



a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

AGENDA PACKET

RTPO Technical/Policy Committee Meeting

Wednesday, April 14, 2021

10:00AM – 2:00PM

Virtual Meeting via MS Teams





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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Northwest Regional Transportation Planning Organization (NWRTPO)

RTPO Joint Technical & Policy Committee Meeting

Wednesday, April 14

10:00 am

Virtual Meeting – Microsoft Teams

AGENDA

ROUTINE ITEMS:

Item #	Item	Presenter
I.	Call to Order and Introductions	Dave Deutsawe, Chairman
II.	Action: Agenda	Dave Deutsawe
III.	Action: Minutes	Dave Deutsawe

DISCUSSION / PRESENTATION ITEMS:

IV.	Active Transportation Guide (TAP / RTP)	Sky Tallman, NMDOT
V.	CMAQ process	Sky Tallman, NMDOT
VI.	Transportation Project Fund	Robert Kuipers, NWRTPO

ACTION ITEMS:

Item #	Item	Presenter
VII.	Review & Approve: NWRTPO Call for Transportation Projects Guide	Robert Kuipers
VIII.	Review & Approve: NM Transportation Project Fund List	Robert Kuipers
IX.	Review & approve: NWRTPO Meeting Schedule, May, 2021 - April, 2022	Robert Kuipers

REPORTS: (10-minute limit)

Please submit Written Reports for inclusion in minutes

RTPO Program Report (<i>significant news only</i>)	Robert Kuipers, Program Manager
Local Member Reports (<i>significant news only</i>) report on RTPO Virtual Orientation to Leaders	By Entity
New Mexico Department of Transportation Reports (<i>significant news only</i>)	RTPO Liaison (Neala Krueger) Tribal Liaison (Ron Shutiva) District 5 (James Mexia, Stephanie Medina) District 6 (JoAnn Garcia; Bill Santiago) Jason Grover - NMDOT

NEW BUSINESS/OPEN FLOOR: MEMBERS & GUESTS (5-minute limit)

ANNOUNCEMENTS & NEXT MEETING: Wednesday, May 12 – Grants Public Library (unless otherwise determined)

ADJOURNMENT

RTPO March 10 minutes

Robert Kuipers <rkuipers@nwnmcog.org>

Thu 3/11/2021 4:32 PM

To: jphoracek <jphoracek@co.cibola.nm.us>; Rodney Skersick <rskersick@co.mckinley.nm.us>; Nick Porell <nporell@sjcounty.net>; Strain, Clyde <cstrain@gallupnm.gov>; Donald Jaramillo <projects@grantsnm.gov>; manager@villageofmilan.com <manager@villageofmilan.com>; Larry Joe <ljoe@navajodot.org>; Marco Sells <msells@navajodot.org>; ddeutsawe@poamail.org <ddeutsawe@poamail.org>; Elroy Keetso <eeketso@pol-nsn.gov>; Royce.Gchachu@ashiwi.org <Royce.Gchachu@ashiwi.org>; Dorothy Claw <DorothyClaw@ramahnavajo.org>
Cc: Donna Fambrough <Donna.Fambrough@co.mckinley.nm.us>; Alicia Santiago <asantiago@gallupnm.gov>; Mark Teshima <publicworks@grantsnm.gov>; milanclerk@villageofmilan.com <milanclerk@villageofmilan.com>; Leanne Roy <lroy@navajodot.org>; Raymond J. Concho, Jr. <RJConchojr@poamail.org>; Sharon Hausam <shausam@pol-nsn.gov>; Roxann Hughte <Roxann.Hughte@ashiwi.org>; TomMartine@ramahnavajo.org <TomMartine@ramahnavajo.org>; Krueger, Neala, NMDOT <Neala.Krueger@state.nm.us>; Shutiva, Ron, NMDOT <ron.shutiva@state.nm.us>; Sanchez, James, NMDOT <James.Sanchez@state.nm.us>; Archuleta, Juan, NMDOT <Juan.Archuleta@state.nm.us>; Medina, Stephanie, NMDOT <Stephanie.Medina@state.nm.us>; james.mexia@state.nm.us <james.mexia@state.nm.us>; joann.garcia2@state.nm.us <joann.garcia2@state.nm.us>; Santiago, Bill, NMDOT <Bill.Santiago@state.nm.us>; Kazmi, Arif, NMDOT <Arif.Kazmi@state.nm.us>

 1 attachments (504 KB)

Minutes_3.10.21_Final.pdf;

RTPO members and DOT colleagues:

Attached are the minutes from our meeting yesterday.

Robert Kuipers, RTPO Program Manager

Northwest NM Council of Governments

"Over 45 years of moving the region forward"

(505) 722-4237

rkuipers@nwnmcog.org

NWRTPO | Northwest Regional Transportation Planning Organization

Joint Policy & Technical Committee

NWRTPO Meeting Minutes

Wednesday March 10, 2021

10:00 a.m. – 12:00 p.m.

Virtual meeting executed via conference call

Due to COVID-19 Pandemic

ATTENDANCE:

Local & Tribal Governments	
Entity	Representative(s)
Pueblo of Acoma	Dave Deutsawe (Chair), Raymond Concho
Pueblo of Laguna	Leonard Ludi
Pueblo of Zuni	Elroy Keetso
Navajo Nation	Larry Joe, Leanne Roy (new NDOT Plng. Director)
Ramah Navajo	Tom Martine
City of Grants	Don Jaramillo
City of Gallup	Alicia Santiago
Village of Milan	absent
Cibola County	Judy Horacek, Ed Salazar
McKinley County	Donna Fambrough
San Juan County	absent
Farmington Metropolitan Planning Organization - Ex-officio	Not in attendance

New Mexico Department of Transportation (NMDOT)	
Entity	Representative(s)
RTPO Liaison	Neala Krueger
District 5	Stephanie Medina
District 6	JoAnn Garcia, Bill Santiago
Tribal Liaison	Ron Shutiva
Other NMDOT Staff / Guests	Miguel Archuleta – Central Reg. Design,

Regional Transportation Planning Organization	
Entity	Representative(s)
Northwest NM Council of Governments	Robert Kuipers

Tally Sheet – Attendance & Quorum

Total Full Attendance:	Member Entities:	NMDOT	RTPO	Guests	Full Attendance Norm:	
	12	Normally 4-5: DOT Liaison, Tribal Liaison, District 5 & 6 Representatives	1	varies	17 - 20	
Attendance – this meeting:	Member Attendance:	NMDOT Attendance:	Staff:	Guests:	Attendance % this meeting:	TOTAL:
	11	6	1	1	90%	19

ROUTINE ITEMS:

Item #	Item
I.	Call to Order and Introductions. The meeting was called to order at 10:20 am, Bob Kuipers welcomed those in attendance, and Dave Deutsawe proceeded with introductions and approval of agenda and minutes. The meeting was conducted via conference call, due to the COVID-19 pandemic.
II.	Agenda. RTPO Program Manager provided an overview of the day's agenda topics and RTPO Chair called for a motion, 2 nd and vote. ACTION: Don Jaramillo (Grants) motioned and Judy Horacek (Cibola) seconded adoption of the agenda. All in favor – motion carried.
III.	Minutes (February 10, 2021). Chairman provided time for review of minutes and there were no revisions requested. ACTION: Alicia Santiago (Gallup) motioned and Judy Horacek (Cibola) seconded adoption of the minutes. All in favor – motion carried.

Discussion: no major discussion

ACTION ITEMS:

Item #	Item	Presenter
IV.	NMDOT Dist. 6 RTIP (Zipper) prioritization, approval and authorization incl. Sandoval (MRRTPO) and Catron (SWRTPO) Counties	Robert Kuipers, Program Manager / Dave Deutsawe – RTPO Chair
BACKGROUND		
<ul style="list-style-type: none"> Why? Every two years RTPO's and DOT Districts update their RTIPR's and RTIP's (also called zippers), because DOT Districts don't line up with RTPO counties. In our case DOT Dist. 6 includes Sandoval and Catron Counties from the Mid Region RTPO and the SW RTPO. Purpose. To collaborate with these two additional counties for project prioritization within the DOT District 6 RTIP (Zipper). Discussion/Finalization. If the Zipper discussion is possible at this meeting, we will collaboratively prioritize projects for the five county region of DOT District 6. 		
CURRENT WORK		
<ul style="list-style-type: none"> None – the NWRTPPO already has finalized our RTIPR with projects prioritized 		
ANTICIPATED WORK		
<ul style="list-style-type: none"> Discussion with DOT Dist. 6 staff, NWRTPPO, SWRTPO, and MRRTIP representatives including Sandoval and Catron County to prioritize projects for the NMDOT RTIP (Zipper) 		
ATTACHMENTS		
<ul style="list-style-type: none"> NWRTPPO RTIPR – traditional and new format. 		
BUDGET IMPACT		
<ul style="list-style-type: none"> None 		
ACTION ITEM		
<ul style="list-style-type: none"> DOT Dist. 6 staff, and NWRTPPO / SWRTPO / MRRTPO staff will vote to support project prioritization for the five county region. The NWRTPPO has always been generous to Sandoval and Catron Counties for project prioritization, as these counties are significantly rural with limited funding opportunities for transportation infrastructure. 		

Discussion: NMDOT District 6 staff requested to **delay this item until our April 14, 2021 meeting**, in order to give Sandoval and Catron Counties a little more time to consider any projects they might like to include in the DOT District 6 RTIP (Zipper); so this item will be moved to next month's NWRTPPO meeting **and no action taken at this meeting.**

DISCUSSION / PRESENTATION ITEMS:

Item #	Item	Presenter
V.	Review & Discuss: Next Annual Meeting Schedule – May, 2021 thru April, 2022 – members to finalize by/before April meeting	Dave Deutsawe, RTPO Chair and Robert Kuipers
BACKGROUND		
<ul style="list-style-type: none"> • Why? On an annual basis, the NWRTPO provides an annual schedule of meeting dates, times and locations to our region's media – especially area newspapers, to encourage public awareness and participation. • Purpose. Maintain public awareness and access to the monthly meetings of the NWRTPO, who's local government representatives collaborate with the N.M. DOT, to prioritize projects for regional transportation infrastructure and services, and monitor / report progress on local / regional funding and development on a monthly basis. • Discussion/Finalization. RTPO members will discuss the annual schedule, and confirm their meeting date and location at this meeting. 		
CURRENT WORK		
<ul style="list-style-type: none"> • Discuss and agree on meeting date assignments 		
ANTICIPATED WORK		
<ul style="list-style-type: none"> • Confirm meeting host dates and locations with local leaders, and report to the RTPO staff. 		
ATTACHMENTS		
<ul style="list-style-type: none"> • FFY2021 – 2022 meeting schedule 		
BUDGET IMPACT		
<ul style="list-style-type: none"> • None. 		
ACTION ITEM		
<ul style="list-style-type: none"> • No policy action, but members will confirm their respective meeting dates and locations. 		

Discussion:

- RTPO Members agreed to maintain the same schedule as last year for local governments to host meetings. Meetings will remain virtual for an extended period of time, until the COVID-19 pandemic subsides.

Item #	Topic	Presenter
VI.	Reports, Updates & Announcements	Robert Kuipers
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 and NMDOT sources 		
Informational Items		
Regional News & Updates <ul style="list-style-type: none"> Regional Work Program Status Report: staff provided the staff hours summary and expenditure summary reports for February, 2021. RTPO Report; staff provided the February monthly report in the meeting package. Member Reports 		
Member Special Reports: <ul style="list-style-type: none"> None submitted prior to the meeting 		
NMDOT Reports: <ul style="list-style-type: none"> G to G Liaison: Neala Krueger Tribal Liaison: Ron Shutiva District 6: JoAnn Garcia & staff; District 5: James Mexia, Stephanie Medina 		
News, Training & Funding Opportunities: <ul style="list-style-type: none"> FHWA Planning, Environment & Realty Reports: 2/11/21 NMDOT Govt. to Govt. Update: no reports AASHTO Publications: 2/25/21 (Jessica Griffin – NMDOT Planning Division Director, now Chair of AASHTO Multimodal Task Force!!) NMDOT / UNM-LTAP: Provides a very robust collection of training opportunities – staff forward news to members as it comes out from this source – reference at ltap.unm.edu – Online courses notice forwarded to members as LTAP emails come in Local Govt. Road Fund: project proposals are due March 15!! 2/5 – Every Day Counts: Next generation traffic incident management 2/5 – Tribal Infrastructure Fund: Portal open for applications thru March 8 ! 2/9- NMDOT Broadband Initiatives 2/9- Recruiting for 2021 Walking College 2/9- Tribal Transportation Updates 2/16- Every Day Counts: Traffic Incident Management provides First Responders important tools 2/16- Received news that our N.M. TOA Byway is designated a National Byway corridor 2/25- Every Day Counts newsletter 2/25- INFRA Grant Opportunity Announcement ! Title VI Training is available to MPO's and RTPO's from Lisa Neie – Civil Rights Manager for FHWA New Mexico. These trainings can be customized to address member concerns and issues for their regions, if provided to her in advance. Based on training length, we could provide it at one of our meetings. 		

Members please note: none of these documents will be included in the full meeting package due to the physical size and the electronic megabyte size going forward – all of the cited documents have already been emailed in advance of the RTPO monthly meeting to our NWRTPO members. Some of the citations are ongoing from month to month regarding ongoing training or funding opportunities.

RTPO Staff Reports:

RTPO staff provided the staff hours and budget expenditure reports for February, and the March monthly report. Of significance in the March monthly report (primarily on February news and activities) are the following:

- Jessica Griffin – NMDOT Planning Division Director is now Chair of the AASHTO (national) Multimodal Task Force!
- Local Government Road Fund projects proposals are due March 15.
- The Tribal Infrastructure Fund portal was open for applications thru March 8.
- A new INFRA Grant opportunity has been announced.
- The Trail of the Ancients Scenic Byway – portions thru all three counties have now been designated as a National Scenic Byway – anticipated to have significant impacts on tourism to our region!!**
- The Navajo Nation is commencing development of 80 miles of recreational trails in the Chuska Mountains, which will complement the 200 miles of rec. trails being developed in the Zuni Mountain Range, along with Pueblo of Laguna's development of bike / ped trails between all 7 Pueblo Villages.
- Staff informed RTPO members that they will be submitting an informal amendment request to NMDOT Liaison Neala Krueger to add hours to Long Range Planning from Other Activities in our Regional Work Program, due to the more extensive update to our Regional Transportation Plan undertaken in FFY2020 – 2021.

Local Member Reports (<i>significant news only</i>)	By Entity
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New news in bold

Pueblo of Acoma

- **Road construction in general will commence again in May.**
- CMGC2 – 1: Construction of new office for Transportation and other Departments is underway – anticipated completion has been delayed by COVID-19. **At this time building construction is 99% complete**
- CMGC2-2 SP130 Veterans Blvd. – Project is complete.
- CMGC2- 3 Baseball Fields – Design is complete; waiting on prairie dog removal before Notice to Proceed is approved and issued. **Baseball Fields improvement is now in progress – at 65% completion.**
- CMGC2 – 4 Projects: *(request for proposals for this new bundle of projects was published 2/10/19)*
- The Pueblo is now doing construction to increase its water irrigation system.
- FEMA 4352 Large Projects All FEMA Large projects have been completed (104 projects!) - \$13 million a year ahead of time; the Pueblo is now addressing finishing the small projects and only has one to go.
- **The Pueblo is continuing on the update to their Long-Range Transportation Plan; WH Pacific will do traffic analysis counts to contribute to the Pueblo's LRTP. To mitigate COVID 19 delays, the Pueblo has developed a survey for public input which is also available on Survey Monkey; beyond this public involvement will be postponed till a later date. The completion date has now been moved to March, 2021. The Pueblo is also updating their Transportation Safety Plan at this time. Public involvement meetings are postponed due to COVID-19, which will delay completion dates for these plans; however, thru distributing a survey at the local Food Pantry, the Pueblo has achieved a 41% response rate from the public for both transportation plans!**
- FEMA 4352: Small Projects: Recovery work has begun; the POA Public Works / Utility Authority was awarded the small projects (65) at \$2.2 million capital investment. 45 projects have been completed; 22 projects remain. The work was scheduled for completion by March 2020 but due to COVID-19 the completion date is pending a re-start, at which time a new completion date will be established.
- **Arrowhead Drive is in design for new construction.**
- Capital Outlay: The Pueblo has proposed a restart date of May 18 to resume work.
- Mainstreet Project: The Pueblo will add several projects to the CMGC suite to include projects for housing and economic development. Preparing amendments to conduct engineering studies, land surveys, geotechnical studies, drainage analysis, right of way surveys and proforma.

Pueblo of Zuni

- **No new news as of this meeting – just ongoing maintenance**
- The Pueblo is under lock down with little administrative activity due to COVID-19 pandemic; the Pueblo has extended re-opening until sometime in the future, depending on how long COVID-19 persists. The Zuni Tribe partially opened on Oct. 13, 2020 at 50% capacity. Still exercising the CDC safety requirements in the workplace. Visitations only thru appointments.
- Royce is now also the Airport Manager. Receipt of FAA grant agreement for developing an Airport Master Plan for the Andrew Othole Memorial (AOM) Airport. The master plan will be developed by the Pueblo's airport consultant – Armstrong Consultant's, Inc.
- The Pueblo continues to update its long-range transportation plan. The plan is now in final draft form and being put out on the Pueblo website and Facebook for public comment. The draft plan is awaiting recommendations for next steps on how to present to the public.
- The pedestrian trail project plan is now 100% complete – will move forward for FHWA approval.
- On-call A/E consultants are working on designs for Ruins Road, North/South Sandy Springs Road, Harker Circle, the intersection of Ojo Caliente/Pia Mesa and pedestrian trails. **Ruins Road is now at 95% completion.**
- Ongoing road maintenance around the Pueblo. This includes crews addressing mowing, culvert repairs, blading gravel or dirt roads, asphalt pothole repairs and vegetation control.
- Virtual Presentation meeting with NMDOT and WHPacific on the NM53 Drainage project being designed by by WHPacific to make improvements from MP15.5 to 19, due to undersized culvert pipes and overtopping of flood waters on NM53 (also Zuni Mainstreet). First meeting was held on October 7.
- There are demolition projects in the Pueblo for the Lemon Tree/Zuni Laundromat building and the old Zuni Water Dept. building.
- The Pueblo is undertaking construction of an RV Park.

- The Pueblo has worked with Ashiwi Transit and Gallup Express to extend transit service to the Ramah Navajo area.
- The Pueblo has engaged contractual on call engineering services for future transportation development.
- The Ashiwi transit system received a national award at the 2019 National RTAP (*Rural Transportation Assistance Program*) conference.
- Ashiwi Transit will resume when all safety precautionary measures have been installed on the transit vehicles. Local and Gallup services will resume on a limited basis, but only on demand or appointments. Extension to Ramah / Pinehill is temporarily on hold until further notice around COVID-19 concerns. **Transit service is temporarily unavailable, until the Pueblo determines COVID-19 concerns have been adequately addressed.**

McKinley County

- The County has completed their funded projects for 2019 and has only one project to complete funded for 2020.
- Pending projects for the County include CR-19 and Deer Springs Road, along with Woodview Road in Prewitt to spend down FFY 2020 funds.
- The County is finishing their Local Government Road Fund projects including the Thoreau Town Site project at \$776K for cold mix overlay, for which the County has rented a milling machine. Certifications are complete for all LGRF projects and the County is requesting an extension till Spring – 2020 to complete maintenance construction which will include paving for CR-1 in Mentmore. Brasier Asphalt Co. has completed contract work on Thoreau Townsite roads. The County is waiting to complete this project by fog sealing the roads with the last of this funding.
- Brasier Asphalt Co. has completed contract work on CR1 – Mentmore.
- The County has almost completed chip-sealing CR-1 – Defiance Draw – will complete within the next week with fog-sealing remaining.
- Purchase orders for chips (sealing) for Pillowcrest Road have been obtained. Working on getting a list of culverts needed for Bowman Road. Work to progress as weather permits.
- TIF: \$1.2 million awarded for 10 miles of Deer Springs Road improvement – project on hold until Spring of 2020 for Mexican Springs Chapter. NDOT is contributing Fuel Excise Tax funding. Funding will allow drainage improvements, five miles of gravel base improvement and three miles of chip-seal.
- TIF: \$1.3 million awarded for 18 miles of CR19 gravel and chip-seal road improvement – multiple Eastern Navajo Chapters; collaborating with NDOT for road repairs and renovation. NDOT is contributing Fuel Excise Tax funding. Project has commenced, but completion anticipated until this coming summer around weather issues.
- The County will contract out their LGTPF project for Manuelito Canyon bridge replacement and road improvements.
- The County will benefit with \$23 million for improvements to the Carbon Coal Road intersection in Gamerco with US491, which leads to the developing Energy Logistics Park (and potential Inland Port).
- The County has finished chip sealing Pine Haven road; will use remaining funds to finish improvements on Allison road.
- Ongoing county-wide maintenance including blading, patching potholes, cleaning culverts, repairing bridges / guardrails, etc.

Gallup

- **Gallup Mainstreet Project** – Ground breaking May 13; construction commenced July 1. Coal Avenue Commons both MAP and Legislative Agreements have been executed by the State. The City is working with Wilson & Co. and NMDOT District 6 on the final PS&E. City Council approved Wilson & Co.'s professional engineering proposal for construction management. The Mainstreet grant resolution was approved by City Council for this project. **Between MAP, State Legislative, Economic and City funding the Coal Avenue Commons project is now 45% complete and ongoing.**
- **Nizhoni and W. Aztec improvements are currently in design phase.**
- The East Nizhoni Blvd. Reconstruction project was awarded LGTPF funding – the contract with NMDOT was executed by the City and the State, with the electronic copy received; awaiting the original signature. **This project is now in ongoing construction**
- W. Aztec drainage legislative grant has been executed and engineering services have been awarded to begin design; notice of obligation has been submitted and approved by the state. **Design in progress at this time.**
- **Local Govt. Road Fund funded projects will commence when weather allows.**
- **The City is submitting a Letter of Intent for Coop funding, as well as a MAP application.**

Milan – absent this meeting

No report yet for this meeting – as the village has a brand new manager who is also the new primary representative to the NWRTPO by the name of Sarah Austin, who needs more time to learn where the village is with regard to transportation priorities.

Ramah

- Condolences to the community for the loss of Shane Lewis, who accomplished significant transportation development on behalf of the Ramah Navajo community.
- Ramah Navajo has filled two positions after the departure of Shane Lewis with Dorothy Claw as primary transportation developer and Tom Martine as transportation assistant – these individuals are also the primary and alternative representatives to the NWRTPO.
- Dorothy and Tom are acclimating with ongoing Ramah transportation projects at this time and updating the Ramah Long Range Transportation Plan, completing an annual report, and looking for training opportunities.
- Acting executive director for Ramah Navajo Chapter's 638 Grants & Contract Programs issued a memorandum for employees to return back to work and follow CDC guidelines within each Chapter program RNDOT is back in operation and continues to maintain roadways.
- BIA Projects Update:
 - BIA 125 mp 18 – 24.6 – received approved design exception report for this project from FHWA and will move to finalize the project. BIA 125 MP 0 – 4.4 received approval from NNHPO on the updated Cultural Report document and Categorical Exclusion. Awaiting ROW documents for BIA 195 in Ramah Band Land to RN Realty Office. BIA 113 and 145 received final report and will review final documents with tribal officials
 - BIA 195: submitted ROW documents to RN Realty Office
 - BIA 145 and BIA 113: Received draft report for BIA 145 and BIA 113.
- RNDOT Transportation Technician is vacant and will advertise for the position.
- Submitted grant applications for the NOFO on Tribal Transportation Program Safety Funds.
- BIA 125 striping project is complete.
- NMDOT LGRF received all certifications and submitted a letter of disbursement. Awaiting on contractor to return signed Notice of Award for BIA 125 striping project.
- Cancelled Transportation Committee Meetings until COVID-19 Restrictions are lifted.
- Submitted road signs replacement maintenance project for 2021 LGRF cycle.
- NMDOT LGRF received some certifications and will coordinate with Utility providers. Received ROW certification and submitted letter requesting disbursement.
- Assisting with RN Community Development Department for the Navajo Nation Rural Addressing Project.
- Ongoing general maintenance for area roads, cattle guards and signage, blading and shaping, potholes and base course patching (incl. school bus routes). Cleaning and replacing roadway signs. Field fence repairs, post replacements and gate repairs.

Cibola County

- **Cibola County has hired a new Road Superintendent by the name of Ed Salazar.**
- The County is doing "blade and shape" maintenance on 84.7 miles of 14 County Roads; and a variety of other maintenance (cattle guards / culverts / sign repair / tree trimming & weed control / mowing / pot-hole patching / and minor road repairs) for 24 county roads.
- ZMTP RTP trail project is funded for FFY2020 construction – working with McKinley County for trails development beginning with the Quartz Hill Trail Head. Construction will likely not proceed until FFY2021 Spring & Summer for the Cibola portion of the Zuni Mountain Recreational Trails. **Cibola County has now been cleared to be the fiscal agent for this project and will no longer need McKinley County's assistance; trail development and construction is commencing. Cibola, COG and NMDOT staff had a virtual internal planning meeting on Jan. 19 at 9am with Arnold from the Forest Service to discuss updated scope of work for this project.**
- CR-18B and CR1 road / bridge projects are current priorities. CR-18B awarded LGTPF funding – LGTPF contract is complete and submitted. **CR18-B – RFP closed Friday – 12/4 and are currently reviewing applications – much appreciation to JoAnn Garcia from NMDOT District 6. Two firms responded to the RFP and the Cibola Commission will determine the award at their January 14 meeting.**
- Coop projects will begin soon.

- Ongoing County wide maintenance for County and Forest Roads.

Grants

- **No new news.**
- The City recently had a ribbon cutting ceremony for the pedestrian bridge on 2nd Street.
- Riverwalk trail: Design at 100% from WHPacific, Project is on hold for the time being.
- First Street phase 2 – Adams to Roosevelt: design at 100%; added a pond and lift station on Geis Street for drainage; allotted \$1.8 million from 2019 state legislature for **final phase 3 from Washington to Roosevelt which was recently awarded**. Final PS&E is scheduled for this August and project letting is scheduled for September. Total project stands at \$6.2 million.
- 2nd street bridge out to bid for construction to commence in July – delay due to COVID-19 pandemic.
- Washington bridge replacement over 2nd Street through LGTPF funding will include a walking opportunity for High School students; project construction is underway – commenced in June.
- Lobo Canyon and Roosevelt intersection improvements are underway

Pueblo of Laguna

- **The Pueblo remains closed to the public, and administration is closed until the COVID-19 Pandemic resides.**
- The Pueblo is pursuing an FHWA grant to develop a Pueblo-wide (all Villages / roads) Safety Plan and will be seeking data sources identifying various crash incidents, and high crash incident locations; may need assistance from the RTPD or DOT with analyzing crash data. The Pueblo has a number of State Routes, where high speeds impact upon more fatal crashes.
- NM 124 Trail- Encinal Road to St. Rd. 279, a bike/ped path: The Construction Management services firm selected is Bohannon Huston Inc. Construction NTP was issued in January. Construction is now complete. **Desert Fox Paving is working on close out documents to be completed by March, 2021 and as-builts.**
- NM124 Rio San Jose to Roundabout bike & ped path: Design is complete. PS&E checklist is complete – project planned to be let February – March, 2021
- L26 Rainfall Road from Cubero Wash to Seama bridge M108: Construction has been completed, including a bike & ped. trail. **Final audits in progress and project is in close-out.**
- M137 bridge at Laguna Subdivision: Construction complete and project in close out with BIA.
- Mill, Overlay, Striping & Enhancement Projects: Construction is complete for L503 – Veterans Memorial Road, L200 Postal Road and L245 Raindrop Road. **The Pueblo is developing the next phase on four BIA routes: LGRF/BIA Road Maintenance Striping Projects – phase 2 & 3: Phase 2 – L500 Mountain Ash Loop and L500 Central Park Road; Phase 3 – L540 Veterans Memorial Road and L200 Elizabeth Bender Road. Projects at 90% design, construction anticipated in March.**
- LGRF / BIA Road Maintenance Mill, Overlay & Striping Projects: Phase 2 & 3: Phase 2 – the Pueblo is working on the next phase for four BIA routes: phase 2 for L500 Mountain Ash Loop and Central Park roads. Phase 3 for L540 – Veterans Memorial Road and L200 Elizabeth Bender Road. **Contract amendments submitted and received. Local Govt. Road Fund and trail projects to commence soon.**
- NM 124 Roundabout: The repairs to the roundabout are being coordinated by NMDOT, no start date has been determined. **NM124 Road Diet has received an extension and is in final design.**
- L24 Rainfall Road: design changed to two phases, **Ph-1 Road & Trail at 60% design, and Ph-2 Conc Box Underpass at 30% design**. Construction funded for \$1.9 million from the LGTPF fund!
- L26 Deer Dancer Road: at 95% design, working on ROW amendments and E.A. **ROW and design modifications are underway.**
- L243 Acorn Road design: completed 100% design and PS&E review from the BIA. Construction pending funding.
- M154 Paguete Wash Bridge: **PER is complete** – draft report has been submitted to the Pueblo and BIA.
- M108 San Jose River Bridge-Seama: **PS&E, EA, FONSI and NOI are in progress. Bridge is now at 100% design.**
- L248 Bluejay Road and L248 Blue Star Loop: **Design is in progress now at 90%.** PER is expected by end of January 2021.
- Pueblo's Safety Plan: **Phase 1 is complete and the Pueblo is intending to apply for upcoming FY Safety Planning Funds.**

- **NMDOT I-40 Safety Project:** The Pueblo met with NMDOT on March 3. **Design is at 100%; NMDOT hopes to let the project the summer of 2021.**
- The Pueblo has completed L26 Rainfall Road along with two trail projects.
- **The Pueblo is undertaking a lot of striping projects right now.**
- **Working on 2021 LGRF project submission.**

Navajo Nation – Northern Agency

- **Local Govt. Road Fund projects will commence implementation soon for both Eastern and Northern Navajo.**
- Larry Joe requests COG RTP Manager to help him include US491 RSA recommendations Naschitti to Newcomb as proposed projects in our 2020 RTIPR revision.
- **Navajo DOT continues development for their Long Range Transportation Plan for 2021**
- **Navajo DOT has appointed Marco Sells to fill an administrative position for Eastern Navajo finally bringing Larry Joe some relief! Marco will have his hands full, as he is also the Chinle, AZ Transportation Planner.**
- **Karen Bedonie has been re-assigned and a new Planning Director by the name of Leanne Roy is on board for NDOT.**
- NDOT is working with Sandoval County on inventory to transfer County Roads to the Navajo Nation going forward.
- Shiprock High School Safety corridor project is earmarked for **2023 NMDOT STIP** for three land road widening construction. Will remain on RTIP.
- TseDaaKaan Chapter (Hogback) N5031/Hwy 64 Safety intersection improvement is earmarked for 2021 NMDOT STIP for construction. Final review with local residents. Take off the list, when project is completed.
- **N36/Hwy 371 intersection improvement(Upperfruitland Chapter)-** This project was funded through NM State Capital Outlay. The project is led by San Juan County, NM. The Design layout of the intersection was completed by Wilson & Company. *NMDOT and Navajo Nation finalizing the MOU, which will allow for the State beginning working on construction of the project. Project need of additional funding to complete the project. Project will on RTIP.*
- **Local Government Road Fund 2019-** Project funded to work on preliminary studies at Littlewater community of Sanostee Chapter. Completed SAS 164 Review, the Project Manager will begin working with the chapter on layout plans for the project. Project will remain on RTIP for future funding of road improvements.
- **Local Government Road Fund 2018-** Gadiahii-Tokoi Chapter was awarded for road improvement on route N571 for one mile chip seal. **The project has been completed.**
- **Local Government Road Fund 2018-** Sheep Springs Chapter was awarded for road improvement on route N5002 for one-mile road graveling. The project is ready for construction. Will be taken off the list once the project is completed.
- **Newcomb Chapter-** working on **N5007 Low Water Crossing** using the State, and Tribal match fund to complete this low water crossing project. Project Manager, Donald Jackson, worked on the design and it is determined it would need realignment of the road. Therefore, the realignment of the road was submitted to BIA for review and approval. Pending for final review and approval.
- **Beclabito Chapter-** was awarded of NM Capital Outlay for Helipad for aircraft landing facility. Land withdrawal is in the works with Project Manager assigned. Will need to complete the preliminary studies and design before the construction of the project.
- **Road Safety Audit-** this is new project at Newcomb, Naschitti, and Sheep Springs. Lee Engineering worked with local chapter officials and schools to complete the RSA on November 4-5, 2019. Waiting on the reports or studies. Reports were made available. We will add the recommendations list to RTIP for future funding of the projects.
- **US 64 Study Improvement Plan-** NMDOT officials recently met with local chapters (Beclabito, Gadiahii, TseDaaKaan, Shiprock) on the review and conditions of the highway and improvement plan process is for this 20 plus miles Hogback to AZ Stateline. Project still Planning stage. It will need to remain on the RTIP List for future road improvement, which includes road reconstruction, and bridges replacements.
- **Hwy 64 Shiprock Bridge Replacement-** public hearing is set for November 14, 2019 at Shiprock Chapter. Design plans has started on this project with NMDOT, it will remain the RTIP.
- San Juan-Hogback Bridge has completed the feasibility studies for a new bridge. Road alignment is still pending, and it would full preliminary studies and design of the project. San Juan Chapter is seeking additional funding for this project. Project will remain on the RTIP.

- **Pueblo of Zuni is commencing bike and pedestrian studies.**
- Shiprock Chapter- is seeking Road Safety Audit on Hwy 491, milepost 89-90. Navajo DOT staff is working on this project using the Navajo Sihasin Fund for RSA. Updates- NMDOT contracted to complete the survey and assessment of the US Highway 491 North of Shiprock. Project will remain on the RTIP for future improvement planning, designing, and construction.
- Burnham Chapter- is seeking funding for RSA and N5/Hwy intersection improvement. Chapter is submitting a Letter of Intent through Local Government Road Fund on March 15, 2020. Project did not any funding but it will remain the RTIP for road studies, design and construction.
- Beclabito Chapter/Hwy 64 Improvement Plan- is continuing seeking funding for street lighting along Hwy 64 store, NHA Housing, Chapter house within the corridor. This project is added to NMDOT planning and design with when construction fund becomes available.. Project will remain on the RTIP for future funding.
- Newcomb Chapter- is seeking funding for Street Lighting along Hwy 491 & N5001, RSA was completed 2017 when the chapter contracted with a company that completed the studies. Project will remain on the RTIP.
- Sanostee Chapter – is seeking funding to construct new drainage structure at the intersection of Hwy 491 & N34. Recommending for Transportation Project Fund 2021 list. A studies was completed 2018 by Dibble Engineering. Project will remain on the RTIP List.
- Sanostee Chapter- is seeking funding for School Zone safety RSA and maintenance on route N34 on pavement road. Chapter is working on submitting to District 5 for studies and safety improvement at the school zone. Project will remain on the RTIP List.

Navajo Nation – Eastern Navajo

- **Marco Sells the new manager for Eastern Navajo indicated that a Virtual Navajo Nation Transportation Summit is in development to be announced sometime in the near future.**
- **Lary Joe indicated that Sandoval County will be transitioning many of rural their roads to Navajo DOT oversight and ownership**
- **Snow removal is an ongoing ordeal.**
- Rock Springs Chapter- CR-9 road improvement. Will be added to RTIP for future road improvement
- Nahodishgish Chapter- N53 & 98 road improvement. Will be added to RTIP for road improvement.
- Manuelito Chapter- Sunset Valley road Chip Sealing. Will be added to RTIP
- Manuelito Chapter- Tse De Tah Spring road improvement Chip Sealing. Will be addit to RTIP
- Rock Springs Chapter- Chee Dodge Elementary School Access Improvement – Improving turning lanes and street lighting. Will be added to RTIP.
- Church Rock Chapter- NM Highway 118 Improve – Street lighting for safety corridor. Project will be completed with NM Capital Out funds.
- Crownpoint Chapter- street lighting project in progress to complete soon.
- Baahaali Chapter- transfer access road improvement- Project completed.
- Mexican Chapter- Road Safety Audit, project in progress on contracting out to complete the RSA studies. Will be added to RTIP for construction project.
- Twin Lakes Chapter- Road Safety Audit, project in progress on contracting out to complete the RSA studies. Will be added to RTIP for construction project.
- Tohatchi Chapter- Road Safety Audit, project progress on contracting out to complete the RSA studies. Will be added to RTIP for construction project.
- Iyanbito Chapter- Received Local Government Road Fund, it would need more funding to complete the road improvements. Will be added to RTIP for road improvement Chip Sealing.
- Iyanbito Chapter- I-40 -Project is seeking funding for drainage improvement and overpass studies, design and construction to provide safe entering and existing I-40. Will be added to RTIP.
- Mariano Lake Chapter- Red Willow road in progress to complete the road improvement.

Proposed New Roadway Lighting Projects have no Planning, Designing or Construction funding, but the respective Chapters will be seeking funds to begin Road Safety Assessments, Design, and Construction: All these projects will be added to RTIP for future funding of the projects.

- Smith Lake Chapter- Seeking RSA studies and street lighting at Hwy 371 & N49
- Crownpoint Chapter- Seeking RSA studies and street lighting at N9 & Hwy 371 intersection
- Becenti Chapter- Seeking RSA studies & Street lighting at Highway 371 & N9

- Coyote Canyon Chapter- Street lighting at Intersection of Highway 491 and N9, Milepost 15-15.5
- Whiterock Chapters- Seeking RSA & Street lighting at Highway 371 & store junction, chapter access roads
- Standing Rock Chapter- Seeking RSA & Street lighting at N9 & Chapter access road intersection.
- Little Water Chapter (Eastern)- Seeking RSA & Street lighting at Highway 371 and N7119
- Mexican Springs Chapter- Completing RSA, and seeking street lighting at Highway 491 & N30
- Naschitti Chapter- Completing RSA, and seeking street lighting at Highway 491 & Bus turnaround MP 32
- Tohatchi Chapter- Completing RSA and seeking street lighting at Highway 491 Milepost 22-24
- Twin Lakes Chapter- Completing RSA, and seeking street lighting at Highway 491 & Chapter access road/school access road, Milepost 13 – 13.5 and other lighting at Highway 491 & Giant store/Johnson road, Milepost 9.8 – 10.3

**New Mexico Department of Transportation Reports
(significant news only)**

RTPO Liaison (Neala Krueger)
Tribal Liaison (Ron Shutiva)
District 5 (James Mexia, Stephanie Medina)
District 6 (JoAnn Garcia; Bill Santiago)

Multimodal Planning & Programs Bureau – Neala Krueger

- Nonmetropolitan Consultation Survey closed on Tuesday, January 19 – with appreciation for a strong regional response from the NWRTPO members. Now in final consultation process.
- **An RSA for the area around the I-40 / US491 intersection and west of this intersection in Gallup RSA is in progress. Numerous pedestrian injuries and fatalities have occurred in recent years. A virtual stakeholder meeting was held on January 28, 2021.**
- **Keep an eye on Senate Bill 20 – Local Govt. Transportation Fund; SB20 is the legislation that would redirect a portion of the gas tax to the Transportation Project Fund. Looks like a good chance that this will get funded in this legislative session per Clarissa & Sean Sandoval.**
- **April or May 2021 TAP/RTP/CMAQ call for projects is coming.**
- **2021 NM Legislative Session opens on Tuesday, January 19 and ends on March 20.**
- **The NMDOT Long Range Transportation Plan website/portal is available at <https://newmexico2045plan.com/> . This project is still in progress and will be for some time yet.**
- **Keep an eye on Govt. to Govt. updates – especially the one from March 8.**
- The New Mexico LTAP center provides technical assistance and trainings to support workforce development with the aim of helping local governments and municipalities across New Mexico meet their transportation needs.
<https://ltap.unm.edu/>
- The US491 RSA is now complete with potential for HSIP funding in FFY 2022. This RSA comprised Naschitti, Newcomb, and Sheep Springs Chapters. District 6 is responsible for applying for HSIP funding.

NMDOT Tribal Liaison – Ron Shutiva

- Ron is working on updating Tribal contact lists based on recent election related changes at this time – anything that RTPO members can do to help facilitate this will expediate completing these updates. **Ron indicated that the tribal list is now complete.**
- The Navajo Nation is having issues with development of and industrial park along the NM118 corridor between Rehoboth and Churchrock. The Navajo Economic Development Dept. is now working with NMDOT Dist. 6 toward an industrial park on NM118 between Rehoboth and Churchrock.
- **Ron is now on the LTAP Board.**
- **There's a new Indian Highway Safety Grant out from the BIA.**
- **There will be a teleconference meeting on March 24 for Church Rock bridge repairs.**
- Reminding members to keep on top of deadlines for ICIP, TIF, and LGRF.
- **Due to Chapter turnover it might be good to consider an orientation to the NWRTPO for Navajo Chapters – including transportation funding opportunities – easiest would be at the Eastern, Northern and Ft. Defiance Agency meetings.**

- **Keep an eye out for the Transportation Project Fund – as Neala mentioned.**
- Ron anticipates that a new N.M. Transportation Project Fund at around \$40 million may be forthcoming; so NWRTPO members are encouraged to start prepping and gearing up – as this fund has no functional classification limitations! Ron recommends that our RTPO governments advocate for continuation of this state funding.
- A national broadband project is establishing a broadband corridor along I-40, and will involve tribal discussion with Pueblos of Laguna and Acoma and Navajo Nation.
- NMDOT needs an update from Pueblo of Laguna for progress on Rainfall Road from the Local Govt. Road Fund.
- NM118 drainage analysis project is finally in progress as the Navajo Council is working on agreements with the local governments in the region of the study between Churchrock and Iyanbito; **need coordination with NDOT.**
- Ron indicated that the Laguna I-40 improvement project is moving forward from Exit 112 to 117.
- Ron is concerned about improvements needed for the US64 Shiprock School Zone corridor – NDOT is non-responsive, and support and input is needed from NDOT before the state moves forward with safety improvements.
- I-40 Safety projects are coming to the Laguna Acoma area, including the exit 114 bridge.
- The Pueblo Cultural Center in Albuquerque has a “Pueblo Relief Fund” available, and around \$300K has already been distributed. Go to PuebloReliefFund.org.
- Ron reported on the NM118 drainage analysis that took place between the Iyanbito and Ft. Wingate I-40 intersections at previous meetings. Ron indicated he feels that NM118 drainage issues remain unresolved to this day (in spite of two studies!) and the Navajo Nation DOT remains non-responsive!
- Ron shared concern regarding the lack of an NDOT Eastern Navajo representative – they are putting a lot of pressure on Larry Joe!
- NMDOT is working with area Chapters for improvements on the US491 corridor from Shiprock to Colorado border.

NMDOT District 5 – James Mexia, Stephanie Medina

- **James and Stephanie reiterated the March 15 deadline for LGRF projects.**
- WHPacific is being contracted for a study on needed road and intersection improvements on US 64 – MP 0 – 20 (which includes the Shiprock School Zone). This project will be divided into two phases funded separately and in the District 5 HSIP plan for 2021 including a) primary / major Chapter or community intersections from Shiprock to the Arizona border and b) the Shiprock School Zone.
- The NM371 and N36 intersection near Northern Edge Casino is at 60% design; need ROW clearance / easement from NDOT.
- The District is looking at the need to replace the aging Shiprock San Juan River bridge.
- D-5 staff are managing project proposals for the 2021 Local Government Road Fund, and have received awards from the DOT General Office in Santa Fe for the next fiscal year.
- D-5 staff are reminding local governments that Coop Projects are due by December, 2020.

NMDOT District 6 - JoAnn Garcia, Bill Santiago

- **Local Govt. Road Fund Letter of Interest is due to NMDOT by March 15 – the sooner the better.**
- **For the Transportation Project Fund – DOT-6 is waiting for project reports from Cibola County.**
- JoAnn Garcia reminded members to check up on their Capital Outlay projects and update them in the CPMS (Capital Project Monitoring System), to make sure their projects are submitted and up to date, with the required minimal 5% match.
- For Local Government Road Fund projects – the District needs certifications for all projects – many RTPO members are not following LGRF guidance for project development and are trying to close out projects without having reported progress to the DOT or following what the program requires – this could jeopardize funding, and DOT District 6 urges follow up with their staff. Have contractors apply to be on the State list as pre-qualified contractors. Using a non-state-qualified contractor could also jeopardize project funding!
- Members are encouraged to follow up with NMDOT District 6 – JoAnn Garcia regarding their LGTPF projects.

NEW BUSINESS/OPEN FLOOR: MEMBERS & GUESTS (5-minute limit)

- **Dave Deutsawe: Local Govt. Road Fund – reach out to Bill Santiago at Dist. 6 on who to contact for certifications.**

ANNOUNCEMENTS & NEXT MEETING: No announcements – next meeting April 14, 2021 – virtual meeting dial in: 515-606-5166 / access code: 301965

ADJOURNMENT (11:30 am) *Judy Horacek* – (Cibola County) moved and *Don Jaramillo* (City of Grants) seconded for adjournment Motion carried by acclamation.

MEETING ACTIONS:

RTPO Members:

- *RTPO Meeting Schedule:* Review and confirm in advance if meetings cannot be held in person due to COVID-19 restrictions. The NWRTPO anticipates that for at least until the summer of 2021, meetings will remain virtual.
- **Staff appreciate a strong response from our NWRTPO members for the NMDOT Non-metropolitan survey!**

RTPO Staff:

- *RTPO Orientation Video:* Produce and distribute a video for members and governing bodies. – **complete** – **Staff to follow up with RTPO members to see which governments have had their respective leaders review the video to remain or become familiar with the RTPO function and service to local governments.** Staff have developed a tracking instrument thru which RTPO members can document and submit regarding which of their respective leaders have viewed the orientation.

NMDOT Staff:

- *New Mexico Transportation Plan Update:* July 14 Virtual Stakeholder workshop was provided. *This meeting conducted in virtual conf. call mode due to COVID-19 restrictions.* **Neala Krueger emails the latest information from the state on the LRTP update and Robert Kuipers forwards to RTPO members.**



a program of
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

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

Agenda Item #IV: Active Transportation Guidance

Subject: Transportation Alternatives Program (TAP) and Recreational Trails Program (RTP)

Prepared for: April 14 NWRTPO meeting

Date: 4/8/21

BACKGROUND

- **Why?** NMDOT is issuing a Call for TAP and RTP Projects commencing May – September 2021
- **Purpose.** To fund and promote active transportation multi-modal options for both mobility, access options and health.
- **Discussion/Finalization.** The NWRTPO will discuss TAP and RTP applications at the April 14 meeting and receive guidance from Sky Tallman - NMDOT

CURRENT WORK

- Sky Tallman – NMDOT will cover the program and schedule for 2021

ANTICIPATED WORK

- Members have been asked to submit their project choices via PFF's between May – July, after which at a NWRTPO meeting NMDOT staff will authorize projects to move forward based on qualification.
- T/LPA submits application(s) to RTPO planner June – July, 2021
- Non-Tribal members must submit Title VI and ADA Plans to NMDOT Coordinator by July 3 against a July 12 deadline.
- RTPO Planner evaluates applications for eligibility and completeness August – Sept. and submits complete applications to NMDOT TAP/RTP Coordinator by October 1, 2021
- TAP/RTP Coordinator reviews applications for eligibility and completeness and prepares packages for rating and ranking by TAP Selection Committee and RTP Trails Advisory Board
- TAP and RTP committees rate, rank, and recommend projects to NMDOT Dec. 2021 – Jan. 2022
- March, 2022 NMDOT sends out award notifications
- April – May 2022 awarded entities attend orientation workshop or webinar for critical deadlines and federal process

ATTACHMENTS

- TAP and RTP Application & Program Guide / Active Transportation & Recreational Programs Application

BUDGET IMPACT

- None

ACTION ITEM

- N/A

NWRTPO Call for Projects - FFY2021 and NMDOT 2021 TAP and RTP Application Guide

Robert Kuipers <rkuipers@nwnmcog.org>

Wed 3/17/2021 3:38 PM

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 4 attachments (3 MB)

NWRTPO Call for Transportation Projects, 2021_FINAL.pdf; NMDOT_TAP-RTP_Application_2021.pdf; NMDOT_CMAQ_Application_2021.pdf; NMDOT Active Transportation and Recreational Programs Application Guide_2021.pdf;

RTPO members and DOT colleagues:

Attached (after having been previously emailed) is a further updated NWRTPO Call for Projects - based on new state funds, new members, and just some "clean up editing".

Also attached is the recently issued "Active Transportation and Recreational Programs Application Guide" from NMDOT - updated for FFY2021 for RTP and TAP projects; along with the TAP / RTP and CMAQ application forms.

Robert Kuipers, RTPO Program Manager
Northwest NM Council of Governments

"Over 45 years of moving the region forward"

(505) 722-4237

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TAP & RTP Application & Program Guide – Condensed Summary

(This summarizes the 31 page document in 3 pages)

- 1) Introduction & Goals:** p. 4 – TAP and RTP primarily address NMDOT Goal #4 – multimodal access and community prosperity; but should also honor goal #5 – respecting our multi-cultural values, environment, history and quality of life.
- 2) Funding Options:** p. 5 - This page provides a list of 24 project options that qualify for either TAP or RTP funding, along with guidance for projects in a “NM Main Street Community,” “Arts & Cultural District” or “Frontier Community.” At the bottom other potential funding sources are provided.
- 3) TAP and RTP Program Summaries:** pp. 6-7 – These pages provide a summary of the TAP and RTP programs. Total estimated annual TAP funds for our state is just over \$5.7 million; and total estimated annual RTP funds for our state is just under \$1.5 million
- 4) Program Requirements:** pp. 8-10
 - a) Who can apply for the funding.
 - b) Federal requirements including:
 - ADA Plan
 - Title VI Plan
 - Financial Controls
 - c) Local Match requirements: \$14.56% and options for match requirements
 - d) Other Considerations including:
 - Adequate staffing
 - Compliance with ADA and Title VI requirements
 - Adequate local funding for upfront costs and match
 - Ability to meet and pay for required certifications (NEPA, ROW, utilities, ITS, railroad) – reference NMDOT’s T/LPA Handbook for guidance.
- 5) Application Process:** pp. 10 - 18
 - a) Required Documents and Application Timelines pp. 10 – 12: May 2021 – March 2022 / required documents / process include a) PFF’s and project qualification meetings (DOT District review); b) PPF’s and application, c) ADA & Title VI submission to NMDOT ADA / Title VI Coordinator, d) DOT TAP / RTP project rating and ranking by TAP Selection Committee and Recreational Trails Advisory Board.
 - b) Application contents: p. 12 - must include:
 - Cover page
 - Table of contents
 - PFF / PPF / TAP or RTP Application
 - Supporting Resolution of Sponsorship from respective Local Govt. – with proof of match, budget to pay up-front costs, and acknowledgement of maintenance responsibility – or an official letter signed by local govt. chief executive or official with budget authority
 - Letters of support regarding Right of Way from all affected jurisdictions

- Project map (for infrastructure projects)
- Additional documentation supporting scoring factors

c) Application Scoring Factors: (pp. 12 -16)

Scoring Factors	Possible Points
Planning: Must provide documentation (cover of plan and page[s] identifying or supporting the project); 2 points per plan, maximum of 6 points	6
Economic vitality	3
Safety and Security	3
Accessibility and Mobility through Integration and Connectivity	3
Protection and Enhancement of the Environment:	
a) Promote environmental and energy conservation and reduce greenhouse gas emissions	3
b) Improve quality-of-life for residents	3
c) Achieve community's land-use goals	3
Efficient System Management	3
System Preservation	3
Equity	3
Total	33

d) Best Practices and How Applications are Selected: pp. 17 – 18

- Provides attributes of high scoring and low scoring applications
- High Score: project in numerous planning documents / includes supporting documentation / demonstrates a thorough understanding of application questions and strong explanation of project contribution to goals of each scoring factor.
- Low Score: project not in other local govt. planning doc.s / insufficient supporting documentation / poor understanding of questions and ineffective explanation of contribution to goals of each scoring factor / does not respond to all questions in application / spelling and grammatical errors
- Application Selection: application packages are submitted to NMDOT Coordinator by RTPO planner, which are then reviewed for eligibility and completeness. All eligible applications are rated and ranked by TAP Selection Committee or RTP Recreational Trails Advisory Board.
- Sub-recipients of TAP / RTP funds are required to attend an orientation workshop / webinar which outlines critical deadlines and processes for their projects.

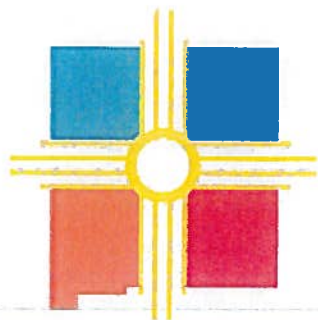
6) The Award: pp. 18 – 19

- Once project is awarded the local govt. recipient will work with the TAP/RTP Coordinator or NMDOT POD (*Project Oversight Division*) and Regional Design Center project manager to develop an agreement.
- Non infrastructure projects are managed by the TAP/RTP Coordinator.
- Infrastructure projects involving design and/or construction are overseen by the NMDOT Project Oversight Division (POD) and follow the agreement process with the appropriate NMDOT Regional Design Center as outlined in the T/LPA Handbook.
- Construction does not refer to development of RTP soft-surface trails. Oversight and agreements for these projects are managed by the NMDOT RTP Coordinator.

- Infrastructure projects will require separate agreements for design and construction phases; each of which must be in a separate Federal fiscal year.
- Recipients should carefully calculate design phase timing – as ROW and environmental certifications can be time-consuming. Project timing should be discussed with NMDOT staff during PFF Review sessions for appropriate phasing.
- Detailed project schedules are required for all awarded projects before a project agreement is developed (reference the T/LPA Handbook).
- Any project applying for construction funds must receive prior approval from the appropriate Regional Design Center.
- Once the local govt. agency is awarded, the NMDOT submits the project to FHWA for obligation. Once obligated, the project recipient receives a Notice to Proceed from NMDOT. The local Govt. must then identify a “Person in Responsible Charge” for the project and notify the NMDOT Project Manager. This person should be able to answer questions and make project decisions in a timely manner.
- Upon receipt of the Notice to Proceed, work on the project may officially begin. Any work completed prior to the Notice to Proceed cannot be reimbursed.
- TAP and RTP are Federal Aid Reimbursement Programs – the recipient is responsible for all up-front expenses. The recipient can then request reimbursement (including proof of payment) on (at least) a quarterly basis. The recipient is reimbursed for 85.44% of costs incurred – related to the 14.56% local match. All costs in excess of the federal award are the responsibility of the local government recipient.

7) Appendices: pp. 19 – 31 Appendices include:

- Forms: pp. 19 – 20
- NMDOT Resources: p. 20
- Sample Programmatic Boilerplate Agreement: p. 20
- Sample Design / Construction Boilerplate: p. 20
- Eligible & Ineligible Projects & Activities: pp. 20 – 23
- RTP Project Categories: pp. 23 – 24
- State and Federal Requirements Guidelines: pp. 24 – 26
- New Mexico Mainstreet Program: p. 26
- Sample Resolution of Sponsorship: p. 26
- MPO and RTPO Contact Information and State Map: pp. 27 – 30
- NMDOT District Offices and Regional Design Centers: p. 31



New Mexico DEPARTMENT OF
TRANSPORTATION
MOBILITY FOR EVERYONE

Transportation Alternatives and Recreational Trails Application and Program Guide

For Projects in Federal Fiscal Years 2023, 2024, plus

Programs Coordinator

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Table of Contents

Table of Contents	2
1. Introduction and Goals	4
2. Quick-Reference Funding Guide	5
Which program should my agency apply for?.....	5
Other Funding Opportunities	5
3. Program Information	6
A. What is the Transportation Alternatives Program?.....	6
B. What is the Recreational Trails Program?	7
4. Program Requirements	8
A. Who can apply for funding?	8
B. What are other Federal requirements?	8
Americans with Disabilities Act.....	8
Title VI Plan	9
Financial controls.....	9
C. What is the local match?	9
E. Other Considerations	10
5. Application Process and Project Selection.....	10
A. What are the timelines and deadlines for applications and selected projects?	10
B. TAP/RTP Funding Cycle Timeline.....	11
C. What needs to be included with my application?.....	12
D. Application Scoring Factors.....	12
E. Application Scoring Matrix	16
F. Best Practices and Feedback for Applicants	17
G. How are applications selected?	17
6. The Award.....	18
A. Agreement Development and Project Management	18
B. How will my agency receive funds?.....	19
C. How long are the funds available?	19
7. Appendices.....	19
I. Forms.....	19
II. NMDOT Resources.....	20
III. Sample Programmatic Boilerplate Agreement	20
IV. Sample Design/Construction Boilerplate Agreement.....	20

V. Eligible and Ineligible Projects and Activities.....	20
VI. RTP Project Categories	23
VII. State and Federal Requirements and Guidelines	24
VIII. New Mexico MainStreet Program.....	26
IX. Sample Resolution of Sponsorship	26
X. MPO and RTP Contact Information and State Map	27
XI. NMDOT District Offices and Regional Design Centers	31

DRAFT

1. Introduction and Goals

The Transportation Alternatives and Recreational Trails Application and Program Guide (the Guide) is a user-focused handbook for New Mexico's Transportation Alternatives Program (TAP) and Recreational Trails Program (RTP). It is intended to assist potential applicants; Metropolitan Planning Organizations (MPOs); Regional Transportation Planning Organizations (RTPOs); and other transportation planning partners in identifying and applying for the appropriate funding source based on the specific project type and guidance on project development and implementation.

The Guide is most effective when used in concert with The Tribal and Local Government Handbook, which provides a more detailed description of the federal aid process as administered by NMDOT.

In its administration of TAP and RTP, it is New Mexico Department of Transportation's (NMDOT) intention to leverage these funds to further the multimodal and quality-of-life goals set forth in the Department's long-range plan, *The New Mexico 2040 Plan* ("2040 Plan"). The 2040 Plan provides the strategic framework to guide NMDOT's decision-making in the years to come, and represents an unprecedented level of outreach and engagement with the general public and diverse stakeholders across the entire state of New Mexico. The 2040 Plan is currently undergoing an update, which will be released in the Fall of 2021.

The broad vision of the 2040 Plan is "a safe and sustainable multimodal transportation system that supports a robust economy, fosters healthy communities, and protects New Mexico's environment and unique cultures." To this end, the 2040 Plan identified five overarching goals. These goals are to:

- operate with transparency and accountability;
- improve safety for all system users;
- preserve and maintain our transportation assets for the long term;
- provide multimodal access and connectivity for community prosperity; and,
- respect New Mexico's cultures, environment, history, and quality of life.

Finally, NMDOT strives to coordinate closely with other agencies that have developed transportation plans, bicycle and pedestrian plans, comprehensive land use plans, or other types of plans that include a transportation component. As such, it is NMDOT's goal to respect and coordinate with the plans of tribal and local governments, metropolitan areas and regions, and various State and Federal agencies—provided plans and projects are consistent with the goals and strategies of the 2040 Plan. The application scoring criteria for TAP and RTP applications outlined in this guide reflect this emphasis on planning as a means of furthering the vision and goals laid out in the 2040 Plan.

This Guide is for eligible projects applying for funds in Federal Fiscal Year (FFY) 2023 through FFY 2025. Applicants should identify the desired year(s) 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. Quick-Reference Funding Guide

Which program should my agency apply for?

The following matrix is a “quick-reference” guide for easily identifying the appropriate funding program based on the type of project. Project types may be eligible for one or more funding sources. See **Appendix V** for a detailed and complete list of eligible and ineligible projects and activities for each program.

Example Projects	Program (x indicates eligibility)	
	TAP	RTP
• Sidewalks (street-adjacent)	X	
• Streetscape improvements (as part of bike/pedestrian project)	X	
• Non-motorized, paved, shared-use paths	X	X
• Equestrian trails	X*	X
• Motorized trails (e.g. for ATVs, snowmobiles, etc.)		X
• ADA improvements	X	X**
• Bike lanes, sharrows, and signage related to on-street bicycle facilities	X	
• Lighting for bicycle and pedestrian facilities	X	X**
• Traffic-calming measures (e.g. road diets)	X	
• Stormwater projects related to bicycle or pedestrian improvements	X	X**
• Trail maintenance		X
• Trailside or trailhead facilities		X
• Bicycle parking	X	X**
• Bus bike racks	X	
• Bicycle/pedestrian plans	X	X***
• Path/trail and road intersection improvements	X	X
• Path/trail connections	X	X
• Bridges or tunnels for motorized trails and equestrian trails		X
• Bridges or tunnels for bicycles and pedestrians (off-road)	X	X**
• General educational programs/trainings		X
• Bicyclist/pedestrian education for children in grades K-8	X	
• Safe routes to school coordinator positions	X	
• Bike share (capital costs only; no operations costs)	X	
• Lease of trail construction and maintenance equipment		X

*Equestrian trails are only eligible for TAP funding if built as part of a shared-use path. Stand-alone equestrian trails are not eligible for TAP funding.

**Must be directly related to a trail, trailside, or trailhead facility.

***RTP funds may be used to develop statewide recreational trail plans.

If a project is located in a designated New Mexico MainStreet Community, a State-Authorized Arts and Cultural District, or an official Frontier Community, they must coordinate with the New Mexico Economic Development Department’s MainStreet Program to identify potential overlap between plans and proposed projects. See Appendix VIII for additional information.

Other Funding Opportunities

Depending on your project’s scope and budget, you may want to consider other Federal, State or local funding opportunities including Congestion Mitigation and Air Quality (CMAQ), [Federal Lands Access Program \(FLAP\)](#), [Land and Water Conservation Fund](#), Local Government Transportation Project Fund, capital outlay or municipal bonds.

3. Program Information

A. What is the Transportation Alternatives Program?

Background

The Transportation Alternatives Program (TAP) is a Federal reimbursement program originally authorized under section 1122 of the Federal transportation act, Moving Ahead for Progress in the 21st Century (MAP-21). TAP was reauthorized as a set-aside of the Surface Transportation Block Grant (STBG) program in section 1109 of the Fixing America's Surface Transportation Act (FAST Act)—signed into law in December of 2015. Although TAP is not explicitly mentioned in the FAST Act, all of TAP's eligibilities have been preserved and are now codified under Title 23 of the United States Code, sections 133(h)(3) and 101(a)(29). For simplicity and consistency, NMDOT will continue to refer to the program as TAP.

In New Mexico, TAP is administered by NMDOT's Active Transportation Team, which oversees the call for projects, award process and manages all non-infrastructure projects such as Bicycle and Pedestrian Plans and Safe Routes to School Programs. Examples of recently funded TAP projects include:

- Cedar Street Pedestrian Improvements, City of Deming
- Kirtland Schools Bicycle and Pedestrian Path, San Juan County
- Safe Routes to School Program Coordinator, Las Cruces Public Schools
- Hondo River Trail Improvements, City of Roswell
- Edgewood 7 Multi-use Trail, Town of Edgewood

Specific questions on project eligibility should be addressed to the Programs Coordinator and/or your MPO/RTPO Planner.

Funding

New Mexico's **estimated*** annual federal share of TAP funding amounts is \$5,715,525. Per the FAST Act, 50% of New Mexico's annual TAP apportionment (estimated at \$2,857,525 annually) is sub-allocated to areas based on their relative share of the total state population. The remaining 50% is available for use in any area of the state.

Sub-allocated funds are divided into three categories: areas with populations of 200,001 or more; areas with populations of 5,001 to 200,000; and areas with populations of 5,000 or less. These are special census designations related to population density and do not correspond with city or town boundaries. In order to accurately figure out in which category a project belongs, entities should work with the appropriate MPO/RTPO planner. The resulting distribution **estimates** for New Mexico's FFY20 and FFY21 TAP funds are as follows.

Total Estimated Annual TAP Federal Funds: \$5,715,525

Population 200,001 or more:	\$1,071,346
Population 5,001 to 200,000:	\$1,091,424
Population 5,000 or less:	\$694,754
Available for any area:	\$2,857,525

*Funding is apportioned by Congress and is subject to change.

Funds for population areas over 200,000 are directly allocated to the appropriate MPOs (Mid-Region MPO and El Paso MPO), which may use their own process or adopt NMDOT's process for awarding those funds. All other funding categories (for areas with populations of 5,001-200,000; 5,000 or less; and flexible) are awarded by NMDOT via a statewide competitive process. Section 5 of this Guide provides the details of the competitive project selection process.

B. What is the Recreational Trails Program?

Background

The Recreational Trails Program (RTP) is a Federal reimbursement program funded through section 1109 of the FAST Act, as codified under Title 23 of the United States Code, sections 133(b)(6), 133(h)(5)(C), and 206. In New Mexico, RTP is administered by NMDOT's Active Transportation Programs Team. The program provides funding to eligible entities to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized trail uses.

In addition to their recreational purpose, RTP-funded projects often provide additional multimodal transportation options. Examples of trail uses include hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, and four-wheel driving. Specific questions on project eligibility should be addressed to the Programs Coordinator and/or your MPO/RTPO Planner. Recently funded RTP projects include:

- Glade Run Recreation Area Trails, San Juan County
- Moon Mountain Trails, Village of Ruidoso
- Sandia Trails Improvements, Cibola National Forest and Grasslands
- ECHO Park Trailhead, Town of Edgewood
- McKenzie Ridge Trail Connector, McKinley County

Funding

RTP funds come from the Federal Highway Trust Fund and represent a portion of the motor fuel excise tax collected from non-highway recreational fuel use—fuel used for off-highway recreation by snowmobiles, etc. New Mexico's **estimated** annual RTP funding amount is \$1,415,533.

Per Federal requirements, the RTP apportionment must be awarded according to the following distribution (see Appendix VI for the definitions of RTP project funding categories): 30% of the funds must be used for non-motorized trails (Categories 1 and 2); 30% for motorized trails (Categories 4 and 5); and 40% for diverse-use trails (Category 2, 3, and 5). The resulting annual distribution estimates for New Mexico's RTP funds are as follows.

Total Estimated Annual RTP Federal Funds:	\$1,415,533
30% Non-motorized:	\$424,659
30% Motorized:	\$424,659
40% Diverse:	\$566,213

A total of 5% of the annual apportionment may be spent on eligible educational programs.

4. Program Requirements

A. Who can apply for funding?

T/LPA recipients of Federal Aid Highway Program (FAHP) funding are referred to as “sub-recipients.” The following entities are considered eligible sub-recipients for TAP and RTP funding:

- local governments;
- tribal governments;
- regional transportation authorities;
- transit agencies;
- State and Federal natural resources or public land management agencies;
- school districts, local education agencies, and schools; and
- any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (not including MPOs and RTPOs).

The following entities are **not** considered eligible sub-recipients for TAP and RTP funding:

- Non-profits as direct sub-recipients of the funds (Non-profits are eligible to partner with any eligible entity on an eligible TAP or RTP project, if State or local requirements permit.);
- NMDOT*, MPOs and RTPOs (However, these entities may partner with an eligible entity to carry out a project, if the eligible entity is the project sponsor.); and
- High-risk entities, determined at NMDOT’s discretion, even if they are otherwise eligible (High-risk entities can be defined by financial risk or historical lack of capacity to manage Federally-funded projects.).
- Entities that do not meet American’s with Disabilities Act, Title VI or financial controls requirements.

*As the program’s administering agency, NMDOT is an eligible recipient for the Recreational Trails Program and may program RTP funds at its discretion.

B. What are other Federal requirements?

Americans with Disabilities Act

Non-tribal entities applying for TAP/RTP funds must comply with the Americans with Disabilities Act (ADA) of 1990, which requires that public agencies with more than 50 employees have an ADA Transition Plan, 28 CFR §35.150(d). Tribal governments are exempt from this requirement,

though NMDOT supports ADA plans and policies in Tribal communities. If not already submitted, the applicant must submit a compliant ADA Transition Plan to the [NMDOT ADA Program Coordinator](#), Charles Trujillo, ADA.TitleVICoordinator@state.nm.us, by July 12, 2021. Local Public Agencies (LPA) with fewer than 50 employees must submit an ADA Policy. For additional information please see the [NMDOT T/LPA Handbook](#).

ADA Plan/Policy Deadline: July 12, 2021

For this call for projects (FFY2023-FFY2025), compliant ADA Plans or Policies must be submitted to the [NMDOT ADA Program Coordinator](#), Charles Trujillo, ADA.TitleVICoordinator@state.nm.us, by July 12, 2021.

Title VI Plan

Non-Tribal entities wishing to apply for Federal funds through TAP/RTP must have a Title VI Plan. The plan addresses Title VI of the Civil Rights Act of 1964 and is the LPA's written document outlining how they will ensure no persons will be discriminated against based on race, color, national origin, sex, age, disability, limited English proficiency, or income status with the implementation of programs, services, or projects that utilize Federal funds. While Tribal governments are exempt from these requirements, NMDOT supports plans and policies as a best practice. The Title VI Plan should be formally updated every three (3) years and submitted to the NMDOT Title VI Program Coordinator. If your agency has a Title VI plan already on file with NMDOT, an annual report, due October 1, should be sent to the [NMDOT Title VI Program Coordinator](#) Charles Trujillo, ADA.TitleVICoordinator@state.nm.us, outlining any complaints received and/or changes in procedural or organizational structure. For additional information please see the [NMDOT T/LPA Handbook](#).

Title VI Plan Deadline: July 12, 2021

New Title VI Plans must be submitted to NMDOT Title VI Program Coordinator, Charles Trujillo, ADA.TitleVICoordinator@state.nm.us by July 12, 2021.

Financial controls

2 CFR 200.331 requires NMDOT to evaluate a sub recipient's risk of non-compliance with Federal statutes, regulations, and the terms and conditions of the award. NMDOT's financial specialists vet each T/LPA for financial fitness. Consideration and reviews include an entity's prior experience with the same or similar awards, whether the entity has new personnel or new or substantially changed financial systems, and results of recent audits to evaluate risk. NMDOT evaluates these factors when determining applicant eligibility and creating a sub recipient monitoring program, if awarded. **NMDOT will not consider a fiscal agent arrangement with an eligible T/LPA.**

C. What is the local match?

TAP and RTP are reimbursement programs. All eligible costs must be paid by the sub-recipient upfront, and are reimbursed at 85.44% of the total cost. The balance, 14.56% of the *total project cost* is the local match. See the following example:

Total Project Cost:	\$100,000
Federal (85.44% reimbursable):	\$85,440
Local Match (14.56%):	\$14,560

Tribal entities may use Tribal Transportation Program (TTP) funds for their local match. A Federal agency project sponsors may provide matching funds by using other Federal funds apportioned to that agency. However, for RTP projects sponsored by Federal land management and natural resource agencies, combined Federal funds may not exceed 95% of the total project cost. The remaining 5% match share must come from non-Federal funding sources.

In-kind match may be utilized for all or a portion of the 14.56% local match, but must be clearly stated in the project application. If the project is awarded, the in-kind match must be specifically noted on the Agreement Request Form (ARF) in accordance with the requirements in the [NMDOT T/LPA Handbook](#), or in developing a non-infrastructure agreement with the Program Coordinator. This ensures that the in-kind match is correctly referenced in all agreements. Any approved in-kind match must occur within the project term specified in the agreement; work completed prior to an entity's receipt of a Notice to Proceed will not be accepted as in-kind match.

E. Other Considerations

TAP and RTP are Federal-Aid Highway Program (FAHP) funds and must be expended in accordance with all applicable Federal and State regulations. Applicants are advised that compliance with Federal and State regulations requires a significant commitment of time and resources on the part of the sub-recipient and can add significant costs to the project.

What if my project comes in over budget?

Any costs above the awarded amount, are the responsibility of the sub-recipient.

Applicants are encouraged to consider the following questions prior to submitting an application for TAP or RTP funding:

- Does your agency have the necessary staff to administer the project and meet all requirements?
- Does your agency comply with Federal ADA Transition Plan and Title VI Plan requirements?
- Does your agency have the funding to pay all costs upfront, before seeking reimbursement?
- Does your agency have the funding to pay the local match requirement (14.56%) and support any costs that cannot be reimbursed?
- Projects often come in over budget, does your agency have the ability to pay for additional costs?
- Does your project budget and estimate consider the costs for required certifications (NEPA, right-of-way, utilities, ITS, railroad)?
- Has your project management staff attended trainings relating to FAHP project oversight and administration? Applicants are strongly encouraged to review [NMDOT's T/LPA Handbook](#) training videos, described in Appendix II. National Highway Institute (NHI) courses such as Federal-Aid Highways 101, Highway Program Funding, etc. are also highly recommended.

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 of additional trainings opportunities as they become available. Finally, NMDOT may require local government assistance and/or coordination in performing analyses related to performance measurement (e.g., before-and-after bicycle counts for a new bicycle facility).

5. 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 the location of the applying agency. Appendix X provides a map and [contact information](#) for all the MPOs and RTPOs in New Mexico.

In coordination with NMDOT, MPOs and RTPOs will distribute this Guide and provide a schedule of specific dates and deadlines for the call for projects. An agency interested in applying for funds will first request a Project Feasibility Form (PFF) from their MPO/RTPO. The PFF must be filled out and returned to the MPO/RTPO planner before the PFF deadline set by the MPO/RTPO. The MPO/RTPO planner will then schedule a PFF meeting to be attended by the project's Person in Responsible Charge, the MPO/RTPO planner, appropriate NMDOT staff (District staff, Planning Liaison, Environmental staff, Regional Design Center's T/LPA Coordinator, Program Coordinator etc.), and 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 in Section C below. For projects located in RTPO areas, once a PFF is approved by the appropriate District

representative, it must be included on the RTPO's Regional Transportation Improvement Program Recommendations (RTIPR) according to the RTPO's adopted procedures, if the entity decides to submit an application. If the RTIPR update timeline does not allow for approval prior to application, applicant should include a draft RTIPR showing the project's inclusion and noting the RTPO's RTIPR schedule for adoption. Complete application packets must be submitted to the appropriate MPO/RTPO before the specific application deadline set by the MPO/RTPO.

MPOs may conduct a different feasibility process than described above; RTPOs must follow the process outlined above. Smaller MPOs are highly encouraged to utilize this feasibility process. Mid-Region MPO and El Paso MPO may elect to use their own application process to award the TAP Large Urbanized direct allocation; however, if any entity located within the Large Urbanized Area wants to be considered for the TAP-Flex funding, which is awarded via the statewide competitive process, they must submit their application in accordance with the process outlined in this guide.

Below is a summary of funding cycle deadlines and activities from the opening of the call for projects through the obligation of funds for awarded projects. Agreements for "non-infrastructure" projects will be administered by the appropriate NMDOT Program Coordinator; if awarded funds, these entities will not need to submit Agreement Request Forms (ARF) as described below.

B. TAP/RTP Funding Cycle Timeline

Month	Year	Activity
May-Sept	2021	Call for projects open
May- July	2021	<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/Environmental/T/LPA</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>
June-July	2021	T/LPA completes application and submits to MPO/RTPO planner according to deadline set by MPO/RTPO
July 3	2021	Non-Tribal applicants must submit their agencies Title VI and ADA Plans/Policy to NMDOT Title VI and ADA Coordinator for review and approval.
Aug-Sep	2021	MPO/RTPO planner evaluates applications for eligibility and completeness
October 1	2021	<p>MPO/RTPO planners submit complete applications to NMDOT TAP/RTP Program Coordinator</p> <p><u>Late or incomplete applications will not be accepted.</u></p>
Oct-Nov	2021	TAP/RTP Program Coordinator reviews applications for eligibility and completeness and prepares packages for rating and ranking by Selection Committee (TAP) and Recreational Trails Advisory Board (RTAB) (RTP)
Dec – Jan	2021-22	TAP Selection Committee rates, ranks, and selects projects; RTAB rates and ranks RTP projects and makes recommendations to NMDOT

<u>Month</u>	<u>Year</u>	<u>Activity</u>
March	2022	NMDOT sends out award forms and letters of regret
March	2022	Projects added to MPO TIPs and STIP Preview
April-May	2022	All entities receiving TAP/RTP funds will be required to attend an orientation workshop or webinar outlining critical deadlines and processes of the Federal process
March-Aug	2022	TIPs/STIP public review and approval
October 1	2022	2023-2027 STIP becomes active

Refer to the [NMDOT T/LPA Handbook](#) for project development timelines after the STIP has become active.

C. What needs to be included with my application?

Applicants must submit the following documents (as a single PDF) in the order listed below as part of the TAP and RTP application process:

- Cover Page
- Table of contents
- 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
- TAP/RTP Application – 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 IX; 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 T/LPA. The letter(s) must also address which entity will take on the maintenance responsibility of the proposed project.
- Basic map of project location (not required for non-infrastructure projects)
- Any additional documentation in support of scoring factors – see section 5D.

MPO/RTPO planners are responsible for submitting complete application packages to NMDOT no later than close of business (COB) on October 1, 2021. Application 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.

D. Application Scoring Factors

Applications for RTP and TAP will be rated and ranked according to the following factors.

1. Planning

The Planning factor is intended to ensure that TAP and RTP projects are consistent with adopted plans, policies, and studies. If a project is identified in an adopted local, regional, or state plan, study or other document (e.g. ICIP), this indicates a level of public involvement and support for the project. This factor

will be demonstrated with supporting documentation. Rather than attaching the entire plan or document, applicants must provide a copy of the title page of the document and the page(s) identifying the proposed project. A list of potential planning documents is below. If a project is in an MPO area, it is required to be *consistent* with the MTP—thus, no points are awarded for a project that is solely consistent with the MTP. However, if a project is specifically listed in the MTP, it may be used for planning points. Applications are awarded two (2) points for each plan in which the project is listed or with which it is consistent (demonstrated through supporting documentation), up to a maximum of six (6) points for this factor.

Eligible Planning Documents:

- Infrastructure and Capital Improvement Plan (ICIP)
- Metropolitan Transportation Plans (MTP)
- Regional Transportation Plans (RTP)
- Bicycle and Pedestrian Plans
- Economic Development Plans
- Comprehensive Plans
- Land-Use Plans/Studies
- Corridor Studies
- Master Plans
- Safe Routes to School (SRTS) Plans
- Sector Plans
- Road Safety Assessments (RSA)
- Safety Plans
- ADA Transition Plans
- NM MainStreet Plans
- And other documents deemed eligible by the TAP selection committee or RTAB

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

3 points: The application demonstrates a thorough understanding of how the 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 the factor, and provides minimal documentation on how the project meets the factor.

1 point: The application demonstrates very little understanding of the factor, and does not provide any documentation on how the project meets the factor.

0 points: The application does not meet the factor.

2. Economic Vitality

In addition to achieving transportation and/or recreational goals, TAP and RTP projects may provide positive economic impacts to a community. The economic vitality of an eligible project is measured through economic impact to local, regional, or statewide economic development efforts. Consider how the project interacts with activity centers, employment generators, or other economic development activities. For example, a potential project, such as a regional trail, could provide economic benefits to nearby local businesses by attracting tourists.

Application Question:

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

3. Safety and Security

The livability of a community is related to safety and security. A community where it is safe to walk, bicycle, use transit, and access and enjoy recreational trails will have more people on the streets interacting with neighbors, visiting businesses, walking to school, and enjoying local amenities like parks and natural areas. For example, installing solar lighting along a sidewalk or path to a park or school could increase the safety and security of children walking to the facility.

Application Question:

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, access public transit, and/or access and enjoy recreational trails. Please cite and provide supporting documents or studies as necessary.

4. Accessibility and Mobility through Integration and Connectivity

Access to destinations and people's mobility are defined by the integration and connectivity of a community's transportation system (including recreational trail facilities). Gaps exist in our transportation systems, creating congestion and making it difficult for people to access necessary services, such as a grocery store, hospital, or job centers. Integrating alternative transportation networks into a community or fixing gaps in existing systems can increase people's mobility and access to necessary services and recreational opportunities. This factor also considers intermodal connectivity between pedestrian, bicycle, public transit, and park-and-ride infrastructure. For example, completion of a sidewalk between a transit stop and a nearby employment center would address an existing gap in the system, making the employment center more accessible and increasing mobility of transit-users. In addition, this would address intermodal connectivity.

Note: all Federally-funded transportation projects must comply with the Americans with Disabilities Act (ADA) and Public Rights of Way Accessibility Guidelines (PROWAG).

Application Question:

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

This factor emphasizes how eligible projects can protect and enhance the environment, whether through the promotion of energy or water conservation, greenhouse gas emissions reductions, quality-of-life improvements, or the funding of improvements that are consistent with land management plans or local land-use plans. Projects may promote environmental conservation in diverse ways, from reducing motorized vehicle usage, to erosion control along transportation rights-of-way or wilderness trails. Projects can also provide a broad array of quality-of-life improvements, such as access to culturally or historically significant sites, or improved community health due to increased opportunities for bicycling and walking.

Through local planning processes, governments and community members articulate land-use visions and goals to improve or enhance community quality of life. These are incorporated into local planning

documents. TAP and RTP projects may help communities achieve desired land-use patterns and goals as described in local planning documents. Examples of such projects could include a paved, multi-use path that increases multimodal access to a school, thus reducing motor vehicle congestion, reducing greenhouse gas emissions, and providing opportunities for daily physical activity—all of which helps improve quality of life and overall community health.

Application Question:

Please provide information as to how your eligible project will:

- a) *promote environmental and energy conservation, and reduce greenhouse gas emissions;*
- b) *improve the quality-of-life for community residents; and*
- c) *help achieve the community's desired land-use goals, as described in local planning documents.*

Please cite and provide supporting documents or studies as necessary.

6. Efficient System Management and Operations

TAP and RTP funds are FAHP funds. Project sponsors are required by Federal law to maintain projects constructed using FAHP funds. The project sponsor must acknowledge in the Resolution of Sponsorship, or official letter (see Appendix IX), both the short-term and long-term maintenance of the TAP or RTP project. The community may also have processes and maintenance plans in place that would benefit the maintenance and overall efficient system management and operation of the project. For example, your community may have a maintenance plan for inspecting and re-painting crosswalks on an annual basis and a new crosswalk built with TAP funds would be integrated into this maintenance plan.

Application Question:

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

7. System Preservation

The costs of maintaining existing infrastructure can be burdensome to communities. As such, building new infrastructure in certain communities is not always the most appropriate course of action. Certain projects may preserve or enhance existing infrastructure, thus eliminating additional costs to local communities. Potential projects may include safety improvements to existing infrastructure or adaptive reuse of existing infrastructure. For example, your community has a closed bridge that is no longer safe for motor vehicles, but the community wants to convert the use of the bridge to a pedestrian and bicycle facility.

Application Question:

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

8. Equity

NMDOT strives to support community prosperity and vitality through a multimodal transportation system that provides options to residents and visitors, regardless of income, race or ability. Low income and minority communities have historically been burdened by underinvestment in infrastructure and unequal access to mobility, connectivity and accessible design. Points are awarded in this category as part of an effort to become more responsive to historical and socioeconomic context and cre-

ate a more equitable distribution of transportation resources as part of an active effort to make investments that reduce existing social and economic disparities. Applicants are encouraged to consider how their project might benefit or impact disadvantaged or vulnerable users and communities and incorporate those considerations into the design and development of projects.

NMDOT will be using a Composite Equity Map that assigns a score to each Census block group in the state based on six variables linked to historical underinvestment, and socioeconomic status. NMDOT developed a Composite Equity Map in conjunction with the New Mexico Prioritized Statewide Bicycle Network Plan. The map can be found here:

Application Question:

Enter the social vulnerability index value for the most vulnerable Census block group impacted by the project and describe how this project benefits vulnerable users and populations (score 1 -low concentration to 4-high concentration). For projects that are in multiple block groups, enter the score for the most vulnerable block group.

Point Deductions- Inactive Projects

For each inactive Federal Aid project for which an entity is the lead agency, 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 2021—January 2022.

E. Application Scoring Matrix

Scoring Factors	Possible Points
Planning: Must provide documentation (cover of plan and page[s] identifying or supporting the project); 2 points per plan, maximum of 6 points	6
Economic vitality	3
Safety and Security	3
Accessibility and Mobility through Integration and Connectivity	3
Protection and Enhancement of the Environment:	
a) Promote environmental and energy conservation and reduce greenhouse gas emissions	3
b) Improve quality-of-life for residents	3
c) Achieve community's land-use goals	3
Efficient System Management	3
System Preservation	3
Equity	3
Total	33

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. 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 merit. The competitive evaluation process provides a mechanism for selecting projects given limited funding.

Finally, when projects are included in planning documents or studies, it demonstrates a depth of community support, and illustrates 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.

G. How are applications selected?

After MPO/RTPO planners submit application packages to the NMDOT Program Coordinator, they undergo additional review by NMDOT for eligibility and completeness. Once confirmed, all eligible and complete applications are rated and ranked by either the TAP selection committee, or by the New Mexico Recreational Trails Advisory Board (RTAB) in the case of RTP. The TAP Selection committee is newly assembled for each call for projects, and includes a general representation of NMDOT staff and MPO/RTPO planners from around the state. RTAB members are appointed by the Governor. The current 7-member board represents a diversity of trail user groups, including, equestrian, motorized, and non-motorized trail uses.

Scoring factors and point criteria are detailed above, in Section 5D. Higher ranked projects are more likely to receive funding. However, funding is limited by the total TAP and RTP allocations as well as the sub-allocations based on population areas (TAP) and project categories (RTP). See sections 3A and 3B of this guide for program-specific sub-allocation and category information. At its discretion, the TAP

selection committee may adjust the projects selected in an effort to program funds in a geographically equitable manner or to accommodate various project timelines. The RTAB scores and ranks RTP applications and makes funding recommendations to NMDOT; however, as the administering agency, NMDOT may program RTP funds at its discretion.

After projects are selected, the NMDOT program coordinator sends out award forms to the sub-recipient person in responsible charge. Applicants whose projects were not selected will also be notified. The NMDOT program coordinator will work with MPO staff and NMDOT STIP Bureau to ensure that selected projects are programmed into the metropolitan TIPs (for MPO projects) and the STIP (for RTPO projects).

Sub-recipients of TAP/RTP funds are required to attend an orientation workshop/webinar, which outlines the critical deadlines and processes for their projects. Note that Federal Aid Highway Program-funded projects are administratively complex. Recipients are therefore also encouraged to review the recordings of the NMDOT T/LPA Handbook training even if they already did so prior to applying.

6. The Award

A. Agreement Development and Project Management

Once your project has been awarded, you will work with either the TAP/RTP Coordinator or the NMDOT Project Oversight Division (POD) and Regional Design Center project manager to develop an agreement.

Non-infrastructure or programmatic projects such as Safe Routes to School programs, soft-surface recreational trails, educational programs, bicycle or pedestrian plans, or other “non-infrastructure” activities are generally managed through the TAP/RTP Coordinator. Each award will indicate your project’s manager and contact information.

Infrastructure projects that involve design and/or construction are overseen by NMDOT’s Project Oversight Division (POD) and follow the NMDOT Tribal/Local Public Agency (T/LPA) agreement process in coordination with the appropriate NMDOT Regional Design Center, as described in the [NMDOT T/LPA Handbook](#). For the purposes of RTP, the word “construction,” as used here, does not include construction of soft-surface trails; oversight and agreements for these projects will typically be handled directly by NMDOT’s RTP Coordinator. Infrastructure projects will require separate agreements for the design and construction phases, each of which must be in a separate Federal fiscal year. For example:

- **Year 1—Planning, design, and certifications.** Required of all T/LPA infrastructure projects unless the applicable NMDOT Regional Design Center grants an exception. T/LPAs with pre-approval from the applicable NMDOT Regional Design Center are not required to complete this phase using Federal funds and may apply for construction funds.
- **Year 2—Construction**

Sub-recipients should be careful to schedule appropriate time to complete the design phase of infrastructure projects. Right-of-Way and Environmental certifications, for example, can be particularly time consuming. Design requirements and estimated time to complete all certifications should be discussed together with NMDOT staff during the PFF meeting to identify appropriate phasing of projects. If an applicant anticipates these certifications cannot be acquired within a single year timeframe, they should propose two years to complete the process. Similarly, NMDOT may propose two years for design if it anticipates complications in the certification process or to successfully fund a high rated proposal. Any proposed changes to project timelines will be discussed with applicants prior to the awarding of funds.

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

Alternatively, some projects may be further along in the project development process and may be eligible for construction funding without also applying for a planning/design/certifications phase, and beginning as early as FFY2023; however, this is an exceptional circumstance, and any project applying 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 standards required for Federal funds.

B. How will my agency receive funds?

Once a sub-recipient agency has received an award, entered into an agreement with NMDOT, and met other program requirements, NMDOT submits the project to FHWA for obligation. Once obligated by FHWA, the sub-recipient receives a Notice to Proceed from NMDOT, addressed to the designated Person in Responsible Charge. From this point onward, all project specific responsibilities of the sub-recipient are to be led by the Person in Responsible Charge. The Person in Responsible Charge must be a staff member of the sub-recipient agency, who is able to answer questions and make decisions about the project in a timely manner. As the project progresses or due to staffing needs, the sub-recipient can designate a new Person in Responsible Charge via a notice to the NMDOT Project Manager.

Upon receipt of the Notice to Proceed, work on the project may officially begin. Any work completed before the Notice to Proceed is not eligible for reimbursement. For example, the T/LPA cannot be reimbursed for costs associated with completing an application or for engineering/design work completed before the sub-recipient receives a Notice to Proceed.

As TAP and RTP are Federal aid *reimbursement* programs, the sub-recipient is responsible for paying all costs up front and requesting reimbursement from NMDOT via (at least) quarterly reimbursement requests, including proof of payment. The sub-recipient submits reimbursement requests to NMDOT documenting 100% of the costs incurred during that reimbursement request period, including any agreed upon in-kind match, and is reimbursed for 85.44% of the total cost of the reimbursement request. All costs submitted for reimbursement are subject to Federal and State eligibility requirements. **Any costs in excess of the federal award amount are the responsibility of the sub-recipient agency.**

C. How long are the funds available?

The official project term (that is, the period of time during which eligible project costs and activities are reimbursable) will be spelled out in the project's Cooperative Project Agreement, or Grant Agreement. Such 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. Further, the obligation of construction funds is contingent upon completion of the design phase of a project, including all required certifications; therefore, entities must complete the design phase within the appropriate timeframe for NMDOT to obligate construction funds in the Federal fiscal year in which they are programmed. Close coordination with your NMDOT project manager will ensure your project is delivered efficiently.

7. Appendices

I. Forms

To apply for TAP/RTP funds, eligible entities must complete the NMDOT Project Prospectus Form (PPF) and then the TAP/RTP Application Form. Projects located in an RTPO area (or an MPO area that used the PFF process) 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 Project Oversight Division](#) website. Once applications are complete, please submit materials to your MPO/RTPO planner as a single PDF document.

Project Feasibility Form (PFF)
[POD-TPLA \(state.nm.us\)](#)

Project Prospectus Form (PPF)
[POD-TPLA \(state.nm.us\)](#)

TAP/RTPO Application Form
UPDATE Link

II. NMDOT Resources

New Mexico Department of Transportation (NMDOT) Tribal/Local Public Agency (T/LPA) Handbook and recorded trainings
[TLPA Handbook.pdf \(state.nm.us\)](#)

Right-of-Way (ROW) Handbook
[ROW Handbook.pdf \(state.nm.us\)](#)

III. Sample Programmatic Boilerplate Agreement

Agreements for non-infrastructure, programmatic projects such as SRTS coordinators, plans, trainings, etc. 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 such as paved, multi-use paths, sidewalks, etc., which 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
[Cooperative Project Agreement SAMPLE \(state.nm.us\)](#)

Sample Cooperative Project Agreement – Construction **COULD NOT FIND THIS ON THE POD website**
[Cooperative Project Construction Agreement SAMPLE \(state.nm.us\)](#)

V. Eligible and Ineligible Projects and Activities

Eligible projects and activities under TAP include:

- Planning, design, and construction of on-road and off-road trail facilities for pedestrian, bicyclists and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Public Rights-of-Way Accessibility Guidelines (PROWAG).
- Reconstruction and rehabilitation activities that are not considered routine maintenance (see Ineligible Projects on page 9) and either increase capacity of an existing non-motorized facility and/or improve the functional condition of a non-motorized system. Examples include resurfacing AND widening an existing trail or reconstructing sidewalks to meet PROWAG requirements.
- Planning, design, and construction of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- Construction of turnouts, overlooks, and viewing areas.
- Community improvement activities, which include but are not limited to:
 - Inventory, control, or removal of outdoor advertising;
 - Historic preservation and rehabilitation of historic transportation facilities;
 - Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - Archaeological activities relating to impacts from implementation of a transportation project eligible under this title.
- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
 - Address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in Sections 133(b)(11), 328(a), and 329 of title 23; or,
 - Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

In addition to the above, the following projects and activities that meet the Safe Routes to Schools (SRTS) program requirements of Section 1404 of the SAFETEA-LU are considered eligible for TAP funding (additional details are at: http://www.fhwa.dot.gov/environment/safe_routes_to_school/guidance/):

- Planning, design, and construction of infrastructure projects on any public road or any bicycle or pedestrian pathway or trail within two miles of a kindergarten through 8th (K-8) grade school that will substantially improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.
- Non-infrastructure activities to encourage walking and bicycling to school, including public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, and funding for training, volunteers, and managers of safe routes to school programs.
- Safe Routes to School coordinators or champions.

Ineligible projects and activities under TAP include:

- Acquisition of right-of-way.
- Safety and educational activities for pedestrians and bicyclists (except activities targeting children in grades K-8, under SRTS).

- Acquisition of scenic easements and scenic or historic sites and scenic or historic highway programs.
- Historic preservation as an independent activity unrelated to historic transportation facilities.
- Operation of historic transportation facilities.
- Archaeological planning and research unrelated to impacts from the implementation of a transportation project eligible under Title 23.
- Transportation museums.
- TAP funds cannot be used for landscaping and scenic enhancement as independent projects; however, landscaping and scenic enhancements are eligible as part of the construction of any FAHP project under 23 U.S.C. 319, including TAP-funded projects.
- Routine maintenance is not an eligible TAP activity. Routine maintenance consists of work that is planned and performed on a routine basis to maintain and preserve the condition of the transportation system or to respond to specific conditions/events that restore the system to an adequate level of service. Routine maintenance activities can include repainting markings, filling potholes, and repairing cracks.

Eligible projects and activities under RTP include:

- Maintenance and restoration of existing trails to include any kind of trail maintenance, restoration, rehabilitation, or relocation, provided the work is completed within the time period outlined in the Cooperative Project Agreement.
- Development and rehabilitation of trailside, trailhead facilities, and trail linkages (including but not limited to drainage, crossings, stabilization, parking, benches, signage, traffic controls, water and access facilities). Rehabilitation can include extensive repair needed to bring a facility up to standards suitable for public use (not routine maintenance). Trailside and trailhead facilities should have a direct relationship with a recreational trail; **a highway rest area or visitor center is not an eligible project.**
- Lease of trail construction and maintenance equipment to construct and maintain recreational trails during the time period outlined in the Cooperative Project Agreement.
- Construction of new trails where allowed on Federal, State, county, municipal, and private lands provided trails are publicly accessible.
- Construction of rail trails on abandoned railroad corridors, and construction of "rails with trails."
- Improvements to roads and/or bridges specifically designated for recreational use by the managing agency. Eligible high clearance primitive roads/bridges may include old rights-of-way no longer maintained for general passenger vehicle traffic, provided the project does not open the road to general passenger vehicle traffic.
- Planning, design, and certifications specific to an RTP-eligible construction project. NMDOT reserves the right to deny requests for planning, design, and certifications from State or Federal natural resource or public land agencies.
- Operation of educational programs to promote safety and environmental protection related to the use of recreational trails (NMDOT may use up to 5% of the total annual apportionment for educational programs, per Federal guidelines).
- Statewide trail planning.

Ineligible projects and activities under RTP include:

- Acquisition of right-of-way
- Purchase of trail construction and maintenance equipment.
- Improvements to roads/bridges intended to be generally accessible by low clearance vehicles, i.e. regular passenger cars.
- Condemnation of land
- Feasibility studies

- Law enforcement
- Planning that is not of a statewide nature. Trail planning as a relatively small portion of a specific trail project is allowed.
- Sidewalks, unless part of a trailhead facility or specifically providing a critical trail link. FHWA defines a sidewalk as a path parallel to a public road or street.
- Conversion from Non-Motorized to Motorized Use - Applicants shall not use RTP funds to expand, convert, or otherwise facilitate motorized use or access to trails predominately used by non-motorized trail users, and on which, as of May 1, 1991, motorized use was either prohibited or had not occurred.
- Circuit race tracks (circular or elliptical race tracks)
- Major structures (eg. Restrooms or other projects requiring permits)
- Construction of any recreational trail for motorized users on Bureau of Land Management or National Forest Service lands, unless such lands:
 - Have been allocated for uses other than wilderness by an approved agency resource management plan or have been released to uses other than wilderness by an act of Congress, and
 - Such construction is otherwise consistent with the management direction of such approved land and resource management plan.

VI. RTP Project Categories

There are five categories of RTP projects. Categories 1 and 2 count toward the 30% funding target for non-motorized single-use and diverse-use projects; Categories 2, 3, and 5 count toward the 40% funding target for diverse-use projects; and Categories 4 and 5 count toward the 30% funding target for motorized single-use and diverse-use projects.

Category 1: Non-motorized, single use

This category includes projects primarily intended to benefit only one mode of non-motorized recreational trail use, such as pedestrian only or bicycling only. Projects serving various pedestrian uses (such as walking, hiking, wheelchair use, running, bird-watching, nature-interpretation, backpacking, etc.) constitute a single use for the purposes of this category. *(Note: wheelchair use by mobility-impaired people, whether operated manually or powered, constitutes non-motorized, pedestrian use.)* Projects serving various non-motorized, human-powered snow uses (such as skiing, snowshoeing, etc.) constitute a single use for this category.

Category 2: Non-motorized, diverse use

This category includes projects primarily intended to benefit more than one mode of non-motorized recreational trail use, such as walking, bicycling, and skating; pedestrian and equestrian use; or pedestrian use in summer and cross-country skiing in winter. *(Note: electrically powered bicycles, scooters, and personal mobility devices—such as the Segway—are considered motorized uses for the purposes of the RTP under 23 U.S.C. 206(g)(4). The exception is a motorized wheelchair.)*

Category 3: Diverse use including both motorized and non-motorized

This category includes projects intended to benefit both non-motorized and motorized recreational trail use. This category includes projects where motorized use is permitted, but is not the predominant beneficiary. This category also includes projects where motorized and non-motorized uses are separated by season, such as equestrian use in summer and snowmobile use in winter.

Category 4: Motorized, single use

This category includes projects primarily intended to benefit only one mode of motorized recreational trail use. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of a single motorized use.

Category 5: Motorized, diverse use

This category includes projects primarily intended to benefit more than one mode of motorized recreational trail use, such as motorcycle and ATV use, or ATV use in summer and snowmobile use in winter. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized uses.

VII. State and Federal Requirements and Guidelines

The Person in Responsible Charge should review and regularly reference [NMDOT's T/LPA Handbook](#) to understand the State processes for Federal funds. The NMDOT T/LPA Handbook provides guidance to entities working to develop and construct highway, street, road, and other multimodal transportation related projects, funded by the NMDOT with Federal and/or State funds.

Americans with Disabilities Act (ADA) Requirements

As detailed above in Section B, applicants must have compliant ADA Transition Plans on file with NMDOT's Construction and Civil Rights Bureau. See Eligibilities section of this Guide and [NMDOT's T/LPA Handbook](#) for additional information.

Projects located on US Forest Service (USFS) lands must comply with the following:

- Forest Service Trails Accessibility Guidelines (FSTAG)
http://www.fs.fed.us/recreation/programs/accessibility/FSTAG_2013%20Update.docx
- Accessibility Guidebook for Outdoor Recreation and Trails
<http://www.fs.fed.us/recreation/programs/accessibility/pubs/htmlpubs/htm12232806/index.htm>

RTP Projects located on State or Federal natural resource or public land agency (other than USFS) lands and T/LPA projects that are NOT connected to a Federal-Aid highway right-of-way must comply with the Access Board's Final Guidelines for Outdoor Developed Areas, published on September 26, 2013, under the Architectural Barriers Act (ABA) of 1968.

- Final Guidelines for Outdoor Developed Areas
<http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/final-guidelines-for-outdoor-developed-areas>

Infrastructure projects (paved, multi-use trails; sidewalks; transit facilities, etc.) located on public right(s)-of-way are required to meet standard ADA requirements as outlined in NMDOT design guidelines and standards provided by the NMDOT Design Centers.

ADA/Accessibility Guidelines and Resources

- US Access Board Guidelines for Outdoor Developed Areas:
<http://www.access-board.gov/attachments/article/1500/outdoor-rule.pdf>

- US Access Board information on Public Rights-of-Way Access Guide (PROWAG) and Shared-Use Path accessibility guidance
<http://www.access-board.gov/guidelines-and-standards/streets-sidewalks>
- US Forest Service Accessibility resources:
<http://www.fs.fed.us/recreation/programs/accessibility>
- US Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG):
http://www.fs.fed.us/recreation/programs/accessibility/FSORAG_2013%20Update.1.pdf

Buy America

NMDOT utilizes the “step” certification process (as described in the Buy America link below) for all projects using steel or iron. NMDOT does not pursue Buy America waivers. These requirements are for any steel or iron permanently part of a construction project.

- FHWA Buy America resources:
<https://www.fhwa.dot.gov/construction/cqit/buyam.cfm>

Design Guidelines and Resources

- Federal Highway Administration bicycle and pedestrian guidance resource website:
https://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/
- Federal Highway Administration Memorandum, *Bicycle and Pedestrian Facility Design Flexibility*:
http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_flexibility.cfm
- Federal Highway Administration Trails Construction and Maintenance Notebook:
http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications/07232806
- Forest Service Equestrian Design Guidebook:
http://www.fs.fed.us/t-d/php/library_card.php?p_num=0723%202816
- Resources for specific trail features:
http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications
- US Forest Service Standard Trail Plans and Specifications:
<http://www.fs.fed.us/recreation/programs/trail-management/trailplans/index.shtml>

Design Guidance Websites and Publications

- *Small Town and Rural Design Guide*
<https://ruraldesignguide.com/introduction>
- *Designing Walkable Urban Thoroughfares: A Context Sensitive Approach*, 2010. Institute of Transportation Engineers, 1627 Eye Street, N.W, Suite 600, Washington, DC 20006, Phone: (202) 785-0060
- *Guide for the Development of Bicycle Facilities, Fourth Edition*, 2012. American Association of State Highway and Transportation Officials (AASHTO), 444 N. Capitol St NW, Suite 249, Washington, DC, 20001, Phone: (202) 624-5800

- *Guide to the Development of Pedestrian Facilities*, 2004. American Association of State Highway and Transportation Officials (AASHTO), P.O. Box 96716, Washington, DC, 20090-6716, Phone: (888) 227-4860
- *Urban Bikeway Design Guide*, 2014. National Association of City Transportation Officials (NACTO), 55 Water St, 9th Floor, New York, NY 10041
- *Urban Street Design Guide*, 2013. National Association of City Transportation Officials (NACTO), 55 Water St, 9th Floor, New York, NY 10041

Project Reporting

For TAP and RTP projects, NMDOT requests before and after photos and may request before and after counts for pedestrian and bicycle projects, depending on available equipment.

NMDOT administers a free bicycle counter lending program to T/LPAs to conduct before and after bicycle counts. For additional information please contact Maggie Moore for program information.

- Bicycle Count Lending Program Guide:
[NMDOT Bicycle Count Program Guide \(state.nm.us\)](http://state.nm.us/nmdot/bicycle-count-lending-program-guide)

VIII. New Mexico MainStreet Program

If your TAP/RTP 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 Daniel J. Gutierrez, Director of NM MainStreet at: Daniel.Gutierrez2@state.nm.us or 505-827-0151. The following link has up-to-date information: <http://gonm.biz/community-development/mainstreet-program/>

NM MainStreet Program: <http://nmmainstreet.org>

IX. 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 the Resolution of Sponsorship.

Sample Resolution of Sponsorship

[NMDOT TAP/RTP Resolution \(sample\) \(state.nm.us\)](http://state.nm.us/nmdot/tap-rtp-resolution-sample)

X. MPO and RTPPO Contact Information and State Map

Farmington Metropolitan Planning Organization (FMPO)

City of Farmington
800 Municipal Dr.
Farmington, NM 87401
Phone: (505) 599-1466
Fax: (505) 599-1299

Peter Koeppel, MPO Officer
E-mail: pkoeppel@fmrn.org

Santa Fe Metropolitan Planning Organization (SFMPO)

City of Santa Fe
500 Market St, Suite 200
P.O. Box 909
Santa Fe, NM 87504-909
Phone: (505) 955-6664

Erick Aune, MPO Officer
E-mail: ejane@santafenm.gov

Mid-Region Metropolitan Planning Organization (MRMPO)

Mid-Region Council of Governments
809 Copper Ave. NW
Albuquerque, NM 87102
Phone: (505) 247-1750
Fax: (505) 247-1753

Dewey Cave, Executive Director/Acting MPO Administrator
Phone: (505) 724-3624
E-mail: dcave@mrkog-nm.gov

Mesilla Valley MPO (MVMPO)

City of Las Cruces
P.O. Box 20000
Las Cruces, NM 88004
Phone: (575) 528-3043
Fax: (575) 528-3155

Andrew Wray, MPO Officer
Phone: (575) 528-3070
E-mail: awray@las-cruces.org

El Paso Metropolitan Planning Organization (EPMPO)

211 N. Florence Street, Room 202
El Paso, TX 79901
Phone: (915) 212-0258
Fax: (915) 212-0257
Eduardo Calvo, Executive Director

E-mail: ecalvo@elpasompo.org

Northwest Regional Transportation Planning Organization (NWRTPO)

Northwest New Mexico Council of Governments

(San Juan, McKinley and Cibola Counties)

106 West Aztec Avenue Gallup, NM 87301

Phone: (505) 722-4327

Fax: (505) 722-9211

Robert Kuipers, RTPO Program Manager

E-mail: rkuipers@nwnmcog.org

Northern Pueblos Regional Planning Organization (NPRTPO)

North Central New Mexico Economic Development District (NCNMEDD)

(Rio Arriba, Taos, Los Alamos, and Santa Fe Counties)

3900 Paseo Del Sol Santa Fe, NM 87507

Phone: (505) 356-9694

Steve Fischer, Transportation Planner

E-mail: stevef@ncnmedd.com

Northeast Regional Planning Organization (NERTPO)

North Central New Mexico Economic Development District (NCNMEDD)

(Colfax, Mora and San Miguel Counties; the rest are covered by EPCOG)

3900 Paseo Del Sol Santa Fe, NM 87507 Phone: (505) 356-9694

Steve Fischer, Transportation Planner Phone: (505) 356-9694

E-mail: stevef@ncnmedd.com

Eastern Plains Council of Governments (EPCOG)

NERTPO: Union, Harding, Guadalupe, and Quay Counties

SERTPO: De Baca, Curry and Roosevelt Counties

418 Main St.

Clovis, NM 88101

Phone: (575) 762-4505

Fax: (575) 762-7715

Raul Rodriguez, Regional Planner

Phone: (575) 914-4153

E-mail: rrodriguez@epcog.org

Mid-Region Rural Transportation Planning Organization (MRRTPO)

Mid-Region Council of Governments

(Sandoval, Bernalillo, Valencia, southern Santa Fe and Torrance Counties)

809 Copper Ave. NW

Albuquerque, NM 87102

Phone: (505) 247-1750

Fax: (505) 247-1753

Channing Hofman, RTPO Planner

Phone: (505) 724-3632

E-mail: chofman@mrcog-nm.gov

Southeast Regional Planning Organization (SERTPO)

Southeastern New Mexico Economic Development District / Council of Governments
(Lincoln, Chaves, Otero, Eddy, and Lea Counties)

1600 SE Main Suite D Roswell, NM 88203

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Mary Ann Burr, SERTPO Planning Program Manager

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South Central Regional Planning Organization (SCRTPO)

South Central Council of Governments
(Socorro, Sierra and Dona Ana Counties)

600 Highway 195 Suite D

P.O. Box 1072

Elephant Butte, NM 87935

Phone: (575) 744-0039

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Southwest Regional Planning Organization (SWRTPO)

Southwest New Mexico Council of Governments
(Catron, Grant, Hidalgo and Luna Counties)

P.O. Box 2157

Silver City, NM 88062

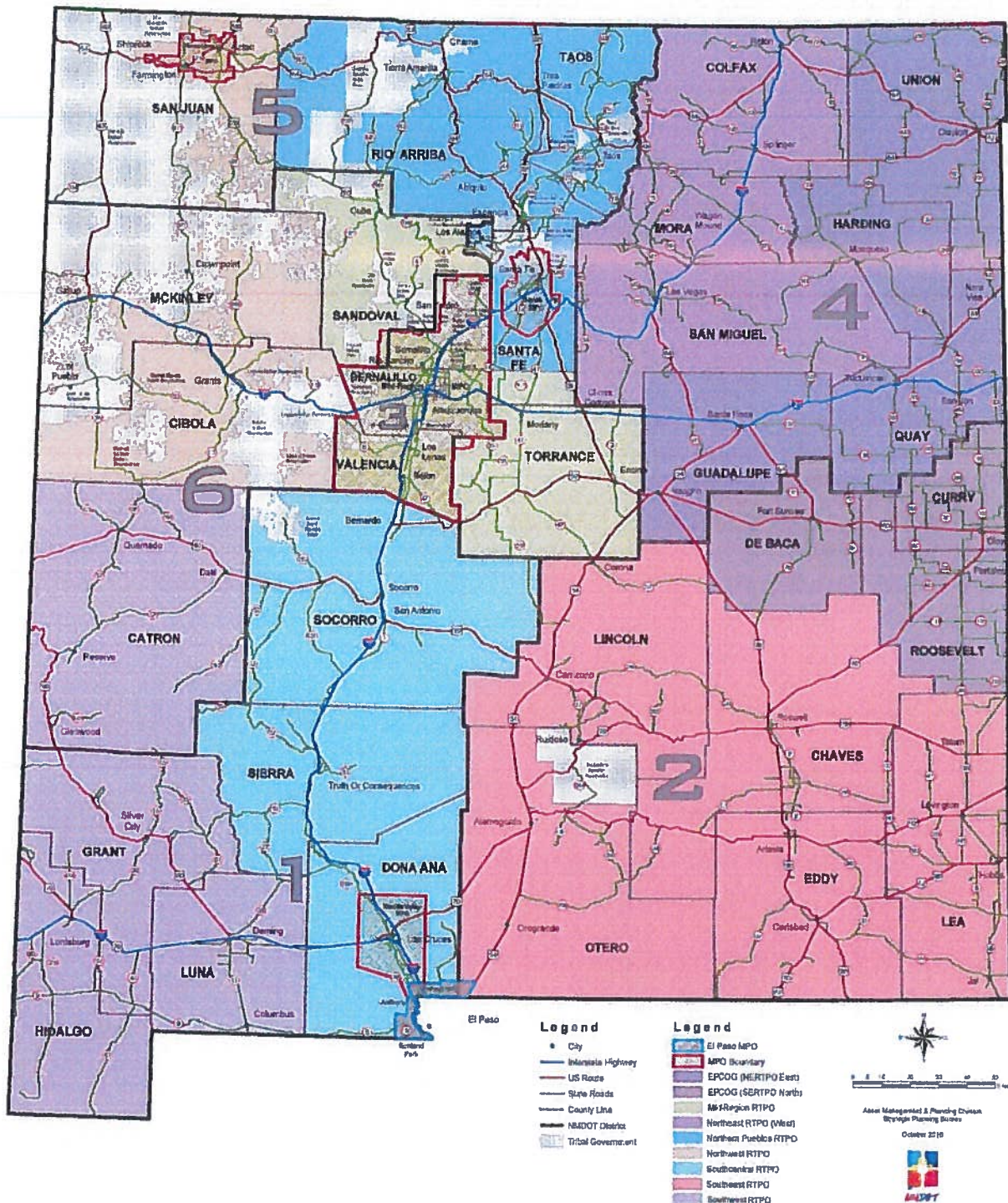
Phone: (575) 388-1509

Fax: (575) 388-1500

Cerisse Grijalva, RTPO Planning Program Manager

E-mail: grijalvac1@swnmcog.org

New Mexico Department of Transportation Districts Metropolitan and Regional Transportation Planning Organizations



XI. 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 88202-1457
Main: (575) 637-7200

District 3:

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

District 4:

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

District 5:

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

District 6:

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

North Regional Design Center (D4 & D5):

1120 Cerrillos Rd.
Room 225
Santa Fe, NM 87504
T/LPA Coordinator:
Sharon Cruz
(505) 221-8220
SharonR.Cruz@state.nm.us

Central Regional Design Center (D3 & D6):

7500 Pan American Freeway NE
Albuquerque, NM 87109
T/LPA Coordinator:
Juan Archuleta
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Juan.Archuleta@state.nm.us

South Regional Design Center (D1 & D2):

750 N. Solano Dr.
Las Cruces, NM 88001
T/LPA Coordinator:
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Please refer to NMDOT's website for information on District boundaries:

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



TAP/RTP appl.

ACTIVE TRANSPORTATION AND RECREATIONAL PROGRAMS

APPLICATION

INSTRUCTIONS: Applicants are required to read through the New Mexico Active Transportation and Recreational Programs 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 either Transportation Alternatives Program (TAP) or Recreational Trails Program (RTP) funds, and used by the statewide selection committees to score and rank projects submitted for TAP/RTP funding. The process is competitive and the highest scoring projects will be the first priority for funding. This application may also be used by MRMPO and EPMPO in their TAP application processes.

Please refer to the Guide when filling out this application. It provides information on the application questions, the overall TAP/RTP processes, eligible entities, and eligible projects. *Before submitting an application, if in an RTPO, applicants are required to complete the Project Feasibility Form (PFF) 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. Select which funding source applying for:

If applying for RTP funding, select the project category from Appendix IV of the guide:

B. Date of submittal:

C. Responsible Charge (Non-profits must partner with a governmental entity):

D. Project name:

E. If located within an RTPO, was the project recommended by the District Representative via the PFF process? No

F. Total amount of TAP/RTP funding requested. *Please separately indicate amounts for each year of the proposed project:*

	TAP/RTP Funds	Matching Funds	Other Funds	Total
Project Year 1				\$ 0.00
Project Year 2				\$ 0.00
Project Year 3				\$ 0.00
Project Year 4				\$ 0.00

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 TAP/RTP 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 TAP or RTP-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 TAP and RTP 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
- TAP/RTP Application Form
- Resolution of Sponsorship indicating proof of match, budget to pay all project costs up front (funding is by reimbursement), and maintenance – see Appendix XI; 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

Any additional documentation in support of scoring factors, per the TAP/RTP per section 5D of the Guide.



a program of
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

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

Agenda Item #V: CMAQ Guidance

Subject: Congestion Mitigation / Air Quality Application Guidance

Prepared for: April 14 NWRTPO meeting

Date: 4/8/21

BACKGROUND

- **Why?** NMDOT is issuing a Call for CMAQ Projects commencing May – September 2021
- **Purpose.** To fund and promote CMAQ Applications on behalf of our interested non-metropolitan regional member governments
- **Discussion/Finalization.** The NWRTPO will discuss CMAQ applications at the April 14 meeting and receive guidance from Sky Tallman – NMDOT.

CURRENT WORK

- Sky Tallman – NMDOT will cover the program and schedule for 2021

ANTICIPATED WORK

- Members have been asked to submit their project choices via PFF's between May – July, after which NMDOT District staff will authorize projects to move forward based on qualification.
- T/LPA submits application(s) to RTPO planner July - September, 2021
- Non-Tribal members must submit Title VI and ADA Plans to NMDOT Coordinator by July 3 against a July 12 deadline.
- RTPO Planner evaluates applications for eligibility and completeness October - November and submits complete applications to NMDOT FTP Website by November 19, 2021
- NMDOT CMAQ Coordinator reviews applications for eligibility and completeness and prepares packages for CMAQ Selection Committee November – December 2021
- NMDOT CMAQ committee rate, ranks, and selects projects for funding January - February 2022
- March, 2022 NMDOT sends out award letters and forms entities must sign and return to confirm acceptance of federal funding and local match commitment
- April – May 2022 awarded entities attend orientation workshop or webinar for critical deadlines and federal process

ATTACHMENTS

- CMAQ Application & Program Guide / CMAQ Application

BUDGET IMPACT

- None

ACTION ITEM

- N/A

CMAQ Application & Program Guide – Condensed Summary

(This summarizes the 25 page document in 4 pages)

1) Introduction & Goals: pp. 1 – 2

- It is recommended that all T/LPA's applying for Congestion Mitigation / Air Quality funding review federal requirements for this funding as provided in the T/LPA Handbook prior to applying to fully understand requirements. The handbook can be found at [POD-TLPA \(state.nm.us\)](https://www.state.nm.us/transportation/TLPA/TLPA_Handbook.pdf).
- The primary goals of this program is to improve air quality and relieve traffic congestion.
- NMDOT administers the Non-mandatory CMAQ program funding contingent on air quality compliance in communities across the state.
- The Non-mandatory CMAQ program provides funding for:
 - Projects that reduce number of vehicle trips or vehicle miles traveled.
 - Projects that reduce vehicle emissions around traffic congestion.
 - Projects that reduce vehicle emissions through improved vehicle or fuel technologies.
- This Call for Projects is for FY 2023 or 2024. Applicants should identify separate years for a) preliminary engineering and right of way, and b) construction.

2) Eligible Projects: pp. 2 – 4

- Projects must demonstrate that they will effectively reduce air pollution.
- Freight related modal shifts (ie trucking to rail – etc.) will strengthen freight related projects.
- A long list of eligible projects is provided on pp. 3 – 4 – members are encouraged to review this list. A short list of ineligible activities is provided toward the bottom of page 4.

3) Program Information: pp. 5 – 7

- CMAQ is about reducing air pollution. Interested local governments are advised to review CMAQ project requirements prior to submitting an application via the T/LPA Handbook at [TLPA Handbook.pdf \(state.nm.us\)](https://www.state.nm.us/transportation/TLPA/TLPA_Handbook.pdf)
- T/LPA CMAQ projects that involve design 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. Projects that involve Design and Construction require separate agreements for design phase – then construction phase in separate fiscal years.
- Any application for construction funds must receive prior approval from the appropriate Regional Design Center
- Detailed project schedules are required before a project agreement is developed.
- Entities eligible for CMAQ funding include:
 - Local governments
 - Transit agencies
 - Public school districts
 - State agencies (incl. NMDOT)
 - Tribal governments
 - Any other local or regional governmental entity
- Entities ineligible for CMAQ funding include:
 - Non-profits
 - MPO's and RTPO's

- High Risk Entities (related to history of poor financial management – especially around federally funded projects)
- Any local public agency that does not have a current and compliant ADA Transition Plan or Title VI Policy on record with NMDOT's Construction and Civil Rights Bureau. This requirement must be met by the time of application submission – November 19, 2021.
- Match Requirement for CMAQ funds: 14.56%
- CMAQ is a cost reimbursement program; local entities receiving CMAQ funds must cover costs up-front, then request reimbursement from NMDOT via quarterly invoices with proof of payment. The local entity is reimbursed for 85.44% of cost – the remaining 14.56% represents the required local match.
- Any work performed before the NMDOT Notice to Proceed is not eligible for reimbursement. The local entity is responsible for any costs that exceed the federal award amount.
- A Cooperative Project Agreement governs the timeline for CMAQ funding; generally one to two years for each phase of a project. If a project must exceed the timeframe, NMDOT will require an amendment to the existing agreement as long as the local entity can demonstrate substantial progress. Obligation of construction funds is contingent upon completion of the design phase.
- Infrastructure projects must minimally be requesting at least \$500,000 in total costs. Non-infrastructure projects do not have a required minimum amount.
- Compliance with federal and state regulations requires a significant commitment of time and resources. Applicants are encouraged to consider the following:
- CMAQ projects must comply with federal and state requirements from design thru construction, administration, and close-out. NMDOT will inform MPO/RTPO staff when and where training will take place.
- NMDOT will require all CMAQ recipients to submit a reporting analysis in the application. (NMDOT will provide guidance for this)

4) Application Process and Project Selection: pp. 7 – 20

A) Application Process:

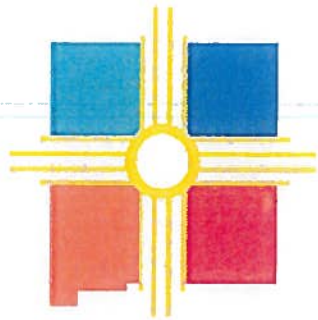
- After NMDOT issues the Call for Projects the NWRTPO will distribute the CMAQ Non-mandatory Guide and provide an application schedule for their region.
- The applying local entity then completes a project feasibility form (PFF) specific to the CMAQ program.
- The RTPO planner then schedules a PFF meeting attended by the projects person in responsible charge, appropriate NMDOT staff and others involved in the project. If the project is deemed feasible the District DOT representative signs off on the PFF. Once the PFF is approved the local entity can begin their application packet.
- Projects in RTPO areas should be included in the RTIPR.
- Complete application packages must be submitted thru the RTPO before the application deadline.
- **pp. 9 – 10 provides a schedule of funding cycle deadlines for project submission for FFY2023 funding or later.** The application process extends from May, 2021 thru March 2022 as indicated on the p. 9 schedule. Awarded local entities are required to attend an orientation webinar outlining critical deadlines and processes in April – May, 2022.

- p.10 provides a list of required application elements including:
 - table of contents
 - PFF / PPF / CMAQ Application Form
 - Resolution of Sponsorship from local govt. including a) proof of match, b) budget available to cover up-front costs, c) acknowledgement of maintenance responsibility. Alternatively a letter signed by the local govt. Chief Executive Official with budget authority affirming the same three assertions is possible.
 - Letters of support from all other jurisdictions thru which the project impacts regarding right of way, if the project crosses other jurisdictions. The letters should include identifying which local government entity will address maintenance thru each jurisdiction.
 - Map of proposed project
 - Buy America Certification – proposal must indicate the steel or iron components must meet Buy America requirements.
 - Project Budget (detailed)
 - Any additional documentation supporting scoring factors.
- RTPO Planner responsible for submitting complete application packages **no later than Nov. 19, 2021**. Must be submitted a single PDF documents uploaded to NMDOT's FTP site.
- Competitive Application Scoring Factors include:
 - Eligible Applicant (*must have current ADA and Title VI plans & policies on file with NMDOT Construction and Civil Rights Bureau*)
 - Planning Consistency: *project is included in or consistent with an adopted Regional Transportation Plan, or available in other local, regional or state plans.*
 - Eligible Planning Documents which may include or support the CMAQ appl. are cited on p.12 (*15 citations are offered*). Planning consistency demonstrates broad local community or county support. Advisable to state how these other plans support and relate to the CMAQ application.
 - Financial Feasibility: Recipient must have financial capacity to complete, operate and maintain the project, covering all costs up front, on a quarterly reimbursement basis.
 - Local Match must be available, and timeline for project completion must be realistic.
 - Document and demonstrate ability of project to comply with Buy America requirements.
- Selection Criteria: There are nine (9) selection criteria that NMDOT will use. Provide clear, concise responses on how each of the following will be addressed: (pp. 13 – 18) Please review the guidance for each of these criteria:
 - Planning – 10 points
 - Transportation Demand Management – 25 points
 - Air Quality Improvement – 20 points
 - Economic Vitality – 10 points
 - Safety and Security – 20 points
 - Accessibility and Connectivity – 10 points
 - Equity – 5 points
- Penalties and Deductions:
 - Lack of Coherence and Quality – minus up to 10 points
 - Inactive (Federally funded) Projects – minus up to 5 points

- Best Practices for Applicants:
- High Scoring Applications:
 - Project appears in other local / regional plans and relevance is clearly explained and articulated.
 - Narrative responses are clear, concise, and compelling. Major claims are supported with data and documentation demonstrating alignment with scoring criteria.
 - Application demonstrates strong alliance with the purpose of the CMAQ program.
 - Application demonstrates the project will have a high impact and level of use.
- Lower Scoring Applications:
 - Project does not appear in other local / regional planning documents. Relevance of related planning documents does not clearly demonstrate consistency.
 - Application does not effectively demonstrate relevance to the goals of each scoring factor.
 - Application does not clearly describe scope, purpose and need and relevance to CMAQ scoring factors.
 - Application is not well edited, has logical inconsistencies, grammatical errors, does not clearly convey key project details, or application instructions are not followed. Project does not strongly align with intent of CMAQ program.

5) Appendices:

- Required Forms
- NMDOT Resources
- Sample Programmatic Boilerplate Agreement
- Sample Design / Construction Boilerplate Agreement
- State and Federal Requirements and Guidelines
- New Mexico Mainstreet Program
- Sample Resolution of Sponsorship
- Smart Growth and TOD References
- Statewide MPO and RTPO area maps (p. 23)
- NM Composite Equity Map (p. 24)
- NMDOT District Offices & Regional Design Centers (p. 25)



New Mexico DEPARTMENT OF
TRANSPORTATION
MOBILITY FOR EVERYONE

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

For projects beginning in Federal Fiscal Year 2023 plus

Program Coordinator

Sky Tallman
CMAQ Coordinator
Multimodal Planning and Programs Bureau
New Mexico Department of Transportation
P.O. Box 1149
Santa Fe, NM 87504-1149
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DRAFT

Table of Contents

Congestion Mitigation and Air Quality Improvement (CMAQ) Non-Mandatory Program Guide	0
1. Introduction and Goals.....	1
2. Eligible Projects	2
Eligible Project Types:.....	3
3. Program Information	5
What is CMAQ?	5
Funding	5
Funding Requirements	5
Who can Apply for Funding?.....	5
What is the Match Requirement?	6
How will my Agency Receive Funds?.....	6
How Long are Funds Available?.....	6
What are the Funding Limitations?	7
Other Considerations	7
4. Application Process and Project Selection	7
Timelines and deadlines for applications and selected projects.....	7
What Needs to be Included with the Application?	10
How are Applications Selected?.....	10
Application Scoring Factors.....	11
Project Eligibility Screening Criteria.....	11
Selection Criteria.....	13
Best Practices and Feedback for Applicants	19
5. Appendices	20
I. Forms	20
II. NMDOT Resources	21
III. Sample Programmatic Boilerplate Agreement	21
IV. Sample Design/Construction Boilerplate Agreement.....	21
V. State and Federal Requirements and Guidelines	21
VI. New Mexico MainStreet Program.....	21
NM MainStreet Program Map	22
VII. Sample Resolution of Sponsorship	22
VIII. Smart Growth and TOD references	22
VIII. MPO and RTPO Contact Information	23
IX. Equity Map (Please use electronic version when entering scores to ensure accuracy)	24
X. NMDOT District Offices and Regional Design Centers	25

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 Multimodal Planning and Programs Bureau (MPPB) at the New Mexico Department of Transportation (NMDOT). This program guide details the process Tribal and Local Public Agencies (T/LPAs) and State agencies 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 for Federal Projects prior to applying for funds in order to fully understand the requirements. A current copy of the T/LPA Handbook can be found here: [POD-TPLA \(state.nm.us\)](https://www.pod-tpa.state.nm.us)

CMAQ was created under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 as a response to the Clean Air Act, and has been 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 for which is contingent on air quality compliance in communities across the state.

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 must demonstrate compliance (maintenance areas). Currently, El Paso Metropolitan Planning Organization (EPMPO) is the only recipient of mandatory CMAQ funds for a portion of southern Doña Ana County that is a non-attainment maintenance area. **Non-mandatory CMAQ** funding is administered by NMDOT and is available statewide for projects and programs that improve air quality and reduce congestion. It is always possible that changes may occur at the federal level that may impact funding amounts, program requirement and eligibilities. If and when those occur we will work with our planning partners to implement changes as needed.

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) 2023 or 2024. Applicants should identify the desired years for their proposed projects and apply for preliminary engineering and right-of-way in a separate year from construction. As NMDOT reviews, scores and programs projects, it may seek to adjust funding years in order to accommodate anticipated project timeline delays, balance programming with available funding, and/or support the highest ranking applications. Proposed changes to funding years will be discussed with applicants prior to awarding funds.

2. ELIGIBLE PROJECTS

To be eligible for non-mandatory CMAQ funds, a project must demonstrate that it will effectively reduce net air pollution, whether through reductions in vehicle miles traveled, fuel consumption, or through other factors. Demonstrating air quality benefits with intermodal elements and through modal shift will strengthen any application, especially for freight-related projects.

Below is a 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. For information on other possible sources of federal funding for bicycle and pedestrian projects, see this table published by FHWA:

https://www.fhwa.dot.gov/environment/bicycle_pedestrian/funding/funding_opportunities.cfm

Please note that CMAQ funding cannot be used for repaving or reconstructing a roadway, nor can it be used to fund motor vehicle capacity expansion projects. These activities will not be funded because they do not directly contribute to reducing emissions. Increased capacity can be a strategy to mitigate congestion based on the logic that fuel consumption per vehicle mile would be reduced, but because of induced demand, capacity expansion leads to an increase in traffic volumes and net VMT, counteracting the effectiveness of the strategy both for long-term congestion relief and for offsetting pollution.

Per federal requirements, NMDOT may 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 Administration) for administration of projects. This limitation may affect the number and amounts of transit projects that can be funded through this call for CMAQ projects; thus, this factor will be taken into consideration during application review and selection.

Note: All proposed projects that include steel or iron must demonstrate ability to comply with Buy America requirements; waivers will not be considered. The applicant must demonstrate ability to comply with the requirements within the application.

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/.

Eligible Project Types:

- Projects to facilitate non-automobile travel, provision and utilization of mass transit, and to generally reduce the need for SOV travel, as part of transportation planning and development efforts of a locality, including programs and ordinances applicable to new shopping centers, special events, and other centers of vehicle activity.
- Construction of bicycle and pedestrian facilities (paths, bike racks, support facilities, secured bicycle storage, bicycle lockers, etc.) that are not exclusively recreational, and reduce vehicle trips.
- Road Diets are an eligible activity under CMAQ if the project designates part of the road surface to non-motorized or active transportation and the project application demonstrates 1) that the project would result in a mode shift along the corridor and 2) that the lane reconfiguration will not negatively impact vehicular level of service on the corridor to an extent that it increases net mobile emissions. Applicants should refer to the [NMDOT Road Diet Guide](#) for guidance on how to assess the impacts of a road diet. Note: Coordination with NMDOT Districts is required for projects in NMDOT Right-of-Way.
- Secure bicycle storage facilities and other facilities, including bicycle lanes for the convenience and protection of bicyclists in public areas.
- Activities that promote new or existing services including marketing, outreach, and public education efforts that help forward less-polluting transportation options.
- Efforts that shift traffic demand to non-peak hours, increase vehicle occupancy rates, or otherwise reduce the demand for vehicular traffic.
- Bike Share projects (capital and equipment only) must demonstrate emissions reduction and benefit air quality. Operations of a bike share program are not eligible.
- Vanpools (includes marketing and vehicle purchase); limited to 5 years.
- Many transit projects are eligible for CMAQ funds. The general guideline for determining eligibility is whether the project increases transit capacity and would likely result in an increase in transit ridership and a potential reduction in congestion. As with other types of CMAQ projects, there should be a quantified estimate of the project's emissions benefits accompanying the proposal.
- Transit fare subsidies.
- Locomotive retrofit and the acquisition of clean locomotives.
- 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.
- Operating assistance to introduce new transit service, expand transit service, or for transit services that qualify for CMAQ operating assistance under 23 USC 149(m).
- 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.
- Projects that improve traffic flow, including construction of roundabouts, High Occupancy Vehicle (HOV) lanes, dedicated bus lanes, left-turn or other managed lanes.
- Intelligent Transportation Systems, such as traffic signal synchronization projects, traffic management projects, and traveler information systems.
- Advanced signal and communications systems for transit.
- Traffic calming measures to reduce Single Occupant Vehicle (SOV) travel or emissions.

- Establishing publicly owned fueling facilities and other infrastructure needed to fuel alternative-fuel vehicles is an eligible expense, unless privately-owned fueling stations are in place and reasonably accessible. Fueling facilities can 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.” Note: Entity must identify the presence of privately owned alternative fuel stations. NMDOT will evaluate the reasonable accessibility for any facilities identified.
- Alternative fuel vehicle projects that are implemented as diesel retrofits and involve the replacement of an operable engine-not standard fleet turnover.
- Diesel engine retrofits and/or full vehicle replacement.
- 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).
- 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.
 - Congestion pricing and variable road pricing initiatives. Pricing could include: High Occupancy Toll (HOT) lanes, variably tolled express lanes, toll roads, network-wide or cordon pricing, usage-based vehicle pricing. Tolling infrastructure and other innovative pricing approaches are also eligible. Parking pricing - can include time-of-day parking charges that reflect congested conditions. These strategies should be designed to influence trip-making behavior and may include charges for using a parking facility at peak periods, or a range of employer-based parking cash-out policies that provide financial incentives to avoid parking or driving alone. Parking pricing integrated with other pricing strategies is encouraged.
- 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.

Ineligible Activities

- No funds may be provided for a project which will result in the construction of new capacity available to single occupant vehicles unless the project consists of a high occupancy vehicle facility available to single occupant vehicles only at other than peak travel times.
- Traffic project feasibility studies, traffic studies, models or monitoring networks.
- Routine maintenance and rehabilitation projects, including reconstruction or repaving of roads.

If you are applying for CMAQ funds for a larger project that includes ineligible activities, you must disaggregate the costs of eligible and ineligible activities and apply only for eligible activities.

For more detailed information on project eligibility and possible alternative funding sources, see: https://www.fhwa.dot.gov/environment/bicycle_pedestrian/funding/funding_opportunities.cfm

3. PROGRAM INFORMATION

What is CMAQ?

Funding

Each year, NMDOT receives approximately \$10 million in CMAQ funds to support projects that improve air quality and reduce congestion. This amount is the entire state allocation, including mandatory CMAQ funds. 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 NMDOT T/LPA Handbook to understand the specific requirements to successfully complete a project prior to submitting an application. A current copy of the NMDOT T/LPA Handbook can be found on the NMDOT Project Oversight Division's website.

[TLPA Handbook.pdf \(state.nm.us\)](#)

Agreements for T/LPA lead 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 and federal standards and are ready to move to construction.

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

NMDOT lead projects must follow all applicable QA/QC timing requirements.

Who can Apply for Funding?

The following entities are considered eligible sub-recipients for CMAQ funds:

- local governments;
- transit agencies;
- public school districts;
- state agencies, including NMDOT;
- tribal governments; and
- any other local or regional governmental entity.

The following entities are **not** considered eligible sub-recipients 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 sub-recipient); 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.
- Any local public agency entity that does not have a compliant ADA Transition Plan or Title VI Policy on record with NMDOT's Construction and Civil Rights Bureau at the time of application submittal (see below). 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. LPAs must have appropriate documents and approval at time of the application submission, November 19, 2021.

What is the Match Requirement?

CMAQ requires a non-federal match from the recipient of 14.56% of the *total project cost*. Tribal entities may use Tribal Transportation Program (TTP) funds for their local match.

For a select few project types listed under 23 U.S.C. 120(c), states are able to program a full, 100 percent Federal share.

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. 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 entity submits reimbursement requests to NMDOT documenting 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 T/LPA 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 entity is responsible for any costs exceeding the Federal award amount.***

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 one to 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 entity 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. Design funds awarded and not spent cannot be rolled over to construction.

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. Infrastructure projects include any project that will eventually lead to physical construction of a CMAQ eligible project, even if construction funds are not included in the application.

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 watch recordings of or 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. Recordings of the T/LPA Handbook training can be found here: [POD-TPLA \(state.nm.us\)](https://www.pod-tpla.state.nm.us)

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 in the application. NMDOT will provide guidance on the format and base assumptions to be used in this analysis.

If a T/LPA uses federal funds to purchase right-of-way but construction of the project on this right-of-way is not undertaken by the close of the 20th year, the T/LPA must repay all incurred costs to NMDOT. A T/LPA that has received authorization to proceed with the design of a federally-funded project and fails to purchase right-of-way or begin construction within 10 years must repay to the NMDOT all federal funds paid to the T/LPA for design, including preliminary engineering and right-of-way acquisition.

4. APPLICATION PROCESS AND PROJECT SELECTION

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 and are not required to submit a signed Project Feasibility Form (PFF) with their application. **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 person in 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 FFY2023 or later) and activities from the opening of the call for projects through finalization of the 2023-2025 STIP. Agreements for "non-infrastructure" projects will be administered by the NMDOT CMAQ Program Coordinator; entities will not need to submit Agreement Request Forms (ARFs) as described below for funds awarded for non-infrastructure projects.

CMAQ Funding Cycle Timeline for projects beginning in FFY2023 and Beyond (Critical deadlines are in bold.)

Month	Year	Activity
May	2021	Call for projects issued
May-July	2021	<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>
July-Sept	2021	<p>Responsible charge completes application</p> <p>Complete applications due to MPO/RTPO planner according to deadline set by MPO/RTPO</p>
Oct-Nov	2021	MPO/RTPO planner vets applications for completeness
Nov 19	2021	<p>Deadline for MPO/RTPO planners to upload complete applications to NMDOT's FTP site</p> <p>Late or incomplete applications will not be accepted.</p>
Nov-Dec	2021	CMAQ Program Coordinator reviews applications for completeness and prepares packages for CMAQ Selection Committee
Jan-Feb	2022	CMAQ Selection Committee rates, ranks, and selects projects
March	2022	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.
March	2022	Projects added to MPO TIPs and STIP Preview (out for public review concurrently)
April-May	2022	All non-NMDOT entities receiving CMAQ funds will be required to attend an orientation webinar outlining critical deadlines and processes
May-Sept	2022	TIPs/STIP public review and approval

Month	Year	Activity
Oct 1	2022	Beginning of Federal Fiscal Year, 1 st quarter of the STIP year.

What Needs to be Included with the Application?

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

1. Table of Contents
2. 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)
3. Project Prospectus Form (PPF) – see Appendix I
4. CMAQ Application Form – see Appendix I
5. 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.
6. 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.
7. Basic map of proposed project
8. Buy America Certification: All proposed projects that include steel or iron must comply with Buy America requirements; waivers will not be considered. The applicant must demonstrate ability to comply with the requirements within the application. If ability is not demonstrated in the application, the application will not be considered for funding.
9. Project Budget
10. Any additional documentation in support of scoring factors. For planning documents, include only the cover sheet and relevant pages. Highlight or indicate any relevant information.

MPO/RTPO planners are responsible for submitting complete application packages to NMDOT no later than close of business (COB) on **November 19, 2021**. Applications packets must be submitted as single PDF documents uploaded to NMDOT's FTP site. Emailed, faxed, or mailed submissions will not be accepted. Late or incomplete applications will also not be accepted.

How are Applications Selected?

The competitive process is intended to give entities an opportunity to demonstrate the merit of projects based on how projects relate to improving air quality according to the goals and intent of the CMAQ program.

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. Funding is limited by the total CMAQ allocations. At its discretion, the CMAQ selection committee may adjust the prioritization of projects selected in order 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 coordinate with the respective MPOs and NMDOT STIP Unit to 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.

Application Scoring Factors

Applications will be evaluated according to screening and evaluation criteria. **Screening Criteria** will be used to determine eligibility of a proposed project. Projects which do not satisfy all of the screening criteria will not be evaluated further. **Evaluation Criteria** will be used to score and assign priority ranking to projects based on their relative merits.

Ensure that the proposed project and applicant have met all Screening Criteria before submitting your application package. Responses to application questions and Evaluation Criteria should provide reviewers with a thorough overview of the project's scope and impact. The CMAQ non-mandatory review committee considers the scoring criteria in the broader context of emissions reduction and cost-effectiveness to help fulfill the goals of the Clean Air Act.

Project Eligibility Screening Criteria

The program coordinator will determine project eligibility based on the screening criteria outlined in this guide via the information provided by the application and other sources of information (e.g., ADA Policy and Title VI Policy compliance, audits). Projects which do not satisfy all of the screening criteria will not be evaluated further and will not be sent to the selection committee.

All projects will first be evaluated based on their eligibility for CMAQ funds per guidelines in the Federal Register Vol. 73, No. 203 and any subsequent FHWA guidance. Projects eligible to receive CMAQ funding will receive further screening based on the three criteria below. Any project not fulfilling all of the screening criteria will not be considered by the selection committee.

1. Eligible Applicant

Project applicant is an eligible entity (see section B-3 above). To be eligible to receive federal funding, certain entities must have appropriate and compliant Title VI Policies and ADA Transition plans on file with NMDOT's Construction and Civil Rights Bureau (See section B-3 above).

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. Copies of *relevant* plan pages (**not the entire plan**) where the project appears or with which it is consistent are referenced and provided, or;

B. Project is included in or consistent with other state, local or regional plans. Copies of *relevant* plan pages where the project appears or with which it is consistent are provided. **Do not include entire plan.**

Relevant plan pages include: cover page of plan and those pages which demonstrate support for your project. Highlight passages or include comments where you are indicating alignment.

Eligible Planning Documents:

- Infrastructure and Capital Improvement Plan (ICIP)
- Metropolitan Transportation Plans (MTP)
- Regional Transportation Plans (RTP)
- Bicycle and Pedestrian Plans
- Economic Development Plans
- Comprehensive Plans
- Land-Use Plans/Studies
- Corridor Studies
- Master Plans
- Safe Routes to School (SRTS) Plans
- Sector Plans
- Road Safety Assessments (RSA)
- Safety Plans
- NM MainStreet Plans
- Other documents approved by the CMAQ program coordinator

Planning consistency 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. Consistency is cited for projects that are not specifically identified in the plan, but which support goals outlined in the plan.

To provide the greatest benefit to communities, as well as to help ensure successful projects, NMDOT requires planning consistency to ensure that selected projects meet local needs and desires and have broad community support.

Demonstrating consistency with a plan often requires the addition of comments into the pages of the planning document as justification of consistency. If it is not clear to those reviewing your application how the project is consistent with the plans you are providing, your application will be less competitive. Do not assume the committee reviewing your application will see the consistency you intend to demonstrate in the pages you include from various plans.

3. Financial Feasibility

A. Recipient of funds must have the financial capacity to complete, operate and maintain the project. T/LPAs are responsible for paying all costs up front and submitting invoices for reimbursement. T/LPAs may be vetted by NMDOT finance specialists for financial fitness. Only T/LPAs with sound financial systems and records will be awarded federal funding.

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.

4. Buy America Certification

Document and demonstrate ability of project to comply with Buy America requirements.

Selection Criteria

NMDOT has established nine **selection criteria** to be used in evaluating projects that meet the above **eligibility screening criteria**. The committee will evaluate proposed projects to determine the degree to which they accomplish the stated goal or purpose of each criterion. Please provide, clear, concise narrative responses to communicate how the proposed project addresses the following, providing supporting documents or studies as necessary:

1. Planning (10 points)

For Part A, list attachments and enter the name of the document and short reference to how each document is relevant to your project. Do not assume the committee reviewing your application will see the connection you are trying to make.

Parts B and C communicate project readiness and help the committee understand project preparation and potential obstacles.

Application Question, part A:

Demonstrate how the proposed project is included in or consistent with eligible local and regional planning documents (see "Planning Consistency" section above for list of eligible documents). Attach

*copies of plan pages where this project appears or with which this project is consistent. Include the cover page to the plan and **only pages with relevant information**; highlight or indicate passages relevant to this project. Include comments to justify relevance/support.*

Application question, part B:

What has been done already in preparation for this project (community engagement, public meetings, preliminary engineering, permitting, right-of-way acquisition, data collection, etc.)?

Application question, part C:

What obstacles or problems must be overcome to implement this project? Include anything that could potentially delay implementation or cause changes to budget.

2. Transportation Demand Management (25 points)

Transportation demand management represents a variety of strategies aimed at reducing vehicle miles traveled or vehicle trips generated by increasing travelers' mode choices for reaching destinations. Common eligible strategies include ride sharing, congestion pricing, managed lanes, transit improvements such as bus rapid transit, creating high-quality bicycle and pedestrian infrastructure such as protected bike lanes, parking pricing, traffic calming measures, programs to incentivize non-automobile travel, or intermodal freight projects that will reduce truck VMT.

Most CMAQ eligible projects contain an aspect of travel demand management, though how you respond to this question will vary depending on the project type. See additional caveats for freight and transit projects.

Context Inventory: Fill in the table to the best of your ability using available data on project context. Since committee members may not be familiar with the local context for the project, this information helps to convey an objective understanding of traffic conditions in the project area.

- a. The project area is the area you are describing in the data below. Define your project area based on the area that will be most immediately served or impacted by the project. Because the area impacted varies widely by project type and context, the applicant is to decide how to best define the project area.
- b. Transit service available and transit provider: drop-down menu for the type of service available and text box for name of transit provider.

- c. Sidewalk conditions: Consider the whole pedestrian access route in the project area, not just ADA-compliant ramps. Are sidewalks level; are there obstructions in the sidewalk such as telephone poles or vegetation; is the width of sidewalks adequate and consistent, do sidewalks connect to other sidewalks in the network, etc? There are two drop-down menus; one to rate sidewalks in the area as good/fair/poor, and the other to acknowledge any ADA compliance issues.
- d. Population and projected population in the project area as defined above. This helps the committee understand the demographic context and how the project will serve both current and future conditions. For this question include projection for population based on planned or anticipated growth.
- e. Posted speeds – document if the project will result in a change in the posted speed. If no change, enter the same speed before and after.
- f. AADT and projected AADT. Demonstrate current and projected traffic volumes in the area using the AADT of the primary corridor impacted by the project. If there are multiple corridors, include AADT for the largest and second largest cross streets bisecting the project area (cross-street 1 and 2 in the application). If this does not apply to your project, or if there is only one cross street, type N/A.

Application Question 2, Part A:

Describe how this project meets CMAQ goals of improving air quality through reducing the number of trips in single-occupant vehicles, fuel consumption, and/or vehicle miles traveled.

-- For freight-oriented projects, respond by explaining how this project enhances efficiency, resiliency, and integration and connectivity across and between modes?

-- Transit projects must demonstrate a need for the project or describe measures that have been undertaken in the service area that demonstrate either the readiness for transit or plans to create transit-oriented-development (see Appendix VIII).

Application Question 2, Part B:

Context Inventory: For the project area, please provide the following data:

- a. Define project area:
- b. Transit service in project area: (Fixed-route transit service, on-demand or paratransit, vanpool or park-and-ride, no transit service)
- c. Current sidewalk conditions in project area: (good/fair/poor/no sidewalks) (ADA compliant/Not fully ADA compliant)
- d. Population in project area and projected change:
- e. Posted speeds and planned changes:
- f. AADT on corridor (and cross streets):

3. Air Quality Improvement (20 points)

Improving air quality is the primary purpose of the CMAQ program, thus demonstrating that a project will result in a net reduction in emissions is critical for the success of the program. Applicants will be scored relative to expected performance in each category. Qualitative responses will be scored based on the likely magnitude of their impact on net emissions.

For quantitative analyses, FHWA provides a number of air quality calculators for use with CMAQ air quality analyses. Check the website for the latest available calculators:

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

Project types for which calculators are available at the time of publication of this guide include:

- Bicycle and pedestrian improvements
- diesel idle reduction technologies
- transit bus service and fleet expansion
- transit bus and locomotive retrofits and replacement
- carpooling/vanpooling
- alternative fuels and vehicles
- advanced diesel truck/engine technologies
- congestion reduction and traffic flow improvements (intersection improvements, roundabouts, traffic signal synchronization)
- managed lane facilities and conversion
- dust mitigation (street sweepers, treatment of unpaved roads).

Check the website above for the latest updates. If you use a different tool or methodology to calculate air quality improvement, please provide documentation on how your calculation was derived along with the calculated benefit.

Pollutants regulated by the Clean Air Act include carbon monoxide, lead, nitrogen dioxide, ozone, particulate pollution ($PM_{2.5}$ and PM_{10} and PM precursor NO_x) and sulfur dioxide. NMDOT also considers the air quality benefits of reducing greenhouse gasses. Quantitative analyses derived from MOVES, EMFAC, AP-42 or other methods accepted by FHWA may also be used.

If a calculation cannot be made, provide a narrative explanation of how this project will impact mobile source emissions and air quality. Include an estimation of the magnitude of the predicted impact based on available data, information or research. Responses should clearly articulate assumptions so that reviewers can understand how estimated impacts were derived.

Application Question 3:

Dropdown menu for project type: (Select project type)

Quantitative: If your application is for a project type for which a FHWA spreadsheet calculator is available, attach a calculation for your project to your application. Links to calculators can be found here: https://www.fhwa.dot.gov/environment/air_quality/cmaq/toolkit/ Project types for which calculators are available can be selected in the dropdown menu above. Check the website above for the latest updates. If another method of calculation is performed, select "other -- quantitative analysis provided" and describe below.

Qualitative: If a calculation of air quality improvement cannot be provided, select "other -- qualitative analysis provided." Explain why a quantitative analysis cannot be provided and provide a qualitative analysis of how this project will lead to a net reduction in mobile source pollution.

4. **Economic Vitality (10 points):** CMAQ eligible projects often have the potential to stimulate economic activity or to generate cost savings to residents and local entities. Economic impacts can be direct or indirect.

Application Question 4:

Describe and quantify the desired impact of this project on economic activity in the project area. How will the success of this project contribute to existing local, regional/statewide economic development efforts, including tourism? Please cite and provide any supporting documents or studies.

5. **Safety and Security (20 points)**

Safety features are a relevant scoring category because the public is not likely to embrace modal shift or other air quality improvement measures unless safety concerns are effectively addressed. Measures could include strategies or design features that make active transportation a safe, less dangerous or unpleasant experience, or features that address safety needs of motorists:

Application Question 5:

Explain any safety issues addressed by this project and provide any available data. Describe how your eligible project will increase the safety and security of motorized and non-motorized users. Consider user's ability to commute and access services and amenities by walking, bicycling, public transit and automobile. Please cite and provide any supporting documents or studies.

6. **Accessibility and Connectivity (10 points)**

A more integrated and connected transportation network can move goods and people more efficiently. Creating more connections can alleviate congestion by allowing motorists more choices in taking alternate routes, while shorter block lengths generally encourage walking. Improving the connectivity and ease of transition between modes of transportation can reduce congestion by removing cars from traffic and creating alternative routes, while improving mobility and efficiency for the traveling public.

Application Question 6:

Explain how project will enhance accessibility, mobility and connectivity, across and between modes, for people and freight and promote energy conservation.

7. Equity (5 points)

NMDOT strives to support community prosperity and vitality through a multimodal transportation system that provides options to residents and visitors, regardless of income or ability. Low income and minority communities have historically been burdened by underinvestment in infrastructure and unequal access to mobility, connectivity and accessible design. Points are awarded in this category as part of an effort to become more responsive to historical and socioeconomic context and create a more equitable distribution of transportation resources as part of an active effort to make investments that reduce existing social and economic disparities. Applicants are encouraged to consider how their project might benefit disadvantaged or vulnerable users and communities and incorporate those considerations into the design and development of projects.

NMDOT will be using a social vulnerability index that assigns a score to each Census block group in the state based on seven variables linked to historical underinvestment, and socioeconomic status. Those variables are: Both analyses consider the following: minority status, English proficiency, over 65, under 17 years old, educational attainment, access to a vehicle, and below 200% poverty. A sample of the equity map can be seen in Appendix IX.

Application Question 7:

Enter the equity index value for the most vulnerable Census block group impacted by the project and describe how this project benefits vulnerable users and populations (score 1- low concentration to 4-high concentration). For projects that are in multiple block groups, enter the score for the most vulnerable block group. NMDOT developed a Composite Equity Map in conjunction with the New Mexico Prioritized Statewide Bicycle Network Plan, which should be used to determine equity index values for this question. The map can be found in Appendix IX, or here: <<will update with final link>>

Penalties and Deductions

8. Coherence and Quality (Penalty up to -10 points)

Applications are expected to be clear, concise, complete and well written. Up to 10 points will be deducted from applications that are poorly written, lack clarity and for which the scope is not well defined.

9. Inactive Projects (penalty of -5 points per project)

Applicants that have inactive, federally funded projects will be deducted five points for each inactive project. An inactive project is a Federal Aid project for which no expenditures have been charged against federal funds during the past 12 months. Evaluation of project inactivity will occur during the project application review process in October, 2021.

Additional Documentation

Project Funding Details. Item K in the application form provides a table for entering 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.

Documentation of ability to comply with Buy America requirements.

Application Scoring Matrix

Selection Criteria	Possible Points
1. Planning	10
2. Transportation Demand Management	25
3. Air Quality Improvement	20
4. Economic Vitality	10
5. Safety and Security	20
6. Accessibility and Connectivity	10
7. Equity	5
TOTAL	100

Best Practices and Feedback for Applicants

The following is a list of general attributes of higher-scoring and lower-scoring applications from previous 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 appears in numerous planning documents; the supporting documentation is provided and cited in responses. Consistency with adopted plans is clearly explained and articulated.
- Narrative responses are clear, concise and compelling. Major claims are supported with data and documentation and demonstrate strong alignment with relevant scoring criteria.
- Application demonstrates strong alignment between project and the purpose of the CMAQ program.
- Application demonstrates strong likelihood project will have a high impact and level of use.

Attributes of Lower-Scoring Applications:

- Project does not appear in planning documents; supporting documentation is insufficient. This can happen if attached planning documents do not clearly demonstrate consistency; to ensure this doesn't happen, include comments in attached plans or justification for how included documents support your project.
- Application does not effectively explain how the project contributes to the goals of each scoring factor.
- Application does not clearly describe scope, or purpose and need, or does not connect these to scoring factors or the objectives of the CMAQ program.
- Application is not well-edited and includes logical inconsistencies, significant grammatical errors or fails to clearly convey key details of the project, or application instructions are not followed.
- Project is not strongly aligned with intent of CMAQ program.

5. 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

V. State and Federal Requirements and Guidelines

FHWA Congestion Mitigation and Air Quality Improvement Program:

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

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

VI. 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 Daniel J. Gutierrez, Director of NM MainStreet at: Daniel.Gutierrez2@state.nm.us or 505-827-0151.

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

NM MainStreet Program Map
<http://nmmainstreet.org/communityDirectoryMap.php>

VII. 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

VIII. Smart Growth and TOD references

FHWA examples of TOD:

https://www.fhwa.dot.gov/ipd/value_capture/transit_oriented_development/

What is TOD?

<http://www.reconnectingamerica.org/what-we-do/what-is-tod/>

TOD Standard

<https://www.itdp.org/library/standards-and-guides/tod3-0/>

This is Smart Growth

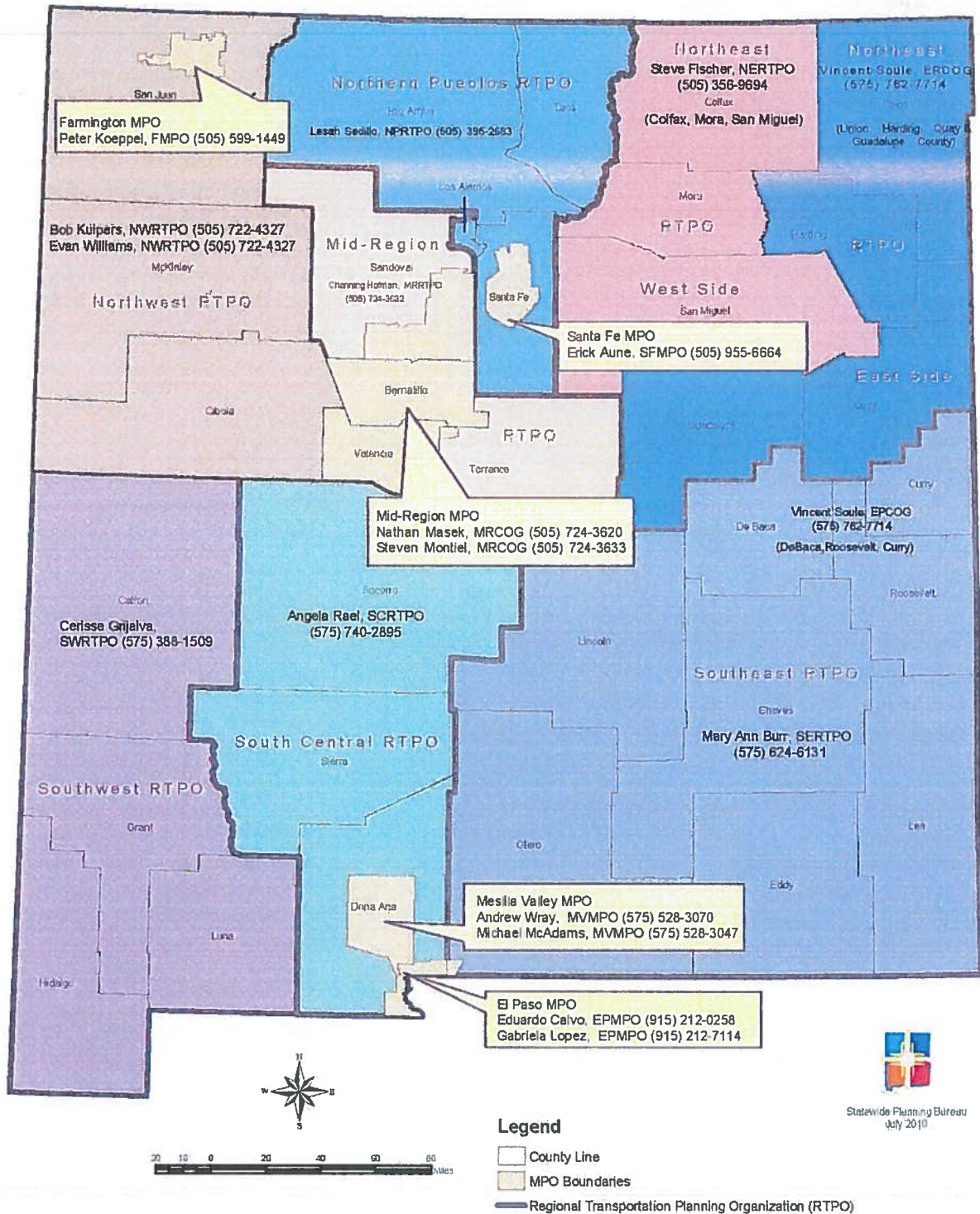
<https://www.epa.gov/smartgrowth/smart-growth-publication>

FHWA guidance on accommodating bicycle and pedestrian travel:

https://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design.cfm

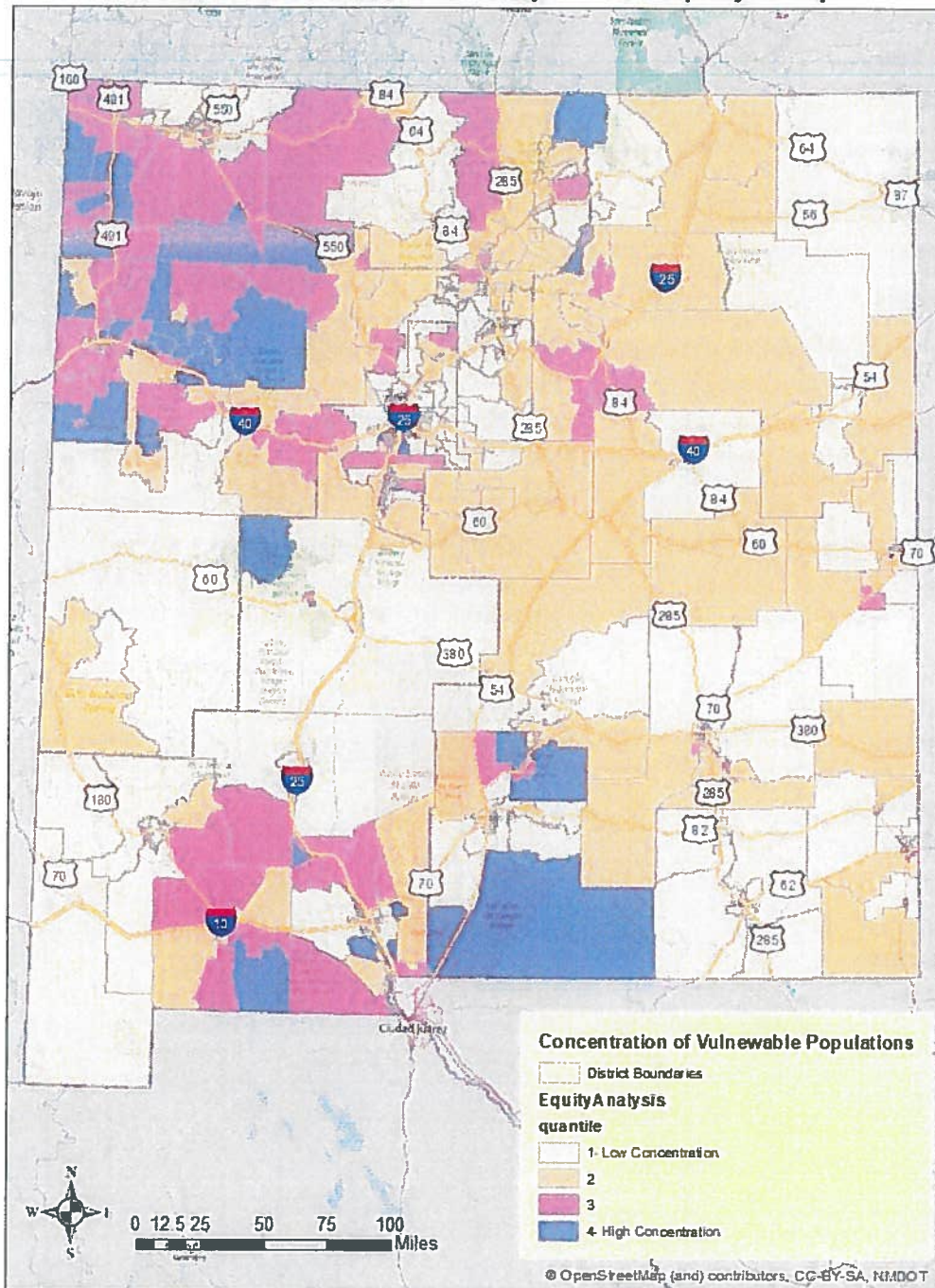
VIII. MPO and RTPO Contact Information

2021 Statewide Planning Areas Metropolitan and Regional Transportation Planning Organizations



IX. Equity Map (Please use electronic version when entering scores to ensure accuracy)

DRAFT--- NMDOT Composite Equity Map



Draft Equity Composite Map for review only
Created by: Shannon Glendenning
Created on: 3/2/2021

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:
Sharon Cruz,
(505) 221-8220
SharonR.Cruz@state.nm.us

Central Regional Design Center (D3 & D6):

7500 Pan American Freeway NE
Albuquerque, NM 87109
T/LPA CoordinatorL:
Juan Miguel Archuleta
(505) 252-1707
Juan.Archuleta@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



CMAQ

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 (PFF) 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				\$ 0.00
Project Year 2				\$ 0.00
Project Year 3				\$ 0.00
Project Year 4				\$ 0.00

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.