



a program of

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

## Northwest Regional Transportation Planning Organization (NWRTPO)

### RTPO Joint Technical & Policy Committee Meeting

Wednesday, June 8, 2022

10:00 am

Virtual Meeting – Microsoft Teams

## AGENDA

### ROUTINE ITEMS:

Item #	Item	Presenter
I.	Call to Order and Introductions	Don Jaramillo, Chairman
II.	Action: Agenda	Don Jaramillo
III.	Action: Minutes – May 11, 2022 meeting	Don Jaramillo

### ACTION ITEMS:

Item #	Item	Presenter
IV.	Action: Review & Approve FFY 2023 Regional Work Program & Budget	Robert Kuipers

### DISCUSSION ITEMS:

Item #	Item	Presenter
V.	Review & Discuss: Progress with TAP, RTP and TPF projects	Robert Kuipers

### REPORTS: (10-minute limit)

*Please submit Written Reports for inclusion in minutes*

RTPO Program Report ( <i>significant news only</i> )	Robert Kuipers
Local Member Reports ( <i>significant news only</i> )	By Entity
New Mexico Department of Transportation Reports ( <i>significant news only</i> )	RTPO Liaison (Neala Krueger) Tribal Liaison (Ron Shutiva) District 5 (James Mexia) District 6 (Bill Santiago, Michael Neely)

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

**ANNOUNCEMENTS & NEXT MEETING:** Wednesday, July 13, 2022 – San Juan County Fire Operations Center – 209 S. Oliver Drive, Aztec, NM (unless otherwise determined or virtual via MSTEams)

### ADJOURNMENT

**NWRTPO | Northwest Regional Transportation Planning Organization**

Joint Policy &amp; Technical Committee

**NWRTPO Meeting Minutes**

Wednesday May 11, 2022

10:00 a.m. – 12:00 p.m.

Virtual meeting executed via Microsoft Teams

Due to COVID-19 Pandemic

**ATTENDANCE:**

<b>Local &amp; Tribal Governments</b>	
<b>Entity</b>	<b>Representative(s)</b>
Pueblo of Acoma	Gaylord Siow, Dennis Felipe Jr.
Pueblo of Laguna	Elroy Keetso
Pueblo of Zuni	<b>Royce Gchachu</b> , Roxanne Hughte
Navajo Nation	Edwin Begay, Margie Begay
Ramah Navajo	<b>Dorothy Claw – RTPO Vice Chair,</b>
City of Grants	Don Jaramillo – <b>RTPO Chairman / Shannon Devine</b>
City of Gallup	Clyde Strain, <b>Alicia Santiago</b>
Village of Milan	LindaCooke, DeniseBaca, FelixGonzales, <b>Monica Sandoval</b>
Cibola County	<b>Edward Salazar, Judy Horacek</b>
McKinley County	Rodney Skersick
San Juan County	Absent (Nick Porell)
Farmington Metropolitan Planning Organization - Ex-officio	Not in attendance

<b>New Mexico Department of Transportation (NMDOT)</b>	
<b>Entity</b>	<b>Representative(s)</b>
RTPO Liaison	<b>Neala Krueger,</b>
District 5	James Mexia
District 6	<b>Bill Santiago, Michael Neely, Clayton Garner</b>
Tribal Liaison	<b>Ron Shutiva</b>
DOT Central Regional Design Office	James Sanchez, Juan Archuletta
Other NMDOT Staff / Guests	

<b>Northwest Regional Transportation Planning Organization</b>	
Northwest NM Council of Governments	<b>Robert Kuipers, Brandon Howe</b>

**Tally Sheet – Attendance & Quorum**

<b>Total Full Attendance:</b>	<b>Member Entities:</b>	<b>NMDOT</b>	<b>RTPO</b>	<b>Guests (Transit)</b>	<b>Full Attendance Norm:</b>	
	<b>12</b>	Normally 4-5: DOT Liaison, Tribal Liaison, District 5 & 6 Representatives		<b>varies</b>	<b>17 - 20</b>	
<b>Attendance – this meeting:</b>	<b>Member Attendance:</b>	<b>NMDOT Attendance:</b>	<b>Staff:</b>	<b>Guests:</b>	<b>Attendance % this meeting:</b>	<b>TOTAL:</b>
	<b>7</b>	<b>4</b>	<b>1</b>		<b>70%</b>	<b>12</b>

**ROUTINE ITEMS:**

Item #	Item
I.	<b>Call to Order and Introductions.</b> The meeting was called to order at <b>10:15</b> am, Bob Kuipers welcomed those in attendance, and Dorothy Claw proceeded with introductions and approval of agenda and minutes. The virtual meeting was conducted via Microsoft Teams, due to the COVID-19 pandemic.
II.	<p><b>Agenda.</b> RTPO Program Manager provided an overview of the day's agenda topics and RTPO Vice-Chair Dorothy Claw called for a motion:</p> <p><b>ACTION:</b> Royce Gchachu – Zuni motioned; Alicia Santiago – Gallup seconded adoption of the agenda. All in favor – motion carried.</p>
III.	<p><b>Minutes (February 9, 2022).</b> RTPO Chairman provided time for review of minutes and there were no revisions requested,</p> <p><b>ACTION:</b> Alicia Santiago - Gallup motioned; Judy Horacek - Cibola seconded adoption of the minutes. All in favor – motion carried.</p>

**ACTION ITEMS:** None this meeting

**DISCUSSION ITEMS:**

Item #	Item	Presenter
IV.	<b>Review &amp; Discuss: Call for Projects Clarification</b>	Robert Kuipers – RTPO Staff
<b>BACKGROUND</b>		
<ul style="list-style-type: none"> <li><b>Why?</b> While the statewide RTPOs typically update their RTIPR thru a biennial Call for Projects; NMDOT now has it's own Transportation Project Fund which calls for projects on an annual basis.</li> <li><b>Purpose.</b> Simply to clarify that while the NWRTPO will update the TPF section of the RTIPR on an annual basis, the Call for Projects for the rest of the RTIPR continues on a biennial basis.</li> <li><b>Discussion/Finalization.</b> Short presentation as most of our members are already aware of this</li> </ul>		
<b>CURRENT WORK</b>		
<ul style="list-style-type: none"> <li>None – next biennial call for projects will begin in April of 2023 thru March of 2024</li> </ul>		
<b>ANTICIPATED WORK</b>		
<ul style="list-style-type: none"> <li>Simply completing the 2023 NM Transportation Project Fund application packages due May23</li> </ul>		
<b>ATTACHMENTS</b>		
<ul style="list-style-type: none"> <li>None</li> </ul>		
<b>BUDGET IMPACT</b>		
<ul style="list-style-type: none"> <li>None</li> </ul>		
<b>ACTION ITEM</b>		
<ul style="list-style-type: none"> <li>N/A</li> </ul>		

**Discussion:** Most members are already aware of this so a brief presentation from staff with no discussion thereafter.

Item #	Item	Presenter
V.	<b>Review &amp; Discuss: Annual Meeting Schedule – May, 2022 thru April, 2023; and multiple upcoming funding opportunities</b>	Robert Kuipers – RTPO Staff
<b>BACKGROUND</b>		
<ul style="list-style-type: none"> <li>• <b>Why?</b> The NWRTPO provides our annual meeting schedule for May of year 1 thru April of year 2 each year to the Gallup Independent and Cibola Citizen for public awareness; although meetings continue to be virtual due to the COVID pandemic. With multiple federal funding sources emerging, staff are presenting the “Safe Streets &amp; Roads for All” opportunity with an August or September deadline yet to be determined; along with other forthcoming opportunities.</li> <li>• <b>Purpose.</b> Make RTPO members aware of our next annual meeting schedule and other funding opportunity.</li> <li>• <b>Discussion/Finalization.</b> Brief presentation as documents are available in meeting package</li> </ul>		
<b>CURRENT WORK</b>		
<ul style="list-style-type: none"> <li>• Members to be aware of our next annual meeting schedule in the event that COVID 19 restrictions are lifted, along with information on forthcoming funding opportunities.</li> </ul>		
<b>ANTICIPATED WORK</b>		
<ul style="list-style-type: none"> <li>• NWRTPO members will be challenged in the upcoming months with multiple funding opportunities – some with short (almost unreasonable) time restrictions</li> </ul>		
<b>ATTACHMENTS</b>		
<ul style="list-style-type: none"> <li>• RTPO Annual Meeting Schedule – May, 2022 thru April, 2023</li> <li>• Safe Streets &amp; Roads for All and other forthcoming funding opportunities</li> </ul>		
<b>BUDGET IMPACT</b>		
<ul style="list-style-type: none"> <li>• None for RTPO, but major funding opportunities for our regional governments!</li> </ul>		
<b>ACTION ITEM</b>		
<ul style="list-style-type: none"> <li>• N/A</li> </ul>		

**Discussion:**

- Robert Kuipers covered our new annual meeting schedule for May 2022 thru April 2023, and indicated that meetings will remain virtual until such time as the COVID 19 pandemic subsides.
- Mr. Kuipers then covered the Safe Streets & Roads for All funding webinar, along with the \$ billions and billions in funding via the “Infrastructure Investment and Jobs Act”, along with the “Multimodal Project Discretionary Grant (MPDG) including “MEGA”, “INFRA” and “RURAL” funding opportunities.
- Not much discussion on this subject as well, as staff have been sending information on these sources to members as they come out.

Item #	Item	Presenter
VI.	<b>Review &amp; Discuss: 2023 Transportation Project Fund Application Progress (due May 31)</b>	Robert Kuipers – RTPO Staff

BACKGROUND
<ul style="list-style-type: none"> <li>• <b>Why?</b> Complete application packages – beside the already submitted PFF's - include a cover letter, project category citation, <b>resolution of sponsorship or letter from Chief Executive indicating availability of 5% match</b>, project map and Right of Way information if local govt. does not own ROW</li> <li>• <b>Purpose.</b></li> <li>• <b>Discussion/Finalization.</b></li> </ul>
CURRENT WORK
<ul style="list-style-type: none"> <li>• Completion of all additional required documents by May 23</li> <li>• If ROW is not owned by local govt. – must get permission and support letter from ROW owners, or if ROW belongs to, crosses or connects to NMDOT ROW – letter of permission from NMDOT District Office.</li> </ul>
ANTICIPATED WORK
<ul style="list-style-type: none"> <li>• Complete all additional documents including ROW by / before May 23 submission to staff deadline.</li> </ul>
ATTACHMENTS
<ul style="list-style-type: none"> <li>• TPF checklist and additional guidance documents</li> </ul>
BUDGET IMPACT
<ul style="list-style-type: none"> <li>• None</li> </ul>
ACTION ITEM
<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Discussion:**

- Included in this section was our TPF Application Checklist which spells out required documentation for the a) Cover Letter, b) Project Category, c) Project Feasibility Form, d) Resolution of Sponsorship or Letter from Chief Executive indicating availability of 5% match, e) Map of project location including mileposts, and f) Right of Way documentation.
- A brief summary of the NMDOT 2023 Transportation Project Fund application process, with staff asking members to submit complete application packages by May 23 for staff review and for submission in advance of the May 31 deadline. Some members indicated that they would be getting supporting resolutions of sponsorship during the course of May 23 – 27, and staff indicated that this is acceptable if they are able to submit no later than May 27.
- Staff also included the official guidance from NMDOT

Item #	Topic	Presenter
VII.	<b>Reports, Updates &amp; Announcements</b>	Robert Kuipers – NWRTPO RTPO Members, NMDOT Staff
<b>BACKGROUND</b>		
<ul style="list-style-type: none"> <li>• <b>Why?</b> Update RTPO members on news, training, funding, and other items of special interest</li> <li>• <b>Purpose.</b> Keep RTPO members up to date on critical information from NWRTPO and NMDOT sources</li> </ul>		
<b>Informational Items</b>		
<b>Regional News &amp; Updates</b> <ul style="list-style-type: none"> <li>• Regional Work Program Status Reports</li> <li>• RTPO Monthly Report</li> <li>• Member Reports</li> </ul>		
<b>Member Special Reports:</b> <ul style="list-style-type: none"> <li>• None this meeting</li> </ul>		
<b>NMDOT Reports:</b> <ul style="list-style-type: none"> <li>• G to G Liaison: Neala Krueger</li> <li>• Tribal Liaison: Ron Shutiva</li> <li>• District 6: JoAnn Garcia &amp; staff; District 5: James Mexia</li> </ul>		
<b>News, Training &amp; Funding Opportunities:</b> <ul style="list-style-type: none"> <li>• <u>FHWA Planning, Environment &amp; Realty Reports</u>: none for the past month</li> <li>• <u>NMDOT Govt. to Govt. Update</u>: 4/18/22</li> <li>• <u>AASHTO Publications</u>: none</li> <li>• <u>NMDOT / UNM-LTAP</u>: Provides a very robust collection of training opportunities – staff forward news to members as it comes out from this source – reference at <a href="http://ltap.unm.edu">ltap.unm.edu</a> – <b>Online courses notice</b> forwarded to members as LTAP emails come in.</li> <li>• <u>Title VI Training</u> is available to MPO's and RTPO's from Lisa Neie – Civil Rights Manager for FHWA New Mexico. These trainings can be customized to address member concerns and issues for their regions, if provided to her in advance.</li> <li>• <u>Local Govt. Road Fund Guidance</u>: 1/10/22 – initial proposals due 3/15/22; additional documents run thru October, 2022.</li> <li>• <u>National Transportation in Indian Country Conference</u>: Aug. 22-26, 2022 – Louisville, Kentucky 2/11/22</li> <li>• <u>BIA Branch of Tribal Climate Resilience FY2022 Request for Proposals</u>: sent to members 4/22/22</li> <li>• <u>Competitive Airport Grants</u>: 4/26/22</li> <li>• <u>Safe Streets and Roads for All grants</u>: 4/27/22</li> </ul>		

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

- Robert Kuipers provided his March monthly report including Transportation Project Fund, Bipartisan Infrastructure Investment & Jobs Act funding and other news, Trail of the Ancients Scenic Byway Corridor Management Plan update application, and other training and funding opportunities.
- Mr. Kuipers also provided the monthly staff hours and expenditure reports.



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

By Entity

**New news in bold**

**Pueblo of Acoma**

- **The Mesa Hill Bridge project remains unfunded and ongoing, but is fully designed and construction ready with support from NMDOT. The issue is just obtaining significant funding (around \$30 million) from USDOT with every round of major funding they provide. The RAISE grant may be the next opportunity. The Pueblo is updating the NEPA and again getting permission from land owners.**
- Pueblo of Acoma has hired a Civil Engineer – Dennis Felipe Jr. who will be the alternate rep. to the NWRTPO.
- **The Pueblo's TTIP (Tribal Transportation Improvement Program) is in process with Federal Highway Admin.**
- **The Pueblo has received \$1.5 million from Senator Heinrich for the Acoma Business Park.**
- CMGC2 – 1: Construction of new office for Transportation and other Departments is now complete.
- CMGC2-2 SP130 Veterans Blvd. and Arrowhead Road – projects are now complete.
- CMGC2- 3 . Baseball Fields improvement is now complete.
- **Gaylord Siow is now the new Project Manager for the Pueblo of Acoma.**
- CMGC2 –4 Projects are now complete.
- The Pueblo is now doing construction to increase its water irrigation system.
- **Acoma Business Park is commencing design. The Pueblo is also developing parking lots for some of their outdoor parks.**
- **NM124 Extension to NM117 has been partially funded thru the Transportation Project Fund which is our current #1 roadway priority. The Pueblo will collaborate with NMDOT Dist. 6 and has submitted an agreement and resolution for approval. The Pueblo is now waiting on an agreement to proceed from NMDOT Secretary Sandoval. It appears that unlike DOT Dist. 6 advice, the Pueblo will first have to execute design and cannot go directly to construction.**
- **Haaku Road – SP38 is a new priority for the Pueblo for design and reconstruction to improve the corridor to the Sky City Pueblo and Pueblo Museum and Visitor Center – hope to undertake design in 2022. The Pueblo has submitted a TPF request for \$2,900,000 for design of road improvements for the FFY2023 round of this funding. The Pueblo has submitted a grant application to the Federal RAISE grant opportunity.**
- **The Pueblo is working with DOT Dist. 6 to address drainage issues for the San Lorenzo Road**
- FEMA 4352 Large Projects All FEMA Large projects have been completed (104 projects!) - \$13 million a year ahead of time; the Pueblo is now addressing finishing the small projects and only has one to go.
- **The Pueblo has completed their update to their Long-Range Transportation Plan; WH Pacific will do traffic analysis counts to contribute to the Pueblo's LRTP. To mitigate COVID 19 delays, the Pueblo has developed a survey for public input which is also available on Survey Monkey. A supporting resolution is ready for submission to FHWA.**
- **The Pueblo is also updating their Transportation Safety Plan at this time. Public involvement meetings are postponed due to COVID-19, which will delay completion dates for these plans; however, thru distributing a survey at the local Food Pantry, the Pueblo has achieved a 41% response rate from the public for both transportation plans!**
- **FEMA 4352: Small Projects: Recovery work has begun; the POA Public Works / Utility Authority was awarded the small projects (65) at \$2.2 million capital investment. 45 projects have been completed; 22 projects remain. All projects have been completed at this time.**
- Mainstreet Project: The Pueblo will add several projects to the CMGC suite to include projects for housing and economic development. Preparing amendments to conduct engineering studies, land surveys, geotechnical studies, drainage analysis, right of way surveys and proforma.

**Pueblo of Zuni**

- **The Pueblo will soon be working on drainage improvements along the NM53 corridor mp 15.5 to 19.5.**
- The Pueblo is under lock down with little administrative activity due to COVID-19 pandemic; the Pueblo has extended re-opening until sometime in the future, depending on how long COVID-19 persists.
- Bid packages for Shiwi Ts'ana Elementary School access and Z301 / NM53 intersection improvements were opened July 12 – with one bid submitted. Notice of award offered to Albuquerque Sparling Construction company for both projects combined.
- Zuni purchased a dump truck with FHWA Coronavirus funds.
- The Pueblo is looking to purchase a backup generator for the Andrew Othole Memorial Airport.

- **Zuni Transportation Dept. submitted documents to the Governors Office to fund two historical and cultural sites of significance with related road improvement projects.**
- US Dept. of Treasury set aside \$20 billion for Native American Tribes under American Rescue Plan. Zuni received it's first distribution – Road Dept. will submit road improvement project that leads to significant historical site for tourism
- Road maintenance projects continue related to flooding around the Pueblo.
- Royce is now also the Airport Manager. Receipt of FAA grant agreement for developing an Airport Master Plan for the Andrew Othole Memorial (AOM) Airport. The master plan will be developed by the Pueblo's airport consultant – Armstrong Consultant's, Inc.
- Erin Kenley, TTP Director and Brian Allen, TTP Fields Operation Manager – both from the Office of Tribal Transportation visited Zuni on August 10 and met with the Governor and Tribal Council on a number of issues. Discussed the tribal self-governance program within the US DOT and FHWA.
- The Pueblo continues to update its long-range transportation plan. The plan is now in final draft form and being put out on the Pueblo website and Facebook for public comment. The draft plan is awaiting recommendations for next steps on how to present to the public.
- The pedestrian trail project plan is now 100% complete – will move forward for FHWA approval.
- On-call A/E consultants are working on designs for Ruins Road, North/South Sandy Springs Road, Harker Circle, the intersection of Ojo Caliente/Pia Mesa and pedestrian trails. Ruins Road is now at 95% completion.
- Ongoing road maintenance around the Pueblo. This includes crews addressing mowing, culvert repairs, blading gravel or dirt roads, asphalt pothole repairs and vegetation control.
- Virtual Presentation meeting with NMDOT and WHPacific on the NM53 Drainage project being designed by by WHPacific to make improvements from MP15.5 to 19, due to undersized culvert pipes and overtopping of flood waters on NM53 (also Zuni Mainstreet). First meeting was held on October 7.
- There are demolition projects in the Pueblo for the Lemon Tree/Zuni Laundromat building and the old Zuni Water Dept. building.
- The Pueblo is undertaking construction of an RV Park.
- The Pueblo has worked with Ashiwi Transit and Gallup Express to extend transit service to the Ramah Navajo area.
- The Pueblo has engaged contractual on call engineering services for future transportation development.
- The Ashiwi transit system received a national award at the 2019 National RTAP (*Rural Transportation Assistance Program*) conference. **Ashiwi Transit received another award plaque for their service during the COVID pandemic.**
- Ashiwi Transit will resume when all safety precautionary measures have been installed on the transit vehicles. Local and Gallup services will resume on a limited basis, but only on demand or appointments. Extension to Ramah / Pinehill is temporarily on hold until further notice around COVID-19 concerns. Ashiwi Transit is now back in service.

#### McKinley County

- **Pending projects for the County include CR-19 improvements. CR19 – 18.6 miles is at 60%, with gravel and chip seal scheduled for next summer.**
- Deer Springs Road for base course is now complete for Mexican Springs Chapter.
- Woodview Road 1.5 miles of Chipseal in Prewitt is now complete. Hillcrest and Bowman Roads are also complete.
- **The County's Local Government Road Fund projects for FFY2021 are now complete; working on certifications for 2022 projects at this time.**
- County Road #1 chipseal is now complete.
- The County had their ribbon cutting ceremony for Manuelito Canyon bridge replacement on September 10, 2021 – the event was well attended by State and regional legislative leaders along with President Jonathon Nez of the Navajo Nation.
- The County will benefit with \$23 million for improvements to the Carbon Coal Road intersection in Gamarco with US491, which leads to the developing Energy Logistics Park (and potential Inland Port).
- The County has finished chip sealing Pine Haven road; will use remaining funds to finish improvements on Allison road.
- Coal Basin Road and CR-6 are now complete.
- **Cousins Road and CR-1 will move into phase 2 repairs. Superman Canyon Road and Old Church Rock Mine Bridge are next projects on the list. Church Rock Mine Bridge is getting started at this time.**
- **Funded FFY2022 projects will commence this summer**
- Ongoing county-wide maintenance including blading, patching potholes, cleaning culverts, repairing bridges / guardrails, etc. The County has completed the ZMTP Milk Ranch Trail Head.



#### Gallup

- **Gallup Mainstreet Project** – Ground breaking May 13; construction commenced July 1. Coal Avenue Commons both MAP and Legislative Agreements have been executed by the State. The City is working with Wilson & Co. and NMDOT District 6 on the final PS&E. City Council approved Wilson & Co.'s professional engineering proposal for construction management. The Mainstreet grant resolution was approved by City Council for this project. Between MAP, State Legislative, Economic and City funding the Coal Avenue Commons project phase 1 is now complete with final walk thru executed 7/20/21. **The City has been funded for phase 2 from the NM Transportation Project Fund – and has been awarded \$3,500,000 from this fund to complete this project. The city commenced construction on May 2, starting with alley improvements.**
- **East Nizhoni and West Aztec improvements are currently in design phase – East Nizhoni received news from NMDOT Dist. 6 that the City was awarded MAP funding for East Nizhoni Ave - \$900,000. Phase 2 Nizhoni Blvd. and College Drive intersection out to BID soon. West Aztec – meeting will be scheduled with property owner by end of May.**
- **West Aztec drainage legislative grant has been executed and engineering services have been awarded to begin design; notice of obligation has been submitted and approved by the state. Property owner has submitted proposal to City for utility easement – under review at this time. West Aztec is at 60% design.**
- **Local Govt. Road Fund funded projects have completed mill and overlay for planned roads; received word from NMDOT Dist. 6 that the City was awarded funds for our next project. Work to begin on May 18.**
- The City has submitted a Letter of Intent for Coop funding.
- **CDBG RFP was awarded – working on paperwork for DFA approval.**
- **Federal Aviation Admin. application for \$5 million has been submitted for our airport taxi-way and connectors. The City has been awarded and construction began on April 11, 2022.**

#### Milan

No report yet for this meeting – as the Village has a new manager.

#### Ramah

- Condolences to the community for the loss of Shane Lewis, who accomplished significant transportation development on behalf of the Ramah Navajo community.
- Ramah Navajo has filled two positions after the departure of Shane Lewis with Dorothy Claw as primary transportation developer and Tom Martine as transportation assistant – these individuals are also the primary and alternative representatives to the NWRTPO.
- **Ramah Navajo is updating their Long Range Transportation Plan at this time, and in the process of prioritizing projects. Public meetings are forthcoming. Ramah is also working on Administrative Policies and Procedures.**
- **BIA 175 is the next new project for Ramah Navajo – seeking funding at this time.**
- **Working on signage for BIA 125 and 122.**
- **Ramah has applied to the MEGA grant for improvements to BIA 125 mp. 18 – 26**
- **Ramah received a safety grant for \$300,000**
- Completed PFF's for NM53 & BIA 125 intersection and Pine Hill school pedestrian ADA improvements.
- Some weather related road maintenance and repair going on at this time.
- **Ramah is developing RSA's for ten (10) intersections for NM53 and other tribal roads.**
- Dorothy and Tom are acclimating with ongoing Ramah transportation projects at this time and updating the Ramah Long Range Transportation Plan, completing an annual report, and looking for training opportunities.
- Acting executive director for Ramah Navajo Chapter's 638 Grants & Contract Programs issued a memorandum for employees to return back to work and follow CDC guidelines within each Chapter program RNDOT is back in operation and continues to maintain roadways.
- BIA Projects Update:
  - BIA 125 mp 18 – 24.6 – received approved design exception report for this project from FHWA and will move to finalize the project. BIA 125 MP 0 – 4.4 received approval from NNHPO on the updated Cultural Report document and Categorical Exclusion. Awaiting ROW documents for BIA 195 in Ramah Band Land to RN Realty Office. BIA 113 and 145 received final report and will review final documents with tribal officials

- BIA 195: submitted ROW documents to RN Realty Office; **more focus on this road going forward.**
- BIA 145 and BIA 113: Received draft report for BIA 145 and BIA 113. **More focus on BIA 145 going forward.**
- RNDOT Transportation Technician is vacant and will advertise for the position.
- Submitted grant applications for the NOFO on Tribal Transportation Program Safety Funds.
- BIA 125 striping project is complete; **BIA 125 mp 0-4 and mp12 – 24.6 are now construction ready.**
- NMDOT LGRF received all certifications and submitted a letter of disbursement. Awaiting on contractor to return signed Notice of Award for BIA 125 striping project.
- Cancelled Transportation Committee Meetings until COVID-19 Restrictions are lifted.
- Submitted road signs replacement maintenance project for 2021 LGRF cycle.
- NMDOT LGRF received some certifications and will coordinate with Utility providers. Received ROW certification and submitted letter requesting disbursement.
- Assisting with RN Community Development Department for the Navajo Nation Rural Addressing Project.
- Ongoing general maintenance for area roads, cattle guards and signage, blading and shaping, potholes and base course patching (incl. school bus routes). Cleaning and replacing roadway signs. Field fence repairs, post replacements and gate repairs.
- **Ramah Navajo has submitted a BUILD Grant application.**

#### Cibola County

- Cibola County has hired a new Road Superintendent by the name of Ed Salazar.
- The County is doing “blade and shape” maintenance on 84.7 miles of 14 County Roads; and a variety of other maintenance (cattle guards / culverts / sign repair / tree trimming & weed control / mowing / pot-hole patching / and minor road repairs) for 24 county roads.
- **The County is building an emergency bypass at this time for the CR-5 Moquino bridge.**
- ZMTP RTP trail project is funded for FFY2020 construction – working with McKinley County for trails development beginning with the Quartz Hill Trail Head. Construction will likely not proceed until FFY2021 Spring & Summer for the Cibola portion of the Zuni Mountain Recreational Trails. **Cibola County has now been cleared to be the fiscal agent for this project and will no longer need McKinley County’s assistance; trail development and construction is commencing.** Cibola, COG and NMDOT staff had a virtual internal planning meeting on Jan. 19 at 9am with Arnold from the Forest Service to discuss updated scope of work for this project. **The County has commenced work on the Trail Head project.**
- Cibola County has submitted an RFP due March 23 for a new public safety building, and will conduct a pre-proposal meeting; six (6) construction firms have responded thus far.
- CR-18B and CR1 road / bridge projects are current priorities. CR-18B awarded LGTPF funding – LGTPF contract is complete and submitted. CR18-B – RFP closed Friday – 12/4 and are currently reviewing applications – much appreciation to JoAnn Garcia from NMDOT District 6. Two firms responded to the RFP and the Cibola Commission determined the award at their January 14 meeting. **CR18-B has commenced ROW work; drainage work is ongoing and construction for CR18-B bridge to commence in August or Sept. ; CR-1 has issued an RFP to Engineering Firms.**
- **CR-57 A is having a culvert replaced, and the County is starting on cattle guard replacements, as well as removing sand on various roads related to wind conditions.**
- Coop projects will begin soon.
- Ongoing County wide maintenance for County and Forest Roads.

#### Grants

- The City recently had a ribbon cutting ceremony for the pedestrian bridge on 2<sup>nd</sup> Street. **The bridge and channel are almost completed.**
- Riverwalk trail: Design at 100% from WHPacific, Project is on hold for the time being.
- First Street phase 2 – Adams to Roosevelt: design at 100%; added a pond and lift station on Geis Street for drainage; allotted \$1.8 million from 2019 state legislature for **final phase 3 from Washington to Roosevelt which was recently awarded is now complete.** Final PS&E was scheduled for this August and project letting is scheduled for September. Total project stands at \$6.2 million. **Striping is now complete; anticipated completion around mid February, 2022.**
- 2<sup>nd</sup> street bridge out to bid for construction to commence in July – **2<sup>nd</sup> Street Channel project is now complete for Jefferson Ave. to the Rio San Jose.**

- Washington bridge replacement over 2<sup>nd</sup> Street through LGTPF funding will include a walking opportunity for High School students; project construction is underway – commenced in June. **Funding was awarded at \$750,000 for the Anderman to Sage St. portion from NM CDBG funds.**
- Lobo Canyon and Roosevelt intersection improvements are underway and ongoing. **Roosevelt Bridge is at 60% design.**

#### Pueblo of Laguna

- **Gaylord Siow has moved from Laguna to Acoma, so Elroy Keetso is now the primary representative for Laguna.**
- **The Pueblo remains under COVID restrictions, and is looking for a transportation specialist – no other major news now.**
- **The Pueblo remains closed to the public, and administration is closed until the COVID-19 Pandemic resides. For I-40 MP 111 – 117 exists are closed to the Pueblo. Access NM124 via I-40 MP108 and 117 exits.**
- Gaylord informed COG RTPO staff that the Pueblo has six official villages – not seven – staff will execute this correction going forward.
- **The Pueblo is consulting with the MRRTPO for Laguna Pueblo lands within their jurisdiction.**
- The Pueblo is pursuing an FHWA grant to develop a Pueblo-wide (all Villages / roads) Safety Plan and will be seeking data sources identifying various crash incidents, and high crash incident locations; may need assistance from the RTPO or DOT with analyzing crash data. The Pueblo has a number of State Routes, where high speeds impact upon more fatal crashes.
- NM124 Bike and Pedestrian Trail – Paraje to the Kawaika Center project is complete – working with NMDOT for close out.
- NM124 Bike and Pedestrian Trail Encinal Road to State Road 279 is complete and in close out.
- NM124 Rio San Jose to Roundabout bike & ped path: Design is complete. PS&E checklist is complete – project planned to be let February – March, 2021. **NM 124 design is complete, anticipating construction in Spring of 2022.**
- L26 Rainfall Road from Cubero Wash to Seama bridge M108: **Construction has been completed, including a bike & ped. trail. Final audits in progress and project is in close-out.**
- M137 bridge at Laguna Subdivision: **Construction complete and project in close out with BIA.**
- Mill, Overlay, Striping & Enhancement Projects: Construction is complete for L503 – Veterans Memorial Road, L200 Postal Postal Road and L245 Raindrop Road. **The Pueblo is developing the next phase on four BIA routes: LGRF/BIA Road Maintenance Striping Projects – phase 2 & 3: Phase 2 – L500 Mountain Ash Loop and L500 Central Park Road; Phase 3 – L540 Veterans Memorial Road and L200 Elizabeth Bender Road. No bids were received so the Pueblo is working with NMDOT to sole-source these projects.**
- LGRF / BIA Road Maintenance Mill, Overlay & Striping Projects: Phase 2 & 3: Phase 2 – the Pueblo is working on the next phase for four BIA routes: phase 2 for L500 Mountain Ash Loop and Central Park roads. Phase 3 for L540 – Veterans Memorial Road and L200 Elizabeth Bender Road. **Contract amendments submitted and received. Local Govt. Road Fund and trail projects to commence soon.**
- NM 124 Roundabout: The repairs to the roundabout are being coordinated by NMDOT, no start date has been determined. **NM124 Road Diet has received an extension and is in final design.**
- L24 Rainfall Road: design changed to two phases, **Ph-1 Road & Trail at final 100% design, and in ROW review. The Concrete Box Underpass is now eliminated, and DOT Dist. 6 proposes to build an I-40 bridge over L24 road. Construction funded for \$1.9 million from the LGTPF fund!**
- L26 Deer Dancer Road: **at 100% design, working on ROW amendments and E.A.**
- L243 Acorn Road design: completed 100% design and PS&E review from the BIA. Construction pending funding.
- M154 Paguete Wash Bridge: **PER is complete – design phase will commence later this year.**
- M108 San Jose River Bridge-Seama: **PS&E, and ROW complete; EA, FONSI and NOI are in progress. Bridge is now at 100% design.**
- L248 Bluejay Road and L248 Blue Star Loop: **Design is in progress now at 30%. PER report is now in progress to include ROW review.**
- Pueblo's Safety Plan: **Plan is now complete – close out letter sent to BIA.**
- NMDOT I-40 Safety Project: The Pueblo met with NMDOT on March 3. **Design is at 100%; Construction by MSCI is ongoing on the east bound lanes from MM112 – 116..**
- The Pueblo has completed L26 Rainfall Road along with two trail projects.

Navajo Nation – Northern Agency

- Navajo DOT is updating their Long Range Transportation Plan at this time.
- Local Govt. Road Fund projects will commence implementation soon for both Eastern and Northern Navajo. Priscilla Lee – NDOT is working on extensions for FFY2019 projects. 2018 projects are complete at this time.
- 2021 LGRF projects include a) Two Grey Hills N-192 repairs – project is finalizing scope of work; b) preliminary engineering for Crown Point Chapter cemetery road.
- Larry has put in a PFF for improving with chip seal the Shiprock Farm Road, along with a Transportation Project Fund application to the state for the same project. This project has been approved by DOT District 5, and has been awarded funding from the DOT Transportation Project Fund at \$1,200,000.
- Two Grey Hills Chapter was awarded LGRF 2021 funding for N192 roadway and culvert improvements.
- Navajo DOT continues development for their Long Range Transportation Plan for 2021.
- Two Grey Hills road is getting drainage improvements.
- Navajo DOT has appointed Marco Sells to fill an administrative position for Eastern Navajo finally bringing Larry Joe some relief! Marco will have his hands full, as he is also the Chinle, AZ Transportation Planner.
- Karen Bedonie has been re-assigned and a new Planning Director by the name of Leanne Roy is on board for NDOT.
- NDOT is working with Sandoval County on inventory to transfer County Roads to the Navajo Nation going forward.
- Shiprock High School Safety corridor project is earmarked for 2023 NMDOT STIP for three lane road widening construction. Will remain on RTIP.
- TseDaaKaan Chapter (Hogback) N5031/Hwy 64 Safety intersection improvement is earmarked for 2021 NMDOT STIP for construction.
- N36/Hwy 371 intersection improvement (Upperfruitland Chapter)- This project was funded through NM State Capital Outlay. The project is led by San Juan County, NM. The Design layout of the intersection was completed by Wilson & Company. NMDOT and Navajo Nation finalizing the MOU, which will allow for the State beginning working on construction of the project. Project needs additional funding to be completed.
- Newcomb Chapter- working on N5007 Low Water Crossing using the State, and Tribal match fund to complete this low water crossing project. Project Manager, Donald Jackson, worked on the design and it is determined it would need realignment of the road. Therefore, the realignment of the road was submitted to BIA for review and approval. Pending for final review and approval.
- Beclabito Chapter- was awarded of NM Capital Outlay for Helipad for aircraft landing facility. Land withdrawal is in the works with Project Manager assigned. Will need to complete the preliminary studies and design before the construction of the project.
- US 64 Study Improvement Plan- NMDOT officials recently met with local chapters (Beclabito, Gadiahi, TseDaaKaan, Shiprock) on the review and conditions of the highway and improvement plan process is for this 20 plus miles Hogback to AZ Stateline. **Project still Planning stage but improvements anticipated in the near future – executed by NMDOT District 5.** It will need to remain on the RTIP List for future road improvement, which includes road reconstruction, and bridges replacements.
- Bahali Chapter 2019 LGTPF project is now complete.
- Priscilla Lee is working to complete 2019 LGTPF RSA's for Mexican Springs, Twin Lakes and Tohatchi Chapters in Ft. Defiance Agency by the June 30, 2022 deadline.
- LGRF projects for Gadiahi, Beclabito and Iyanbito Chapters are now complete.
- Hwy 64 Shiprock Bridge Replacement- public hearing took place November 14, 2019 at Shiprock Chapter. Design plans has started on this project with NMDOT, it will remain the RTIP.
- San Juan-Hogback Bridge has completed the feasibility studies for a new bridge. Road alignment is still pending, and it would full preliminary studies and design of the project. San Juan Chapter is seeking additional funding for this project. Project will remain on the RTIP.
- Shiprock Chapter- is seeking Road Safety Audit on Hwy 491, milepost 89-90. Navajo DOT staff is working on this project using the Navajo Sihasin Fund for RSA. Updates- NMDOT contracted to complete the survey and assessment of the US Highway 491 North of Shiprock. Project will remain on the RTIP for future improvement planning, designing, and construction.

- Burnham Chapter- is seeking funding for RSA and N5/Hwy intersection improvement. Chapter is submitting a Letter of Intent through Local Government Road Fund on March 15, 2020. Project did not any funding but it will remain the RTIP for road studies, design and construction.
- Beclabito Chapter/Hwy 64 Improvement Plan- is continuing seeking funding for street lighting along Hwy 64 store, NHA Housing, Chapter house within the corridor. This project is added to NMDOT planning and design with when construction fund becomes available.. Project will remain on the RTIP for future funding.
- **Newcomb Chapter- is seeking funding for Street Lighting along Hwy 491 & N5001**, RSA was completed 2017 when the chapter contracted with a company that completed the studies. Project will remain on the RTIP.
- Sanostee Chapter – is seeking funding to construct new drainage structure at the intersection of Hwy 491 & N34. Recommending for Transportation Project Fund 2021 list. A studies was completed 2018 by Dibble Engineering. Project will remain on the RTIP List.
- Sanostee Chapter- is seeking funding for School Zone safety RSA and maintenance on route N34 on pavement road. Chapter is working on submitting to District 5 for studies and safety improvement at the school zone. Project will remain on the RTIP List.
- **A Road Safety Audit was conducted by Lee Engineering on US491 for Newcomb, Naschitti and Sheep Springs intersections in 2019 – NDOT will be considering recommendations for these intersections based on this RSA.**

#### Navajo Nation – Eastern Navajo

- Edwin Begay the new manager for Eastern Navajo indicated that NDOT is now updating Chapter routes and will follow up with Chapters for resolutions and inventory training.
- NDOT is also gearing up for school bus route improvements and asking route maps from the various Navajo Nation schools.
- Lary Joe indicated that Sandoval County will be transitioning many of rural their roads to Navajo DOT oversight and ownership
- Transportation Project Fund project application was approved by DOT for the west Tsayatoh Road in Eastern Navajo at \$2,450,000.
- Crownpoint Chapter has awarded LGRF 2021 funding for their cemetery access road.
- Rock Springs Chapter- CR-9 road improvement. Will be added to RTIP for future road improvement
- Nahodishgish Chapter- N53 & 98 road improvement. Will be added to RTIP for road improvement.
- Manuelito Chapter- Sunset Valley road Chip Sealing. Will be added to RTIP
- Manuelito Chapter- Tse De Tah Spring road improvement Chip Sealing. Will be addit to RTIP
- Rock Springs Chapter- Chee Dodge Elementary School Access Improvement – Improving turning lanes and street lighting. Will be added to RTIP.
- Church Rock Chapter- NM Highway 118 Improve – Street lighting for safety corridor. Project will be completed with NM Capital Out funds.
- Crownpoint Chapter- street lighting project in progress to complete soon.
- Baahaali Chapter- transfer access road improvement- Project completed in 2020 with 2019 Transportation Project Fund award.
- Mexican Chapter- Road Safety Audit, project in progress on contracting out to complete the RSA studies. Will be added to RTIP for construction project.
- Twin Lakes Chapter- Road Safety Audit, project in progress on contracting out to complete the RSA studies. Will be added to RTIP for construction project.
- Tohatchi Chapter- Road Safety Audit, project progress on contracting out to complete the RSA studies. Will be added to RTIP for construction project.
- Iyanbito Chapter- Received Local Government Road Fund, it would need more funding to complete the road improvements. Will be added to RTIP for road improvement Chip Sealing.
- Iyanbito Chapter- I-40 -Project is seeking funding for drainage improvement and overpass studies, design and construction to provide safe entering and existing I-40. Will be added to RTIP.
- Mariano Lake Chapter- Red Willow road in progress to complete the road improvement.

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

- Smith Lake Chapter- Seeking RSA studies and street lighting at Hwy 371 & N49
- Crownpoint Chapter- Seeking RSA studies and street lighting at N9 & Hwy 371 intersection
- Becenti Chapter- Seeking RSA studies & Street lighting at Highway 371 & N9
- Coyote Canyon Chapter- Street lighting at Intersections of Highway 491 and N9, Milepost 15-15.5
- Whiterock Chapter- Seeking RSA & Street lighting at Highway 371 & store junction, chapter access roads
- Standing Rock Chapter- Seeking RSA & Street lighting at N9 & Chapter access road intersection.
- Little Water Chapter (Eastern)- Seeking RSA & Street lighting at Highway 371 and N7119
- Mexican Springs Chapter- Completing RSA, and seeking street lighting at Highway 491 & N30
- Naschitti Chapter- Completing RSA, and seeking street lighting at Highway 491 & Bus turnaround MP 32
- Tohatchi Chapter- Completing RSA and seeking street lighting at Highway 491 Milepost 22-24
- Twin Lakes Chapter- Completing RSA, and seeking street lighting at Highway 491 & Chapter access road/school access road, Milepost 13 – 13.5 and other lighting at Highway 491 & Giant store/Johnson road, Milepost 9.8 – 10.3

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

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

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

- The NMDOT website has been updated, and a NMDOT Freight Plan update is underway.
- TAP, RTP and CMAQ award letters were sent out on April 28.
- **FFY 2023 – 2024 Regional Work Program updates are due July 1 – should be an action item for review in June.**
- State Planning and Research Funds are being awarded to Grants and Milan for a transportation Safety Plan. **(include this in Reg. Work Program update).**
- The New Mexico LTAP center provides technical assistance and trainings to support workforce development with the aim of helping local governments and municipalities across New Mexico meet their transportation needs.  
<https://ltap.unm.edu/>
- A new Functional Classification Guide update has been completed – now available on the DOT website.
- Rosa Kozub is now the Multimodal Planning & Programs Bureau Chief; Jessica Griffin is the Planning Division Chief; Joseph Moriority is the new Freight & Tech. Planning Supervisor, JoAnn Garcia is the new Multi-modal TAP/RTP Coordinator.

**NMDOT Tribal Liaison – Ron Shutiva**

- Ron reminded our members that 2019 LGTPF funded project completions are due June 30, 2022.
- The **National Tribal Transportation Committee is meeting in Albuquerque May 17 – 19.**
- Ron indicated that the 2021 Transportation Project Fund awarded a total of \$41 million to tribal entities statewide. Ron reminded members to pay attention to the “Buy America” guidelines. Our region did well for this round of TPF funds.
- Ron reminded members to stay on top of funding opportunities – with \$ billions forthcoming – remember to prepare for environmental requirements (which are time consuming) for this funding.
- Iyanbito is looking for a bridge over the BNSF Rail line, or a road extension to the Church Rock bridge.
- Ron asked how the Navajo RSA’s are coming along with the 2018 **LGTPF deadline of June 30, 2022** coming up – for Twin Lakes, Mexican Springs, and Tohatchi Chapters. Mike Neely and Priscilla Lee are seeking additional funding to commence.
- Ron shared that a State Tribal Leaders Summit is coming June 1-2 at Sandia Casino.
- Ron is collaborating with UNM LTAP for funding opportunities – good training is forthcoming.
- Ron is now on the LTAP Board.
- There’s a new Indian Highway Safety Grant out from the BIA.



- **Ron hopes to commence statewide tribal roundtables in the near future. More news forthcoming.**
- Reminding members to keep on top of deadlines for ICIP, TIF, and LGRF.
- **Transportation Project Fund: better to phase then have a shortfall on funding for proposed projects.**
- A national broadband project is establishing a broadband corridor along I-40, and will involve tribal discussion with Pueblos of Laguna and Acoma and Navajo Nation.
- **Ron is encouraging tribal members to pursue bridge funding.**
- **Ron reminds tribal members to pursue support and related letters of support from state and national legislators.**
- NM118 drainage analysis project is finally in progress as the Navajo Council is working on agreements with the local governments in the region of the study between Churchrock and Iyanbito; **need coordination with NDOT.**
- Ron reported on the NM118 drainage analysis that took place between the Iyanbito and Ft. Wingate I-40 intersections at previous meetings. Ron indicated he feels that NM118 drainage issues remain unresolved to this day (in spite of two studies!) and the Navajo Nation DOT remains non-responsive!

#### NMDOT District 5 – James Mexia

- WHPacific is being contracted for a study on needed road and intersection improvements on US 64 – MP 0 – 20 (which includes the Shiprock School Zone). This project will be divided into two phases funded separately and referencing the District 5 HSIP plan for 2021 including a) primary / major Chapter or community intersections from Shiprock to the Arizona border and b) the Shiprock School Zone.
- The NM371 and N36 intersection near Northern Edge Casino is at 60% design; need ROW clearance / easement from NDOT.
- D-5 staff are managing project proposals for the 2021 Local Government Road Fund, and have received awards from the DOT General Office in Santa Fe for the next fiscal year.

#### NMDOT District 6 – Bill Santiago, Michael Neely

- **Local Govt. Road Fund** – as Stephanie from District 5 mentioned, the 5 certifications are also required before LGRF projects are considered construction ready. **Keep District 6 informed on progress – the time is now critical to request an extension amendment as previously funded LGRF cycle is in close out!**
- **Keep DOT District 6 staff informed on progress for the Transportation Project Fund. 5 certifications takes time – try to get these executed during this Winter season so you are construction ready in the Spring!! TPF projects from 2019 are due for completion by June 30, 2022 – time to request an extension if this does not look possible!!!** Need Wilson & Co. final report in the near future!!
- **Bill reminded RTPO members that the MAP funding deadline is June 30, 2022.**
- **Mike Neely is on board with NMDOT District 6 to assist the RTPO's participating in the District 6 region – include Mr. Neely on all communication. Mike reminded that for TPF funds, projects must have design before they can move to construction**
- **Mike Neely reminded that the NMDOT fiscal year is almost over – Have until June 17 to encumber funding! Mike also reminded that the deadline for reimbursements is coming soon, and Capital Outlay reports are due soon!**
- **Mr. Clayton Garner will fill JoAnn Garcia's former position at the District. Reminding members to remind others that traffic safety is important in construction areas.**
- **Lisa Vega is now the Director for DOT District 6, as Larry Maynard has retired.**
- For Local Government Road Fund projects – the District needs certifications for all projects – many RTPO members are not following LGRF guidance for project development and are trying to close out projects without having reported progress to the DOT or following what the program requires – this could jeopardize funding, and DOT District 6 urges follow up with their staff. Have contractors apply to be on the State list as pre-qualified contractors. Using a non-state-qualified contractor could also jeopardize project funding!

**NEW BUSINESS/OPEN FLOOR: MEMBERS & GUESTS (5-minute limit) - None**

**ANNOUNCEMENTS & NEXT MEETING: No announcements – next meeting June 8, 2022 – virtual meeting via Microsoft Teams**

**ADJOURNMENT (11:55 am) Ed Salazar, Cibola County** – motioned; and **Alicia Santiago - Gallup** seconded for adjournment Motion carried by acclamation.

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## MEETING ACTIONS:

### Staff:

- **Orientations:** RTPO Orientations for Local Government Policy Board meetings were completed in August thru September, 2021.
- **Website:** update all important documents page and update Meeting schedule on Meetings page - **complete**
- **Program Guides:** post to website and circulate - **complete**
- **Transportation Project Fund Internal Deadlines:** Implementation – **complete** – all proposed projects have been approved and are now authorized to move forward. A new TPF Call for Projects has been issued for FFY2023. Applying RTPO members from **Grants, Acoma, McKinley, Gallup, Cibola, Milan and Ramah need to complete application packages by May 23 if possible (understanding that some may not acquire resolutions or letters from chief executive providing 5% match or requesting waiver until the week of May 23-27).**

### MEMBERS:

- **Members are encouraged to review your respective sections in these minutes and report to RTPO staff on which portions / bullet sentences can be eliminated as no longer pertinent or completed, as these sections make the minutes incredibly lengthy!!**
- **2019 LGTPF awarded projects: due for completion by June 30, 2022**
- **Annual RTPO Member Survey:** sent to members 9/14/21; Survey Monkey Link sent to members 9/29/21 – asking members to complete these for review at our November or December meeting. **Only 7 members responded!**
- **Statewide Transportation Plan 2045 update** – members encouraged to review

**NMDOT:** Remind Staff and RTPO Members of impending deadlines for various projects and deliverables.



a program of  
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

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

**Agenda Item #IV: Review / Approve FFY 2023 – 2024  
Regional Work Program and Budget**

**Subject: Members to Review and Vote to Approve / Authorize FFY2023  
– 2024 Regional Work Program and Budget**

**Prepared for: June 8, 2022 meeting**

**Date: 6/1/22**

**BACKGROUND**

- **Why?** Every two years the NWRTPO votes to approve and authorize a new biennial Regional Work Program and Budget for the NWRTPO.
- **Purpose.** Undertake this process for our FFY2023 – 2024 Regional Work Program and Budget
- **Discussion/Finalization.** Members will review (in advance) and vote to approve and authorize the FFY2023-2024 Regional Work Program and Budget at this meeting.

**CURRENT WORK**

- Members to vote to approve and authorize the FFY2023 – 2024 Regional Work Program and Budget.

**ANTICIPATED WORK**

- This new Regional Work Program and Budget will help manage staff time investments and program expenditures for the period of October 2022 thru September 2024.

**ATTACHMENTS**

- FFY2023 – 2024 Regional Work Program and Budget

**BUDGET IMPACT**

- No immediate impact; helps guide and manage budget expenditures for FFY2023 - 2024

**ACTION ITEM**

- **Action:** Members will vote to approve and authorize the FFY 2023 – 2024 Regional Work Program and Budget supporting the NWRTPO operations from October, 2022 to September, 2024.



Northwest New Mexico Council of Governments

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

### **FFY 2023-2024 REGIONAL WORK PROGRAM**

**October 1, 2022 – September 30, 2024**

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#### **Introduction and Purpose**

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

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

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

The following are functions and task orders that the Northwest New Mexico Council of Governments (COG) will complete in fulfillment of the contract for management of the Northwest Regional Transportation Planning Organization (RTPO) for Federal Fiscal Years (FFY2023 – FFY2024) October 1, 2022 through September 30, 2024.

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

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

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



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

Management of planning projects include but are not limited to:

- a) Management support for the McKinley County Transportation Master Plan,
- b) Management support for the Grants / Milan Comprehensive Transportation Safety Action Plan.

Implementation of planning projects include but are not limited to:

- a) Implementation support for projects, programs, and initiatives identified within the Four Corners Intermodal Transloading Equinox (4CITE) Master Plan.
- b) Implementation support for projects, programs, and initiatives identified within the Prewitt / Milan Transportation Master Plan (PMTMP).

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

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

Function 1	Budgeted Hours ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	325	N/A		300	N/A	
1 <sup>st</sup> Quarter						
2 <sup>nd</sup> Quarter						
3 <sup>rd</sup> Quarter						
4 <sup>th</sup> Quarter						
Balance						

#### Function 1 Activity Tracking – 2023

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

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

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

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

2.1.2 Assist project applicants with analysis, data collection and other technical support for transportation planning, project identification, and project development. In the immediate future this includes

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

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

Function 2	Budgeted Hours ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	75	N/A		75	N/A	
1 <sup>st</sup> Quarter						
2 <sup>nd</sup> Quarter						
3 <sup>rd</sup> Quarter						
4 <sup>th</sup> Quarter						
Balance						

#### Function 2 Activity Tracking – 2023

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

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

Task 3.1 Assist project applicants in developing projects.

3.1.1 Provide information to potential applicants about funding opportunities.

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

3.1.3 Assist project applicants with applications for NMDOT federal and state transportation funding programs. Follow current adopted New Mexico



Administrative Code (NMAC) and/or program guides provided by NMDOT for project eligibility, program guidelines, and application timelines. Submit all complete applications to the designated NMDOT coordinator in accordance with the schedule outlined in the applicable NMAC and/or guide(s).

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

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

- 3.2.1 Establish and implement a process for RTPO members to prepare and submit Project Feasibility Forms (PFFs) and Project Prospectus Forms (PPFs), through coordination with NMDOT District(s).

- 3.2.2 Assist project applicants with development of PFFs and PPFs; ensure that all members are fully informed of the process and timelines, and support entities in accessing all forms and data required by project applicants to complete the forms. Ensure members are informed of Americans with Disabilities Act (ADA) and Title VI plan requirements for all recipients of federal funds.

- 3.2.3 Work with RTPO members to establish scoring criteria for project prioritization, based on goals and action items included in the RTP, the current NMDOT LRSTP, the Active Transportation and Recreational Programs Guide, Congestion Mitigation and Air Quality Improvement (CMAQ) Program Guide and other guidance from NMDOT.

- 3.2.4 Develop and maintain a prioritized list of projects based on the regional goals articulated in the RTP, and the statewide goals in the NMDOT LRSTP, as well as Technical and Policy Committee review and input. This list will serve as the Regional Transportation Improvement Program Recommendations (RTIPR) list and be submitted to the NMDOT District for potential federal and state funding opportunities on an every-other-year basis (at a minimum). *RTIPR development will occur based on this schedule published in NWRTPO's Call for Projects guidance on our program website for current process and timelines.*

Task 3.3 Provide assistance to local governments interested in pursuing transportation system development and coordination activities.

- 3.3.1 Facilitate prioritization of Public Transit Program applications for the RTPO area in response to the state-wide prioritization schedule established by NMDOT Transit and Rail Section staff. Submit the results to the NMDOT Transit Bureau in accordance with that schedule. Include the results in the RTPO RTIPR.

- 3.3.2 Support efforts on regional transportation system development, through coordination with local entities and NMDOT Transit & Rail Division.

- 3.3.3 Support NMDOT Transit & Rail Division in special projects and initiatives, e.g.

Regional Transit Transfer Station including facilitation of transit providers and governmental entities and support locational analysis and transit oriented planning and connectivity.

Task 3.4 During the month of March, coordinate and co-facilitate RTIPR “zipper” meetings with NMDOT Government to Government Unit (GTG) liaison, the appropriate District staff, and applicable RTPOs, if necessary. Notify NMDOT GTG liaison and District staff of the dates, times, and locations for these “zipper” meetings. Submit the combined, prioritized RTIPR to GTG liaison, the District Engineers and all relevant RTPOs within ten days of the prioritization meeting.

Task 3.5 Track the progress of Statewide Transportation Improvement Program (STIP) projects within the RTPO region and ensure regular communication between the project sponsors, NMDOT staff and others, ensuring projects are meeting deadlines outlined in the Tribal/Local Public Agency (T/LPA) Handbook. Inform applicants on project status, including review of regional STIP project lists at meetings, and assist RTPO members with issues that may arise.

Function 3	Budgeted Hours ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	600	N/A		675	N/A	
1 <sup>st</sup> Quarter						
2 <sup>nd</sup> Quarter						
3 <sup>rd</sup> Quarter						
4 <sup>th</sup> Quarter						
Balance						

#### Function 3 Activity Tracking – 2023

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

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

Task 4.1 Coordinate and participate with NMDOT staff on special studies or projects specified in the NMDOT Planning Work Program. Provide periodic updates to RTPO members on the status of the studies/projects and involve the members in this effort as appropriate.

Task 4.2 Coordinate and participate with the Councils of Governments (COGs) and applicable New Mexico State agency staff on legislative studies related to state-wide or RTPO-specific transportation issues, as appropriate.

Task 4.3 Monitor development of federal and state laws affecting the transportation system and provide information about the contents and status to RTPO members.

Task 4.4 Attend RTPPO Roundtable and special meetings.

Task 4.5 Attend in-state and out-of-state conferences, training sessions or special meetings for staff and professional development opportunities. This task includes the purchase of any supporting materials that may be needed to coordinate, conduct or attend the conferences, training sessions or meetings. RTPPO staff may attend these out-of-state trainings during this RWP, as outlined in our Training & Professional Development Plan available on our program website. Out-of-State trainings and conferences may include but not be limited to NADO National Transportation Conferences known as RPO America, Tribal Transportation Conferences, etc.

Task 4.6 Participate in miscellaneous transportation-related programs and special projects in the RTPPO region, examples may include:

- Support of trails planning, design, development, and maintenance including Zuni Mountains Trail System.
- Support of Route 66 National Scenic Byway and the Trail of the Ancients Scenic Byway including corridor management planning, byway council support, and other technical assistance to improve transportation, exposure, and visitor experience.
- Support of the feasibility study and planning of a transit transfer station for Navajo Transit, Ashiwi Transit and Gallup Express.

Function 4	Budgeted Hours ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	300	N/A		250	N/A	
1 <sup>st</sup> Quarter						
2 <sup>nd</sup> Quarter						
3 <sup>rd</sup> Quarter						
4 <sup>th</sup> Quarter						
Balance						

#### Function 4 Activity Tracking – 2023

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

#### **Function 5. General RTPPO Support**

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

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

- 5.1.2 Per the *New Mexico Open Meetings Act* (NMSA, 1978, Section 10-15-1(D) and 23 CFR 450.210, provide compliant public notice for all RTPO Committee meetings.
- 5.1.3 Provide RTPO Committee members, the appropriate NMDOT District staff, and GTG with meeting agendas and information packets preferably 7 calendar days in advance, and no later than seventy-two (72) hours in advance of RTPO Committee meetings.
- 5.1.4 On an annual basis, provide all eligible T/LPAs with the opportunity to appoint or confirm a representative and alternates to the RTPO Committee.
- Task 5.2 Maintain bylaws that clarify and document member entities, responsibilities and roles, including voting protocols.
- 5.2.1 Maintain a list of RTPO Committee members with contact information and provide a copy of the list to appropriate NMDOT District staff, GTG, member entities, and other regular participants.
- Task 5.3 Conduct Outreach Activities.
- 5.3.1 Engage in and document outreach activities and provide citizens and other transportation stakeholders with reasonable opportunities to participate in RTPO processes per 23 CFR 450.
- 5.3.2 Coordinate with RTPO members to maintain a list of entities including newly elected officials and potential members, who will be educated on the RTPO process. Document this outreach and presentations and share any questions or concerns in quarterly reports and with appropriate NMDOT staff.
- Task 5.4 Maintain a website that includes current meeting information and planning documents, as referenced in the Quality Assurance Review (QAR) guidelines. Post a list of current Technical and Policy Committee members and keep this information updated.
- Task 5.5 Coordinate training and professional development opportunities for RTPO members, including developing and maintaining training plans. Assist RTPO members to identify technical training needs and work with NMDOT, LTAP, and other entities to meet those needs. Informing member entities of training opportunities and encouraging participation

Function 5	Budgeted Hours ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	425	N/A		425	N/A	
1 <sup>st</sup> Quarter						
2 <sup>nd</sup> Quarter						
3 <sup>rd</sup> Quarter						
4 <sup>th</sup> Quarter						
Balance						

## Function 5 Activity Tracking – 2023

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

## **Function 6. RTPO Administration**

- Task 6.1 Produce work products that meet all quarterly work requirements and deadlines per the Planning Procedures Manual (PPM) and submit a summary of activities completed per quarter.
- 6.1.1 Implement and monitor program expenditures in relation to the annual budget, per the PPM. Ensure documentation on program expenditures and activities are available to the public online and retained as physical copies, which will be reviewed during the annual Quality Assurance Review (QAR).
  - 6.1.2 Submit quarterly Reimbursement Packets per the PPM. Include this report as an informational item on the following RTPO Committee agenda and should reflect all costs outlined in the Invoice.
  - 6.1.3 Submit an Annual Performance and Expenditure Report (APER) each year, per the timeline and procedures documented in the PPM. The APER will be derived from the 4<sup>th</sup> quarter Quarterly Report, but will include additional descriptions to summarize the activities performed in the past year.
- Task 6.2 Solicit and utilize input from RTPO board members to develop the two-year (FFY 2023- FFY 2024) Regional Work Program (RWP) for submittal to the NMDOT by deadlines outlined in the PPM.
- 6.2.1 Coordinate the RTPO's planning program with other RTPOs and any Metropolitan Planning Organizations (MPOs) or other agencies impacted by and/or associated with activities contained in the RWP.
- Task 6.3 Develop an annual budget based on the tasks outlined in the RWP, and include cost-sharing methodologies and calculations for costs that are shared between various Northwest NM Council of Government's programs, in accordance with 2 CFR 200 and the PPM. Apply and illustrate cost-sharing methodologies consistently when submitting quarterly Reimbursement Packets.
- Task 6.4 Maintain a Public Participation Plan (PPP) that addresses Title VI and Environmental Justice procedures. Ensure a specific contact person and contact information is listed. Update the PPP in accordance with the PPM schedule or as determined appropriate by RTPO members or staff.

Task 6.5 Submit the NWNM Council of Governments Financial Audit for each State Fiscal Year to the NMDOT GTG Liaison, within 30 days of when the audit is released by the State Auditor's Office.

Function 6	Budgeted Hours ('23)	Actual Hours	Other Specific Costs	Budgeted Hours ('24)	Actual Hours	Other Specific Costs
FFY 2023/2024 Budget	375	N/A		375	N/A	
1 <sup>st</sup> Quarter						
2 <sup>nd</sup> Quarter						
3 <sup>rd</sup> Quarter						
4 <sup>th</sup> Quarter						
Balance						

Function 6 Activity Tracking – 2023

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



Northwest RTPO Hours Budget	FFY2023	FFY2024
Function 1: Long-Range Planning and Implementation	325	300
Function 2: Technical Support and Data Management	75	75
Function 3: Project Development and Monitoring	600	675
Function 4: Other Activities and Projects	300	250
Function 5: General RTPO Support	425	425
Function 6: RTPO Administration	375	375
<b>TOTAL HOURS</b>	<b>2,100</b>	<b>2,100</b>

Northwest RTPO Budget	FFY2023	FFY2024
a. Personnel	\$58,758.00	\$58,758.00
b. Fringe Benefits	\$15,150.00	\$15,150.00
c. Travel & Training	\$5,023.00	\$5,023.00
d. Equipment	\$0.00	\$0.00
e. Supplies	\$4,591.00	\$4,591.00
f. Contractual	\$14,878.00	\$14,878.00
g. Construction	\$0.00	\$0.00
h. Other	\$14,100.00	\$14,100.00
<b>TOTAL EXPENDITURES</b>	<b>\$112,500.00</b>	<b>\$112,500.00</b>
<b>Local Match (20%)</b>	<b>\$22,500.00</b>	<b>\$22,500.00</b>
<b>Federal Share (80%)</b>	<b>\$90,000.00</b>	<b>\$90,000.00</b>



a program of  
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

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

**Agenda Item #V: Progress with TAP, RTP and TPF  
Projects**

**Subject:** Staff to cover status and forward progress with NWRTPO TAP,  
RTP and TPF projects

**Prepared for:** June 8 RTPO meeting

**Date:** June 1, 2022

**BACKGROUND**

- **Why?** On a biennial basis RTPO members submit new **Transportation Alternative Program** and **Recreational Trails Program** projects to the RTIPR, and on an annual basis **NM Transportation Project Fund** projects to the RTIPR.
- **Purpose.** Staff will check with members and cover what projects have been submitted; are in the 2022 RTIPR, and discuss progress for any of these projects funded for our region.
- **Discussion/Finalization.** Discussion to clarify for our region current progress on any funded projects, and projects in the hopper for funding.

**CURRENT WORK**

- Clarify funded, as well as proposed and anticipated TAP, RTP and TPF projects for our region.

**ANTICIPATED WORK**

- Execute these projects within specified timelines as they are approved for funding.

**ATTACHMENTS**

- Documentation showing proposed TAP, RTP and TPF projects and guidance for these programs.

**BUDGET IMPACT**

- No impact on RTPO budget, but potential significant funding for our region's projects

**ACTION ITEM**

- N/A

## 2023 Transportation Project Fund Complete Application Packages

Robert Kuipers <rkuipers@nwnmcog.org>

Tue 5/31/2022 4:03 PM

To: Gaylord Siow <GSiow@poamail.org>; Edward M. Salazar <edward.salazar@co.cibola.nm.us>; Strain, Clyde <cstrain@gallupnm.gov>; manager@grantsnm.gov <manager@grantsnm.gov>; Donald Jaramillo <projects@grantsnm.gov>; Rodney Skersick <rskersick@co.mckinley.nm.us>; manager@villageofmilan.com <manager@villageofmilan.com>; milanclerk@villageofmilan.com <milanclerk@villageofmilan.com>; Edwin Begay <ebegay@navajodot.org>; Dorothy Claw <DorothyClaw@ramahnavajo.org>

Cc: Dennis Felipe Jr. <dhfelipe@poamail.org>; jphoracek <jphoracek@co.cibola.nm.us>; Alicia Santiago <asantiago@gallupnm.gov>; Felix Gonzales <mayorgonzales@villageofmilan.com>; Margie Begay <mbegay@navajodot.org>

RTPO members:

For those of you receiving this email, just letting you know that your 2023 Transportation Project Fund applications have been submitted to the NMDOT FTP Website for funding consideration.

These include:

- Acoma - SP38 Haaku Road
- Cibola - CR5 Moquino Lanno Road
- Gallup - Nizhoni Blvd. phase 3 & 4
- Grants - Nimitz Drive
- McKinley - CR43 Superman Canyon Road
- McKinley - Deer Springs Bridge
- Milan - Airport Road
- Milan - Willow Drive
- Navajo - Chee Dodge School Intersection
- Ramah - BIA 125 mp. 0 - 2

Thanks to all for completing these within a demanding time frame.

---

Robert Kuipers, RTPO Program Manager

Northwest NM Council of Governments

"Over 45 years of moving the region forward"

(505) 722-4237

rkuipers@nwnmcog.org

## Transportation Project Fund – 2023

### **1) Complete Package:**

- Cover Letter
- Project Category
- Project Feasibility Form
- **Resolution of Sponsorship** indicating availability of 5% match or letter from chief executive indicating the same (or request match waiver)
- Map of project location including mileposts
- Right of Way: If local govt. does not own ROW need a) support letter from ROW owners, or b) support letter from NMDOT District Office

### **2) Application Deadline: May 31 – 3:00 pm**

### **3) Funding Available: \$100 million**

### **4) Project Ranking:**

- If RTPO does not rank projects (in our case all ranked #1 – one project per member govt.) – submit letter to Cabinet Secretary stating that we will not rank projects but will allow the DOT District to do this on our behalf. Prioritizing criteria are provided in the Jan. 26 TPF Call for Projects.
  - Is the project ID'd as priority in local plans
  - Project readiness – can project commence within 3 months of reception of executed project agreement
  - Priority bridge – does the project address a bridge on the NMDOT Local Bridge Priority List
  - Phasing: is project part of a phased project previously funded by other state funds; is the project part of a phased project previously funded with TPF? If so – what year?

### **5) Uploading approved applications to FTP website:** RTPO's should upload FTP applications to the FTP website on behalf of the local entities. For this reason, I have asked our members to submit complete application packages to me by May 23.

### **6) Federal Funds:** If the project is on the RTIPR, local entities must ensure that no federal funds have or will be used on the project.

### **7) Drainage or Utilities:** Drainage work is an allowable expense as long as it is part of / supports the overall project. Utility work can only be included if it is required to mitigate the impacts of the proposed construction – otherwise must be paid by another local or state funding source.

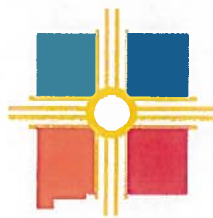
### **8) Federal Funds:** Federal funds may not be used as part of a TPF funded project.

### **9) DOT District Offices:** DOT District will review the applications to ensure all paperwork is filled out correctly, and verify that the proposed work can be accomplished in the time allotted and the funding is enough to complete the phase or project. The Districts provide a priority list of projects to the Cabinet Secretary based on evaluation criteria. The District Engineer can re-prioritize projects for submission to Cabinet Secretary. The Cabinet Secretary can also re-prioritize projects submitted to the Transportation Commission.

**10) State Transportation Commission:** The state Transportation Commission is responsible for the final approval of awards.

**11) Tribal Entities:** Tribal entities can qualify for a hardship waiver only if the Dept. of Finance approves a financial hardship qualification certification. Tribal entities can use Tribal Transportation Funds as their match – but this must be disclosed in the application.

**12) Soft or In-kind match:** Soft or inkind match is not allowed.



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

January 26, 2022

RE: Transportation Project Fund (TPF) Call for Projects

Metropolitan and Regional Transportation Planning Organizations:

The Project Oversight Division is soliciting applications for the Department's Transportation Project Fund (TPF) for fiscal year 2023. Local and tribal governments in New Mexico are eligible to apply for state funded grants. Eligible projects are in the following categories: (1) environmental and other studies; (2) planning; (3) design; (4) construction; and (5) acquisition of rights of way necessary for the development of transportation infrastructure, which includes highways, streets, roadways, bridges, crossing structures and parking facilities, including all areas for vehicular, transit, bicycle or pedestrian use for travel, ingress, egress and parking.

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

**Project Prioritization Criteria:**

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

The application package shall include the following:

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

**Michelle Lujan  
Grisham**  
Governor

**Michael R. Sandoval**  
Cabinet Secretary

**Commissioners**

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

**Bruce Ellis**  
Commissioner  
District 2

**Hilma E. Chynoweth**  
Commissioner  
District 3

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

**Thomas C. Taylor**  
Commissioner  
District 5

**Charles Lundstrom**  
Commissioner, Secretary  
District 6



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

Complete applications must be submitted through NMDOT's FTP site [https://grader.dot.nm.gov/public/folder/N5NIRHkt\\_0qwNqY6lk0fdg/FY23%20TPF%20Application](https://grader.dot.nm.gov/public/folder/N5NIRHkt_0qwNqY6lk0fdg/FY23%20TPF%20Application) no later than close of business May 31, 2022. All incomplete applications will be returned to the local entity for submission the following year. Projects will be selected and approved by the State Transportation Committee by September 1, 2022. Selection letters will be mailed out within the first week of September.

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

Sincerely,



Michael Sandoval (Jan 26, 2022 22:03 MST)

Michael Sandoval  
Cabinet Secretary

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


# TPF Call for Projects FY23 FINAL

Final Audit Report

2022-01-27

Created:	2022-01-26
By:	Jolene Casados (jolene.casados2@state.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIrTMh-ZFimsuJp878iG6EAbUOP92IGor

## "TPF Call for Projects FY23 FINAL" History

-  Document created by Jolene Casados (jolene.casados2@state.nm.us)  
2022-01-26 - 10:13:37 PM GMT- IP address: 73.127.215.70
-  Document emailed to Michael Sandoval (michael.sandoval1@state.nm.us) for signature  
2022-01-26 - 10:14:08 PM GMT
-  Email viewed by Michael Sandoval (michael.sandoval1@state.nm.us)  
2022-01-27 - 5:02:40 AM GMT- IP address: 104.47.65.254
-  Document e-signed by Michael Sandoval (michael.sandoval1@state.nm.us)  
Signature Date: 2022-01-27 - 5:03:02 AM GMT - Time Source: server- IP address: 73.242.240.34
-  Agreement completed.  
2022-01-27 - 5:03:02 AM GMT

### **Transportation Alternative Program Projects in 2022 – 2026 RTIPR**

- Grants: 2<sup>nd</sup> Street Shared Use Path Loop Trail - \$1,017,955
- Acoma: SP32 Pinsbaari Drive - \$920,000
- Laguna: NM124 Bike & Ped. Trail - NM279 to Rio San Jose - \$832,689
- Laguna: NM279 Bike & Ped. Trail – NM279 from NM124 intersection to MP9.5 - \$1,817,564
- Laguna: NM124 Bike & Ped. Trail – Seama (MP 16.47) to Paraje (MP. 19.27) - \$1,200,000

### **Recreational Trails Program Projects in 2022 – 2026 RTIPR**

- McKinley: High Dessert Trailhead relocation (near Gamerco) - \$650,000
- Gallup: Northside Trail System & Outdoor Mecca (north of S.W. Transfer Station and Veteran's Park) - \$21,000,000
- Cibola: Ojo Redondo Trail and McKinley connector trail (ZMTP) \$614,000
- Cibola: Bluewater Trail (ZMTP) \$985,000

**Which of these projects had applications submitted?  
(October 29, 2021)**

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

(This summarizes the 31 page document in 3 pages)

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

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

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

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

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

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

6) The Award: pp. 18 – 19

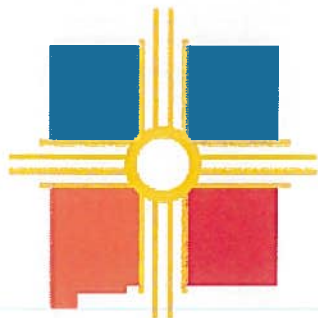
- Once project is awarded the local govt. recipient will work with the TAP/RTP Coordinator or NMDOT POD (*Project Oversight Division*) and Regional Design Center project manager to develop an agreement.
- Non infrastructure projects are managed by the TAP/RTP Coordinator.
- Infrastructure projects involving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

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

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

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





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

## Transportation Alternatives and Recreational Trails Program Guide and Application

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

### **Programs Coordinator**

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## 1. Introduction and Goals

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

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

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

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

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

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

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

## 2. Quick-Reference Funding Guide

### Which program should my agency apply for?

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

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

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

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

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

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

### Other Funding Opportunities

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

### 3. Program Information

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

##### Background

The Transportation Alternatives Program (TAP) is a Federal reimbursement program originally authorized under section 1122 of the Federal transportation act, Moving Ahead for Progress in the 21st Century (MAP-21). TAP was reauthorized as a set-aside of the Surface Transportation Block Grant (STBG) program in section 1109 of the Fixing America's Surface Transportation Act (FAST Act)—signed into law in December of 2015. The FAST Act was extended for one year, through FFY2021. Although TAP is not explicitly mentioned in the FAST Act, all of TAP's eligibilities have been preserved and are now codified under Title 23 of the United States Code, sections 133(h)(3) and 101(a)(29). For simplicity and consistency, NMDOT will continue to refer to the program as TAP.

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

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

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

##### Funding

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

Sub-allocated funds are divided into three categories: areas with populations of 200,001 or more; areas with populations of 5,001 to 200,000; and areas with populations of 5,000 or less. These are special census designations related to population density and do not correspond with city or town boundaries. In order to accurately figure out in which category a project belongs, entities should work with the appropriate MPO/RTPO planner. The resulting distribution **estimates** based on historical funding levels for New Mexico's FFY23 and FFY24 TAP funds are as follows.

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

Population 200,001 or more:	\$1,071,346
Population 5,001 to 200,000:	\$1,091,424
Population 5,000 or less:	\$694,754
Available for any area:	\$2,857,525
*Funding is apportioned by Congress and is subject to change.	



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

## B. What is the Recreational Trails Program?

### Background

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

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

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

### Funding

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

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

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

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

## 4. Program Requirements

### A. Who can apply for funding?

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

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

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

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

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

### B. What are other Federal requirements?

#### Americans with Disabilities Act

Non-tribal entities applying for TAP/RTP funds must comply with the Americans with Disabilities Act (ADA) of 1990, which requires that public agencies with more than 50 employees have an ADA Transition Plan, 28 CFR §35.150(d). Tribal governments are exempt from this requirement, though NMDOT supports ADA plans and policies in Tribal communities. If not already submitted, the applicant must submit a compliant ADA Transition Plan to the [NMDOT ADA Program Coordinator](#), Charles Trujillo, [ADA.TitleVICoordinator@state.nm.us](mailto:ADA.TitleVICoordinator@state.nm.us), by July 12, 2021. Local Public Agencies (LPA) with fewer than 50 employees must submit an ADA Policy. For additional information please see the [NMDOT T/LPA Handbook](#).

ADA Plan/Policy Deadline: July 12, 2021

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

## Title VI Plan

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

Title VI Plan Deadline: July 12, 2021

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

## Financial controls

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

## C. What is the local match?

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

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

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

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

## E. Other Considerations

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

What if my project comes in over budget?

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

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

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

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

## 5. Application Process and Project Selection

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

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

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

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



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

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

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

## B. TAP/RTP Funding Cycle Timeline

<u>Month</u>	<u>Year</u>	<u>Activity</u>
May-Sept	2021	Call for projects open
May- July	2021	<p>PFFs due to RTPO planner (or to MPO planner if MPO is using PFF process); RTPO planner (and MPO planner if MPO is using PFF process) sets own deadline for receiving PFFs</p> <p>RTPO (or MPO) planner schedules PFF meetings with RTPO (or MPO)/NMDOT liaison/District/Environmental/T/LPA</p> <p>MPO planner screens all potential applicants for feasibility, phasing, etc. (if not using PFF process)</p> <p>RTPO/MPO planners set own deadline for completing PFF meetings (or MPO-specific feasibility screening process)</p> <p>Projects in RTPO areas whose PFF is signed off on by the appropriate District representative at the PFF meeting must be included in the RTPO's RTIPR</p>
June-July	2021	T/LPA completes application and submits to MPO/RTPO planner according to deadline set by MPO/RTPO
July 12	2021	Non-Tribal applicants must submit their agencies Title VI and ADA Plans/Policy to NMDOT Title VI and ADA Coordinator for review and approval.
Aug-Sep	2021	MPO/RTPO planner evaluates applications for eligibility and completeness
October 29	2021	<p><b>MPO/RTPO planners submit complete applications to NMDOT TAP/RTP Program Coordinator</b></p> <p><b><u>Late or incomplete applications will not be accepted.</u></b></p>
Nov-Dec	2021	TAP/RTP Program Coordinator reviews applications for eligibility and completeness and prepares packages for rating and ranking by Selection Committee (TAP) and Recreational Trails Advisory Board (RTAB) (RTP)
Jan-Feb	2022	TAP Selection Committee rates, ranks, and selects projects; RTAB rates and ranks RTP projects and makes recommendations to NMDOT

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

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

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

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

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

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

### D. Application Scoring Factors

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

#### 1. Planning

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





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## Northwest Regional Transportation Planning Organization (NWRTPO)

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

Subject: Discussion / Presentation Items

Prepared by: Robert Kuipers, NWRTPO

Date: 6/1/22

#### 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 Reports
- RTPO Monthly Report
- Member Reports

##### Member Special Reports:

- None this 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: none for the past month
- NMDOT Govt. to Govt. Update: 5/17/22
- AASHTO Publications: none
- 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.
- Tribal Transportation News: 5/16/22
- National Electric Vehicle Infrastructure Webinar: 5/19/22
- Getting Ready for Reconnecting Communities Pilot Discretionary Grant Program Webinar: 5/19/22 – (recording and slides available on website)
- National Transportation in Indian Country Conference: Aug. 22-26, 2022 – Louisville, Kentucky 2/11/22

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 – May, 2022

- A. 2022 NWRTPO RTIPR Update:** 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. At this point, RTPO members have submitted 53 project PFF's and PPF's for our 2021 – 2022 RTIPR update, 49 of which were presented and reviewed by DOT District 6 staff on June 29-30; 4 projects for Northern Navajo were reviewed by DOT District 5. Roadway projects were prioritized in our new RTIPR at our January 12 meeting for 7 of our member governments who have submitted qualified projects – per functional classification. RTIPR was approved, finalized and authorized at our February 9, 2022 meeting; DOT District 6 Zipper will take place at our March 9 meeting. During the course of Feb. – March, 2022 a new 2023 Transportation Project Fund from the State of New Mexico was announced, so staff have asked members to submit PFF's to include these projects proposed for next year, in this year's RTIPR to make them more competitive for funding in our current RTIPR these were completed prior to our March 9 DOT Dist. 6 RTIP (Zipper) meeting.
- B. NMDOT Transportation Project Fund:** The State of New Mexico initiated a new LGTPF fund to support transportation needs across New Mexico, complimenting the ongoing Local Govt. Road Fund in 2019. This fund provided \$50 million statewide in FFY2019. Eleven member governments of the NWRTPO and Farmington MPO were funded for 14 projects for just over \$12 million. In FFY2021 NMDOT had \$120 million available and has been officially renamed to the Transportation Project Fund (TPF) and now officially includes Tribal communities. NMDOT Districts 5 & 6 reviewed and approved 13 projects from 10 of our member governments at a total of just under \$20 million to move forward. When including the Farmington MPO, the total award is at \$22,415,160.00 for our region. A new 2023 TPF call for projects has just been issued with a deadline of May 31, 2022 for project submissions, staff have cited ten (10) projects proposed from our member governments and one for the MRRTPO, in our 2022 RTIPR.
- C. GIS Data Gathering, Trails Development, Mapping and Compiling Work:** COG staff Carrie House continues to provide technical assistance and GIS mapping for development of 200 new miles of recreational trails in the Zuni Mountains in McKinley and Cibola Counties during FFY18 – FFY22; and continues contributing GIS mapping for regional transportation infrastructure. The NWCOG was the only New Mexico recipient of a NADO Impact Award for the ongoing development of 200 miles of recreational trails in the Zuni Mountains of McKinley and Cibola Counties. The Navajo Nation will soon be developing 80 miles of recreational trails in the Chuska Mountain range, complimenting the rec. trails being developed in the Zuni Mtns. The Pueblo of Laguna is developing bike and pedestrian trails connecting all six of their Pueblo Villages.
- D. Trail of the Ancients Scenic Byway is Nationally Designated:** President Trump signed the "Reviving America's Scenic Byways Act of 2019" into law re-establishing the Scenic Byway Program. This provided the NWRTPO the opportunity to undertake a demanding process to pursue national designation for parts of our New Mexico TOA byway portion. RTPO and COG staff submitted the 2020 application for national designation for portions of our New Mexico Trail of the Ancients Scenic Byway. The entire TOA byway corridor is shared by Counties in the 4-Corners region of Utah, Arizona, New Mexico and Colorado; the Utah and Colorado corridors are already nationally designated. **We received news that major portions of our New Mexico corridor are now designated as a National Byway corridor!** 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. Staff are submitting an application to update our Corridor Management Plan as the first rendition was done in November, 2008.
- E. Bipartisan Infrastructure Investment & Jobs Act:** The Federal Govt. and USDOT is providing funding for transportation development in billions of dollars – far beyond anything we've seen before, in some cases with short application timeframes. Members are encouraged to become familiar with these opportunities and take advantage of them. COG staff have created County Bridge lists for funding consideration, as many of our bridges are old and in need of replacement; bridges are expensive, so now is the time to take advantage of this funding to repair or replace!
- F. Geo-tourism Website:** RTPO Staff are once again commencing to upgrade our Geo-tourism website which is another four corners states initiative, along with our N.M. Geo-tourism Stewardship Council.
- G. News, Training and Funding Opportunities:** The following training and funding opportunities have recently emerged:
- FHWA Planning, Environment & Realty Reports: none for the past month
  - NMDOT Govt. to Govt. Update: 5/17/22
  - AASHTO Publications: none
  - 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.
  - Tribal Transportation News: 5/16/22
  - National Electric Vehicle Infrastructure Webinar: 5/19/22
  - Getting Ready for Reconnecting Communities Pilot Discretionary Grant Program Webinar: 5/19/22 (recording and slides available on website)
  - National Transportation in Indian Country Conference: Aug. 22-26, 2022 – Louisville, Kentucky 2/11/22

## FFY2022

\*if budgeted hours differ from actual hours by more than 20% in any function, provide a narrative explanation below