statewide goals in the 2045 Plan, each RTPO will create a project prioritization process. This is the process that will be used to rate and rank the projects in each RTPO's RTIPR.

The standardized project prioritization process to score and rank projects included in the applicable RTIPR must be consistent with the NMDOT 2045 Long Range Multimodal Transportation Plan and each RTPO's RTP.

NOTE: The State of New Mexico has created its own "Transportation Project Fund" in order to support rural areas and smaller towns with the implementation of local and regional transportation priorities. The TPF was established due to the limitations of federal funding and functional classification requirements. These requirements reduce accessibility of funds for implementation of transportation priorities on local corridors. Projects targeting the New Mexico TPF are encouraged by the State to incorporate these into regular Regional Transportation Planning Organizations' call for projects processes as part of the bi-annual update of the Regional Transportation Improvement Program Recommendations list. The Northwest RTPO has developed a call for projects process that incorporates the TPF process to ensure seamless integration into the regional priority list. Transportation Project Fund applications due annually in May.

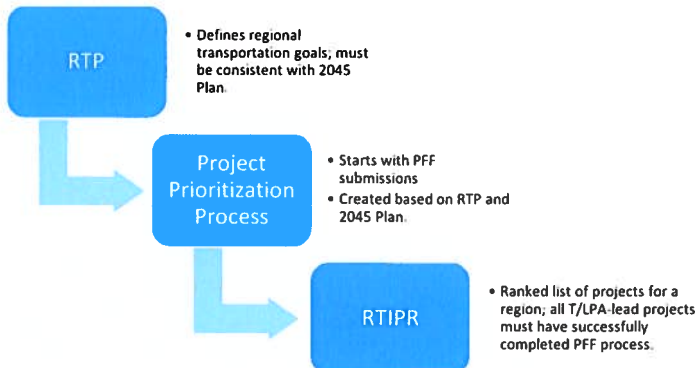
Role of the RTIPR:

The RTIPR should include both NMDOT-lead and T/LPA-lead projects.

The RTPOs will issue a call for projects according to their individual application cycles. Following submittal of all T/LPA projects (with an approved PFF) to the RTPO planner, the RTPO planner will coordinate a rating and ranking process with the RTPO board. The RTPO board will utilize the adopted criteria to rate and rank projects based on project characteristics and the extent to which they meet the articulated goals of the RTP and 2045 Plan. The resulting ranked list of projects is considered the RTIPR. The RTIPR is then submitted to the District and used for consideration by the state in developing the State Transportation Improvement Program (STIP). For the NWRTPO not all sections of the RTIPR are prioritized; in most cases for the biennial development of the RTIPR the only sections that are prioritized for each member government's top priority projects are the following sections: Roadway, Transportation Alternative Program (TAP), Recreational Trails Program (RTP), Highway Safety Improvement Program (HSIP), and N.M. Transportation Project Fund (TPF).

All projects on the RTIPR should be confirmed with the sponsoring agency on a bi-annual basis in coordination with NMDOT's call for Transportation Project Fund, RTP, TAP and other projects, to ensure that the sponsoring agency still wants to pursue funding for that project.

Simple Process Flowchart:



Northwest RTPO Prioritization Process:

The Prioritization Process is intended to assist local and tribal (T/LPA) entities, as well as the RTPO Policy & Technical Committee in aligning proposed projects with the established vision, mission and goals that are highlighted in the State and Regional Transportation Plans.

Projects which are proposed to be included in the RTPO's Regional Transportation Improvement Program Recommendations (RTIPR) will be evaluated and ranked based on data, studies and qualitative factors consistent with regional priorities and federal areas of emphasis.

The Prioritization Process is a tool developed that will be incorporated as part of the Northwest RTP Update at the recommendation of NMDOT following its review of the RTPO's decision-making processes. Project prioritization methodologies, and similar tools, are widely used in regional transportation and many other settings. These tools may differ in their complexity and their use of quantitative and qualitative evaluation, including cost-benefit analyses and numeric thresholds for measured standards. Our Prioritization Process is intended to be refined and recalibrated over time through its use and re-evaluation. In particular, as the data collection capacity of the RTPO grows, more numeric comparisons can be employed. Our Prioritization Process is intended to help formalize the review of projects, further align project selection with established goals, allow for flexibility in comparisons, and enhance the transparency of the decision-making process.

STEP 1: Project Feasibility Form

Projects will be submitted in response to this "Call for Transportation Projects" guidance and begin as Project Feasibility Forms (PFFs). PFFs will be submitted as per the timeline established in this Call for Transportation Projects guidance, and thence distributed to NMDOT, District staff, Regional Design staff, and RTPO staff for review. A mandatory PFF consultation meeting will be held with the RTPO local entities and NMDOT Districts 5 and 6 to discuss proposed projects and come to a go- or no-go decision by the District Engineer or his/her designee for retention in the RTIPR. RTPO staff will provide a PFF Consultation Report back to the entities outlining information including suggestions on alternative funding sources and technical assistance providers.

NOTE: There are 2 types of Project Feasibility Forms (PFFs) that will be utilized during the NWRTPO Call for Transportation Projects process. The first is the Federal Projects PFF, and the second is the Transportation Project Fund PFF. Both versions of the PFF can be found on the [NWRTPO webpage](#) on the Northwest New Mexico Council of Governments website.

STEP 2: Project Prospectus Form

Projects that are approved to move forward and are eligible for federal funding will need to submit a Project Prospectus Form (PPF) and other application documents depending on the funding program. These documents are again distributed to NMDOT, District staff, Regional Design staff, and RTPO staff for review, as well as RTPO members.

NOTE: TPF applications are not required to have Project Prospectus Forms as part of the application packet. Only projects eligible for federal funding are required to complete the PPF form.

STEP 3: Project Presentations

Entities will decide which projects they want to present for scoring. Project presentations are developed by each entity and are presented at the *November* monthly meeting. Entities can request assistance from

the RTPO staff to develop presentations. At this meeting, the RTPO Policy & Technical Committee members will evaluate each project and presentation, using a board approved scoring criteria.

STEP 4: RTIPR Approval Process

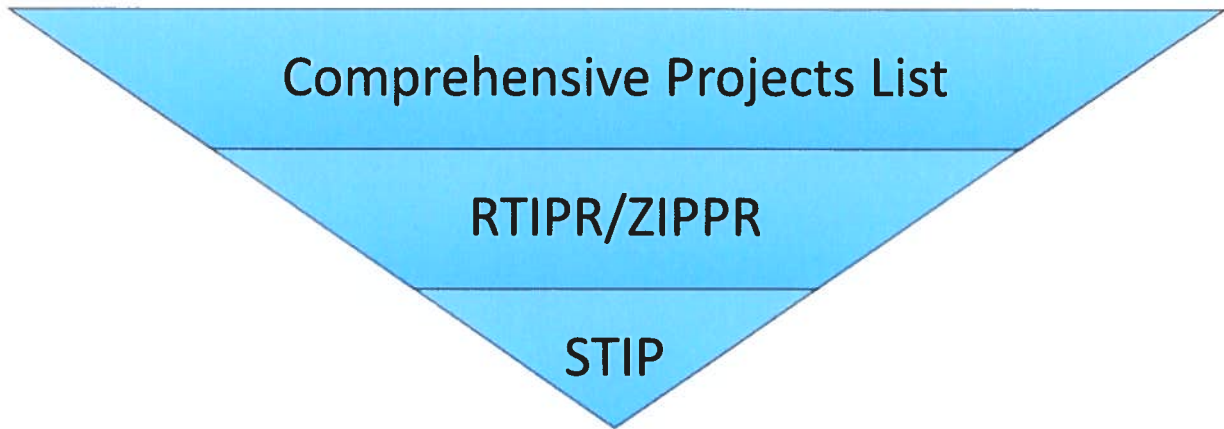
RTPO will collect evaluation forms and compile a ranking based on scores. This will be used to develop the RTIPR which will be presented to the RTPO Policy & Technical Committee in *January 2024*. RTPO members can discuss prioritization of projects, especially those that receive similar scores, and based on consensus members may make modifications to the ranking. Their discussion will be brought back in the form of a recommendation to the RTPO Policy & Technical Committee in *February 2024*. The RTIPR will then be presented for approval during this meeting.

STEP 5: ZIPPR:








Since our RTPO region overlaps with several different NMDOT Districts and RTPO regions, our staff works collaboratively with other RTPOs to create a unified RTIPR that then goes to the appropriate District office as a recommended list. This unified RTIPR will be developed then adopted in the spring of 2024.

STEP 6: Statewide Transportation Improvement Program (STIP) List

Upon approval of the RTIPR & ZIPPR, the lists are sent to NMDOT District offices for review and possible project inclusion into the Statewide Transportation Improvement Program (STIP). The STIP is a fiscally constrained list and projects will be proposed for inclusion as available funding permits.



PROGRAM	DESCRIPTION	EXAMPLES OF ELIGIBLE OPPORTUNITIES
RECURRING FEDERAL TRANSPORTATION PROGRAMS		
Bicycle, Pedestrian, Equestrian Program (BPE)	Provides development of bicycle, walking, and horse trails – often alongside traffic corridors	Bicycle lanes, multi-use trails, “share the road” roadway designations, bicycle facilities, etc. 
Federal Lands Access Program (FLAP)	Formerly known as Public Lands Highway, this program provides funding for projects that focus on access, mobility, safety, connectivity, economic development, and natural resource protection in Federal lands http://flh.fhwa.dot.gov/programs/flap/	Projects that mitigate a known safety issue; parking or rest areas; provision for pedestrians and bicycles; provides facilities for alternative modes; connects to additional routes serving Federal lands; operation and maintenance of transit facilities; or improves roadway surface and/or bridge condition(s). 
Federal Lands Transportation Program (FLTP)	The FLTP complements the Federal Lands Access Program. Where the Access Program provides funds for State and local roads that access the Federal estate, the FLTP focuses on the transportation infrastructure owned and maintained by Federal lands management agencies. http://flh.fhwa.dot.gov/programs/fltp/	
Highway Safety Improvement Program (HSIP)	Assists agencies with studying hazardous traffic conditions and funding stand-alone engineering type safety improvements to transportation facilities or non-construction traffic safety enforcement, education, or emergency medical services related programs to reduce risks of future severe crashes http://safety.fhwa.dot.gov/hsip/	Proposed road safety audits, site-specific safety projects, multi-location system wide safety projects, and/or transportation safety programs on state highways and bridges 
Long-Range, Federal Lands, and/or Tribal Transportation Planning & Studies	Provides funding for planning-related projects that emphasize long-range time frames	Long-range transportation planning, bicycle-pedestrian plans, corridor plans, or “complete streets” studies 
Transportation Alternative Program (TAP)	Formerly known as Transportation Enhancements, this program combines several funding programs and seeks projects that expand travel choices and improve the transportation experience for all users by integrating modes and improving the cultural, historic and environmental aspects of our transportation infrastructure http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm	Planning, design, and construction of on-road and off-road trail facilities, construction of turnouts, overlooks, and viewing areas, historic preservation of transportation facilities, removal of outdoor advertising, recreation trail program projects, scenic byway program projects, and safe routes to school program projects, etc. 
Congestion Mitigation & Air Quality (CMAQ) Program	This program provides \$2.5 billion or more per year thru 2026 to reduce vehicle carbon emissions thru reduced traffic congestion, alternate vehicle propulsion, or transit	This program primarily relates to metropolitan areas.

PROGRAM	DESCRIPTION	EXAMPLES OF ELIGIBLE OPPORTUNITIES
Safe Routes to School Program (SRTS)	SRTS funding supports infrastructure development to create or improve safety features for school related traffic or pedestrians. <u>Now funded from TAP pool of funding.</u>	Sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street and off-street bicycle facilities, traffic diversion improvements, public awareness campaigns, traffic education and enforcement, student sessions on bicycle and pedestrian safety, and funding for training, volunteers, and managers of SRTS programs 
Recreational Trails Program	Provides funding for motorized and non-motorized trails and supporting infrastructure. Currently, there is a separate program other than the TAP pool.	Motorized vehicle parks and facilities, hiking trails, urban trails, joint use trails and facilities. 
Federal Transit Administration Section 5310	Provides Federal funding for seniors and individuals to serve the transportation needs of elderly persons and persons with disabilities who reside in "small urban areas"	Para-transit services, or flexible route bus services in small urban areas 
Federal Transit Administration Section 5311	The rural program that is formula based and provides funding to states for the purpose of supporting public transportation in rural areas, with population of less than 50,000. Funding for capital, operating, and administrative expenses for public transportation projects that meet the needs of rural communities.	Examples of eligible activities include capital projects; operating costs of equipment and facilities for use in public transportation; and the acquisition of public transportation services, including service agreements with private providers of public transportation services. 
Special Studies	Additional studies not mentioned in other programs, such as special traffic studies	Traffic studies, corridor studies, bicycle/pedestrian count studies, etc. 
Roadways & Bridges	Projects that are determined to be functional classified can be prioritized through the STIP and receive funding	Roadway improvements, lane expansion, widening, interchange development and bridge replacement. 
Federal Aviation Admin. Airport Improvement Program	Provides grants to public agencies — and, in some cases, to private owners and entities -- for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems (NPIAS). http://www.faa.gov/airports/aip/	
RECURRING STATE TRANSPORTATION PROGRAMS		
Transportation Project Fund	This fund from the State of New Mexico supports the state's rural areas / small towns for transportation projects which don't qualify for federal funding but represent priorities for economic / community growth.	This fund from the state supports local / regional transportation priorities for rural / small town areas.

PROGRAM	DESCRIPTION	EXAMPLES OF ELIGIBLE OPPORTUNITIES
BIPARTISAN INFRASTRUCTURE LAW (BIL) PROGRAMS		
RAISE Grant (Rebuilding American Infrastructure with Sustainability and Equity)	This federal funding source provides larger multi-million \$ amounts for big projects that have local and regional impact – a total of \$1.5 billion is available for 2023	Half of this funding goes to urban areas and half goes to rural areas; including \$15 million to areas of persistent poverty or historically disadvantaged communities
Reconnecting Communities Program	This federal program is designed to mitigate transportation infrastructure that creates barriers to access, mobility or economic development due to grade separations, design factors or high speeds – etc.	This program provides technical assistance to address community transportation barriers with \$198 million available for planning or construction in 2023.
Railroad Crossing Elimination Program	This program provides \$500 million per year to eliminate at grade rail crossings through the use of a bridge or underpass – or providing other roadway options.	This program seeks to improve safety and mobility for the transport of people or products around railroad crossings. Eligible entities include states, tribes, communities, and MPO's.
Carbon Reduction Program	This program supports projects that reduce carbon emissions from transportation infrastructure or traffic alternatives, with \$1.258 billion available in 2023	The objective of this program is to reduce transportation emissions.
Bridge Formula Program	This program provides funding to replace, rehabilitate, preserve, protect, and construct highway bridges	This program provides \$5.5 billion per year thru 2026
Bridge Investment Program	This program provides \$12.5 billion to improve bridge and culvert condition, safety, efficiency, and reliability	Bridge replacement along locally owned corridors to increase accessibility for emergency services, school buses, and passenger vehicles.
Buses and Bus Facilities Program	This program provides over \$600 million a year to replace, rehabilitate or purchase new buses of public transit facilities.	
National Electric Vehicle Program	Appears this program provides up to \$1 billion a year thru 2026 to establish electric vehicle charging stations and provision of electric vehicle network infrastructure	
Safe Streets and Roads for All (SS4A)	\$1 billion a year thru 2026 for roadway safety improvement projects or developing a comprehensive safety action plan – to reduce death and serious injury.	
Surface Transportation Block Grant	Provides \$14+ billion a year thru 2026 for multimodal transportation development primarily in urban areas	
Tribal Transportation Program	Provides up to almost \$3 billion for tribal transportation projects	

NWRTPO Timeline Call for Transportation Projects

February 2023 - March 2024

Task	Timeframe/Due Date	Responsible Party
<u>Calendar Year - 2023</u>		
Announcement of NMDOT Transportation Project Fund	January	NMDOT
RTPO approves and releases Call for Projects Guide	February 8 th	RTPO Staff & Members
Technical Assistance Contact the RTPO to set an appointment to get PFF assistance	Feb. 8 th – April 14 th	RTPO Staff
Project Feasibility Forms (PFF) Due on or before Must be submitted by appropriate RTPO Member	April 14 th	RTPO Members
PFF Review and set up Consultations	April 17 th – 28 th	RTPO Staff
Announcement of NMDOT TAP, RTP, CRP and CMAQ Programs	May	NMDOT
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.	May 1 st – May 5 th	All Agencies
◊ Based on decision and recommendation by District staff, 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 	May 5 th forward	NMDOT & RTPO Staff
Technical Assistance and TPF Application Review Contact RTPO for TPF application assistance	May 8 th – 31 st	RTPO Staff & Members
Transportation Project Fund application deadline RTPO staff to submit TPF applications to NMDOT FTP website	May 31 st	RTPO Staff & NMDOT
Technical Assistance and PFF review Contact the RTPO for PFF assistance	June – August	RTPO Staff & Members
Project Prospectus Forms (PPF) due to RTPO	August 31 st	RTPO Members
Technical Assistance and TAP/RTP/CMAQ/CRP application review Contact the RTPO for application assistance	September – October	RTPO Staff & Members
TAP/RTP/CMAQ/CRP Applications Submission	October	RTPO Staff
Project Presentations and scoring by RTPO members	November 8 th	RTPO Staff & Members
Draft RTIPR	November – December	RTPO Staff
<u>Calendar Year - 2024</u>		
Final RTIPR is approved by NWRTPO Committee	January – February	RTPO Staff & Members
District 6 RTIPR (“zipper”) Meeting to finalize recommendations and priorities for inclusion into the NMDOT STIP - NMDOT Dist. 6 – 1919 Pinon Drive, Milan (including Catron and Sandoval Counties)	March 10 th	NMDOT & RTPO Staff

Eligible Entities for Transportation Funds

- Local & Tribal Governments
- Regional Transportation Authorities
- State & Federal Natural Resource or Public Land Agencies
- Transit Agencies
- School Districts, Local Education Agencies or Schools

Ineligible Entities

- Nonprofits as direct grant recipients. Nonprofits are eligible to partner with any eligible entity, if state or local requirements permit.
- Businesses & Individuals; though these may partner with an eligible entity project sponsor to carry out a project.

For municipal, County, and tribal government entities interested in applying for a project, please inform, coordinate, and involve the following Northwest Regional Transportation Planning Organization (NWRTPO) representatives for your respective jurisdiction. Other entities or individuals are encouraged to do the same. Below are the jurisdictions that the NWRTPO will be considering applications from for this “Call for Projects”. For more information, feel free to contact Robert Kuipers, RTPO Program Manager at (505) 722-4327 or rkuipers@nwnmcog.org

NWRTPO Members			
Entity	Member	Phone	Email
Cibola County	Edward Salazar	505-285-2570	Edward.Salazar@co.cibola.nm.us
	Judy Horacek	505-285-2557	jphoracek@co.cibola.nm.us
McKinley County	Rodney Skersick	505-722-2303	Rodney.Skersick@co.mckinley.nm.us
San Juan County	Nick Porell	505-334-4530	nporell@sjcounty.net
Gallup	Clyde Strain	505-863-1290	cstrain@gallupnm.gov
	Alicia Santiago		asantiago@gallupnm.gov
Grants	Don Jaramillo	505-287-7927	manager@grantsnm.gov
	Shannon Devine	505-290-3722	specialprojects@grantsnm.gov
Milan	Linda Cooke	505-285-6694	manager@villageofmilan.com
	Denise Baca		milanclerk@villageofmilan.com
Navajo Nation: Northern Agency	Edwin Begay	505-371-8312	ebegay@navajodot.org
	Margie Begay		mbegay@navajodot.org
Navajo Nation: Eastern Agency	Edwin Begay	505-371-8312	ebegay@navajodot.org
	Margie Begay	505-371-8312	mbegay@navajodot.org
Ramah Navajo	Dorothy Claw, Chair		DorothyClaw@ramahnavajo.org
Pueblo of Acoma	Dennis Felipe Jr., Vice-Chair	505-552-5139	
Pueblo of Laguna	Leonard Ludi	505-552-1201	lludi@pol-nsn.gov
Pueblo of Zuni	Royce Gchachu	505-782-7116	royce.gchachu@ashiwi.org
	Roxann Hughte		Roxann.Hughte@ashiwi.org

If you are located in the Farmington MSA (of the Cities Farmington, Bloomfield, and Aztec), please contact the Farmington MPO. Contact Information: (505) 599-1392)

T/LPA PROJECT FEASIBILITY FORM (PFF)

For assistance, contact Robert Kuipers, RTPO/MPO Planner, at (505) 722-4327 or rkuiipers@nwnmcoq.org



GENERAL INFORMATION

Preparation Date: _____ Project Title: _____

Requesting T/LPA: _____ Governing Body Approval:
YES __ NO __ PENDING __

Person in Responsible Charge: _____ Phone: _____

PROJECT DESCRIPTION

Project Type (Circle/boldface/underline all that apply):
ROADWAY **TRANSPORTATION ALTERNATIVE** **BRIDGE** **SAFETY** **OTHER**
If you chose "OTHER" please clarify here:

Route Number and/or Street Name: _____

Project Termini: _____ Beginning Mile point ____ Ending Mile point ____

Total length of proposed project: _____

Project Phases to be included in request (Circle/boldface/underline all that apply):
PRELIMINARY ENGINEERING **CONSTRUCTION** **CONSTRUCTION MANAGEMENT & TESTING**

PLANNING FACTORS

National Planning Factors

Goals to be addressed (circle/boldface/underline all that apply):
*Support Economic Vitality | Increase Safety for Motorized and Non-Motorized Users |
Increase Security for Motorized and Non-Motorized Users | Increase Accessibility and Mobility for People and
Freight | Protect and Enhance Environment, Energy Conservation, Quality of Life |
Enhance Integration and Connectivity | Promote System Management and Operation |
Emphasize System Preservation | Enhance Travel and Tourism |
Improve System Resiliency, Reliability and Reduce or Mitigate Stormwater Impacts*

Justification of how this project meets or addresses the goals circled above (use additional pages if necessary):

Begin typing here. Box will expand as needed.

New Mexico Climate Change Goals

Goals to be addressed (circle/boldface/underline all that apply):

Please describe how this project addresses the goals selected above (use additional pages if necessary):

Begin typing here. Box will expand as needed.

PROJECT COSTS

Column A			Column B		
If project is <u>not</u> phased, complete column A only.			Total Phases No. (1, 2, 3, I, II, III, etc.):		
If project is phased, list the amount of funding being currently requested in Column A and complete Column B.			The amount below represents the cost of the entire project and will be greater than Column A.		
Project Cost: \$			Total Project Cost: \$		
Percentage Estimates:			Phased projects are usually large and divided into parts or phases. If you wish to supply any additional information, list comments here:		
Total Local Match	%	\$			
Total Federal Share	%	\$			
	100%				

DISTRICT REVIEW:				
By:	Date:	Recommended:	Yes	No
T/LPA REVIEW:				
By:	Date:	Recommended:	Yes	No

Type district comments here. Box will expand as needed.

Topics to discuss during PFF meetings:

- Is the Tribal/Local Public Agency (T/LPA) familiar with the NMDOT T/LPA Handbook? Has the person in responsible charge attended one of the T/LPA Handbook trainings?
- The Americans with Disabilities Act of 1990 requires public agencies with more than 50 employees to create a transition plan to achieve program accessibility requirements. (Except tribal entities)
 - Does the LPA have an approved plan on file with the NMDOT?
 - If the LPA has fewer than 50 employees, has NMDOT received an official letter listing employee names and positions (to include part time employees but not elected officials)?
 - If the LPA has fewer than 50 employees, has NMDOT received an official letter listing employee names and positions (to include part time employees but not elected officials)?

- LPAs with fewer than 50 employees still need an ADA policy. Does the LPA have an ADA policy?
- Does the LPA have an approved Title VI plan on file with the NMDOT? (Tribal entities are not required to have a Title VI plan).
- Is this project included in any other planning documents? (Comprehensive Plan, ICIP, etc.)
- Is the project within NMDOT ROW? If so, does the district support the project?
 - Are agreements necessary for maintenance and operations? (Lighting agreements, landscaping, etc.)
- Is there a need for proprietary items or brand-specific items on this project? If so, Public Interest Finding/certification is required and should be discussed.
- Does the T/LPA have the minimum match required for the project? Is the T/LPA using in kind match: entity furnished items/labor/materials/equipment? This needs to be approved up front and written into the agreement.
- The T/LPA needs to understand the reimbursement process and be prepared to pay all costs up front. The T/LPA must follow district instructions for submitting invoices for reimbursement.
 - Does the T/LPA have the capability to pay all costs up front?
 - Does the T/LPA have the capability to adhere to 90 day project closeout process?
- Certified testing is required during construction and is eligible for reimbursement.
 - Has the T/LPA included funding for testing in the consultant management estimate above or does the T/LPA have certified employees that can provide materials testing?
- Does the T/LPA know the Buy America requirements for steel and iron?
 - **NOT the same as Buy American, this is not reimbursable or allowed on federal projects**
- The T/LPA must follow the NMDOT specifications as outlined in the “Specs for Highway and Bridge Construction” unless the appropriate NMDOT Design Center grants permission prior to design for the T/LPA to use other specs.
- Does the T/LPA have maintenance and operations costs accounted for?
- Does the T/LPA have a good track record for responsible use/tracking of federal funds? Have they met closeout deadlines? Have they successfully completed other federally funded projects in a timely manner?
- Has the T/LPA had any issues with design/construction in the past?
- Does the T/LPA have major audit findings that would prevent them from being a responsible fiscal agent?

GENERAL INFORMATION

Preparation Date: _____ **Project Title:** _____

Requesting T/LPA: _____ **Is there an approved Governing Body resolution for this application**
(Applicant) YES NO PENDING If pending, date expected _____

Responsible Charge

Name: _____ **Phone:** _____

Title: _____ **Email:** _____

PROJECT DESCRIPTION

Project Type (Check all that apply):

ROADWAY BRIDGE SAFETY PLANNING/DESIGN OTHER

If you chose "OTHER" please clarify here: _____

Project Scope: _____

Is the request to address a bridge on the NMDOT's Local Bridge Priority List for Replacement/Rehabilitation?
 NO YES If yes, please indicate bridge #: _____

Is the request to continue or advance a phase of a previous project?
 NO YES If yes, please indicate funding sources and scope of previous phase below.

Funding Source: _____

Previous Phase Project Scope: _____

Completion Date of Previous Phase: _____

Current Phase being requested: _____

Project Location

Route Number and/or Street Name: _____

Project Termini:

Beginning Mile point and/or intersection: _____

Ending Mile point and/or intersection: _____

Total length of proposed project: _____

NOTE: A local government project that is located in full or in part within a department right-of-way or NHS route must be administered in accordance with the "Tribal/Local Public Agency Handbook".

A local government project that ties into, connects or crosses a department right-of-way or an NHS route, or when the project may have an effect on existing improvements within department rights-of-way, requires the approval of the department.

Is the project located in full or in part within a department right-of-way or NHS route?

NO YES If yes, the project must be administered in accordance with the Tribal/Local Public Agency Handbook and follow all requirements and procedures.

Does the project tie into, connect or cross a department right-of-way or an NHS route, or will the project have an effect on existing improvements within a NMDOT right-of-way? "Letter of Approval" from the NMDOT District Engineer?

NO YES If yes, a "Letter of Approval" is required from the NMDOT District Engineer.

Will the project impact known environmental and/or cultural resources?

NO YES If yes, please clarify _____

Is this project tied to any past or future federal funding?

NO YES If yes, please identify _____

NO YES Does the Local Entity intend to apply for Match Waiver Funding?

Project Phases to be included in request (Check all that apply):

PLANNING

PRELIMINARY ENGINEERING/DESIGN

CONSTRUCTION

CONSTRUCTION MANAGEMENT & TESTING

*RIGHT OF WAY ACQUISITION**

* Projects that are for ROW acquisition will need to follow NMDOT ROW acquisition requirements if the entity intends to utilize federal funding in any subsequent project phase.

Topics to discuss during all PFF meetings:

- Is this project included in any other planning documents? (Comprehensive Plan, ICIP, etc.)
- Does the T/LPA have the minimum match required for the project? If not, does the T/LPA intend to apply for a match waiver?
- Does the T/LPA have a good track record for responsible use/tracking of state funds? Have they met closeout deadlines? Have they successfully completed other state funded projects in a timely manner?
- Has the T/LPA had any issues with design/construction in the past?
- Does the T/LPA have major audit findings that would prevent them from being a responsible fiscal agent?

Additional topics to discuss during PFF meetings ONLY if project is on or intersects with an NMDOT or NHS route:

- Is the Tribal/Local Public Agency (T/LPA) familiar with the NMDOT T/LPA Handbook? Has the person in responsible charge attended one of the T/LPA Handbook trainings?
- Is the project within NMDOT ROW? If so, does the district support the project?
 - Are agreements necessary for maintenance and operations? (Lighting agreements, landscaping, etc.)
- The T/LPA must follow the NMDOT specifications as outlined in the "Specs for Highway and Bridge Construction" unless the appropriate NMDOT Design Center grants permission prior to design for the T/LPA to use other specs.