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**NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS**

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

## **AGENDA PACKET**

### **RTPO Technical/Policy Committee Meeting**

**Wednesday, May 12, 2021**

**10:00AM – 2:00PM**

**Virtual Meeting via MS Teams**





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NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

## Northwest Regional Transportation Planning Organization (NWRTPO)

### RTPO Joint Technical & Policy Committee Meeting

Wednesday, May 12

10:00 am

Virtual Meeting – Microsoft Teams

## AGENDA

### ROUTINE ITEMS:

Item #	Item	Presenter
I.	Call to Order and Introductions	Dave Deutsawe, Chairman
II.	Action: Agenda	Dave Deutsawe
III.	Action: Minutes – April 14 meeting	Dave Deutsawe

### ACTION ITEMS:

IV.	Approve / Authorize FFY2021 – 2022 Regional Work Program and Budget	Dave Deutsawe / Robert Kuipers
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### DISCUSSION ITEMS:

Item #	Item	Presenter
V.	Update: Transportation Project Fund – PFF's due ASAP	Robert Kuipers
VI.	Review & Discuss: Commence FFY2021 – 2022 Call for Projects	Robert Kuipers
VII.	Update: Members report on Local Leader RTPO Orientations completed	Robert Kuipers

### REPORTS: (10-minute limit)

*Please submit Written Reports for inclusion in minutes*

RTPO Program Report ( <i>significant news only</i> ) (update member appointments)	Robert Kuipers, Program Manager
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, Stephanie Medina) District 6 (JoAnn Garcia; Bill Santiago)

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

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

### ADJOURNMENT

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

**NWRTPO | Northwest Regional Transportation Planning Organization**

Joint Policy & Technical Committee

NWRTPO Meeting Minutes

Wednesday April 14, 2021

10:00 a.m. – 12:00 p.m.

Virtual meeting executed via Microsoft Teams

Due to COVID-19 Pandemic

**ATTENDANCE:**

<b>Local &amp; Tribal Governments</b>	
<b>Entity</b>	<b>Representative(s)</b>
Pueblo of Acoma	<b>Dave Deutsawe</b> (Chair)
Pueblo of Laguna	<b>Elroy Keetso</b> , Sharon Hausam
Pueblo of Zuni	<b>Royce Gchachu</b> , Roxanne Hughte
Navajo Nation	Larry Joe, Marco Sells, Leanne Roy
Ramah Navajo	Dorothy Claw, Tom Martine
City of Grants	<b>Don Jaramillo</b> , Mark Teshima
City of Gallup	Clyde Strain, <b>Alicia Santiago</b>
Village of Milan	<b>Sarah Austin</b> , Denise Baca
Cibola County	<b>Judy Horacek</b> , Edward Salazar
McKinley County	<b>Rodney Skersick</b> , <b>Donna Fambrough</b>
San Juan County	Absent (Nick Porell)
Farmington Metropolitan Planning Organization - Ex-officio	Not in attendance

<b>New Mexico Department of Transportation (NMDOT)</b>	
<b>Entity</b>	<b>Representative(s)</b>
RTPO Liaison	<b>Neala Krueger</b>
District 5	<b>Stephanie Medina</b> , James Mexia
District 6	<b>JoAnn Garcia</b> , <b>Bill Santiago</b>
Tribal Liaison	<b>Ron Shutiva</b>
Other NMDOT Staff / Guests	Sky Tallman – NMDOT, Jason Grover - NMDOT, Ashley Martinez – Wilson & Co., Claudia Diaz – Wilson & Co., Gloria Parjas - Milan

<b>Regional Transportation Planning Organization</b>	
<b>Entity</b>	<b>Representative(s)</b>
Northwest NM Council of Governments	Robert Kuipers, Evan Williams, Brandon Howe

**Tally Sheet – Attendance & Quorum**

<b>Total Full Attendance:</b>	<b>Member Entities:</b>	<b>NMDOT</b>	<b>RTPO</b>	<b>Guests</b>	<b>Full Attendance Norm:</b>	
	12	Normally 4-5: DOT Liaison, Tribal Liaison, District 5 & 6 Representatives	1	varies	17 - 20	
<b>Attendance – this meeting:</b>	<b>Member Attendance:</b>	<b>NMDOT Attendance:</b>	<b>Staff:</b>	<b>Guests:</b>	<b>Attendance % this meeting:</b>	<b>TOTAL:</b>
	9	8	3	3	100%	23

## ROUTINE ITEMS:

Item #	Item
I.	<b>Call to Order and Introductions.</b> The meeting was called to order at 10:06 am, Dave Duetsawe - Chairman welcomed those in attendance and proceeded with introductions and approval of agenda and minutes. The meeting was conducted via conference call, due to the COVID-19 pandemic.
II.	<b>Agenda.</b> RTPO Program Manager provided an overview of the day's agenda topics and RTPO Chair called for a motion, 2 <sup>nd</sup> and vote.  <b>ACTION:</b> Don Jaramillo - Grants motioned and Elroy Keetso - Laguna seconded adoption of the agenda. All in favor – motion carried.
III.	<b>Minutes (March 10, 2021).</b> Chairman provided time for review of minutes.  <b>ACTION:</b> Don Jaramillo - Grants motioned and Judy Horacek – Cibola County seconded adoption of the agenda. All in favor – motion carried.

### Discussion:

- One correction to the March 10 minutes – Gallup Report – change verbiage for East Nizhoni Blvd. that project is now in design, rather than construction.

## DISCUSSION ITEMS:

Item #	Item	Presenter
IV.	IV) Active Transportation Guide: Transportation Alternatives Program (TAP), and Recreational Trails Program (RTP)	Sky Tallman - NMDOT
<b>BACKGROUND</b>		
<ul style="list-style-type: none"> <li><b>Why?</b> NMDOT is issuing a Call for TAP and RTP Projects commencing May – September 2021</li> <li><b>Purpose.</b> To fund and promote active transportation multi-modal options for both mobility, access options and health.</li> <li><b>Discussion/Finalization.</b> The NWRTPO will discuss TAP and RTP applications at the April 14 meeting and receive guidance from Sky Tallman - NMDOT</li> </ul>		
<b>CURRENT WORK</b>		
<ul style="list-style-type: none"> <li>Sky Tallman – NMDOT will cover the program and schedule for 2021</li> </ul>		
<b>ANTICIPATED WORK</b>		
<ul style="list-style-type: none"> <li>Members have been asked to submit their project choices via PFF's between May – July, after which at a NWRTPO meeting NMDOT staff will authorize projects to move forward based on qualification.</li> <li>T/LPA submits application(s) to RTPO planner June – July 2021</li> <li>Non-Tribal members must submit Title VI and ADA Plans to NMDOT Coordinator by July 3 against a July 12 deadline.</li> <li>RTPO Planner evaluates applications for eligibility and completeness August – Sept. and submits complete applications to NMDOT TAP/RTP Coordinator by October 1, 2021</li> <li>TAP/RTP Coordinator reviews applications for eligibility and completeness and prepares packages for rating and ranking by TAP Selection Committee and RTP Trails Advisory Board</li> <li>TAP and RTP committees rate, rank, and recommend projects to NMDOT Dec. 2021 – Jan. 2022</li> <li>March 2022 NMDOT sends out award notifications.</li> <li>April – May 2022 awarded entities attend orientation workshop or webinar for critical deadlines and federal process</li> </ul>		
<b>ATTACHMENTS</b>		
<ul style="list-style-type: none"> <li>TAP and RTP Application &amp; Program Guide / Active Transportation &amp; Recreational Programs Application</li> </ul>		
<b>BUDGET IMPACT</b>		
<ul style="list-style-type: none"> <li>None</li> </ul>		
<b>ACTION ITEM</b>		
<ul style="list-style-type: none"> <li>No Action – Discussion Item</li> </ul>		

**Discussion:**

- May – October: Open Call for Projects
- July 12: ADA Transition Plans/Title VI reports to CCRB
  - Milan is non-compliant but has less than 50 employees and should be exempt
- Applications are run through RTPO
  - RTPO screens application prior to submission
- \$5,875,811 total funding for TAP
- \$1,588,144 total funding for RTP
- \$11,000,000 total funding for CMAQ
  - Actual programmable pot is contingent on MPO air quality compliance
  - \$3.5m available for this call for projects – FY2024 – 2025
- Elroy – Can RTP be used for trail maintenance
  - Sky – Yes that would be an allowable project to maintain trails
- Judy – How often does the ADA and Title VI need to be updated?
  - Sky – Once plans are adopted that are good and only need to be updated based on new requirements
  - Ron Shutiva – The state has a template for entities to use to develop plans
  - Sky – Tribal entities are exempt from this process
- Ron Shutiva – Navajo nation has a need for maintenance of dirt roads. Do any of these programs provide for this type of activity
  - Sky – Road Maintenance projects are typically not eligible for any of the 3 programs but I will take a closer look to provide final response.
- Brandon – What type of cash match are allowable
  - Sky – Cash and In-kind are allowable, Previous Funds are not
- Claudia – What types of projects are eligible? Plan and Design?
  - Sky – Yes design is an allowable expense (incl. PER, design, certifications) but if awarded design, construction needs to follow. Without construction in a timely manner, funds can be clawed back.

Item #	Item	Presenter
V.	Congestion Mitigation / Air Quality (CMAQ) Program Guidance	Sky Tallman - NMDOT
<b>BACKGROUND</b>		
<ul style="list-style-type: none"> <li>• <b>Why?</b> NMDOT is issuing a Call for CMAQ Projects commencing May – September 2021</li> <li>• <b>Purpose.</b> To fund and promote CMAQ Applications on behalf of our interested non-metropolitan regional member governments.</li> <li>• <b>Discussion/Finalization.</b> The NWRTPO will discuss CMAQ applications at the April 14 meeting and receive guidance from Sky Tallman – NMDOT.</li> </ul>		
<b>CURRENT WORK</b>		
<ul style="list-style-type: none"> <li>• Sky Tallman – NMDOT will cover the program and schedule for 2021</li> </ul>		
<b>ANTICIPATED WORK</b>		
<ul style="list-style-type: none"> <li>• Members have been asked to submit their project choices via PFF's between May – July, after which NMDOT District staff will authorize projects to move forward based on qualification.</li> <li>• T/LPA submits application(s) to RTPO planner July - September 2021</li> <li>• Non-Tribal members must submit Title VI and ADA Plans to NMDOT Coordinator by July 3 against a July 12 deadline.</li> <li>• RTPO Planner evaluates applications for eligibility and completeness October - November and submits complete applications to NMDOT FTP Website by November 19, 2021</li> <li>• NMDOT CMAQ Coordinator reviews applications for eligibility and completeness and prepares packages for CMAQ Selection Committee November – December 2021</li> <li>• NMDOT CMAQ committee rate, ranks, and selects projects for funding January - February 2022</li> <li>• March 2022 NMDOT sends out award letters and forms entities must sign and return to confirm acceptance of federal funding and local match commitment.</li> <li>• April – May 2022 awarded entities attend orientation workshop or webinar for critical deadlines and federal process</li> </ul>		

ATTACHMENTS
<ul style="list-style-type: none"> <li>CMAQ Application &amp; Program Guide / CMAQ Application</li> </ul>
BUDGET IMPACT
<ul style="list-style-type: none"> <li>None</li> </ul>
ACTION ITEM
<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Discussion:**

- The main focus is on air quality
- There should be \$ Eleven million available statewide on an annual basis – most of which will go to metropolitan areas that are out of compliance for air quality
- Qualifying projects include projects that reduce motorized vehicle use / roundabout intersections / multi-modal options (bike and pedestrian) / transit / car pooling / and electronic vehicles
- Application scoring factors for TAP / RTP / CMAQ include: Planning, Narrative, Consistency, Alignment, and Impact.

Item #	Item	Presenter
VI.	Transportation Project Fund (TPF)	Robert Kuipers - NWRTPO
BACKGROUND		
<ul style="list-style-type: none"> <li><b>Why?</b> NMDOT is issuing a Transportation Project Fund (TPF) Call for Projects commencing April – August 2021</li> <li><b>Purpose.</b> Prepare for this project funding opportunity which requires a minimum 5% local match.</li> <li><b>Discussion/Finalization.</b> The NWRTPO will finalize a list of TPF projects at the April 14 meeting.</li> </ul>		
CURRENT WORK		
<ul style="list-style-type: none"> <li>NWRTPO staff requested and gathered priority projects for TPF funds - one from each member government for inclusion in our RTIPR pending qualification.</li> </ul>		
ANTICIPATED WORK		
<ul style="list-style-type: none"> <li>Members have been asked to <b>submit one project choice by April 7</b> for our April 14 meeting where RTPPO staff will include projects in our RTIPR for consideration to move forward based on qualification.</li> <li>Members may choose projects not funded in the first round of LGTPF projects, or projects already listed in our current RTIPR from other federal source categories but cannot add new projects which haven't already been vetted by the RTPPO.</li> <li>With a short application timeframe of April – August members are advised to gear up for efficient development of required documentation as NMDOT guidance is issued.</li> <li>While this state funded opportunity is less restrictive than federal funding, it remains best if Non-Tribal members have approved local Title VI and ADA Plans in place.</li> <li>Staff will forward the TPF Guidance provided from the NMDOT as soon as it becomes available.</li> </ul>		
ATTACHMENTS		
<ul style="list-style-type: none"> <li>Guidance for TPF Call for Projects provided thus far</li> </ul>		
BUDGET IMPACT		
<ul style="list-style-type: none"> <li>None</li> </ul>		
ACTION ITEM		
<ul style="list-style-type: none"> <li>Members will vote to approve projects submitted for consideration, for inclusion in our RTIPR in Agenda Item #VIII.</li> </ul>		

### **New Mexico Transportation Project Fund - 2021 Applications for the NWRTPO**

- 1) **Cibola County:** County Road 1 (Marquez Road) – Preliminary Engineering and Design (incl. ROW, clearances / easements) to plan, design and construct road, bridge, and drainage improvements – 4.1 miles east of CR1 intersection with NM-279 - requested amount: **\$500,000.**
  - 2) **McKinley County:** County Road 43-A (Superman Canyon Road) – Superman Canyon IV – design and construct bridges 3, 4 and 4A on Superman Canyon Road – requested amount: **\$2,000,000**
  - 3) **City of Gallup:** Coal Avenue Commons: reconstruct Coal Avenue from 1<sup>st</sup> to 2<sup>nd</sup> Street including the 2<sup>nd</sup> Street intersection and the downtown walkway – requested amount: **\$3,500,000**
  - 4) **City of Grants:** Roosevelt Avenue Bridge Replacement – to complete design and construct the replacement of Roosevelt Bridge including additional drainage improvements and below grade trail connection to Grants Arroyo Trail – requested amount: **\$2,200,000**
  - 5) **Village of Milan:** Airport Road: Street reconstruction with drainage improvements to prevent future flooding – requested amount: **\$2,750,000**
  - 7) **Northern Navajo:** US64 / Beclabito Chapter Road intersection: Intersection safety improvements to provide PER, ROW and design thru construction to add street lighting – requested amount: **\$900,000**
  - 8) **Pueblo of Acoma:** NM 124 Realignment: NM124 realignment and NM124 / US I-40 underpass to NM 117 – preliminary engineering and design (including clearances) – requested amount: **\$1,000,000**
  - 9) **Pueblo of Laguna:** L24 – Rainfall Road I-40 Concrete Box Underpass – expand the underpass for safe traffic, pedestrian and bike interface and egress – requested amount: **\$2,000,000**
  - 10) **Ramah Navajo:** NM53 / BIA Rt. 125 intersection and BIA 125 improvements – Intersection and BIA125 road reconstruction improvements to 2 miles south of intersection, including shoulder improvements and deceleration / acceleration lanes at intersections – requested amount: **\$1,573,000**
- NWRTPO Total: \$16,423,000**

### **Discussion: (further guidance)**

- The statewide amount available for FFY2021 has been expanded from \$40 million to \$120 million
- Project Feasibility Forms (PFF's) and applications are **due by May 30 (!)**
- More guidance is anticipated to be forthcoming next week.
- Along with the PFF and application, members should include a letter signed by your respective government leader (whether mayor, commissioner, manager, tribal president or Council member) indicating intent to apply for TPF funding, and citing the project.
- PFF's must also be signed by your by your DOT District Executive Engineer for San Juan County – DOT District 5 – Paul Brasher; for DOT District 6 – Larry Maynard. **(Pay attention to the next bullet!)**
- Members are encouraged to send their PFF's and applications well in advance of the May 30 deadline to Robert Kuipers – RTPO manager, who can execute obtaining these signatures on behalf of our members – all at the same time, rather than shooting individual PFF's one a different time to the DOT District Executive Engineer which causes confusion and potential loss of projects.
- The **PFF and application must be consistent with projects already cited in our current FFY2021 RTIPR**, members cannot randomly submit new projects that have not been vetted through the RTPO.
- We will not prioritize our projects – we will allow NMDOT District 5 and 6 staff / administration to make prioritization decisions for project submissions for funding.
- Each member government applying for TPF funds **MUST HAVE CURRENT TITLE VI AND ADA COMPLIANCE DOCUMENTS FILED WITH THE STATE OF NEW MEXICO (!)** in order to apply for this funding. Members are encouraged / instructed to check with your respective government leadership to ensure these are in place so you don't waste time on an application that can't be funded!
- Member governments can apply for a hardship waiver if they can't provide the required 5% funding match; but your project will be more competitive is construction ready, and you have the match available.

## ACTION ITEMS:

Item #	Item	Presenter
VII.	Review and Approve: NWRTPO Call for Transportation Projects Guide	Robert Kuipers - NWRTPO
<b>BACKGROUND</b>		
<ul style="list-style-type: none"> <li><b>Why?</b> Every two years (biennial basis) the NWRTPO engages a Call for Projects process to invite new projects into the NWRTPO RTIPR for our local municipal, tribal and county member governments. This process engages a series of document forms and meetings to assure that proposed new projects are both local / regional priorities and qualify for state and federal funding.</li> <li><b>Purpose.</b> To engage the NWRTPO members in a review of the proposed process going forward to qualify new projects for inclusion in the FFY2022 RTIPR for the NWRTPO.</li> <li><b>Discussion/Finalization.</b> RTPO members will vote at our May 14 meeting to approve and authorize the NWRTPO Call for Projects related to documentation submission and meeting dates which typically should commence in May-June 2021 and conclude with a finalized RTIPR for the NWRTPO in February, and the DOT District Office RTIP (Zipper) in March 2022.</li> </ul>		
<b>CURRENT WORK</b>		
<ul style="list-style-type: none"> <li>RTPO members will review the Call for Projects process, and schedule for the FFY2022 RTIPR, and vote to approve and authorize the NWRTPO Call for Projects, perhaps with any recommended edits.</li> </ul>		
<b>ANTICIPATED WORK</b>		
<ul style="list-style-type: none"> <li>RTPO members to vote on approval and authorization of the FFY2021 – FFY2022 NWRTPO Call for Projects Process and requirements at the April 14 meeting.</li> </ul>		
<b>ATTACHMENTS</b>		
<ul style="list-style-type: none"> <li>NWRTPO Call for Transportation Projects Guide.</li> </ul>		
<b>BUDGET IMPACT</b>		
<ul style="list-style-type: none"> <li>None.</li> </ul>		
<b>ACTION ITEM</b>		
<ul style="list-style-type: none"> <li>Members to vote for approval and authorization for FFY2021 – 2022 NWRTPO Call for Projects Guide; Motion – Elroy Keetso - Laguna, 2<sup>nd</sup> – Donald Jaramillo – Grants; all in favor, none opposed.</li> </ul>		

### Discussion:

- Evan – RTPO staff has worked hard to integrate state timelines in our own call for projects process
  - This call is for all transportation projects but is a requirement for TAP, RTP, or CMAQ
  - Applicants have to submit via the appointed RTPO member to the RTPO Coordinator
- RTIPR will be cleared; PFF's and applications are due May 30.

### RTPO Voting Documentation

#### 4/14/21 Meeting – VII) Review & Approve – Call For Transportation Projects Guide - 2021

RTPO Members	Yes	No	Abstain
Cibola – Judy Horacek, Edward Salazar	X		
McKinley – Rodney Skersick, Donna Fambrough	X		
San Juan – Nick Porell			
Gallup – Clyde Strain, Alicia Santiago	x		
Grants – Don Jaramillo – Vice Chair, Mark Teshima	X		
Milan – Sarah Austin, Denise Baca	X		
Northern Navajo – Larry Joe, Leanne Roy			
Eastern Navajo – Marco Sells, Leanne Roy			
Pueblo of Acoma – Dave Deutsawe - Chair	x		
Pueblo of Laguna – Elroy Keetso, Sharon Hausam	x		
Pueblo of Zuni – Royce Gchachu, Roxann Hughte			
Ramah Navajo – Dorothy Claw, Tom Martine			
Total in favor:	7		
Total Abstain:	0		



Item #	Item	Presenter
VIII.	Review and Approve: NM Transportation Project Fund List	Robert Kuipers - NWRTPO
<b>BACKGROUND</b>		
<ul style="list-style-type: none"> <li><b>Why?</b> NMDOT is issuing a Transportation Project Fund (TPF) Call for Projects commencing April – August 2021</li> <li><b>Purpose.</b> Prepare for this project funding opportunity which requires a minimum 5% local match.</li> <li><b>Discussion/Finalization.</b> The NWRTPO will finalize a list of TPF projects at the April 14 meeting.</li> </ul>		
<b>CURRENT WORK</b>		
<ul style="list-style-type: none"> <li>NWRTPO staff requested and gathered priority projects for TPF funds - one from each member government for inclusion in our RTIPR pending qualification.</li> </ul>		
<b>ANTICIPATED WORK</b>		
<ul style="list-style-type: none"> <li>Members have been asked to <b>submit one project choice by April 7</b> for our April 14 meeting where RTPO staff will include projects in our RTIPR for consideration to move forward based on qualification.</li> <li>Members may choose projects not funded in the first round of LGTPF projects, or projects already listed in our current RTIPR from other federal source categories, but cannot add new projects which haven't already been vetted by the RTPO.</li> <li>With a short application timeframe of April – August members are advised to gear up for efficient development of required documentation as NMDOT guidance is issued.</li> <li>While this state funded opportunity is less restrictive than federal funding, it remains best if Non-Tribal members have approved local Title VI and ADA Plans in place.</li> <li>Staff will forward the TPF Guidance provided from the NMDOT as soon as it becomes available.</li> </ul>		
<b>ATTACHMENTS</b>		
<ul style="list-style-type: none"> <li>Guidance for TPF Call for Projects provided thus far</li> <li>List of proposed projects from NWRTPO members for FFY2021 - 2022</li> </ul>		
<b>BUDGET IMPACT</b>		
<ul style="list-style-type: none"> <li>None</li> </ul>		
<b>ACTION ITEM</b>		
<ul style="list-style-type: none"> <li>Members to vote for approval and authorization for NWRTPO Transportation Project Fund List; Motion – Elroy Keetso - Laguna, 2<sup>nd</sup> – Alicia Santiago - Gallup; all in favor, none opposed.</li> </ul>		

**Discussion:**

- Evan – try to position RTPO for success / Due in a month, recommended in June / Projects are disbursement (October)
- District 6 Commissioner Lundstrom sent letter to T/LPAs indicating the TPF and need for quick and seamless turnaround
- RTPO staffed reached out to members to develop TPF list for this upcoming cycle
- Should be \$40M annually from NMDOT to program in future years
- Dave Duetsawe – How much money is left and how many projects are still open from the last call for TPF.
  - Ron Shutiva – Reached out to Clarrisa this morning for a status report and I noticed that many of the Navajo TPF projects have not begun their projects. It is important to spend this money before seeking additional funds.

**RTPO Voting Documentation**

**4/14/21 Meeting – VIII) Review & Approve – NM Transportation Project Fund List**

RTPO Members	Yes	No	Abstain
Cibola – Judy Horacek, Edward Salazar	X		
McKinley – Rodney Skersick, Donna Fambrough	X		
San Juan – Nick Porell			
Gallup – Clyde Strain, Alicia Santiago	X		
Grants – Don Jaramillo – Vice Chair, Mark Teshima	X		
Milan – Sarah Austin, Denise Baca	X		
Northern Navajo – Larry Joe, Leanne Roy			
Eastern Navajo – Marco Sells, Leanne Roy			
Pueblo of Acoma – Dave Deutsawe - Chair	X		
Pueblo of Laguna – Elroy Keetso, Sharon Hausam	X		
Pueblo of Zuni – Royce Gchachu, Roxann Hughte			
Ramah Navajo – Dorothy Claw, Tom Martine			
Total in favor:	7		
Total Abstain:	0		

Item #	Item	Presenter
IX.	Review and Approve: NWRTPO Meeting Schedule, May 2021 – April, 2022	Robert Kuipers - NWRTPO
<b>BACKGROUND</b>		
<ul style="list-style-type: none"> <li><b>Why?</b> On an annual basis the RTPO agrees to and authorizes a meeting schedule (second Wednesday of each month) from May of the current year thru April of the following year.</li> <li><b>Purpose.</b> Schedule and publish for the public annual RTPO monthly meetings.</li> <li><b>Discussion/Finalization.</b> RTPO members will vote to approve and authorize our NWRTPO meeting schedule for May, 2021 thru April 2022</li> </ul>		
<b>CURRENT WORK</b>		
<ul style="list-style-type: none"> <li>Staff will present the Annual meeting schedule for RTPO members approval and authorization</li> </ul>		
<b>ANTICIPATED WORK</b>		
<ul style="list-style-type: none"> <li>Each of our 12 member governments will take turns hosting a meeting on a monthly basis throughout the year. Each year Northern and Eastern Navajo trade off on hosting a meeting – as our March meeting is always hosted at NMDOT District 6 to finalize the D-6 RTIP document based on projects from McKinley and Cibola Counties – NWRTPO, Sandoval County – MRRTPO and Catron County – SWRTPO.</li> </ul>		
<b>ATTACHMENTS</b>		
<ul style="list-style-type: none"> <li>Proposed annual meeting schedule for FFY2021 - 2022</li> </ul>		
<b>BUDGET IMPACT</b>		
<ul style="list-style-type: none"> <li>None</li> </ul>		
<b>ACTION ITEM</b>		
<ul style="list-style-type: none"> <li>Members to approve and authorize the NWRTPO Meeting Schedule for FFY2021 – May thru FFY2022 – April; motion – Don Jaramillo – Grants, 2<sup>nd</sup> – Judy Horacek – Cibola; all in favor, none opposed.</li> </ul>		

**Discussion:**

- Elroy – Just to be clear, we are approving locations now but meetings will remain virtual until pandemic restrictions for meetings are lifted
  - Evan – Yes, because we publish one notice with all meetings for the year. By doing this, it allows for some cost savings. All meetings will remain virtual for now.
- Elroy – What is required of a hosting entity?
  - Robert – just securing the location and provide snacks, coffee and lunch. However, lunch is not a requirement for the host.

**RTPO Voting Documentation**

**4/14/21 Meeting – IX) Review & Approve – NWRTPO Meeting Schedule**

RTPO Members	Yes	No	Abstain
Cibola – Judy Horacek, Edward Salazar	X		
McKinley – Rodney Skersick, Donna Fambrough	X		
San Juan – Nick Porell			
Gallup – Clyde Strain, Alicia Santiago	X		
Grants – Don Jaramillo – Vice Chair, Mark Teshima	X		
Milan – Sarah Austin, Denise Baca	X		
Northern Navajo – Larry Joe, Leanne Roy			
Eastern Navajo – Marco Sells, Leanne Roy			
Pueblo of Acoma – Dave Deutsawe - Chair	X		
Pueblo of Laguna – Elroy Keetso, Sharon Hausam	X		
Pueblo of Zuni – Royce Gchachu, Roxann Hughte			
Ramah Navajo – Dorothy Claw, Tom Martine			
Total in favor:	7		
Total Abstain:	0		

Item #	Topic	Presenter
X.	RTPO Staff, Member and DOT Reports	Robert Kuipers - NWRTPO
<b>BACKGROUND</b>		
<ul style="list-style-type: none"> <li><b>Why?</b> Update RTPO members on news, training, funding, and other items of special interest</li> <li><b>Purpose.</b> Keep RTPO members up to date on critical information from NWRTPO and NMDOT sources</li> </ul>		
<b>Informational Items</b>		
<b>Regional News &amp; Updates</b>		
<ul style="list-style-type: none"> <li>Regional Work Program Status Report: staff provided the staff hours summary and expenditure summary reports for March, 2021.</li> <li>RTPO Report; staff provided the February monthly report in the meeting package.</li> <li>Member Reports</li> </ul>		
<b>Member Special Reports:</b>		
<ul style="list-style-type: none"> <li>None submitted prior to the meeting</li> </ul>		
<b>NMDOT Reports:</b>		
<ul style="list-style-type: none"> <li>G to G Liaison: Neala Krueger</li> <li>Tribal Liaison: Ron Shutiva</li> <li>District 6: JoAnn Garcia &amp; staff; District 5: James Mexia, Stephanie Medina</li> </ul>		
<b>News, Training &amp; Funding Opportunities:</b>		
<ul style="list-style-type: none"> <li><u>FHWA Planning, Environment &amp; Realty Reports</u>: 3/29/21, 4/9/21</li> <li><u>NMDOT Govt. to Govt. Update</u>: no reports</li> <li><u>AASHTO Publications</u>: no reports</li> <li><u>NMDOT / UNM-LTAP</u>: Provides a very robust collection of training opportunities – staff forward news to members as it comes out from this source – reference at <a href="http://lap.unm.edu">lap.unm.edu</a> – <u>Online courses notice</u> forwarded to members as LTAP emails come in</li> <li>3/3 – <u>NM Functional Classification Change Guide and Change Request Form</u></li> <li>3/3 – <u>Funding &amp; Training Opportunities</u>: American Indian / Alaska Native Tourism Association (AIANTA)</li> <li>3/4 – <u>Every Day Counts News</u></li> <li>3/4 – <u>INFRA Grant News</u>: Infrastructure For Rebuilding America</li> <li>3/12 – <u>NMDOT Spring Traffic Safety Campaigns</u></li> <li>3/12 – <u>Local Government Road Fund</u>: March 15 deadline and Clearance Certification information</li> <li>3/17 – <u>NADO News</u>: National Association of Development Organizations</li> <li>3/29 – <u>T&amp;I Member Designated Project Requests</u>: funding opportunity</li> <li><u>Title VI Training</u> is available to MPO's and RTPO's from Lisa Neie – Civil Rights Manager for FHWA New Mexico. These trainings can be customized to address member concerns and issues for their regions, if provided to her in advance. Based on training length, we could provide it at one of our meetings.</li> </ul>		

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

### RTPO Staff Reports:

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

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

**Local Member Reports (*significant news only*)**

By Entity

**New news in bold**

**Pueblo of Acoma**

- **Road construction in general will commence again in May.**
- CMGC2 – 1: Construction of new office for Transportation and other Departments is underway – anticipated completion has been delayed by COVID-19. **At this time building construction is complete and administration has moved in.**
- CMGC2-2 SP130 Veterans Blvd. – Project is complete.
- CMGC2- 3 Baseball Fields – Design is complete; waiting on prairie dog removal before Notice to Proceed is approved and issued. **Baseball Fields improvement is now in progress – at 90% completion.**
- CMGC2 – 4 Projects: (*request for proposals for this new bundle of projects was published 2/10/19*)
- The Pueblo is now doing construction to increase its water irrigation system.
- FEMA 4352 Large Projects All FEMA Large projects have been completed (104 projects!) - \$13 million a year ahead of time; the Pueblo is now addressing finishing the small projects and only has one to go.
- **The Pueblo has completed the update to their Long-Range Transportation Plan; WH Pacific did traffic analysis counts to contribute to the Pueblo's LRTP. To mitigate COVID 19 delays, the Pueblo has developed a survey for public input which is also available on Survey Monkey. The Pueblo is also updating their Transportation Safety Plan at this time. Thru distributing a survey at the local Food Pantry, the Pueblo has achieved a 41% response rate from the public for both transportation plans!**
- FEMA 4352: Small Projects: Recovery work has begun; the POA Public Works / Utility Authority was awarded the small projects (65) at \$2.2 million capital investment. 45 projects have been completed; 22 projects remain. The work was scheduled for completion by March 2020 but due to COVID-19 the completion date is pending a re-start, at which time a new completion date will be established.
- **Arrowhead Drive to start next week – accelerated construction to be done in May.**
- Capital Outlay: The Pueblo has proposed a restart date of May 18 to resume work.
- Mainstreet Project: The Pueblo will add several projects to the CMGC suite to include projects for housing and economic development. Preparing amendments to conduct engineering studies, land surveys, geotechnical studies, drainage analysis, right of way surveys and proforma.
- Business Development Project – Completed PER, to start design in the coming months (90 day to complete)

**Pueblo of Zuni**

- **The Zuni Tribal organization returned back to work in tribal offices on March 15, 2021. Zuni Tribal employees will continue practicing the set for CDC guidelines. Local I.H.S. still continues to administer the Pfizer/Maderno vaccine to local community members 16 years and over, Zuni and/or non-Zuni. Visitation by appointment only into the Zuni Tribal offices.**
- **Zuni checkpoints on NM53 still being enforced.**
- Royce is now also the Airport Manager. Receipt of FAA grant agreement for developing an Airport Master Plan for the Andrew Othole Memorial (AOM) Airport. **The airport is now undertaking asphalt pavement preservation. The project will consist of crack sealing, asphalt sealing and re-striping of the airport runway Armstrong Consultants are the lead designers.**
- **Two road reconstruction projects are going out to bid later this month (April). 301 East / NM53 intersection reconstruction adding excel and decel lanes to NM53, and right-in / right-out only lanes at Shiwi Ts'Ana Elementary School entrance on NM53. Both projects designed by WH Pacific.**
- **Final draft for the Pueblo's long-range transportation plan will be scheduled; date and time still undetermined.**
- **The Pueblo received it's full Tribal Transportation Program (TTP) Funds for fiscal year 2021 three weeks ago. Funds included the Highway Infrastructure Program (HIP) and Coronavirus Response & Relief Supplemental Funding made available thru Public Law 116-260. Additional funds will help to purchase new heavy equipment.**
- Virtual Presentation meeting with NMDOT and WHPacific on the NM53 Drainage project being designed by by WHPacific to make improvements from MP15.5 to 19, due to undersized culvert pipes and overtopping of flood waters on NM53. **Public Law 93-638 Contract No. CTM70T72124, Gallup Cut-Off Drainage Improvement Project will commence May 3, 202. Zuni received a Notice to Proceed and contract extension. Force account crew ready to commence on this last of the 638 contract with the BIA.**

- The Pueblo has worked with Ashiwi Transit and Gallup Express to extend transit service to the Ramah Navajo area. **At this time the Pueblo is waiting on Ramah Chapter officials or the Navajo Nation on when to finalize agreements, so that Ashiwi Transit can commence ridership to/from the Ramah / Pine Hill area. Future potential services into Navajo New Lands south of Sanders, AZ. Preliminary discussion with NMDOT and ADOT has commenced.**
- The Pueblo has engaged contractual on call engineering services for future transportation development.
- **Ashiwi Transit is operating at less than full capacity with appointments to reserve seating to and from Gallup.**
- **Preliminary planning to construct a new facility to house the Tribal Roads and Ashiwi Transit offices at 068 – 301 North Highway.**

#### McKinley County

- The County has completed their funded projects for 2019 and has only one project to complete funded for 2020.
- **Pending projects for the County include CR-19 and Deer Springs Road, along with Woodview Road in Prewitt to spend down FFY 2020 funds.**
- Purchase orders for chips (sealing) for Pillowcrest Road have been obtained. Working on getting a list of culverts needed for Bowman Road. Work to progress as weather permits.
- TIF: \$1.3 million awarded for 18 miles of CR19 gravel and chip-seal road improvement – multiple Eastern Navajo Chapters; collaborating with NDOT for road repairs and renovation. NDOT is contributing Fuel Excise Tax funding. Project has commenced, but completion anticipated until this coming summer around weather issues. **CR19 will continue commencing July 1, 2021.**
- The County will contract out their LGTPF project for Manuelito Canyon bridge replacement and road improvements.
- The County will benefit with \$23 million for improvements to the Carbon Coal Road intersection in Gamerco with US491, which leads to the developing Energy Logistics Park (and potential Inland Port).
- The County has finished chip sealing Pine Haven road; will use remaining funds to finish improvements on Allison road.
- Ongoing county-wide maintenance including blading, patching potholes, cleaning culverts, repairing bridges / guardrails, etc.
- **The county will soon commence rehabilitation for Coal Basin Road and County Road 6.**

#### Gallup

- **Gallup Mainstreet Project** – Ground breaking May 13; construction commenced July 1. Coal Avenue Commons both MAP and Legislative Agreements have been executed by the State. The City is working with Wilson & Co. and NMDOT District 6 on the final PS&E. City Council approved Wilson & Co.'s professional engineering proposal for construction management. The Mainstreet grant resolution was approved by City Council for this project. **Between MAP, State Legislative, Economic and City funding the Coal Avenue Commons project is now 54% complete, has had it's first concrete pour, and is ongoing.**
- **Nizhoni and W. Aztec improvements are currently in design phase- Nizhoni at 30% design, and the City has submitted a MAP application.**
- W. Aztec drainage legislative grant has been executed and engineering services have been awarded to begin design; notice of obligation has been submitted and approved by the state. **Design in progress at this time.**
- **Local Govt. Road Fund funded projects will commence when weather allows.**
- **The City is submitting a Letter of Intent for Coop funding, as well as a MAP application.**
- **West Logan Avenue – CDBG project still in project set-up stage – will commence soon with \$1 million available.**
- **The City will be conducting mill and overlay for a number of local roads in May.**

#### Milan – absent this meeting

Minimal reports for the time being – as the village has a brand new manager who is also the new primary representative to the NWRTPO by the name of Sarah Austin, who needs more time to learn where the village is with regard to transportation priorities.

- **Mirabal Park -complete, including baseball fields**
- **Airport Road being prioritized and has been submitted for MAP and will be submitted for TPF**

## Ramah

- Condolences to the community for the loss of Shane Lewis, who accomplished significant transportation development on behalf of the Ramah Navajo community.
- Ramah Navajo has filled two positions after the departure of Shane Lewis with Dorothy Claw as primary transportation developer and Tom Martine as transportation assistant – these individuals are also the primary and alternative representatives to the NWRTPO.
- Dorothy and Tom are acclimating with ongoing Ramah transportation projects at this time and updating the Ramah Long Range Transportation Plan, completing an annual report, and looking for training opportunities.
- Acting executive director for Ramah Navajo Chapter's 638 Grants & Contract Programs issued a memorandum for employees to return back to work and follow CDC guidelines within each Chapter program RNDOT is back in operation and continues to maintain roadways.
- BIA Projects Update:
  - BIA 125 mp 18 – 24.6 – received approved design exception report for this project from FHWA and will move to finalize the project. BIA 125 MP 0 – 4.4 received approval from NNHPO on the updated Cultural Report document and Categorical Exclusion. Awaiting ROW documents for BIA 195 in Ramah Band Land to RN Realty Office. BIA 113 and 145 received final report and will review final documents with tribal officials
  - BIA 195: submitted ROW documents to RN Realty Office
  - BIA 145 and BIA 113: Received draft report for BIA 145 and BIA 113.
- RNDOT Transportation Technician is vacant and will advertise for the position.
- Submitted grant applications for the NOFO on Tribal Transportation Program Safety Funds.
- BIA 125 striping project is complete.
- NMDOT LGRF received all certifications and submitted a letter of disbursement. Awaiting on contractor to return signed Notice of Award for BIA 125 striping project.
- Cancelled Transportation Committee Meetings until COVID-19 Restrictions are lifted.
- Submitted road signs replacement maintenance project for 2021 LGRF cycle.
- NMDOT LGRF received some certifications and will coordinate with Utility providers. Received ROW certification and submitted letter requesting disbursement.
- Assisting with RN Community Development Department for the Navajo Nation Rural Addressing Project.
- Ongoing general maintenance for area roads, cattle guards and signage, blading and shaping, potholes and base course patching (incl. school bus routes). Cleaning and replacing roadway signs. Field fence repairs, post replacements and gate repairs.
- No Report for April.

## Cibola County

- **Cibola County has hired a new Road Superintendent by the name of Ed Salazar.**
- The County is doing "blade and shape" maintenance on 84.7 miles of 14 County Roads; and a variety of other maintenance (cattle guards / culverts / sign repair / tree trimming & weed control / mowing / pot-hole patching / and minor road repairs) for 24 county roads.
- ZMTP RTP trail project is funded for FFY2020 construction – working with McKinley County for trails development beginning with the Quartz Hill Trail Head. Construction will likely not proceed until FFY2021 Spring & Summer for the Cibola portion of the Zuni Mountain Recreational Trails. Cibola County has now been cleared to be the fiscal agent for this project and will no longer need McKinley County's assistance; trail development and construction will commence soon. Cibola, COG and NMDOT staff had a virtual internal planning meeting on Jan. 19 at 9am with Arnold from the Forest Service to discuss updated scope of work for this project. **At the April 1 Special meeting the County Commission awarded the trail construction RFP to Reineke Construction. The County, Reineke and USDA Forest Service staff met on April 13 to discuss project expectations, goals, forest closure protocol and other project items.**
- CR-18B and CR1 road / bridge projects are current priorities. CR-18B awarded LGTPF funding – LGTPF contract is complete and submitted. CR18-B – RFP closed 12/4 **and a contract award has been issued to an engineering firm; the County is now waiting on the firm's response via signed contract, after which notice to proceed will be issued, followed by approval from NMDOT.**
- Ongoing County wide maintenance for County and Forest Roads including repairs to signs, cattle guards, clearing foliage, and pot hole repairs.

## Grants

- Riverwalk trail: Design at 100% from WHPacific, Project is on hold for the time being.
- First Street phase 2 – Adams to Roosevelt: design at 100%; added a pond and lift station on Geis Street for drainage; allotted \$1.8 million from 2019 state legislature for **final phase 3 from Washington to Roosevelt which was recently awarded – project will soon commence at \$6 million**. Final PS&E is scheduled for this August and project letting is scheduled for September. Total project stands at \$6.2 million.
- 2<sup>nd</sup> street bridge out to bid for construction to commence in July – delay due to COVID-19 pandemic.
- Washington bridge replacement over 2<sup>nd</sup> Street through LGTPF funding will include a walking opportunity for High School students; project construction is underway. **Washington Ave. drainage project from Sage to Adams streets will commence with MAP funds at \$200K.**
- Lobo Canyon and Roosevelt intersection improvements are underway.

## Pueblo of Laguna

- **The Pueblo remains closed to the public, and administration is closed until the COVID-19 Pandemic resides.**
- The Pueblo is pursuing an FHWA grant to develop a Pueblo-wide (all Villages / roads) Safety Plan and will be seeking data sources identifying various crash incidents, and high crash incident locations; may need assistance from the RTPD or DOT with analyzing crash data. The Pueblo has a number of State Routes, where high speeds impact upon more fatal crashes.
- NM 124 Trail- Encinal Road to St. Rd. 279, a bike/ped path: The Construction Management services firm selected is Bohannon Huston Inc. Construction NTP was issued in January. **Construction is now complete**. Desert Fox Paving is working on close out documents to be completed by March, 2021 and as-builts.
- NM124 Rio San Jose to Roundabout bike & ped path: Design is complete. PS&E checklist is complete – project planned to be let February – March, 2021
- L26 Rainfall Road from Cubero Wash to Seama bridge M108: Construction has been completed, including a bike & ped. trail. **Final audits in progress and project is in close-out.**
- M137 bridge at Laguna Subdivision: Construction complete and project in close out with BIA.
- Mill, Overlay, Striping & Enhancement Projects: Construction is complete for L503 – Veterans Memorial Road, L200 Postal Road and L245 Raindrop Road. **The Pueblo is developing the next phase on four BIA routes: LGRF/BIA Road Maintenance Striping Projects – phase 2 & 3: Phase 2 – L500 Mountain Ash Loop and L500 Central Park Road; Phase 3 – L540 Veterans Memorial Road and L200 Elizabeth Bender Road. Projects at 90% design, construction anticipated in March.**
- LGRF / BIA Road Maintenance Mill, Overlay & Striping Projects: Phase 2 & 3: Phase 2 – the Pueblo is working on the next phase for four BIA routes: phase 2 for L500 Mountain Ash Loop and Central Park roads. Phase 3 for L540 – Veterans Memorial Road and L200 Elizabeth Bender Road. **Contract amendments submitted and received. Local Govt. Road Fund and trail projects to commence soon.**
- NM 124 Roundabout: The repairs to the roundabout are being coordinated by NMDOT, no start date has been determined. **NM124 Road Diet has received an extension and is in final design.**
- L24 Rainfall Road: design changed to two phases, **Ph-1 Road & Trail at 60% design, and Ph-2 Conc Box Underpass at 30% design**. Construction funded for \$1.9 million from the LGTPF fund!
- L26 Deer Dancer Road: at 95% design, working on ROW amendments and E.A. **ROW and design modifications are underway.**
- L243 Acorn Road design: completed 100% design and PS&E review from the BIA. Construction pending funding.
- M154 Paguete Wash Bridge: **PER is complete** – draft report has been submitted to the Pueblo and BIA.
- M108 San Jose River Bridge-Seama: **PS&E, EA, FONSI and NOI are in progress. Bridge is now at 100% design.**
- L248 Bluejay Road and L248 Blue Star Loop: **Design is in progress now at 90%.** PER is expected by end of January 2021.
- Pueblo's Safety Plan: **Phase 1 is complete and the Pueblo is intending to apply for upcoming FY Safety Planning Funds.**
- NMDOT I-40 Safety Project: The Pueblo met with NMDOT on March 3. **Design is at 100%; NMDOT hopes to let the project the summer of 2021.**
- The Pueblo has completed L26 Rainfall Road along with two trail projects.
- The Pueblo is undertaking a lot of striping projects right now.
- Working on 2021 LGRF project submission.

### Navajo Nation – Northern Agency

- Local Govt. Road Fund projects will commence implementation soon for both Eastern and Northern Navajo.
- Larry Joe requests COG RTPO Manager to help him include US491 RSA recommendations Naschitti to Newcomb as proposed projects in our 2020 RTIPR revision.
- Navajo DOT continues development for their Long Range Transportation Plan for 2021
- Navajo DOT has appointed Marco Sells to fill an administrative position for Eastern Navajo finally bringing Larry Joe some relief! Marco will have his hands full, as he is also the Chinle, AZ Transportation Planner.
- Karen Bedonie has been re-assigned and a new Planning Director by the name of Leanne Roy is on board for NDOT.
- NDOT is working with Sandoval County on inventory to transfer County Roads to the Navajo Nation going forward.
- Shiprock High School Safety corridor project is earmarked for 2023 NMDOT STIP for three land road widening construction. Will remain on RTIP.
- TseDaaKaan Chapter (Hogback) N5031/Hwy 64 Safety intersection improvement is earmarked for 2021 NMDOT STIP for construction. Final review with local residents. Take off the list, when project is completed.
- N36/Hwy 371 intersection improvement(Upperfruitland Chapter)- This project was funded through NM State Capital Outlay. The project is led by San Juan County, NM. The Design layout of the intersection was completed by Wilson & Company. . NMDOT and Navajo Nation finalizing the MOU, which will allow for the State beginning working on construction of the project. Project need of additional funding to complete the project. Project will on RTIP.
- Local Government Road Fund 2019- Project funded to work on preliminary studies at Littlewater community of Sanostee Chapter. Completed SAS 164 Review, the Project Manager will begin working with the chapter on layout plans for the project. Project will remain on RTIP for future funding of road improvements.
- Local Government Road Fund 2018- Gadiahii-Tokoi Chapter was awarded for road improvement on route N571 for one mile chip seal. The project has been completed.
- Local Government Road Fund 2018- Sheep Springs Chapter was awarded for road improvement on route N5002 for one-mile road graveling. The project is ready for construction. Will be taken off the list once the project is completed.
- Newcomb Chapter- working on N5007 Low Water Crossing using the State, and Tribal match fund to complete this low water crossing project. Project Manager, Donald Jackson, worked on the design and it is determined it would need realignment of the road. Therefore, the realignment of the road was submitted to BIA for review and approval. Pending for final review and approval.
- Beclabito Chapter- was awarded of NM Capital Outlay for Helipad for aircraft landing facility. Land withdrawal is in the works with Project Manager assigned. Will need to complete the preliminary studies and design before the construction of the project.
- Road Safety Audit- this is new project at Newcomb, Naschitti, and Sheep Springs. Lee Engineering worked with local chapter officials and schools to complete the RSA on November 4-5, 2019. Waiting on the reports or studies. Reports were made available. We will add the recommendations list to RTIP for future funding of the projects.
- US 64 Study Improvement Plan- NMDOT officials recently met with local chapters (Beclabito, Gadiahii, TseDaaKaan, Shiprock) on the review and conditions of the highway and improvement plan process is for this 20 plus miles Hogback to AZ Stateline. Project still Planning stage. It will need to remain on the RTIP List for future road improvement, which includes road reconstruction, and bridges replacements.
- Hwy 64 Shiprock Bridge Replacement- public hearing is set for November 14, 2019 at Shiprock Chapter. Design plans has started on this project with NMDOT, it will remain the RTIP.
- San Juan-Hogback Bridge has completed the feasibility studies for a new bridge. Road alignment is still pending, and it would full preliminary studies and design of the project. San Juan Chapter is seeking additional funding for this project. Project will remain on the RTIP.
- Pueblo of Zuni is commencing bike and pedestrian studies.
- Shiprock Chapter- is seeking Road Safety Audit on Hwy 491, milepost 89-90. Navajo DOT staff is working on this project using the Navajo Sihasin Fund for RSA. Updates- NMDOT contracted to complete the survey and assessment of the US Highway 491 North of Shiprock. Project will remain on the RTIP for future improvement planning, designing, and construction.



- Burnham Chapter- is seeking funding for RSA and N5/Hwy intersection improvement. Chapter is submitting a Letter of Intent through Local Government Road Fund on March 15, 2020. Project did not any funding but it will remain the RTIP for road studies, design and construction.
- Beclabito Chapter/Hwy 64 Improvement Plan- is continuing seeking funding for street lighting along Hwy 64 store, NHA Housing, Chapter house within the corridor. This project is added to NMDOT planning and design with when construction fund becomes available.. Project will remain on the RTIP for future funding.
- Newcomb Chapter- is seeking funding for Street Lighting along Hwy 491 & N5001, RSA was completed 2017 when the chapter contracted with a company that completed the studies. Project will remain on the RTIP.
- Sanostee Chapter – is seeking funding to construct new drainage structure at the intersection of Hwy 491 & N34. Recommending for Transportation Project Fund 2021 list. A studies was completed 2018 by Dibble Engineering. Project will remain on the RTIP List.
- Sanostee Chapter- is seeking funding for School Zone safety RSA and maintenance on route N34 on pavement road. Chapter is working on submitting to District 5 for studies and safety improvement at the school zone. Project will remain on the RTIP List.
- No report for April 14 meeting

#### Navajo Nation – Eastern Navajo

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

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

- Smith Lake Chapter- Seeking RSA studies and street lighting at Hwy 371 & N49
- Crownpoint Chapter- Seeking RSA studies and street lighting at N9 & Hwy 371 intersection
- Becenti Chapter- Seeking RSA studies & Street lighting at Highway 371 & N9
- Coyote Canyon Chapter- Street lighting at Intersection of jpHighway 491 and N9, Milepost 15-15.5
- Whiterock Chapters- Seeking RSA & Street lighting at Highway 371 & store junction, chapter access roads
- Standing Rock Chapter- Seeking RSA & Street lighting at N9 & Chapter access road intersection.

- Little Water Chapter (Eastern)- Seeking RSA & Street lighting at Highway 371 and N7119
- Mexican Springs Chapter- Completing RSA, and seeking street lighting at Highway 491 & N30
- Naschitti Chapter- Completing RSA, and seeking street lighting at Highway 491 & Bus turnaround MP 32
- Tohatchi Chapter- Completing RSA and seeking street lighting at Highway 491 Milepost 22-24
- Twin Lakes Chapter- Completing RSA, and seeking street lighting at Highway 491 & Chapter access road/school access road, Milepost 13 – 13.5 and other lighting at Highway 491 & Giant store/Johnson road, Milepost 9.8 – 10.3
- **No report for April 14 meeting.**

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

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

**Multimodal Planning & Programs Bureau – Neala Krueger**

- **The NWRTPO annual Quality Assurance Review is forthcoming on April 28 – 10:00 am.**
- Nonmetropolitan Consultation Survey closed on Tuesday, January 19 – with appreciation for a strong regional response from the NWRTPO members. **The Survey is now complete, and the strongest response (30%) was from the NWRTPO region.**
- An RSA for the area around the I-40 / US491 intersection and west of this intersection in Gallup RSA is in progress. Numerous pedestrian injuries and fatalities have occurred in recent years. A virtual stakeholder meeting was held on January 28, 2021. **A final report is pending and should be released soon.**
- **April or May 2021 TAP/RTP/CMAQ call for projects is coming.**
- **The NMDOT Long Range Transportation Plan website/portal is available at <https://newmexico2045plan.com/>.** This project is still in progress and will be for some time yet.
- **Keep an eye on Govt. to Govt. updates.**
- The New Mexico LTAP center provides technical assistance and trainings to support workforce development with the aim of helping local governments and municipalities across New Mexico meet their transportation needs. <https://ltap.unm.edu/>
- The US491 RSA is now complete with potential for HSIP funding in FFY 2022. This RSA comprised Naschitti, Newcomb, and Sheep Springs Chapters. District 6 is responsible for applying for HSIP funding.
- **\$90m has been programmed. (?)**

**NMDOT Tribal Liaison – Ron Shutiva**

- Ron is working on updating Tribal contact lists based on recent election related changes at this time – anything that RTPO members can do to help facilitate this will expediate completing these updates. **Ron indicated that the tribal list is now complete.**
- The Navajo Nation is having issues with development of and industrial park along the NM118 corridor between Rehoboth and Churchrock. The Navajo Economic Development Dept. is now working with NMDOT Dist. 6 toward an industrial park on NM118 between Rehoboth and Churchrock.
- Ron is now on the LTAP Board.
- There's a new Indian Highway Safety Grant out from the BIA.
- There was a teleconference meeting on March 24 for Church Rock bridge repairs.
- Reminding members to keep on top of deadlines for ICIP, TIF, and LGRF.
- **Due to Chapter turnover it might be good to consider an orientation to the NWRTPO for Navajo Chapters – including transportation funding opportunities – easiest would be at the Eastern, Northern and Ft. Defiance Agency meetings.**
- **Navajo Nation needs to follow up on funded projects with DOT District 5 and 6.**
- A national broadband project is establishing a broadband corridor along I-40, and will involve tribal discussion with Pueblos of Laguna and Acoma and Navajo Nation.
- NMDOT needs an update from Pueblo of Laguna for progress on Rainfall Road from the Local Govt. Road Fund.

- NM118 drainage analysis project is finally in progress as the Navajo Council is working on agreements with the local governments in the region of the study between Churchrock and Iyanbito; **need coordination with NDOT.**
- Ron indicated that the Laguna I-40 improvement project is moving forward from Exit 112 to 117.
- Ron is concerned about improvements needed for the US64 Shiprock School Zone corridor – NDOT is non-responsive, and support and input is needed from NDOT before the state moves forward with safety improvements.
- I-40 Safety projects are coming to the Laguna Acoma area, including the exit 114 bridge.
- The Pueblo Cultural Center in Albuquerque has a “Pueblo Relief Fund” available, and around \$300K has already been distributed. Go to [PuebloReliefFund.org](http://PuebloReliefFund.org).
- Ron reported on the NM118 drainage analysis that took place between the Iyanbito and Ft. Wingate I-40 intersections at previous meetings. Ron indicated he feels that NM118 drainage issues remain unresolved to this day (in spite of two studies!) and the Navajo Nation DOT remains non-responsive!

#### NMDOT District 5 – James Mexia, Stephanie Medina

- **No new news for this month.**
- WHPacific is being contracted for a study on needed road and intersection improvements on US 64 – MP 0 – 20 (which includes the Shiprock School Zone). This project will be divided into two phases funded separately and in the District 5 HSIP plan for 2021 including a) primary / major Chapter or community intersections from Shiprock to the Arizona border and b) the Shiprock School Zone.
- The NM371 and N36 intersection near Northern Edge Casino is at 60% design; need ROW clearance / easement from NDOT.
- The District is looking at the need to replace the aging Shiprock San Juan River bridge.
- D-5 staff are managing project proposals for the 2021 Local Government Road Fund, and have received awards from the DOT General Office in Santa Fe for the next fiscal year.
- D-5 staff are reminding local governments that Coop Projects are due by December, 2020.

#### NMDOT District 6 - JoAnn Garcia, Bill Santiago

- **Local Govt. Road Fund – tomorrow is the deadline. Extend contracts before June. (Bill S.) Reference more details below.**
- **For the Transportation Project Fund – DOT-6 is waiting for project reports from Cibola County.**
- **JoAnn Garcia reminded members to check up on their Capital Outlay projects and update them in the CPMS (Capital Project Monitoring System), to make sure their projects are submitted and up to date, with the required minimal 5% match.**
- For Local Government Road Fund projects – the District needs certifications for all projects – many RTPO members are not following LGRF guidance for project development and are trying to close out projects without having reported progress to the DOT or following what the program requires – this could jeopardize funding, and DOT District 6 urges follow up with their staff. Have contractors apply to be on the State list as pre-qualified contractors. Using a non-state-qualified contractor could also jeopardize project funding!
- Members are encouraged to follow up with NMDOT District 6 – JoAnn Garcia regarding their LGTPF projects.
- **LGRF – tomorrow is deadline for submission to project oversight division.**
  - **7 entities did not participate so funding got shifted around.**
  - **Dollar amounts will be provided to entities to be incorporated into local resolutions.**
- **Driveway Permits – Jason Grover expressed the needs for local entities to consult with NMDOT when considering subdividing plats of land next to NMDOT highway facilities due to driveway access and permitting processes. Too many subdivisions have been proposed without proper consultation with NMDOT and issues with driveway and access have risen. These are required and enforced by New Mexico state statutes!**

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

- Evan Williams – the COG and the RTPO will be available to all RTPO members to assist with project development strategies, funding review and application preparation if needed.

**ANNOUNCEMENTS & NEXT MEETING: No announcements – next meeting May 12, 2021 – virtual meeting via Microsoft Teams**

**ADJOURNMENT (12:30 pm)** Elroy Keetso, Pueblo of Laguna moved and Rodney Skersick, McKinley County seconded for adjournment. Motion carried by acclamation.

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## MEETING ACTIONS:

### RTPO Members:

- **Review Program Guides** - send to members as soon as they are published.
  - Active Transportation & Recreational Programs Guide
  - CMAQ Guide
  - Transportation Project Fund Guide
- **Apply for Transportation Project Fund applications by May 30th.**
  - Letter
  - Project Feasibility Form
- **Transportation Funding (All Sources)** - Call COG/RTPO for any support and technical assistance concerning funding.
- **Call for Transportation Projects Guide** - once published inform all community stakeholders that might have transportation projects and funnel them into the RTPO process as desired by the T/LPA.
- **Review Key State Legislation** - such as reported by Ron Shutiva
  - [SB377](#)
  - [HB285](#)
  - [HB2](#)

### RTPO Staff:

- **Minutes** - make the approved amendments to the minutes and re-post to website.
- **TAP/RTPO/CMAQ Presentation** - send a copy to members with the minutes and post to website.
- **ADA/Title VI Plans** - need to review compliance especially Village of Milan (are they exempt because they have less than 50 people) - Sky Tallman.
  - **If needed, get template and a copy of another T/LPA ADA Transition Plan - July 12**
- **Training** - post T/LPA Handbook recordings online
  - Members get links to train themselves.
  - Post the link or video on your RTPO webpage.
- **RTPO Orientation** - need to get confirmation on sitting through the YouTube presentation (RTPO staff will offer in-person orientation once restrictions are lifted)
- **Video Recording of Meeting** - split out Sky Tallman presentation if possible, send copies to Transportation Commission, publish and post (BH/EW to attend)
- **Call for Transportation Projects Guide**
  - **Update BUILD/INFRA to the new program "Rebuilding American Infrastructure with Sustainability and Equity – RAISE - done**
  - **Space between TPF - done**
  - **Update Timeline with RTPO meeting locations - done**
  - **Call Neala/Clarissa Martinez (POD) to see if there is a more current PFF - attach to end of the packet**
- **Program Guides** - send to members as soon as they are published.
  - Active Transportation & Recreational Programs Guide
  - CMAQ Guide
  - Transportation Project Fund Guide
- **May Agenda** - add presentation from Jason Grover.
- **RTPO Schedule:**
  - Remove conference number (participate via Microsoft Teams all meeting information is posted on the website) - **Done**
  - Location from Eastern Agency - need to finalize before publishing. **Established location at NWNMCOG.**

- **Transportation Projects Fund List**
  - Finalize and send to Transportation Commissioners and District staff
- **RTIPR** - update RTIPR with project information reported by T/LPA in their monthly reports on projects listed in the RTIPR.

**NMDOT Staff:**

- **Quality Assurance Review** - April 28 for NWRTPO Program (internal) - Neala
- **Presentation** - Jason Grover (see email based on short presentation today)
- **ZIPPER Meeting (District 6)** - April 30 (concerning Catron County and Sandoval projects)
- **Review Program Guides** - send to RTPO as soon as they are published.
  - Active Transportation & Recreational Programs Guide
  - CMAQ Guide
  - Transportation Project Fund Guide



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**NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS**

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

**Agenda Item #IV: Regional Work Program & Budget  
FFY2021-22**

**Subject: Biennial Approval and Authorization for FFY21-22 RWP**

**Prepared for: May 12 NWRTPO Meeting**

**Date: 5/4/21**

**BACKGROUND**

- **Why?** Every two years the NWRTPO generates a biennial Regional Work Program – in this case for FFY2021 thru FFY2022
- **Purpose.** The Regional Work Program guides both staff, and NWRTPO members activity, providing a voice for all local governments participating in the NWRTPO for the development of transportation infrastructure and services in collaboration with the NMDOT.
- **Discussion/Finalization.** Members will vote to approve and authorize the RWP for FFY21-22.

**CURRENT WORK**

- Staff have generated the FFY2021-2022 RWP, for member review and approval

**ANTICIPATED WORK**

- The NWRTPO RWP for FFY2021 - 2022 has been submitted to NMDOT and approved / authorized with Notice to Proceed on Sept. 30, 2020 (Agreement # D16010 / Control No. P621010 / Vender No. 46580). Staff are now seeking member approval and authorization for our FFY2021 – 2022 Regional Work Program and Budget.

**ATTACHMENTS**

- FFY2021-2022 Regional Work Program and Budget

**BUDGET IMPACT**

- This action authorizes the proposed budget for this upcoming biennial period.

**ACTION ITEM**

- Members will vote to approve and authorize the FFY2021-2022 Regional Work Program





Northwest New Mexico Council of Governments

## **NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)**

### **FFY 2021-2022 REGIONAL WORK PROGRAM**

**October 1, 2020 – September 30, 2022**

#### **Introduction and Purpose**

The Northwest Regional Transportation Planning Organization (NWRTPO) serves the Northwest New Mexico region consisting of San Juan, McKinley, and Cibola counties including all municipal, rural, and tribal communities except for the area served by the Farmington MPO. NWRTPO is a voluntary association of local governments and the New Mexico Department of Transportation (NMDOT) that provides a forum for members to meet, plan and work together on issues related to transportation in the Northwest NM region. NWRTPO serves as a regional forum for cooperative decision making about transportation issues and to serve as a liaison between local governments and NMDOT.

The Regional Work Program (RWP) sets forth activities for which the Regional Transportation Planning Organization (RTPO) Program Manager will carry out on behalf of the NWRTPO in alignment with NM Department of Transportation's (NMDOT) Planning Procedures Manual that outlines the duties of both Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Organizations (RTPOs).

The RWP includes tasks and activities that are both driven by NMDOT and the RTPO Joint Technical/Policy Committee members. The RWP is aimed at moving the Northwest RTPO region forward in terms of transportation planning, project development and prioritization, and providing a venue for community involvement and local public official engagement.

The following are functions and task orders that the Northwest New Mexico Council of Governments (COG) will complete in fulfillment of the contract for management of the Northwest Regional Transportation Planning Organization (RTPO) for Federal Fiscal Years (FFY2021 – FFY2022) October 1, 2020 through September 30, 2022.

#### **Function 1. Long-Range Planning and Implementation**

**Task 1.1** Initiate and coordinate long-range regional transportation planning with other local, regional and statewide planning initiatives. Collaborate with NMDOT and other partners to identify and document current and future transportation needs, plans, and projects for inclusion in the RTPO Long-Range Regional Transportation Plan (RTP).

**1.1.1** Review and update the RTP, including tasks and goals, at least once every five years in coordination with the NMDOT Long Range Statewide Transportation Plan (LRSTP) update.

- 1.1.2 Conduct and/or participate in corridor studies, transportation-related subarea plans, and regional and local multi-modal and intermodal planning activities, including bicycle master plans, comprehensive plans, transportation plans, safety plans, and road safety audits – etc.

Project examples include but are not limited to:

- Continued planning and implementation of the Four Corners Intermodal Transloading Equinox (4CITE) Master Plan.
- Management of the Prewitt Area Transportation (PAT) Master Plan.

- 1.1.3 Support and coordinate long-range regional transportation planning with other local, regional, and statewide planning initiatives, such as Infrastructure Capital Improvement Plans (ICIP), the Statewide Transportation Improvement Program (STIP), Comprehensive Economic Development Strategy (CEDS), and legislative capital outlay priorities.

Task 1.2 Create and implement a strategic plan and tracking instrument for implementation of the action items identified by RTPO members and stakeholders as part of the RTP development process.

Function 1	Budgeted Hours ('21)	Actual Hours	Other Specific Costs	Budgeted Hours ('22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	200	N/A		200	N/A	
1 <sup>st</sup> Quarter						
2 <sup>nd</sup> Quarter						
3 <sup>rd</sup> Quarter						
4 <sup>th</sup> Quarter						
Balance						

#### Function 1 Activity Tracking – 2021

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

### **Function 2. Technical Support and Data Management**

Task 2.1 Collect and manage data, perform technical planning and plan development, in coordination with the transportation goals, trends and needs developed and identified in the RTP.

- 2.1.1 Collect and evaluate new population, economic development, travel demand and forecast data, projects and trends to inform regional planning efforts, and distribute this information with local counties and communities. Data to be collected and maintained by the RTPO may include land use data, demographic and population data, freight data, traffic count and crash data, and any other data that supports the goals and actions outlined in the RTP.

- 2.1.2 Assist project applicants with analysis, data collection and other technical support for transportation planning, project identification, and project development.



Task 2.2 Assist RTPO members and work with NMDOT staff on roadway and corridor-level classification and analysis, in accordance with the currently adopted rules, guidelines, and procedures. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify classifications.

2.2.1 Assist RTPO members and work with NMDOT staff on post-Census Urban Area Boundary Smoothing, as appropriate. Keep members informed about criteria, timelines, and requirements for submittal of proposals to modify Urban Area and Small Urban Area designations, based on FHWA Area Definitions.

Function 2	Budgeted Hours ('21)	Actual Hours	Other Specific Costs	Budgeted Hours ('22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	200	N/A		200	N/A	
1 <sup>st</sup> Quarter						
2 <sup>nd</sup> Quarter						
3 <sup>rd</sup> Quarter						
4 <sup>th</sup> Quarter						
Balance						

#### Function 2 Activity Tracking – 2021

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

### **Function 3. Project Development and Monitoring**

Task 3.1 Assist project applicants in developing projects.

3.1.1 Provide information to potential applicants about funding opportunities.

3.1.2 Assist project applicants to identify projects that may be eligible for transportation funding from federal, state or other sources, based upon appropriate local, regional and state-wide plans and applicable data

3.1.3 Assist project applicants with applications for NMDOT federal and state transportation funding programs. Follow current adopted New Mexico Administrative Code (NMAC) and/or program guides provided by NMDOT for project eligibility, program guidelines, and application timelines. Submit all complete applications to the designated NMDOT coordinator in accordance with the schedule outlined in the applicable NMAC and/or guide(s).

3.1.4 Assist project applicants with identification of safety issues that warrant Road Safety Assessments, Safety Plans and/or qualify for Highway Safety Improvement Program funding.

Task 3.2 Manage preliminary project review process. See *NWRTPO's Call for Projects guidance on our program website for current process and timelines.*

- 3.2.1 Establish and implement a process for RTPO members to prepare and submit Project Feasibility Forms (PFFs) and Project Prospectus Forms (PPFs), through coordination with NMDOT District(s).
  - 3.2.2 Assist project applicants with development of PFFs and PPFs; ensure that all members are fully informed of the process and timelines, and support entities in accessing all forms and data required by project applicants to complete the forms. Ensure members are informed of Americans with Disabilities Act (ADA) and Title VI plan requirements for all recipients of federal funds.
  - 3.2.3 Work with RTPO members to establish scoring criteria for project prioritization, based on goals and action items included in the RTP, the current NMDOT LRSTP, the Active Transportation and Recreational Programs Guide, Congestion Mitigation and Air Quality Improvement (CMAQ) Program Guide and other guidance from NMDOT.
  - 3.2.4 Develop and maintain a prioritized list of projects based on the regional goals articulated in the RTP, and the statewide goals in the NMDOT LRSTP, as well as Technical and Policy Committee review and input. This list will serve as the Regional Transportation Improvement Program Recommendations (RTIPR) list and be submitted to the NMDOT District for potential federal and state funding opportunities on an every-other-year basis (at a minimum). *RTIPR development will occur based on this schedule published in NWRTPO's Call for Projects guidance on our program website for current process and timelines.*
- Task 3.3 Provide assistance to local governments interested in pursuing transportation system development and coordination activities.
- 3.3.1 Facilitate prioritization of Public Transit Program applications for the RTPO area in response to the state-wide prioritization schedule established by NMDOT Transit and Rail Section staff. Submit the results to the NMDOT Transit Bureau in accordance with that schedule. Include the results in the RTPO RTIPR.
  - 3.3.2 Support efforts on regional transportation system development, through coordination with local entities and NMDOT Transit & Rail Division.
- Task 3.4 During the month of March, coordinate and co-facilitate RTIPR "zipper" meetings with NMDOT Government to Government Unit (GTG) liaison, the appropriate District staff, and applicable RTPOs, if necessary. Notify NMDOT GTG liaison and District staff of the dates, times, and locations for these "zipper" meetings. Submit the combined, prioritized RTIPR to GTG liaison, the District Engineers and all relevant RTPOs within ten days of the prioritization meeting.
- Task 3.5 Track the progress of Statewide Transportation Improvement Program (STIP) projects within the RTPO region and ensure regular communication between the project sponsors, NMDOT staff and others, ensuring projects are meeting deadlines outlined in the Tribal/Local Public Agency (T/LPA) Handbook. Inform applicants on project status, including review of regional STIP project lists at meetings, and assist RTPO members with issues that may arise.

Function 3	Budgeted Hours ('21)	Actual Hours	Other Specific Costs	Budgeted Hours ('22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	450	N/A		450	N/A	
1 <sup>st</sup> Quarter						
2 <sup>nd</sup> Quarter						
3 <sup>rd</sup> Quarter						
4 <sup>th</sup> Quarter						
Balance						

#### Function 3 Activity Tracking – 2021

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

#### **Function 4. Other Activities and Projects**

- Task 4.1 Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program. Provide periodic updates to RTPo members on the status of the studies/projects and involve the members in this effort as appropriate.
- Task 4.2 Coordinate and participate with the Councils of Governments (COGs) and applicable New Mexico State agency staff on legislative studies related to state-wide or RTPo-specific transportation issues, as appropriate.
- Task 4.3 Monitor development of federal and state laws affecting the transportation system and provide information about the contents and status to RTPo members.
- Task 4.4 Attend RTPo Roundtable and special meetings.
- Task 4.5 Attend in-state and out-of-state conferences, training sessions or special meetings for staff and professional development opportunities. This task includes the purchase of any supporting materials that may be needed to coordinate, conduct or attend the conferences, training sessions or meetings. RTPo staff may attend these out-of-state trainings during this RWP, as outlined in our Training & Professional Development Plan available on our program website. Out-of-State trainings and conferences may include but not be limited to NADO National Transportation Conferences known as RPO America, Tribal Transportation Conferences, etc.
- Task 4.6 Participate in miscellaneous transportation-related programs and special projects in the RTPo region, examples may include:
- Support of trails planning, design, development, and maintenance including Zuni Mountains Trail System.

- Support of Route 66 National Scenic Byway and the Trail of the Ancients Scenic Byway including corridor management planning, byway council support, and other technical assistance to improve transportation, exposure, and visitor experience.

Function 4	Budgeted Hours ('21)	Actual Hours	Other Specific Costs	Budgeted Hours ('22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	350	N/A		350	N/A	
1 <sup>st</sup> Quarter						
2 <sup>nd</sup> Quarter						
3 <sup>rd</sup> Quarter						
4 <sup>th</sup> Quarter						
Balance						

#### Function 4 Activity Tracking – 2021

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

#### **Function 5. General RTPO Support**

Task 5.1 Organize and facilitate all meetings of the RTPO in accordance with the Public Participation Plan.

5.1.1 Document the RTPOs public participation process including but not limited to, procedures the RTPO uses to comply with the *New Mexico Open Meetings Act* [NMSA 1978, Sections 10-51-1, et. seq.] and 23 CFR 450.

5.1.2 Per the *New Mexico Open Meetings Act* (NMSA, 1978, Section 10-15-1(D) and 23 CFR 450.210, provide compliant public notice for all RTPO Committee meetings.

5.1.3 Provide RTPO Committee members, the appropriate NMDOT District staff, and GTG with meeting agendas and information packets preferably 7 calendar days in advance, and no later than seventy-two (72) hours in advance of RTPO Committee meetings.

5.1.4 On an annual basis, provide all eligible T/LPAs with the opportunity to appoint or confirm a representative and alternates to the RTPO Committee.

Task 5.2 Maintain bylaws that clarify and document member entities, responsibilities and roles, including voting protocols.

5.2.1 Maintain a list of RTPO Committee members with contact information and provide a copy of the list to appropriate NMDOT District staff, GTG, member entities, and other regular participants.

Task 5.3 Conduct Outreach Activities.

5.3.1 Engage in and document outreach activities and provide citizens and other transportation stakeholders with reasonable opportunities to participate in RTPO processes per 23 CFR 450.

5.3.2 Coordinate with RTPO members to maintain a list of entities including newly elected officials and potential members, who will be educated on the RTPO process. Document this outreach and presentations and share any questions or concerns in quarterly reports and with appropriate NMDOT staff.

Task 5.4 Maintain a website that includes current meeting information and planning documents, as referenced in the Quality Assurance Review (QAR) guidelines. Post a list of current Technical and Policy Committee members and keep this information updated.

Task 5.5 Coordinate training and professional development opportunities for RTPO members, including developing and maintaining training plans. Assist RTPO members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Informing member entities of training opportunities and encouraging participation

Function 5	Budgeted Hours ('21)	Actual Hours	Other Specific Costs	Budgeted Hours ('22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	450	N/A		450	N/A	
1 <sup>st</sup> Quarter						
2 <sup>nd</sup> Quarter						
3 <sup>rd</sup> Quarter						
4 <sup>th</sup> Quarter						
Balance						

Function 5 Activity Tracking – 2021

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

**Function 6. RTPO Administration**

Task 6.1 Produce work products that meet all quarterly work requirements and deadlines per the Planning Procedures Manual (PPM) and submit a summary of activities completed per quarter.

6.1.1 Implement and monitor program expenditures in relation to the annual budget, per the PPM. Ensure documentation on program expenditures and activities are available to the public online and retained as physical copies, which will be reviewed during the annual Quality Assurance Review (QAR).

- 6.1.2 Submit quarterly Reimbursement Packets per the PPM. Include this report as an informational item on the following RTPO Committee agenda and should reflect all costs outlined in the Invoice.
- 6.1.3 Submit an Annual Performance and Expenditure Report (APER) each year, per the timeline and procedures documented in the PPM. The APER will be derived from the 4<sup>th</sup> quarter Quarterly Report, but will include additional descriptions to summarize the activities performed in the past year.
- Task 6.2 Solicit and utilize input from RTPO board members to develop the two-year (FFY 2023- FFY 2024) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.
- 6.2.1 Coordinate the RTPO's planning program with other RTPOs and any Metropolitan Planning Organizations (MPOs) or other agencies impacted by and/or associated with activities contained in the RWP.
- Task 6.3 Develop an annual budget based on the tasks outlined in the RWP, and include cost-sharing methodologies and calculations for costs that are shared between various Northwest NM Council of Government's programs, in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.
- Task 6.4 Maintain a Public Participation Plan (PPP) that addresses Title VI and Environmental Justice procedures. Ensure a specific contact person and contact information is listed. Update the PPP in accordance with the PPM schedule or as determined appropriate by RTPO members or staff.
- Task 6.5 Submit the NWNM Council of Governments Financial Audit for each State Fiscal Year to the NMDOT GTG Liaison, within 30 days of when the audit is released by the State Auditor's Office.

Function 6	Budgeted Hours ('21)	Actual Hours	Other Specific Costs	Budgeted Hours ('22)	Actual Hours	Other Specific Costs
FFY 2021/2022 Budget	450	N/A		450	N/A	
1 <sup>st</sup> Quarter						
2 <sup>nd</sup> Quarter						
3 <sup>rd</sup> Quarter						
4 <sup>th</sup> Quarter						
Balance						

#### Function 6 Activity Tracking – 2021

1 <sup>st</sup> Quarter Report	
2 <sup>nd</sup> Quarter Report	
3 <sup>rd</sup> Quarter Report	
4 <sup>th</sup> Quarter Report	

Northwest RTPO Budget	FFY2021	FFY2022
a. Personnel	\$54,070.00	\$54,070.00
b. Fringe Benefits	\$13,588.00	\$13,588.00
c. Travel & Training	\$5,023.00	\$5,023.00
d. Equipment	\$0.00	\$0.00
e. Supplies	\$4,591.00	\$4,591.00
f. Contractual	\$14,878.00	\$14,878.00
g. Construction	\$0.00	\$0.00
h. Other	\$14,100.00	\$14,100.00
<b>TOTAL EXPENDITURES</b>	<b>\$106,250.00</b>	<b>\$106,250.00</b>
<b>Local Match (20%)</b>	<b>\$ 21,250.00</b>	<b>\$ 21,250.00</b>
<b>Federal Share (80%)</b>	<b>\$ 85,000.00</b>	<b>\$ 85,000.00</b>



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## Northwest Regional Transportation Planning Organization (NWRTPO)

### Agenda Item #V: Transportation Project Fund

**Subject:** Transportation Project Fund (TPF) Guidance

**Prepared for:** May 12 NWRTPO meeting

**Date:** 5/5/21

#### BACKGROUND

- **Why?** NMDOT is issuing a Transportation Project Fund (TPF) Call for Projects commencing April – August 2021
- **Purpose.** Prepare for this project funding opportunity which requires a minimum 5% local match.
- **Discussion/Finalization.** The NWRTPO will finalize a list of TPF projects at the April 14 meeting.

#### CURRENT WORK

- NWRTPO staff requested and gathered priority projects for TPF funds - one from each member government for inclusion in our RTIPR pending qualification.

#### ANTICIPATED WORK

- Members are now allowed to submit more than one project for our May 12 meeting where RTPO staff will include projects in our RTIPR for consideration to move forward based on qualification.
- Members may choose projects not funded in the first round of LGTPF projects, or projects already listed in our current RTIPR from other federal source categories, but cannot add new projects which haven't already been vetted by the RTPO.
- With a short application timeframe of April – August members are advised to gear up for efficient development of required documentation as NMDOT guidance is issued.
- While this state funded opportunity is less restrictive than federal funding, it remains best if Non-Tribal members have approved local Title VI and ADA Plans in place.
- Staff will forward the TPF Guidance provided from the NMDOT as it becomes available.

#### ATTACHMENTS

- Guidance for TPF Call for Projects provided thus far

#### BUDGET IMPACT

- None

#### ACTION ITEM

- No action needed



**New Mexico Transportation Project Fund**  
**2021 Applications for the NWRTPO**

- 1) **Cibola County:** County Road 1 (Marquez Road) – Preliminary Engineering and Design (incl. ROW, clearances / easements ) in order to plan, design and construct road, bridge, and drainage improvements – 4.1 miles east of CR1 intersection with NM-279 - requested amount: \$500,000.
- 2) **McKinley County:** County Road 43-A (Superman Canyon Road) – Superman Canyon IV – design and construct bridges 3, 4 and 4A on Superman Canyon Road – requested amount: \$2,000,000
- 3) **City of Gallup:** Coal Avenue Commons: reconstruct Coal Avenue from 1<sup>st</sup> to 2<sup>nd</sup> Street including the 2<sup>nd</sup> Street intersection and the downtown walkway – requested amount: \$3,500,000
- 4) **City of Grants:** Washington Avenue Drainage Project: Fund phase 2 and 3 of the Washington Avenue project for drainage and roadway reconstruction to improve stormwater collection. Project includes full-depth reconstruction of Washington Ave. from Jefferson Ave. intersection to Anderman Street to alleviate flooding and improve vehicular and pedestrian access – requested amount: \$3,048,000
- 5) **Village of Milan:** Airport Road: Street reconstruction with drainage improvements to prevent future flooding – requested amount: \$2,750,000
- 7) **Northern Navajo:** US64 / Beclabito Chapter Road intersection: Intersection safety improvements to provide PER, ROW and design thru construction to add street lighting – requested amount: \$900,000
- 8) **Pueblo of Acoma:** NM 124 Realignment: NM124 realignment and NM124 / US I-40 underpass to NM 117 – preliminary engineering and design (including clearances) – requested amount: \$1,000,000
- 9) **Pueblo of Laguna:** L24 – Rainfall Road I-40 Concrete Box Underpass – expand the underpass for safe traffic, pedestrian and bike interface and egress – requested amount: \$2,000,000
- 10) **Ramah Navajo:** NM53 / BIA Rt. 125 intersection and BIA 125 improvements – Intersection and BIA125 road reconstruction improvements to 2 miles south of intersection, including shoulder improvements and deceleration / acceleration lanes at intersections – requested amount: \$1,573,000

**NWRTPO Total: \$17,271,000**



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

March 18, 2021

Dear Tribal/Local Public Agency (T/LPA):

This letter is to inform you that this year is ramping up to be a landmark year for transportation investments in the State of New Mexico and the entire country. The perfect storm is building that could include:

- Capital outlay investments and your Local Government Road fund applications already submitted;
- Upwards of \$400M one-time, non-recurring State funding including another round of the Transportation Projects Fund (formerly the Local Government Transportation Projects Fund) ;
- Typical Federal funding and programs via our biennial call for transportation projects process;
- Various rounds of COVID-19 funding from different bills including CARES Act, Relief Act, and the new American Rescue Plan; and
- Potential restoration of the Federal earmarks and a Federal Infrastructure package.

While I do not have all the details on this funding, its availability, and how it will distributed, prioritized, or awarded, I can tell you to get ready to go fast in order to position your communities for the best chances to get critical projects funded.

As Transportation Commissioner, my role and responsibility is make sure that critical and impactful transportation investments are made in District 6 and throughout the State of New Mexico. I need to balance needs and priorities for our interstates, to State highways, roads, and bridges, and for regionally significant and local priority projects. To assist us both in positioning projects for funding, I need to enlist your help in doing your homework, preparing project information, paying attention to application timelines and deadlines, and prioritizing your projects that are most ready to go and have the greatest impact on your people, its economy, and the State of New Mexico.

I will be looking to the District 6 staff and the Regional Transportation Planning Organization (RTPO) for their leadership in providing key information and technical assistance. The Northwest RTPO meets virtually every month on the 2<sup>nd</sup> Wednesday at 10AM – information updated at: <http://www.nwnmcog.com/rtpo-meetings.html>

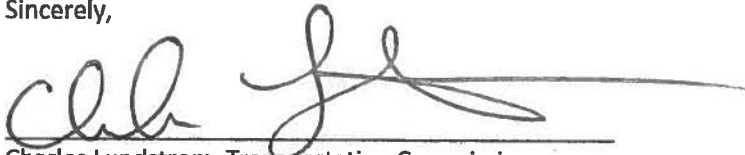
I realize many elected officials and managers delegate responsibility at these meetings and in the application process during the open Call for Transportation Projects, but I would suggest taking a more direct, proactive, and aggressive approach as typically you get out what you invest in these processes.

I will commit to doing my best in coordinating and providing information via the RTPO and by direct contact with each City and County Manager and participating in the key steps in the Call for Transportation Projects process to inform myself on how to position and advocate for my District's needs.

This is a huge opportunity to get our backlog of needs met, revitalize our economy, get people working, and recover in way that makes our region better and more resilient than ever before.

We are stronger together and louder when we speak with one voice!

Sincerely,

A handwritten signature in black ink, appearing to read 'Charles Lundstrom', with a long horizontal flourish extending to the right.

Charles Lundstrom, Transportation Commissioner  
District 6



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

April 15, 2021

RE: Transportation Project Fund (TPF) Call for Projects

Metropolitan and Regional Transportation Planning Organizations:

The Project Oversight Division is soliciting applications for the Department's Transportation Project Fund (TPF) for fiscal year 2022 formally known as Local Government Transportation Project Fund (LGTPF). Local and tribal governments in New Mexico are eligible to apply for state funded grants. Eligible projects are in the following categories: (1) environmental and other studies; (2) planning; (3) design; (4) construction; and (5) acquisition of rights of way necessary for the development of transportation infrastructure, which includes highways, streets, roadways, bridges, crossing structures and parking facilities, including all areas for vehicular, transit, bicycle or pedestrian use for travel, ingress, egress and parking.

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

**Project Prioritization Criteria:**

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

The application package shall include the following:

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

**Michelle Lujan  
Grisham**  
Governor

**Michael R. Sandoval**  
Cabinet Secretary

**Commissioners**

**Jennifer Sandoval**  
Commissioner, Vice-Chairman  
District 1

**Bruce Ellis**  
Commissioner  
District 2

**Hilma E. Chynoweth**  
Commissioner  
District 3

**Walter G. Adams**  
Commissioner, Chairman  
District 4

**Thomas C. Taylor**  
Commissioner  
District 5

**Charles Lundstrom**  
Commissioner, Secretary  
District 6

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

Complete applications must be submitted through NMDOT's FTP site <https://grader.dot.state.nm.us/public/folder/d8gSzswmw0ezwTcsxTQodQ/FY22%20TPF%20Applications> no later than close of business May 31, 2021. All incomplete applications will be returned to the local entity for submission the following year. Projects will be selected and approved by the State Transportation Committee by September 1, 2021. Selection letters will be mailed out within the first week of September.

If you have any questions regarding funding or agreements please contact Clarissa Martinez, 505.699.9946 or [Clarissa.Martinez@state.nm.us](mailto:Clarissa.Martinez@state.nm.us) or Sean Sandoval, 505.660.6102 or [Sean.Sandoval@state.nm.us](mailto:Sean.Sandoval@state.nm.us). George Dodge Jr. our Local Government Relations Director is also available for all other inquiries at [George.Dodge@state.nm.us](mailto:George.Dodge@state.nm.us) or 505-470-4095.

Sincerely,



Michael Sandoval  
Cabinet Secretary

Xc: NMDOT District Engineers  
District Coordinators  
Clarissa Martinez, State Funded Grant Manager  
Sean Sandoval, Project Oversight Director  
George Dodge Jr., Local Government Relations Director

**New Mexico DOT Transportation Project Fund**  
**Condensed Call for Projects Guidance – FFY2022**

This is a funding source from the State of New Mexico, without functional classification limitations. However – applications for this fund must be identified as a local or regional priority. If the project is identified in other local or regional planning documents (CDBG, ICIP, Safety, Parks & Recreation, Regional or Long Range Development Plans – etc.) it becomes more competitive for funding.

**Project Prioritization Criteria:**

- **Planning:** Is the project identified as a priority on a local or regional planning or programming document? Is this project consistent with local or regional plans?
- **Project Readiness:** If awarded, can the project commence (start spending funds) within three (3) months from reception of the fully executed project agreement?
- **Priority Bridge:** Is the project addressing a bridge on the NMDOT's Local Bridge Priority List for replacement or rehabilitation?
- **Phasing:** a) Is this project part of a phased project previously funded with other state funds? (Local Govt. Road Fund, Municipal Arterial Program, Capital Outlay, State Road Fund – etc.) b) Is this project part of a phased project previously funded with TPF? If so, what year?
- **Additional criteria:** identified by the NWRTPPO

**Application Package:**

Complete application packages are ~~due May 31, 2021~~ **Now due June 15** by the close of business (5:00pm). Submit thru NMDOT's FTP site:

<https://grader.dot.state.nm.us/public/folder/d8gSzswmw0ezwTcsxTQodQ/FY22%20TPF%20Applications>

Projects will be selected and approved by the State Transportation Commission by September 1, 2021.

Selection letters will be mailed out within the first week of September.

Package must include:

**1) Application Cover Letter:**

- a) Brief overview of project
- b) whether potential grantee intends to apply for hardship (match \$) waiver
- c) the timeframe in which the grantee is able to spend down the grant funds (project readiness)
- d) verification that the funding will be enough to complete the phase of work submitted
- e) whether the project falls into category:
  - 1) Project is located on or within locally-owned right of way and the project does not include federal funds; or
  - 2) Project is located within or on NMDOT owned right of way or is an NHS route and/or may include federal funds.

**2) Required Project Categories:**

- a) environmental or other studies
- b) planning
- c) design
- d) construction
- e) acquisition of rights of way necessary for development of transportation infrastructure  
(including: highways, streets, roadways, bridges, crossing structures, parking facilities, including all areas for vehicular, transit, bicycle or pedestrian use for travel, ingress, egress and parking.)

Clearly identify the phase of work the funding will be used for (planning, design, construction – etc.)

**3) Project Feasibility Form:** signed by NMDOT District representative

**4) Resolution of Sponsorship:** from the local governing body – indicating availability of 5% local match.

Or an official letter signed by the potential grantee's chief executive or official with budget authority indicating availability of the 5% local match.

**5) Map** of the project location including mile posts

**6) Required if local entity does not own right of way:** Project support letter from ROW owners; or letter from NMDOT District if the project is fully or partially within NMDOT Right of Way.

**Questions or Assistance:**

- Clarissa Martinez: 505-699-9946 / [Clarissa.Martinez@state.nm.us](mailto:Clarissa.Martinez@state.nm.us)
- Sean Sandoval: 505-660-6102 / [Sean.Sandoval@state.nm.us](mailto:Sean.Sandoval@state.nm.us)



**NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)**



**Northwest New Mexico  
Special Call for Transportation Projects Guide  
Local Government  
Transportation Project Fund**

**NWRTPO  
PROJECT APPLICATION  
SCHEDULE & PROCESS**

April 2021



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# **Northwest New Mexico Call for Transportation Projects Guide**

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## **Items Included:**

- **Description and Overview of the LGTPF Call for Transportation Projects, and Application Package Contents**
- **Timeline of the Process**
- **Application Package Requirements**
- **Eligibility and NWRTPO Members by Jurisdiction**
- **Sample of Project Feasibility Form and Project Prospectus Form**
- **Resolution of Sponsorship Template**



## Overview and Description

**Overview:** In the 2019 New Mexico Legislative Session, House Bill 694 was passed and signed by Governor Michelle Lujan Grisham. This legislation created the Local Government Transportation Project Fund, which was appropriated \$50M for qualifying projects, as defined in statute.

On April 30, 2019, the New Mexico Department of Transportation (NMDOT) issued a [“Call for Projects” letter](#) to the Metropolitan and Regional Transportation Planning Organization. This letter provided the general parameters for this program, an application, and application submission deadline. This letter directs the Metropolitan and Regional Transportation Planning Organization to develop a process to support, vet, and prioritize submissions to this program.

**Eligibility:** Local and tribal governments are eligible to apply for state funded grants.

**Project Categories:** Eligible projects are in the following categories:

- (1) Environmental and other studies
- (2) Planning
- (3) Design
- (4) Construction
- (5) Acquisition of rights of way necessary for the development of transportation infrastructure.

**Project Type:** Types of projects could include: Highways, streets, roadways, bridges, crossing structures, and parking facilities, including all areas for vehicular use for travel, ingress, egress, and parking.

**Matching Requirements:** The minimum match is 5% of the project. Applicants are encouraged to provide additional match. A hardship waiver is available through this program as determined by the Department of Finance and Administration using the same process as the used for the Local Government Road Fund.

Tribal entities are not eligible to apply for a hardship waiver.

**Resolution of Sponsorship:** A resolution is required from the governing body, indicating the availability of the 5% match. Alternatively, the potential grantee may submit an official letter signed by the potential grantee’s chief executive or official with budget authority, indicating the availability of the 5% match.

The grant awards must be spent by January 2024.

**Other Guidance:** The Northwest Regional Transportation Planning Organization (RTPO) is encouraging applicants to select projects that have already been vetted and endorsed in our current [Regional Transportation Improvement Program Recommendations \(RTIPR\)](#). Since our RTIPR only includes projects that are Federally functionally classification or met requirements of a specific program, we are providing a focused opportunity to submit projects that meet this program.

**Addendums:** This information may change without notice and will be superseded by any updates or changes made by the NMDOT. The RTPO will keep its member updated on any changes and post them to our Call for Projects program page -- <http://www.nwnmcog.com/lgtpf.html>

## Timeline of the Process

**May 13 - June 14, 2019:**

Task	Timeframe/Due Date	Responsible Party
General Announcement of the Local Government Transportation Projects Fund (LGTPF)	April 30, 2021	NMDOT
<b>RTPO Meeting to discuss and finalize NWRTPO Call for Projects guidance   <a href="#">Grants Public Library   10AM</a></b>	May 8, 2021	NWRTPO
<b>Notice of LGTPF Program</b>	May 13, 2021	NWRTPO Staff
<b>Technical Assistance,</b> Contact the NWRTPO to set up a time and place with District staff.	May	NWRTPO & District Staff
<b>Project Feasibility Forms (PFF) Due – new or updated</b> (Must be submitted by appropriate RTPO Member)	May 16	NWRTPO Members
<b>Send out PFF for review and set up Consultations</b>	May 16	NWRTPO Staff
<b>Mandatory Project Consultation Meetings</b> between RTPO Member, Local Entity Representative/Official, RTPO staff, DOT Liaison, and District Staff. <i>Details and schedule to be determined.</i>	May 20	All
<b>◊ Based on decision and recommendation by District staff, project and RTPO Member will be directed to:</b> <ul style="list-style-type: none"> <li>• Prepare and submit a Project Prospectus Form (PPF) for inclusion and prioritization in the Regional Transportation Improvement Program Recommendations (RTIPR), or</li> <li>• Detail other options for projects and/or funding</li> </ul>	May 20	District Staff
<b>Project Prospectus Forms (PPF) Due</b> (Must be submitted by appropriate RTPO Member)	May 28	NWRTPO Members
<b>PPFs are vetted by RTPO and NMDOT staff</b>	May 28 – June 7	NWRTPO Staff
<b>RTPO Meeting to discuss and finalize NWRTPO Call for Projects guidance   A:shiwi College &amp; Career Center, Zuni, NM   10AM</b> To prioritize and update the RTIPR.	June 12	NWRTPO Staff
<b>Applications due for submission to the NWRTPO</b>	June 13	NWRTPO Members
<b>Application deadline to be posted to .ftp site by NWRTPO staff and deadline to submit updated RTIPR to the .ftp site.</b>	June 14	NWRTPO Members
<b>A list of potential projects must be provided to the State Transportation Commission</b>	August 1	NMDOT
<b>State Transportation Commission selects and awards the projects.</b>	TBD	State Transportation Commission

**Click on the links below to bring up the Project Feasibility Form and Project Prospectus Form.**

**Use the MS Word version to bring up these two following documents as they are not available on the PDF version.**



NMDOT\_TPF\_PFF\_FI  
NAL 4-16-21.docx



NMDOT\_PPF\_FFY20  
21.docx



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## Northwest Regional Transportation Planning Organization (NWRTPO)

### Agenda Item #VI:

**Subject:** NWRTPO Call for Projects FFY2021

**Prepared for:** NWRTPO members reviewed and authorized the Call for Projects Guide at our April 14 meeting. This is to continue attention toward our Call for Projects as some categories have short application time frames, and assure our members submit complete application packages within specified timeframes.

**Date:** 5/5/21

#### BACKGROUND

- **Why?** Every two years (biennial basis) the NWRTPO engages a Call for Projects process to invite new projects into the NWRTPO RTIPR for our local municipal, tribal and county member governments. This process engages a series of document forms and meetings to assure that proposed new projects are both local / regional priorities, and qualify for state and federal funding.
- **Purpose.** To engage the NWRTPO members in a review of the proposed process going forward to qualify new projects for inclusion in the FFY2022 RTIPR for the NWRTPO.
- **Discussion/Finalization.** RTPO members voted at our May 14 meeting to approve and authorize the NWRTPO Call for Projects related to documentation submission and meeting dates which typically should commence in May-June, 2021 and conclude with a finalized RTIPR for the NWRTPO in February, 2022 and the DOT District Office RTIP (Zipper) in March, 2022.

#### CURRENT WORK

- RTPO members will be provided guidance for the Call for Projects process, and schedule for the FFY2022 RTIPR, along with guidance for TAP, RTP, and CMAQ projects.

#### ANTICIPATED WORK

- RTPO members will be reminded of the process and timeframes for the FFY2021 – FFY2022 NWRTPO Call for Projects, including TAP, RTP, and CMAQ projects.

#### ATTACHMENTS

- NWRTPO Call for Transportation Projects Guide, new PFF and PPF forms and TAP, RTP, and CMAQ Guidance.

#### BUDGET IMPACT

- None.

#### ACTION ITEM

- Action completed last meeting; this meeting simply reminds members of the process and timeframes based on project type requirements.

**NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)**



## **Northwest New Mexico Call for Transportation Projects Guide**

### **NWRTPO PROJECT SUBMISSION SCHEDULE & PROCESS**

April 2021



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# **Northwest New Mexico Call for Transportation Projects Guide**

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## **Items Included:**

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

# Call for Transportation Projects

## Description and Overview.

The Northwest Regional Transportation Planning Organization (NWRTPO) is assisting in NM Department of Transportation (NMDOT) in a comprehensive call for transportation projects. Transportation projects can include all modes and methods of travel including roads, bridges, trails, scenic byways, rail, air, transit, etc. The process for collecting new projects will start with the submission of a Project Feasibility Form (PFF). The general public, stakeholders, or non-NWRTPO entities will need to gain permission from their appropriate jurisdiction and the PFF must be submitted by the NWRTPO member representing that jurisdiction on the Committee. A list of these members is provided in this package.



All projects, even projects currently listed in our Regional Transportation Improvement Program Recommendation (RTIPR), **will need** to submit a PFF. The RTPO is trying to clear this list to remove outdated project information and provide consultations on the feasibility of the projects. If you've already submitted in previous years – an as of yet unfunded project – consult with the RTPO manager – Robert Kuipers, who can send you the previously submitted PFF and let him know if any changes or updates are needed (as opposed to re-doing the whole PFF) to save time and trouble.

To find out if your project is on the RTIPR, please feel free to contact our office or review through our website at: [http://www.nwnmcog.com/uploads/1/2/8/7/12873976/rtipr\\_updated\\_condensed.pdf](http://www.nwnmcog.com/uploads/1/2/8/7/12873976/rtipr_updated_condensed.pdf)

Further, the NWRTPO and NMDOT are looking for projects that will advance on region's long-range transportation plan, which can be found at:

[http://www.nwnmcog.com/uploads/1/2/8/7/12873976/rtp\\_2020\\_final.pdf](http://www.nwnmcog.com/uploads/1/2/8/7/12873976/rtp_2020_final.pdf)

Additional information on the NWRTPO can also be found on this webpage.

In this guidance is a list of examples and possible project sourcing and programs to help showcase what types of projects are possible and are suitable to be submitted with a Project Feasibility Form.

Many of the available funding sources will place value on projects that are supported by Comprehensive Plans, Transportation Plans and Studies (Regional, State, and Tribal), Infrastructure Capital Improvement Plans, and those that went through the Project Feasibility Form process. For specific, Transportation Alternative Program (TAP) and Recreational Trails Program (RTP) projects, we would encourage you to look at the supplemental guidance found in NMDOT's "Active Transportation and Recreational Programs Guide".

[http://www.nwnmcog.com/uploads/1/2/8/7/12873976/nmdot\\_tap-rtp\\_guide\\_ffy20-21.pdf](http://www.nwnmcog.com/uploads/1/2/8/7/12873976/nmdot_tap-rtp_guide_ffy20-21.pdf)

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





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

#### **Role of the Prioritization Process:**

Based upon the regional goals articulated in the RTP, and the statewide goals in the 2040 Plan, each RTPO will create a project prioritization process. This is the process that will be used to rate and rank the projects in each RTPO's RTIPR.

The standardized project prioritization process to score and rank projects included in the applicable RTIPR must be consistent with the NMDOT 2040 Long Range Multimodal Transportation Plan and each RTPO's RTP. Examples for creating a prioritization process can be found in the Active Transportation and Recreational Programs Guide (see sections on "application scoring factors" and "application scoring matrix") and the Project Prioritization Process for Small Urban Areas developed and used by the Mid Region Metropolitan Planning Organization.

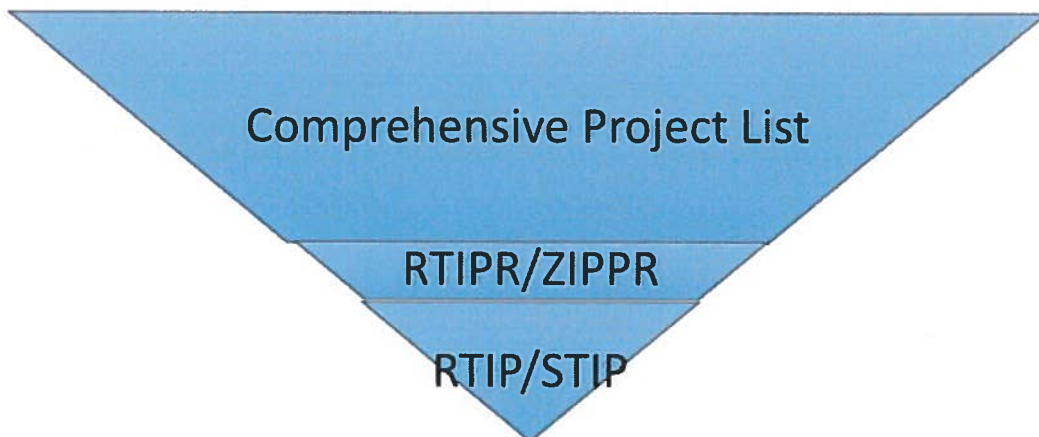
#### **Role of the RTIPR:**

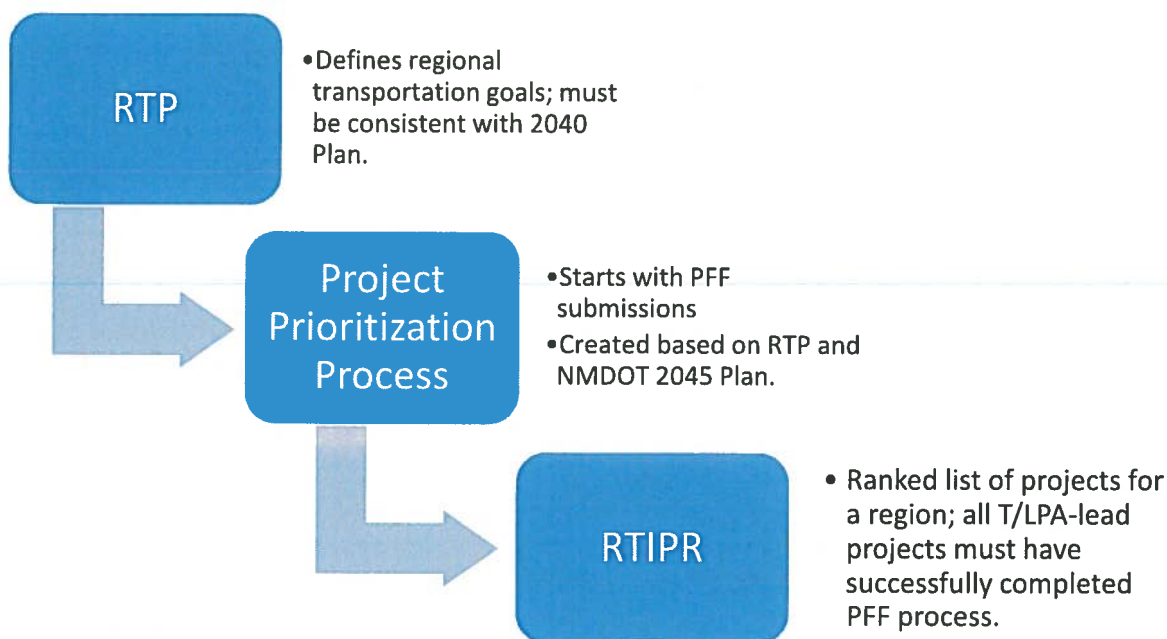
The RTIPR should include both NMDOT-lead and T/LPA-lead projects.

The RTPOs will issue a call for projects according to their individual application cycles. Following submittal of all T/LPA projects (with an approved PFF) to the RTPO planner, the RTPO planner will coordinate a rating and ranking process with the RTPO board. The RTPO board will utilize the adopted criteria to rate and rank projects based on project characteristics and the extent to which they meet the articulated goals of the RTP and 2040 Plan. The resulting ranked list of projects is considered the RTIPR. The RTIPR is then submitted to the District and used for consideration by the state in developing the State Transportation Improvement Program (STIP).

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

#### **Simple Process Flowchart:**





#### Northwest RTPO Prioritization Process:

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

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

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

**STEP 1: Project Feasibility Form.** Our Prioritization Process will be used to develop the RTPO's RTIPR. So, projects will be submitted in response to this "Call for Transportation Projects" guidance and begin as Project Feasibility Forms (PFFs). PFF will be submitted as per the timeline established in this Call for Transportation Projects guidance, and thence distributed to NMDOT, District staff, Regional Design staff, and RTPO staff for review. A mandatory PFF consultation meeting will be held with the entity to discuss the project, and result in a go- or no-go decision by the District Engineer or his/her designee. RTPO staff will provided a PFF Consultation Report back to the entity outlining information including suggestions on alternative funding sources and technical assistance providers.

**STEP 2: Project Prospectus Form.** Projects that are approved to move forward will then need to submit a Project Prospectus Form (PPF) (which now replaces the Project Identification Form – PIF) and other application documents depending on Federal funding program. These documents are again distributed to NMDOT, District staff, Regional Design staff, and RTPO staff for review, as well as RTPO members.







**STEP 3: Project Presentations.** Entities will decide which projects they want to present for scoring. Project presentations are developed by each entity and are presented at the *December* monthly meeting. The presentation template assists the entity to pull information from the PPF and present it in the exact order as the scoring criteria. **A copy of the presentation templates for Roadway/Bridges and Active Transportation & Recreational Programs can be provided.** Entities can request assistance from the RTPO staff, especially in terms of, data and maps. At this meeting, the RTPO Policy & Technical Committee members will evaluate each project and presentation, using the scoring criteria. **A copy of the scoring criteria for Roadway/Bridges and Active Transportation & Recreational Programs can also be provided.**










**STEP 4: RTIPR Approval Process.** RTPO will collect and compile each member scoring criteria form, and this will be the basis for the draft RTIPR presented to the RTPO Policy & Technical Committee in *January*. RTPO members can discuss prioritization of project, especially those that receive similar scores, and based on consensus members may make modifications to the scoring, findings and project ranking. Their discussion will be brought back in the form of a recommendation to the RTPO Policy & Technical Committee in *February*, which will further review the project ranking and vote to establish the RTIPR.

**STEP 5: ZIPPR.** Since our RTPO region overlaps with several different NMDOT Districts and RTPO regions, our staff works collaboratively with other RTPO to create a unified RTIPR that then goes to the appropriate District office as a recommended list.

**STEP 6: Regional Transportation Improvement Program (RTIP).** Ultimately, the final Regional Transportation Improvement Program lists are finalized and submitted by the District office; these are fiscally constrained projects that are funded and get incorporated into the Statewide Transportation Improvement Program (STIP).



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

PROGRAM	DESCRIPTION	EXAMPLES OF ELIGIBLE OPPORTUNITIES
Safe Routes to School Program (SRTS)	SRTS funding supports infrastructure development to create or improve safety features for school related traffic or pedestrians. <b><u>Now funded from TAP pool of funding.</u></b>	<p>Sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street and off-street bicycle facilities, traffic diversion improvements, public awareness campaigns, traffic education and enforcement, student sessions on bicycle and pedestrian safety, and funding for training, volunteers, and managers of SRTS programs</p> 
Recreational Trails Program	Provides funding for motorized and non-motorized trails and supporting infrastructure. Currently, there is a separate program other than the TAP pool.	<p>Motorized vehicle parks and facilities, hiking trails, urban trails, joint use trails and facilities.</p> 
Federal Transit Administration Section 5310	Provides Federal funding for seniors and individuals to serve the transportation needs of elderly persons and persons with disabilities who reside in "small urban areas"	<p>Para-transit services, or flexible route bus services in small urban areas</p> 
Federal Transit Administration Section 5311	The rural program that is formula based and provides funding to states for the purpose of supporting public transportation in rural areas, with population of less than 50,000. Funding for capital, operating, and administrative expenses for public transportation projects that meet the needs of rural communities.	<p>Examples of eligible activities include: capital projects; operating costs of equipment and facilities for use in public transportation; and the acquisition of public transportation services, including service agreements with private providers of public transportation services.</p> 
Special Studies	Additional studies not mentioned in other programs, such as special traffic studies	<p>Traffic studies, corridor studies, bicycle/pedestrian count studies, etc.</p> 
Roadways & Bridges	Projects that are determined to be functional classified can be prioritized through the STIP and receive funding	<p>Roadway improvements, lane expansion, widening, interchange development and bridge replacement</p> 
Federal Aviation Admin. Airport Improvement Program	Provides grants to public agencies — and, in some cases, to private owners and entities -- for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems (NPIAS). <a href="http://www.faa.gov/airports/aip/">http://www.faa.gov/airports/aip/</a>	
RAISE Discretionary Grants	Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant providing \$8.9 billion for transportation infrastructure. (formerly BUILD / TIGER) <a href="https://www.transportation.gov/RAISEgrants/raise-nofo">https://www.transportation.gov/RAISEgrants/raise-nofo</a> .	<p>Each project is multi-modal, multi-jurisdictional or otherwise challenging to fund through existing programs, including port, rail, planning, transit, road, trail and BPE projects.</p> 
NM Transportation Project Fund	Annual funding at approximately \$40 - \$50M and does not require functional classification. Requires 5% local match without waiver.	<p>Flexible program for many types of transportation projects including: roads, bridges, multi-modal, parking lots, etc.</p> 

**NWRTPO**  
**Call for Transportation Projects Schedule**  
**April 2021 – March 2022**

<b>Task</b>	<b>Timeframe/Due Date</b>	<b>Responsible Party</b>
<b>NWNM RTPO Approves and Releases Call for Projects Guide</b>	April 14 2021	RTPO Staff
<b>General Announcement of NMDOT Active Transportation and Recreational Programs Guide and CMAQ Program</b>	May 2021	NMDOT
<b>Technical Assistance</b> Contact the NWRTPO to set up a time and place with District staff	May - June 2021	RTPO & District Staff
<b>Project Feasibility Forms (PFF) Due on or Before</b> Must be submitted by an Approved RTPO Member	June 11, 2021	RTPO Members
<b>PFF Review and set up Consultations</b>	June 14 - 25, 2021	All
<b>Mandatory Project Consultation Meetings</b> between RTPO Member, Local Entity Representative/Official, RTPO staff, DOT Liaison, and District Staff. Project Consultation Report due 5 working days after.	June 28 - 30	All
<b>◊ Based on decision and recommendation by District staff, project and RTPO Member will be directed to:</b> <ul style="list-style-type: none"> <li>• Prepare and submit a Project Prospectus Form (PPF) for inclusion and prioritization in the Regional Transportation Improvement Program Recommendations (RTIPR), or</li> <li>• Detail other options for projects and/or funding</li> </ul>	July 2021	All
<b>Project Prospectus Forms (PPF) and (or) TAP/RTP/CMAQ Applications due</b> (Must be submitted by appropriate RTPO Member)	September 10, 2021	RTPO Members
<b>PPFs and Applications are vetted by RTPO Staff.</b>	September 13 - October 1, 2021	RTPO Staff
<b>PPFs and Applications sent to RTPO members for review</b>	October 1, 2021	RTPO Staff
<b>Project presentations and scoring by RTPO Members.</b> Gallup East side Fire-station, 3700 Churchrock Street, Gallup, NM	November 10, 2021	RTPO Members
<b>Draft RTIPR is presented to the NWRTPO Committee meeting</b> Cibola County Management Office, 700 E. Roosevelt, Grants, NM	January 12, 2022	RTPO Staff
<b>Final RTIPR is approved by NWRTPO Committee.</b> McKinley County Emergency Mgmt. Office, 2221 Boyd Ave., Gallup	February 9, 2022	RTPO Staff
<b>District 6 RTIPR ("zipper")</b> Finalize project inclusion into the DOT District 6 STIP, including Catron and Sandoval County projects. NMDOT District 6 Office, 1919 Pinon Drive, Milan, NM	March 9, 2022	All



### Eligible Entities for Transportation Funds

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

### Ineligible Entities

- Nonprofits as direct grant recipients. Nonprofits are eligible to partner with any eligible entity, if state or local requirements permit.
- Businesses & Individuals; though these may partner with an eligible entity project sponsor to carry out a project. For municipal, County, and tribal government entities interested in applying for a project, please inform, coordinate, and involve the following Northwest Regional Transportation Planning Organization (NWRTPO) representatives for your respective jurisdiction. Other entities or individuals are encouraged to do the same. Below are the jurisdictions that the NWRTPO will be considering applications from for this "Call for Projects".

For more information, feel free to contact Robert Kuipers, RTPO Program Manager (505) 722-4327; [rkuipers@nwnmcog.org](mailto:rkuipers@nwnmcog.org)

<b>NWRTPO Members</b>	
<b>Cibola County</b>	<b>Judy Horacek, Projects Coordinator</b> 505-285-2557; <a href="mailto:jphoracek@co.cibola.nm.us">jphoracek@co.cibola.nm.us</a>
<b>McKinley County</b>	<b>Rodney Skersick, Road Superintendent</b> 505-722-2303; <a href="mailto:Rodney.Skersick@co.mckinley.nm.us">Rodney.Skersick@co.mckinley.nm.us</a>
<b>San Juan County</b> (Non-MPO)	<b>Nick Porell, Deputy Department Administrator, Public Works</b> 505-334-4530; <a href="mailto:nporell@sjcounty.net">nporell@sjcounty.net</a>
<b>Gallup</b>	<b>Clyde Strain, Public Works Director</b> 505-863-1290; <a href="mailto:cstrain@GallupNM.gov">cstrain@GallupNM.gov</a>
<b>Grants</b>	<b>Don Jaramillo, Special Projects Coordinator</b> 505-285-3981; <a href="mailto:projects@grantsnm.gov">projects@grantsnm.gov</a>
<b>Milan</b>	<b>Sarah Austin, Village Manager</b> 505-285-6694; <a href="mailto:manager@villageofmilan.com">manager@villageofmilan.com</a>
<b>Navajo Nation – Northern Agency</b>	<b>Larry Ute Joe, Senior Planner</b> 928-640-1657; <a href="mailto:ljoe@navajodot.org">ljoe@navajodot.org</a>
<b>Navajo Nation – Eastern Agency</b>	<b>Marco Sells, Senior Planner</b> 928-674-2136; <a href="mailto:msells@navajodot.org">msells@navajodot.org</a>
<b>Pueblo of Acoma</b>	<b>Dave Deutsawe, Director – Public Works</b> 505-552-5190; <a href="mailto:ddeutsawe@puebloofacoma.org">ddeutsawe@puebloofacoma.org</a>
<b>Pueblo of Laguna</b>	<b>Elroy Keetso, Tribal Planner</b> 505-552-1201; <a href="mailto:ekeetso@pol-nsn.gov">ekeetso@pol-nsn.gov</a>
<b>Pueblo of Zuni</b>	<b>Royce Gchachu, Program Manager</b> 505-782-7116; <a href="mailto:royce.gchachu@ashiwi.org">royce.gchachu@ashiwi.org</a>
<b>Ramah Navajo</b>	<b>Dorothy Claw, Ramah DOT</b> 505-775-3264; <a href="mailto:DorothyClaw@ramahnavajo.org">DorothyClaw@ramahnavajo.org</a>

If you are located in the Farmington MSA (of the Cities Farmington, Bloomfield, and Aztec), please contact the Farmington MPO, to discuss projects and process with them directly. Contact Information: (505) 599-1392)



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

**<NAME RTPO/MPO>**

**T/LPA PROJECT FEASIBILITY FORM (PFF)**

For assistance, contact XXXXX, RTPO/MPO Planner, at phone number or email

**GENERAL INFORMATION**

Preparation Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Requesting T/LPA: \_\_\_\_\_

Governing Body Approval:  
YES \_\_\_ NO \_\_\_ PENDING \_\_\_

Person in Responsible Charge: \_\_\_\_\_

Phone: \_\_\_\_\_

**PROJECT DESCRIPTION**

Project Type (Circle/boldface/underline all that apply):

*ROADWAY* *TRANSPORTATION ALTERNATIVE*

*BRIDGE*

*SAFETY*

*OTHER*

If you chose "OTHER" please clarify here:

Route Number and/or Street Name: \_\_\_\_\_

Project Termini: \_\_\_\_\_ Beginning Mile point \_\_\_\_ Ending Mile point \_\_\_\_

Total length of proposed project: \_\_\_\_\_

Project Phases to be included in request (Circle/boldface/underline all that apply):

*PRELIMINARY ENGINEERING*

*CONSTRUCTION*

*CONSTRUCTION MANAGEMENT & TESTING*

**PLANNING FACTORS**

**National Planning Factors**

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

*Support Economic Vitality | Increase Safety for Motorized and Non-Motorized Users |*

*Increase Security for Motorized and Non-Motorized Users | Increase Accessibility and Mobility for People and*

*Freight | Protect and Enhance Environment, Energy Conservation, Quality of Life |*

*Enhance Integration and Connectivity | Promote System Management and Operation |*

*Emphasize System Preservation | Enhance Travel and Tourism |*

*Improve System Resiliency, Reliability and Reduce or Mitigate Stormwater Impacts*

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

Begin typing here. Box will expand as needed.

**New Mexico Climate Change Goals**

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

*Reduction in Greenhouse Gas (GHG) emissions | Reduction in Vehicle Miles Traveled (VMT) |  
Increased Adoption of Cleaner Vehicles*

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

Begin typing here. Box will expand as needed.

**PROJECT COSTS**

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

**DISTRICT REVIEW:**

By:	Date:	Recommended:	Yes	No
<b>T/LPA REVIEW:</b>				
By:	Date:	Recommended:	Yes	No

Type district comments here. Box will expand as needed.

**Topics to discuss during PFF meetings:**

- Is the Tribal/Local Public Agency (T/LPA) familiar with the NMDOT T/LPA Handbook? Has the person in responsible charge attended one of the T/LPA Handbook trainings?
- The Americans with Disabilities Act of 1990 requires public agencies with more than 50 employees to create a transition plan to achieve program accessibility requirements. (Except tribal entities)
  - Does the LPA have an approved plan on file with the NMDOT?

- If the LPA has fewer than 50 employees, has NMDOT received an official letter listing employee names and positions (to include part time employees but not elected officials)?
- LPAs with fewer than 50 employees still need an ADA policy. Does the LPA have an ADA policy?
- Does the LPA have an approved Title VI plan on file with the NMDOT? (Tribal entities are not required to have a Title VI plan).
- Is this project included in any other planning documents? (Comprehensive Plan, ICIP, etc.)
- Is the project within NMDOT ROW? If so, does the district support the project?
  - Are agreements necessary for maintenance and operations? (Lighting agreements, landscaping, etc.)
- Is there a need for proprietary items or brand-specific items on this project? If so, Public Interest Finding/certification is required and should be discussed.
- Does the T/LPA have the minimum match required for the project? Is the T/LPA using in kind match: entity furnished items/labor/materials/equipment? This needs to be approved up front and written into the agreement.
- The T/LPA needs to understand the reimbursement process and be prepared to pay all costs up front. The T/LPA must follow district instructions for submitting invoices for reimbursement.
  - Does the T/LPA have the capability to pay all costs up front?
  - Does the T/LPA have the capability to adhere to 90 day project closeout process?
- Certified testing is required during construction and is eligible for reimbursement.
  - Has the T/LPA included funding for testing in the consultant management estimate above or does the T/LPA have certified employees that can provide materials testing?
- Does the T/LPA know the Buy America requirements for steel and iron?
  - **NOT the same as Buy American, this is not reimbursable or allowed on federal projects**
- The T/LPA must follow the NMDOT specifications as outlined in the "Specs for Highway and Bridge Construction" unless the appropriate NMDOT Design Center grants permission prior to design for the T/LPA to use other specs.
- Does the T/LPA have maintenance and operations costs accounted for?

- Does the T/LPA have a good track record for responsible use/tracking of federal funds? Have they met closeout deadlines? Have they successfully completed other federally funded projects in a timely manner?
  - Has the T/LPA had any issues with design/construction in the past?
  - Does the T/LPA have major audit findings that would prevent them from being a responsible fiscal agent?
-



## **T/LPA PROJECT PROSPECTUS FORM (PPF)**

**INSTRUCTIONS: Please complete all sections thoroughly.  
See the end of this document for required distribution.**

1. Date of Submittal: [Click here to type date](#)
  2. Is this project phased? [Yes / No](#) If phased: [Enter phase number and total # of phases](#)
  3. T/LPA Responsible Charge: [Enter entity name](#)
  4. Project Name: [Enter project name](#)
  5. Is the project on the ICIP? [Yes / No](#) If yes, year and priority #: [Year, priority # \(if available\)](#)
  6. Is the project in or consistent with any T/LPA planning documents? [Yes / No](#)  
If yes, list documents (ICIP/Community/Bike/Ped Plan/etc.): [Enter document name and year](#)
  7. Is a related project in the STIP? [Yes / No](#) If yes, year(s): [Enter year\(s\)](#) Control #: [Enter CN](#)
  8. Is a related project on the MPO TIP/RTPO RTIP? [Yes / No](#) If yes, which year(s): [Enter year\(s\)](#)  
*Notes: Please contact your MPO/RTPO planner if this project is not in any local planning documents; if it is, please include the plan's cover page and the page on which the project is listed for any relevant documents.*
- 
9. T/LPA Person in Responsible Charge: [Click here to enter](#)
  10. Address: [Enter street address, city, state, and zip code](#)
  11. County: [Select a county](#)
  12. Phone: [Enter phone #](#)
  13. E-mail: [Enter email address](#)
  14. MPO or RTPO: [Select a MPO/RTPO](#)
  15. NMDOT District #: [Select a district](#)
- 

### **PROJECT DESCRIPTION**

16. In the space below, please provide a narrative describing the Project **Purpose and Need**: i.e., the rationale behind the project. *If this project has or will go through the NEPA process, the description below should match the NEPA description as closely as possible.*

[Enter a project description – this field will expand as needed, but please limit text to 200 words.](#)

17. Select the main project type: [Select the main project type.](#)

List additional project types here: [enter additional project types here.](#)

## Project Details (fill out where applicable)

18. **Project Scope** (not the same as Purpose and Need): This will be entered into the STIP and used for agreements, please be specific

19. **Route # (or Street) Name:** Enter route number or name

20. **Length (mi.):** Enter length in miles

21. **Begin mile post/intersection:** Enter begin point

22. **End mile post/intersect.:** Enter end point

23. **Attach a map of project area:** Enter shortened URL [goo.gl/maps/xxxx].

24. **Roadway FHWA Functional Classification(s):** Select a road type, or enter road types.

## FUNDING INFORMATION

25. **Has a related project received Federal funding previously?** Yes / No **If yes, which years?** Enter year(s) **Which funding program(s)?** Enter program(s)

In the table below, please itemize the total project cost by type and funding source. (This information will be entered into the STIP and used for agreements, please be specific)

Activity	Federal	Local***	Tribal	Other	
26. Preliminary Engineering*					
27. Utilities					
28. Right-of-Way					
29. Construction Management**					
30. Construction					
<b>Totals</b>					<b>Project Total</b>

\* 26. Preliminary Engineering total includes planning, environmental, and design.

\*\* 29. Construction management total includes bidding, observation and material testing.

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

See Program specific guidance on match ratios. Generally, match ratios for projects are 85.44% Federal, 14.56% Local/State/Tribal.

## Project Readiness

List any certifications, clearances and other processes that have been obtained for this project.

Required certifications for federally-funded and state-funded projects include: Right of Way, Environmental\*, Utilities, Intelligent Transportation Systems (ITS) and Railroad. Please include the date that the certification or clearance was received **OR** if a certification/clearance is underway. In most cases, a project will not have these certs or clearances yet.



31. **Clearances and/or Certifications:** List any/all, including the date completed, or when they were started

\* NEPA assessment may evaluate: Threatened & Endangered Species, Surface Water Quality (Clean Water Act), Ground Water Quality, Wetlands, NPDES Permit, Noxious weeds, Air Quality Analysis, Noise Analysis, Hazardous Materials Analysis, and other areas; 4-F properties. NHPA Section 106 Cultural Resources Investigation may include: coordination with land management agencies and State Historic Preservation Officer, Cultural Properties Inventory (buildings recorded), Traditional Cultural Property Inventory (consult with appropriate Native American tribes), Tribal Historic Preservation Officer and State Historic Preservation Officer. **For a full list of environmental and cultural areas that may be evaluated, see the Tribal/Local Public Agency Handbook.** This also includes public outreach.

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## Planning Factors

### National Planning Factors

Below are the federally mandated planning factors for all transportation projects. Please check all that apply and provide a brief explanation of how the project addresses the factor. Comment area will expand as needed.

**NOTE: if you are applying for TAP, RTP, or CMAQ funds, leave this section blank and complete the supplemental application (contact MPO/RTPO with questions).**

- 33. ☐ **Support Economic Vitality:** Type explanation.
  - 34. ☐ **Increase Safety for Motorized and Non-motorized Users:** Type explanation.
  - 35. ☐ **Increase Security for Motorized and Non-motorized Users:** Type explanation.
  - 36. ☐ **Increase Accessibility and Mobility of People and Freight:** Type explanation.
  - 37. ☐ **Protect and Enhance Environment, Energy Conservation, Quality of Life:** Type explanation.
  - 38. ☐ **Enhance Integration and Connectivity:** Type explanation.
  - 39. ☐ **Promote System Management and Operation:** Type explanation.
  - 40. ☐ **Emphasize System Preservation:** Type explanation.
  - 41. ☐ **Improve System Resiliency and Reliability and Reduce or Mitigate Stormwater Impacts**  
: Type explanation.
  - 42. ☐ **Enhance Travel and Tourism:** Type explanation.
- 

### New Mexico Climate Change Goals

Below are the state of New Mexico's climate change goals for transportation projects. Please check all that apply and provide a brief explanation of how the project addresses the goal. Comment area will expand as needed.

**NOTE: this section is required for all applications.**

- 43. ☐ **Reduction in Greenhouse Gas (GHG) emissions:** Type explanation.
- 44. ☐ **Reduction in Vehicle Miles Traveled (VMT):** Type explanation.

45. ☐ Increase Adoption of Cleaner Vehicles: Type explanation.

## REQUIRED DISTRIBUTION

The Applicant shall send a completed electronic version to the MPO/RTPO, District Staff and NMDOT Planning Liaison. If the applicant is applying for TAP, RTP or CMAQ, this form should be submitted with the other application materials to your MPO/RTPO Planner only.

## GLOSSARY

FAST Act: *Fixing America's Surface Transportation Act*, the current funding and authorization bill to govern United States federal surface transportation spending.

NMDOT Planning Liaison: NMDOT Planning Liaison, a NMDOT employee assigned to provide planning technical assistance to a MPO/RTPO or T/LPA. See NMDOT website for a list of Liaisons and contact information.

ICIP: *Infrastructure capital improvement plan*, a plan that establishes planning priorities for anticipated capital projects.

MPO: *Metropolitan Planning Organizations* conduct comprehensive transportation planning for metropolitan areas with populations of 50,000 or more. The MPOs in New Mexico are Farmington, Santa Fe, Mid Region (Albuquerque Area), Mesilla Valley (Las Cruces area), and a portion of El Paso (Sunland Park, and Anthony area).

MTP: *Metropolitan Transportation Plan*, the long range, comprehensive, multimodal document that guides each MPO for the next 25 years, which is updated every 4-5 years.

NEPA: *National Environmental Policy Act*, enacted on January 1, 1970, requires federal agencies to assess the environmental effects of their proposed actions prior to making decisions on a range of items, including project construction.

RESPONSIBLE CHARGE: A full-time, public employee qualified to ensure that the work delivered is complete, accurate, and consistent with the terms, conditions, and specifications of the cooperative agreement. This person should be able to answer all questions about the project and oversee all aspects from planning through construction.

RTIPR: *Regional Transportation Improvement Program Recommendations*, the list of programs promoted by local agencies outside of MPO areas. These lists may inform NMDOT Districts when they program funds in their regions.

RTP: *Recreational Trails Program*, which provides funds to the States to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. - **OR** -

RTP: *Regional Transportation Plan*, similar to MTPs for the RTPO regions.

RTPO: *Regional Transportation Planning Organizations*, state-designated entities that orchestrate rural transportation planning. The RTPOs in New Mexico are Northwest, Northern Pueblos, Northeast, Southeast, South Central, Southwest and Mid Region RTPOs.

STIP: *State Transportation Improvement Program*, the fiscally constrained list of projects, programmed for four years (plus two more years for planning).

TIP: *Transportation Improvement Program*, the federally required, fiscally constrained program that includes transportation projects proposed for funding within an MPO's boundaries in the next four years, which is developed by the MPOs every two years. Project information is entered into the STIP.

TLPA: *Tribal/Local Public Agency*, the umbrella term for tribal entities, communities, and counties.

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

Robert Kuipers <rkuipers@nwnmcog.org>

Wed 3/17/2021 3:38 PM

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

 4 attachments (3 MB)

NWRTPO Call for Transportation Projects, 2021\_FINAL.pdf; NMDOT\_TAP-RTP\_Application\_2021.pdf; NMDOT\_CMAQ\_Application\_2021.pdf; NMDOT Active Transportation and Recreational Programs Application Guide\_2021.pdf;

RTPO members and DOT colleagues:

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

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

---

Robert Kuipers, RTPO Program Manager  
Northwest NM Council of Governments  
"Over 45 years of moving the region forward"  
(505) 722-4237  
rkuipers@nwnmcog.org

## **TAP & RTP Application & Program Guide – Condensed Summary**

(This summarizes the 31 page document in 3 pages)

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

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

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

Scoring Factors	Possible Points
<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
<b>Equity</b>	3
<b>Total</b>	<b>33</b>

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

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

6) The Award: pp. 18 – 19

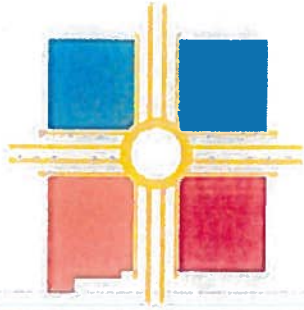
- Once project is awarded the local govt. recipient will work with the TAP/RTP Coordinator or NMDOT POD (*Project Oversight Division*) and Regional Design Center project manager to develop an agreement.
- Non infrastructure projects are managed by the TAP/RTP Coordinator.
- Infrastructure projects involving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

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

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

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





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

## **Transportation Alternatives and Recreational Trails Application and Program Guide**

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*For Projects in Federal Fiscal Years 2023, 2024, plus*

### **Programs Coordinator**

Maggie Moore  
New Mexico Department of Transportation  
P.O. Box 1149  
Santa Fe, NM 87504-1149  
(505) 470-4705  
[Maggie.Moore@state.nm.us](mailto:Maggie.Moore@state.nm.us)

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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 2040 Plan* ("2040 Plan"). The 2040 Plan provides the strategic framework to guide NMDOT's decision-making in the years to come, and represents an unprecedented level of outreach and engagement with the general public and diverse stakeholders across the entire state of New Mexico. The 2040 Plan is currently undergoing an update, which will be released in the Fall of 2021.

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

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

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

This Guide is for eligible projects applying for funds in Federal Fiscal Year (FFY) 2023 through FFY 2025. Applicants should identify the desired year(s) for their proposed projects. As NMDOT reviews, scores and programs projects, it may seek to adjust funding years in order to accommodate anticipated project timeline delays and/or support the highest ranking applications. Proposed changes to funding years will be discussed with applicants prior to awarding funds.

## 2. Quick-Reference Funding Guide

### Which program should my agency apply for?

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

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

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

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

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

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

### Other Funding Opportunities

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



### 3. Program Information

#### A. What is the Transportation Alternatives Program?

##### Background

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

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

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

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

##### Funding

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

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

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

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

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

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

## **B. What is the Recreational Trails Program?**

### **Background**

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

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

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

### **Funding**

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

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

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

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



## 4. Program Requirements

### A. Who can apply for funding?

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

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

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

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

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

### B. What are other Federal requirements?

#### Americans with Disabilities Act

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

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

ADA Plan/Policy Deadline: July 12, 2021

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

## Title VI Plan

Non-Tribal entities wishing to apply for Federal funds through TAP/RTP must have a Title VI Plan. The plan addresses Title VI of the Civil Rights Act of 1964 and is the LPA's written document outlining how they will ensure no persons will be discriminated against based on race, color, national origin, sex, age, disability, limited English proficiency, or income status with the implementation of programs, services, or projects that utilize Federal funds. While Tribal governments are exempt from these requirements, NMDOT supports plans and policies as a best practice. The Title VI Plan should be formally updated every three (3) years and submitted to the NMDOT Title VI Program Coordinator. If your agency has a Title VI plan already on file with NMDOT, an annual report, due October 1, should be sent to the [NMDOT Title VI Program Coordinator](mailto:ADA.TitleVICoordinator@state.nm.us) Charles Trujillo, [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](#).

Title VI Plan Deadline: July 12, 2021

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

## Financial controls

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

## C. What is the local match?

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

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

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

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



## E. Other Considerations

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

What if my project comes in over budget?

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

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

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

Projects must comply with all applicable Federal and State requirements from project design through implementation/construction, administration, and close-out. NMDOT will inform MPO/RTPO staff of additional trainings opportunities as they become available. Finally, NMDOT may require local government assistance and/or coordination in performing analyses related to performance measurement (e.g., before-and-after bicycle counts for a new bicycle facility).

## 5. Application Process and Project Selection

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

All applicants must coordinate with and submit their applications to the appropriate [MPO or RTPO](#) based on the location of the applying agency. Appendix X provides a map and [contact information](#) for all the MPOs and RTPOs in New Mexico.

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

Once an entity has an approved PFF, they can begin preparing their application packet, as itemized in Section C below. For projects located in RTPO areas, once a PFF is approved by the appropriate District

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

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

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

### B. TAP/RTP Funding Cycle Timeline

Month	Year	Activity
May-Sept	2021	Call for projects open
May- July	2021	<p>PFFs due to RTPO planner (or to MPO planner if MPO is using PFF process); RTPO planner (and MPO planner if MPO is using PFF process) sets own deadline for receiving PFFs</p> <p>RTPO (or MPO) planner schedules PFF meetings with RTPO (or MPO)/NMDOT liaison/District/Environmental/T/LPA</p> <p>MPO planner screens all potential applicants for feasibility, phasing, etc. (if not using PFF process)</p> <p>RTPO/MPO planners set own deadline for completing PFF meetings (or MPO-specific feasibility screening process)</p> <p>Projects in RTPO areas whose PFF is signed off on by the appropriate District representative at the PFF meeting must be included in the RTPO's RTIPR</p>
June-July	2021	T/LPA completes application and submits to MPO/RTPO planner according to deadline set by MPO/RTPO
July 3	2021	Non-Tribal applicants must submit their agencies Title VI and ADA Plans/Policy to NMDOT Title VI and ADA Coordinator for review and approval.
Aug-Sep	2021	MPO/RTPO planner evaluates applications for eligibility and completeness
October 1	2021	<p>MPO/RTPO planners submit complete applications to NMDOT TAP/RTP Program Coordinator</p> <p><u>Late or incomplete applications will not be accepted.</u></p>
Oct-Nov	2021	TAP/RTP Program Coordinator reviews applications for eligibility and completeness and prepares packages for rating and ranking by Selection Committee (TAP) and Recreational Trails Advisory Board (RTAB) (RTP)
Dec - Jan	2021-22	TAP Selection Committee rates, ranks, and selects projects; RTAB rates and ranks RTP projects and makes recommendations to NMDOT



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

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

### **C. What needs to be included with my application?**

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

- Cover Page
- Table of contents
- Project Feasibility Form (PFF) signed by District representative – see Appendix I (MPOs that conduct a different process for determining feasibility do not need to include a signed PFF)
- Project Prospectus Form (PPF) – see Appendix I
- TAP/RTP Application – see Appendix I
- Resolution of Sponsorship indicating 1) proof of match, 2) budget to pay all project costs up front (funding is by reimbursement), and 3) acknowledgement of maintenance responsibility – see Appendix IX; alternatively, an official letter signed by the entity's chief executive or official with budget authority, indicating all of the same, may be submitted in lieu of a resolution.
- Letter(s) of support regarding right(s)-of-way from all entities whose right-of-way/jurisdiction comes into contact with the project; this requirement only applies when a project is not located entirely within the jurisdiction of the T/LPA. The letter(s) must also address which entity will take on the maintenance responsibility of the proposed project.
- Basic map of project location (not required for non-infrastructure projects)
- Any additional documentation in support of scoring factors – see section 5D.

MPO/RTPO planners are responsible for submitting complete application packages to NMDOT no later than close of business (COB) on October 1, 2021. Application packets must be submitted as single PDF documents and must be uploaded to NMDOT's FTP site. Emailed, faxed, or mailed submissions will not be accepted. Late or incomplete applications will also not be accepted.

### **D. Application Scoring Factors**

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

#### **1. Planning**

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

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

**Eligible Planning Documents:**

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

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

**3 points:** The application demonstrates a thorough understanding of how the factor applies, and provides clear and compelling documentation on how the project meets and exceeds the factor.

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

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

**0 points:** The application does not meet the factor.

## **2. Economic Vitality**

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

**Application Question:**

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

**3. Safety and Security**

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

**Application Question:**

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

**4. Accessibility and Mobility through Integration and Connectivity**

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

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

**Application Question:**

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

**5. Protection and Enhancement of the Environment**

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

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



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

**Application Question:**

*Please provide information as to how your eligible project will:*

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

*Please cite and provide supporting documents or studies as necessary.*

## **6. Efficient System Management and Operations**

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

**Application Question:**

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

## **7. System Preservation**

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

**Application Question:**

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

## **8. Equity**

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

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

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

*Application Question:*

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

**Point Deductions- Inactive Projects**

For each inactive Federal Aid project for which an entity is the lead agency, five (5) points shall be deducted from the proposed project. An inactive project is a Federal Aid project for which no expenditures have been charged against federal funds during the past nine months. Evaluation of project inactivity will occur during the project application review process, approximately November 2021—January 2022.

**E. Application Scoring Matrix**

Scoring Factors	Possible Points
<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
<b>Equity</b>	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).

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

## 6. The Award

### A. Agreement Development and Project Management

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

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

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

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

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



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

Alternatively, some projects may be further along in the project development process and may be eligible for construction funding without also applying for a planning/design/certifications phase, and beginning as early as FFY2023; however, this is an exceptional circumstance, and any project applying for construction funds only **must receive prior approval from the appropriate Regional Design Center**. Often, these projects previously received Federal funds for the design phase of the project and therefore were designed to the standards required for Federal funds.

## **B. How will my agency receive funds?**

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

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

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

## **C. How long are the funds available?**

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

# **7. Appendices**

## **I. Forms**

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

Editable, electronic versions of these forms are available from the [NMDOT Project Oversight Division](#) website. Once applications are complete, please submit materials to your MPO/RTPO planner as a single PDF document.

**Project Feasibility Form (PFF)**

[POD-TPLA \(state.nm.us\)](#)

**Project Prospectus Form (PPF)**

[POD-TPLA \(state.nm.us\)](#)

**TAP/RTPO Application Form**

UPDATE Link

## **II. NMDOT Resources**

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

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

**Right-of-Way (ROW) Handbook**

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

## **III. Sample Programmatic Boilerplate Agreement**

Agreements for non-infrastructure, programmatic projects such as SRTS coordinators, plans, trainings, etc. will be handled directly by the program-specific coordinator at NMDOT. A sample boilerplate programmatic Grant Agreement is linked below. Please be aware the Grant Agreements change from time to time, and the agreement your entity receives may vary from this boilerplate.

**Sample Grant Agreement**

[http://dot.state.nm.us/content/dam/nmdot/planning/TAP-RTP\\_Sample\\_Programmatic\\_Agreement.pdf](http://dot.state.nm.us/content/dam/nmdot/planning/TAP-RTP_Sample_Programmatic_Agreement.pdf)

## **IV. Sample Design/Construction Boilerplate Agreement**

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

**Sample Cooperative Project Agreement – Design**

[Cooperative Project Agreement SAMPLE \(state.nm.us\)](#)

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

[Cooperative Project Construction Agreement SAMPLE \(state.nm.us\)](#)

## **V. Eligible and Ineligible Projects and Activities**

Eligible projects and activities under TAP include:



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

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

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

#### **Ineligible projects and activities under TAP include:**

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



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

#### **Eligible projects and activities under RTP include:**

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

#### **Ineligible projects and activities under RTP include:**

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

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

## **VI. RTP Project Categories**

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

### **Category 1: Non-motorized, single use**

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

### **Category 2: Non-motorized, diverse use**

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

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

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

### **Category 4: Motorized, single use**

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

#### **Category 5: Motorized, diverse use**

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

## **VII. State and Federal Requirements and Guidelines**

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

### **Americans with Disabilities Act (ADA) Requirements**

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

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

- Forest Service Trails Accessibility Guidelines (FSTAG)  
[http://www.fs.fed.us/recreation/programs/accessibility/FSTAG\\_2013%20Update.docx](http://www.fs.fed.us/recreation/programs/accessibility/FSTAG_2013%20Update.docx)
- Accessibility Guidebook for Outdoor Recreation and Trails  
<http://www.fs.fed.us/recreation/programs/accessibility/pubs/htmlpubs/html12232806/index.htm>

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

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

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

### **ADA/Accessibility Guidelines and Resources**

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



- US Access Board information on Public Rights-of-Way Access Guide (PROWAG) and Shared-Use Path accessibility guidance  
<http://www.access-board.gov/guidelines-and-standards/streets-sidewalks>
- US Forest Service Accessibility resources:  
<http://www.fs.fed.us/recreation/programs/accessibility>
- US Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG):  
[http://www.fs.fed.us/recreation/programs/accessibility/FSORAG\\_2013%20Update.1.pdf](http://www.fs.fed.us/recreation/programs/accessibility/FSORAG_2013%20Update.1.pdf)

### Buy America

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

- FHWA Buy America resources:  
<https://www.fhwa.dot.gov/construction/cgit/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)
- Forest Service Equestrian Design Guidebook:  
[http://www.fs.fed.us/t-d/php/library\\_card.php?p\\_num=0723%202816](http://www.fs.fed.us/t-d/php/library_card.php?p_num=0723%202816)
- Resources for specific trail features:  
[http://www.fhwa.dot.gov/environment/recreational\\_trails/publications/fs\\_publications](http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications)
- US Forest Service Standard Trail Plans and Specifications:  
<http://www.fs.fed.us/recreation/programs/trail-management/trailplans/index.shtml>

### Design Guidance Websites and Publications

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

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

### **Project Reporting**

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

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

- Bicycle Count Lending Program Guide:  
[NMDOT Bicycle Count Program Guide \(state.nm.us\)](http://state.nm.us)

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

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

### **IX. Sample Resolution of Sponsorship**

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

#### **Sample Resolution of Sponsorship**

[NMDOT TAP/RTP Resolution \(sample\) \(state.nm.us\)](http://state.nm.us)

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

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

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

**Peter Koeppel**, MPO Officer

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

### **Santa Fe Metropolitan Planning Organization (SFMPD)**

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

**Erick Aune**, MPO Officer

E-mail: [ejane@santafenm.gov](mailto:ejane@santafenm.gov)

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

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

**Dewey Cave**, Executive Director/Acting MPO Administrator

Phone: (505) 724-3624

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

### **Mesilla Valley MPO (MVMPD)**

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

**Andrew Wray**, MPO Officer

Phone: (575) 528-3070

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

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

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



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

Fax: (505) 722-9211

**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

**Steve Fischer**, Transportation Planner

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

**Northeast Regional Planning Organization (NERTPO)**

North Central New Mexico Economic Development District (NCNMEDD)

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

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

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

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

**Eastern Plains Council of Governments (EPCOG)**

NERTPO: Union, Harding, Guadalupe, and Quay Counties

SERTPO: De Baca, Curry and Roosevelt Counties

418 Main St.

Clovis, NM 88101

Phone: (575) 762-4505

Fax: (575) 762-7715

**Raul Rodriguez**, Regional Planner

Phone: (575) 914-4153

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

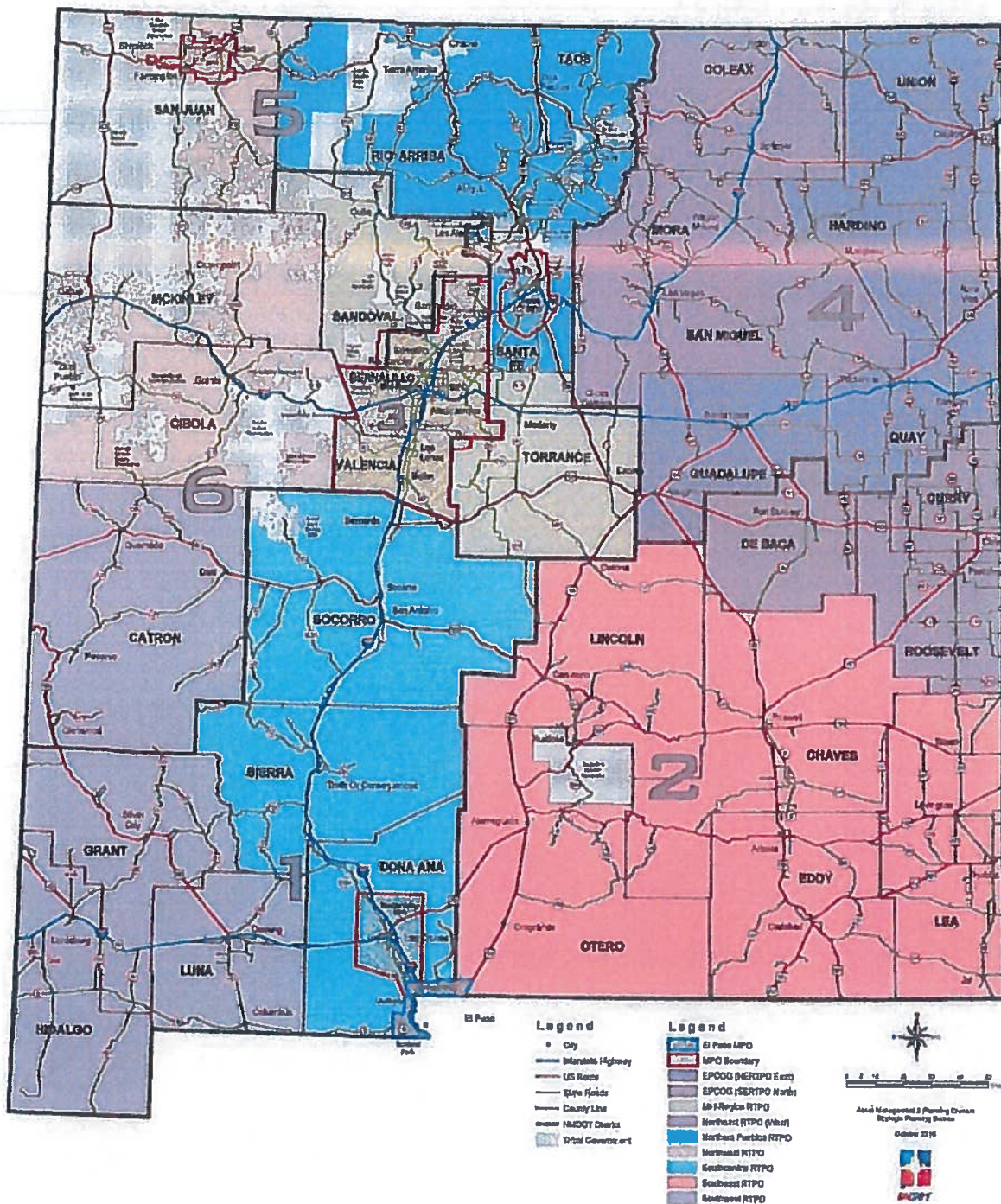
Phone: (575) 388-1509

Fax: (575) 388-1500

**Cerisse Grijalva**, RTPO Planning Program Manager

E-mail: [grijalvac1@swnmcog.org](mailto:grijalvac1@swnmcog.org)

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





## **XI. NMDOT District Offices and Regional Design Centers**

### **District 1:**

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

### **District 2:**

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

### **District 3:**

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

### **District 4:**

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

### **District 5:**

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

### **District 6:**

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

### **North Regional Design Center (D4 & D5):**

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

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

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

### **South Regional Design Center (D1 & D2):**

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

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

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



TAP/RTP appl.

## ACTIVE TRANSPORTATION AND RECREATIONAL PROGRAMS

### APPLICATION

**INSTRUCTIONS:** Applicants are required to read through the New Mexico Active Transportation and Recreational Programs Guide (the Guide) prior to completing this application. Please complete the Project Prospectus Form (PPF) first, and then complete this application form.

#### Introduction

As outlined in the guide, this application will be completed by entities applying for either Transportation Alternatives Program (TAP) or Recreational Trails Program (RTP) funds, and used by the statewide selection committees to score and rank projects submitted for TAP/RTP funding. The process is competitive and the highest scoring projects will be the first priority for funding. This application may also be used by MRMPO and EPMPO in their TAP application processes.

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

#### Basic Project Information

A. Select which funding source applying for:

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

B. Date of submittal:

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

D. Project name:

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

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

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

Please explain project phasing as necessary:

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

#### **Scoring Factors**

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

#### **1. Planning**

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

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

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

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

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

#### **2. Economic Vitality**

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

### **3. Safety and Security**

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

### **4. Accessibility and Mobility through Integration and Connectivity**

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



**5. Protection and Enhancement of the Environment**

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

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

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

**6. Efficient System Management and Operation**

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

## 7. System Preservation

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

### Application Submission

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

- Project Feasibility Form (PFF) signed by District representative – see Appendix I of the Guide
- Project Prospectus Form (PPF) – see Appendix I of the Guide
- TAP/RTP Application Form
- Resolution of Sponsorship indicating proof of match, budget to pay all project costs up front (funding is by reimbursement), and maintenance – see Appendix XI; alternatively, an official letter signed by the entity's chief executive or official with budget authority, indicating all of the same, may be submitted in lieu of a resolution.
- Letter(s) of support regarding right(s)-of-way from all entities whose right-of-way/jurisdiction comes into contact with the project; this requirement only applies when a project is not entirely located within the jurisdiction of the sponsoring agency.
- Basic map of project location

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