

## **CMAQ Application & Program Guide – Condensed Summary**

(This summarizes the 25 page document in 4 pages)

### **1) Introduction & Goals: pp. 1 – 2**

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

### **2) Eligible Projects: pp. 2 – 4**

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

### **3) Program Information: pp. 5 – 7**

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

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

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

##### A) Application Process:

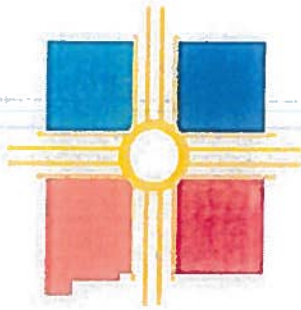
- After NMDOT issues the Call for Projects the NWRTPO will distribute the CMAQ Non-mandatory Guide and provide an application schedule for their region.
- The applying local entity then completes a project feasibility form (PFF) specific to the CMAQ program.
- The RTPO planner then schedules a PFF meeting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

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

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

#### **5) Appendices:**

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



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

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

For projects beginning in Federal Fiscal Year 2023 plus

DRAFT

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## 1. INTRODUCTION AND GOALS

The Congestion Mitigation and Air Quality Improvement program (CMAQ) is a Federal Aid Highway Program (FAHP) funding source administered by the Multimodal Planning and Programs Bureau (MPPB) at the New Mexico Department of Transportation (NMDOT). This program guide details the process Tribal and Local Public Agencies (T/LPAs) and State agencies must follow to apply for CMAQ funds for projects considered eligible (see Section 2 for a detailed list of eligible and ineligible projects). All T/LPAs receiving Federal Aid Highway Program funding must fulfill specific requirements to successfully complete their project. T/LPAs wishing to pursue CMAQ funding must consult the T/LPA Handbook for Federal Projects prior to applying for funds in order to fully understand the requirements. A current copy of the T/LPA Handbook can be found here: [POD-TPLA \(state.nm.us\)](https://www.state.nm.us/transportation/programs/PLA/TPLA/TPLA_Handbook.pdf)

CMAQ was created under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 as a response to the Clean Air Act, and has been reauthorized under every successive transportation bill up to and including the FAST Act in 2015. FHWA implemented the CMAQ program to support surface transportation projects and other related efforts that contribute to air quality improvements and provide congestion relief. The CMAQ program supports two important goals of the U.S. Department of Transportation: improving air quality and relieving congestion. In New Mexico, NMDOT administers the non-mandatory CMAQ program, funding for which is contingent on air quality compliance in communities across the state.

The CMAQ program provides a flexible funding source to the State and T/LPAs for transportation projects and programs that help meet the requirements of the Clean Air Act. **Mandatory CMAQ** funding is made available to areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (for nonattainment areas) and for former nonattainment areas that must demonstrate compliance (maintenance areas). Currently, El Paso Metropolitan Planning Organization (EPMPO) is the only recipient of mandatory CMAQ funds for a portion of southern Doña Ana County that is a non-attainment maintenance area. **Non-mandatory CMAQ** funding is administered by NMDOT and is available statewide for projects and programs that improve air quality and reduce congestion. It is always possible that changes may occur at the federal level that may impact funding amounts, program requirement and eligibilities. If and when those occur we will work with our planning partners to implement changes as needed.

This program guide outlines the process for applying for funds from the NMDOT **non-mandatory CMAQ** apportionment.

NMDOT administers CMAQ on behalf of the Federal Highway Administration (FHWA). Pursuant to the FAST Act, transportation projects that fall into one of the following three broad categories are eligible for CMAQ funding.

1. Projects that reduce the number of vehicle trips and/or vehicle miles traveled (VMT);
2. Projects that reduce emissions related to traffic congestion; and/or
3. Projects that reduce the per mile rate of vehicle emissions through improved vehicle and fuel technologies.



For a more detailed description of eligible activities, please refer to Section 2.

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

## 2. ELIGIBLE PROJECTS

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

Below is a list of eligible projects under NMDOT's administration of the non-mandatory CMAQ program<sup>1</sup>. Please note that the list of eligible projects below reflects the program and administrative decisions of NMDOT. It does not include all of the eligible projects listed in the FHWA CMAQ guidance. Applications for NMDOT CMAQ funds must fall within the identified subset of NMDOT eligible projects. For information on other possible sources of federal funding for bicycle and pedestrian projects, see this table published by FHWA:

[https://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/funding/funding\\_opportunities.cfm](https://www.fhwa.dot.gov/environment/bicycle_pedestrian/funding/funding_opportunities.cfm)

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

Per federal requirements, NMDOT may transfer up to 50% of the total state CMAQ apportionment (mandatory and non-mandatory) to other non-FHWA agencies within the US Department of Transportation (e.g. the Federal Transit Administration) for administration of projects. This limitation may affect the number and amounts of transit projects that can be funded through this call for CMAQ projects; thus, this factor will be taken into consideration during application review and selection.

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

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<sup>1</sup> The U.S. Federal Highway Administration (FHWA) guidance for CMAQ under MAP-21 is available here: [https://www.fhwa.dot.gov/environment/air\\_quality/cmaq/policy\\_and\\_guidance/2013\\_guidance/](https://www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance/2013_guidance/).

#### Eligible Project Types:

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



- Establishing publicly owned fueling facilities and other infrastructure needed to fuel alternative-fuel vehicles is an eligible expense, unless privately-owned fueling stations are in place and reasonably accessible. Fueling facilities can dispense one or more of the alternative fuels identified in section 301 of the 1992 Energy Policy Act or biodiesel, or provide recharging for electric vehicles.” Note: Entity must identify the presence of privately owned alternative fuel stations. NMDOT will evaluate the reasonable accessibility for any facilities identified.
- Alternative fuel vehicle projects that are implemented as diesel retrofits and involve the replacement of an operable engine-not standard fleet turnover.
- Diesel engine retrofits and/or full vehicle replacement.
- Diesel engine retrofits, such as replacement engines and exhaust after-treatment devices for public vehicles, are eligible if certified or verified by the Environmental Protection Agency (EPA).
- Purchase of publicly-owned alternative fuel vehicles, including passenger vehicles, service trucks, street cleaners, and others.
- Costs associated with converting public fleets to run on alternative fuels.
  - Congestion pricing and variable road pricing initiatives. Pricing could include: High Occupancy Toll (HOT) lanes, variably tolled express lanes, toll roads, network-wide or cordon pricing, usage-based vehicle pricing. Tolling infrastructure and other innovative pricing approaches are also eligible. Parking pricing - can include time-of-day parking charges that reflect congested conditions. These strategies should be designed to influence trip-making behavior and may include charges for using a parking facility at peak periods, or a range of employer-based parking cash-out policies that provide financial incentives to avoid parking or driving alone. Parking pricing integrated with other pricing strategies is encouraged.
- Demonstration transportation projects expected to reduce emissions by decreasing VMT, fuel consumption, congestion, or by other factors, but does not have supporting data in emission reductions. Additional agreement and reporting requirements apply to demonstration projects.

## Ineligible Activities

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

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

For more detailed information on project eligibility and possible alternative funding sources, see: [https://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/funding/funding\\_opportunities.cfm](https://www.fhwa.dot.gov/environment/bicycle_pedestrian/funding/funding_opportunities.cfm)

### 3. PROGRAM INFORMATION

#### What is CMAQ?

##### Funding

Each year, NMDOT receives approximately \$10 million in CMAQ funds to support projects that improve air quality and reduce congestion. This amount is the entire state allocation, including mandatory CMAQ funds. NMDOT maintains latitude in programming CMAQ non-mandatory funds for projects it deems best fulfill the goals of the program.

##### Funding Requirements

T/LPAs wanting to pursue CMAQ funding should first consult the NMDOT T/LPA Handbook to understand the specific requirements to successfully complete a project prior to submitting an application. A current copy of the NMDOT T/LPA Handbook can be found on the NMDOT Project Oversight Division's website.

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

Agreements for T/LPA lead projects that involve infrastructure design and/or construction are overseen by NMDOT's Project Oversight Division (POD) and follow the NMDOT T/LPA agreement process in coordination with the appropriate NMDOT Regional Design Center. Infrastructure projects require separate agreements for a design phase and a construction phase in separate federal fiscal years (FFYs).

Alternatively, some projects may be further along in the project development process and may be eligible for construction funding only. **Any project application for construction funds only must receive prior approval from the appropriate Regional Design Center.** Often, these projects previously received Federal funds for the design phase of the project and, therefore, were designed to the required standards. Prior approval from the appropriate Regional Design Center ensures projects are compliant with NMDOT and federal standards and are ready to move to construction.

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

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

#### Who can Apply for Funding?

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

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

The following entities are **not** considered eligible sub-recipients for CMAQ funds:

- Non-profits as direct grant recipients of the funds (non-profits are eligible to partner with any eligible entity on an eligible CMAQ project);
- MPOs and RTPOs (these entities may partner with an eligible entity to carry out a project if the eligible entity is the sub-recipient); and
- High-risk entities, determined at NMDOT's discretion, even if they are otherwise eligible. High-risk entities are defined by financial risk or historical lack of capacity to manage Federally-funded projects.
- Any local public agency entity that does not have a compliant ADA Transition Plan or Title VI Policy on record with NMDOT's Construction and Civil Rights Bureau at the time of application submittal (see below). All entities that receive federal funds must be in compliance with Federal and NMDOT Construction and Civil Rights Bureau (CCRB) requirements for Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA). Compliance consists of having a current and approved Title VI Plan on file with NMDOT CCRB and having an approved ADA Transition Plan (or exemption) on file with NMDOT CCRB. Tribal governments are exempt from these requirements. LPAs must have appropriate documents and approval at time of the application submission, November 19, 2021.

### **What is the Match Requirement?**

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

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

### **How will my Agency Receive Funds?**

CMAQ is a cost-reimbursement program. If a T/LPA's application is selected for funding, the T/LPA will enter into an agreement with NMDOT. The entity is responsible for paying all costs up front and requesting reimbursement from NMDOT by submitting (at least) quarterly invoices and proof of payment. The entity submits reimbursement requests to NMDOT documenting 100% of the costs incurred and are reimbursed at the rate of 85.44%; the remaining 14.56% represents the match requirement.

All costs submitted for reimbursement are subject to Federal and State eligibility requirements.

Any work completed before NMDOT issues a Notice to Proceed is not eligible for reimbursement. For example, the T/LPA cannot be reimbursed for costs associated with completing an application or for engineering/design work completed before the responsible charge receives a Notice to Proceed. ***Additionally, the entity is responsible for any costs exceeding the Federal award amount.***

### **How Long are Funds Available?**

The official project term (that is, the period of time during which eligible project costs and activities are reimbursable) is spelled out in the Cooperative Project Agreement. Cooperative Project Agreements generally anticipate one to two years for each phase of a project; if a project exceeds this timeframe, NMDOT will require an amendment to the existing agreement so long as the entity can demonstrate substantial progress has been made on the project. Further, the obligation of construction funds is contingent upon completion of the design phase of a project; therefore, entities must complete the design phase within the designated timeframe in order for NMDOT to obligate construction funds in the federal



fiscal year in which the funds are programmed. Design funds awarded and not spent cannot be rolled over to construction.

### What are the Funding Limitations?

Infrastructure projects seeking funds through the statewide process must be a minimum of \$500,000 in total costs. Non-infrastructure projects do not have a minimum required amount. Infrastructure projects include any project that will eventually lead to physical construction of a CMAQ eligible project, even if construction funds are not included in the application.

### Other Considerations

CMAQ funds are Federal-Aid Highway Program (FAHP) funds and must be expended in accordance with all applicable Federal, State, and local regulations. ***Applicants are advised that compliance with Federal and State regulations requires a significant commitment of time and resources on the part of the applicant/responsible charge.***

Applicants are encouraged to consider the following questions prior to submitting an application for CMAQ funding:

- Does your agency have the necessary staff to administer the project and funding?
- Does your agency have the funding to pay all costs upfront before seeking reimbursement?
- Does your agency have the funding to pay the match requirement and support any costs that cannot be reimbursed?
- Has your project management staff attended any trainings relating to FAHP project oversight and administration? Applicants are strongly encouraged to watch recordings of or attend NMDOT's T/LPA Handbook training. National Highway Institute (NHI) courses such as Federal-Aid Highways 101, Highway Program Funding, etc. are also highly recommended for potential applicants. Recordings of the T/LPA Handbook training can be found here: [POD-TPLA \(state.nm.us\)](https://www.state.nm.us/pod-tpla/)

Projects must comply with all applicable Federal and State requirements from project design through implementation/construction, administration, and close-out. NMDOT will inform MPO/RTPO staff when and where the aforementioned trainings will take place. Finally, NMDOT will require all recipients of CMAQ non-mandatory funds to submit a reporting analysis in the application. NMDOT will provide guidance on the format and base assumptions to be used in this analysis.

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

## 4. APPLICATION PROCESS AND PROJECT SELECTION

### Timelines and deadlines for applications and selected projects

All applicants must coordinate with and submit their applications to the appropriate MPO or RTPO based on a project's physical location and applying agency. Appendix VIII provides a map and contact information for all the MPOs and RTPOs in New Mexico.

Below is a summary of the project application process for RTPOs. Please note that MPOs may conduct a different feasibility process than described and are not required to submit a signed Project Feasibility Form (PFF) with their application. **Smaller MPOs are highly encouraged to utilize the following feasibility process.**

1. After NMDOT opens the call for applications, MPOs and RTPOs will distribute this Guide and provide an application schedule for their region.
2. An entity interested in applying for funds must first request a Project Feasibility Form (PFF) from their MPO/RTPO the PFF must be filled out by the applicant and returned to the MPO/RTPO planner before the PFF deadline set by the MPO/RTPO.
3. The MPO/RTPO planner schedules a PFF meeting to be attended by the project's person in responsible charge, the MPO/RTPO planner, appropriate NMDOT staff (District staff, Planning Liaison, Environmental staff, etc.), and potentially others involved in the project. If a project is deemed feasible at the PFF meeting, the District representative will sign off on the PFF. Once an entity has an approved PFF, they can begin preparing their application packet, as itemized below.
4. Projects located in RTPO areas should be included on the RTPO's Regional Transportation Improvement Program Recommendations (RTIPR) according to the RTPO's adopted procedures.
5. Complete application packets must be submitted to the appropriate MPO/RTPO before the specific application deadline set by the MPO/RTPO.

Below is a summary of funding cycle deadlines (for projects beginning in FFY2023 or later) and activities from the opening of the call for projects through finalization of the 2023-2025 STIP. Agreements for "non-infrastructure" projects will be administered by the NMDOT CMAQ Program Coordinator; entities will not need to submit Agreement Request Forms (ARFs) as described below for funds awarded for non-infrastructure projects.



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

Month	Year	Activity
May	2021	Call for projects issued
May-July	2021	<p>PFFs due to RTPO planner (or to MPO planner if MPO is using PFF process); RTPO planner (and MPO planner if MPO is using PFF process) sets own deadline for receiving PFFs</p> <p>RTPO (or MPO) planner schedules PFF meetings with RTPO (or MPO)/NMDOT liaison/District/Enviro/NMDOT TLPA Coordinator/responsible charge</p> <p>MPO planner screens all potential applicants for feasibility, phasing, etc. (if not using PFF process)</p> <p>RTPO/MPO planners set own deadline for completing PFF meetings (or MPO-specific feasibility screening process)</p> <p>Projects in RTPO areas whose PFF is signed off on by the appropriate District representative at the PFF meeting must be included in the RTPO's RTIPR</p>
July-Sept	2021	<p>Responsible charge completes application</p> <p>Complete applications due to MPO/RTPO planner according to deadline set by MPO/RTPO</p>
Oct-Nov	2021	MPO/RTPO planner vets applications for completeness
Nov 19	2021	<p><b>Deadline for MPO/RTPO planners to upload complete applications to NMDOT's FTP site</b></p> <p>Late or incomplete applications will not be accepted.</p>
Nov-Dec	2021	CMAQ Program Coordinator reviews applications for completeness and prepares packages for CMAQ Selection Committee
Jan-Feb	2022	CMAQ Selection Committee rates, ranks, and selects projects
March	2022	<b>NMDOT sends award letters and award forms Entities must sign and return the form to confirm acceptance of federal funding and commitment to the required local match.</b>
March	2022	Projects added to MPO TIPs and STIP Preview (out for public review concurrently)
April-May	2022	All non-NMDOT entities receiving CMAQ funds will be required to attend an orientation webinar outlining critical deadlines and processes
May-Sept	2022	TIPs/STIP public review and approval

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

## What Needs to be Included with the Application?

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

1. Table of Contents
2. Project Feasibility Form (PFF) signed by District representative – see Appendix I (MPOs that conduct a different process for determining feasibility do not need to include a signed PFF)
3. Project Prospectus Form (PPF) – see Appendix I
4. CMAQ Application Form – see Appendix I
5. Resolution of Sponsorship indicating 1) proof of match, 2) budget to pay all project costs up front (funding is by reimbursement), and 3) acknowledgement of maintenance responsibility – see Appendix VII; alternatively, an official letter signed by the entity's chief executive or official with budget authority, indicating all of the same, may be submitted in lieu of a resolution.
6. Letter(s) of support regarding right(s)-of-way from all entities whose right-of-way/jurisdiction comes into contact with the project; this requirement only applies when a project is not located entirely within the jurisdiction of the responsible charge. The letter(s) must also address which entity will take on the maintenance responsibility of the proposed project.
7. Basic map of proposed project
8. Buy America Certification: All proposed projects that include steel or iron must comply with Buy America requirements; waivers will not be considered. The applicant must demonstrate ability to comply with the requirements within the application. If ability is not demonstrated in the application, the application will not be considered for funding.
9. Project Budget
10. Any additional documentation in support of scoring factors. For planning documents, include only the cover sheet and relevant pages. Highlight or indicate any relevant information.

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

## How are Applications Selected?

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

Application packages submitted to the NMDOT will be rated and ranked by a selection committee in a statewide competitive process. Scoring factors and point criteria are detailed below. Higher ranked projects are more likely to receive funding. Funding is limited by the total CMAQ allocations. At its discretion, the CMAQ selection committee may adjust the prioritization of projects selected in order to program funds in a geographically equitable manner.

After projects are selected, the NMDOT CMAQ Coordinator will send out award letters to the responsible charge for the selected projects. Applicants whose projects were not selected will be notified as well. The NMDOT CMAQ Coordinator will coordinate with the respective MPOs and NMDOT STIP Unit to ensure that selected projects are programmed into the metropolitan TIPs (for MPO projects) and the STIP.

Non-NMDOT recipients of CMAQ funds are required to attend an orientation workshop, which will outline the critical deadlines and processes for their projects.

## **Application Scoring Factors**

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

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

## **Project Eligibility Screening Criteria**

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

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

### **1. Eligible Applicant**

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

### **2. Planning Consistency**

A. Project is included in or is consistent with the goals and policies of an adopted Statewide, Metropolitan or Regional Transportation Plan. Copies of *relevant* plan pages (**not the entire plan**) where the project appears or with which it is consistent are referenced and provided, or;

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

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

---

**Eligible Planning Documents:**

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

Planning consistency demonstrates community support for that project, and shows how a project helps meet the goals of a community or region. Adopted plans go through robust public involvement processes, and are formally adopted by councils, commissions, or agencies. Consistency is cited for projects that are not specifically identified in the plan, but which support goals outlined in the plan.

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

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

### **3. Financial Feasibility**

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

B. Funds required from other sources (for local match) must be reasonably expected to be available. Please include documentation of commitment to the local match requirement. Please reference the CMAQ Program Guide, Appendix VII for a sample "resolution of sponsorship."

C. Project can be implemented within Federal delivery requirements. Describe the proposed programming timeline for completion of the project.

#### **4. Buy America Certification**

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

### **Selection Criteria**

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

#### **1. Planning (10 points)**

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

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

*Application Question, part A:*

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

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

**Application question, part B:**

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

**Application question, part C:**

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

## **2. Transportation Demand Management (25 points)**

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

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

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

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

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

**Application Question 2, Part A:**

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

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

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

**Application Question 2, Part B:**

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

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



### 3. Air Quality Improvement (20 points)

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

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

[https://www.fhwa.dot.gov/environment/air\\_quality/cmaq/toolkit/](https://www.fhwa.dot.gov/environment/air_quality/cmaq/toolkit/)

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

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

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

Pollutants regulated by the Clean Air Act include carbon monoxide, lead, nitrogen dioxide, ozone, particulate pollution (PM<sub>2.5</sub> and PM<sub>10</sub> and PM precursor NO<sub>x</sub>) and sulfur dioxide. NMDOT also considers the air quality benefits of reducing greenhouse gasses. Quantitative analyses derived from MOVES, EMFAC, AP-42 or other methods accepted by FHWA may also be used.

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

**Application Question 3:**

**Dropdown menu for project type:** (Select project type)

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

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

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

**Application Question 4:**

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

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

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

**Application Question 5:**

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

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

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

**Application Question 6:**

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

**7. Equity (5 points)**

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

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

**Application Question 7:**

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

**Penalties and Deductions**

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

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

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

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

#### **Additional Documentation**

Project Funding Details. Item K in the application form provides a table for entering a detailed breakdown of the project budget. Submit a separate application and budget for each project or stand-alone segment for which you are willing to accept funding.

Documentation of ability to comply with Buy America requirements.

#### **Application Scoring Matrix**

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

#### **Best Practices and Feedback for Applicants**

The following is a list of general attributes of higher-scoring and lower-scoring applications from previous CMAQ applications. It is intended to aid entities in ensuring that their application is as strong as it can be.

Attributes of Higher-Scoring Applications:

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

#### Attributes of Lower-Scoring Applications:

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

## 5. APPENDICES

### I. Forms

To apply for GMAQ funds, eligible entities must complete the NMDOT Project Prospectus Form (PPF) and then the CMAQ Application Form. Projects located in an RTPO area must also include a Project Feasibility Form (PFF) signed by the appropriate NMDOT District representative.

Editable, electronic versions of these forms are available from the NMDOT website, as indicated below. Once applications are complete, please submit materials to your MPO/RTPO planner as a single PDF document.

Project Feasibility Form (PFF)

[http://dot.state.nm.us/content/dam/nmdot/planning/RTPO\\_PFF.docx](http://dot.state.nm.us/content/dam/nmdot/planning/RTPO_PFF.docx)

Project Prospectus Form (PPF)

[http://dot.state.nm.us/content/dam/nmdot/planning/ActiveProg/NMDOT\\_PPF.docx](http://dot.state.nm.us/content/dam/nmdot/planning/ActiveProg/NMDOT_PPF.docx)

CMAQ Application Form

[http://dot.state.nm.us/content/dam/nmdot/planning/CMAQ\\_Application.pdf](http://dot.state.nm.us/content/dam/nmdot/planning/CMAQ_Application.pdf)

## II. NMDOT Resources

Tribal/Local Public Agency (T/LPA) Handbook

<http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/TLPA-HANDBOOK.PDF>

Right-of-Way (ROW) Handbook

[http://dot.state.nm.us/content/dam/nmdot/Infrastructure/ROW\\_Handbook.pdf](http://dot.state.nm.us/content/dam/nmdot/Infrastructure/ROW_Handbook.pdf)

## III. Sample Programmatic Boilerplate Agreement

Agreements for non-infrastructure, programmatic projects such as public education and outreach activities or training for transportation workforce, will be handled directly by the program-specific coordinator at NMDOT. A sample boilerplate programmatic Grant Agreement is linked below. Please be aware the Grant Agreements change from time to time, and the agreement your entity receives may vary from this boilerplate.

Sample Grant Agreement

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

## IV. Sample Design/Construction Boilerplate Agreement

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

Sample Cooperative Project Agreement – Design

[http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/2016\\_Design\\_Agreement.pdf](http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/2016_Design_Agreement.pdf)

Sample Cooperative Project Agreement – Construction

[http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/2016\\_Construction\\_Agreement.pdf](http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/2016_Construction_Agreement.pdf)

## V. State and Federal Requirements and Guidelines

FHWA Congestion Mitigation and Air Quality Improvement Program:

[https://www.fhwa.dot.gov/environment/air\\_quality/cmaq/](https://www.fhwa.dot.gov/environment/air_quality/cmaq/)

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

## VI. New Mexico MainStreet Program

If your proposed CMAQ non-mandatory project is located in a community with any of the three following designations, you are required to coordinate with the NM MainStreet Program on project development.

- NM MainStreet Communities
- State-Authorized Arts and Cultural Districts
- Frontier Communities



Please review the map linked below to see whether your project is within one of these communities. If so, please contact Daniel J. Gutierrez, Director of NM MainStreet at: Daniel.Gutierrez2@state.nm.us or 505-827-0151.

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

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NM MainStreet Program Map

<http://nmmainstreet.org/communityDirectoryMap.php>

## **VII. Sample Resolution of Sponsorship**

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

Sample Resolution of Sponsorship

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

## **VIII. Smart Growth and TOD references**

FHWA examples of TOD:

[https://www.fhwa.dot.gov/ipd/value\\_capture/transit\\_oriented\\_development/](https://www.fhwa.dot.gov/ipd/value_capture/transit_oriented_development/)

What is TOD?

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

TOD Standard

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

This is Smart Growth

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

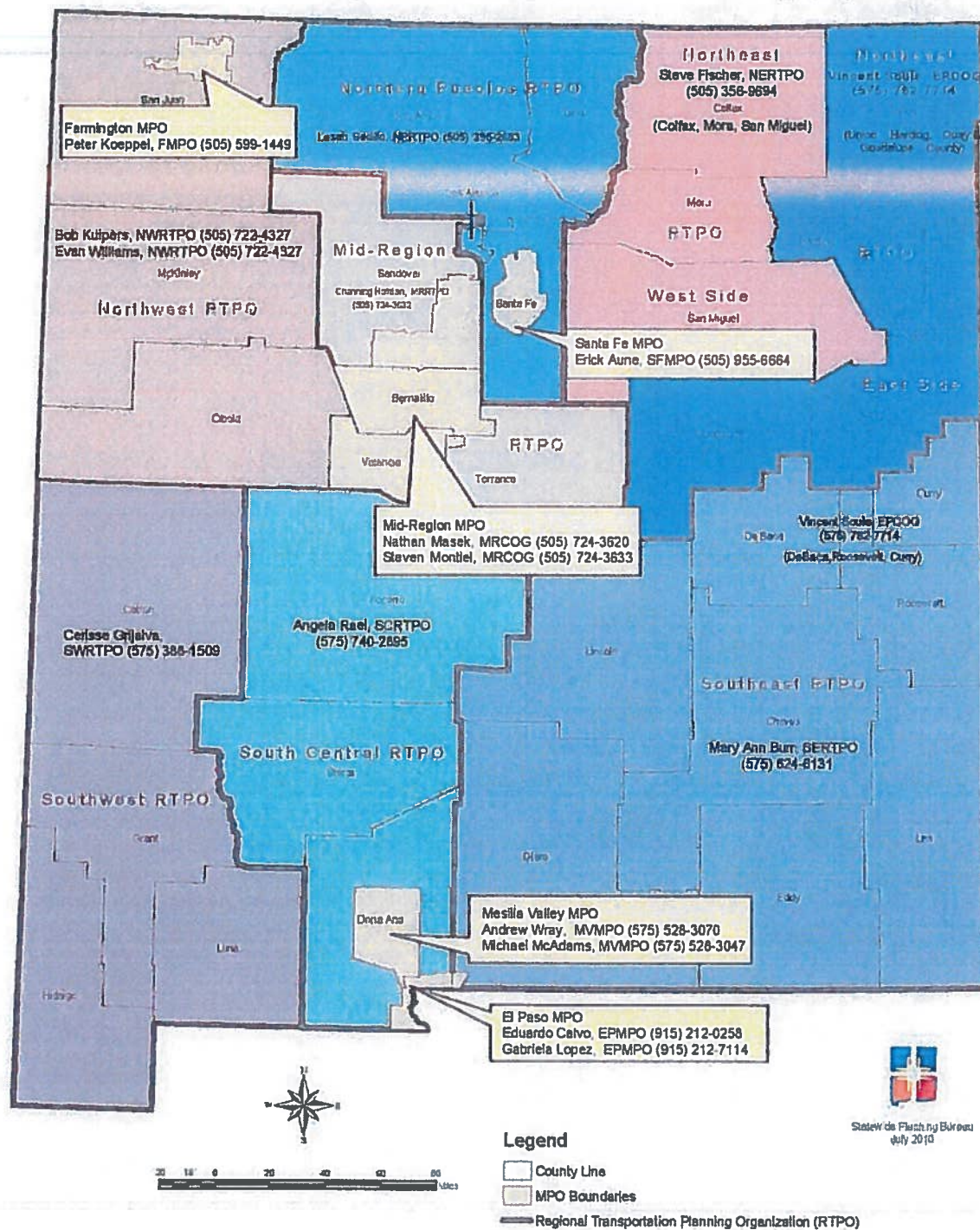
FHWA guidance on accommodating bicycle and pedestrian travel:

[https://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/guidance/design.cfm](https://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design.cfm)



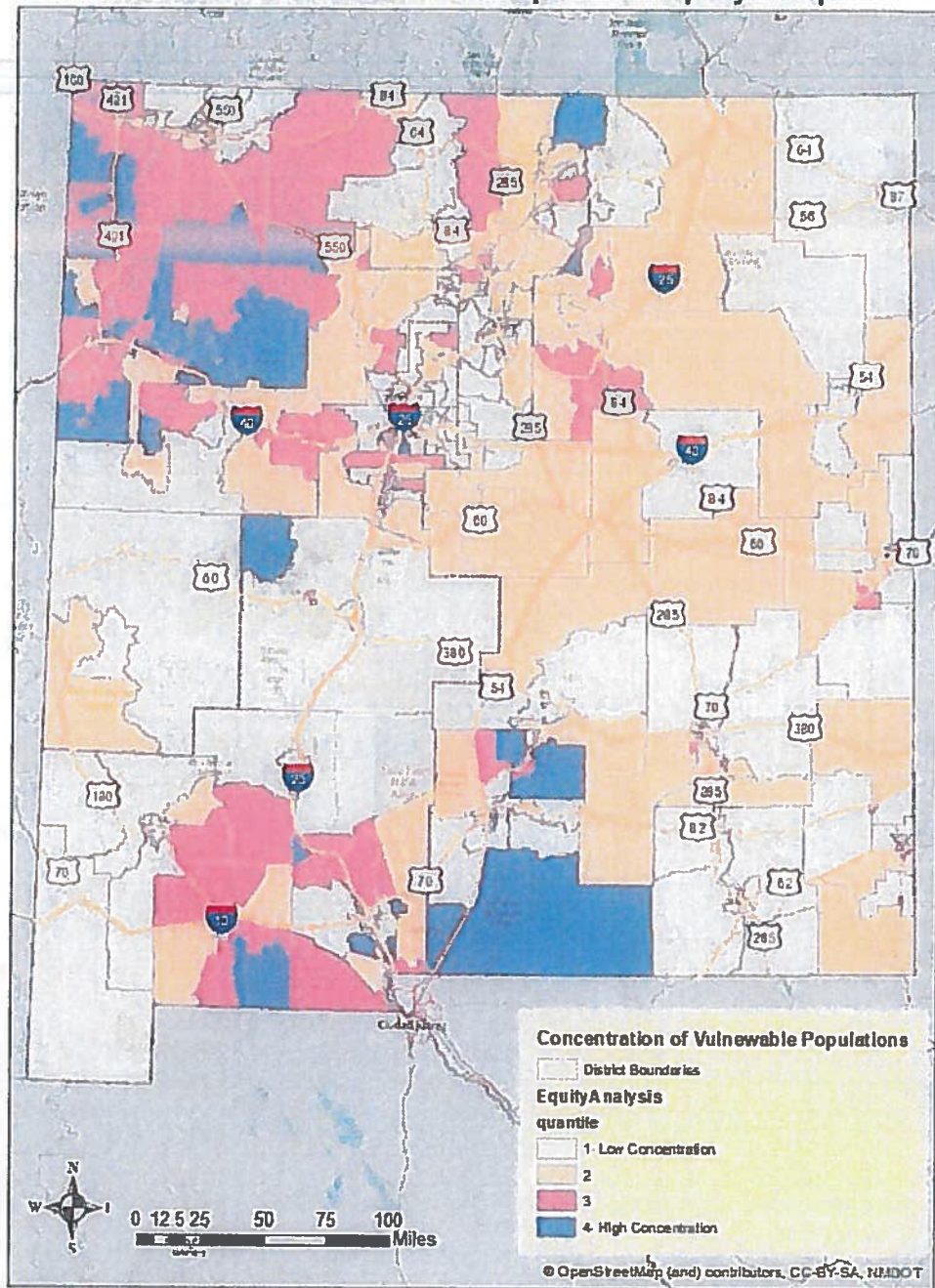
## VIII. MPO and RTPPO Contact Information

## 2021 Statewide Planning Areas Metropolitan and Regional Transportation Planning Organizations



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

**DRAFT--- NMDOT Composite Equity Map**



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



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

### **District 1:**

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

### **District 2:**

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

### **District 3:**

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

### **District 4:**

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

### **District 5:**

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

### **District 6:**

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

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

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

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

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



CMAQ

## **CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT (CMAQ) NON-MANDATORY PROGRAM APPLICATION**

**INSTRUCTIONS:** Applicants are required to read through the New Mexico Congestion Mitigation and Air Quality Improvement (CMAQ) Non-Mandatory Program Guide (the Guide) prior to completing this application. Please complete the Project Prospectus Form (PPF) first, and then complete this application form.

### **Introduction**

As outlined in the guide, this application will be completed by entities applying for Congestion Mitigation and Air Quality (CMAQ) Non-Mandatory funds, and used by the statewide selection committees to score and rank projects submitted for CMAQ funding. The process is competitive and the highest scoring projects will be the first priority for funding.

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

### **Basic Project Information**

- A. Date of submittal:
- B. Responsible Charge (Non-profits must partner with a governmental entity):
- C. Project name:
- D. If located within an RTPO, was the project recommended by the District Representative via the PFF process?
- E. Total amount of CMAQ funding requested. *Please separately indicate amounts for each year of the proposed project:*

	CMAQ Funds	Matching Funds	Other Funds	Total
Project Year 1				\$ 0.00
Project Year 2				\$ 0.00
Project Year 3				\$ 0.00
Project Year 4				\$ 0.00

Please explain project phasing as necessary:

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

## Scoring Factors

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

### 1. Planning

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

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

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

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

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

### 2. Economic Vitality

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

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

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

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

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

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

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

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



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

**6. Efficient System Management and Operation**

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

## **7. System Preservation**

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

## **Application Submission**

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

- Project Feasibility Form (PFF) signed by District representative – see Appendix I of the Guide
- Project Prospectus Form (PPF) – see Appendix I of the Guide
- CMAQ Application Form (this form)
- Resolution of Sponsorship indicating proof of match, budget to pay all project costs up front (funding is by reimbursement), and maintenance – see Appendix VII; alternatively, an official letter signed by the entity's chief executive or official with budget authority, indicating all of the same, may be submitted in lieu of a resolution.
- Letter(s) of support regarding right(s)-of-way from all entities whose right-of-way/jurisdiction comes into contact with the project; this requirement only applies when a project is not entirely located within the jurisdiction of the sponsoring agency.
- Basic map of project location
- All proposed projects that include steel or iron must comply with Buy America requirements; waivers are not allowed. The applicant must demonstrate ability to comply with the requirements within the application.
- Any additional documentation in support of scoring factors, per the CMAQ per section 5D of the Guide.



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## Northwest Regional Transportation Planning Organization (NWRTPO)

### Agenda Item #VII: NWRTPO Orientation Presentations to Local Elected Leaders

**Subject:** RTPO Members to report on completed RTPO Orientation  
Presentations provided to their respective local leaders

**Prepared for:** May 12 meeting

**Date:** 5/5/21

#### BACKGROUND

- **Why?** Every two to three years, related to elections of local municipal, county and tribal leaders the NWRTPO provides an orientation to its function and service to our respective local governments for development and maintenance of transportation infrastructure.
- **Purpose.** To keep our regional leaders informed on the RTPO process and service for maintaining and generating new transportation infrastructure and services.
- **Discussion/Finalization.** Analyze and track local leader orientations to the NWRTPO function and service to our respective municipal, tribal and county governments for development and maintenance of transportation infrastructure and services.

#### CURRENT WORK

- Evaluate and track the provision of RTPO orientation presentations to regional local leaders.

#### ANTICIPATED WORK

- Remind RTPO members who have not yet provided the virtual orientation presentation for the NWRTPO, to complete this in the near future for their respective government leaders, and report back to the NWRTPO manager on completion of this task.

#### ATTACHMENTS

- NWRTPO current Virtual Member Government Orientation to the NWRTPO, and the Virtual Orientation Guide; along with the local leader RTPO Orientation Tracking Instrument.

#### BUDGET IMPACT

- None.

#### ACTION ITEM

- N/A.

## **NWRTPO 2020 "Virtual Orientation" Guide**

### **Slide 1 - Introduction and Overview of the Northwest New Mexico Council of Governments:**

Hello, my name is Bob Kuipers, I work for the NWNM Council of Governments. The COG as it's better known is a regional planning and development agency, covering the counties of San Juan, McKinley and Cibola, and the communities therein. The COG manages a variety of programs that serve and generate resources for the region. Today, we're going to provide an introduction of the Regional Transportation Planning Organization.

### **Slide 2 - Cover:**

- Self-introduction: Bob Kuipers tasked as Program Manager
- Our current Chair is Dave Deutsawe – Pueblo of Acoma
- Our current Vice-Chair is Don Jaramillo – City of Grants



### **Slide 3 – NWRTPO Function:**

- The NWRTPO region includes San Juan, McKinley and Cibola Counties, Cities of Gallup, Grants and Village of Milan, Navajo Nation, Pueblos of Acoma, Laguna & Zuni. Farmington, Aztec and Bloomfield constitute the Farmington MPO.
- Each participating local government (T/LPA = Tribal & Local Public Agency) can assign a primary and alternate RTPO representative to the NWRTPO
- The NWRTPO meets on the second Wednesday of each month, and attending members collaborate and coordinate on multi-modal project development and maintenance.
- All primary and alternate members qualify to speak and/or vote on both technical and policy issues.
- All meetings are advertised and open to the public and stakeholders. Meetings are advertised (annually) in the Gallup Independent, and (monthly) in the Cibola Citizen.

### **Slide 4 - NWRTPO Member Governments:**

- The NWRTPO has representatives from the following local governments in our region:
  - Pueblo of Acoma
  - Pueblo of Laguna
  - Pueblo of Zuni
  - Eastern Navajo Agency
  - Northern Navajo Agency
  - Cibola County
  - McKinley County
  - San Juan County
  - City of Gallup
  - City of Grants
  - Village of Milan
  - Ramah Navajo

### **Slide 5 – NMDOT Participation & Oversight:**

- NMDOT Representatives who meet with or have responsibility for collaboration with MPO's and RTPO's include:
- Statewide oversight for all RTPO's and MPO's:
  - Jessica Griffin – NMDOT Multimodal Planning and Programs Bureau Chief
  - Rosa Kozub – Govt. to Govt. Unit Supervisor
  - Ron Shutiva – Tribal Liaison

- Examples of the representatives who serve or have served as NMDOT liaisons to our NWRTPO:
  - Neala Krueger – NWRTPO Liaison
  - Ron Shutiva – Tribal Liaison
  - JoAnn Garcia, Bill Santiago – NMDOT District 6 (Larry Maynard – Dist. 6 Lead Engineer)
  - James Mexia, Stephanie Medina – NMDOT District 5 (Paul Brasher – Dist. 5 Lead Engineer)

#### Slide 6 – NWRTPO “Elements”:

- **Projects:** NWRTPO Projects include multi-modal development of transportation infrastructure and services, with a biennial process for qualifying and listing projects in our **RTIPR** (*Regional Transportation Improvement Program Recommendations*). On an annual basis RTPO members review and rank our region’s public transportation funding applications.
- **Planning:** NWRTPO members and staff meet monthly to plan and report progress on development of transportation infrastructure and services within our region.
- **Resources:** The NWRTPO draws funding for transportation project development from a wide variety of state and federal sources, which may alternate from year to year (*new names / new sources*).

#### Slide 7 – NWRTPO / NMDOT Districts:

- The NMDOT Districts do not line up with RTPO regions. For example – in our region, San Juan County and Northern Navajo is in NMDOT District 5; McKinley and Cibola Counties and the communities and Pueblos therein along with Eastern and Ramah Navajo are in NMDOT District 6.

#### Slide 8 – NWRTPO Management:

- Staff develop a biennial (2-year) Regional Work Program and an annual budget.
- Staff organize and facilitate monthly RTPO meetings, assuring equal public access regardless of disabilities.
- Staff manage RTPO membership, develop - update and maintain **Bylaws** for RTPO function and process, maintain and update an RTPO website, and submit quarterly reports to NMDOT detailing work accomplished.
- Staff help report professional development and training opportunities to members, and plan their own professional development. Staff inform members on funding or project opportunities and deadlines, and act as a liaison between NMDOT and local governments to resolve project issues, with assistance from our NMDOT Liaison.

#### Slide 9 – NWRTPO Planning:

- The NMDOT produces a Regional Long-Range Transportation Plan every 5 years that sets goals, objectives, actions, and performance measures for our region and its transportation vision. It is updated periodically to keep it current.
- Our Regional Transportation Plan is incorporated and rolled-up into the State’s Transportation Plan that is also completed every 5 years.
- The NWRTPO Public Participation Plan are reviewed and typically approved every year at our January meeting.

- The NWRTPO updates their **Regional Transportation Improvement Program Recommendations (RTIPR)** on a biennial basis – projects or phases that have been completed are taken out and proposed next phases or new projects are incorporated into the RTIPR update. One pathway for projects on the RTIPR is to be prioritized by the District and NMDOT on the STIP or Statewide Transportation Improvement Program. The STIP is a multi-year plan that includes specific funding levels by year for project implementation. This plan is fiscally constrained so that project costs do not exceed estimated revenues. The STIP does have the ability to set projects in outyears as projects that can be moved in if other projects are not ready for implementation or if additional resources are available.
- The RTIPR looks at a variety of transportation projects, not just roads and bridges, including projects like planning, trails, Federal Lands projects, and many others.
- Available funding and pertinent RTIPR categories can fluctuate and change over time, as funding cycles and categories can alternate from federal sources, so the RTIPR remains a flexible document, responding to changing federal priorities or advancing transportation technology.

**Slide 10: - NWRTPO Planning continued:**

- The RTPO updates and approves **Title VI Plan** and an **Open Meetings Act Resolution** every year at our January meeting to ensure participation for all citizens regardless of race, color, national origin, age, or ability.
- Many times transportation projects can be the missing piece in economic development and another pathway to fund transportation projects not prioritized in the STIP are through Economic Development sources like the US Economic Development Administration (EDC).
- One example of how the NWNMCOG and NWRTPO can assist is the **Zuni Mountains Trail Project** that is attempting to plan, design, and build a large trail system that extends across the two counties of Cibola and McKinley counties. The COG helped many project partners in developing a Trails & Conservation Master Plan for this project.
- NWRTPO members participate in **Corridor Studies** with examples cited on this slide, as well as **Road Safety Audits**.

**Slide 11 – NWRTPO Projects:**

- RTPO staff and NMDOT colleagues (slide 4) can advise members for development of **Project Feasibility Forms (PFF's)** and **Project Prospectus Forms (PPF's)** for transportation project inclusion in the RTIPR; some of which can undergo prioritization ranking by the RTPO – based on which project types categorized in the RTIPR in which they will reside. The NWRTPO has worked with members to trim down the RTIPR in recent years to only include projects that qualify for federal funding through the NMDOT.
- PFF's provide an initial template for proposing a local project for funding – the information enables RTPO members and DOT staff to assess and discuss whether the project is ready to proceed to an initial or next phase of development, qualifies for federal funding, and appears ready for execution within timelines for the proposed development – whether planning, design, clearances or construction.
- PPF's for all local projects approved to move forward, provide more detailed information regarding the steps and outcomes the project will require and deliver, a more exact listing of



anticipated costs, who at the local level is in charge, is the project supported in other local plans (ICIP, LRTP, Bike/Ped or Mainstreet Plans), are proposed timelines realistic for project completion, and finally does the project:

<ul style="list-style-type: none"><li>• Improve multimodal safety</li><li>• Support economic vitality</li><li>• Improve freight movement</li><li>• Improve multi-modal access</li></ul>	<ul style="list-style-type: none"><li>• Provide environmental and quality of life benefits</li><li>• Provide better system integration, management and long term preservation</li></ul>
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- RTPO and DOT staff along with RTPO members can track the progress of transportation projects thru the RTIPR and STIP and can assist members with additional funding strategies. Typically, transportation projects can take a long-time to get to completion and have to cobble together funding sources from various pots.
- On an annual basis – usually at a winter meeting, RTPO members rate and rank Public Transportation funding applications for 5311 (public transit) and 5310 (elderly & handicapped) providers.

**Slide 12 – NWRTPO Project Process:**

- RTPO members can bring project ideas or problems to the RTPO for discussion and advisement from RTPO or DOT staff, along with other RTPO members with similar experience.
- Discussion usually results in decisions whether to a) enter the project into the RTIPR process for possible funding from the NMDOT STIP; or b) consider alternate funding strategies for projects which do not qualify for federal funding or need alternative sources.

**Slide 13 – NWRTPO Alternative Process – T/LPA driven process:**

- One of the ways the RTPO can help with local lead projects that do not qualify for Federal funding is develop alternative funding strategies through programs like State Capital Outlay, Economic Development programs, and many others.
- We are happy to sit down with any RTPO members to flesh out a plan and provide some insights that your entity can lead on.

**Slide 14 - NWRTPO Alternative Process continued – NMDOT driven process:**

- In this case, RTIPR projects that qualify for federal funding – once prioritized and programmed in the STIP, these projects are implemented by DOT and the District staff as long as estimated resources are available.

**Slide 15 – NM FUNDIT:**

- An economic development project that also requires transportation infrastructure improvements can apply funding toward transportation improvements as well as other infrastructure.
- For executing the transportation aspect of this funding, it is advisable to collaborate and coordinate with the NM Economic Development Dept., local and tribal Economic Development Organizations (~~incl. Navajo RBDO~~), Council of Governments staff, and NMDOT District staff.

#### **Slide 16 – NWRTPO Project Development:**

- Many proposed projects may require the following steps:
  - Feasibility assessment, traffic impact analysis, or road safety audits
  - Preliminary engineering report
  - Design and clearances
  - Construction
  - Maintenance
- This slide provides a wide variety of potential government non-transportation sources of funding; and suggests pursuing private sector funding as well.

#### **Slide 17 – RTIPR Update Schedule:**

The typical biennial RTIPR update is around a lengthy process starting with the issuance of a “Call for Transportation Projects” that occurs in April. The schedule is outlined officially in our Call for Transportation Projects guide but typically has the following steps and time periods.

- July: Project Feasibility Forms due (PFF’s)
- August: Project Consultation meetings, where RTPO, District, and NMDOT staff sit down and discuss project readiness.
- October: Project Prospectus Forms’s (PPF’s) due for all proposed projects qualifying for the RTIPR and its project type categories.
- November or December NWRTPO meeting: project presentations to the RTPO committee for prioritization or general support.
- January – NWRTPO meeting: Draft RTIPR presented for any final edits
- February NWRTPO meeting: Final RTIPR approved by RTPO members
- March: NMDOT District 6 “Zipper” meeting – including projects from other RTPO’s within each District.

#### **Slide 18 – NWRTPO – COG office contact:**

- NWRTPO – Robert Kuipers / 505-722-4327 / [rkuipers@nwnmcog.org](mailto:rkuipers@nwnmcog.org) / 106 W. Aztec Ave. Gallup, NM 87301 / [www.nwnmcog.com](http://www.nwnmcog.com)

## 2021 N.W.R.T.P.O. Member Govt. Elected Leaders Orientation Tracking Instrument

### Northwest Regional Transportation Planning Organization

#### 1) Local Governments' Orientation Update Calendar:

Government	Last Presented to:	In Compliance Until:	Due to COVID-19 pandemic staff have submitted a virtual (You-tube) presentation for local leaders' review – RTPO Local Govt. representative members can use the checklist below to confirm their leaders have reviewed the presentation and submit any questions or comments they might convey.
San Juan County	5/30/17	5/29/20	
Farmington*	*These entities currently part of Farmington MPO and thus receive orientation through the MPO and its process.		
Aztec*			
Bloomfield*			
Gallup	2/28/17	2/27/20	
McKinley County	5/09/17	5/08/20	
Cibola County	9/28/17	9/27/20	
Grants	3/06/17	3/05/20	
Milan	4/12/17	4/11/20	
Navajo Nation (Northern & Eastern)	1/16/18	1/15/21	
Acoma	4/28/17	4/27/20	
Laguna	6/10/17	6/09/20	
Zuni	4/9/18	4/10/21	
Ramah Navajo	3/27/17	3/26/20	

#### 2) Orientation Checklist: (name:) \_\_\_\_\_ As the NWRTPO

Representative for (local county / municipal / tribal govt.): \_\_\_\_\_,

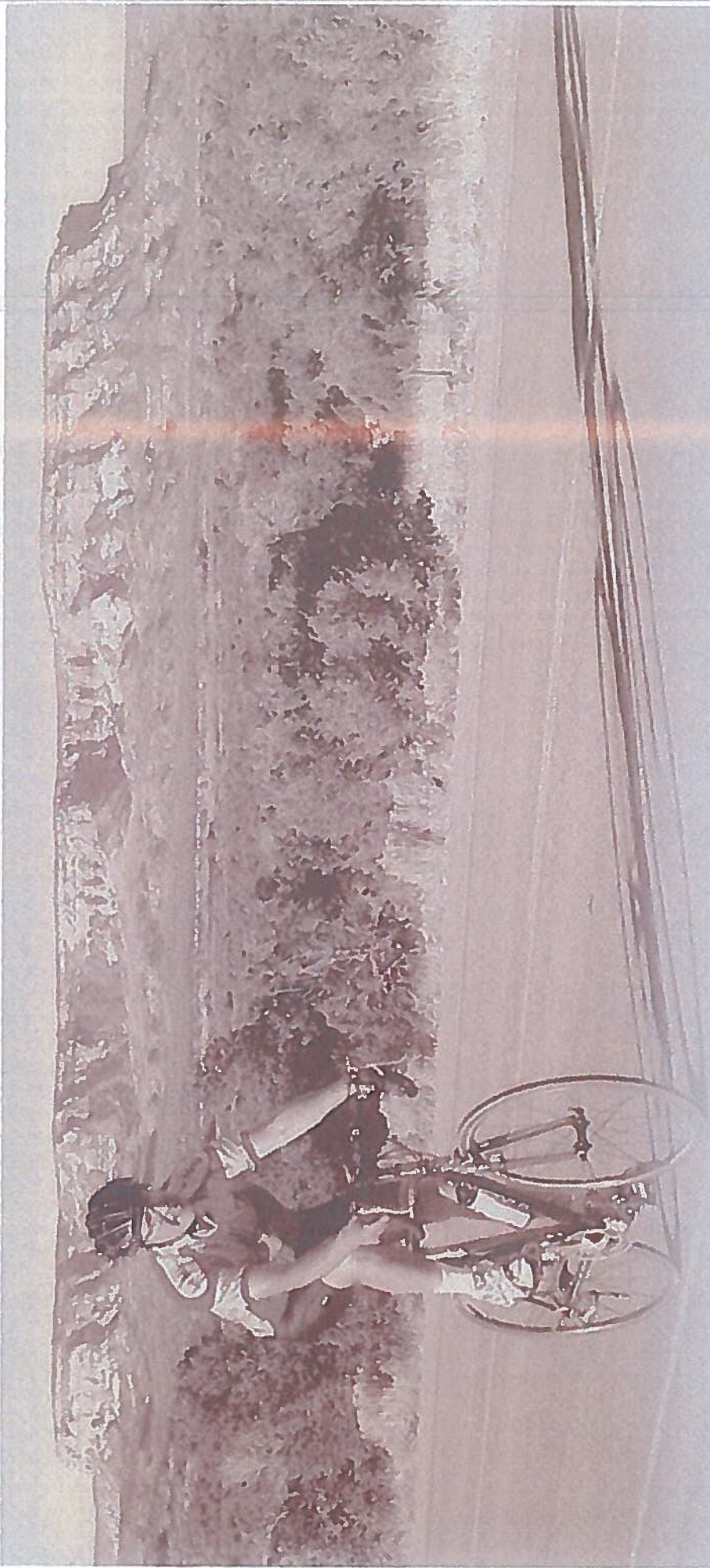
certify that our following local elected leaders have reviewed the 2020 NWRTPO Orientation virtual (You-tube) presentation and are now acquainted with the role and function of the NWRTPO for prioritized transportation infrastructure and services funding, development and maintenance within our region. Our elected leaders reviewed the presentation on this / these dates:

LINK: <https://www.youtube.com/watch?v=g1KZSUxkLjU>

Name - Elected Official:	✓ Have viewed presentation	Questions or Comments:
County Manager / City Mayor or Manager / Tribal President or local govt. executive representative:		
County Commissioners / City Council Members / Tribal Council Members:		
1		
2		
3		
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8		
9		
10		

Additional comments or questions can be provided on the back side of this document.





## NORTHWEST NEW MEXICO REGIONAL TRANSPORTATION PLANNING ORGANIZATION

# NWRTPO

David Deutsawe (Pueblo of Acoma) *Chair*

Don Jaramillo (City of Grants) *Vice-Chair*

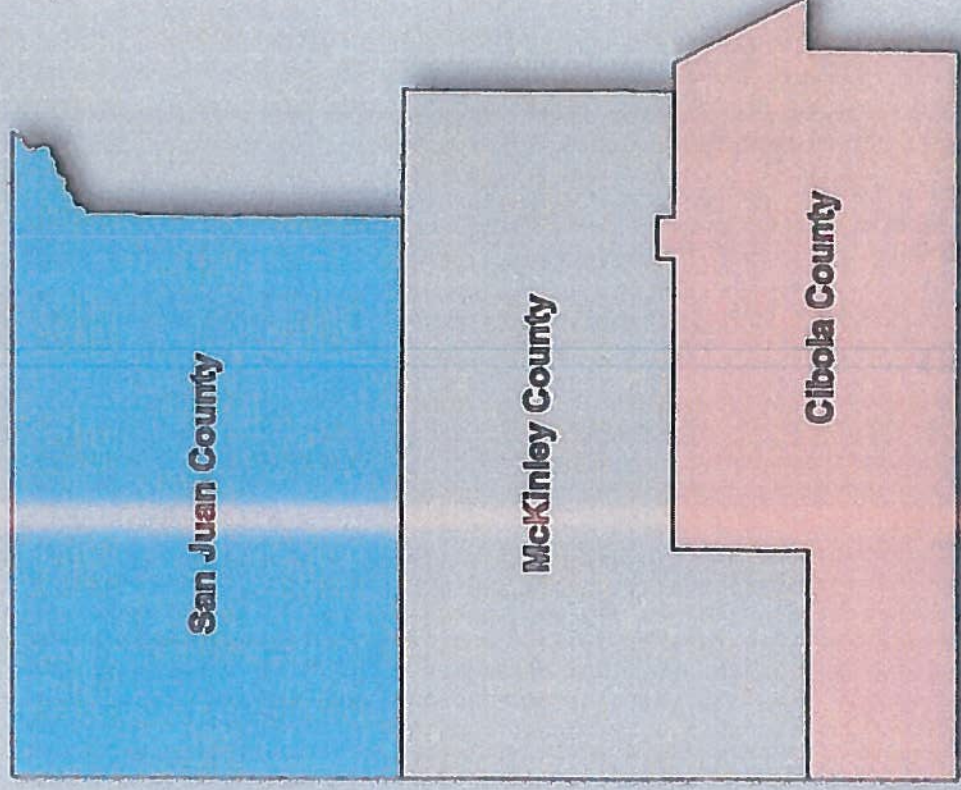
Robert Kuipers *Planner*

Evan Williams *Executive Director / Program  
Manager*



# NWRTPO FUNCTION

- ◆ Representatives from each T/LPA in the 3-county area
  - 1 Member & 1 Alternate
  - Counties, Municipalities, Tribes
  - Except Aztec, Bloomfield, Farmington (MPO)
- ◆ Meet on a monthly basis at alternating locations
  - NMDOT District 5 & District 6 offices
  - Central NMDOT Administration
- ◆ Policy & Technical Committees combined Nov 2011
- ◆ Collaborate & coordinate on multi-modal projects
- ◆ Development & maintenance of transportation infrastructure shared between various T/LPA
- ◆ Meetings are open to public and multi-modal transportation providers and users





# NWRTPO MEMBERS

ENTITY	MEMBER
Acoma Pueblo	David Deutsawe, Chair
Laguna Pueblo	Elroy Keetso
Zuni Pueblo	Royce Gchachu
Navajo Nation	Marco Sells (Eastern) Larry Joe (Northern)
Cibola County	Judy Horacek
McKinley County	Rodney Skersick
San Juan County	Nick Porell
City of Gallup	Clyde Strain
City of Grants	Don Jaramillo, Vice Chair
Village of Milan	Sarah Austin
Ramah Navajo	Dorothy Claw

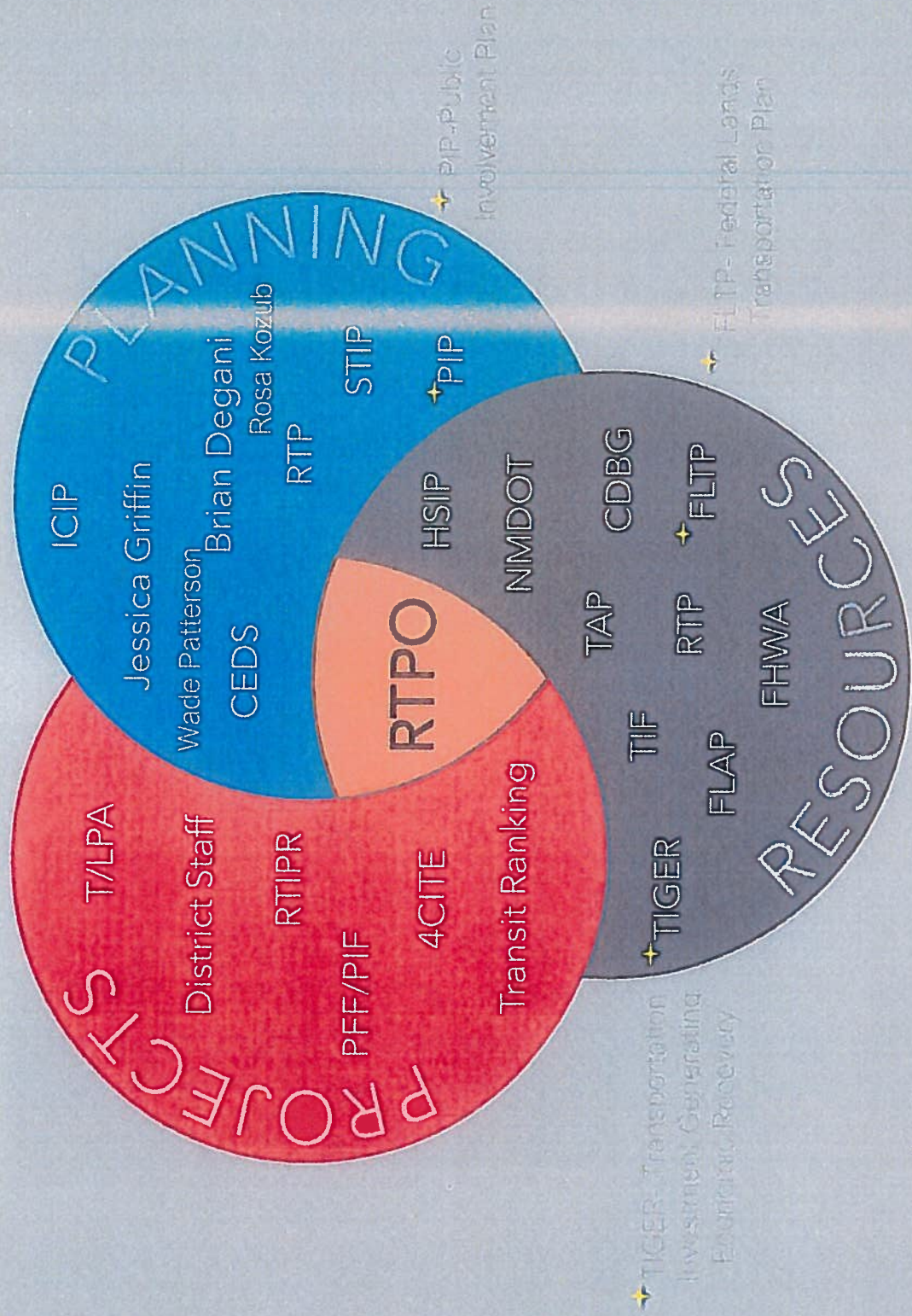


# NWRTPO NMDOT LIAISON

DIVISION	LIAISON
Planning Division	Jessica Griffin Rosa Kozub
Government to Government	Neala Krueger
Tribal Liaison	Ron Shutiva
District 6 Engineers	Larry Maynard Joann Garcia
District 5 Engineers	Paul Brasher James Mexia / Stephanie Medina



# NWRTPO ELEMENTS

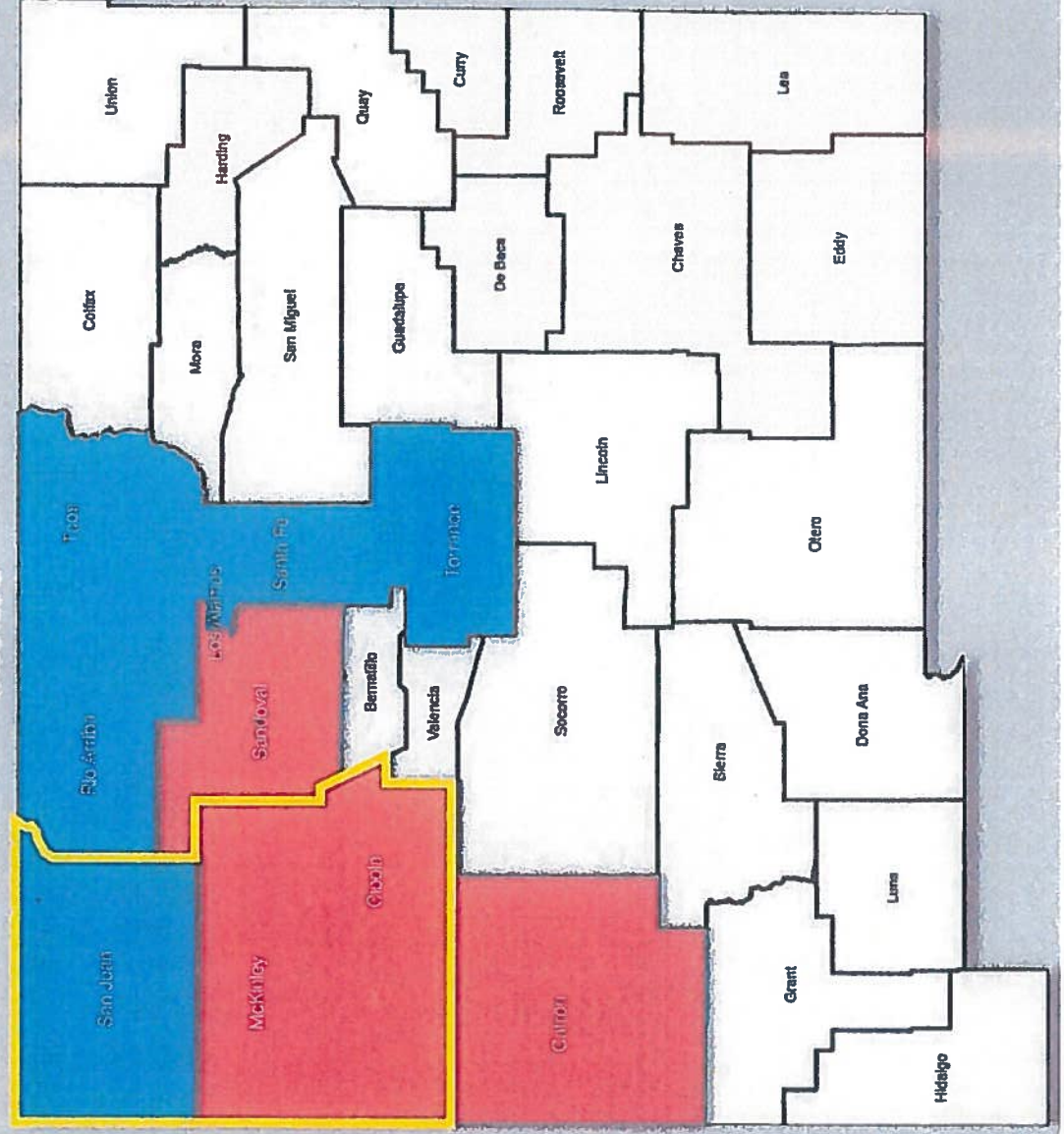




# NWRTPO NMDOT DISTRICTS

**District 6**

**District 5**





# NWRTPO MANAGEMENT

## **WORK PROGRAM**

- ❖ Develop a 2-year regional work program and an annual budget.

## **MANAGEMENT & REPORTING**

- ❖ Organize and facilitate all RTPO meetings according to PPP(Public Participation Plan)
- ❖ Manage the RTPO membership
- ❖ Develop and maintain Bylaws
- ❖ Maintain RTPO website with updated information ([www.nwnmcog.com/regional-transportation-planning-organization-rtpo.html](http://www.nwnmcog.com/regional-transportation-planning-organization-rtpo.html))
- ❖ Submit quarterly reports with detailed descriptions of work accomplished

## **TRAINING & INFORMATION**

- ❖ Coordinate training & professional development opportunities
- ❖ Provided information to members about funding opportunities and project deadlines.
- ❖ Act as a liaison between NMDOT and T/LPA to resolve project issues.



# NWRTPO PLANNING

- ❖ New Mexico Transportation Plan -[www.dot.state.nm.us](http://www.dot.state.nm.us)>NM 2040 Plan link (15mb)
- ❖ Northwest New Mexico Regional Transportation Plan-[www.nwnmcog.com](http://www.nwnmcog.com)>RTPO Link
- ❖ Public Involvement Plan (PIP) also known as Public Participation Plan
- ❖ Project Feasibility Forms (PFF) NWRTPO submitted 60 PFF's for FY17 - 39 projects were approved, 36 PIF's

## ❖ Regional Transportation Improvement Program Recommendations (RTIPR) Six(6)Categories

- 1) Roadway Projects
- 2) Planning & Studies Projects
- 3) TAP/ RTP (Active Transportation and Recreational programs)
- 4) Bridge Projects
- 5) Federal Lands Access Program (FLAP)
- 6) Safety Projects
- 7) N.M. Transportation Project Fund

FY 21 RTIPR - 44 RTIPR projects were approved (or continued) in the amount of \$95,292,000



# NWRTPO PLANNING cont.

- ❖ Comprehensive Economic Development Strategy (CEDS)
- ❖ Zuni Mountains Master Trails & Conservation Master Plan –[www.nwnmcog.com/zmtp](http://www.nwnmcog.com/zmtp)
- ❖ Conduct or participate in corridor studies
  - Farmington Rail Study
  - Navajo Nation Inland Port Feasibility Study and Energy Logistics Park
  - NM 371 Corridor Study, I-40 West Gallup Study
  - Four Corners Intermodal Transloading Equinox (4CITE) Master Plan
  - FFY2021 – Prewitt / Milan Transportation Master Plan
- ❖ 2021 NMDOT District 5 & 6 Zipper recommendations for the NWRTPO region are still forthcoming.



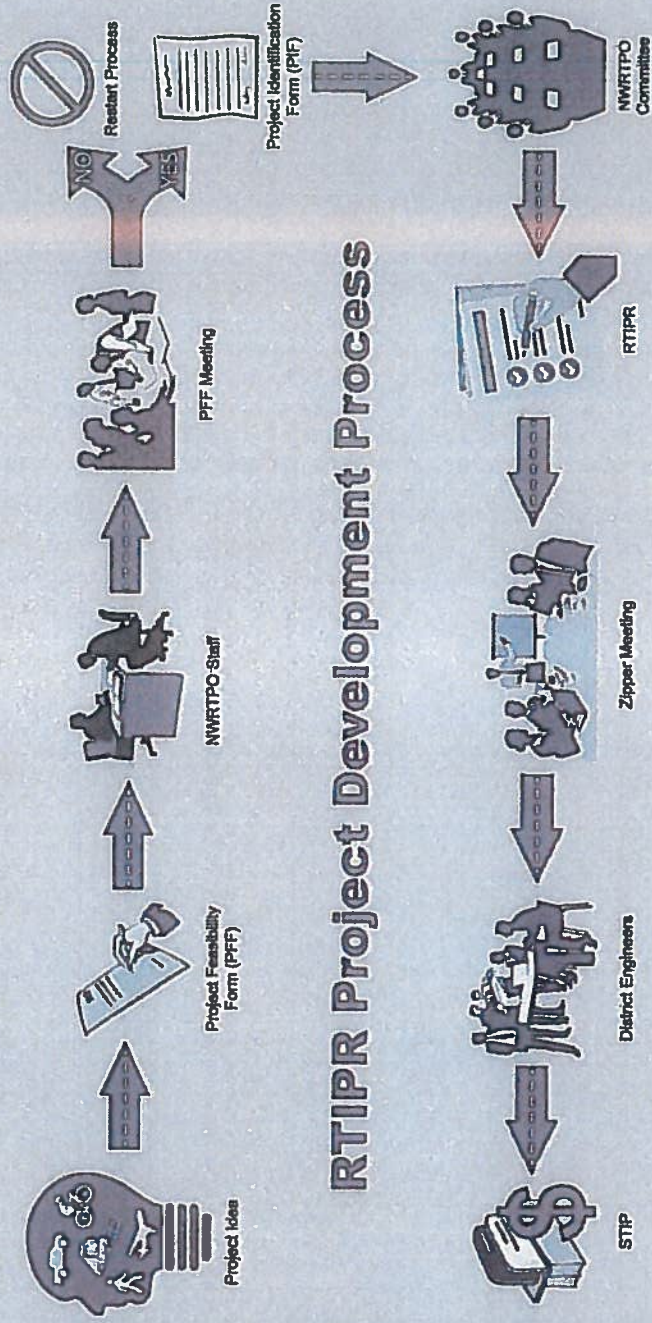
# NWRTPO PROJECTS

## PROJECTEERING

- ❖ Assist members to develop PFFs and PIFs
- ❖ Track the progress of transportation projects
- ❖ Rank and rate projects into RTIPR
- ❖ Assist members in financing strategies

## RTIPR

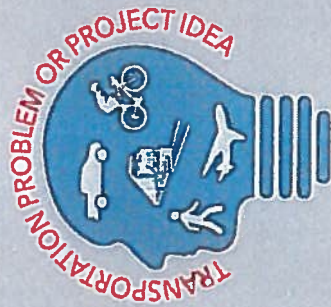
- ❖ Transit Applications Prioritization
- ❖ Regional Transportation Improvement Program Recommendations (RTIPR)



## RTIPR Project Development Process



# NWRTPO PROJECT PROCESS



Project idea or transportation problem brought to the RTPO Committee by an RTPO member



RTIPR Process



RTPO partners help refine, support and direct project for funding

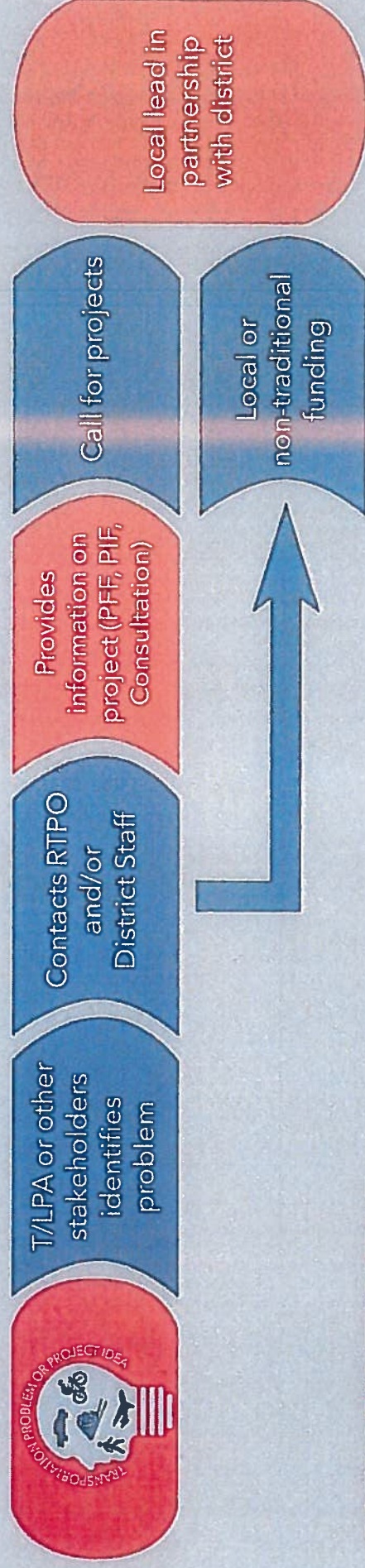


Alternative Funding Strategies



# NWRTPO ALTERNATIVE PROCESS

## T/LPA DRIVEN PATHWAY



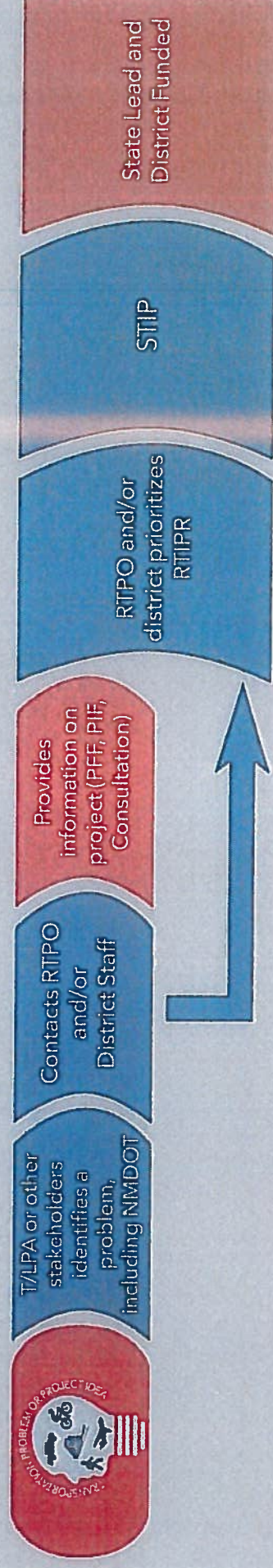
## SCENARIO EXAMPLE

1. Local businesses along a state highway: Provide funding for feasibility study/road safety audit.
2. T/LPA applies and is funded for Transportation Alternative Program (TAP) and State Capital Outlay to design and construction project.
3. Coordinate ROW, environmental, public outreach, design, and construction with District and Central Regional Design.
4. Maintenance will usually be pushed toward the T/LPA since it initiated the project.



# NWRTPO ALTERNATIVE PROCESS

## NMDOT OR DISTRICT DRIVEN PATHWAY



## SCENARIO EXAMPLE

1. NMDOT funds and provides a Road Safety Audit along a state highway due to concerns from the school district and NMDOT.
2. District prioritizes project in RTIPR and the STIP, funds identified within District budget.
3. District coordinates ROW, environmental, public outreach, design, and construction.
4. Maintenance will remain with NMDOT since it initiated the project.



# NWRTPO NM FUNDIT

**An Economic or Community Development Project That Needs Viable Transportation Improvements**

An economic or community development project identifies a transportation need (private, tribal, or local)

**CONTACT TECHNICAL ASSISTANCE PROVIDERS:**  
(To help create a customized Project Development & financing Plan)

- New Mexico Economic Development Department (Regional Representatives)
- Economic Development Organizations (EDO), including Navajo RBDO
- Council of Governments Staff (RTPO and EDD)
- New Mexico DOT District Staff

New Mexico  
FUNDIT



# NWRTPO PROJECT DEVELOPMENT



**Feasibility Assessment:**  
 \*Feasibility Studies \*Traffic  
 Impact Analysis \*Road  
 Safety Audit

**Planning:**  
 \*Preliminary  
 Engineering  
 Report (PER)

**Design and  
 Clearances**

**Construction**

**Maintenance**

## Non-Transportation Sources of Funding – or apply at NMI's FUNDIT

- Private Sector Financing
- New Mexico Finance Authority Local Government Planning Fund (monthly)
- Local Government Division/DFA Community Development Block Grant (CDGB) Planning Grant (ongoing)
- New Mexico Capital Outlay (annual)
- USDA Socially-Disadvantaged Groups Grant
- DHHS-ACF: Dept. of Health & Human Services-Admin. For Children & Families, Administration for Native Americans, Social and Economic Development Strategies
- New Mexico Indian Affairs Department- Tribal Infrastructure Fund (annual)
- Navajo Nation: Business & Industrial Fund and 1% Set-Aside Business Activity Tax

- Private Sector Financing
- Community Development Block Grant (CDBG) Economic Development Grant
- New Mexico Legislative Capital Outlay (annual)
- Economic Development Administration
- Local Economic Development Act (LEDA)
- New Mexico Indian Affairs Department- Tribal Infrastructure Fund (annual)
- Navajo Nation: Business & Industrial Fund and 1% Set Aside Business Activity Tax



# NWRTPO RTIPR UPDATE

## FFY 20-21 Scheduled Dates

## RTIPR Revision Process:

October 14, 2020

PFF submission due date

October - November

Project Review & Consultation Meetings

December

RTIPR Finalized

January 13, 2021

Draft RTIPR presented

February 10

Final RTIPR approved

March 10

ZIPPER meeting

Call for Transportation Projects Issued in Even Years – Next Call in April  
2022



NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION

# RTPOCONTACT

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Gallup, NM 87301

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Northwest New Mexico Council of Governments  
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**NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS**

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

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

**Subject:** Discussion / Presentation Items

**Prepared by:** Robert Kuipers, NWRTPO

**Date:** 5/5/21

#### **BACKGROUND**

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

#### **Informational Items**

##### **Regional News & Updates**

- Regional Work Program Status Report
- RTPO Report
- Member Reports

##### **Member Special Reports:**

- None submitted prior to the meeting

##### **NMDOT Reports:**

- G to G Liaison: Neala Krueger
- Tribal Liaison: Ron Shutiva
- District 6: JoAnn Garcia & staff; District 5: James Mexia, Stephanie Medina

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

- FHWA Planning, Environment & Realty Reports: no reports
- NMDOT Govt. to Govt. Update: 4/12/21, 5/3/21
- AASHTO Publications: no reports
- NMDOT / UNM-LTAP: Provides a very robust collection of training opportunities – staff forward news to members as it comes out from this source – reference at [ltap.unm.edu](http://ltap.unm.edu) – Online courses notice forwarded to members as LTAP emails come in
- 4/13 – Outdoor Recreation Business Accelerator Grants
- 4/14 – 2021 RAISE Grants NOFO
- 4/16 - CMAQ, TAP, RTP Slideshow – Sky Tallman
- 4/16 – Regulations for Infrastructure along State or Federal Highways – Jason Grover
- 4/19 – UNM-LTAP Training Opportunities
- 4/20 – Transportation Project Fund Guidance
- 4/28 – Pedestrian Safety Action Plan - NMDOT
- 4/29 – Transportation Project Fund Guidance
- 4/29 - UNM-LTAP Courses
- 4/29 – Transportation Project Fund Guidance – Tribes can use TTP funds as a match
- 4/29 – National Bicycle Safety Month
- 4/30 – NMDOT Pedestrian Safety Plan
- 5/3 – National Bike to School Day
- 5/3 – DOT Call for Projects – RTP / TAP / CMAQ
- 5/3 – FTA – CRRSAA & ARP Public Transit Funding
- 5/3 – Census Data Sources
- 5/3 – NM Ideal Bike Network
- 5/3 – US 491 / I-40 Intersection final RSA Report
- 5/3 – Manual on Uniform Traffic Control Devices (Pedestrian Safety)
- 5/4 – GIS in Transportation Webinar – At Grade Rail Crossings
- 5/5 – Innovator News Letter – Virtual Public Involvement
- 5/5 – FHWA Local Aid Support
- Title VI Training is available to MPO's and RTPO's from Lisa Neie – Civil Rights Manager for FHWA New Mexico. These trainings can be customized to address member concerns and issues for their regions, if provided to her in advance. Based on training length, we could provide it at one of our meetings.

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





A PROGRAM OF Northwest New Mexico Council of Governments

## NWRTPO | Northwest Regional Transportation Planning Organization

### Monthly Report – April, 2021

- A. 2020 NWRTPO RTIPR Update:** The NWRTPO conducted an “RTIPR Revision” last year rather than a full call for projects. This is due to the fact that not much funding is anticipated until at least 2021 or 2022. This year (FFY2021 – 2022) the NWRTPO is executing a full Call for Projects which will extend from April, 2021 thru March 2022, so members are invited to submit new project applications according to our Call For Projects schedule and guidance.
- B. FFY2021 NMDOT Transportation Project Fund:** The State of New Mexico recently initiated a new LGTPF fund to support transportation needs across New Mexico, complimenting the ongoing Local Govt. Road Fund. This fund providee \$50 million statewide in FFY2019 and is not restrained by federal functional classification requirements. In 2019 a total of 22 projects were submitted from the NWRTPO, (along with 2 from the SWRTPO and 4 from the MRRTPO) – totaling 28 projects for the DOT Dist. 6 region. The NWRTPO region was awarded just over \$12 million. Eleven member governments of the NWRTPO and Farmington MPO were funded for 14 projects which are now underway. In FFY2021 NMDOT has \$120 million available and has been officially renamed to the Local Transportation Project Fund (LTPF) and now officially includes Tribal communities. With this in mind the NWRTPO commenced our call for the TPF fund early and are pushing our members to complete all required application documents in advance of NMDOT deadlines – for which the final submission deadline is June 15, 2021.
- C. GIS Data Gathering, Mapping and Compiling Work:** COG staff Carrie House continues to provide technical assistance and GIS mapping for development of 66 new miles of recreational trails in the Zuni Mountains in McKinley and Cibola Counties during FFY18 – FFY21; and continues contributing GIS mapping for regional transportation infrastructure. RTPO staff need to follow up with our three Pueblos – Laguna, Acoma and Zuni regarding the opportunity to include their transportation mapping and data into our regional portfolio, based on what each Pueblo is willing to share. The NWCOG was the only New Mexico recipient of a NADO Impact Award for the ongoing development of recreational trails in the Zuni Mountains of McKinley and Cibola Counties. The Navajo Nation will soon be developing 80 miles of recreational trails in the Chuska Mountain range, complimenting the 200 miles of rec. trails being developed in the Zuni Mtns.
- D. NMDOT LRTP and NWRTPO Regional Transportation Plan:** RTPO staff have conducted major updates to our R.T.P. at this time, which was approved and authorized at our January 2021 meeting. The NMDOT (State plan) has come into the 4/5-year major update cycle so they too conducted a more major update in 2020 which continues in 2021. Our RTPO updates our plan on an annual basis; nonetheless, staff undertook a more comprehensive update with RTPO members June – December, in sync. with the NMDOT LRTP update. More updates are anticipated in FFY2021.
- E. Trail of the Ancients Scenic Byway is Nationally Designated:** President Trump signed the “Reviving America’s Scenic Byways Act of 2019” into law re-establishing the Scenic Byway Program but presently without funding. Nonetheless this provided the NWRTPO the opportunity to undertake a demanding process to pursue national designation for parts of our New Mexico TOA byway portion. RTPO and COG staff submitted the 2020 application for national designation for portions of our New Mexico Trail of the Ancients Scenic Byway. The entire TOA byway corridor is shared by Counties in the 4-Corners region of Utah, Arizona, New Mexico and Colorado; the Utah and Colorado corridors are already nationally designated. We recently received news that major portions of our New Mexico corridor is now designated as a National Byway corridor! We can now support and work on the Arizona portion of the four state byway, which is primarily on Navajo Nation lands. Historically across the nation - regions who achieved national scenic byway status have enjoyed a major and positive impact on tourism and resulting economic growth. With the return of the federal Scenic Byway Program after a multi-year period when the program went away, we are reconstructing the TOA Byway Council for New Mexico, and undertaking the challenging responsibility shared by participating counties to monitor and improve the national corridor, along with stronger participation in funding the byway, in collaboration with NMDOT staff.
- F. News, Training and Funding Opportunities:** The following training and funding opportunities have recently emerged:
- FHWA Planning, Environment & Realty Reports: no reports during April
  - NMDOT Govt. to Govt. Update: 4/12/21 and 5/3/21
  - AASHTO Publications: none this month
  - NMDOT / UNM-LTAP: Provides a very robust collection of training opportunities – staff forward news to members as it comes out from this source – reference at [ltap.unm.edu](http://ltap.unm.edu) – Online courses notice forwarded to members as LTAP emails come in.
  - Title VI Training is available to MPO’s and RTPO’s from Lisa Neie – Civil Rights Manager for FHWA New Mexico. These trainings can be customized to address member concerns and issues for their regions, if provided to her in advance. Based on training length, we could provide it at one of our meetings.
- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• 4/13 – Outdoor Recreation Business Accelerator Grants</li><li>• 4/14 – 2021 RAISE Grants NOFO</li><li>• 4/16 - CMAQ, TAP, RTP Slideshow – Sky Tallman</li><li>• 4/16 – Regulations for Infrastructure along State or Federal Highways – Jason Grover</li><li>• 4/19 – UNM-LTAP Training Opportunities</li><li>• 4/20 – Transportation Project Fund Guidance</li><li>• 4/28 – Pedestrian Safety Action Plan - NMDOT</li><li>• 4/29 – Transportation Project Fund Guidance</li><li>• 4/29 - UNM-LTAP Courses</li><li>• 4/29 – Transportation Project Fund Guidance – Tribes can use TTP funds as a match</li><li>• 4/29 – National Bicycle Safety Month</li><li>• 4/30 – NMDOT Pedestrian Safety Plan</li></ul> | <ul style="list-style-type: none"><li>• 5/3 – National Bike to School Day</li><li>• 5/3 – DOT Call for Projects – RTP / TAP / CMAQ</li><li>• 5/3 – FTA – CRRSAA &amp; ARP Public Transit Funding</li><li>• 5/3 – Census Data Sources</li><li>• 5/3 – NM Ideal Bike Network</li><li>• 5/3 – US 491 / I-40 Intersection final RSA Report</li><li>• 5/3 – Manual on Uniform Traffic Control Devices (Pedestrian Safety)</li><li>• 5/4 – GIS in Transportation Webinar – At Grade Rail Crossings</li><li>• 5/5 – Innovator News Letter – Virtual Public Involvement</li><li>• 5/5 – FHWA Local Aid Support</li></ul> |
|---|--|

## RTPO APER Budgeted Staff Hours Summary FFY2021

April / Q-3 Monthly Report											
Function	Budgeted Hours	Q1	Q2	Apr-21	May-21	Jun-21	Q3	Q4	Total Actual hours	Balance	Percentage budgeted differs from actuals*
1	200	163.75	64.00	4.50	0.00	0.00	4.50	0.00	232.25	-32.25	16.13%
2	200	0.00	22.00	0.00	0.00	0.00	0.00	0.00	22.00	178.00	-89.00%
3	450	75.00	245.50	22.50	0.00	0.00	22.50	0.00	343.00	107.00	-23.78%
4	350	17.00	82.00	21.50	0.00	0.00	21.50	0.00	120.50	229.50	-65.57%
5	450	85.75	165.50	59.50	0.00	0.00	59.50	0.00	310.75	139.25	-30.94%
6	450	59.50	181.50	63.00	0.00	0.00	63.00	0.00	304.00	146.00	-32.44%
TOTAL	2100	401.00	760.50	171.00	0.00	0.00	171.00	0.00	1332.50	767.50	-36.55%
**if budgeted hours differ from actual hours by more than 20% in any function, provide a narrative explanation below											

**Member Appointment Forms – Checklist**

	✓	Primary Member	✓	Alternate Member
Cibola County		Judy Horacek		Edward Salazar
McKinley County	✓	Rodney Skersick		Donna Fambrough
San Juan County	✓	Nick Porell		
City of Gallup	✓	Clyde Strain	✓	Alicia Santiago
City of Grants	✓	Don Jaramillo	✓	Mark Teshima
Village of Milan	✓	Sarah Austin	✓	Denise Baca
Northern Navajo		Larry Joe		Leanne Roy
Eastern Navajo		Marco Sells		Leanne Roy
Pueblo of Acoma	✓	Dave Deutsawe		
Pueblo of Laguna	✓	Elroy Keetso	✓	Sharon Hausam
Pueblo of Zuni	✓	Royce Gchachu	✓	Roxanne Hughte
Ramah Navajo	✓	Dorothy Claw	✓	Tom Martine

# Northwest RTPO

*Regional Transportation Planning for Northwest New Mexico*

a State-designated Regional Transportation Planning Organization administered by

## **NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS**

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MR. BILLY MOORE  
Chairperson of the Board

EVAN J. WILLIAMS, Executive Director

### **JOINT POLICY & TECHNICAL COMMITTEE APPOINTMENT FORM**

The Joint Policy & Technical Committee values your membership and input into the Northwest New Mexico Regional Transportation Planning Organization (RTPO). One of the main purposes of the NWRTPO is to involve the input of elected local and tribal officials. Historically, our membership has been made up of technical transportation representatives, who bring and relay information from their governing bodies, and thus in 2013, the Committee amended its bylaws to combine our Policy & Technical Committees.

It is important to us that your community's voice is best represented at the table. This form is to document your elected body's nomination of a Primary and Alternate representative to the NWRTPO. The NWRTPO staff will remind its membership to update forms once a year in January, but we understand that governing bodies and staffing change, so feel free to update this, as often as needed. This authorization process is now a membership opt-out process, whereby your representative will be honored until a new form is submitted.

**Governmental Entity:** \_\_\_\_\_

As an authorized official of the above referenced government entity, I hereby appoint

\_\_\_\_\_ to serve as our primary representative, and  
(print name, title)

\_\_\_\_\_ to serve as our alternate representative  
(print name, title)

to the Northwest Regional Transportation Planning Organization's Joint Policy & Technical Committee for a period starting with the date of signature below and until a new form is submitted to the NWRTPO.

The representative below certifies they have gone through the appropriate process and now has the ability to execute on behalf of the above governmental entity and its governing body.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name, Title**

Please provide contact information for any and all persons that need to be informed about the NWRTPO and its activities.

Contact Information for Primary Representative:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email: \_\_\_\_\_