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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

## Northwest Regional Transportation Planning Organization (NWRTPO)

### RTPO Joint Technical & Policy Committee Meeting

Wednesday, December 13, 2023

10:00 am

Virtual Meeting – Microsoft Teams

## AGENDA

### ROUTINE ITEMS:

Item #	Item	Presenter
I.	Call to Order and Introductions	Dorothy Claw, Chairman
II.	Action: Agenda	Dorothy Claw
III.	Action: Minutes – November 8, 2023 meeting	Dorothy Claw

### ACTION ITEMS:

Item #	Item	Presenter
IV.	Action: Annual 5310 / 5311 Public Transportation Funding Application Ranking ( <i>presentations from providers</i> ).	Robert Kuipers
V.	Action: Approval and Authorization of RTPO Admin. Documents	Robert Kuipers

### DISCUSSION ITEMS:

Item #	Item	Presenter
VI.	Present: Draft RTIPR	Robert Kuipers
VII.	Present: 2024 Recreational Trails Guidance for 2025-2026 Projects	Robert Kuipers

### VIII) REPORTS: (10-minute limit) inclusion in minutes

*Please submit Written Reports for*

RTPO Program Report ( <i>significant news only</i> ) Report on Annual Member Survey for FFY2023, Staff Hours for November, Monthly RTPO Report	Robert Kuipers
Local Member Reports ( <i>significant news only</i> )	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) District 6 (Bill Santiago, Michael Neely)

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

**ANNOUNCEMENTS & NEXT MEETING:** Wednesday, January 10, 2023 – Pueblo of Acoma Tribal Auditorium, 33 Pinsbaari Drive, Acoma NM - (unless otherwise determined or virtual via MSTeams)

### ADJOURNMENT



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## Northwest Regional Transportation Planning Organization (NWRTPO)

### Agenda Item #IV: Annual 5310 / 5311 Public Transportation Funding Application Evaluations

**Subject:** Annual Evaluative Ranking of public transportation provider  
funding applications by the NWRTPO

**Prepared by:** Robert Kuipers

**Date:** 12/01/23

#### BACKGROUND

- **Why?** The NMDOT Transit & Rail Division has established an annual evaluation process for 5310 (limited mobility) and 5311 (public transit) public transportation applications, with standardized evaluation templates, for RTPO members to evaluate and rank.
- **Purpose.** The statewide RTPO's present the opportunity for a fair evaluative process for annual regional public transportation funding applications, representing regional stakeholders and the public. Evaluative ranking of proposed services has a minor impact upon the amount of funding each provider may receive.
- **Discussion/Finalization.** RTPO members will evaluatively rank this year's 5311 and 5310 public transportation funding applications, based on advance review of applications and provider presentations at the 12/13/23 meeting.

#### WORK TO DATE

- 5311 & 5310 public trans. applications along with evaluative templates were emailed to RTPO members in advance of the 12/13/23 meeting based on when they were forwarded from NMDOT Transit & Rail Division **and are available on the COG-RTPO website.**
- RTPO members have reviewed applications in advance of today's meeting and will hear the presentations from providers at this meeting, and submit evaluations on the templates provided.

#### ANTICIPATED WORK

- 5311& 5310 public trans. application presentations at the 12/13/23 meeting
- Submission of evaluations from RTPO members at the 12/13/23 meeting.
- Electronic submission of evaluations to NMDOT Transit and Rail by RTPO staff after 12/13/23 meeting

#### ATTACHMENTS

- 5311 and 5310 evaluative templates

#### BUDGET IMPACT

- No impact upon NWRTPO budget

#### ACTION ITEM

- This represents the formal evaluation of annual public transportation funding applications for the NWRTPO region for FFY2025 funding.

**Presentation Schedule for 5311 Public Transportation Providers**

**Requesting Public Transportation Providers to limit their presentations to 10 minutes**

**A) 5311 Public Transit Providers:**

<b>10:30 am</b>	<b>Gallup Express</b>	<b>Tommy Mimms</b>
<b>10:40 am</b>	<b>Village of Milan – Rockin66</b>	<b>Melissa Chavez</b>
<b>10:50 am</b>	<b>Pueblo of Laguna – Shaars’kra</b>	<b>Yvette Mooney / Ramona Dillard</b>
<b>11:00 am</b>	<b>Zuni Ashiwi Transit</b>	<b>Todd Naktewa</b>
<b>11:10 am</b>	<b>Navajo Transit</b>	<b>Tanya Jim</b>

**There is one 5310 provider applying for FFY2024 funding.**

REGIONAL PRIORITIZATION EVALUATION MEASURES/CRITERIA TO BE USED BY REGIONAL  
PLANNING ORGANIZATIONS AND APPLICANTS

FOR 49 U.S.C. SECTION 5311 APPLICATIONS ONLY

**§5311: Rural Public Transit**

1. Rural Public Transportation Planning and Regional Coordination:

- Does the applicant have a short/long term transit plan?
- Is this plan adopted by the applicants governing body?
- Is there coordination with other transit systems and other modes of transportation, including tribal entities?
- Is ongoing funding part of the plan?
- Has a formal process been established for public input?

2. Regional Need and Justification for the System:

- Does a regional transit/transportation plan exist that includes this service? If not, what is the basis for the need for this service?
- Does a regional need exist to serve the demand in this area?
- How strong is the need to continue/begin this system?

3. Level of marketing of the Transit System - Public Served (ridership):

- Does the transit system have a marketing plan?
- Has it been implemented?
- Is there a clear direction to increase ridership?  
Including paratransit?

REGIONAL PRIORITIZATION EVALUATION MEASURES/CRITERIA TO BE USED BY REGIONAL  
PLANNING ORGANIZATIONS AND APPLICANTS

FOR 49 U.S.C. SECTION 5311 APPLICATIONS ONLY

Name of Applicant: \_\_\_\_\_

**§5311: Rural Public Transit**

Please circle score as applicable: \_\_\_\_\_

1. Rural Public Transportation Planning and Regional Coordination:

HIGH

Medium high

MEDIUM

Medium Low

LOW

---

2. Regional Need and Justification for the System:

HIGH

Medium high

MEDIUM

Medium Low

LOW

---

3. Level of marketing of the Transit System - Public Served (ridership):

HIGH

Medium high

MEDIUM

Medium Low

LOW

REGIONAL PRIORITIZATION EVALUATION MEASURES/CRITERIA TO BE USED BY REGIONAL  
PLANNING ORGANIZATIONS AND APPLICANTS

FOR 49 U.S.C. SECTION 5310 APPLICATIONS ONLY

**§5310: Transportation for Elderly Individuals and Individuals with Disabilities**

1. Planning and Coordination:

- Does Applicant coordinate services with other disabled and elderly providers?
- Do they have a plan for anticipated disabled and elderly growth in the community?
- Is the project included in the RPO/MPO Coordinated Public Transit Human Services Transportation Plan?

2. Regional Need and Justification:

- Does applicant serve regional market demands?
- Is there a clear and defined need for this service?

3. Maintenance, Safety, and ADA:

- Does the applicant have comprehensive maintenance plan?
- Do they have someone trained to recognize maintenance concerns?
- Are applicants drivers trained in passenger safety and sensitivity?  
Wheelchair lift operations?

Name of Applicant: \_\_\_\_\_

Please circle score as applicable:

3. Maintenance, Safety, and ADA:	HIGH
	Medium high
	MEDIUM
	Medium Low
	LOW



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## Northwest Regional Transportation Planning Organization (NWRTPO)

### Agenda Item V: Approval / Authorization of Annual NWRTPO Governing Documents

**Subject: Authorization of Governing Documents, incl. Open Meetings  
Act Resolution, Title VI Plan, Public Participation Plan, and Bylaws.**

These governing documents received minor updates in 2023; there are no updates proposed at this time; we are simply undertaking re-authorization for the upcoming year.

**Prepared by: Robert Kuipers**

**Date: 12/01/23**

#### BACKGROUND

- **Why?** The NWRTPO is an organization of transportation representatives from rural tribal, community and county governments, who formally represent the interests and intent of their respective jurisdictions for transportation development in collaboration with the NMDOT. These documents govern the function of the NWRTPO, to assure proper procedure and protocol, adequate public involvement, consideration toward multi-modal / equal access for all citizens, and fair representation of local rural governments in the pursuit of transportation resources and development of infrastructure.
- **Purpose.** Members will vote to approve and authorize these documents for the year ahead at our December 13, 2023 meeting.
- **Discussion/Finalization.** These governing documents will guide the function and service of the NWRTPO going forward.

#### WORK TO DATE

- Most of these documents had major updates during the course of FFY2020 - 2021, so members are already familiar with them.
- Execute signatures on Open Meetings Act – RTPO Chair and COG staffer.

#### ANTICIPATED WORK

- Members will consider approval and authorization of these governing documents for ongoing RTPO function and service for the year ahead at our December, 2023 meeting.

#### ATTACHMENTS

- Open Meetings Act Resolution, Title VI Plan, Public Participation Plan, and Bylaws

#### BUDGET IMPACT

- none

#### ACTION ITEM

- action for approval and authorization of RTPO Governing Documents

**FFY2024 BYLAWS**  
**of the**  
**Northwest Regional Transportation Planning Organization**  
**(NWRTPO)**

**ARTICLE I**  
**NAME & STATUS**

- A.** The Northwest Regional Transportation Planning Organization (NWRTPO) is the designated name of the organization.
- B.** The organization shall be considered a quasi-governmental association formed for the purposes outlined herein below.
- C.** The NWRTPO was established in 1993 by the Northwest New Mexico Council of Governments under the mandate, authority and recognition of the New Mexico Department of Transportation (NMDOT) as an inter-agency regional collaborative to assist the State of New Mexico in meeting federal requirements for consultation and cooperation with local and tribal elected officials and their communities in planning, prioritizing and funding transportation projects and initiatives.
- D.** The geographic area served by the NWRTPO is established as Cibola, McKinley and San Juan Counties in northwestern New Mexico.

**ARTICLE II**  
**PURPOSES, GOALS AND FUNCTIONS**

**A. PURPOSE**

- 1. The overarching purpose of the NWRTPO is to foster multimodal transportation development as a means for achieving and enhancing quality of place, quality of life, mobility, and economic security for the citizens and communities of northwestern New Mexico.
- 2. In alignment with the primary mandates of the NMDOT, the NWRTPO is charged with maintaining a continuous, cooperative and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and support community & economic development and social goals.
- 3. These plans and programs, in turn, are to lead to the development and operation of an integrated, intermodal transportation system that facilitates the safe, efficient, economic movement of people and goods.

## **B. GOALS**

In service to its general purposes, the NWRTPPO shall:

1. Serve as a regional forum that analyzes transportation needs and opportunities, formulates comprehensive and specific plans and strategies for efficient and sustainable transportation development, and elicits, evaluates and submits to NMDOT and other agencies informed, ranked and prioritized recommendations for multimodal transportation and enhancement project development in the region;
2. Ensure substantial consultation with and input from the elected officials of the region's local and tribal governments regarding transportation needs, plans, projects and funding priorities;
3. Promote the implementation of an efficient, safe, functional and accessible transportation network in McKinley, Cibola and San Juan Counties.
4. Ensure compliance with all applicable federal and state laws, rules and regulations.
5. Lead and facilitate cross-jurisdictional consultation, cooperation and collaboration among the counties, municipalities, Native American tribes and NMDOT Districts of the region in strategically planning, prioritizing and securing resources for effective multimodal transportation development in service to the mobility, quality of life and economic security of the citizens of northwestern New Mexico.

## **C. FUNCTIONS**

To achieve the organization's purposes and goals, the NWRTPPO shall engage in the following functions:

1. Establish and administer policy for the initial submission of proposed federally funded surface transportation projects.
2. Establish a continuous, multi-year prioritization process for the review, rating and ranking of proposed transportation projects for the Statewide Transportation Improvement Program (STIP), Federal and State grant and loan programs, or other funding programs as designated in the future.
3. Establish an annual review of existing programmed projects for reprioritizing based on regional, state, and federal transportation priorities and agreed upon process and criteria.
4. Determine the viability of and prioritize transportation projects from a regional perspective. Provide support and technical assistance to participating local governments for more effective development of local transportation projects.

5. Support cross-jurisdictional collaboration, encourage creative funding strategies, and provide a framework for coordinated development of multi-modal transportation among local governments in the NWRTPO planning area.
6. Establish the membership and voting criteria of the NWRTPO.
7. Act as the regional focal point for public involvement in the statewide planning process, and strengthen communication and transparency between NMDOT and local governments participating in the NWRTPO.
8. Provide periodic review and updating of the NWRTPO Long-Range Transportation Plan, which is used as a guide for informing regional transportation priorities and goals.
9. Facilitate transportation-related training and information sharing among NWRTPO members.
10. In collaboration with the NMDOT, increase and strengthen the viability and role of the NWRTPO and its fellow regional transportation planning organizations as an effective planning, development, and change agents for regional multimodal transportation mobility, and sustainability for rural transportation infrastructure, services, programs, and funding.

### **ARTICLE III MEMBERSHIP**

#### **A. BOUNDARIES**

The NWRTPO service area encompasses McKinley, Cibola and San Juan counties in northwestern New Mexico.

#### **B. LOCAL GOVERNMENTAL MEMBERS**

The governmental jurisdictions comprising the membership of the NWRTPO shall include:

1. The Counties of Cibola, McKinley and San Juan;
2. The municipalities of Gallup, Grants, and Milan; and
3. The Tribal Nations of Navajo Nation, Pueblo of Acoma, Pueblo of Laguna, and Pueblo of Zuni.

#### **C. TECHNICAL MEMBERS:**

1. The New Mexico Department of Transportation (NMDOT) shall be considered a technical advisory member, serving an *ex-officio* and nonvoting role with representatives including staff from the Government to Government Unit, Transportation Districts 5 & 6, and other divisions and programs as appropriate.

2. The cities of Farmington, Aztec, and Bloomfield are part of the Farmington Metropolitan Planning Organization (MPO), which also includes San Juan County. The MPO and RTPO are cooperating partners in regional transportation development.

#### **D. GOVERNING STRUCTURE**

1. Joint Technical/Policy Committee: There shall be established a Joint Technical/Policy Committee (JTPC), which shall be comprised of representatives from each of the local and tribal members of the NWRTPPO, which shall engage in the inter-agency consultative and collaborative functions of the organization, and which shall actualize, oversee and guide the work program of the NWRTPPO.
2. Appointments: Each municipal, county and tribal government within the NWRTPPO service area shall elect or appoint a member and an alternate to serve on the Joint Technical/Policy Committee.
  - 2.1 In its policy capacity, the NWRTPPO representatives shall be authorized to represent their respective governments' interests in policy decisions affecting regional transportation, and are responsible for informing and engaging their respective governmental authorities in the regional transportation policy process.
  - 2.2 Names and contact information of Committee members and alternates can be updated and submitted as needed throughout the year in writing to the NWRTPPO staff using the RTPO member appointment form.
3. Voting:
  - 3.1 Voting privileges shall be accorded and restricted to the duly appointed members or alternates of the Joint Technical/Policy Committee.
  - 3.2 When votes are taken, tallied and recorded in connection with a Committee action, each member entity shall be accorded one (1) vote.
4. Attendance: In order to encourage participation and prevent cancellation of meetings due to lack of quorum, if any local government representative misses three (3) consecutive meetings, the Committee may seek to replace that representative on the Committee, in consultation with the local or tribal appointing entity.
5. Term: Members and alternates may serve at the discretion of their local governing body for an indefinite timeframe, provided that:
  - 5.1 The members and alternatives shall be appointed or re-appointed annually; and
  - 5.2 Biennial election or reconfirmation of Committee officers shall take place.

**ARTICLE IV**  
**DUTIES OF THE JOINT TECHNICAL/POLICY COMMITTEE**

- A.** The Joint Technical/Policy Committee (JTPC) receives transportation project applications via member submission of such forms as are devised and required by the RTPPO and NMDOT, reviews and rates the projects for inclusion in the Regional Transportation Improvement Program Recommendations (RTIPR) document, and submits the RTIPR to the New Mexico Department of Transportation on at least a biennial basis or as otherwise required by the Department.
- B.** The JTPC reviews, rates, and ranks all funding program projects on at least a biennial basis and submits these to the appropriate NMDOT Office. This includes a biennial (minimally) RTIPR ranking process as well as transportation alternatives; an annual evaluative process for public transportation, and review of other programs as requested by NMDOT.
- C.** JTPC members are responsible for identifying potential transportation projects on behalf of local communities within the area of governance they serve, representing and discussing these projects with the NWRTPO Planner and NMDOT District representatives, and submitting projects for formal inclusion in the Transportation Improvement Plans of the region and state. JTPC members are also responsible for attending monthly RTPPO meetings and collaborating with the RTPPO Planner and NMDOT personnel regarding the progress and status of transportation development and maintenance projects within their respective jurisdictions.
- D.** In its policy capacity, the JTPC will review, approve and authorize the following roles and services of the NWRTPO on an annual basis:
- The annual work program for the NWRTPO, in consultation with the Northwest New Mexico Council of Governments and NMDOT;
  - Acceptance or reconfirmation of member appointments of representatives to the Joint Technical/Policy Committee;
  - Review and finalization of the prioritization and ranking of proposed projects in the Regional Transportation Improvement Program (RTIP), for submission to the NMDOT; and
  - Review and authorization of proposed actions by the NWRTPO that bear a significant impact upon participating member governments, beyond the routine services provided by the NWRTPO for transportation development and maintenance.
- E.** Both regular and special policy actions shall engage a process through which the requested action is presented at an initial monthly meeting, after which the RTPPO members submit the proposed action and their recommendations through their respective governments' leadership, and bring back their vote for action on the proposed policy action at the following month's

meeting. This process assures adequate review and equitable participation on behalf of all participating governments.

- F. The JTPC may appoint subcommittees and task forces as needed to enhance the functioning and productivity of the NWRTPO.

## **ARTICLE V OFFICERS**

### **A. ESTABLISHMENT**

Committee Officers shall be considered officers of the NWRTPO association, consisting of a Chairperson and Vice-Chairperson elected by the voting members of the Joint Technical/Policy Committee to serve for two (2) calendar years, from January to December of each year. Elections or term renewal shall take place at the first meeting prior annually.

### **B. REMOVAL**

The Committee officers may be removed by annual election, resignation, or by appointing member governments (i.e., when the officer no longer represents his/her member government). In the event that the Chair resigns or is removed, the Vice-Chair shall assume the role of Chairperson, and a new Vice-Chair shall be appointed.

### **C. DUTIES OF OFFICERS**

#### **1. Chairperson**

- a. The Chairperson presides at all committee meetings. The Chairperson directs the business of the committee and establishes standing and ad hoc sub-committees to focus on specific areas of concern.
- b. The Chairperson is an *ex officio* member of all standing sub-committees.
- c. The Chairperson provides as appropriate a written and/or oral summary of sub-committee reports to the membership at RTPO committee meetings.
- d. The Chairperson collaborates with the RTPO Planner to ensure that protocol and regulations for public notice and membership notice (including agendas and minutes) for all RTPO meetings are adhered to.

## 2. Vice-Chairperson

- a. The Vice-Chairperson presides at all meetings at which the Chairperson is absent and performs all duties for which the Chairperson is responsible. If neither is present, the RTPO Planner or another member will be selected as temporary leader for the floor.
- b. It is the preference that the Vice Chair succeeds to the Chair position. However, the NWRTPCO Committee shall reserve the right to recommend that the Vice Chair not succeed to the Chair's position at the end of the term, and may choose to elect an alternative member.
- c. If the Chairperson resigns or is no longer eligible to be a member of the RTPO Committee, the Vice Chairperson will serve as Chair until an election is held.

## **ARTICLE VI STAFF SUPPORT**

### **A. CONTRACTED SERVICES**

Under contract with the New Mexico Department of Transportation (NMDOT), the Northwest New Mexico Council of Governments (NWNMCOG) will hire and supervise a NWRTPCO Program Manager to carry out the annual work program of the NWRTPCO under the oversight and guidance of the NWRTPCO Joint Technical/Planning Committee, and to staff the work and activities of the Committee. This contract serves as the official document for defining the relationship between the NMDOT and the NWNMCOG with respect to the carrying out the functions and fulfilling the objectives of the NWRTPCO. The Program Manager shall work to assist NWRTPCO members in both an administrative and technical capacity.

### **B. STAFF DUTIES**

The Program Manager's duties shall include, but are not limited to, the following:

1. Fulfill the duties and responsibilities outlined by the NMDOT and the local government member representatives in the Annual Work Program.
2. Facilitate and assist with the biennial RTIPR process including development of project identification and/or other required forms in collaboration with RTPO members, facilitation of the annual rating and ranking process, creation and distribution of the RTIPR to NMDOT and NWRTPCO members.
3. Prepare and facilitate NWRTPCO meetings, including meeting arrangements, agenda, public notices, informing members and all other interested parties of meetings, and development and distribution of minutes and other materials.

4. Provide NWRTPO members, the NMDOT District Engineer, Government to Government Unit and other participating NMDOT staff with meeting agendas and information at least one week (7 days) in advance of meetings, and provide public notice no later than as recommended in the Open Meetings Act in advance of NWRTPO meetings.
5. Make presentations on the RTPPO planning process and the status of local projects programmed in the RTIPR or STIP to NWRTPO members' governing bodies. These presentations and orientations should be made at least once every three (3) years to each member government to accommodate turnover in staffing and elected leadership.
6. Research, seek and maintain awareness of and correspondence with federal transportation departments and national resource organizations (NADO, AASHTO, AMPO, FHWA, FTA) and funding sources, to:
  - stay abreast of state, national and global trends in transportation planning and policy, legislative issues, best practices, and resource, training and funding opportunities, and engage the NWRTPO membership to take advantage of this information in local and regional actions that will enhance the impact of transportation facilities and services on the quality of place, quality of life and economic security of their citizens; and
  - provide technical assistance to NWRTPO members and projects to support regional multimodal rural transportation mobility and sustainability on behalf of member governments and the citizens of northwest New Mexico.

## **ARTICLE VII MEETINGS**

- A.** All Joint Technical/Policy Committee meetings shall be subject to the Open Meetings Act (NMSA 10-15-1 to 10-15-4) and shall be conducted in accordance with such methods and procedures as the Committee adopts, including virtual meetings when determined required by circumstances by the RTPPO Chairman and staff in accordance to state guidance.
- B.** The Joint Technical/Policy Committee (JTPO) shall meet according to a regular schedule, nominally on the second Wednesday of each month but subject to change at the discretion of the Committee.
- C.** As they arise, policy actions shall be discussed at regular or special meetings of the Committee, shall be brought to the attention of member government leaders for consultation on preferred action, and shall be voted on at the following month's meeting.
- D.** A quorum shall consist of one-half (50%) of the voting members.
- E.** The Committee shall adopt such rules of order as its members agree upon, except that formal actions shall at minimum include a motion, second, and call for vote.

- F.** Members submitting a project feasibility form (PFF) and/or project identification form (PIF) to be recommended for inclusion in the NWRTPO RTIPR must attend the mandatory meeting each year (February) for project presentation.
- G.** The NWRTPO Planner shall notify the public by newspaper advertisement of the time and place of regular meetings at least 10 days in advance (special meetings 3 days in advance, emergency meetings with as much advance notice as possible), and shall make such notices available to participating local and tribal governments for posting as appropriate within their communities.
- H.** Any JTPC member may submit a matter for consideration on a future agenda.
- I.** In the absence of the Chairperson and Vice Chairperson from a meeting of the JTPC at which a quorum is present, the NWRTPO Planner shall convene and facilitate the meeting, and/or the members present may choose an alternate member to assist or lead the meeting until its conclusion or the arrival of the Chair or Vice-Chair.
- J.** Persons from the public or any other group or organization desiring to address the NWRTPO or provide a presentation shall make their request to the RTPO Planner at least one week (7 days) in advance of the meeting. The RTPO Planner shall then consult with the RTPO officers for inclusion on the agenda in an upcoming meeting. Presentations shall not exceed 30 minutes unless authorized by the RTPO Chairman under special circumstances.
- K.** Public participation in meetings shall be as follows:

  - 1. Persons wishing to comment on a specific agenda item must first get permission from the Committee Chair. Speakers are limited to five (5) minutes, and a speaker's time may not be assigned to another speaker.
  - 2. Persons wishing to address the JTPC about issues not on the agenda should offer their comments during the "New Business/Public Comment" agenda item and at the permission of the Committee Chair. Speakers are limited to five (5) minutes, unless at the discretion of the facilitating Chair, discussion ensues, or further explanation is deemed necessary or appropriate. A speaker's time may not be assigned to another speaker. Speakers are requested to not directly address individual members of the JTPC or the RTPO Planner, but address dialogue or presentation to the committee as a whole. The Chairperson shall enforce decorum.

## **ARTICLE VIII ETHICS POLICY**

A member of the NWRTPO Joint Technical/Policy Committee or the NWRTPO Planner shall not:

1. Accept or solicit any gift, favor, or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should know is being offered with the intent to influence the member's or employee's official conduct;
2. Accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the official position;
3. Accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of the member's or employee's official duties;
4. Make personal investments that could reasonably be expected to create a substantial conflict between the member's or employee's private interest and the public interest;
5. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's or employee's official powers or performed the member's or employee's official duties in favor of another; or
6. Attempt to influence a legislative decision at any level of government, but only seek to inform members or the public of issues or impacts.

## **ARTICLE IX RECORDS**

### **A. MAINTENANCE OF RECORDS**

All records generated by the JTPC and any subcommittees in conducting NWRTPO business are to be maintained by the NWRTPO Planner of the NWNM Council of Governments. All records generated by the NWRTPO and any of its subcommittees are joint property of the NMDOT and the NWNM Council of Governments, and should be maintained in a manner accessible to authorized (appointed) NWRTPO JTPC members.

**B. TITLE OF RECORDS**

If the Northwest Regional Transportation Planning Organization terminates or ceases to exist and function, the title to all its assets and records will remain with the New Mexico Department of Transportation and the Northwest New Mexico Council of Governments.

**ARTICLE X  
AMENDMENT OF BYLAWS**

- A.** The Bylaws may be amended by a majority vote of all voting members present, under circumstances of a quorum.
- B.** Any voting member may propose amendments to the bylaws by submitting in writing to the Chairperson of the Joint Technical/Policy Committee and the NWRTPO Planner at least 30 days prior to the next scheduled meeting in order to provide adequate time for the proposed amendment to be added to the meeting agenda and for distribution to voting members for review. Any bylaw amendment that affects the relationship of the NWRTPO to the NMDOT or NWNMCOG must be submitted to both organizations for consideration.

**CERTIFICATION**

These NWRTPO bylaws were reviewed and approved by the Northwest Regional Transportation Planning Organization on December 13, 2023 – at a duly noticed and public meeting of the NWRTPO.

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Dorothy Claw, *Chairman*  
RTPO Joint Technical/Policy Committee

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Evan Williams, *Executive Director*  
Northwest New Mexico Council of Governments

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



## **Title VI Plan**

**2024 Reauthorization**

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**Appendix A: Contractor Assurances**

**Appendix B: Clauses for Transfer or Lease of Real Property**

**Appendix C: Organizational Chart**

**Appendix D: Title VI Complaint Form**

## **I. STATEMENTS OF POLICY**

### **Introduction**

The Northwest Regional Transportation Planning Organization (NWRTPO) is the rural/non-metro transportation planning agency for the counties of San Juan, Cibola and McKinley including the cities of Gallup and Grants, the Village of Milan, the Navajo Nation, the Pueblo of Acoma, the Pueblo of Laguna, the Pueblo of Zuni, and the non-urbanized area of San Juan County in New Mexico. Federal regulations require that an RTPO be designated to carry out a comprehensive, continuing and coordinated transportation planning process for our non-urbanized region. The Northwest New Mexico Council of Governments (NWNMCOG) is the fiscal and administrative agent for the NWRTPO.

### **Title VI Nondiscrimination Statement of Policy**

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

### **Environmental Justice and Limited English Proficiency Policy Statement**

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

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

### **Definition of Federal financial assistance and recipients affected**

Federal financial assistance is defined as any Federal dollars that are assigned to the NWRTPO to support any program and activity, by way of grant, loan or contract, other than a contract of insurance or guaranty. The NWRTPO typically receives planning funds from the New Mexico Department of Transportation via Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to carry out the transportation planning requirements as set forth by the federal law Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) and Fixing America's Surface Transportation Act (FAST Act).

## **II. TITLE VI ASSURANCES**

### **Specific Forms of Discrimination Prohibited**

The NWRTPO efforts to prevent discrimination must address, but are not limited to:

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

### **Programs and services covered by Title VI**

The NWRTPO Title VI Plan applies to all of its programs, activities and services, regardless of funding source. Some sections deal with specific requirements (e.g. FTA funded programs).

### **Authorities**

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

9. 49 C.F.R. Part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
10. 49 C.F.R. Part 28 (entitled *Enforcement Of Nondiscrimination On the Basis Of Handicap In Program Or Activities Conducted By The Department Of Transportation*);
11. 49 C.F.R. Part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
12. 23 C.F.R. Part 200 (FHWA's Title VI/Nondiscrimination Regulation);
13. 28 C.F.R. Part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
14. 28 C.F.R. Part 50.3 (DOJ Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964).

### **FHWA Assurances for Title VI and Other Nondiscriminatory Statutes**

In keeping with its policy of nondiscrimination, and as a condition to receiving Federal financial assistance from the Department of Transportation, the NWRTPPO (hereafter referred to as the "Recipient") hereby agrees that as a condition to receiving Federal financial assistance from the Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d - 42 U.S.C. 2000d-4 (hereinafter referred to as the Act) and all requirements imposed by or pursuant to: Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, nondiscrimination in Federally-assisted programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to that end in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, national origin, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Transit Administration (FTA), and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7 (a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to operating assistance projects:

- 1) As defined in Subsections 21.23(b) and 21.23 (e) of the Regulations, the Recipient agrees that each "program" will be conducted and each "facility", will be operated in compliance with all requirements imposed by, or pursuant to, the Regulations; and
- 2) The Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with the Federal Aid Highway Program, and in adapted form in all proposals for negotiated agreements:

*In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and 49, of the Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the*

*Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, income status or age in consideration for an award.*

- 3) The Recipient shall insert the clauses of Appendix A in every contract or agreement subject to the Act and Regulations
- 4) The Recipient shall insert the clauses of Appendix B in any deed from the United States effecting or recording a transfer or lease to the Recipient of real property, structures, use or improvements thereon or interest therein.
- 5) The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the officials to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this Assurance;
- 6) The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this Assurance; and
- 7) This Assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under Federal-Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal-Aid Highway Program. The person whose signature appears below is authorized to sign this Assurance on behalf of the Recipient.

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***Signed by Chief Administrative Officer or Designee***

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***Date***

### **III. TITLE VI AND ENVIRONMENT JUSTICE – RTPPO PLANNING REQUIREMENTS**

The NWRTPPO is responsible for ensuring Title VI compliance for the following planning activities:

#### **Data Collection**

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

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

#### **Regional Work Program**

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

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

#### **Regional Transportation Improvement Program Recommendations (RTIPR)**

The Regional Transportation Improvement Program – with identified project citations listed within the Regional Transportation Improvement Program Recommendations (RTIPR) document is the short term program of projects that are expected to be designed, engineered, and constructed within the next four to ten years. Projects should be reviewed to assess the benefits and impacts they might have on various aspects of the population.

- RTPPO Actions:

- Work with the entities to identify transportation projects that serve areas of the RTPO with low income and minority populations
- Provide opportunity for all populations to provide input into project identification
- Develop a performance target for a percent of projects that serve Title VI populations

### **Regional Transportation Plan**

The Regional Transportation Plan (RTP) is the long range, comprehensive plan that identifies the projects, programs, and policies needed in the next 20 years to meet the transportation needs of this area. The NWRTPO – RTP is coordinated in its development with the NMDOT statewide Long Range Multimodal Transportation Plan in order to provide consistency with other regions of the state, in its responsiveness to federal guidance for transportation maintenance and development as outlined in the current MAP-21 and/or FAST Act Transportation Bill. Using various data collected by the RTPO, the RTP can estimate growth patterns of disadvantaged populations and address the benefits and burdens that future transportation projects might have.

- RTPO Actions:
  - Develop demographic profile maps that project growth in disadvantaged populations over at least a 20 year planning horizon
  - Give all populations opportunity to provide input into project identification
  - Assess the effects that future land use decisions and transportation projects might have on the neighborhoods, the environment, and the economy
  - Ensure that the benefits and impacts of future transportation systems are equally distributed among all areas of the RTPO
  - Develop a performance target for a percent of projects that serve Title VI populations

### **Transit Planning**

Current Public Transportation Services in the NWRTPO Region of San Juan, Cibola and McKinley Counties include five Public Transit (5311) Providers: Pueblo of Zuni, Navajo Transit, Gallup Express, Cibola Transit Authority, and Pueblo of Laguna – Shaa'srk'a Transit. There is also a Public Transit (5311) service – Red Apple Express – serving the Farmington metropolitan areas in San Juan County under the Farmington MPO. There are also three Elderly & Disabled (5310) transportation services including Presbyterian Medical Services in San Juan County, and Zuni Entrepreneurial Enterprises and Coyote Canyon Rehabilitation Center in McKinley County. Our Public Transit providers collaborate to provide route coordination, to help accommodate regional travel needs for our populations in need of public transportation services.

- RTPO Actions:
  - Using demographic profile maps, ensure that transit routes and stops fully serve those neighborhoods with high concentrations of low income and minority populations.

- Work with Navajo Transit, Gallup Express, Cibola Area Transit and Laguna Shaa'srk'a Transit to identify necessary changes to routes
- Ensure bus stop locations are fully accessible for all users, both at the site and in the vicinity

#### **IV. TITLE VI AND ENVIRONMENTAL JUSTICE – THE PUBLIC PARTICIPATION PROCESS**

##### **Public Participation Plan (PPP)**

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

Through its public involvement efforts, the NWRTPO will strive to achieve the following Title VI and Environmental Justice (EJ) goals:

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

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

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

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

1. When possible, public meetings will be held in locations that are convenient to low and moderate income neighborhoods and accessible to disabled populations. Such locations

- include community centers, senior centers and schools. Where possible, RTPO staff will meet at the locations of businesses, neighborhood groups, stakeholders, and other agencies.
2. Upon request, all RTPO work products and documents will be made available in alternative formats, including Braille, large type and languages other than English.
  3. The following statement will be included in all RTPO documents: The NWRTPO does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. This document can be made available in alternative formats by calling the RTPO Office at 505-722-4327 (voice) or 505-722-9211 (fax).
  4. The following statement will be included in all meeting announcements:  
Pursuant to the Americans with Disabilities Act of 1990 and Title VI of the Civil Rights Act of 1964, unless compelling reasons dictate otherwise, public meetings and hearings conducted by the RTPO in conjunction with the NMDOT will be held in accessible buildings and are open to the public. Given reasonable notice, interpreters and readers will be available to the hearing and visually impaired, and to those with limited English proficiency. Contact ADA Coordinator Damian Segura, at NMDOT (505) 827-1778.
  5. Agencies and organizations that represent low income, minority and disabled populations will be identified and included in RTPO mailings. Staff will maintain an active listing of contacts for these organizations.
  6. The RTPO will evaluate Environmental Justice actions and Title VI requirements on an annual basis to ensure effectiveness of public involvement. This document will be reviewed and updated in conjunction with the Public Participation Plan.

### **Communication and Notification to the Public**

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

- The NWRTPO will disseminate agenda and public meeting information to members of the public via accessible printed and electronic media, including postings on the NWRTPO website and in the Farmington Daily Times, Gallup Independent and Cibola Beacon. Documents and agendas will be available at the RTPO office (NWNM Council of Governments – 106 West Aztec Avenue, Gallup) and at other locations identified in the Public Participation Plan (see Appendix D of the PPP).
- Public notices of RTPO meetings will be posted at the location of the meeting site.
- In appropriate documents, the NWRTPO will include a statement that the organization complies with Title VI by assuring that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under any NWRTPO program, activity, or service.

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

## **V. ORGANIZATION AND STAFF RESPONSIBILITIES**

### **Organization Overview**

The NWRTPO was established in 1993 by the Northwest New Mexico Council of Governments under the mandate, authority and recognition of the New Mexico Department of Transportation (NMDOT) as an interagency regional collaborative to assist the State of New Mexico in meeting federal requirements for consultation and cooperation with local and tribal elected officials and their communities in planning, prioritizing and funding transportation projects and initiatives. The NWRTPO geographic area was established as Cibola, McKinley and San Juan Counties.

The NWRTPO consists of member representatives from the Cities of Gallup and Grants, Village of Milan, Counties of Cibola, McKinley and San Juan, Pueblos of Acoma, Laguna and Zuni, and the Navajo Nation. [It should be noted that the northwest New Mexico Cities of Aztec, Bloomfield and Farmington are part of the Farmington Metropolitan Planning Organization (FMPO).]

The NWRTPO Policy and Technical Committee meets monthly, in consultation with NMDOT representatives, to plan and coordinate maintenance and development for a variety of multimodal transportation projects serving the mobility and transportation needs of the citizens and communities of the region. The NWRTPO Policy Committee reports as needed to the Board of Directors of the Northwest New Mexico Council of Governments, consults with their respective local elected leaders, and obtains approvals as appropriate on policy actions.

The Northwest New Mexico Council of Governments serves as fiscal agent for the NWRTPO, administering annually renewed NMDOT contracts for RTPPO services, and manages the NWRTPO annual work program. The NWNMCOG is an association of governments formed under several State and Federal executive and legislative instruments as the State's regional planning agency for northwestern New Mexico. The COG provides planning and technical assistance services in regional transportation, regional water, infrastructure capital improvement, economic development, community empowerment, statistical data support, and on priority tasks and projects as assigned by the local member governments.

In collaboration with and under the auspices of the NMDOT and the New Mexico office of the Federal Highway Administration (FHWA), the NWRTPO facilitates consultation, planning, technical assistance and implementation activities in support of the equitable, efficient and effective development of multimodal transportation funding, services and infrastructure development and maintenance on behalf of the ten participating member governments. It serves

as a forum for sharing information and technical resources from NMDOT, FHWA, FTA and other sources on trends, opportunities, funding and training; provides consultation on compliance with State and Federal rules, regulations, requirements and deadlines, and support for project development, tracking and reporting. It provides a consultative avenue for member governments to partner in developing safe, efficient, effective and affordable multimodal transportation systems, collect data and identify transportation needs, develop sound projects that are appropriate and affordable, and leverage resources and provide a voice on behalf of small communities and rural counties to facilitate and accelerate transportation funding and infrastructure development.

## VI. Primary Program Area & Review Procedures

The NWRTPPO engages in the following program areas.

Program Area	General Description	Title VI Non-discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-discrimination
Planning	Planning for development or maintenance of multi-modal transportation infrastructure	Assure equal access for all citizens	Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation.
Right of Way	Right of Way consideration for equal access concerns for all transportation infrastructure	Assure equal access for all citizens	Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation.
Environmental	Multi-modal access and mobility consideration thru the environmental review process	Assure equal access for all citizens	Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation.
Research	Consideration of equal access and mobility accommodation for all citizens regardless of age, or mobility constraints	Assure equal access and mobility accommodation for all citizens regardless of age or other limiting constraints	Engage guidance from Title VI regulation, and professionals in the field of disabilities management and accommodation.

## VII. TITLE VI COORDINATOR AND COMPLAINT PROCESS

### Title VI Coordinator Responsibilities

The NWRTPPO Planner serves as the Title VI Coordinator for NWRTPPO activities and will be responsible for the following:

- Ensuring that the transportation planning process fully complies with the requirements of Title VI.
- Monitoring the transportation planning process and overall strategies and goals and ensuring compliance with Title VI requirements.
- Reviewing operational policies and procedures to ensure Title VI compliance.

- Monitoring the service equities of planning data collection and analysis for potential impacts on social, economic, and/or ethnic groups.
- Ensuring the planning organizational membership attempts to reflect the makeup of the population served. This would include periodically reporting the RTPO racial, ethnic, and gender composition of public involvement organizations or groups.
- Ensuring the opinions and views of all groups within their populations are solicited and considered in the planning of transportation projects.
- Monitoring compliance with Environmental Justice issues to identify low-income and minority populations that may be impacted by transportation planning process.
- Providing evidence that input from minority groups/persons has been considered in the transportation planning process. Evidence could include but is not limited to the participation level and composition of participants in public information settings and reporting any follow-up and conclusions to issues communicated throughout the planning process.
- Monitoring the gathering and utilization of demographic data used to identify and locate low-income and minority populations in order to investigate the possible benefits and detriments of transportation plans on these populations.
- Monitor compliance with Limited English Proficiency populations to improve access and comprehension of the transportation planning process for LEP individuals.

## **Title VI Complaint Procedures**

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

The complaint procedures cover the following:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Civil Rights Restoration Act of 1973
- Civil Rights Restoration Act of 1987
- Americans with Disabilities Act of 1990
- Executive Order 12898
- Executive Order 13166

## **Reporting a Title VI Complaint**

An individual, group of individuals or entity may file a formal Title VI complaint. If you believe that you have received discriminatory treatment by the NWRTPPO on the basis of your race, color or national origin, you have the right to file a complaint with the NWRTPPO Planner (who serves as the Title VI Coordinator). The complaint must be filed no later than 180 calendar days of the alleged discriminatory incident.

Title VI complaints may be submitted to the NWRTPPO Planner via phone, email, mail, or direct visit (*please call to set an appointment first for a direct visit if possible*). The NWRTPPO Planner may be contacted as follows:

NWRTPPO Planner/Title VI Coordinator  
Northwest New Mexico Council of Governments  
106 W. Aztec Avenue  
Gallup, NM 87301  
505-722-4327

Citizens also have the right to file a complaint with an external entity such as the New Mexico Department of Transportation (DOT), a federal or state agency, or a federal or state court. Complaints to NMDOT must be submitted to the NMDOT Title VI Coordinator in writing, signed and dated, within 180 days of the alleged discriminatory act (or latest occurrence). The complaint should be submitted to the following address:

Attn: Title VI Coordinator  
Office of Equal Opportunity Programs  
1596 Pacheco St., Suite 107  
Santa Fe, NM 87505

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

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

Should a complaint be filed with the NWRTPPO and an external entity simultaneously, the external complaint shall supersede the NWRTPPO complaint and the NWRTPPO complaint procedures will be suspended pending the external entity's findings.

### **Filing a Title VI Complaint**

Within 10 working days of receipt of the formal complaint, the Title VI Coordinator and NWNMCOG Human Resources Director will notify the complainant and begin an investigation (unless the complaint is filed with an external entity first or simultaneously). The investigation will address complaints against the NWRTPPO. The investigation will be conducted in conjunction with and under the advice of the NWNMCOG Human Resources Department.

The investigation may include discussion(s) of the complaint with all affected parties to determine the problem. The complainant may be represented by an attorney or other representative of his/her own choosing and may bring witnesses and present testimony and evidence in the course of the investigation. The investigation will be conducted and completed within 60 days of the receipt of the formal complaint.

Based upon all the information received, an investigation report will be written by the Human Resources Director for submittal to the NWNMCOG Executive Director. The complainant will receive a letter stating the final decision of the Executive Director by the end of the 60-day time limit. The complainant shall be notified of his/her right to appeal the decision. Appeals may be made to NMDOT, the Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

### **Title VI Complaint Form**

Completion of a Title VI Complaint form is required when filing a complaint (copy included in Appendix B). These forms are also available from the Finance/Human Resources office at the Northwest New Mexico Council of Governments.

### **Title VI Related Training**

The Title VI Coordinator shall ensure that staff are trained and familiar with related policies and procedures on at least a biennial basis. Related Title VI training can be provided by the NMDOT Title VI Coordinator upon request to senior management and others to discuss practical situations and how Title VI applies to the planning and public participation processes. Training may also be provided through FHWA-sponsored webinars and training resources. The NMDOT Office of Equal Opportunities can be contacted to provide on-site Title VI training.

## **VIII. LIMITED ENGLISH PROFICIENCY (LEP) PLAN**

### **Overview of LEP Plan**

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

The primary element of the LEP Plan is the Four Factor Analysis that considers the following factors:

- Number or Proportion of LEP Individuals: a summary of LEP persons in the service area and a description of efforts to provide meaningful opportunities for the LEP population to be involved in programs and services.
- Frequency of Contact with the Program: a record of how often LEP persons access or come into contact with programs and services.
- Nature and Importance of the Program: a description of how LEP individuals have access to benefits and services from programs and services.
- Resources Available: a summary of the resources that the organization can use for providing assistance to LEP populations.

The NWRTPPO serves a large, rural, multicultural and multi-ethnic region in northwest New Mexico. As such, the RTPO moves its meetings around the region to assure more equitable access to the public for attendance and input at meetings at least several times per year. The hosting government at each meeting works with the NWRTPPO to host meetings in accessible facilities, and accommodate public access and participation. Interpretive assistance can be made available as needed with adequate advance notice. Public notices which generally are posted annually in the three major newspapers for each county (San Juan, Cibola, McKinley) always include the following statement:

Pursuant to the Americans with Disabilities Act of 1990 and Title VI of the Civil Rights Act of 1964, unless compelling reasons dictate otherwise, public meetings and hearings conducted by the RTPO in conjunction with the NMDOT will be held in accessible buildings and are open to the public. Given reasonable notice, interpreters and readers will be available to the hearing and visually impaired, and to those with limited English proficiency. Contact ADA Coordinator Damian Segura, at NMDOT (505) 827-1778.

The populations of Northwest New Mexico include the primary languages of English and Spanish along with Native languages inherent to the Pueblos of Laguna, Acoma, and Zuni, and the Navajo Nation. There are also some smaller populations representing other language groups. Most of these, especially the younger generations, are adequately proficient in English. When meetings are hosted in the various communities or areas of the region, at times there may be some who show up from the public – most often the local public with limited English proficiency; in most cases there are other relatives or acquaintances in the audience who assist them in understanding and participating in discussion. This is an extremely rare occurrence within the NWRTPPO, as most monthly meetings are technical in nature and of less interest to the public, but the RTPO does advertise as indicated above in a manner that is non-prohibitive, and stands prepared to provide interpretive assistance, with adequate notice.

The NWRTPPO accommodates the development and maintenance of multimodal transportation infrastructure intended to benefit all of the general public of the region, and supports all efforts to meet ADA compliance regulations for multimodal public transportation infrastructure, in collaboration with the New Mexico Department of Transportation, and the New Mexico offices of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). This includes addressing methods beneficial to Low English Proficiency populations, such as signage that include symbols, and the availability of interpretive assistance at meetings.

## **IX. External Communication (Notification to Public Beneficiaries)**

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

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

## **X. Notice of Rights**

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

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

To file a Title VI discrimination complaint, please contact:

- NWRTPPO Program Manager: 505-722-4327
- NMDOT Title VI Program Coordinator: 505-470-9668

*NWRTPPO notice of Title VI / ADA compliance is disseminated to the public through area Newspaper meeting notices. A sample notice is provided below. You may contact the NWRTPPO through the N.W.N.M. Council of Governments, 106 West Aztec Avenue, Gallup, NM 87301; phone: 505-722-4327. Example of Public Notice with Title VI and ADA compliance statement included in attachments below.*

## **Appendix A**

### **Contractor's Assurances**

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

**1. Compliance with the Authorities:** The contractor agrees to comply with non-discriminatory statutes and authorities, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (29 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the program or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your program (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (U.S.C. 1681 *et seq.*)

**2) Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time-to-time, (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.

**3) Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate either directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of the 49 CFR Part 21.

**4) Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

**5) Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the New Mexico Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the NWRTPPO or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

**6) Sanctions for Noncompliance:** In the event of the contractor's non-compliance with the nondiscrimination provisions of this contract, the NWRTPPO will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding payments to the contractor under the contract until the contractor complies; and/or
- b. cancelling, terminating or suspending the contract, in whole or in part.

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

## **Appendix B**

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

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

- A. The (grantee, lessee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that:

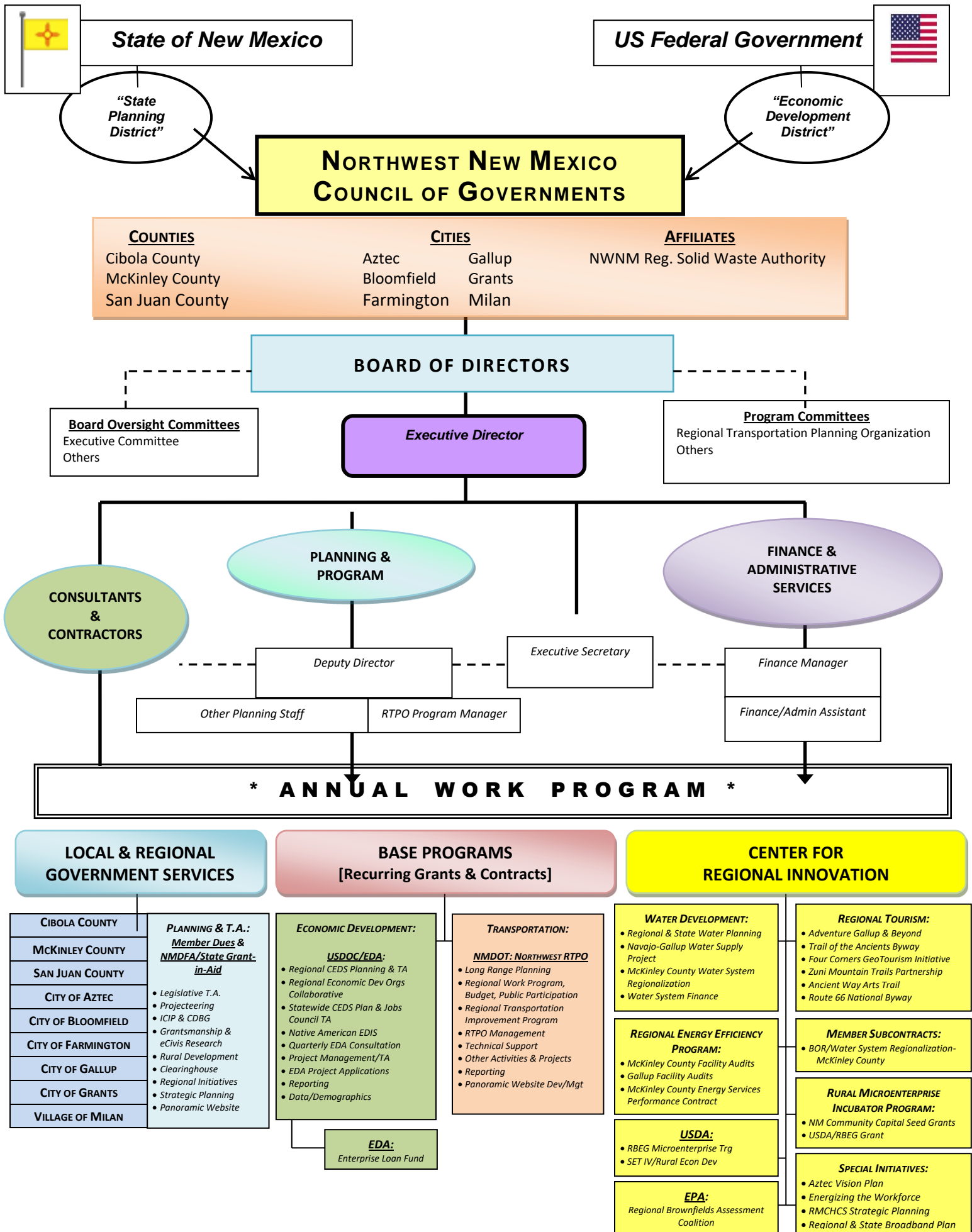
In the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the State of New Mexico will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) and never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the State of New Mexico will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the State of New Mexico and its assigns.\*

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

## **Appendix C**

### **Organizational Chart**



## Appendix D

### Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Note: The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

Complete and return this form to the NWRTPO Planner at the Northwest NM Council of Governments, 106 W. Aztec Avenue, Gallup, NM 87301, Phone: 505-722-4327.

Complainant's Name	
Address	
City, State and Zip Code	
Telephone Number (home & business)	

Person discriminated against (if someone other than the complainant)

Name	
Address	
City, State and Zip Code	

Which of the following best describes the reason you believe the discrimination took place?

Race/Color	
National Origin	
Age	
Sex	
Other: (please describe)	

What date did the alleged discrimination take place?

--

In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

--

Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

Yes	
No	

If so, which agency (check all that apply)

Federal agency		Federal Court	
State Agency		State Court	
Local Agency			

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

Name	
Address	
City, State and Zip Code	
Telephone Number	

Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

Complainant's Signature:		Date:	
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# Northwest RTPO

NORTHWEST NEW MEXICO REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
designated by the New Mexico Department of Transportation

administered by  
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS  
106 West Aztec Avenue  
Gallup, NM 87301  
(505) 722-4327  
[www.nwnmcog.com](http://www.nwnmcog.com)

JEFF IRVING, RTPO COMMITTEE CHAIRMAN  
DAVE DEUTSAWE, RTPO COMMITTEE VICE-CHAIRMAN

## **RESOLUTION NO. 2024-01 of the Joint Technical/Policy Committee of the Northwest RTPO**

### **Adopting an *Open Meetings Act* Protocol for the Northwest RTPO**

**WHEREAS**, the Northwest Regional Transportation Planning Organization (NWRTPO) Bylaws state that all meetings shall be conducted according to the *Open Meetings Act* (NMSA 10-15-4 and according to procedures adopted by NWRTPO Joint Technical/Policy Committee; and

**WHEREAS**, Section 10-15-1(B) of the *Open Meetings Act* (1978, Sections 10-15-1 to 10-15-4 NMSA 1978) states that, except as may be otherwise provided in the *Constitution* or the provisions of the *Open Meetings Act*, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business, or for the purpose of taking any action within the authority of such body, are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings held by NWRTPO at which the discussion or adoption of any proposed resolution, rule, regulation, or formal motion occurs will be held only after reasonable notice to the public; and

**WHEREAS**, the Northwest Regional Transportation Planning Organization will determine annually what constitutes reasonable notice of the public in accordance with NWRTPO Bylaws;

### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. All meetings of the Joint Technical/Policy Committee of the NWRTPO shall be held in accordance with the NWRTPO Bylaws as duly adopted and with the *Open Meetings Act* as applicable.
2. The agenda for each regular meeting shall be made available by NWRTPO staff at least seven days prior to the meeting by email and by request in a hard copy form. The agenda will also be available to the public at least twenty-four hours before a special meeting is held.
3. The NWRTPO staff shall notify the public by newspaper advertisement of the time and place of Regular meetings at least ten days in advance, Special meetings three days in

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MEMBERS OF THE REGIONAL TRANSPORTATION PLANNING ORGANIZATION FOR NORTHWEST NEW MEXICO

Cibola County  
San Juan County

McKinley County  
City of Gallup

City of Grants  
Village of Milan

Navajo Nation  
Pueblo of Zuni

Pueblo of Acoma  
Pueblo of Laguna

advance, and Emergency meetings as far in advance as possible. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. Emergency and Special meetings may be called by the Chairperson or a majority of the voting members. Local government entities shall post public notices for special or emergency meetings within their communities at their respective municipal and county offices. Meeting information will also be made available on the NWRTPO website.

4. NWRTPO voting members may close a meeting to the public only if the subject matter of such discussion or motion is exempted from the open meeting requirement under Section 10-15-1(H) of the *Open Meetings Act*.
5. NWRTPO staff shall keep written minutes of all open meetings. The minutes shall include the date, time and place of the meeting, names of the members in attendance and those absent, the substance of proposals or actions considered and a record of any decisions and votes taken. Draft minutes shall be prepared at least 7 days in advance of the next regular meeting and shall be approved, amended or disapproved at the next meeting where a quorum of NWRTPO voting members are present. Draft Minutes from special or emergency meetings shall be prepared within 10 days following such meetings for RTPO Member review. Minutes shall not become official until approved by the NWRTPO voting members. Recordings of open meetings may be made by NWRTPO staff but only for the purpose of preparing the official minutes. NWRTPO meeting minutes shall be made available to the public on the NWRTPO website and upon written request.

**PASSED, APPROVED AND ADOPTED** by the Joint Technical/Policy Committee of the Northwest Regional Transportation Planning Organization at a duly called regular meeting of the Committee held virtually (due to COVID-19 pandemic) on December 13, 2023.

**SIGNED:** \_\_\_\_\_  
Dorothy Claw, Chairman  
RTPO Joint Technical/Policy Committee

**ATTEST:** \_\_\_\_\_  
Robert Kuipers, RTPO Staff Admin.  
Northwest RTPO Program  
Northwest New Mexico Council of Governments

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Pueblo of Laguna

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**NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS**

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

**Public Participation Plan**



**FFY2024 Reauthorization: December 13, 2023**

## ***Introduction***

The **Northwest Transportation Planning Organization** (NWRTPO) is the entity responsible for transportation planning in the region comprised of Cibola, McKinley, and San Juan counties in New Mexico per New Mexico Law. Regional planning organizations were originally founded by the New Mexico State Legislature in 1978 to orchestrate planning in nonmetropolitan areas.<sup>1</sup> The purpose of this document is to outline the State and Federal requirements for a Public Participation Plan for use by RTPOs. As an organization receiving Federal financial assistance for transportation planning, design, construction and maintenance, it is a requirement of State and Federal law that our organization develop and implement a program to foster continuing, cooperative and comprehensive (3-C) public participation. This program may be general, or project specific. In addition to being a regulatory requirement, public participation maximizes the benefits of transportation planning processes and outcomes. Accordingly, our organization recognizes that the travelling public has valuable insight to offer, in addition to a right to contribute to the planning process.

## ***State and Federal Requirements***

RTPOs have numerous responsibilities including the development and contribution to Long Range Plans (LRPs), Regional Transportation Improvement Plan Recommendations (RTIPRs), provision of technical assistance to local officials, coordination of local planning across multiple disciplines, interagency/ tribal coordination of local planning, and creating opportunities for public participation. The Federal government defines public participation as “an open process in which the rights of the community to be informed, to provide comments to the Government and to receive a response from the Government are met through a full opportunity to be involved and to express needs and goals”.<sup>2</sup> Our public participation program is an opportunity to provide for this process and pertinent State and Federal requirements are summarized below.

## ***Responsibilities early in the process (23 CFR 450.210-316)***

### ***General:***

- Establish early and continuous opportunities for the public participation process
- Provide adequate public notice of opportunities for public comment and at key decision points
- Provide relevant information in a timely fashion
- Provide access to policy and technical information
- Make information, including plans, publically accessible in electronic format
- Provide adequate public notice of opportunities for public review of plans
- Hold meetings at convenient and accessible times and locations
- Include a process for considering environmental justice needs and requirements.
- Utilize documented process for nonmetropolitan official participation

## ***Guidelines for meetings per the New Mexico Open Meetings law (NMSA 10-15-1-5):***

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<sup>1</sup> 4 NMSA 57 and 58

<sup>2</sup> 23 CFR 200.5 (c)

- All meetings of public bodies or agencies are to be public (10-15-1 (a-b))
- Activities applicable to Open Meetings Law include any formation of policy, discussion of public business or any action that the body has authority to take
- Public bodies to determine in public, what notice for public meeting is appropriate for that body and document publically through FCC licensed broadcast stations and newspapers of general circulation (10-15-1 (d)) said public notice
- Any reconvention of a meeting must be scheduled prior to recess of that meeting, and date and time of meeting must be posted in writing near the door of the original meeting and only matters scheduled to be discussed at the initial meeting may be discussed at the reconvened meeting (10-15-2(e))
- Meeting notices to include agenda of items to be discussed and be made publically available at least 24 hours prior to the meeting (f)
- Meeting bodies are to keep minutes that document, at minimum, date, time, place, persons in attendance and absent, material considered, a record of decisions and votes according to member. Minutes are to be made public and to be prepared no later than 10 working days after the meeting, subsequently reviewed by quorum, then made official (g)

#### *Methods:*

- Utilize visualization techniques and plan illustrations such as maps, diagrams charts, display boards, and slide presentations to clearly illustrate projects, plans and programs developed for committee meetings and public events.
- Allow a minimum of 30 days for comment and 15 days for review, prior to adopting, revising or updating plans.
- Provide opportunity for public comment any time an update or revision to a plan is made
- Social and economic statistics for the region are to be collected, analyzed and processed at regular intervals and results are to be made available to the public" (NMSA 3-56-5 (c))
- Entities are to provide information to the public at large, in order to foster public awareness and understanding of the objectives of the regional plan and the functions of local and regional planning, and to stimulate public interest and participation in the orderly, integrated development of the region" (NMSA 3-56-3 (f))

#### *Review:*

- Demonstrate explicit consideration of public input
- Document reasons for changes to plans not adopted in public and accessible format
- Periodically review effectiveness of strategies for public participation
- When significant written and oral comments are received, prepare summary analysis of disposition of comments to include in final plan draft
- Periodically review public participation process

***Guidelines for inclusion of affected parties (23 CFR 450.200-316)***

- Citizens
- Affected public agencies (including but not limited to land management, natural resources, environmental protection, conservation and historic preservation)
- Representatives of public transportation employees
- Freight shippers
- Private providers of transportation
- Representatives of users of public transportation
- Representatives of users of pedestrian walkways and bicycle transportation facilities
- Representatives of the disabled
- Providers of freight transportation services
- Other interested parties
- Coordinate with Tribal governments and US Secretary of Interior regarding areas of the State under Tribal Jurisdiction
- Plans affecting metropolitan areas developed in coordination with MPOs
- Plans affecting nonmetropolitan areas developed in consultation with nonmetropolitan elected officials and relevant land management agencies with responsibility for transportation
- When appropriate, the use of “peer exchange” which Federal regulations define as the exchange of information and best practices between agencies, institutions and firms (public and private) with responsibility for transportation (23 CFR 420.203)
- Cooperation with statewide trade and economic development interests
- Consideration of interstate issues and coordination with appropriate agencies; use of interstate compacts when appropriate
- Coordination with State air quality agencies

***Persons of Limited English Proficiency: considerations and requirements***

The **Northwest** RTPO is cognizant of the fact that for many persons living within our State and region, English is a second language and often, publicly accessible documents, processes and meetings may not be fully accessible to these populations. Accommodation of these populations is considered an element of compliance with Title VI of the Civil Rights Act of 1964’s prohibition on discrimination on the basis of national origin. To this end, and in compliance with Executive Order 13166, the **Northwest** RTPO is committed to providing access to public materials and processes for persons of Limited English Proficiency (LEP). Minimum compliance standards followed are found in the LEP Guidance document in the Federal Register and include:

- That recipients of Federal assistance accommodate persons of LEP based on a four-factor analysis including:
  - Ratio or proportion of LEP persons served or encountered
  - Frequency LEP individuals come into contact with a program
  - Nature and importance of a program to people’s lives
  - Resources available to the recipient of services

- Services provided in accommodation of LEP individuals can include
  - Oral translation services
  - Written translation services
- Development of a LEP action plan that includes:
  - Identification of individuals needing assistance
  - Language assistance measures/ methods
  - Staff trainings
  - Provision of notice to LEP persons of services available
  - Monitoring and update of LEP plan<sup>3</sup>

### ***Environmental Justice***

In accordance with Executive Order 12898 regarding Environmental Justice, it is the mission of the **Northwest** RTPO to document and address concerns related to the spatial distribution of low-income and minority populations especially in relation to the positive and negative benefits associated with past, present and future transportation projects. The impact of projects can be wide ranging and significantly affect the ability of low-income minority families to access jobs, housing and services. In accordance with EO 12898, it is the mission of the **Northwest** RTPO to foster public participation with regard to:

- The effect of public projects on human and environmental health in areas with minority populations
- Ensure greater public participation in areas with low income and minority families
- Improve research and data collection related to human and environmental health in areas with minority and low-income families
- Identify differential patterns of consumption of natural resources among minority and low income populations
- Inform the public of their right to submit recommendations to Federal agencies relating to the incorporation of environmental justice principles into programs and policies<sup>4</sup>

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<sup>3</sup> 67 FR 41455-41472

<sup>4</sup> 59 FR 7629



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## Northwest Regional Transportation Planning Organization (NWRTPO)

### Agenda Item #VI: Review NWRTPO Draft RTIPR

**Subject:** RTPO members will review our FFY2024 RTIPR in this meeting and approve and authorize FFY2024 RTIPR in our January 10, 2024 meeting.

**Prepared for:** December 13, 2023 RTPO meeting

**Date:** 12/01/23

#### BACKGROUND

- **Why?** Every two (2) years the NWRTPO updates their RTIPR to carry forward previous unfunded projects, and incorporate new projects for funding.
- **Purpose.** RTPO members will review the FFY2024 RTIPR for the NWRTPO in this meeting and approve and authorize it in our January 10, 2024 meeting.
- **Discussion/Finalization.** Members will review and discuss our FY2024 RTIPR

#### CURRENT WORK

- Review our new RTIPR and prepare to approve and authorize it in our January meeting to move forward on behalf of the NWRTPO.

#### ANTICIPATED WORK

- Confirm that all projects submitted from RTPO member governments are cited in the RTIPR

#### ATTACHMENTS

- Completed RTIPR draft

#### BUDGET IMPACT

- None

#### ACTION ITEM

- Yes



# Northwest RTPO

**NORTHWEST NEW MEXICO REGIONAL TRANSPORTATION PLANNING ORGANIZATION**

designated by the NM Department of Transportation and administered by the Northwest NM Council of Governments

*administered by*

ROBERT KUIPERS, PROGRAM MANAGER

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

106 W. Aztec Avenue

Gallup, NM 87301

(505) 722-4327

[www.nwnmcog.com](http://www.nwnmcog.com)

DOROTHY CLAW, RTPO COMMITTEE CHAIRMAN

EVAN WILLIAMS, NWNMCOG EXECUTIVE DIRECTOR

## **Northwest RTPO Regional Transportation Improvement Program Recommendations**

**(RTIPR)**

**for NMDOT District 6 (Cibola, McKinley) & District 5 (San Juan)**

**2024 - 2028**

**Prioritized by: Northwest RTPO Joint Technical & Policy Committee**

**Reviewed: December 13, 2023**

**Approved: January 10, 2024**

**Northwest NM Regional Transportation Improvement Program Recommendations  
(RTIPR) for NMDOT District 6 (Cibola, McKinley) & District 5 (San Juan)**

The following are the subtotals for each type of project listed in the Northwest New Mexico Regional Transportation Improvement Program Recommendations (RTIPR).

<i>Types of Projects</i>	<i>Abbreviation</i>	<i>Needed Investments</i>
<b>Roadway</b>	<b>Roads</b>	<b>\$ 170,456,033</b>
<b>Bridges</b>	<b>Bridges</b>	<b>\$ 75,213,980</b>
<b>Planning &amp; Studies</b>	<b>Planning</b>	<b>\$ 3,400,000</b>
<b>Transportation Alternative Projects</b>	<b>TAP</b>	<b>\$ 6,850,253</b>
<b>Recreational Trail Projects</b>	<b>RTP</b>	<b>\$ 18,150,000</b>
<b>Congestion Mitigation &amp; Air Quality Projects</b>	<b>CMAQ</b>	<b>\$ -</b>
<b>Federal Lands Access Program</b>	<b>FLAP</b>	<b>\$ 2,264,000</b>
<b>Highway Safety Improvement Program</b>	<b>HSIP</b>	<b>\$ 600,000</b>
<b>Transportation Project Fund</b>	<b>TPF</b>	<b>\$ 46,806,610</b>
<b>Transit</b>	<b>Transit</b>	<b>\$ 3,669,224</b>
<b>TOTAL</b>		<b>\$ 327,410,100</b>

Roadway Projects:

NMDFA ID#	Control #	RANKING	TITLE	LEAD ENTITY	Route Number	FC	COUNTY	DISTRICT	BOP LIMIT	EOP LIMIT	PROJECT TYPE	DESCRIPTION	LENTH (Miles)	Funding Type	Starting Investment	PROJECT TOTAL	FEDERAL - 85.44%	LOCAL - 14.56%	FUNDED TO DATE	Needed Investment	STATUS
33729		1	SP30 - Pueblo Road Planning & Design	Acoma, Pueblo of	SP30	4 - Minor Arterial	Cibola	6	SP-30 MP 0	SP - 30 MP 8.7	Road - Reconstruction (6)	Planning and Design for reconstruction of this 8.7 mile corridor	8.7	Roadway	\$0	\$2,100,000	\$1,794,240	\$305,760	\$0	\$2,100,000	Active, Not Funded
34112		1	West Aztec Avenue Storm Drainage	Gallup, City of	Aztec Avenue	3 - Principal Arterial	McKinley	6	Elison Street	Marguerite Street	Road - Reconstruction (6)	Drainage infrastructure will eliminate flooding, and reduce damage to property. Project will include full depth road reconstruction including sub-surface utility replacement.	0.5	Roadway	\$0	\$2,300,000	\$1,965,120	\$334,880	\$0	\$2,300,000	Active, Not Funded
		1	CR-1. Mentmore Road - Carbon Coal South	McKinley, County of	CR-1	6 - Minor Collector	McKinley	6	NM 118	Carbon Coal MP 3.5	Road - Reconstruction (6)	Replace dirt road with paved road and bridge replacement to McKinley Industrial Park & Gallup Energy Logistics Park	3.5	Roadway	\$0	\$25,000,000	\$21,360,000	\$3,640,000	\$0	\$25,000,000	Active, Not Funded
38674		1	Davis & Gunderson	Grants, City of	Davis & Gunderson Streets	7 - Local Roads	Cibola	6	Davis St. from Smith St.	Gunderson St. from Washington Ave.	Road - Reconstruction (6)	Project will connect the two roadways providing 2nd access to Mesa View Elementary School incl. ADA sidewalks	0.34	Roadway	\$0	\$1,600,000	\$1,367,040	\$232,960	\$0	\$1,600,000	Active, Not Funded
38683		1	CR -1 Marquez Road and Bridge	Cibola, County of	CR1 - Marquez Road	7 - Local Roads	Cibola	6	NM 279	NM605 intersection - Milan	Bridge - Rehab (14)	Beside Roadway improvements, the key issue is drainage, as this road has inadequate flood control, so drainage improvements along this road and bridge are key.	5	Roadway	\$0	\$2,500,000	\$2,136,000	\$364,000	\$0	\$2,500,000	Active, Not Funded
N/A		1	Ramah BIA 125 MP 0 2	Ramah Navajo DOT	BIA 125 MP 0 - 2	6 - Minor Collector	Cibola	6	BIA 125 MP 0	BIA 125 MP 2	Road - Reconstruction (6)	Existing Road will be milled and overlaid; drainage structures will be extended outside the clear zone to improve safety. New signage and striping will be installed.	2	Roadway	\$0	\$3,489,230	\$2,981,198	\$508,032	\$0	\$3,489,230	Active, Not Funded
38716		1	Tietjen Street	Milan, Village of	Tietjen Street	7 - Local Roads	Cibola	6	MP-0	MP-1	Road - Reconstruction (6)	PER and full depth reconstruction of corridor incl. street, sidewalks, ramps, drive-pads, curb & gutter, and storm drainage.	0.65	Roadway	\$0	\$6,352,587	\$5,427,651	\$924,936	\$0	\$6,352,587	Active, Not Funded
N/A		1	NM371 / N5 Highway Intersection - Burnham Chapter	Navajo Nation (Northern)	NM371 / N-5	4 - Minor Arterial	San Juan	5	NM371 / N-5	NM 371 / N5	Road - Interchange/Intersection (4)	Conduct Road Safety Audit to improve Intersection turn lanes, add street lights, signage, and rumble strips on both highways.	0.1	Roadway	\$0	\$500,000	\$427,200	\$72,800	\$0	\$500,000	Active, Not Funded

Unprioritized Projects:

																\$39,441,817	\$33,699,089	\$5,742,728			
12124			N5010 Reconstruction - Sanostee Chapter	Navajo Nation (Northern)	N5010	7 - Local Roads	San Juan	5	36.42467	-108.87564	Road - Reconstruction (6)	Pave 5 miles of roadway and bridge replacement	5	Roadway	\$0	\$5,000,000	\$4,272,000	\$728,000	\$0	\$5,000,000	Active, Not Funded
33731			NM371 / N7120 Turn Lane - Becenti Chapter	Navajo Nation (Eastern)	N7120	7 - Local Roads	McKinley	6	NM 371 Intersection	N7120 - 1.5 miles	Preliminary Engineering (15)	conduct PER, clearances, environmental / biological assessment, road centerline and drainage studies for road intersection and 1.5 miles of N7120 improvements	1.5	Roadway	\$0	\$1,000,000	\$854,400	\$145,600	\$0	\$1,000,000	Active, Not Funded
34112			West Aztec Ave. reconst. & storm drainage	Gallup, City of	West Aztec	3 - Principal Arterial	McKinley	6	Elison Street	Marguerite St.	Road - Reconstruction (6)	Reconstruct the roadway with storm drainage improvements.	0.5	Roadway	\$0	\$2,300,000	\$1,965,120	\$334,880	\$0	\$2,300,000	Active, Not Funded
			CR-34 Pine Hill Road	Cibola, County of	C-34	7 - Local Roads	Cibola	6	MP - 0	MP - 9.7	Road - Reconstruction (6)	Right of Way, Planning, PER, Design, Geo Tech, Pavement studies, survey & drainage studies, construction & signage.	9.7	Roadway	\$0	\$2,500,000	\$2,136,000	\$364,000	\$0	\$2,500,000	Active, Not Funded
			CR-42 Back Country Byway	Cibola, County of	CR 42	7 - Local Roads	Cibola	6	MP - 0	MP - 36	Preliminary Engineering (15)	Conduct feasibility study and preliminary engineering	36	Roadway	\$0	\$200,000	\$170,880	\$29,120	\$0	\$200,000	Active, Not Funded
			N474 - Ojo Encino Road Rehab.	Navajo Nation (Eastern)	N-474	6 - Minor Collector	McKinley	6	MP - 0	MP 9.2	Preliminary Engineering (15)	Preliminary Engineering to rehabilitate 9.2 miles of pavement and 2 bridges	9.2	Roadway	\$0	\$5,000,000	\$4,272,000	\$728,000	\$0	\$5,000,000	Active, Not Funded
			CR8890 (7760?) - White Rock Chapter Road	Navajo Nation (Eastern)	CR8890	7 - Local Roads	San Juan	5	MP - 0	MP - 5	Preliminary Engineering (15)	Preliminary Engineering for 5 miles of chip seal and 2 bridge replacements	5	Roadway	\$0	\$150,000	\$128,160	\$21,840	\$0	\$150,000	Active, Not Funded
			Roosevelt Ave.	Grants, City of	Roosevelt Ave.	6 - Minor Collector	Cibola	6	Lobo Canyon Road	Cordova Circut	Road - Reconstruction (6)	Pavement reconstruction, ADA ramps & crosswalks, bike lanes, drainage, signage, utilities and lighting	0.5	Roadway	\$0	\$4,000,000	\$3,417,600	\$582,400	\$0	\$4,000,000	Active, Not Funded
			Santa Fe Avenue (Rt. 66)	Grants, City of	Santa Fe Ave.	3 - Principal Arterial	Cibola	6	NM 117	NM 53	Road - Minor Rehabilitation (6)	feasibility study for preliminary engineering	2.7	Roadway	\$0	\$600,000	\$512,640	\$87,360	\$0	\$600,000	Active, Not Funded
			CR 19 Intersection & Rail Crossing	McKinley, County of	CR-19	6 - Minor Collector	McKinley	6	CR 19 MP-0	CR 19 MP-0.1	Preliminary Engineering (15)	Preliminary engineering for rail crossing at CR-19	0.1	Roadway	\$0	\$500,000	\$427,200	\$72,800	\$0	\$500,000	Active, Not Funded
			Prewitt Interchange	McKinley, County of	I-40 exit 63	1 - Interstate / 4 Minor Arterial	McKinley	6	I-40 Exit 63	CR 19 MP-0	Road - Reconstruction (6)	Preliminary engineering and construction for I-40 bridge and rail Xing at intersection of NM122 & CR-19	0.1	Roadway	\$0	\$40,000,000	\$34,176,000	\$5,824,000	\$0	\$40,000,000	Active, Not Funded

			Thoreau Interchange	McKinley, County of	I-40 exit 53	1 - Interstate / 4 Minor Arterial	McKinley	6	I-40 Exit 53	NM371 & NM612	Road - Reconstruction (6)	Preliminary engineering and construction to improve I-40 bridge access at exit 53 providing access to Thoreau, Bluewater lake, and the Prewitt Industrial Park	0.1	Roadway	\$0	\$40,000,000	\$34,176,000	\$5,824,000	\$0	\$40,000,000	Active, Not Funded
			Elkins Road	Milan, Village of	Elkins Road	5 - Major Collector	Cibola	6	NM605	Santa Fe Ave.	Road - Reconstruction (6)	Full depth reconstruction incl. sidewalks, driveways, drainage and pedestrian improvements	2	Roadway	\$0	\$10,000,000	\$8,544,000	\$1,456,000	\$0	\$10,000,000	Active, Not Funded
			Stanley Road	Milan, Village of	Stanley Road	6 - Minor Collector	Cibola	6	MP - 0	MP - 1	Road - New Construction (1)	Design and construct a new section of Stanley Road in the Milan Industrial Park to include driveways, sidewalks and drainage improvements.	1	Roadway	\$0	\$5,000,000	\$4,272,000	\$728,000	\$0	\$5,000,000	Active, Not Funded
			West Roosevelt Ave.	Grants, City of	West Roosevelt Avenue	6 - Minor Collector	Cibola	6	4th Street	Warren Street	Road - Reconstruction (6)	Full depth reconstruction incl. sidewalks, ADA upgrades, and signs	0.5	Roadway	\$0	\$5,786,802	\$4,944,244	\$842,558	\$0	\$5,786,802	Active, Not Funded
			BIA 125 / NM53 Intersection	Ramah Navajo DOT	BIA 125	5 - Major Collector	Cibola	6	MP - 41	MP - 41	Road - Reconstruction (6)	Road will be widened to add east and west bound turn-lanes, new signage and striping	0.35	Roadway	\$0	\$768,414	\$656,533	\$111,881	\$0	\$3,489,230	Active, Not Funded
			BIA 130 / NM53 Intersection	Ramah Navajo DOT	BIA 130	5 - Major Collector	Cibola	6	NM53 MP-37.2	NM53 MP-37.6	Road - Reconstruction (6)	Intersection improvements incl. deceleration lane, shoulder widening & foreslope flattening & culvert pipe protection.	0.4	Roadway	\$0	\$120,000	\$102,528	\$17,472	\$0	\$120,000	Active, Not Funded
			Aztec Ave. - Florence to Marguerite Street	Gallup, City of	Aztec Ave.	4 - Minor Arterial	McKinley	6	Florence St.	Marguerite St.	Road - New Construction (1)	Extension of Aztec Ave. at .25 mile from Florence to Marguerite Street	0.25	Roadway	\$0	\$2,000,000	\$1,708,800	\$291,200	\$0	\$2,000,000	Active, Not Funded
			Aztec Ave. - NM602 to Marguerite Street	Gallup, City of	Aztec Ave.	4 - Minor Arterial	McKinley	6	Munoz Drive	Marguerite St.	Road - Preventative Maintenance (6)	Mill & Overlay to improve road condition	1	Roadway	\$0	\$547,000	\$467,357	\$79,643	\$0	\$547,000	Active, Not Funded
			Aztec Ave. - Strong to Munoz Drive	Gallup, City of	Aztec Ave.	4 - Minor Arterial	McKinley	6	Strong Drive	Munoz Drive	Road - Preventative Maintenance (6)	Mill & Overlay to improve road condition	1.2	Roadway	\$0	\$542,000	\$463,085	\$78,915	\$0	\$542,000	Active, Not Funded
			Mentmore Road	Gallup, City of	Mentmore Road	5 - Major Collector	McKinley	6	NM-118	County road 1	Road - Reconstruction (6)	Preliminary Engineering and construction to improve this corridor from BN118 to the end of the road at the County line.	0.57	Roadway	\$0	\$5,000,000	\$4,272,000	\$728,000	\$0	\$5,000,000	Active, Not Funded

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Unprioritized Totals:	\$131,014,216	\$111,937,547	\$19,076,669
Prioritized Totals:	\$39,441,817	\$33,699,089	\$5,742,728
Totals:	\$170,456,033	\$145,636,636	\$24,819,397

Bridge Projects:

NMDFA ID#	Control #	RANKING	TITLE	LEAD ENTITY	Route Number	FC	COUNTY	DISTRICT	BOP LIMIT	EOP LIMIT	PROJECT TYPE	DESCRIPTION	LENTH (Miles)	Funding Type	Starting Investment	PROJECT TOTAL	FEDERAL - 85.44%	LOCAL - 14.56%	FUNDED TO DATE	Column1	STATUS
22315			SP36 Mesa Hill Bridge & Roadway Construction Project	Acoma, Pueblo of	Mesa Hill Road	5 - Major Collector	Cibola	6	Mesa Hill Road	SP36 Pueblo Road	Bridge - New Construction (8)	Construction of a new 1,160-foot span bridge connecting Mesa Hill Road to Pueblo Road over BNSF transcon line and Rio San Jose to eliminate at-grade crossings and provide a direct connection from Interstate 40 to the main tribal services, commercial and housing areas. Minor collector now but major collector after construction.	1	Bridge	\$0	\$62,563,980	\$53,454,665	\$9,109,315	\$4,387,538	\$62,563,980	Active, Not Funded
26836			L24 (Rainfall Rd) and Interstate 40 - Replace Underpass with an I-40 bridge over L24	Laguna, Pueblo of	L24	6 - Minor Collector	Cibola	6	Rainfall Road & Interstate 40	Interstate 40 & Rainfall Road	Bridge - New Construction (8)	Replace Rainfall Road concrete box I-40 underpass with an I-40 bridge over Rainfall Road for safe alternative traffic ingress and egress under the interstate.	0.1	Bridge	\$0	\$5,000,000	\$4,272,000	\$728,000	\$0	\$5,000,000	Active, Not Funded
			N7124 Bridge - Standing Rock Chapter	Navajo Nation (Eastern)	N7124	6 - Minor Collector	McKinley	6	N7124 Bridge	N7124 Bridge	Preliminary Engineering (15)	Preliminary Engineering including archeological & cultural clearances, environmental & biological assessment, road centerline and drainage studies.	0.1	Bridge	\$0	\$1,150,000	\$982,560	\$167,440	\$0	\$1,150,000	Active, Not Funded
17333			CR-1 Marquez Road Bridge	Cibola, County of	County Road 1	6 - Minor Collector	Cibola	6	Marquez Road MP-4.2	Marquez Road MP-4.3	Bridge - Replace + Add Capacity (10)	Requesting funding for construction to improve watershed alignment and bridge culvert capacity for major watershed.	0.1	Bridge	\$0	\$2,500,000	\$2,136,000	\$364,000	\$0	\$2,500,000	Active, Not Funded
38713			NM 605 Bridge Reconstruction	Milan, Village of	NM 605	5 - Major Collector	Cibola	6	MP 0.1	MP 0.2	Bridge - Replace + Add Capacity (10)	This project will replace the bridge and add multi-modal capacity for bikes and pedestrians.	0.1	Bridge	\$0	\$4,000,000	\$3,417,600	\$582,400	\$0	\$4,000,000	Active, Not Funded
p. 4																\$75,213,980	\$64,262,825	\$10,951,155	\$75,213,980		

Planning and Studies:																					
NMDFA ID#	Control #	RANKING	TITLE	LEAD ENTITY	Route Number	FC	COUNTY	DISTRICT	BOP LIMIT	EOP LIMIT	PROJECT TYPE	DESCRIPTION	LENTH (Miles)	Funding Type	Starting Investment	PROJECT TOTAL	FEDERAL - 85.44%	LOCAL - 14.56%	FUNDED TO DATE	Needed Investment	STATUS
18666			CR8890 Whiterock Chapter access road	Navajo Nation (Northern)	CR8890	6 - Minor Collector	San Juan	5	?	?	Preliminary Engineering (15)	This primary corridor to Whiterock Chapter also serving school bus traffic needs improvement - seeking PER including archeological and cultural clearances, environmental assessment, centerline and drainage studies in advance of double chip sealing to improve the road.	5	Planning	\$0	\$150,000	\$128,160	\$21,840	\$0	\$150,000	Active, Not Funded
14427			N7124 - Standing Rock Chapter	Navajo Nation (Eastern)	N7124	6 - Minor Collector	McKinley	6	MP4	MP4.75	Preliminary Engineering (15)	BIA Route 7124 is a primary road to Standing Rock Chapter and is currently closed due to a watershed crossing. This project seeks preliminary engineering to address this watershed crossing, including PER, NEPA, archeological and cultural clearances, environmental assessment, centerline and drainage studies and additional ROW.	0.75	Planning	\$0	\$1,150,000	\$982,560	\$167,440	\$0	\$1,150,000	Active, Not Funded
			N474 - Road Rehab. - Ojo Encino Chapter	Navajo Nation (Eastern)	N-474	6 - Minor Collector	McKinley	6	MP - 0	MP 9.2	Preliminary Engineering (15)	Preliminary Engineering to rehabilitate 9.2 miles of pavement and 2 bridges	9.2	Roadway	\$0	\$5,000,000	\$4,272,000	\$728,000	\$0	\$5,000,000	Active, Not Funded
N/A			CR19 Intersection & Rail Crossing	McKinley, County of	CR19	6 - Minor Collector	McKinley	6	MP-0	MP-0.1	Preliminary Engineering (15)	Planning & preliminary engineering to improve this intersection between Rt. 66 and CR-19 and the adjacent BNSF Rail crossing related to north / south bound traffic for the Prewitt Industrial Park, and Casamero Lake Chapter residents.	0.1	Planning	\$0	\$500,000	\$427,200	\$72,800	\$0	\$500,000	Active, Not Funded
37066			NM122 PER Study	Grants, City of	NM122 / Rt. 66 / Santa Fe Ave.	5 - Major Collector	Cibola	6	NM53	NM117	Preliminary Engineering (15)	Project will redesign NM122 (Rt. 66 / Santa Fe Ave.) to promote economic development & tourism. Reconstruct pavement, and improve pedestrian and bicycle infrastructure along with corridor ambiance and visitor accommodation along this main street corridor.	2.5	Planning	\$0	\$600,000	\$512,640	\$87,360	\$0	\$600,000	Active, Not Funded
			SP30 - Pueblo Road	Acoma, Pueblo of	SP-30 Pueblo Road	4 - Minor Arterial	Cibola	6	MP-0 intersection with NM124	MP 8.7 intersection with I-40 overpass	Preliminary Engineering (15)	Preliminary Engineering to plan and design for reconstruction of 8.7 miles on SP30 - Pueblo Road, as this is one of the most heavily used major collector within the Pueblo.	8.7	Planning	\$0	\$2,100,000	\$1,794,240	\$305,760	\$0	\$2,100,000	Active, Not Funded
29931			C42 - Chain of Craters Back County Byway	Cibola, County of	CR42	5 - Major Collector	Cibola	6	NM53	NM117	Planning (18)	The County would like to conduct this study to widen and improve the road, with consideration toward the lava tube caves in the area to assure that these improvements would not cause damage to these historic tube caves along this byway.	36	Planning	\$0	\$200,000	\$170,880	\$29,120	\$0	\$200,000	Active, Not Funded
p. 5															Planning & Studies Total:		\$3,400,000	\$2,904,960	\$495,040		

Transportation Alternatives Program Projects:

NMDFA ID#	Control #	RANKING	TITLE	LEAD ENTITY	Route Number	FC	COUNTY	DISTRICT	BOP LIMIT	EOP LIMIT	PROJECT TYPE	DESCRIPTION	LENTH (Miles)	Funding Type	Starting Investment	PROJECT TOTAL	FEDERAL - 85.44%	LOCAL - 14.56%	FUNDED TO DATE	Needed Investment	STATUS
25742	B600010		SP32 Pinsbaari Drive Trail	Acoma, Pueblo of	SP32 Pinsbaari Drive	5 - Major Collector	Cibola	6	SP-30 Pueblo Road Intersection	Indian Service Rt. 38	Bicycle and Pedestrian (28)	Separated Bike and Pedestrian Trail along SP32 - Pinsbaari Drive from Pueblo Road to Indian Service Rt. 38 intersection	5.3	TAP	\$0	\$3,000,000	\$2,563,200	\$436,800	\$0	\$920,000	Active, Not Funded
			NM124 Bike and Pedestrian Trail NM279 to Rio San Jose	Laguna, Pueblo of	NM124	5 - Major Collector	Cibola	6	Rio San Jose Bridge	NM279 intersection	Bicycle and Pedestrian (28)	Separated Bike and Pedestrian Trail along NM124 (Old Rt. 66) from the Rio San Jose bridge to the NM279 intersection.	1.2	TAP	\$0	\$832,689	\$711,449	\$121,240	\$0	\$832,689	Active, Not Funded
			NM279 Bike and Pedestrian Trail - NM279 from NM124 intersection to MP 9.5	Laguna, Pueblo of	NM279	5 - Major Collector	Cibola	6	NM279	NM124 intersection	Bicycle and Pedestrian (28)	Separated Bike and Pedestrian Trail along NM279 from the NM124 intersection to MP 9.5.	9.5	TAP	\$0	\$1,817,564	\$1,552,927	\$264,637	\$0	\$1,817,564	Active, Not Funded
			NM124 Bike and Pedestrian Trail Seama to Paraje	Laguna, Pueblo of	NM124 MP16.47 to MP19.27	5 - Major Collector	Cibola	6	NM124 MP16.5	NM124 MP19.3	Bicycle and Pedestrian (28)	Separated Bike and Pedestrian Trail along NM124 from Seama intersection to Paraje intersection	2.8	TAP	\$0	\$1,200,000	\$1,025,280	\$174,720	\$0	\$1,200,000	Active, Not Funded
p. 6													Transportation Alternative Program (TAP) Total			\$6,850,253	\$5,852,856	\$997,397			

Recreational Trails Program Projects:																					
NMDFA ID#	Control #	RANKING	TITLE	LEAD ENTITY	Route Number	FC	COUNTY	DISTRICT	BOP LIMIT	EOP LIMIT	PROJECT TYPE	DESCRIPTION	LENTH (Miles)	Funding Type	Starting Investment	PROJECT TOTAL	FEDERAL - 85.44%	LOCAL - 14.56%	FUNDED TO DATE	Needed Investment	STATUS
27138	RT60004		High Dessert Trailhead relocation	McKinley, County of	High Dessert Trail system	N/A	McKinley	6	H.D. Trailhead	High Dessert Trailhead	Other Trails (40)	Construct a new trailhead near Gameraco for the High Dessert Trail System.	NA	RTP	\$0	\$800,000	\$683,520	\$116,480	\$0	\$800,000	Active, Not Funded
			Twin Springs Trail	McKinley, County of	Zuni Mountains Trail Project	N/A	McKinley	6	N/A	Bluewater Trails System	Other Trails (40)	The Twin Springs Trail will connect the McKinley Zuni Mountain Trails to the Cibola side by the Bluewater Trail system	30	RTP	\$0	\$2,500,000	\$2,136,000	\$364,000	\$0	\$2,500,000	Active, Not Funded
38950	<a href="#">RT60010</a>		Northside Trail System & Outdoor Mecca	Gallup, City of	New northside trail system	N/A	McKinley	6	Area north of the McKinley S.W. Transfer Station and Veterans Park	North area west of the Hog Backs	Other Trails (40)	Design and construct a new recreational trail system in this area between the Solid Waste Transfer Station to the west and the hogbacks to the east - with an extensive 6,000 acre area available to the north.	?	RTP	\$0	\$10,000,000	\$8,544,000	\$1,456,000	\$0	\$10,000,000	Active, Not Funded
38663	<a href="#">RT60005</a>		Ojo Redondo Trail and McKinley Connector Trail	Cibola, County of	Zuni Mountains Trail Project	N/A	Cibola	6	Recreational Trails - BOP limit currently unknown	Recreational Trails - EOP limit currently unknown	Other Trails (40)	PER, design, construction and management for 43.5 miles of multiuse non-motorized single track trail system - part of the USFS led 238 mile Zuni Mountains Trail Project.	43.5	RTP	\$0	\$850,000	\$726,240	\$123,760	\$0	\$850,000	Active, Not Funded
38669			Bluewater Trail	Cibola, County of	Zuni Mountains Trail Project	N/A	Cibola	6	Recreational Trails - BOP limit currently unknown	Recreational Trails - EOP limit currently unknown	Other Trails (40)	PER, design, construction and management for 35 miles of multiuse non-motorized single track trail system - part of the USFS led 238 mile Zuni Mountains Trail Project.	35	RTP	\$0	\$1,000,000	\$854,400	\$145,600	\$0	\$1,000,000	Active, Not Funded
			SP32 Pinsbaari Drive Trails	Acoma, Pueblo of	Pinsbaari Drive	7 - Local Roads	Cibola	6	MP-0 SP32 & SP38 intersection	MP 5.3 SP32 & SP30 intersection	Other Trails (40)	Create a separated bike and pedestrian trail along the 5.3 mile corridor	5.3	RTP	\$0	\$3,000,000	\$2,563,200	\$436,800	\$0	\$3,000,000	Active, Not Funded
<div> <div>p. 7</div> <div>Recreational Trails Program (RTP) Total:</div> </div>																18,150,000	\$15,507,360	\$2,642,640		18,150,000	

Congestion Mitigation / Air Quality Projects:

NMDFA ID#	Control #	RANKING	TITLE	LEAD ENTITY	Route Number	FC	COUNTY	DISTRICT	BOP LIMIT	EOP LIMIT	PROJECT TYPE	DESCRIPTION	LENTH (Miles)	Funding Type	Starting Investment	PROJECT TOTAL	FEDERAL - 85.44%	LOCAL - 14.56%	FUNDED TO DATE	Needed Investment	STATUS	COMMENTS	RTP/NMTP Goal	PFF	Consultation	PPF	BOP Latitude	BOP Longitude	EOP Latitude	EOP Longitude

Entities	Functional Class	Counties	Districts	FMIS Improvement Type Codes	Funding Type	Status	Goals
Acoma, Pueblo of	1 - Interstates	San Juan	5	Road - New Construction (1)	Roadway	Active Not Funded	1 - Operational Capacity
Laguna, Pueblo of	2 - Other Freeway	McKinley	6	Road - Add Capacity/Widening (3)	Bridge	Partially Funded	2 - Safety
Zuni, Pueblo of	3 - Other Principal Arterial	Cibola		Road - Interchange/Intersection (4)	Planning	Fully Funded	3 - Asset Management
Navajo Nation (Northern)	4 - Minor Arterial	Sandoval		Road - Other Improvement (4)	TAP	Completed	4 - Mobility & Accessibility
Navajo Nation (Eastern)	5 - Major Collector	Cartron		Road - Resurf (5)	RTP		5 - Program Delivery
Navajo Nation (Ft. Defiance)	6 - Minor Collector			Road - Major Preservation (6)	CMAQ		
Ramah Navajo DOT	7 - Local Roads			Road - Major Rehabilitation (6)	FLAP		
Gallup, City of	N/A			Road - Minor Preservation (6)	HSIP		
Grants, City of				Road - Minor Rehabilitation (6)	TPF		
Milan, Village of				Road - Preventative Maintenance (6)	Transit		
Cibola, County of				Road - Recon/Rehab (6)	Other		
McKinley, County of				Road - Reconstruction (6)			
San Juan, County of				Bridge - New Construction (8)			
NMDOT				Bridge - Replace + Add Capacity (10)			
Other				Bridge - Replace (11)			
				Bridge - Rehab (14)			
				Bridge - Prevention Maintenance (47)			
				Preliminary Engineering (15)			
				ROW Acquisition (16)			
				Planning (18)			
				PE On-call (18)			
				Research (19)			
				Environmental Only (20)			
				Safety (21)			
				Rail/Highway Crossing (22)			
				Transit (23)			
				Intelligent Transportation Systems (24)			
				Administration (27)			
				Bicycle and Pedestrian (28)			
				Landscaping/Beautification (31)			
				Other Trails (40)			
				Training (42)			
				Utilities (43)			
				Other (44)			
				Debt Service (45)			
				Freight Movement (58)			

Federal Lands Access Program Projects:

NMDFA ID#	Control #	RANKING	TITLE	LEAD ENTITY	Route Number	FC	COUNTY	DISTRICT	BOP LIMIT	EOP LIMIT	PROJECT TYPE	DESCRIPTION	LENTH (Miles)	Funding Type	Starting Investment	PROJECT TOTAL	FEDERAL - 85.44%	LOCAL - 14.56%	FUNDED TO DATE	Needed Investment	STATUS
38668			NM547 (Lobo Canyon Road) Paved Shoulders Improvement Project	Grants, City of	NM547	4 - Minor Arterial	Cibola	6	NM Corrections Dept. (MP 3.75)	Continential Divide Trailhead (MP 5.5)	Road - Add Capacity/Widening (3)	Add paved roadway shoulders for multimodal access to the Continental Divide Trailhead from the Grants city limits where shoulders end.	1.75	FLAP	\$0	\$2,264,000	\$1,934,362	\$329,638	\$0	\$2,264,000	Active Not Funded
p. 8														FLAP Total:			\$2,264,000	\$1,934,362	\$329,638		

Highway Safety Improvement Program Projects:

NMDFA ID#	Control #	RANKING	TITLE	LEAD ENTITY	Route Number	FC	COUNTY	DISTRICT	BOP LIMIT	EOP LIMIT	PROJECT TYPE	DESCRIPTION	LENTH (Miles)	Funding Type	Starting Investment	PROJECT TOTAL	FEDERAL - 85.44%	LOCAL - 14.56%	FUNDED TO DATE	Needed Investment	STATUS
33730			SP30 Pueblo Road Signage & Stripping	Acoma, Pueblo of	SP30	4 - Minor Arterial	Cibola	6	MP 0	MP 10	Road - Other Improvement (4)	Improving roadway signage and striping, along with crack and fog sealing.	10	HSIP	\$0	\$600,000	\$512,640	\$87,360	\$0	\$600,000	Active Not Funded
Highway Safety Improvement Program (HSIP) Total																\$600,000	\$512,640	\$87,360			

N.M. Transportation Project Fund																	
NMDFA ID#	Local Ranking	TITLE	LEAD ENTITY	Route Number	FC	COUNTY	DISTRICT	PROJECT TYPE	DESCRIPTION	LENGTH (Miles)	Funding Type	PROJECT TOTAL	STATE - 95%	LOCAL - 5%	FUNDED TO DATE	Needed Investment	STATUS
	1	Bergin Lane Reconstruction	City of Bloomfield / Farmington MPO	Bergin Lane	?	San Juan	5	Road - Reconstruction (6)		?	TPF	\$100,000	\$95,000	\$5,000	\$0	\$100,000	Funded
	1	County Road 350 Resurfacing	San Juan County / Farmington MPO	CR-350	?	San Juan	5	Road - Reconstruction (6)		?	TPF	\$1,908,000	\$1,812,600	\$95,400	\$0	\$1,908,000	Funded
	1	Road Safety Audit N5/NM371 intersection	Burnham Chapter / Navajo DOT	N5 / NM371	4 Minor Arterial	McKinley	6	Safety (21)	Conduct RSA for this intersection	0.1	TPF	\$500,000	\$475,000	\$25,000	\$0	\$500,000	Funded
	1	C-5 Moquino Llano Bridge	Cibola County	C-5 Moquino Lano Bridge & Road	6 - Minor Collector	McKinley	6	Road - Reconstruction (6)	Bridge reconstruction	0.1	TPF	\$2,000,000	\$1,900,000	\$100,000	\$0	\$2,000,000	Funded
	1	East Nizhoni Blvd. Reconstruction Phase IV	City of Gallup	East Nizhoni Blvd.	6 - Minor Collector	McKinley	6	Road - Reconstruction (6)	Phase IV will reconstruct 2nd Street and Nizhoni Blvd intersection to include ADA compliant sidewalks, road improvements and drainage.	0.1	TPF	\$2,010,000	\$1,909,500	\$100,500	\$0	\$2,010,000	Funded
	1	Stanley Ave. Road and Bridge Improvements	Milan, Village of	Stanley Ave. Bridge	6 - Minor Collector	McKinley	6	Preliminary Engineering (15)	While full construction is estimated at \$10 million this amount should cover preliminary engineering for bridge improvements	0.1	TPF	\$3,000,000	\$2,850,000	\$150,000	\$0	\$3,000,000 (\$10,000,000 for full reconstruction)	Funded
	1	NM53 / Rt. 125 Intersection Improvement	Ramah Navajo DOT	NM53/Rt.125	4 Minor Arterial	McKinley	6	Safety (21)	Intersection improvement will increase safety via accel & decel & center turn lanes, new signage and striping.	0.35	TPF	\$768,414	\$729,993	\$38,421	\$0	\$768,414	Funded
										2024 TPF Funding Total:		\$10,286,414	\$9,772,093	\$514,321		\$10,286,414	Fully Funded

Transportation Project Fund - Unprioritized:				Route Number	FC	County	District	Project Type	Description	Length Miles	funding type	project total	State - 95%	Local - 5%	Funded to Date	Needed Investment	STATUS
		Cedar Avenue Bridge Improvement	Navajo Nation - Red Lake Chapter	Cedar Avenue	7 - Local Roads	McKinley	6	Bridge Rehabilitation (14)	Construction for bridge improvements along with downstream drainage improvements	0.1	TPF	\$695,000	\$660,250	\$34,750	\$0	\$695,000	Active Not Funded
		Tsayatoh Bridge #7894	Navajo Nation - Tsayatoh Chapter	Tsayatoh Road	7 - Local Roads	McKinley	6	Bridge - Replace (11)	Plan, design, construct and replace bridge #7894	0.1	TPF	\$3,000,000	\$2,850,000	\$150,000	\$0	\$3,000,000	Active Not Funded
		BIA Rt. 130 / NM53 Intersection Improvement	Ramah Navajo DOT	BIA 130 / NM53	4 Minor Arterial	McKinley	6	Planning (18)	Design intersection to include shoulder widening, fore-slope flattening, culvert pipe extension	0.1	TPF	\$120,000	\$114,000	\$6,000	\$0	\$120,000	Active Not Funded
N/A		BIA Route 125 MP 0 - 2	Ramah Navajo DOT	BIA 125	5 - Major Collector	McKinley	6	Road - Reconstruction (6)	Pavement rehab / reconstruction and drainage improvements	2	TPF	\$3,489,230	\$3,314,769	\$174,461	\$0	\$3,489,230	Active Not Funded
		BIA Route 140 - Pine Hill	Ramah Navajo DOT	BIA 140	6 - Minor Collector	McKinley	6	Planning (18)	Planning, preliminary engineering and design to improve BIA Route 140 in Pine Hill	0.5	TPF	\$700,000	\$665,000	\$35,000	\$0	\$700,000	Active Not Funded
		I-40 / L24 Bridge, Bike & Pedestrian Improvements	Laguna, Pueblo of	I-40 / L24 Bridge	6 - Minor Collector	Cibola	6	Bridge New Construction (8)	Replace box culvert with a single span bridge structure for I-40 over L24 road, supporting traffic, bike and pedestrian trail in L24 road.	0.01	TPF	\$5,000,000	\$4,750,000	\$250,000	\$0	\$5,000,000	Active Not Funded
		SP30 - Pueblo Road	Acoma, Pueblo of	SP 30 - Pueblo Road	5 - Major Collector	Cibola	6	Planning (18)	Planning & design for SP30 Pueblo Road improvements - mp 0 - 8.7	8.7	TPF	\$2,100,000	\$1,995,000	\$105,000	\$0	\$2,100,000	Active Not Funded
		CR34 Pine Hill Road Improvement	Cibola, County of	Pine Hill Road	6 - Minor Collector	Cibola	6	Planning (18)	Planning, preliminary engineering and ROW acquisition for improvements to this key Ramah Navajo corridor.	10	TPF	\$500,000	\$475,000	\$25,000	\$0	\$500,000	Active Not Funded
		C-5 Armijo Bridge & Road	Cibola County	Armijo Bridge	6 - Minor Collector	Cibola	6	Planning (18)	Planning and preliminary engineering to improve or replace this bridge.	0.1	TPF	\$650,000	\$617,500	\$32,500	\$0	\$650,000	Active Not Funded
		Davis Street Extend & Gunderson Street roadway construction phase 2	Grants, City of	Davis Street	6 - Minor Collector	Cibola	6	Road - Reconstruction (6)	Final design & construction to extend Davis St. to Gunderson. Full depth asphalt, curb & gutter, sidewalk, trail, drainage, signing & striping and ADA pedestrian access ramps.	0.34	TPF	\$1,600,000	\$1,520,000	\$80,000	\$0	\$1,600,000	Active Not Funded
38654		Roosevelt Avenue	Grants, City of	Roosevelt Ave.	6 - Minor Collector	Cibola	6	Road - Reconstruction (6)	Pavement reconstruction, ADA compliant ramps & crosswalks, bike lanes, drainage, signage, utility adjustments and lighting.	0.35	TPF	\$4,000,000	\$3,800,000	\$200,000	\$0	\$4,000,000	Active Not Funded

36315		CR-1 Improvements	McKinley, County of	CR-1	6 - Minor Collector	McKinley	6	Road - Reconstruction (6)	Road reconstruction, bridge replacement, railroad crossing improvements, NM118 intersection re-design and drainage improvements.	3.5	TPF	\$3,000,000	\$2,850,000	\$150,000	\$0	\$3,000,000	Active Not Funded
		Hassler Valley CR43C White Cliffs Road Extension	McKinley, County of	CR43C	7 - Local Roads	McKinley	6	Road - New Construction (1)	Road 5 mile extension from White Cliffs to Red Rock Park; shape, drainage, base course, chip seal, pavement rehab. and construction.	5	TPF	\$3,000,000	\$2,850,000	\$150,000	\$0	\$3,000,000	Active Not Funded
		Superman Canyon Bridge #1	McKinley, County of	CR43A	7 - Local Roads	McKinley	6	Bridge New Construction (8)	Construct a new bridge over the watershed	0.1	TPF	\$3,355,966	\$3,188,168	\$167,798	\$0	\$3,355,966	Active Not Funded
		West Aztec Ave Storm Drainage	Gallup, City of	West Aztec	6 - Minor Collector	McKinley	6	Road - Reconstruction (6)	Construction to improve roadway storm drainage	0.33	TPF	2,300,000	\$2,185,000	\$115,000	\$0	\$2,300,000	Active Not Funded
		East Nizhoni Blvd. Reconstruction Phase IV	Gallup, City of	East Nizhoni Blvd.	6 - Minor Collector	McKinley	6	Road - Reconstruction (6)	Reconstruct the intersection of Nizhoni and 2nd street with ADA compliant sidewalks and roadway / drainage improvements.	0.5	TPF	2,010,000	\$1,909,500	\$100,500	\$0	\$2,010,000	Active Not Funded
		Elkins Road	Milan, Village of	Elkins Road	7 - Local Roads	Cibola	6	Road - Reconstruction (6)	Planning, design & reconstruction of corridor for areas of road reconstruction, drainage improvements, sidewalks, and other infrastructure between NM605 and NM122 intersections.	2	Roadway	\$1,000,000	\$950,000	\$50,000	\$0	\$1,000,000	Active, Not Funded
										2024 Unprioritized Total:		\$36,520,196	\$31,844,187	\$1,826,009			
										TPF 2024 Total:		\$10,286,414	\$9,772,093	\$514,321			
										Combined Total:		\$46,806,610	\$41,616,280	\$2,340,330			

FY23 Public Transportation 5310 & 5311 Projects:

NWRTPO FFY2022 RTIPR NMDOT District 5 & 6			Regional 5310 & 5311 Transit Service	Northwest Regional Transportation Improvement Program Recommendations (RTIPR) for NMDOT District 6 (Cibola/McKinley) & District 5 (San Juan) for 5 year STIP (FFY2025 - FFY2029)								Supported by the NWRTPO Joint Technical and Policy Committee	
NMDFA ID#	Control #	RANKING	TITLE	LEAD ENTITY	Program	Functional Classification	County	District	PROJECT TYPE	Total \$ Request	DESCRIPTION	COMMENTS	RTP/NMTP Goal
			Gallup Express Transit Program	Gallup Express	5311 Formula Grants for Rural Areas	3 - Other Principal Arterials	McKinley	6	Transit (23)	\$977,872.82	Public Transportation Services funding and oversight from NMDOT Transit & Rail Division for 5311 Providers.	This citation represents the nature of services for all 5311 and 5310 public transportation providers cited herin. FY2023's operations for most providers will include a public transportation director, operations and drivers supervisor, drivers and in some cases a mechanic. Vehicle fleets for all cited 5311 and 5310 providers will vary based on the region and populations they serve. Where possible our 5311 providers try to coordinate stops, scheduling and services. Fares will vary from one provider to another based on service expenses. 5310 providers will coordinate their services based on their respective elderly and disabled clientele needs.	5 - Program Delivery
			Zuni Ashiwi Transit	Ashiwi Transit	5311 Formula Grants for Rural Areas	3 - Other Principal Arterials	McKinley	6	Transit (23)	\$460,000.00	Public Transit Services funding & oversight from NMDOT Transit & Rail Division for 5311 providers.		5 - Program Delivery
			Laguna Shaa'srk'a Transit	Shaa'srk'a Transit	5311 Formula Grants for Rural Areas	3 - Other Principal Arterials	Cibola	6	Transit (23)	\$362,700.00	Public Transit Services funding & oversight from NMDOT Transit & Rail Division for 5311 providers.		5 - Program Delivery
			Milan Rockin-66 Express	Rockin-66 Express	5311 Formula Grants for Rural Areas	3 - Other Principal Arterials	Cibola	6	Transit (23)	\$507,039.30	Public Transit Services funding & oversight from NMDOT Transit & Rail Division for 5311 providers.		5 - Program Delivery
			Navajo Transit	Navajo Transit	5311 Formula Grants for Rural Areas	3 - Other Principal Arterials	McKinley and San Juan	6 & 5	Transit (23)	\$1,361,612.00	Public Transit Services funding & oversight from NMDOT Transit & Rail Division for 5311 providers.		5 - Program Delivery
			Santa Fe Recovery	Tohatchi	5310 Formula Grants for Rural Areas	3 - Other Principal Arterials	McKinley, San Juan and Cibola	6 & 5	Transit (23)		Public Transit Services funding & oversight from NMDOT Transit & Rail Division for 5310 providers.		5 - Program Delivery
p. 11								Total Requests:		\$3,669,224.12			



a program of  
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

## Northwest Regional Transportation Planning Organization (NWRTPO)

### Agenda Item #VII: 2024 Recreational Trails Guidance for 2025 – 2026 Projects

**Subject:** Recreational Trails Guidance for funding 2025-2026 Projects

**Prepared for:** Staff and members to cover guidance for this  
opportunity

**Date:** 12/01/23

#### BACKGROUND

- **Why?** Our region has a significant amount of recreational trails which has already benefited our region in the millions of dollars as well as forthcoming opportunities. RTPPO members are encouraged to become acquainted with this opportunity and the application process.
- **Purpose.** To inform our members for this recreational trails funding opportunity for 2025 and 2026 projects.
- **Discussion/Finalization.** Members are encouraged to pursue these opportunities.

#### CURRENT WORK

- Members are encouraged to review the guidance included in our meeting package, to pursue this opportunity to fund recreational trail projects within their respective regions.

#### ANTICIPATED WORK

- Submit applications for recreational trails.

#### ATTACHMENTS

- FFY 2025 – 2026 Recreational Trails Funding Guidance

#### BUDGET IMPACT

- None

#### ACTION ITEM

- N/A



# Transportation Alternative and Recreational Trails Program Application

For Projects in Federal Fiscal Years 2024

## Instructions

Applicants are required to read the New Mexico Transportation Alternative and Recreational Trails Program Guide (the Guide) prior to completing this application. Refer to the Guide when completing this application. The Guide provides detailed information on the Scoring Factors, overall TAP/RTP processes, timelines, project eligibilities and applicant requirements. When finalized, submit this application and all required documents as one PDF to your RTPO or MPO planner.

## Introduction

As outlined in the Guide, this application is used by the TAP selection committee and the Recreational Trails Advisory Board (RTAB) to score and rank all eligible projects. The process is statewide and competitive. Due to funding limitations, not all eligible applicants can be selected. This application may also be used by Mid Region Metropolitan Planning Organization (MRMPO) and El Paso Metropolitan Planning Organization (EPMPO) in their TAP application processes. If your agency is within MRMPO or EPMPO boundaries please contact their planning staff for further direction.

Applicants located within Regional Transportation Planning Organizations (RTPO) boundaries are required to complete the Project Feasibility Form (PFF) process and receive District recommendation prior to submitting this application.

Applicants located within Metropolitan Planning Organizations (MPO) boundaries must first consult with your MPO planner to ensure project feasibility and eligibility.

## Applicant Information

Date of Submittal:

Which program are you applying for:

Tribal/Local Public Agency:

T/LPA Person in Responsible Charge:

Address:

County:

E-mail:

Phone:

MPO or RTPO:

NMDOT District:

Entity UEI:

## ADA/Title VI Compliance (Tribal Governments exempt)

Agency has an approved ADA Transition Plan/Policy registered with NMDOT's Construction and Civil Rights Bureau:

Agency has approved Title VI Plan registered with NMDOT's CCRB:

If you answered "NO" to either of those questions please contact NMDOT's Construction and Civil Rights Bureau at [ADA.TitleVICoordinator@state.nm.us](mailto:ADA.TitleVICoordinator@state.nm.us).

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## Project Information

Project name:

Project Scope of Work *(Include major components, project deliverables, and pertinent project details):*

Project Location and Ownership *(include general location, current land ownership, and a site map):*

If located within an RTPO, was the project recommended by the District via the PFF process?

If no, please contact your RTPO and begin the PFF process.

## Project Budget and Timeline

Briefly explain the estimated project budget and timeline *(include which FFYs you are applying for):*

In the table below, please itemize the total project cost by phase and funding source.

Project Phase	Federal	Local***	Tribal	Other	
Preliminary Engineering*					
Utilities					
Right-of-Way					
Construction Management**					
Construction					Project Total
Totals					

\* Preliminary Engineering total includes planning, environmental, and design.

\*\* Construction management total includes bidding, observation and material testing.

\*\*\* Local funds can be used for match and to increase project total.

## Scoring Factors

Applications will be rated and ranked according to the following factors. See the Guide section 5D for detailed explanations of each scoring factor. In your application packet, include any supporting documentation that is referenced in your responses.

### 1. Planning

Applications are awarded two (2) points for each plan in which the project is listed or with which it is consistent for up to a maximum of six (6) points. Please list each plan name below, provide a link if it is available online, and 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.

Plan 1:

Plan 2:

Plan 3:

Other:

**The remaining factors (2-7) will be scored according to the following scale, please limit responses to 1,000 characters for each factor:**

- 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.

### 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 and energy conservation, and reduce greenhouse gas emissions. 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.

## **8. Equity**

- A. Describe how this project or elements of the project proactively addresses racial equity, workforce development, economic development, and/or removes barriers to opportunity including automobile dependence in both rural and urban communities as a barrier to opportunity or to redress prior inequities and barriers to opportunity.

- B. Is the project located in a Disadvantaged Community (DAC), as defined by the US Department of Transportation? Please reference the [USDOT Transportation Disadvantaged Census Tracts interactive map](#) to identify. Provide the Census Tract Number, or numbers, of the project location and list the indicators identified in that tract.

## Application Submission

Applicants must submit the following items as a single PDF to their MPO/RTPO Planner:

- Cover Page
- Table of Contents
- [Project Feasibility Form \(PFF\)](#) signed by District representative, if applicable
- [Project Prospectus Form \(PPF\)](#) – see Appendix I of the Guide
- TAP/RTP Application Form
- **Buy America Acknowledgement**
- 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.
- Map of project location (not required for non-infrastructure or programmatic applicants)
- Any additional documentation in support of scoring factors, per section 5D of the Guide.



# New Mexico Department of Transportation

## Buy America & Build America, Buy America Acknowledgement

### SECTION 106.12: BUY AMERICA REQUIREMENTS (Oct 3, 2022)

The following clarifies the 2019 Edition of the New Mexico Department of Transportation Standard Specifications for Highway and Bridge Construction, Section 106.12 – “Buy America Requirements” requires the contractor to provide materials that comply with 23 CFR Part 635, including the Build America, Buy America Act or as may be amended by waiver or otherwise.

Contractor shall ensure through certification that all manufacturing processes for construction materials occur in the United States pursuant to the “Buy America,” and “Build America, Buy America” Acts. If these certifications are not provided, the NMDOT may take any remedies available under the Contract.

Buy America Requirements are expanded to apply to construction materials, including articles, materials, or supplies that are or consist primarily of:

- Non-ferrous metals;
- Plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables);
- Glass;
- Lumber;
- And drywall.

Construction materials exclude cement and cementitious materials, aggregates including stone, sand, or gravel, or aggregate binding agents or additives.

Treat items that consist of two or more construction materials that have been combined together through a manufacturing process, and items that include at least one construction material combined with a material that is not listed through a manufacturing process, as manufactured products. Buy America preference does not apply to manufactured products.

Buy America preference applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to a project. It does not apply to tools, equipment, and supplies brought to the construction site and removed at or before the completion of the project. Buy America preference does not apply to equipment and furnishings that are used at or within the finished infrastructure project, but are not permanently affixed to the structure.

### NOTICE TO CONTRACTORS (CCRB Jan 1, 2019)

The following clarifies the 2019 Edition of the New Mexico Department of Transportation's (NMDOT) Standard Specifications for Highway and Bridge Construction Section 106.12 - “Buy America Requirements” which requires the Contractor to provide Materials that comply with the Buy America requirements in 23 CFR § 635.410.

Previous interpretations of the Buy America requirements allowed exclusions for certain steel and iron manufactured products that contained less than 90% steel or iron components.

Previous interpretations also allowed exclusions for miscellaneous steel and iron components, subcomponents and hardware. These exclusions no longer apply.

Since these exclusions no longer apply, the Contractor shall provide certification proving that all steel or iron Materials were manufactured in the United States before performing Work that uses steel or iron Materials. Additionally, the Contractor shall provide certification that all coatings on the steel or iron Materials were applied in the United States. If these certifications are not provided, the NMDOT may take any remedies available under the Contract.

Other exclusions to the Buy America requirements remain in effect, including but not limited to, minimal use of foreign steel and iron Materials. The exclusion allows the Contractor to use foreign steel or iron Material that does not exceed one-tenth of one percent (0.1%) of the Total Bid Amount or that does not exceed \$2,500.00 whichever is greater. To comply with the minimal use exclusion, the Contractor shall provide to the NMDOT Project Manager invoices showing the cost of the foreign steel or iron Material that cannot be certified as delivered to the Project.

### Signature

*I am aware of the Buy America requirements for federally funded projects, as described above. I understand these requirements apply to the proposed project and will work with NMDOT to meet the requirements described herein, and any future implementation guidance.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*New Mexico* DEPARTMENT OF  
**TRANSPORTATION**  
MOBILITY FOR EVERYONE

# Transportation Alternatives and Recreational Trails- Motorized Program Guide

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*For Projects in Federal Fiscal Year 2024*

## Programs Coordinator

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## 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 2045 Plan* (“2045 Plan”). The 2045 Plan provides the strategic framework to guide NMDOT’s decision-making in the years to come.

The broad vision of the 2045 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 2045 Plan identified five overarching goals. These goals are to:

- Improve safety for all transportation system users;
- Efficiently and equitably invest in infrastructure and technology to provide reliable multimodal access and connectivity, improve mobility, foster economic growth, and minimize transportation’s contribution to climate change;
- Deliver transportation programs through approaches and processes that improve resiliency, respect New Mexico’s unique cultures, and promote fiscal and environmental stewardship;
- Optimize spending to cost effectively preserve our transportation assets in the best possible condition over the long term

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 2045 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 2045 Plan.

This Guide is for eligible projects applying for funds in Federal Fiscal Year (FFY) 2024 for Recreational Trails Program-Motorized funds and Transportation Alternative Program Funds. . In 2021 and 2022, NMDOT held a call for projects for RTP and TAP funds, and awarded projects around the state. This call for projects is to award remaining balances of funds in the two programs.

## 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 for this current call for projects (TAP and RTP-Motorized). 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	
• Equestrian trails	X*	
• Motorized trails (e.g. for ATVs, snowmobiles, etc.)		X
• ADA improvements	X	
• Bike lanes, sharrows, and signage related to on-street bicycle facilities	X	
• Lighting for bicycle and pedestrian facilities	X	
• Traffic-calming measures (e.g. bicycle and pedestrian components of road diets)	X	
• Stormwater projects related to bicycle or pedestrian improvements	X	
• Trail maintenance		X
• Trailside or trailhead facilities		X
• Bicycle parking	X	X**
• Bus bike racks	X	
• Bicycle/pedestrian plans	X	
• Path/trail and road intersection improvements	X	X
• Path/trail connections	X	X
• Bridges or tunnels for motorized 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-12	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
• Facilities for E-bikes***	X***	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.

\*\*\*See Appendix V for discussion on e-bike eligibilities.

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.

### 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 Infrastructure Improvement and Jobs Act (IIJA)—signed into law in November of 2021.

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 \$8,712,043. Per the IIJA, 59% of New Mexico's annual TAP apportionment (estimated at \$4,681,979 annually) is sub-allocated to areas based on their relative share of the total state population. The remaining 41% is available for use in any area of the state.

Sub-allocated funds are divided into four categories: areas with populations of 200,001 or more; areas with populations of 50,000 to 200,000; areas with populations 5,000 to 49,999; 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. To accurately figure out in which category a project belongs, entities should work with the appropriate MPO/RTPO planner and program coordinator. The resulting distribution **estimates** for New Mexico's FFY24 TAP funds are in the table below.

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 5,001-49,999; 50,000-200,000; 5,000 or less; and statewide) are awarded by NMDOT via a statewide competitive process. Section 5 of this Guide provides the details of the competitive project selection process.

NMDOT held a call for projects in 2021--2022, for funding in FFY2023-2025, and awarded funds for projects throughout the state. At the time of this call for projects, there are still funds unprogrammed in FFY2024. The balances of unprogrammed funds are summarized below. The values below are estimates and subject to change based on appropriations by Congress, obligation limitation, budget authority, and changes to programming of existing projects.

**Table. Balance Estimates of available federal funds**

Area	FFY2024
Populations 50,000 to 200,000	\$ 469,936
5,000 to 49,999	\$ 669,537
Less than 5,000	\$ 1,410,007
Available for any area	\$ 691,624
<b>Total</b>	<b>\$ 3,241,104</b>

B. What is the Recreational Trails Program?

Background

The Recreational Trails Program (RTP) is a Federal reimbursement program funded through the Infrastructure Investment and Jobs Act (IIJA), 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.

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. This call for projects is *only* for motorized projects in Federal fiscal year 2024 (starting October 1, 2023).

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).

Estimated Federal Share of RTP Motorized
\$260,409

## 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](#) , [ADA.TitleVICoordinator@state.nm.us](mailto:ADA.TitleVICoordinator@state.nm.us), Local Public Agencies (LPA) with fewer than 50 employees must submit an ADA Policy. For additional information please see the [NMDOT T/LPA Handbook](#).

#### 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 October1, should be sent to the [NMDOT Title VI Program Coordinator](#) [ADA.TitleVICoordinator@state.nm.us](mailto: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](#).

## 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 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.**

### What if my project comes in over budget?

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

the

## 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.

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

<u>Month</u>	<u>Year</u>	<u>Activity</u>
November 9	2022	Call for projects open

Month	Year	Activity
November-January	2022-2023	<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 (See T/LPA Handbook for complete list of roles to be invited)</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>
December-February	2022-2023	T/LPA completes application and submits to MPO/RTPO planner according to deadline set by MPO/RTPO
February-March	2023	MPO/RTPO planner evaluates applications for eligibility and completeness
March 10	2023	<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>
March	2023	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)
April	2023	TAP Selection Committee rates, ranks, and selects projects; RTAB rates and ranks RTP projects and makes recommendations to NMDOT
April	2023	NMDOT sends out award forms and letters of regret
April-June	2023	Projects added to MPO TIPs and STIP Preview
April-September	2023	TIPs/STIP public review and approval
October 1	2023	2024-2027 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

- **Buy America Acknowledgement** includes description of recent updates and changes to the Buy America program, as well as new requirements under the Build America, Buy America Act. This document is attached to the application and must be signed by the project proponent.
- **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 **March 10, 2023**. 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 inter-modal 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.

*Application Questions:*

- a) Describe how this project or elements of the project proactively addresses racial equity, workforce development, economic development, and/or removes barriers to opportunity including automobile dependence in both rural and urban communities as a barrier to opportunity or to redress prior inequities and barriers to opportunity.
- b) Is the project located in a Disadvantaged Community (DAC), as defined by the US Department of Transportation? Please reference the [USDOT Transportation Disadvantaged Census Tracts interactive map](#) to identify. Provide the Census Tract Number, or numbers, of the project location and list the indicators identified in that tract.

## 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 March 2023.

## E. Application Scoring Matrix

Scoring Factors	Possible Points
<b>Planning:</b> Must provide documentation (cover of plan and page[s] identifying or supporting the project); 2 points per plan, maximum of 6 points	6
<b>Economic vitality</b>	3
<b>Safety and Security</b>	3
<b>Accessibility and Mobility through Integration and Connectivity</b>	3
<b>Protection and Enhancement of the Environment:</b>	
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
<b>Efficient System Management</b>	3
<b>System Preservation</b>	3

Equity	3
<b>Total</b>	<b>33</b>

## 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).

**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; 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 RTPPO area (or an MPO area that used the PPF 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/RTPPO planner as a single PDF document.

### Project Feasibility Form (PFF)

<https://www.dot.nm.gov/business-support/project-oversight-division/t-lpa-documents-and-information/>

### Project Prospectus Form (PPF)

<https://www.dot.nm.gov/business-support/project-oversight-division/t-lpa-documents-and-information/>

#### **TAP/RTP Application Form**

<https://www.dot.nm.gov/planning-research-multimodal-and-safety/planning-division/multimodal-planning-and-programs-bureau/active-transportation-and-recreational-programs/>

## **II. NMDOT Resources**

#### **New Mexico Department of Transportation (NMDOT) Tribal/Local Public Agency (T/LPA) Handbook and recorded trainings**

<https://www.dot.nm.gov/business-support/project-oversight-division/t-lpa-documents-and-information/>

## **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**

<https://www.dot.nm.gov/planning-research-multimodal-and-safety/planning-division/multimodal-planning-and-programs-bureau/active-transportation-and-recreational-programs/>

## **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**

<https://www.dot.nm.gov/business-support/project-oversight-division/t-lpa-documents-and-information/>

#### **Sample Cooperative Project Agreement – Construction COULD NOT FIND THIS ON THE POD website**

<https://www.dot.nm.gov/business-support/project-oversight-division/t-lpa-documents-and-information/>

## **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](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-12**) 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-12, 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 (e.g. 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.

## Electric Bicycles and Scooters (E-bikes)

The text below is adapted from the FHWA Transportation Alternatives Set-Aside Implementation Guidance as Revised by the Infrastructure Investment and Jobs Act<sup>1</sup>.

The BIL changed the definition of an electric bicycle in section 217(j)(2) to specify 3 classes of electric bicycles. However, the IIJA did not amend section 217(h) which restricts the use of motorized vehicles on nonmotorized trails and pedestrian walkways under most Federal-aid funded facilities. Section 217(h) does not apply to on-road facilities. Therefore:

- States may allow electric devices on on-road facilities.
- States may allow electric bicycles on nonmotorized trails and pedestrian walkways if the bicycles meet the classes defined under 23 U.S.C. 217(j)(2). States and local governments may specify which classes they choose to allow.
- Electric scooters are not permitted on nonmotorized trails and pedestrian walkways that use Federal-aid highway program funds.
- The BIL did not change the definition of motorized use under the RTP, therefore, electric bicycles are motorized use under the RTP, and cannot be permitted on RTP-funded trails designated for only nonmotorized use.

The definitions on electric bicycles from [23USC 217\(j\)\(2\)](#) are as follows (only changes were formatting for ease of reading):

- “[electric bicycle](#)” means a bicycle that is
  - equipped with fully operable pedals, a saddle or seat for the rider, and an electric motor of less than 750 watts;
  - that can safely share a [bicycle transportation facility](#) with other users of such facility; and
  - that is a [class 1 electric bicycle](#), [class 2 electric bicycle](#), or [class 3 electric bicycle](#).
- Classes of electric bicycles
  - Class 1 electric bicycle.—For purposes of subparagraph (A)(iii), the term “[class 1 electric bicycle](#)” means an [electric bicycle](#), other than a [class 3 electric bicycle](#), equipped with a motor that—
    - provides assistance only when the rider is pedaling; and
    - ceases to provide assistance when the speed of the bicycle reaches or exceeds 20 miles per hour.
  - Class 2 electric bicycle.—For purposes of subparagraph (A)(iii), the term “[class 2 electric bicycle](#)” means an [electric bicycle](#) equipped with a motor that
    - may be used exclusively to propel the bicycle; and
    - is not capable of providing assistance when the speed of the bicycle reaches or exceeds 20 miles per hour.

- Class 3 electric bicycle.—For purposes of subparagraph (A)(iii), the term “[class 3 electric bicycle](#)” means an [electric bicycle](#) equipped with a motor that—
  - provides assistance only when the rider is pedaling; and
  - ceases to provide assistance when the speed of the bicycle reaches or exceeds 28 miles per hour.

## 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. **In this call for projects, Categories 4 and 5 are eligible.**

### 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)

<https://www.fs.usda.gov/sites/default/files/FSTAG-2013-Update.pdf>

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  
<https://www.access-board.gov/files/aba/guides/outdoor-guide.pdf>

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:  
<https://www.access-board.gov/files/aba/guides/outdoor-guide.pdf>
- US Access Board information on Public Rights-of-Way Access Guide (PROWAG) and Shared-Use Path accessibility guidance  
<https://www.access-board.gov/webinars/2021/08/05/accessible-pedestrian-trails-and-shared-use-paths/>

### **Buy America and Build America, 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.

See the Build America, Buy America Acknowledgement Form, that provides clarification on changes to the Buy America requirements and new requirements under the "Build America, Buy America Act."

- NMDOT Buy America Requirements and guidance  
<https://www.dot.nm.gov/planning-research-multimodal-and-safety/planning-division/multimodal-planning-and-programs-bureau/active-transportation-and-recreational-programs/>
- 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/](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](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](http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications/07232806)
- Federal Highway Administration Improving Safety for Pedestrians and Bicyclists Accessing Transit  
[https://safety.fhwa.dot.gov/ped\\_bike/ped\\_transit/fhwasa21130\\_PedBike\\_Access\\_to\\_transit.pdf](https://safety.fhwa.dot.gov/ped_bike/ped_transit/fhwasa21130_PedBike_Access_to_transit.pdf)
- Forest Service Equestrian Design Guidebook:  
<https://www.fs.usda.gov/t-d/pubs/htmlpubs/htm07232816/toc.htm>
- Resources for specific trail features:  
[http://www.fhwa.dot.gov/environment/recreational\\_trails/publications/fs\\_publications](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 Beth Elise Forman ([Beth.Forman@dot.nm.gov](mailto:Beth.Forman@dot.nm.gov)) for program information.

- Bicycle Count Lending Program Guide:  
[NMDOT Bicycle Count Program Guide \(state.nm.us\)](https://www.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](mailto:Daniel.Gutierrez2@state.nm.us) or 505-827-0151.

- **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 \(sample\) \(state.nm.us\)](#)

## **X. MPO and RTPO Contact Information and State Map**

### **Farmington Metropolitan Planning Organization (FMPO)**

City of Farmington

800 Municipal Dr.

Farmington, NM 87401

Phone: (505) 599-1466

**Peter Koeppel**, MPO Officer

E-mail: [pkoeppel@fmtn.org](mailto:pkoeppel@fmtn.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: [ejayne@santafenm.gov](mailto:ejayne@santafenm.gov)

### **Mid-Region Metropolitan Planning Organization (MRMPO)**

Mid-Region Council of Governments

809 Copper Ave. NW

Albuquerque, NM 87102

Phone: (505) 247-1750

**Steven Montiel**, MPO Administrator

Phone: (505) 724-3633

E-mail: [smontiel@mrcog-nm.gov](mailto:smontiel@mrcog-nm.gov)

### **Mesilla Valley MPO (MVMPO)**

City of Las Cruces

P.O. Box 20000

Las Cruces, NM 88004

Phone: (575) 528-3043

**Andrew Wray**, MPO Officer

Phone: (575) 528-3070

E-mail: [awray@las-cruces.org](mailto:awray@las-cruces.org)

### **El Paso Metropolitan Planning Organization (EPMPO)**

211 N. Florence Street, Room 202

El Paso, TX 79901

Phone: (915) 212-0258

**Eduardo Calvo**, Executive Director

E-mail: [ecalvo@elpasompo.org](mailto: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

**Robert Kuipers**, RTPO Program Manager

E-mail: [rkuipers@nwnmcog.org](mailto: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

**Paul Sittig**, Transportation Planner

E-mail: [pauls@ncnmedd.com](mailto:pauls@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

**Paul Sittig**, Transportation Planner

E-mail: [pauls@ncnmedd.com](mailto:pauls@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, III**, Regional Planner

Phone: (575) 914-4153

E-mail: [rrodriguez@epcog.org](mailto: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](mailto: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

Phone: (575) 624-6131

Fax: (575) 624-6134

**Mary Ann Burr**, SERTPO Planning Program Manager

E-mail: [mbsnmedd@plateautel.net](mailto:mbsnmedd@plateautel.net)

Web : [www.snmedd.com](http://www.snmedd.com)

### **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

Fax: (575) 744-0042

**Angela Rael**, RTPO Planning Program Manager

Phone: (575) 740-2895

E-mail: [arael@sccog-nm.com](mailto:arael@sccog-nm.com)

### **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

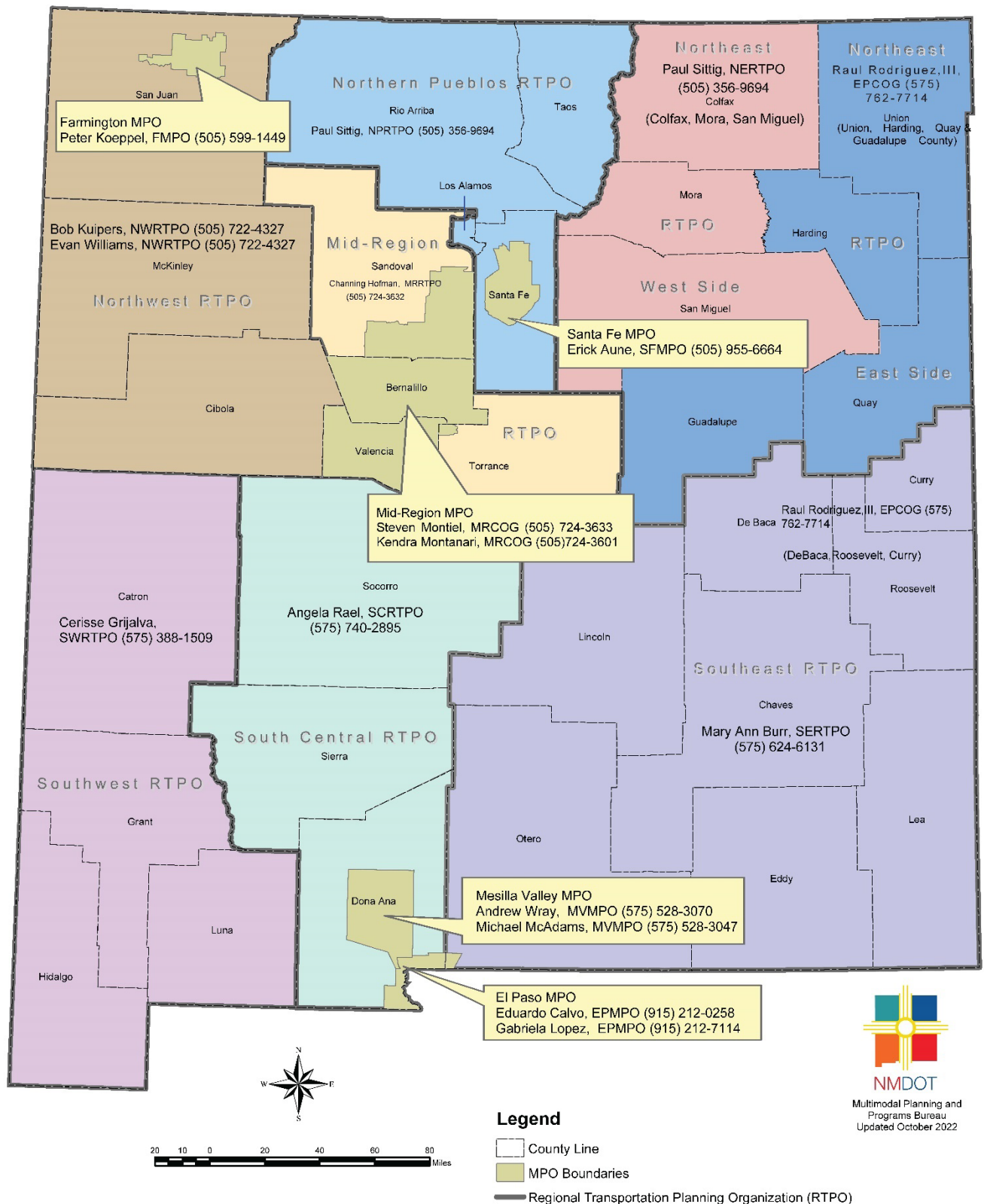
Phone: (575) 388-1509

Fax: (575) 388-1500

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# 2022 Statewide Planning Areas 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](mailto:SharonR.Cruz@state.nm.us)

### **Central Regional Design Center (D3 & D6):**

7500 Pan American Freeway NE  
Albuquerque, NM 87109  
T/LPA Coordinator:  
Juan (Miguel) Archuleta  
(505) 252-1707  
[Juan.Archuleta@dot.nm.gov](mailto:Juan.Archuleta@dot.nm.gov)

### **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](mailto:Judith.Gallardo@state.nm.us)

*Please be aware that all NMDOT state employee email addresses have changed:*

From: ...@state.nm.us

To: ...@dot.nm.gov

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

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



NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS  
GALLUP, NEW MEXICO

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## Northwest Regional Transportation Planning Organization (NWRTPO)

### Agenda Item #VIII: Reports, Updates & Announcements

**Subject:** Discussion / Presentation Items

**Prepared by:** Robert Kuipers, NWRTPO

**Date:** 12/01/23

#### BACKGROUND

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

#### Informational Items

##### Regional News & Updates

- RTPO Monthly Report, Staff hours report for November, 2023; Status on FFY2023 RTPO Member Survey (so far just Gallup, McKinley and Milan).
- Follow up with RTPO members on T/LPA Training certification status – just Navajo & Laguna
- Member Reports

##### Member Special Reports:

- None this meeting

##### NMDOT Reports:

- G to G Liaison: Neala Krueger
- Tribal Liaison: Ron Shutiva
- District 6: Bill Santiago & staff; District 5: James Mexia or Amanda Nino

##### News, Training & Funding Opportunities:

- FHWA Planning, Environment & Realty Reports: none to date
- NMDOT Govt. to Govt. Update: none to date
- AASHTO Publications: AASHTO Technical Training Solutions – 11/15/23,
- 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 [tap.unm.edu](http://tap.unm.edu) – Online courses notice forwarded to members as LTAP emails come in.
- 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.
- Email Change Notice from NMDOT: All NMDOT staff emails have changed from @state.nm.us to @dot.nm.gov
- NMDOT T/LPA Mandatory Training and Certification: Sent to members 9/19/23, follow up on 10/17/23, 10/26/23 – all members certified accept Navajo and Laguna. **Members who don't take this training will not qualify for federal funding!**
- Human Environment Digest: Sent to members November 9 with news on Safety, Equity, Innovation and Sustainability.
- NADO Rural Transportation News: Training, Funding, Info. & Resources, Events and News – 11/15/23
- Electric Vehicle Charging Toolkit and Resources for Tribes: 11/15/23
- New Mexico Grant Watch: Extensive funding opportunities – 11/15/23
- USDOT Discretionary Grant Opportunities: (December 5) – sent to members 12/1/23
- "Strengthening New Mexico" – Training to manage federal funding: 12/1/23
- Recreational Trails Funding news: 12/1/23

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.

**Annual NWRTPO Member Survey**  
**FFY – 2023: October, 2022 – September, 2023**

**1) Please enter the number of training events you attended during FFY 2023:**

List (name) the trainings in the appropriate boxes so we can identify the types of trainings you've attended during this time period.

UNM-LTAP / TTAP: (Local Tech. Asst. Prgm. / Tribal Tech. Asst. Prgm.)	•
NHI National Hwy. Institute:	•
FHWA Fed. Hwy. Admin.:	•
Other:	•

**2) RTPO members will complete the NWRTPO orientation virtual presentation for your policy officials due in FFY2024 – last orientations completed in 2021.**

Local Government:		Orientation Completed:	Local Government:	Orientation Completed:
San Juan County			Northern Navajo	Aug. – Sept. 2021
McKinley County		8/17/21	Eastern Navajo	Aug – Sept., 2021
Cibola County		9/23/21	Pueblo of Acoma	9/16/21
Gallup		9/28/21	Pueblo of Laguna	8/27/21
Grants		9/7/21	Pueblo of Zuni	9/7/21
Milan		8/19/21	Ramah Navajo	9/2/21

**Response:** (Orientations can be provided at any time a local govt. feels they need another one based on elections and leadership turnover.)

**3) How would you rate the RTPO services over the FFY2023 term (Oct. 2022 – Sept. 2023):**

Rating	Comments:
✓ Excellent	
✓ Good	
✓ Fair	
✓ Needs Improvement	

**4) Please provide information on any presentations you are interested in having at an RTPO meeting:**

- A)
- B)
- C)
- D)

**5) Please provide any feedback on issues or ideas that would be helpful to improve the RTPO service to our local governments:**

- A)
- B)
- C)
- D)

**6) The RTPPO seeks opportunities to strengthen rural positioning for transportation resources, using data and performance measures. Do you have any new ideas or creative suggestions?**

- A)
- B)
- C)
- D)

**7) The Goals in our Regional Transportation Plan include:**

- 1) Operational Capacity (*Operate with Transparency and Accountability*)
- 2) Safety (*Improve Safety and Health for all System Users*)
- 3) Asset Management (*Maintain Transportation Assets for the Long Term*)
- 4) Mobility and Accessibility (*Provide Multimodal Connectivity and Access*)
- 5) Program Delivery (*Respect NM Cultures, Environment, History, Health and Quality of Life*)

Are there specific actions or strategies within these goals that you would like more focus toward on the part of NWRTPPO staff and members in the year ahead?

**8) Should the NWRTPPO discontinue monthly meetings (12 per year) and initiate bi-monthly meetings (6 per year)?**

**9) Any additional recommendations from your jurisdiction for the NWRTPPO?**



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## NWRTPO | Northwest Regional Transportation Planning Organization

### Monthly Report – November, 2023

- A. 2023-2024 NWRTPO RTIPR Update:** The 2022 RTIPR has a total of \$175,686,550.00 for Roadway, Bridge, Planning, TAP, RTP, FLAP, HSIP, TPF and Transit projects. The 2023 NWRTPO RTIPR Call for Projects Update commenced in February, 2023 to give our members a head-start; we are encouraging our members to consider and commence developing their priorities for the 2024 round of Transportation Project Fund (TPF) opportunity – full applications due May 31; the 2023-2024 Call for Projects will be completed in March of 2024, with the DOT Dist. 5 & 6 RTIP's. Project Feasibility Forms were reviewed by DOT District 5 and 6 on May 2 at the DOT District 6 Office in Milan. Members have completed PPF's (Project Prospectus Forms) due August 31 for all submitted projects, regardless of DOT District 6 delays around PPF's – (also a responsibility of our affected members). **RTPO staff are now working to draft our FFY2024 RTIPR – hoping to have it ready by or before the end of December.**
- B. NMDOT Transportation Project Fund:** A new 2024 TPF call for projects was issued with a deadline of May 31, 2023 for project submissions; staff reminded RTPO members to submit their full applications via the FTP website by/before this deadline. This year six of our RTPO member govt.'s were awarded and one from Farmington MPO including Bloomfield, San Juan County, Burnham Chapter, Cibola County, City of Gallup, Village of Milan, and Ramah Navajo for a total of \$10,286,414.
- C. MAP funding:** City of Grants is executing their turn to pursue 2024 Municipal Arterial Funding, and submitted their application by the March 15, 2023 deadline.
- D. GIS Data Gathering, Trails Development, Mapping and Compiling Work:** COG staff Carrie House continues to provide technical assistance and GIS mapping for development of 200 new miles of recreational trails in the Zuni Mountains in McKinley and Cibola Counties during FFY18 – FFY22; and continues contributing GIS mapping for regional transportation infrastructure. The NWCOG was the only New Mexico recipient of a NADO Impact Award for the ongoing development of 200 miles of recreational trails in the Zuni Mountains of McKinley and Cibola Counties. Carrie is placing trail counter machines at various points along these trails. The Navajo Nation will soon be developing 80 miles of recreational trails in the Chuska Mountain range, complimenting the rec. trails being developed in the Zuni Mtns. The Pueblo of Laguna is developing bike and pedestrian trails connecting all six of their Pueblo Villages.
- E. Trail of the Ancients Scenic Byway is Nationally Designated:** President Trump signed the "Reviving America's Scenic Byways Act of 2019" into law re-establishing the Scenic Byway Program. This provided the NWRTPO the opportunity to undertake a demanding process to pursue national designation for parts of our New Mexico TOA byway portion. RTPO and COG staff submitted the 2020 application for national designation for portions of our New Mexico Trail of the Ancients Scenic Byway. The entire TOA byway corridor is shared by Counties in the 4-Corners region of Utah, Arizona, New Mexico and Colorado; the Utah and Colorado corridors are already nationally designated. **We received news that major portions of our New Mexico corridor are now designated as a National Byway corridor!** With the return of the federal Scenic Byway Program after a multi-year period when the program went away, **we are reconstructing the TOA Byway Council for New Mexico, and undertaking the challenging responsibility shared by participating counties to monitor and improve the national corridor, along with stronger participation in funding the byway, in collaboration with NMDOT staff. Staff submitted an application to update our Corridor Management Plan as the first rendition was done in November, 2008. This was recently awarded for funding in 2024.**
- F. Major Funding from Federal Sources:** The Federal Govt. and USDOT is providing funding for transportation development in billions of dollars – far beyond anything we've ever seen before, in some cases with short application timeframes. Members are encouraged to become familiar with these opportunities and take advantage of them which will be available thru 2026.
- G. Mandatory T/LPA Certification Training:** NMDOT is requiring mandatory T/LPA Certification Training; the first opportunity in Farmington is already past; the **next opportunity happened in Gallup in August 16 – 17 at the Down Town Conference Center – 204 W. Coal Ave, and was well attended by our RTPO members. If RTPO members do not take this training, your govt. will be ineligible to receive federal funding for transportation projects for the next 2 years, for any of our member govt.s who have not yet attended**, the opportunity exists to travel to other trainings throughout our state in the upcoming months.
- H. News, Training and Funding Opportunities:** The following training and funding opportunities have recently emerged:
- FHWA Planning, Environment & Realty Reports: none to date
  - NMDOT Govt. to Govt. Update: none to date
  - AASHTO Publications: AASHTO Technical Training Solutions – 11/15/23
  - 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](http://ltap.unm.edu) – **Online Courses Notice** forwarded to members as LTAP emails come in.
  - 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.
  - Email Change Notice from NMDOT: All NMDOT staff emails have changed from @state.nm.us to @dot.nm.gov
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  - Electric Vehicle Charging Toolkit and Resources for Tribes:- 11/15/23
  - New Mexico Grant Watch: Extensive funding opportunities – 11/15/23
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  - "Strengthening New Mexico" – Training to manage federal funding: 12/1/23
  - Recreational Trails Funding News: 12/1/23



## RTPO APER Budgeted Staff Hours Summary FFY2023

November Monthly Report											
Function	Budgeted Hours	Oct-22	Nov-22	Dec.-22	Q1	Q2	Q3	Q4	Total Actual hours	Balance	Percentage budgeted differs from actuals*
1	325	16.50	11.50	0.00	28.00	0.00	0.00	0.00	28.00	297.00	-91.38%
2	75	1.50	0.00	0.00	1.50	0.00	0.00	0.00	1.50	73.50	-98.00%
3	600	12.50	51.00	0.00	63.50	0.00	0.00	0.00	63.50	536.50	-89.42%
4	300	18.00	3.00	0.00	21.00	0.00	0.00	0.00	21.00	279.00	-93.00%
5	425	31.50	33.50	0.00	65.00	0.00	0.00	0.00	65.00	360.00	-84.71%
6	375	40.50	34.00	0.00	74.50	0.00	0.00	0.00	74.50	300.50	-80.13%
TOTAL	2100	120.50	133.00	0.00	253.50	0.00	0.00	0.00	253.50	1846.50	-87.93%
*if budgeted hours differ from actual hours by more than 20% in any function, provide a narrative explanation below											